



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, March 20, 2023 at 3:00 PM

66575 Second St, Desert Hot Springs, CA AND/OR Via Teleconference

### CALL TO ORDER

President Martin called the meeting to order at 3:00 PM

### PLEDGE OF ALLEGIANCE

Led by President Martin

### ROLL CALL

**BOARD MEMBERS PRESENT:** President Russ Martin, Vice President Ivan Sewell, Director Amber Duff  
Director Ted Mayrhofen

**BOARD MEMBERS ABSENT:** Director Robert Griffith

**STAFF MEMBERS PRESENT:** Amanda Lucas, Ana Murillo, April Scott, Arturo Ceja, Carol Morin, Chad Finch, Danny Friend, Elaine Kawaii, Eric Weck, Lee Boyer, Marion Champion, Rachel Pust, Kurt Kettenacker, Brian Macy, Arden Wallum, Dori Petee, Oriana Hoffert

### RULES OF PROCEDURE

**Rules of Procedure were read by General Counsel, John Pinkney.**

*All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No person shall be allowed to speak who is not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once upon any one subject until every other member on the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item."*

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

#### HUMAN RESOURCES REPORT

The Board recognized the following employee's:

**NEW HIRES**

Elaine Kawaii Associate Engineer

**ANNIVERSARIES**

Chad Finch	Water Production Supervisor	1 Year
Ana Murillo	Accounting Technician	1 Year
Theresa Murphy	Engineering Technician II	15 Years
Carol Morin	Office Specialist II	21 Years
Mark Vermeer	WWTP Operator I	22 Years

**ACTION ITEMS****RESOLUTION 2023-04 - A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT RESCINDING (COVID-19) LOCAL EMERGENCY**

The Board adopted Resolution 2023-04 rescinding the Board's COVID-19 emergency resolution number 2020-07

**Motion made by Director Duff, Seconded by Vice President Sewell.**

**Voting Yea:** President Martin, Vice President Sewell, Director Duff, Director Mayrhofen

**RESOLUTION 2023-05 - AMENDING RESOLUTION 2022-32 - REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

The Board adopted Resolution 2023-05 providing for the revisions to Mission Springs Water District Personnel Rules and Regulations.

Nothing further to add, an amended document was presented to the Board.

**Motion made by Vice President Sewell, Seconded by President Martin.**

**Voting Yea:** President Martin, Vice President Sewell, Director Duff

**Voting Nay:** Director Mayrhofen

**ACCEPT AUDITED FINANCIAL STATEMENTS FOR YEAR ENDED JUNE 30, 2022**

The Board reviewed and accepted the audited financial statements as presented by Rogers, Anderson, Malody & Scott, LLP.

Additional information was provided to the Board. There was a brief discussion prior to voting.

**Motion made by Vice President Sewell, Seconded by President Martin.**

**Voting Yea:** President Martin, Vice President Sewell, Director Mayrhofen

**Voting Abstaining:** Director Duff

**ESRI SMALL UTILITY ENTERPRISE AGREEMENT FOR GIS SERVICES**

The Board approved the ESRI Small Utility Enterprise Agreement, at an amount of \$28,400 per year for a contract period of three (3) years.

**Motion made by Director Duff, Seconded by Vice President Sewell.**

**Voting Yea:** President Martin, Vice President Sewell, Director Duff, Director Mayrhofen

**UNITED STATES ARMY CORP OF ENGINEERING, SPONSOR SHARE OF ASSESSMENT DISTRICT 18, AREA A AND AREA G DESIGN**

The Board authorized the General Manager to negotiate and render payment for Mission Springs Water District Sponsor Share of Assessment District 18, Area A and Area G Design.

There was a brief discussion prior to voting.

**Motion made by Director Mayrhofen, Seconded by Director Duff.**

**Voting Yea:** President Martin, Vice President Sewell, Director Duff, Director Mayrhofen

**DISCUSSION ITEMS****NANCY WRIGHT REGIONAL WATER RECLAMATION FACILITY UPDATE**

Nothing further to add

**CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

There was a brief discussion amongst the Board and staff, on where we are in the planning process. Director Mayrhofen made a motion to stop all progress on the design until the Board can weigh in and have more input. The motion died for a lack of second.

