

**BOARD OF DIRECTORS  
REGULAR BOARD MEETING  
AGENDA**  
Wednesday, May 06, 2020  
5:00 PM



In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, the public may view this board meeting online as there will be **no public location for attending in person.**

**The meeting will be streamed at <https://zoom.us/j/92085798145>**

**Meeting ID: 920 8579 8145**

**Or join by phone**

|                               |                               |                    |
|-------------------------------|-------------------------------|--------------------|
| +1 669 900 6833 US (San Jose) | +1 346 248 7799 US (Houston)  | +1 301 715 8592 US |
| +1 312 626 6799 US (Chicago)  | +1 646 876 9923 US (New York) | +1 253 215 8782 US |

Members of the public who wish to comment on any item within the jurisdiction of the District or on any item on the agenda, may submit comments by emailing the Board Secretary, Codi Mix at [codim@hdwd.com](mailto:codim@hdwd.com) two hours prior to the start of the meeting so the comments may be distributed to the Board of Directors. Written comments shall follow the three-minute prescribed time limit when read during the meeting and will become part of the board meeting minutes. In addition, public comment will be open during the meeting. In accordance with §54954.2(a), requests for a disability related modification or accommodation, including auxiliary aids or services, should be made to the Board Secretary at least 48 hours in advance of the meeting to determine if accommodation is feasible.

*Action may be taken on any item listed on the agenda.*

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**1. APPROVAL OF THE AGENDA**

**2. PUBLIC COMMENT**

This is the opportunity for members of the public to address the Board on matters within the Board's jurisdiction that are not listed on the Agenda. Please limit comments to three (3) minutes or less. State law prohibits the Board of Directors from discussing or taking action on items not included on the agenda.

**3. CONSENT CALENDAR**

Items on the Consent Calendar are acted upon by one motion, unless a Board member wishes an item to be acted upon separately, in which case it will be removed from the Consent Calendar.

**3.A. DEMAND LISTS**

[Demand list 96242 - 96354.pdf](#)

[Demand list-3378 - 3421.pdf](#)

[04 30 ACH - Copy.pdf](#)

[Payroll Demand 04 23 2020.pdf](#)

**3.B. 2020 03 31 SPECIAL BOARD MEETING MINUTES  
2020 04 01 REGULAR BOARD MEETING MINUTES  
2020 04 15 REGULAR BOARD MEETING MINUTES**

Board to review and approve the minutes of the March 31, 2020 special Board meeting and the minutes of the April 1, 2020 and April 15, 2020 regular Board meetings.

[2020 03 31 Special Board Meeting Minutes.docx](#)

[2020 04 01 Regular Board Meeting Minutes.docx](#)

[2020 04 15 Regular Board Meeting Minutes.docx](#)

**3.C. RESOLUTION #20-06 CAL OES 130 DESIGNATING AUTHORIZED AGENTS**

Staff recommends the Board of Directors adopt Resolution #20-06 authorizing the General Manager to submit Cal OES 130 form, designating authorized agents.

[Cal OES 130 Designation of Applicants Agent Resolution For Non-State Agencies.pdf](#)

**4. DEPARTMENT ITEMS**

**4.A. SAN BERNARDINO COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) ELECTION FOR SPECIAL DISTRICT MEMBER**

Board to (1) review and discuss the candidates running for the position of Regular Special District member of the San Bernardino County Local Agency Formation Commission (LAFCO); and (2) determine by consensus and roll call vote to support the current representative, Kimberly Cox or the appointment of T. Milford Harrison.

[LAFCO Election Documents.pdf](#)

**4.B. CONSIDER ADOPTING RESOLUTION NO. 20-05 INTENTION TO TRANSITION TO A "BY-DIVISION" ELECTORAL SYSTEM BY THE NOVEMBER 2022 GENERAL DISTRICT ELECTION UNDER THE CALIFORNIA VOTING RIGHTS ACT**

Staff recommends the Board of Directors adopt Resolution No. 20-05 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HI-DESERT WATER DISTRICT DECLARING ITS INTENTION TO TRANSITION FROM AT-LARGE TO BY-DIVISION ELECTIONS BY THE NOVEMBER 2022 GENERAL DISTRICT ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10010 AND FINDING THIS TRANSITION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO STATE CEQA GUIDELINES.

**4.C. PUBLIC ADVISORY COMMITTEE MEMBERSHIP APPLICATIONS FOR SERVICE STARTING JUNE 2020**

Staff is recommending that the Board of Directors appoints the two new applicants to the Public Advisory Committee with service starting on June 2020.

[JeffBrady.PAC Application\\_Redacted.pdf](#)

[JeffBrady.Resume\\_Redacted.pdf](#)

[ScotMcKone.PAC Application\\_Redacted.pdf](#)

[Scot McKone.Resume\\_Redacted.pdf](#)

**4.D. INCREASE IN BLANKET PURCHASE ORDER FOR GENERAL COUNSEL SERVICES**

Staff is recommending that the Board of Directors authorize the General Manager to sign the increase in blanket purchase order for general counsel services in the amount of \$50,000.

**5. DIRECTORS' REPORTS/COMMENTS**

For information purposes only on subjects not covered by the agenda and no action to be taken.

**6. MANAGERS' REPORTS**

For information purposes only on subjects not covered by the agenda and no action to be taken.

Chief Financial Officer – Jonathan Abadesco

Chief Plant Operator - Doug Culbert

Assistant General Manager-Operations – Tony Culver

General Manager – Ed Muzik

**7. UPCOMING AGENDA ITEMS**

**7.A. REQUESTED AGENDA ITEMS**

Board of Directors to review and discuss future agenda items previously requested and have an opportunity to make additional requests.

[Item Matrix.pdf](#)

**8. CLOSED SESSION**

**1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant Exposure to Litigation, Pursuant to Government Code Section 54956.9(d)(2)/(e)(1)

One (1) Potential Case

**9. CLOSED SESSION REPORT**

**10. ADJOURNMENT**

*Materials related to any item on this Agenda submitted to the Board of Directors or Committee Members after distribution of the agenda packet are available for public inspection in the Hi-Desert Water District office at 55439 29 Palms Hwy, Yucca Valley, California during normal business hours. All documents supporting this agenda are available on the District website at subject to staff's ability to post the documents before the meeting.*

**Reasonable Accommodation:** *Upon request, this notice will be made available in appropriate alternative formats to persons with disabilities. Any person with a disability, who requires a modification or accommodation to view the agenda or to participate in the public comment portion of the Board meeting, should direct such a request to Ed Muzik, Secretary of the Board of Directors, at 760-365-8333 or edm@hdwd.com. Please allow two business days for your request to be processed.*

**Disruptive Conduct:** *If any meeting of the District is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, a meeting may be recessed or the person or persons willfully disrupting the meeting may be ordered to leave the meeting. Disruptive conduct includes addressing the Board or Committee without first being recognized, not addressing the subject before the Board or Committee, repetitively addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board or Committee from conducting its meeting in an orderly manner. Your cooperation is appreciated.*

