



Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

**REGULAR BOARD MEETING
MINUTES**

This meeting was virtual only.

Teleconference:
Dial-in #: 978-990-5321
Access Code: 117188
Email: info@cabazonwater.org

Meeting Date:
Tuesday, January 25, 2022 – 6:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
REMEMBRANCE OF OUR SERVICE MEN AND WOMEN
ROLL CALL

Director Terry Tincher - Present
Director Diana Morris - Present
Director Sarah Wargo - Present
Director Robert Lynk - Present

Calvin Louie, General Manager - Present
Evelyn Aguilar, Board Secretary - Present

Steve Anderson, Legal Consultant, Best Best & Krieger – Present
Chuck Krieger, Engineering Consultant, Krieger & Stewart – Present
Travis Romeyn, Engineering Consultant, Krieger & Stewart – Present

Note: This meeting was recorded by the District

CONSENT CALENDAR

All matters in this category are considered to be consistent with the Board/District goals, District Policies and Regulations adopted and/or approved by the Board of Directors, and will be enacted in one motion. There will be no separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and Warrants of December 14, 2021
- b. Regular Board Meeting Minutes and Warrants of December 14, 2021
- c. Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19

Motion to approve following consent calendar item(s) (a.) Finance and Audit Committee Meeting Minutes of December 14, 2021, (b.) Regular Board Meeting Minutes of December 14, 2021, and (c.) Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19 made by Director Tincher and 2nd by Director Morris.

Director Tincher - Aye
Director Morris - Aye
Director Wargo - Abstain
Director Lynk - Aye

- 2. Warrants – None
- 3. Awards of Contracts – None

UPDATES

1. Update: Manager's Operations Report (by GM Louie)

- GM Louie asked that this item be postponed until after the other items were addressed.

OLD BUSINESS

1. Discussion/Action: Recommendation by Krieger & Stewart on Ripppo property in regards to test well (By Chuck Krieger, Krieger & Stewart)

- Krieger & Stewart submitted a memorandum with details about their findings on Mr. Ripps' property. Mr. Krieger explained that considering how close the property is to CWD's Well #3, which was shut down due to high nitrates, K&S recommends against the purchase of Ripps' property/wells.

Motion to accept Krieger & Stewart's recommendation to decline the purchase of Ripppo's wells/property made by Director Tincher and 2nd by Director Wargo.

Director Tincher - Aye
Director Morris - Aye
Director Wargo - Aye
Director Lynk - Aye

2. Discussion/Action: Bridge Loan – Isolation Valve Project – Board to review and approve (by GM Louie, Chuck Krieger, and Steve Anderson)

- Mr. Romeyn explained that the District is currently in the process of 2 State funded projects, but due to cash flow concerns, these projects have been placed on hold. The Pass Agency is anticipating to offer CWD a bridge loan, would help the District pay for the projects prior to being reimbursed. This loan is anticipated to have no interest. The details are being worked out, and are expected to be discussed at the Pass Agency's February Board Meeting.

***No action was made, but the Board directed District staff and consultants to proceed with this project.**

NEW BUSINESS

1. **Discussion/Action:** **Krieger & Stewarts new rates – Board to approve or direct Management to research other engineering consultant rates. (by GM Louie)**
- Mr. Krieger brought up that there is a 2-3% rate increase each year to keep up with expenses. He stated that these rates are comparable to other engineering firms. He also mentioned that the engineering costs in 2020-2021 were higher due to the rehab of Well #1 and Tank #1.
 - Director Wargo mentioned that it would be helpful to see the new rates compared to the previous rates prior to making a decision.

*** This item was tabled until the February meeting, so that the Board could review K&S's previous rates.**

2. **Discussion:** **Resuming Interest, Penalties, Tag Fees and discontinuation of water service due to non-payment (by BAA Aguilar)**
- BAA Aguilar shared that the Governor's order, forbidding water shut-offs due to non-payment has ended, and that the District would be resuming interest and penalty fees, tag fees, and water shut-offs due to non-payment. A notice informing customers of this will be sent out with the monthly water bills.

3. **Discussion/Action:** **Tesco Controls – SCADA (by GM Louie)**
- GM Louie shared that the District is "flying blind" with the current SCADA system company. Tesco Controls has been working with other local small water districts, and CWD has provided them with a list of items that would be needed by them.