**CONSENT AGENDA**

The Board approved the minutes, register of demands and Board Member compensation.

**Motion made by Vice President Sewell, Seconded by Director Mayrhofen.**

**Voting Yea:** President Martin, Vice President Sewell, Director Duff, Director Mayrhofen

After a discussion on the Notice of Completion the Board approved this item:

**Motion made by Director Duff, Seconded by Vice President Sewell.**

**Voting Yea:** President Martin, Vice President Sewell, Director Duff, Director Mayrhofen

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

February 16, 2023 - Study Session

February 21, 2023 - Board Meeting

**REGISTER OF DEMANDS**

The register of demands totaling \$2,284,216.58

**BOARD MEMBER COMPENSATION**

-Compensation for Director(s) Mayrhofen & Duff to attend a meeting with MSWD's legal counsel regarding MSWD v DWA litigation history and status - Date to be determined upon approval

-Compensation for all Directors to attend the CWEA Awards Luncheon in San Diego on Wednesday, April 19, 2023. Discussion to also include overnight hotel accommodations.

**ACCEPTANCE OF THE EMERGENCY SEWER REPAIRS ON THE 1ST STREET, 4TH STREET, 6TH STREET, AND 7TH STREET PROJECT**

It is recommended to accept the Emergency Sewer Repairs on the 1st Street, 4th Street, 6th Street, and 7th Street Project as complete and authorize the release of retention money held for Tri-Star Contracting II, inc in the amount of \$14,457.71, thirty-five days after filing the Notice of Completion (NOC).

**REPORTS****DIRECTOR'S REPORTS**

Vice President Sewell reported he attended the following events: 2/15 GCVCC & BIA Event, 2/23-2/24 Urban Water Institute Conference

Director Duff reported she attended the following events: 2/26 CVCAN Meeting, 2/14 DHS Planning Commission Meeting, 2/23-2/24 Urban Water Institute Conference, 2/24-3/1 CSDA Leadership Conference

President Martin reported he attended the following events: 2/2 DVBA Legislative Forum, 2/7 DHS City Council Meeting, 2/7 RivCo Board of Supervisors, 2/9 CVAG ~ CVCC and E&E Meetings, 2/18 Air Museum Gala, 2/13 DVBA Board Meeting, 2/23-2/24 Urban Water Institute Conference, 2/23 DVBA Networking Night

**GENERAL MANAGER'S REPORT**

Included in this report are the following oral reports:

- A. Financial Report
- B. Public Affairs Report
- C. Customer Service Report (Monday)

Arturo Ceja addressed a question from Director Duff.

Marion Champion presented a Public Affairs Update.

April Scott presented a Customer Service Update on the new Online Bookings Scheduler.

**COMMENTS****THANK YOU NOTES****COMMENTS****DISTRICT COUNSEL COMMENTS**

Mr. Pinkney commented on Board members attending outside meetings and possible Brown Act violations.

**DIRECTOR COMMENTS**

Director Mayrhofen thanked Mayor Matas for recognizing him and Director Griffith on their service on the Planning Commission. He noted he spent some time looking into the Army Corps of Engineers.

Director Duff thanked the staff for their patience and effort in providing information, but noted she needs more rather than less when it comes to historical documentation.

Vice President Sewell noted Director Duff's comments about more information and advised she reach out to staff on items she is requesting more information on. Also said the thank you notes are nice to see. He thanked the District for providing water to a class at Cabot Yerxa Elementary School for their field trip, and noted they are working on a thank you card for us. Lastly, he mentioned due to a travel conflict he will not be present at next month's Study Session but will be here for the regular Board Meeting.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 4:52 P.M.

Respectfully,

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Arden Wallum  
Secretary of the Board of Directors