## Hi-Desert Water District Demand List

Report Date: 02/27/20

Period: 02/04/20 - 02/27/20

Checks: 96242 - 96354

| <u>Check No.</u> | <u>Payable To</u>                 | <u>Amount</u> | <u>Description</u>                         |
|------------------|-----------------------------------|---------------|--|
| 96242            | Customer Refund                   | 236.57        |  |
| 96243            | Customer Refund                   | 142.17        |  |
| 96244            | Customer Refund                   | 167.56        |  |
| 96245            | Customer Refund                   | 161.82        |  |
| 96246            | Customer Refund                   | 98.03         |  |
| 96247            | Tanya Gruwell                     | 155.82        | Expense Reimbursement                      |
| 96248            | Mojave Water Agency               | 120.68        |  |
| 96249            | The Bank of New York Mellon       | 52,375.00     | Loan Payment                               |
| 96250            | Burrtec Waste & Recycling Svcs    | 541.85        |  |
| 96251            | Burrtec Environmental             | 125.58        |  |
| 96252            | Time Warner Cable                 | 1,139.07      | February Services for 3 Modems             |
| 96253            | Ultimate Motors, Inc.             | 90.70         |  |
| 96254            | Customer Refund                   | 251.57        |  |
| 96255            | Customer Refund                   | 19.30         |  |
| 96256            | Customer Refund                   | 83.62         |  |
| 96257            | Customer Refund                   | 9.01          |  |
| 96258            | Customer Refund                   | 40.73         |  |
| 96259            | Customer Refund                   | 130.70        |  |
| 96260            | Customer Refund                   | 163.72        |  |
| 96261            | Ace Alternators                   | 161.90        |  |
| 96262            | Advanced Imaging Solutions, Inc.  | 781.07        |  |
| 96263            | Aggregate Products, Inc.          | 2,265.59      | Asphalt for CRP                            |
| 96264            | AutoZone, Inc.                    | 125.17        |  |
| 96265            | Builder's Supply                  | 683.86        |  |
| 96266            | Carrot-Top Industries             | 448.07        |  |
| 96267            | Centratel                         | 1,054.82      | January After Hours Answering Service      |
| 96268            | Cla-Val Co.                       | 2,931.88      | 6" & 8" Stainless Steel Pilot Systems      |
| 96269            | Debra Sanchez Cleaning            | 2,000.00      | January Cleaning Services                  |
| 96270            | Desert Fire Extinguisher          | 269.88        |  |
| 96271            | E.S. Babcock & Sons, Inc.         | 1,843.00      | January Water Analysis                     |
| 96272            | E.S. Babcock & Sons, Inc.         | 254.00        | January Water Analysis                     |
| 96273            | InfoSend, Inc                     | 5,141.17      | January Outsourced Billings                |
| 96274            | Inland Water Works Supply         | 1,741.09      | Inventory Supplies                         |
| 96275            | Kennedy/Jenks Consultants         | 169.40        |  |
| 96276            | Matich Corporation                | 484.43        |  |
| 96277            | Michael Baker International, Inc. | 4,980.00      | January Professional Services              |
| 96278            | Nextiva, Inc.                     | 2,320.48      | February Phone Lease & Call Center Service |
| 96279            | Office Team                       | 2,843.96      | January Temp Services                      |
| 96280            | Online Information Services       | 275.21        |  |
| 96281            | O'Reilly Automotive, Inc          | 25.52         |  |
| 96282            | Perris Fence & Steel              | 271.88        |  |
| 96283            | ProVideo                          | 300.00        |  |
| 96284            | Ultimate Motors, Inc.             | 90.00         |  |
| 96285            | Safety Kleen                      | 303.55        |  |
| 96286            | SDRMA                             | 75,894.12     | March Health Benefits                      |
| 96287            | Smithson Electric, Inc.           | 4,550.00      | Install Traffic Loops @ Deer Trail         |
| 96288            | SC Commercial, LLC.               | 1,651.17      | February Diesel Fuel                       |
| 96289            | The Gas Company                   | 286.89        |  |
| 96290            | Southern California Edison        | 15,857.67     | January Billing                            |

|       |                                      |           |                                       |
|-------|--------------------------------------|-----------|---------------------------------------|
| 96291 | SWRCB Accounting Office              | 34,463.00 | 07/01/19 - 06/30/20 Water System Fees |
| 96292 | Terminix                             | 45.00     |                                       |
| 96293 | Tractor Supply Credit Plan           | 271.86    |                                       |
| 96294 | Underground Service Alert            | 437.80    |                                       |
| 96295 | Vagabond Welding Supply              | 162.30    |                                       |
| 96296 | Yucca Rental Inc                     | 110.00    |                                       |
| 96297 | Yucca Valley Auto Parts              | 394.58    |                                       |
| 96298 | AUS West Lockbox                     | 613.18    |                                       |
| 96299 | Fedak & Brown LLP                    | 1,232.00  | January Audit Services                |
| 96300 | Core & Main LP                       | 6,952.36  | Inventory Supplies                    |
| 96301 | G&K Propane                          | 81.56     |                                       |
| 96302 | Inland Water Works Supply            | 1,489.01  | Inventory Supplies                    |
| 96303 | Michael Baker International, Inc.    | 14,040.00 | December Professional Services        |
| 96304 | Water Education                      | 1,014.00  | 2020 Membership                       |
| 96305 | ACWA/JPIA                            | 7,091.28  | February Dental/Vision/EAP Premium    |
| 96306 | ASBCSD                               | 70.00     |                                       |
| 96307 | AUS West Lockbox                     | 297.17    |                                       |
| 96308 | Core & Main LP                       | 4,442.98  | Inventory Supplies                    |
| 96309 | Forensic Drug Testing Services, Inc. | 402.20    |                                       |
| 96310 | Inland Water Works Supply            | 461.10    |                                       |
| 96311 | Customer Refund                      | 315.00    |                                       |
| 96312 | Valleys Finest Enterprise            | 484.87    |                                       |
| 96313 | Home Depot Credit Services           | 1,825.62  | January Billing                       |
| 96314 | Inland Water Works Supply            | 884.14    |                                       |
| 96315 | Terminix                             | 90.00     |                                       |
| 96316 | Customer Refund                      | 99.99     |                                       |
| 96317 | Customer Refund                      | 10.96     |                                       |
| 96318 | Customer Refund                      | 116.37    |                                       |
| 96319 | Customer Refund                      | 108.97    |                                       |
| 96320 | Customer Refund                      | 229.72    |                                       |
| 96321 | Customer Refund                      | 251.53    |                                       |
| 96322 | Customer Refund                      | 226.45    |                                       |
| 96323 | Customer Refund                      | 143.38    |                                       |
| 96324 | Customer Refund                      | 3.15      |                                       |
| 96325 | Customer Refund                      | 258.44    |                                       |
| 96326 | Customer Refund                      | 164.39    |                                       |
| 96327 | Customer Refund                      | 190.99    |                                       |
| 96328 | Customer Refund                      | 100.03    |                                       |
| 96329 | Customer Refund                      | 978.75    | Bulk Meter                            |
| 96330 | Customer Refund                      | 185.52    |                                       |
| 96331 | Best Best & Krieger LLP              | 1,333.25  | January Legal Services                |
| 96332 | Builder's Supply                     | 1,467.73  | January Operating Supplies            |
| 96333 | Forensic Drug Testing Services, Inc. | 157.75    |                                       |
| 96334 | E.S. Babcock & Sons, Inc.            | 63.00     |                                       |
| 96335 | Landmark Consultants, Inc.           | 504.00    |                                       |
| 96336 | Nyhart                               | 3,640.00  | January Professional Services         |
| 96337 | Solid Waste Division                 | 38.94     |                                       |
| 96338 | The Gas Company                      | 499.38    |                                       |
| 96339 | Underground Service Alert            | 693.89    |                                       |
| 96340 | Yucca Valley Auto Parts              | 796.52    |                                       |
| 96341 | Core & Main LP                       | 29,279.74 | Inventory Supplies                    |
| 96342 | Desert Fire Extinguisher             | 598.51    |                                       |
| 96343 | Dan Munsey                           | 299.00    | Expense Reimbursement                 |
| 96344 | Dan Munsey                           | 106.66    | Expense Reimbursement                 |
| 96345 | Yucca Valley Auto Parts              | 96.95     |                                       |
| 96346 | CP Autoworks                         | 270.00    |                                       |
| 96347 | Yucca Valley Auto Parts              | 1,081.18  | January Automotive Supplies           |
| 96348 | Yucca Valley Auto Parts              | 26.08     |                                       |

|       |                   |          |   |
|-------|-------------------|----------|---|
| 96349 | Ben Baines        | 62.17    | Expense Reimbursement                               |
| 96350 | Gary Bradshaw     | 168.53   | Small Water Systems Maintenance & Operations Course |
| 96351 | Hi-Desert Masonry | 4,565.00 | Block Vault on Grand Ave & Ivanhoe                  |
| 96352 | Dan Munsey        | 347.40   | Expense Reimbursement                               |
| 96353 | Steve Schwab      | 35.95    | Expense Reimbursement                               |
| 96354 | Void              | -        |   |

