

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

THURSDAY, SEPTEMBER 19, 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 6:00 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, and Maintenance Worker Chormicle.

ABSENT: Operations Manager Logsdon

PUBLIC PRESENT: Amy Poplin

PUBLIC COMMENT:

NONE.

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.

1. **BOD Action:** The Board of Directors appointed Amy Poplin to the open seat on the board.
2. **Oath of Office:** General Manager Smith administered the Oath of Office to Amy Poplin.

CONSENT LIST:

1. **August 22, 2024, Meeting Minutes:** The Board of Directors reviewed the meeting minutes.
2. **Accounts Payable/Pay Warrants:** General Manager Smith informed the board that there were difficulties with the login credentials to the banking, which did not allow the regular disbursements to be distributed at the meeting; however, General Manager Smith briefed the board that that the Frontier Communications account was canceled and the district will no longer be using their services for internet and phone service. The General Manager discussed the new website hosting service provided by Streamline and said that GoDaddy would only be used to secure past and current domains. Roll Call Vote: Ayes; All. Nays: None. Abstain: None. Absent: None. 5-0 Vote.

GENERAL MANAGER REPORT:

1. **CALENDAR YEAR 2024 EFFICIENCY-PRODUCTION REPORT:** General Manager Smith informed the BOD that all water samples in August 2024 came back absent for contamination. General Manager Smith briefed the BOD on the production of the water system, noting that for the water year 2023-24, the district is averaging 88.09%.

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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. The monthly Drought Reports were submitted through the SAFER Clearinghouse portal.
3. **WATER WELL NO. 1 UPDATE:** General Manager Smith briefed the Board on the status of Water Well No. 1. Legend Pump is formulating solutions to the over-drafting conditions due to the age of the well, which includes a redesign of the pump/motor configurations. A new water well will need to be drilled to help with the increase in the water system's demand. The General Manager will continue working on the systems infrastructure projects, with Water Well No. 4 being a top infrastructure project.

GRANT FUNDING UPDATE & PROGRESS/DISCUSSION/ACTION ITEMS:

1. **IRWMP UPDATE:** General Manager Smith informed the BOD of the current status of the PRV replacement project. President D'Orio reiterated the severity of the need to have the PRVs replaced as soon as possible.
2. **SWRCB UPDATE:** General Manager Smith informed the BOD of the communications with NV5 and state representatives via phone and emails. The property owner of APN #032-221-10 has contacted the General Manager and wanted to inquire about the possibility of having water service installed on the property in exchange for granting an easement on the Southeast corner of the lot for the water main installation, which is part of the SWRCB Grant project. Due to the current state of Water Well No. 1, the moratorium on the number of water service line installations, and resolution #362 Temporary Moratorium on Water Service Installations, the board of directors declined to accept. The General Manager will inform the property owner of the moratorium and resolution #362 but will continue to offer the \$1,000 in exchange as written in the letter mailed for the easement.

DISCUSSION/INFORMATION/ACTION:

1. **AUGUST 2024 DELINQUENCY:** The General Manager informed the BOD that the office applied 81 late fees to delinquent accounts and that there were zero water shut-offs.

DISCUSSION/ACTION ITEMS:

1. **Financial Report August 2024:** The General Manager informed the board that the office had yet to receive the report in time to be presented at the meeting. Office staff will contact Personalized Tax Services to see when the information will need to be sent to Personalized Tax Services for the Financials to be available for board review for future meetings.
2. **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

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Larger corporation. 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. General Manager Smith researched other software options with the recommendation to use Ampstun as the district's new billing/accounting software. Director Walker made a motion to approve the Ampstun Billing/Accounting Software. Second by Vice-President Pace. Ayes; All. Nays: None. Abstain: None. Absent: None. Motion passes 5-0.

3. **Water Service APN #0435-271-03-0000:** General Manager Smith informed the board of the unique circumstance with this lot, as a water service line was installed years ago; however, the Connection Fee was never paid. Following the district's current moratorium and resolution #362, Temporary Moratorium on Water Service Installations, the board will not allow new water connections. Roll Call Vote: Ayes; All. Nays: None. Abstain: None. Absent: None. 5-0 Vote.
4. **Conflict-of-Interest Policy #1020:** General Manager Smith introduced the new policy, explaining that the district's current policy is outdated and should be revised to follow current government codes. Vice-President Pace made a motion to approve Policy #1020 Conflict of Interest. Second by Director Walker. Ayes: All. Nay: None. Abstain: None. Absent: None. Motion passes 5-0.
5. **2024 Local Agency Biennial Notice:** General Manager Smith informed the board of the notice. Director Walker motioned to approve the notice with the checkbox "no changes necessary". Second by Vice-President Pace. Ayes: All. Nay: None. Abstain: None. Absent: None. Motion passes 5-0.
6. **Mileage Reimbursement:** Director Walker to approve the mileage reimbursement submittal form from the General Manager from April 2024 through September 13, 2024, totaling 673 miles, being paid at the IRS rate of \$.675 per mile. Second by Director West. Ayes: All. Nay: None. Abstain: None. Absent: None. Motion passes 5-0.
7. **2008 F-150 Work Truck Salvaged Title:** Vice-President Pace to release the vehicle and collect the insurance payout of \$10,468.33. Second by Director Waker. Ayes: All. Nay: None. Abstain: None. Absent: None. Motion passes 5-0.
8. **Tim Myers Topography-Hydrogeology Report:** The board discussed in-depth properties 0435-391-01, 0435-391-02, 0435-391-03, and 0435-421-03. Director Walker to approve only having the current district's property surveyed by Tim Myers to produce a Topography and

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Hydrogeology Report at \$8,800. Second by Vice-President Pace. Ayes: All. Nay: None.
Abstain: None. Absent: None. Motion passes 5-0.

NEW BUSINESS:

None.

DIRECTORS COMMENTS:

None.

ADJOURNMENT:

Be there is no further business to conduct. The meeting was adjourned at 07:38 P.M.

Erin D’Orio, President of the Board of Directors

ATTEST:

Daniel B. Smith, General Manager