

Regular Meeting Minutes of the Board of Directors Juniper Riviera County Water District

THURSDAY, AUGUST 22, 2024

The Board of Directors of the Juniper Riviera County Water District met in session. Held the regular meeting at the regular meeting place, 25715 Santa Rosa Road, Apple Valley, California. The meeting was called to order at 6:02 P.M. BOD President D’Orio led the Pledge of Allegiance.

ROLL CALL:

DIRECTORS PRESENT: President D’Orio, Vice-President Pace, Directors Walker and West.

ALSO PRESENT: General Manager Smith, Executive Assistant Casey, Operations Manager Logsdon, and Maintenance Worker Chormicle.

ABSENT: None

PUBLIC PRESENT: Jerry Lyon, Darlene Alvarado, Amy Poplin

PUBLIC COMMENT:

Mr. Lyon asked a question regarding the setbacks of the easements and the construction dates. Operations Manager Logsdon informed the gentleman that the pipeline installation was moving forward. Still, a change order was submitted to the State Water Resources Control Board, which includes extending the completion date. The specifics of the change order are unknown other than a water rate study that is to run parallel to the project to aid in providing the State with confirmation that Juniper Riviera County Water District would be able to manage and maintain any replacements and additional infrastructure added to the water system and have the water rate affordability index within the threshold that the state dictates since our water system is considered a Disadvantaged Community (DAC). The gentleman's phone number was taken so office staff could provide him with a list of approved water haulers within the San Bernardino County boundaries.

Consideration of Director Vacancy Interested Party Resume Submittal/Discussion/Actions:

The General Manager informed the Board of Directors of the letters of interest and resumes that the office has received for the open seat on the board.

CONSENT LIST:

1. **July 18, 2024, Meeting Minutes:** The Board of Directors reviewed the meeting minutes.
2. **Accounts Payable/Pay Warrants:** The General Manager explained the disbursements provided to the board. The Board of Directors reviewed the disbursements. By Director West to approve the consent list. Seconded by Director Walker. Ayes: All. Nays: None. Absent: None. Abstain: None. 4-0 Vote.

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GENERAL MANAGER REPORT:

1. **CALENDAR YEAR 2024 EFFICIENCY-PRODUCTION REPORT:** General Manager Smith informed the BOD that all water samples in July 2024 came back absent for contamination. The GM briefed the BOD on the production of the water system, noting that the water district averages 95.80%.
2. **WATER SYSTEM OPERATIONS/MAINTENANCE UPDATE:** The General Manager informed the BOD of the field maintenance work. There were no water service installations for the month of August at the time of the meeting. General Manager Smith briefed the Board on a piece of property where the new property owner was proposing to install fencing, but due to the locations of district facilities in the easement; the fence line will be installed an additional 15' to the south so that ingress/egress access to the hydrant, valves, and water main were maintained. New office desks were purchased to replace the existing furniture. All monthly required monthly documents were submitted through the SAFER Clearinghouse portal.
3. **WATER WELL NO. 1 UPDATE:** General Manager Smith and Operations Manager Logsdon brief the Board on the status of the rehabilitation project for Well No. 1.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. **MEETING UPDATE:** General Manager Smith informed the BOD of the conference call, and that progress continues to be routed within the necessary state offices. The change order will delay the project by a minimum of three months. The generators of this grant won't be completed within a realistic time frame for the 2026 calendar year.
2. **IRWMP UPDATE:** General Manager Smith informed the BOD that email communications with local and state representatives via emails and phone conversations. A local paper published a revised notice to replace the water districts' Pressure Reducing Valves. The bid documents require minor revisions.
3. **SWRCB UPDATE:** General Manager Smith informed the BOD that communications with NV5 and state representatives via emails. The current work plan is being amended with new information that will be released in the next couple of months. One of the items being added to the work plan is a water rate analysis. With the work plan being amended and additional paperwork and approvals from various state departments, the project was confirmed to be delayed again for a few months.

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DISCUSSION/INFORMATION/ACTION:

1. **JULY 2024 DELINQUENCY:** The General Manager informed the BOD of the number of late fees applied to delinquent accounts and that there were zero water shut-offs for July 2024.
2. **2024 ELECTION FILING DEADLINE:** The General Manager reminded the Directors that the SB County election filing window was from 7/15/24 to 8/9/24. The GM informed the BOD that all directors' candidacy documents were filed with the San Bernardino County ROV office.
3. **Standby Assessments Fiscal Year 2024-25:** The General Manager informed the Board that the Standby Assessments have been submitted.

DISCUSSION/ACTION ITEMS:

1. **Financial Report for March, April, May, June, and July 2024:** By motion of Director Walker to approve the Financial Reports for March, April, May, June, and July 2024. Second by Vice-President Pace. Roll Call Vote: Ayes; President D'Orio, Director West. Nays: None. Absent: None. Abstain: None. Motion passes 4-0.
2. **HydroCorp Cross-Connection Control Plan:** By motion of Director Walker to approve the proposal to have HydroCorp perform a cross-connection control plan and policy that will be acceptable to the State Water Resources Control Board for the total amount of \$3,000. Second by Vice-President Pace. Ayes: All, Nay: None, Abstain: None, Absent: None. Motion passes 4-0.
3. **California Special District Association (CSDA) Membership:** Director Walker motioned to approve the annual membership at the 20% discounted rate. Second by Director West. Aye: All, Nays: None, Abstain: None, Absent: None. Motion passes 4-0.
4. **Ampstun Billing/Accounting Program:** The General Manager and Executive Assistant updated the Board of Directors that our current billing program company is merging with a larger company. Additional costs and software will need to be paid to move our accounts to this new billing program and company, and additional unforeseeable expenses will most likely be upcoming. The Ampstun Billing/Accounting Program was presented at the April Meeting as information only. The cost to switch over to the Ampstun billing/accounting program is quoted at \$14,530 for the billing module @ 280 accounts. \$2,850 Accounting Module @ 280 accounts.
5. **Drainage Report for APN #0435-421-03 and #0435-391-02:** This item was tabled to a future meeting for full discussion once the County has provided its requirements and additional information is available.

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CLOSED SESSION/POTENTIAL CANDIDATES OPEN SEAT

1. 07:06 P.M., The Board made a motion to go into closed session to interview the individuals who submitted a letter of interest or interest to fill the open seat on the board.
2. 07:31 p.m., The Board came out of closed session. President D’Orio reported that no action had been taken. She requested a letter be mailed to each water account and property owner within the district’s boundaries to notify the public of the open seat.

NEW BUSINESS:

None.

DIRECTORS COMMENTS:

None.

ADJOURNMENT:

Be there is no further business to conduct. The meeting was adjourned at 07:32 P.M.

Erin D’Orio, President of the Board of Directors

ATTEST:

Daniel B. Smith, General Manager