**Total**      312,930.56

## Hi-Desert Water District Wastewater Fund Demand List

Report Date: 04/30/20

Period : 04/08/20 - 04/30/20

Checks: 3378 - 3421

| <u>Check No.</u> | <u>Payable To</u>                       | <u>Amount</u>              | <u>Description</u>   |
|------------------|---|----------------------------|--|
| 3378             | Core & Main LP                          | 157.07                     |  |
| 3379             | Advanced Imaging Solutions, Inc.        | 354.44                     |  |
| 3380             | Environmental Operating Solutions, Inc. | 3,746.44                   | Operating Supplies   |
| 3381             | E.S. Babcock & Sons, Inc.               | 5,777.00                   | Lab Wastewater Analysis                                    |
| 3382             | E.S. Babcock & Sons, Inc.               | 1,755.00                   | Lab Wastewater Analysis                                    |
| 3383             | E.S. Babcock & Sons, Inc.               | 148.00                     | Lab Wastewater Analysis                                    |
| 3384             | E.S. Babcock & Sons, Inc.               | 264.00                     | Lab Wastewater Analysis                                    |
| 3385             | Void                                    | -                          |  |
| 3386             | E.S. Babcock & Sons, Inc.               | 132.00                     | Lab Wastewater Analysis                                    |
| 3387             | Terminix                                | 45.00                      |  |
| 3388             | Verizon                                 | 42.28                      |  |
| 3389             | Home Depot Credit Services              | 1,481.48                   | March Billing  |
| 3390             | Core & Main LP                          | 180.99                     |  |
| 3391             | E.S. Babcock & Sons, Inc.               | 1,448.00                   | Lab Wastewater Analysis                                    |
| 3392             | Grainger, Inc                           | 130.25                     |  |
| 3393             | Hach                                    | 651.40                     |  |
| 3394             | VWR International, LLC.                 | 90.71                      |  |
| 3395             | Yucca Valley Auto Parts                 | 43.49                      |  |
| 3396             | E.S. Babcock & Sons, Inc.               | 2,528.00                   | Lab Wastewater Analysis                                    |
| 3397             | Core & Main LP                          | 148.20                     |  |
| 3398             | E.S. Babcock & Sons, Inc.               | 132.00                     |  |
| 3399             | RHA Landscape Architects-Planners, Inc. | 3,241.50                   | March Professional Services                                |
| 3400             | SCE                                     | 9,472.40                   | March Billing  |
| 3401             | Town of Yucca Valley                    | 1,597.70                   | Permit Fees  |
| 3402             | E.S. Babcock & Sons, Inc.               | 1,200.00                   | Lab Wastewater Analysis                                    |
| 3403             | Carollo Engineers                       | 4,111.50                   | January Professional Services                              |
| 3404             | Carollo Engineers                       | 46,180.43                  | December Professional Services                             |
| 3405             | Carollo Engineers                       | 90,338.21                  | November Professional Services                             |
| 3406             | Best Best & Krieger LLP                 | 2,708.62                   | December Legal Services                                    |
| 3407             | MWH Constructors, Inc.                  | 71,590.52                  | December Construction Management Services                  |
| 3408             | Banner Bank Escrow #1401                | 10,400.55                  | January Retainage for W.M. Lyles Co                        |
| 3409             | W.M. Lyles Co.                          | 197,610.47                 | January Wastewater Facility                                |
| 3410             | Banner Bank Escrow# 1540                | 22,213.97                  | January Retainage for Sukut Construction Package D         |
| 3411             | Sukut Construction LLC                  | 422,065.27                 | January Installation/Sewer Project-Collection System Pk D  |
| 3412             | Banner Bank Escrow# 1634                | 1,156.40                   | January Retainage for Sukut Construction Package B2        |
| 3413             | Sukut Construction LLC                  | 10,407.60                  | January Installation/Sewer Project-Collection System Pk B2 |
| 3414             | Pyramid Building & Engineering, Inc.    | 128,254.01                 | January Construction Package B3 Kickapoo Pump Station      |
| 3415             | Pyramid Building & Engineering, Inc.    | 161,499.92                 | January Construction Package B1 Paxton Pump Station        |
| 3416             | Jennifer Bowers                         | 85.22                      | Boot Allowance   |
| 3417             | TIB The Independent Bankersbank NA      | 515.98                     |  |
| 3418             | TIB The Independent Bankersbank NA      | 837.90                     |  |
| 3419             | The ADT Security Corporation            | 64.00                      |  |
| 3420             | Yucca Valley Auto Parts                 | 68.46                      |  |
| 3421             | Customer                                | 1,000.00                   | Easement Fee   |
| <b>Total</b>     |   | <b><u>1,205,876.38</u></b> |  |

Indicates Amounts Approved Exceeding \$25,000



## Hi-Desert Water District ACH Demand List

Report Date: 4/30/2020

Period: 04/08/20 - 04/30/20

| <u>Ach Date</u> | <u>Payable To</u> | <u>Amount</u> | <u>Description</u>                |
|-----------------|-------------------|---------------|-----------------------------------|
| 4/9/2020        | Cal Pers          | 13,639.49     | 04/03/20 Employer Portion of PERS |
| 4/23/2020       | Cal Pers          | 12,230.28     | 04/17/20 Employer Portion of PERS |

Total 25,869.77

## Hi-Desert Water District Payroll Demand List

Payroll 03/26/20:

|                                       |           |                   |
|---------------------------------------|-----------|-------------------|
| Wages                                 | \$        | 158,813.74        |
| ER - Social Security                  | \$        | 9,740.76          |
| ER - Medicare                         | \$        | 2,278.07          |
| ER - PERS (Longevity)                 | \$        | 33.26             |
| ER - PERS                             | \$        | 13,614.23         |
| Payroll Service Fee                   | \$        | 1,309.20          |
| <b>Total Cost of Payroll 03/26/20</b> | <b>\$</b> | <b>185,789.26</b> |

Payroll 04/09/20:

|                                       |           |                   |
|---------------------------------------|-----------|-------------------|
| Wages                                 | \$        | 196,787.92        |
| ER - Social Security                  | \$        | 12,095.14         |
| ER - Medicare                         | \$        | 2,828.74          |
| ER - PERS (Longevity)                 | \$        | 33.26             |
| ER - PERS                             | \$        | 13,639.49         |
| Payroll Service Fee                   | \$        | -                 |
| <b>Total Cost of Payroll 04/09/20</b> | <b>\$</b> | <b>225,384.55</b> |

Payroll 04/23/20:

|                                       |           |                   |
|---------------------------------------|-----------|-------------------|
| Wages                                 | \$        | 150,691.66        |
| ER - Social Security                  | \$        | 9,212.41          |
| ER - Medicare                         | \$        | 2,160.29          |
| ER - PERS (Longevity)                 | \$        | 33.26             |
| ER - PERS                             | \$        | 12,230.28         |
| Payroll Service Fee                   | \$        | -                 |
| <b>Total Cost of Payroll 04/23/20</b> | <b>\$</b> | <b>174,327.90</b> |

|                                |    |            |
|--------------------------------|----|------------|
| Total Cost of Payroll 11/07/19 | \$ | 199,562.00 |
| Total Cost of Payroll 11/21/19 | \$ | 205,567.16 |
| Total Cost of Payroll 12/05/19 | \$ | 192,620.35 |
| Total Cost of Payroll 12/19/19 | \$ | 187,080.27 |
| Total Cost of Payroll 01/02/20 | \$ | 226,356.95 |
| Total Cost of Payroll 01/16/20 | \$ | 191,613.70 |
| Total Cost of Payroll 01/30/20 | \$ | 191,314.10 |
| Total Cost of Payroll 02/13/20 | \$ | 183,949.42 |
| Total Cost of Payroll 02/27/20 | \$ | 187,320.70 |
| Total Cost of Payroll 03/12/20 | \$ | 183,767.30 |
| Total Cost of Payroll 03/26/20 | \$ | 185,789.26 |
| Total Cost of Payroll 04/09/20 | \$ | 225,384.55 |
| Total Cost of Payroll 04/23/20 | \$ | 174,327.90 |



## Board of Directors Staff Report

Meeting Date: May 6, 2020

Submitted by: Codi Mix

Presented by:

Agenda Section:

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### Subject:

2020 03 31 SPECIAL BOARD MEETING MINUTES  
2020 04 01 REGULAR BOARD MEETING MINUTES  
2020 04 15 REGULAR BOARD MEETING MINUTES

### Recommendation:

Board to review and approve the minutes of the March 31, 2020 special Board meeting and the minutes of the April 1, 2020 and April 15, 2020 regular Board meetings.

### Fiscal Impact:

N/A

### Background:

N/A

### Attachments:

[2020 03 31 Special Board Meeting Minutes.docx](#)

[2020 04 01 Regular Board Meeting Minutes.docx](#)

[2020 04 15 Regular Board Meeting Minutes.docx](#)

Hi-Desert Water District Board of Directors  
Special Meeting Minutes  
Tuesday, March 31, 2020

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Mayes called the meeting to order at 4:30 p.m. The meeting began with the Pledge of Allegiance.

**ROLL CALL**

**Directors Present:** President Roger Mayes, Vice President Sheldon Hough, Director Graham, Director Bob Stadum

**Staff Present:** Ed Muzik, Tony Culver, Jonathan Abadesco, Codi Mix  
Jennifer Poland attended the meeting via teleconference.

**APPROVAL OF AGENDA**

President Mayes announced that the agenda item Closed Session would occur prior to the agenda item District Staffing.

Director Graham made a motion to approve the agenda with the rearrangement of the agenda items. Director Stadum seconded the motion.

MSC<sup>1</sup> (Graham/Stadum) motion carried by the following vote:

Ayes: Mayes, Stadum, Hough, Graham

Noes: None

Absent: None

Abstain: None

**PUBLIC COMMENTS**

An unknow member of the public commented on a job well done by staff.

**CLOSED SESSION**

Conference with Labor Negotiator, Pursuant to Government Code 54957.6

District designated representative: Joseph Ortiz, Labor Counsel

Employee Group: All Employees

Ed Muzik and the Board of Directors entered into the closed session at 4:32 p.m. Labor Counsel, Joe Ortiz, joined via teleconference. The Board and staff returned from the closed session at 4:57 p.m.

**CLOSED SESSION REPORT**

Joe Ortiz provided the report. He stated that the Board has and is considering all options, and best options, to address the COVID-19 crisis to maximize the social distancing to the extent possible. He said staffing had to be streamlined where possible to best valid the needs of the workers against the fiscal responsibility to the community.

