

**JUNIPER RIVIERA COUNTY WATER DISTRICT REGULAR
MEETING OF THE BOARD OF DIRECTORS OPEN TO THE
PUBLIC**

**MEETING MINUTES
Thursday October 20, 2022**

- **CALL TO ORDER/FLAG SALUTE**, Erin D’Orio called the meeting to order at 5:02pm.
- **ANNOUNCEMENT OF RECORDED MEETING/ ROLL CALL**, Directors Erin D’orio, Jason Chormicle, Walso Stakes and Eric Engleman were Present. Staff has received the resignation of Charlene Greiner effective 11/30/2022. Lorrie Steely and Lee Logsdon
- **PUBLIC COMMENTS:** One member of the public was in attendance, there were no public comments.
- **ENGINEER JAMES OWENS WITH NV-5 TO REVIEW THE PRELIMINARY ENGINEERING REPORT PREPARED BY NV-5 WITH FUNDING FROM THE STATE WATER RESOURCES CONTROL BOARD DIVISION OF FINANCIAL ASSISTANCE. (DFA PROP 1 FUNDING):** James Owens and his staff engineer were in attendance at the meeting to present and discuss the Draft Preliminary Engineering Report. Discussion was carried on, the Board and Staff directed NV-5 to make minor changes to the report.
- **APPROVE MEETING MINUTES OF THE REGULAR BOARD MEETING HELD SEPTEMBER 22, 2022**
Eric Engleman made the motion to approve, Waldo Stakes made the second, All in Favor 4; All Opposed 0, Motion passed 4/0.
- **APPROVE FINANCIAL REPORT INCLUDING MONTHLY OPERATING EXPENSES FOR AUGUST & SEPTEMBER 2022.**
PEGGY EINHART, DISTRICT BOOKKEEPER TO DISCUSS, Peggy Einhart participated in the meeting via teleconference to discuss financial reports for August and September. Jason Chormicle made the motion to approve, Eric Engleman made the second, All in Favor 4; All Opposed 0, Motion passed 4/0
- **INFORMATION ITEMS: The following items, announcements and/or reports are presented for information and discussion only:**
 - **OPERATIONS/WATER SYSTEM UPDATE** – Lee Logsdon reported on District operations, there have been a few leaks in the past couple weeks, we are replacing services that are on private property.
 - **DISTRICT BUSINESS/GENERAL MANAGERS UPDATE – Lorrie Steely**
 - + Status of annual fiscal audit for 2022-2023, documents all scanned and submitted to Messner & Hadley on Oct 19th. First time ever that the District has submitted documents electronically! Making progress.
 - + Update on annexation of 8300 Overlook, pending NV-5 providing plan sheet for extension, survey data is now complete. James Owens to provide a budget and timeline, still pending.
 - + Discuss conversation with County of San Bernardino and the road maintenance program as well as the upcoming meeting on to discuss possible County assistance with storm drain maintenance.
 - + Discuss upcoming events;
 - Oct 22nd 10am Mulching Workshop - 11am Sheriff’s Dept-Neighborhood Watch - 12pm BBQ, there was a small turn-out for the mulching workshop and the Neighborhood Watch. The Sheriff’s representative was very informative and provided handouts regarding the program.
 - Oct 29th 5pm - 8pm Trunk or Treat and roasted Hallow-weenies, good turn-out from the community, we had 12 participants with decorated vehicles, and lots of “trick-or-treaters”.

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GRANT UPDATES

Demonstration Garden – Edible Garden Grant Update: June 15, 2022 awarded \$17,500, work to be done in November/December after growing season when weather is cooler. This garden including straw bales will be used as part of the demonstration for the Community Mulching Workshop scheduled for this Saturday.

IRWMP Grant Update: Grant Status: Grant was fully executed and received September 26, 2022. Staff is setting up labor compliance portion of the project with the Department of Industrial Relations which our contractor's will use to record their certified payroll. Our first reimbursement application is underway with a deadline of Oct 31st. We have been told the turn-around for reimbursement is up to 6 months.

Approved \$250,000 Nov 2021, Amendment to increase funding to \$377,000 based on changes identified during preliminary implementation.

Well 3 Profiling: Based on profile findings, Well 3 is not a viable candidate for remediation, as such the project will have to be modified to eliminate the cost of the well remediation from the grant. Unless Staff can find other work that needs to be done that could be added as an amendment. This item is pending. **PRV Stations:** Priority for Rebuilding/Replacing PRV Stations has been identified. Staff has determined that all the PRV stations along Milpas should be replaced. Amendment to scope of work approved and increase to budget implemented. PRV Stations will be replaced in cooler weather when the water consumption is less. Anticipate work to be done December 2022 +/-.

State Water Resources Control Board Grant – Generators: Status of application; As of October 15th, Cal Rural has not resolved the issue with their contract with the State. They still need to hire an electrical engineer who will provide the electrical plan. At this time the application is still pending.

Prop 1 Grant (NV-5 James Nolte/Sac State): Preliminary Engineering Report final draft with revisions has been completed and reviewed per James Owens discussion with Board today. The next step in the process is the financial application which Staff is currently preparing. Documents will be ready to submit upon completion of the 2021-2022 fiscal audit; estimated timeframe for complete financial package to the state, November/December 2022.

ACTION ITEMS:

- Approve new District Operations Position; Discuss new operations position, including written job description as defined by Operations Manager and General Manager. Staff and Board discussed need for part-time position during the budget cycle and included the line-item in the 2022-23 fiscal budget. Staff is recommending the position be part-time and then revisit our budget at our 6-month mark to make the position full-time. Staff discussed hiring criteria with attorney regarding hiring process, which includes advertising for the opening. Work load will include helping with repairs as needed, basic maintenance, service replacements as well as the Districts long-term needs which include correcting outstanding deficiencies from 2020 Sanitary Survey, implementing annual waster facilities maintenance program, annual hydrant flushing and exercising valves. Waldo Stakes made the motion to approve, Jason Chormicle made the second; All in Favor 4; All Opposed 0; Motion Passed 4/0
- Approve moratorium on new meters in the District until Well No. 04 is built and complete. Staff to discuss District's current maximum pumping capacity verses our highest daily consumption. Recommendation to cease approving new meters at this time. Waldo Stakes made the motion to approve, Jason Chormicle made the second, All in Favor 4, All Opposed 0, Motion Passed 4/0.
- Approve Resolution No. 355 approving Lorrie Steely, General Manager as the Authorized Representative for the project, granting authority to sign and submit the application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments and certify disbursement requests. Eric Engleman made the motion to approve, Jason Chormicle made the second, All in Favor 4, All Opposed 0, Motion Passed 4/0.
- Waldo Stakes made the motion to adjourn the Meeting, Jason Chormicle made the second. All in Favor 4, All Opposed 0, Motion Passed 4/0. Meeting was adjourned at 7:26pm

Approved:  12.15.2022
Board Secretary, Lorrie L. Steely