***This item was tabled until an estimate of costs has been provided by Tesco Controls.**

4. **Discussion/Action:** **Repair of Broadway 3 cluster gate valve (by GM Louie)**
- GM Louie explained that while the field crew was turning a gate valve during a leak repair, the stem snapped in the "shut" position. This valve is located in the intersection of Broadway and Main. Due to the high volume of traffic at this intersection, the field crew would be unable to repair this due to insufficient amount of staff.
 - A quote was given by Genesis Construction for \$64,200.00. The Board asked if this included the valves. GM Louie stated that he did not believe so. Director Tincher pointed out that contractors typically mark up the cost of materials by 10%, and that it would probably be cheaper to order the parts from the District's vendors.

***No action was made, but the Board suggested to look into order the materials needed for this project, and then providing an update at the February meeting.**

CLOSED SESSION at 7:00 PM

1. **Discussion/Action:** **Conference with Labor Negotiators (Pursuant to Government Code section 54957.6)**
Agency Designated Representative General Manager
Labor Association: SEIU Local 721

OPEN SESSION at 7:07 PM

Discussion/Action: Public report of Action Taken in Closed Session

The Board voted in Closed Session to approve the Memorandum of Understanding between the District and SEIU through June 30, 2024. There were 4 Votes in favor and 0 votes against.

PUBLIC COMMENTS

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District that is not listed on the agenda; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))

***The Manager's Report was held now.**

- 1. Update: Manager's Operations Report (by GM Louie)**
 - **Report writing format:** The GM is planning a training course for District staff so that report writing is consistent within the office.
 - **Work Orders:** Codes are being re-organized, as there are several repetitive Work Order codes which causes confusion.
 - **Outlook – Calendar:** The GM would like all projects and meetings to be kept track of in Outlook to keep all District staff on the same page. Director Wargo asked if the District has looked into Microsoft Teams, as it is included with Office 365, which will be required for the new Windows update. The GM replied that he and BAA Aguilar would look into it.
 - **Leak on Bonita:** Repaired on 12/08/2021.
 - **Pecan/Ramona water meter:** Water was shut off at this location on 12/14/2021. It took 2 staff members to turn the water back on due to the heavy rains flooding the meter box.
 - **Fire Hydrants, etc.:** There was an after-hours call regarding the cement collar on a fire hydrant being undermined. The Field crew inspected all other water apparatuses to see if they also had been undermined.
 - **Well #2 – Tesla battery:** A small fire broke out in the control panel on Well #2. A possible cause was the backlight for the backup battery causing the control panel to short out. Director Lynk stated that the wires should be checked to see if there are any loose connections, as that could have also been the cause.
 - **Well #1:** The pump shaft needs to be chlorinated prior to the startup of the Well. Once this is done, all relevant parties will be present for the startup.
 - **Groundwater Sustainability Plan:** As instructed by the Board, GM Louie voted to accept the GSP on 01/12/2022.
 - **Old Main St. Yard:** All materials have been moved to the Main/Pecan yard, and the District turned the keys over to the County in the morning of 01/25/2022. The District will no longer need to pay the rental fee of \$500/month for the old Main St. yard.
 - **Nightly Well Monitoring:** Frequent well monitoring is necessary for a smooth operation. Sometimes the wells do not operate as pre-programmed, so District staff will need to manually set them on either electronically or physically.

GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

The Board Chair or the majority of the Board may direct staff to investigate and report back to an individual(s) and the Board on matters suggested or direct the General Manager/Board Secretary to place the matter on a future Board meeting.

- Suggested agenda items from the Public.
- Suggested agenda items from Management.
- Suggested agenda items from Board Members.

2. Management Comments

Staff members may speak on items of information not requiring comment or discussion to the Board and public. Topics which may be included on a future meeting agenda may be presented but cannot be discussed. (3 minutes)

3. Board Member Comments

Board members may speak on items of information not requiring comment or discussion to the Board and public. (3 minutes)

- Director Morris shared that she attended the Collaborative Agencies meeting, and was informed that the area is re-districting. Cabazon and Whitewater are now in separate districts. This is done based on population.

MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)

- a. Finance & Audit Workshop – Tuesday – February 15, 2022, 5:00 pm
- b. Regular Board Meeting – Tuesday – February 15, 2022, 6:00 pm
- c. Personnel Committee – None
- d. San Gorgonio Pass Regional Water Alliance–Meeting–Wednesday, January 26, 2022, 5:00 pm

ADJOURNMENT


Motion to adjourn at 7:37 PM made by Director Morris and 2nd by Director Tincher.

Director Tincher - Aye
Director Morris - Aye
Director Wargo - Aye
Director Lynk - Aye

Meeting adjourned at 7:37 PM on Tuesday, January 25, 2022



Robert Lynk, Board Chair
Board of Directors
Cabazon Water District



Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

In compliance with the Americans with Disabilities Act & Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Clerk of the Board at (951) 849-4442. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide access.