MSC<sup>1</sup> – Motion made, seconded, and carried.

In conclusion, he stated the board has given direction and authorization to management regarding those measures.

**DISTRICT STAFFING**

Ed Muzik gave the staff report. He provided information on the total number of employees and gave details on amount of employees by department. He stated that based upon the Board's direction, staff will review the District's current employees and positions to see what is best for the District moving forward.

**PUBLIC COMMENTS:**

Two (2) emails were received prior to the meeting.

Valerie Driscoll sent an email requesting to know if there were any details or supporting documents for the agenda item of District Staffing. She provided input on it being better to comment after viewing the actual meeting since there was not really any information regarding the fundamentals of the discussion to provide public comment ahead of time.

Lani Brown sent an email with concerns to the agenda item District Staffing. She provided opinion on the broadness of the topic "staffing" as it could pertain to a discussion on reviewing progress toward filling open positions or a discussion more concerning such as potential staff layoffs. She commented on the vagueness of the staff report and lack of explanation in the staff report to provide opportunity for meaningful public comment. Lani respectfully requested the Board of Directors table the agenda item until such time that an adequate staff report could be presented for public review. She concluded with a statement of a closed session of Conference with Labor Negotiator following the staffing agenda item, and how this is seen by the public as potential of staff layoffs and the hope that the Board had considered all other cost saving options first.

No motion made. For information only.

**ADJOURNMENT** – 5:04 p.m.

*ATTESTED BY:*

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*General Manager-Ed Muzik  
Secretary of the Board of Directors*

*APPROVED:*

---

*Roger Mayes  
President of the Board of Directors*

Hi-Desert Water District Board of Directors  
Regular Meeting Minutes  
Wednesday, April 1, 2020

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Mayes called the meeting to order at 5:00 p.m. Director Graham led the pledge.

**ROLL CALL**

**Directors Present:** President Roger Mayes, Vice President Sheldon Hough, Director Sarann Graham

Director Bob Stadum joined the meeting at 5:08 p.m.

**Staff Present:** Ed Muzik, Tony Culver, Codi Mix  
Jonathan Abedecso joined the meeting via teleconference.

**APPROVAL OF AGENDA**

Director Graham made a motion to approve the agenda.  
Vice-President Hough seconded the motion.

MSC<sup>1</sup> (Graham/Hough) motion carried by the following vote:

Ayes: Mayes, Hough, Graham  
Noes: None  
Absent: Stadum  
Abstain: None

**PUBLIC COMMENTS**

None

**CONSENT CALENDAR**

**3.A. 2020 02 12 REGULAR BOARD MEETING MINUTES  
2020 02 26 REGULAR BOARD MEETING MINUTES**

Vice-President Hough made a motion to approve the Consent Calendar.  
Director Graham seconded the motion.

MSC<sup>1</sup> (Hough/Graham) motion carried by the following vote:

Ayes: Mayes, Hough, Graham  
Noes: None  
Absent: Stadum  
Abstain: None

MSC<sup>1</sup> – Motion made, seconded, and carried.

## **RESOLUTION 20-04 PROCLAIMING A LOCAL EMERGENCY**

Ed Muzik provided the staff report.

### **PUBLIC COMMENTS:**

**None**

Vice-President Hough made a motion to adopt Resolution 20-04 Proclaiming A Local Emergency.

Director Graham seconded the motion.

MSC<sup>1</sup> (Hough/Graham) motion carried by the following vote:

Ayes: Hough, Graham, Mayes

Noes: None

Absent: Stadum

Abstain: None

### **STRATEGIC PLAN UPDATE**

Ed Muzik gave the staff report. He provided an update with highlighted items of accomplishments since the previous plan. He also provided details on each of the ten strategies, discussing them by listed plan item.

Ed Muzik suggested strategic plan updates in the future should be a part of the normal process of the annual budget.

### **PUBLIC COMMENTS:**

**None**

Director Graham asked if the training and development was currently on hold due to the current pandemic, and Ed Muzik stated that was correct.

Director Stadum acknowledged all the accomplishments. He commented on certain items being on hold due to COVID-19. Director Graham provided Director Stadum with information that it was noted in the plan as a highlighted item.

Vice-President Hough commented on the accomplishments when reviewing the previous five-year plan. He thanked staff and stated he was very impressed.

President Mayes commented on how the document of the plan was condensed, although large and important projects were conducted. He commented on future reports not to include items that were not completed. Ed Muzik commented on the reasoning of including items was for transparency as the items were part of the original plan.

Ed Muzik thanked the staff for their work in getting the District where it is.

For information and discussion only. No motion made.

*MSC<sup>1</sup> – Motion made, seconded, and carried.*

## **PURCHASE 8" PIPE**

Ed Muzik gave the staff report. He stated the President and Vice President were contacted to have this approved due to no upcoming meetings scheduled at the time to address this item. He stated it was in the Capital Replacement Project (CRP) for the year.

### **PUBLIC COMMENTS:**

None

Director Stadum made a motion acknowledging the General Manager had accepted a bid of \$93,796.87 from Core & Main and approves the purchase made by the District. Director Graham seconded the motion.

MSC<sup>1</sup> (Stadum/Graham) motion carried by the following vote:

Ayes: Graham, Hough, Stadum, Mayes

Noes: None

Absent: None

Abstain: None

## **REPORTS/COMMENTS**

### **Directors' Reports and Comments:**

Director Stadum stated he was scheduled to attend several meetings but had to cancel due to the recent pandemic. He commented on attending the March 12, 2020 Mojave Water Agency meeting and provided information on agenda items discussed. Director Stadum concluded his report by apologizing for his tardiness of this meeting.

### **Managers' Reports:**

Ed Muzik stated he sat in on a legislative workshop and provided information on daily legislation being currently recessed. He also provided information of a resignation on the Colorado Regional Board and stated there is currently three openings and encouraged anyone with interest to apply.

Tony Culver provided an update regarding the 18" pipe.

## **FUTURE AGENDA ITEMS REQUESTED BY THE BOARD**

Director Graham requested to have employees highlighted on the District website with a biography and photo. Ed Muzik inquired if the highlight should be done on a rotating basis, and Director Graham stated yes, perhaps monthly.

The Board and Ed Muzik discussed the list of previously requested items and determined items 1, 4, 6, 5, 9, 10, and 12 could be removed.

**ADJOURNMENT – 5:28 p.m.**

MSC<sup>1</sup> – Motion made, seconded, and carried.



*ATTESTED BY:*

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*General Manager-Ed Muzik  
Secretary of the Board of Directors*

*APPROVED:*

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*Roger Mayes  
President of the Board of Directors*

Hi-Desert Water District Board of Directors  
Regular Meeting Minutes  
Wednesday, April 15, 2020

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Mayes called the meeting to order at 5:00 p.m. Vice President Hough led the pledge.

**ROLL CALL**

**Directors Present:** President Roger Mayes, Vice President Sheldon Hough, Director Sarann Graham, Director Bob Stadum

**Staff Present:** Ed Muzik, Tony Culver, Codi Mix, Jonathan Abedecso  
Doug Culbert attended the meeting via teleconference

**APPROVAL OF AGENDA**

Director Graham made a motion to approve the agenda with the removal of item 4.D. Sage Estates Assessment Credit.  
Director Stadum seconded the motion.

MSC<sup>1</sup> (Graham/Stadum) motion carried by the following vote:

Ayes: Mayes, Hough, Graham, Stadum  
Noes: None  
Absent: None  
Abstain: None

**PUBLIC COMMENTS**

None

**CONSENT CALENDAR**

- 3.A. Demand List - #'s 96355-96627  
Demand List - #'s 3283-3377  
ACH Demand List – 04/08/2020  
Payroll Demand List – 02/27/2020**
  
- 3.B. 2020 03 04 REGULAR BOARD MEETING MINUTES  
2020 03 04 SPECIAL BOARD MEETING MINUTES**

Director Stadum made a motion to approve the Consent Calendar.  
Director Graham seconded the motion.

MSC<sup>1</sup> (Stadum/Graham) motion carried by the following vote:

Ayes: Mayes, Stadum, Hough, Graham

MSC<sup>1</sup> – Motion made, seconded, and carried.

Noes: None  
Absent: None  
Abstain: None

**APPOINT A NEW BOARD MEMBER TO FILL THE CURRENT VACANCY**

President Mayes provided information on the interview process. He stated the candidates would be selected at random, given approximately three minutes to give an introduction, and then time for question and answer would be provided.

The process was conducted with the following order of candidates: Jeff Brady, Barry Healan, Jim Byerrum, Scot McKone, Emmanuel Lorenzana, and Sabrina Peukert.

**PUBLIC COMMENTS:**

**None**

Vice President Hough made a motion to appoint Jim Byerrum as the new Hi-Desert Water District Board of Director.

Director Graham seconded the motion.

MSC<sup>1</sup> (Hough/Graham) motion carried by the following vote:

Ayes: Hough, Graham, Mayes, Stadum

Noes: None

Absent: None

Abstain: None

**REVIEW THE DISTRICTS VALUES**

Ed Muzik gave the staff report.

The Board discussed the District's values and input was provided to staff. Ed Muzik stated the input would be considered and the revised values would be presented at a Board meeting. He also said staff would determine how to display the values at the District.

**PUBLIC COMMENTS:**

**None**

For information and discussion only. No motion was made.

**FAMILY MEDICAL LEAVE ACT (FMLA) LEAVE EXPANSION AND EMERGENCY PAID SICK LEAVE POLICY (CORONAVIRUS)**

Jonathan Abadesco gave the staff report.

**PUBLIC COMMENTS:**

**None**

MSC<sup>1</sup> – Motion made, seconded, and carried.

Vice President Hough commented on performing staff layoffs rather than providing staff with the FMLA as it seems more advantageous. He stated that staff should be provided with the information of being laid off and being able to apply for unemployment benefits rather than taking FMLA as unemployment may pay the employee more since an employee is only paid a portion of their pay with FMLA.

Ed Muzik commented on the benefit of provided the FMLA and retaining the employee. He also commented on severance pay and COBRA insurance and stated that there is no change in an employee's health insurance benefits with FMLA.

Director Graham asked if the District will be reimbursed for the cost involved, and Jonathan Abadesco stated yes, through FEMA. Jonathan also stated that, per legal, this is a stand-alone policy and not included in the District Code.

Director Stadum made a motion approving the FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus).  
Vice President Hough seconded the motion.

MSC<sup>1</sup> (Stadum/Hough) motion carried by the following vote:

Ayes: Graham, Hough, Stadum, Mayes

Noes: None

Absent: None

Abstain: None

## **WATER RECLAMATION FACILITY UPDATE**

Doug Culbert provided an update.

### **PUBLIC COMMENTS:**

Joshua King, Z107.7 radio representative, commented on receiving an official statement from Doug Culbert (regarding flushable items) to post on the radio coverage of the meeting.

Director Graham commented on Doug Culbert's statement regarding flushable items; requesting notice be sent to the radio and/or newspaper. Doug stated he would contact both to see about publication of such notice.

Ed Muzik commented on an item updated by Doug Culbert, providing clarification on the facility dump station being for the District vac truck only.

For information only. No motion was made.

## **REPORTS/COMMENTS**

### **Directors' Reports and Comments:**

Director Stadum commented on conducting on-line research of COVID-19. He provided information that he obtained from his research.

Director Graham inquired if staff was looking into financial assistance as she was concerned with higher water rate bills due to lower income areas and more people at home during the pandemic. She asked if discounts to customers has been considered. She provided some information regarding projected issues water districts would face financially due to COVID-19, and stated she spoke with Congressman Cook regarding assisting special districts with the proposed fourth Pandemic Relief Bill.

**Managers' Reports:**

Ed Muzik provided an update on the installation of the ADA compliant doors and the funding of a previous grant. He also commented on Director Graham's concerns with the mandate issued regarding non-payment of utilities.

**FUTURE AGENDA ITEMS REQUESTED BY THE BOARD**

Ed Muzik requested #3 and #4 be removed from the current list as both had been resolved. The Board approved the request to omit the items.

**ADJOURNMENT** – 6:39 p.m.

*ATTESTED BY:*

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*General Manager-Ed Muzik  
Secretary of the Board of Directors*

*APPROVED:*

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*Roger Mayes  
President of the Board of Directors*



## Board of Directors Staff Report

Meeting Date: May 6, 2020

Submitted by: Ron Wortham

Presented by:

Agenda Section:

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### Subject:

RESOLUTION #20-06 CAL OES 130 DESIGNATING AUTHORIZED AGENTS

### Recommendation:

Staff recommends the Board of Directors adopt Resolution #20-06 authorizing the General Manager to submit Cal OES 130 form, designating authorized agents.

### Fiscal Impact:

N/A

### Background:

On March 22, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant a major declaration for the State of California, pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance. In accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials' may be reimbursed under Category B of the Federal Emergency Management Agency's (FEMA) Public Assistance program.

On April 1, 2020 the Hi-Desert Water District Board of Directors proclaimed a local emergency due to COVID-19. Staff has submitted a request for Public Assistance and has been deemed eligible to submit for reimbursement for any expenses incurred due to the response and recovery of COVID-19. Cal OES 130 form authorizes designated staff members to engage with the Federal Emergency Management Agency (FEMA) and the Governor's Office of Emergency Services (Cal OES) regarding grant DR-4482.

### Attachments:

[Cal OES 130 Designation of Applicants Agent Resolution For Non-State Agencies.pdf](#)

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 .

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.  
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")





## Board of Directors Staff Report

Meeting Date: May 6, 2020

Submitted by: Codi Mix

Presented by: Ed Muzik, General Manager

Agenda Section:

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### Subject:

SAN BERNARDINO COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) ELECTION FOR SPECIAL DISTRICT MEMBER

### Recommendation:

Board to (1) review and discuss the candidates running for the position of Regular Special District member of the San Bernardino County Local Agency Formation Commission (LAFCO); and (2) determine by consensus and roll call vote to support the current representative, Kimberly Cox or the appointment of T. Milford Harrison.

### Fiscal Impact:

N/A

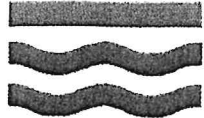
### Background:

During the nomination period, LAFCO received nominations for two candidates for the position of Regular Special District member; Kimberly Cox and T. Milford Harrison. Therefore, an official voting process as defined in Government Code Section 56332 commenced. The voting period began on March 24, 2020 and was set to end on April 27, 2020 at the close of business. Due to failure of receiving 26 ballots, required to establish a quorum, the voting process was extended for 60 days. The extended voting period will end on June 29, 2020, at 5:00 p.m. Each District had been instructed to vote for one candidate - the vote shall be cast as directed by the Board of Directors of the District by roll call vote. The original ballot will then be completed, signed, and mailed to LAFCO through a provided address.

The statements and backgrounds for Kimberly Cox and T. Milford Harrison and the provided ballot are included for review.

### Attachments:

[LAFCO Election Documents.pdf](#)



**Mojave  
Water  
Agency**

13846 Conference Center Drive ♦ Apple Valley, California 92307  
Phone (760) 946-7000 ♦ Fax (760) 240-2642 ♦ [www.mojavewater.org](http://www.mojavewater.org)

March 18, 2020

Dear Special District Member:

I have been honored to represent Special Districts as the Regular Member on the San Bernardino County Local Agency Formation Commission (LAFCO) for over 15 years. This is a unique area of service and it is important that special districts have a knowledgeable seat at the table. For that reason, I would respectfully request your support to continue representing you on LAFCO.

My background includes more than 15 years as an elected official on the Mojave Water Agency, more than 20 years of experience working in local government. As the General Manager of a Community Services District (CSD) that provides water, wastewater and park and recreation services, I have extensive knowledge regarding issues faced by special districts throughout the County. Attached to this letter is a copy of my resume. I have dedicated my life to public service, and it is my hope that you believe I have fairly represented you at LAFCO.

Please feel free to contact me at 760-217-2221 should you have any questions regarding this letter of interest and my desire to continue to represent both large and small special districts on the Local Agency Formation Commission for San Bernardino County.

Thank you for your consideration.

Kind regards,

Kimberly Cox, DPA  
Treasurer/Board Member  
Mojave Water Agency

## KIMBERLY COX, DPA

EDUCATION    Doctorate, Public Administration, California Baptist University –2019  
                   Masters, Public Administration, Cal State San Bernardino – 2004  
                   Bachelor of Science, Business Administration, University of Phoenix – 1999

PUBLIC SERVICE    **MOJAVE WATER AGENCY**  
*November 2003 – Present*

First elected in 2003. Served in numerous board positions including president, vice-president, Watermaster chair and vice-chair.

**LOCAL AGENCY FORMATION COMMISSION (LAFCO)**

*April 2004 – Present*

Appointed to LAFCO by special districts within San Bernardino County.

**LAHONTAN REGIONAL WATER QUALITY CONTROL BOARD**

*September 2013 – Present*

Received three appointments from Governor Jerry Brown (2013, 2014, 2018)

- MEMBERSHIPS/ ACTIVITIES
- California Special Districts Association (CSDA) – Current Member
  - Participates in expert working groups including Human Resources; LAFCO; Administration; Legislation
  - American Public Works Association – Current Member
  - Association of California Water Agencies – Current Member
  - American Water Works Association – Current Member
  - California Parks and Recreation Society – Current Member
  - International City/County Management Association – Current Member
  - American Society of Public Administration – Current Member
  - Integrated Waste Management Board (2010-2013, 2016-present) – Special District Representative
  - Zone 4 Flood Commission, Director (2010-2013)
  - San Bernardino County Commission on the Status of Women (2005-2007)
  - Measure I Renewal Task Force (2005)
  - Helendale Chamber of Commerce Board (2004-2006)
  - California WaterReuse Association Board (2003-2005)
  - League of California Cities Public Works Committee (2003-2005)

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WORK **GENERAL MANAGER/HELENDALE COMMUNITY SERVICES DISTRICT**  
EXPERIENCE *February 2007 – Present*

Responsible for administrative activities of an organization considered a "junior city" providing many municipal-level services. Duties include budget development, contract negotiations, oversight of day-to-day service delivery including water, wastewater, solid waste management, park and recreation and street lighting. Implements/revises five-year Capital Improvement Plan. Implements vision and direction of the elected board of directors. Informs board of issues and opportunities. Interfaces with community organizations, government entities and individuals on behalf of the organization.

**SENIOR MANAGEMENT ANALYST – CITY OF VICTORVILLE**

*August 2002 – February 2007*

Served in the City Manager's office on special projects (2005-2007) and in Public Works Department (2002-2005) serving as acting director in the director's absence. Provided oversight for 100 staff with operating budget of over \$50 million. Represented the City by attending inter-governmental meetings including the regional wastewater authority, League of California Cities Mountain Desert meetings, San Bernardino Area Governments (renamed SBCTA), and American Public Works Association High Desert Chapter, San Bernardino County Flood Control and local community groups.

**WATER RESOURCE SPECIALIST – CITY OF HESPERIA**

*August 1999 – August 2002*

Represented the City at various organizations such as Mojave Water Agency, Lahontan Regional Water Quality Control Board, Victor Valley Wastewater Reclamation Authority. Monitored regulatory standards, legislation and adjudicatory matters impacting the City's core functions. Developed and implemented public outreach programs with the community and schools providing education and resources. Prepared department budget and participated in inter-governmental work groups.

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March 3, 2020

San Bernardino County Special Districts

Dear Special District Agency Representatives,

Thank you for the privilege of reaching out to you with regard to our Special Districts' representation on the Local Agency Formation Commission (LAFCO). I have received the support of my San Bernardino Valley Municipal Water District (Valley District) Board, to submit my name for your consideration for appointment as Regular Member representing Special Districts on the LAFCO Commission.

LAFCO has a direct impact upon each of our Special Districts as well as other forms of local government. Issues are presented and actions taken which can significantly affect the operations, entitlements and futures of our Districts. Fortunately, Special Districts have the privilege of appointing two of our members to represent us on the Commission and protect our interests.

In addition to my Valley District position I have for the last four years been a Member of our Association of San Bernardino County Special Districts Board (ASBCSD) representing the San Bernardino Valley Water Conservation District and for the last year, Valley District. During this period several of us on the ASBCSD Board have had a growing frustration as to why we receive so few reports from our two LAFCO Special District Commissioners, as to what is occurring each month at LAFCO and how it may affect any or all of our Special Districts.

It is my opinion, and that of a number of other Special District members who have approached me regarding this concern, that our Special District LAFCO representatives should attend each of our Special District monthly membership meetings and report as to what has occurred or is being proposed at LAFCO which may affect any or all of our Districts. In addition, we feel that our representative should reach out to any Special Districts who are directly affected by any LAFCO agenda items. We feel they should also be soliciting the advice of our Members as to what positions the Association recommends on upcoming relevant agenda issues.

I have an extensive background in local government and have been directly involved in several issues upon which LAFCO decisions were critical. My experience includes City, County, regional and Special District positions in the last twenty plus years. I served as a Councilmember and Mayor for the City of Loma Linda, as Executive Director for San Bernardino International Airport and as Chief of Staff for two County Supervisors. My education includes a JD degree from California Southern Law School. I thoroughly enjoy serving on a Special District Board, with our ASBCSD Association and with our State Organization, CSDA, where I serve on the Legislative Committee, as well as Election and By-Laws.

**Board of Directors and Officers**

JUNE HAYES  
Division 1

GIL NAVARRO  
Division 2

SUSAN LONGVILLE  
Division 3

T. MILFORD HARRISON  
Division 4

PAUL R. KIELHOLD  
Division 5

HEATHER DYER  
General Manager

If I am selected by our Association to serve on the LAFCO Commission, I pledge to keep Special Districts informed of LAFCO agendas and initiatives and to represent you to the best of my ability. I will solicit your input on matters affecting any of our individual members and those affecting all Districts.

All of my contact information is listed below and I solicit any advice or input you might provide. I would appreciate your consideration in voting for my appointment to the LAFCO Commission.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "T. Milford Harrison". The signature is fluid and cursive, with a long horizontal stroke at the end.

T. Milford Harrison, Board President, San Bernardino Valley Municipal Water District

Cell: 909-645-1731; Email: [milfordharrison@aol.com](mailto:milfordharrison@aol.com);  
Personal Mail Address: P.O. Box 966, Linda, CA 92354

## BALLOT

### REGULAR SPECIAL DISTRICT MEMBER OF THE LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

The \_\_\_\_\_  
(Name of District)

hereby votes for the marked candidate as indicated below:

#### REGULAR SPECIAL DISTRICT MEMBER OF LAFCO:

\_\_\_\_\_ **KIMBERLY COX (Incumbent -- Member of the Board of  
Directors of the Mojave Water Agency)**

\_\_\_\_\_ **T. MILFORD HARRISON (Member of the Board of  
Directors of San Bernardino Valley Municipal Water District)**

I, \_\_\_\_\_, do hereby certify that at its scheduled meeting  
of \_\_\_\_\_, the Board of Directors voted to elect the above-marked  
candidate as the Regular Special District Member of the Local Agency Formation  
Commission for San Bernardino County, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
District President/Authorized Board Member

Dated: \_\_\_\_\_



## Board of Directors Staff Report

Meeting Date: May 6, 2020

Submitted by: Ed Muzik

Presented by: Ed Muzik, General Manager

Agenda Section:

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### Subject:

CONSIDER ADOPTING RESOLUTION NO. 20-05 INTENTION TO TRANSITION TO A “BY-DIVISION” ELECTORAL SYSTEM BY THE NOVEMBER 2022 GENERAL DISTRICT ELECTION UNDER THE CALIFORNIA VOTING RIGHTS ACT

### Recommendation:

Staff recommends the Board of Directors adopt Resolution No. 20-05 – A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HI-DESERT WATER DISTRICT DECLARING ITS INTENTION TO TRANSITION FROM AT-LARGE TO BY-DIVISION ELECTIONS BY THE NOVEMBER 2022 GENERAL DISTRICT ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10010 AND FINDING THIS TRANSITION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO STATE CEQA GUIDELINES.

### Fiscal Impact:

None associated with the adoption of this Resolution alone; however, the cost of transitioning to by-division elections is approximately \$30,000

### Background:

The District presently has an “at-large” electoral system (where the entire jurisdiction votes for each member of the District Board of Directors). This is in contrast to a “by-division” election system (where the jurisdiction is divided into divisions, a Board candidate must reside within an election division, and that Board candidate is elected only by voters residing within that election division).

The California Voting Rights Act (“CVRA”) was adopted in 2002 and applies to at-large election voting systems. The CVRA seeks to eliminate elections that prevent members of a protected class from electing their chosen candidates to a public agency’s governing board, or otherwise impairs the ability of voters from a protected class to influence elections. In recent years, a number of cities and other public agencies in California have been sued under the CVRA. Typically, plaintiffs allege that the defendant agency’s at-large electoral system has resulted in “racially polarized” voting, which is defined as “voting in which there is a difference . . . in the choice of candidates of other electoral choices that are preferred by voters in a protected class, and in the choice of candidates and electoral choices that are preferred by voters in the rest of the electorate.” (Cal. Elec. Code, § 14026(e).) These lawsuits usually demand that the defendant agency transition to a by-district/by-division system.

Since the CVRA was signed into law, many local agencies have converted (or are in the process of converting) to by-district/by-division elections. This move is not surprising in light of the cost of litigating under the CVRA.



For example, Palmdale settled a CVRA lawsuit in 2015 for \$4.5 million in plaintiff's fees and costs, Modesto paid \$3 million to settle a similar case in 2008, and Anaheim settled in 2014 for an amount reported to be possibly as high as \$2 million. These numbers do not include each of the cities' own attorney's fees and costs to defend the lawsuits. More recently, the City of Santa Monica attempted to defend its at-large election system in the Los Angeles Superior Court and lost. That Superior Court decision requires Santa Monica to transition to by-district elections. It has also been reported that the City spent \$10 million litigating the matter and may well have to pay millions of dollars in plaintiff's fees and costs if they ultimately lose the case. The City of Santa Monica has appealed the decision to the California Court of Appeal and a decision is expected this summer. To date, no city or public agency that has litigated this matter in court has prevailed.

In 2016, the California legislature adopted AB 350 amending Elections Code section 10010 to cap the attorneys' fees a prospective plaintiff may recover if a public agency adopts a resolution of intention to change to a by-district/by-division system of elections within 45 days following the receipt of a letter from a prospective plaintiff alleging a CVRA violation.

While the District has not yet received such a demand, the Board of Directors anticipates that such a demand will be made in the near future and, therefore, desires to take proactive means to avoid the high costs and legal risks associated with a potential CVRA lawsuit.

**Attachments:**

[HDWD - CVRA Resolution of Intent with Deferred Action to 2021-2022-c1.DOCX](#)

## RESOLUTION NO. 20-05

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HI-DESERT WATER DISTRICT DECLARING ITS INTENTION TO TRANSITION FROM AT-LARGE TO BY-DIVISION ELECTIONS BY THE NOVEMBER 2022 GENERAL DISTRICT ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10010 AND FINDING THIS TRANSITION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO STATE CEQA GUIDELINES

**WHEREAS**, the Board of Directors of the Hi-Desert Water District is an elected legislative and deliberative public body serving the citizens of the Hi-Desert Water District; and

**WHEREAS**, members of the Board of Directors are elected in November of even-numbered years (November 2020, 2022, 2024, etc.); and

**WHEREAS**, the District presently has an at-large election system (where the entire jurisdiction votes for each member of the public agency's governing body) rather than a by-division election system (where the jurisdiction is divided into divisions, each Board candidate must reside in the division he or she will represent, and only voters within a given division vote for that division's Board representative); and

**WHEREAS**, in 2003, the California Voting Rights Act ("CVRA") became law; and

**WHEREAS**, the CVRA, in an attempt to prevent the disenfranchisement of protected classes of persons, establishes a low bar for attorneys seeking to force cities and other public agencies to convert from at-large to by-district/by-division elections; and

**WHEREAS**, public agencies that have been sued under the CVRA have typically been forced to pay large sums to settle with plaintiffs' attorneys; and

**WHEREAS**, while the District has yet to receive a letter from a person demanding that the District transition to by-division elections, the District is aware that other cities and public agencies in the area have received demand letters alleging that their at-large election systems diluted the ability of certain protected classes of persons within the District to elect candidates of their choice, and thereby violate the CVRA; and

**WHEREAS**, while the District has not yet received such a demand, the Board of Directors anticipates that such a demand will be made in the future and, therefore, desires to take proactive means to avoid the high costs and legal risks associated with a CVRA lawsuit; and

**WHEREAS**, the Board of Directors has determined that it is in furtherance of the purposes of the CVRA to transition from at-large to by-division elections; and

**WHEREAS**, under the Federal Voting Rights Act, the drawing of electoral division boundaries today would be based upon the most current available United States Decennial Census data, which dates back to the Year 2010; and

**WHEREAS**, a new United States Decennial Census is being conducted this year and the results will be available for use in drawing electoral division boundaries in the Year 2021; and

**WHEREAS**, the Board of Directors finds that it would be impractical to immediately transition to a by-division election system for the November, 2020 General District election based upon current (and soon to be outdated) Census data when updated Census data will be available in the Year 2021 and new electoral division maps will have be drawn at that time using the updated Census data; and

**WHEREAS**, the Board of Directors desires to declare its intention to adopt a resolution pursuant to Elections Code sections 10010 and 10650 transitioning from at-large to by-division elections with sufficient time before the General District election to be held in November, 2022 to meet the established, specific steps necessary to facilitate this transition.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE HI-DESERT WATER DISTRICT DOES HEREBY RESOLVE:**

**SECTION 1. Recitals.** The recitals stated above are true and correct and are incorporated herein by reference.

**SECTION 2. Intention to Transition to a By-Division Election System.** Before November 2022, the Board of Directors will consider adoption of a resolution, pursuant to Elections Code section 10650, to transition the election of its Board Members from an at-large electoral system to a by-division system, beginning with the General District election to be held in November 2022.

**SECTION 3. Instructions Related to Transition.** Before the Board of Directors adopts a resolution establishing division boundaries for a by-division electoral system and after the updated Census data is released in 2021, the District will follow the requirements of Elections Code section 10010 to solicit public input in the division-map drawing process.

**SECTION 4. CEQA.** Based upon the whole of the administrative record before it, the Board of Directors hereby finds that a transition from at-large to by-division elections is exempt from environmental review under the California Environmental Quality Act ("CEQA") (Pub. Resources Code, § 21000 et seq.) pursuant to State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.) sections 15061(b)(3), 15320, and 15378(b)(3). Adoption of this Resolution is an organizational and administrative activity of the District, does not have the potential to result in either a direct or reasonably foreseeable indirect physical change in the environment, and is therefore not a project for purposes of CEQA. (State CEQA Guidelines, §§ 15061(b)(3); 15378(b)(5).) In the event adoption of this Resolution does constitute a project, it is categorically exempt under the Class 20

(Changes in the Organization of Local Governments) categorical exemption. (State CEQA Guidelines, § 15320.) Further, none of the exceptions to the exemptions found in State CEQA Guidelines section 15300.2 apply. Staff is hereby directed to prepare, execute and file with the San Bernardino County Clerk a CEQA Notice of Exemption within five (5) working days of the adoption of this Resolution.

**SECTION 5.** Severability. The provisions of this Resolution are severable and if any provision of this Resolution is held invalid, that provision shall be severed from the Resolution and the remainder of this Resolution shall continue in full force and effect, and not be affected by such invalidity.

**SECTION 6.** This Resolution shall become effective upon its adoption.

**SECTION 7.** The District Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Chair of the Board of Directors

ATTEST:

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District Secretary

APPROVED AS TO FORM:

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Best Best & Krieger LLP  
District Counsel

STATE OF CALIFORNIA )  
COUNTY OF SAN BERNARDINO ) ss.  
HI-DESERT WATER DISTRICT )

I, \_\_\_\_\_, Secretary of the Hi-Desert Water District, County of San Bernardino, State of California, hereby certify that the foregoing Resolution No. 20-05 was adopted by the Board of Directors of said Hi-Desert Water District at a regular meeting of said Board held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTENTIONS: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

\_\_\_\_\_  
District Secretary of the  
Hi-Desert Water District



## Board of Directors Staff Report

Meeting Date: May 6, 2020

Submitted by: Codi Mix

Presented by: Codi Mix, Board Secretary/Community Outreach Coordinator

Agenda Section:

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### Subject:

PUBLIC ADVISORY COMMITTEE MEMBERSHIP APPLICATIONS FOR SERVICE STARTING JUNE 2020

### Recommendation:

Staff is recommending that the Board of Directors appoints the two new applicants to the Public Advisory Committee with service starting on June 2020.

### Fiscal Impact:

N/A

### Background:

In the past year, the Public Advisory Committee (PAC) has had 5 members resign. As of April 30, 2020, PAC consists of 17 members; however, according to the District Code, the PAC may consist of up to 22 members. On April 15, 2020, the Board of Directors appointed a new Board member to fill a vacancy. During the appointment process, the Board encouraged the applicants, whom did not receive the appointment, to consider applying to be a PAC member. Due to this, staff received two (2) applications from community members interested in serving on the committee.

Jeff Brady  
Scot McKone

With the public closures the District has in place due to COVID-19, no PAC meetings have been held; therefore, the current committee members have not had the opportunity to discuss appointment of new members. Staff, however, has reviewed the submitting documents and has confidence that both applicants would be an asset to the committee.

The appointment is a minimum of a one (1) year commitment.

### Attachments:

[JeffBrady.PAC Application\\_Redacted.pdf](#)

[JeffBrady.Resume\\_Redacted.pdf](#)

[ScotMcKone.PAC Application\\_Redacted.pdf](#)

[Scot McKone.Resume\\_Redacted.pdf](#)



# PUBLIC ADVISORY COMMITTEE APPLICATION

NOTE: This commitment is a minimum of one (1) year, serving at the pleasure of the Board of Directors. This is a volunteer position. Please attach a brief resume of your background.

NAME Jeff Brady

ADDRESS [REDACTED]

PHONE NUMBER [REDACTED] EMAIL [REDACTED]

OCCUPATION \_\_\_\_\_

BUSINESS SECTOR REPRESENTING (IF APPLICABLE) \_\_\_\_\_

HOW LONG HAVE YOU BEEN A RESIDENT OF YUCCA VALLEY? 20 years

HAVE YOU BEEN INVOLVED IN THE COMMUNITY? YES (X) NO ( )

IF SO, HOW?  
Town of Yucca Valley Parks, Recreation, Cultural Commission  
Boys and Girls Club of the Hi-Desert Board

PLEASE EXPLAIN WHY YOU WOULD LIKE TO SERVE ON THIS COMMITTEE.  
To represent the public's interest to the Board of Directors.  
To truly understand how the District works and operates

PLEASE LIST ANY RELEVANT WATER EXPERIENCE:  
\_\_\_\_\_  
\_\_\_\_\_

# Jeffrey Brady

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Yucca Valley Ca. 92284 | .com

## Objective

Local civic-minded community leader seeks position of service on the Hi-Desert Water Board.

## Volunteer Involvement

### **VICE PRESIDENT | DESERT VALLEY BASKETBALL OFFICIALS ASSOCIATION | 2018-PRESENT**

- Auditing financial Books of Association
- Training New Officials
- Evaluating Performance of Officials
- CIF Certified Playoff Official

### **BOARD MEMBER - TREASURER | BOYS AND GIRLS CLUB OF THE HI DESERT | 2019-PRESENT**

- Responsible for Leading Financial Committee, Monthly Reports to Board on financial status.
- Actively advising on fundraising, budget, cutting operating costs.

### **COMMISSIONER | PARKS, RECREATION, AND CULTURAL COMMISSION | TOWN OF YUCCA VALLEY | 2019-PRESENT**

- Participating in Leading the parks, recreation and cultural oversight for the Town of Yucca Valley
- Providing oversight for Hi- Desert Nature Museum and the recreation staff.

## Work Experience

### **VICE PRESIDENT | PROVIDER MANAGEMENT - PROFESSIONAL SEARCH | 2016 TO PRESENT**

- Strong ability to assess qualifications/ personality and corporate culture fit, connect with and gain the respect/trust of both candidates and clients, and handle multiple searches and projects.
- Effectively source, screen, place and manage highly qualified candidates in a goal driven environment.
- Excellent Communicator with a strong work ethic, dedicated to building and strengthening relationships with clients, colleagues, candidates, and management.

### **VARIOUS POSTIONS | JOSHUA SPRINGS CALVARY CHAPEL | 2009-2016**

#### **Assistant Athletic Director**

- Schedule and Manage practices and games for 6 different sports
- Reserve Needed Transportation and facilities for each sport
- Train coaches in School's Athletic Policy

#### **Jr High Youth Pastor**

- Lead Bible Studies twice a week
- Lead Spiritual Development of Middle School aged students
- Lead weekend retreats and conferences

#### **4<sup>th</sup> Grade Teacher**

- Instructed 30 students in the subjects of Bible, California History, Science, and Spelling.



### **Football Coach**

Defensive Line Coach  
JV Defensive Coordinator

### **FOOTBALL COACH | YUCCA VALLEY HIGH SCHOOL | 2016 AND 2017 SEASONS**

Defensive Line Coach  
JV Defensive Coordinator  
Set Up and Train students on Filming and On-Field System replay technology.

### **FOOTBALL COACH | AB MILLER HIGH SCHOOL, FONTANA | 2018 AND 2019 SEASONS**

Offensive Coach  
Set Up and Train students on Filming and On-Field System replay technology.

## **Education**

### **2019-PRESENT | UNIVERSITY OF ARKANSAS | FULL-TIME ON LINE STUDENT**

Major: Human Resource and Workforce Development

### **2018-2019| GRAND CANYON UNIVERSITY**

Major: Business Administration

### **2011-2012| LIBERTY UNIVERSTY**

General Education Classes

### **2009-2010| COPPER MOUNTAIN COLLEGE**

General Education Classes

### **2008 HIGH SCHOOL DIPLOMA | JOSHUA SPRINGS CHRISTIAN SCHOOL**

College Prep

## **Skills & Abilities**

- Excellent Communicator / Interpersonal Skills
- Networking / Talent Acquisition
- Advanced Computer / MS Office Suite Skills
- Database/ATS/CRM
- Organizational project management
- Employee assignments
- Financial accountability



## PUBLIC ADVISORY COMMITTEE APPLICATION

NOTE: This commitment is a minimum of one (1) year, serving at the pleasure of the Board of Directors. This is a volunteer position. Please attach a brief resume of your background.

**NAME** *Scot McKone*

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**ADDRESS** [REDACTED]

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**PHONE NUMBER** [REDACTED]

**EMAIL** [REDACTED]

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**OCCUPATION** *Retired*

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**BUSINESS SECTOR REPRESENTING (IF APPLICABLE)** *None*

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**HOW LONG HAVE YOU BEEN A RESIDENT OF YUCCA VALLEY?** *49 years*

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**HAVE YOU BEEN INVOLVED IN THE COMMUNITY? YES ( ) NO ( )**

**IF SO, HOW?**

*Yes, active as a volunteer for many years with numerous organizations in our community.*

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**PLEASE EXPLAIN WHY YOU WOULD LIKE TO SERVE ON THIS COMMITTEE.**

*Engage with our water District, offer input as needed or requested.*

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**PLEASE LIST ANY RELEVANT WATER EXPERIENCE:**

*Familiarity with and support of water resource conservation measures.*

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**Objective:**

To serve my community in good faith on the Hi-Desert Water District Board of Directors.

**Professional work experience:**

- Semi-retired (January 2005 to Present).
- Self-employed finish carpenter, California licensed B1 General Contractor, California licensed C6 Cabinet and Millwork Contractor (1985-2005).

**Other professional work experience:**

- Assisted the Contractors State License Board to update the Contractor License Examination for C6 license classification (Consultant, 2014).

**Education:**

- Copper Mountain College: Government, English, Psychology, Philosophy, Sociology, Art (1997-2009).
- Yucca Valley High School (Grades 7-12, 1973-1977).

**Community volunteer experience:**

- Center for Healthy Generations, water exercise instructor (2013 to Present).
- Lead instructor and coordinator, Hawk's Landing Junior Golf (2017 to Present).
- Assistant golf coach, Joshua Springs High School (2017 to Present).
- Assistant golf coach, Yucca Valley High School (2015-2017).
- Tri-Valley Little League, team manager, rookie division (1995-2008).

**Certifications:**

- American Red Cross (Adult and pediatric first aid).
- California Commission on Teacher Credentialing (Activity supervisor clearance).
- California Interscholastic Federation (Fundamentals of coaching, sudden cardiac arrest, concussion in sports, heat illness prevention).

**Awards:**

- Spirit of Yucca Valley Award, Town of Yucca Valley (2019).
- Men of Distinction, Soroptimist International of Yucca Valley (2015).

**Other Community Affairs:**

- Personal residence featured in the annual Desert-Wise Landscape Tour, Morongo Basin Conservation Association (2017 to Present).



## Board of Directors Staff Report

Meeting Date: May 6, 2020

Submitted by: Jonathan Abadesco

Presented by: Jonathan Abadesco, Chief Financial Officer

Agenda Section:

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### **Subject:**

INCREASE IN BLANKET PURCHASE ORDER FOR GENERAL COUNSEL SERVICES

### **Recommendation:**

Staff is recommending that the Board of Directors authorize the General Manager to sign the increase in blanket purchase order for general counsel services in the amount of \$50,000.

### **Fiscal Impact:**

\$50,000

### **Background:**

The District's FY 2019-2020 budget for general legal counsel services with Best, Best & Krieger LLP amounted to \$140,000.

Due to unexpected expenses through March 2020, staff is recommending that the Board of Directors authorize the General Manager to sign the increase in blanket purchase order for general counsel services for \$50,000 for a total amount of \$190,000 through June 30, 2020.

### **Attachments:**



## Board of Directors Staff Report

Meeting Date: May 6, 2020

Submitted by: Codi Mix

Presented by:

Agenda Section:

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**Subject:**

REQUESTED AGENDA ITEMS

**Recommendation:**

Board of Directors to review and discuss future agenda items previously requested and have an opportunity to make additional requests.

**Fiscal Impact:**

N/A

**Background:**

N/A

**Attachments:**

[Item Matrix.pdf](#)

## Hi-Desert Water District Weekly Staff Meeting Matrix

**FUTURE AGENDA ITEMS REQUESTED BY THE BOARD**

DATE LAST UPDATED: 2/2020

| No. | Item Requested  | Requestor | Date Requested on | Assigned to   |
|-----|---|-----------|-------------------|---------------|
| 1   | Solar Power Energy/Reduce Carbon Footprint  | Stadum    | 10/19/16          | Ed            |
| 2   | New Admin Building for the District (5-10 years)                                      | Graham    | 7/11/18           | Ed            |
| 3   | Teamwork/Communication/Leadership training for staff, management, and Board members   | Stadum    | 10/23/19          | Ed            |
| 4   | Wellness Grants   | Stadum    | 1/8/20            | Jonathan      |
| 5   | Electronic Sign - Research sign companies with local businesses                       | Graham    | 1/8/20            | Ed/Mike       |
| 6   | MWA Summit Participation  | Graham    | 1/8/20            | Ed / Jennifer |
| 7   | CALPERS and liabilities savings presentation and discussion - wastewater loan return. | Munsey    | 1/8/20            | Jonathan      |
| 8   | Parkinglot Charging Stations  | Graham    | 3/4/20            | Ed            |
| 9   | Employee Highlights on Website  | Graham    | 4/1/20            | Codi          |