



Minutes

Draft pending approval

Regular Board Meeting
Meeting Date: July 24, 2024

CALL TO ORDER

The Chairman of the Board called the meeting to order at 4:30 p.m.

ROLL CALL OF BOARD MEMBERS

PRESENT

Directors: Carrillo, Coats, Goodrich, Morales, Smith

ABSENT

None

STAFF

Michael Moore, General Manager/CEO; Brian Tompkins, Chief Financial Officer; Jeff Noelte, Director of Engineering and Operations; Kerrie Bryan, Director of Administrative Services; Manny Moreno, Water Reclamation Manager; Patrick Milroy, Operations Manager; William Ringland, Public Affairs/Conservation Manager; Christianne Koide, Business Services Coordinator; Shayla Antrim, Administrative Specialist

LEGAL COUNSEL

Jean Cihigoyenetché

GUESTS

Members of the public

PUBLIC COMMENTS

Chairman Morales declared the public participation section of the meeting open at 4:31 p.m.

There being no written or verbal comments, the public participation section was closed.

1. APPROVAL OF AGENDA

a. Approval of Agenda

A motion was made by Director Smith, seconded by Vice Chairman Coats, that the Board approve the July 24, 2024 agenda as submitted.

The motion carried by the following:

Ayes: Carrillo, Coats, Goodrich, Morales, Smith

Noes: None

Absent: None

2. RECESS INTO CLOSED SESSION

The Board entered into Closed Session at 4:31 p.m. as provided in the Ralph M. Brown Act Government Code Sections 54956.9(d)(1) and 54956.9(b) to discuss the items listed on the agenda.

RECONVENE THE MEETING

The Board reconvened the meeting at 5:30 p.m.

PLEDGE OF ALLEGIANCE

Director Smith led the flag salute.

ROLL CALL OF BOARD MEMBERS

PRESENT

Directors: Carrillo, Coats, Goodrich, Morales, Smith

ABSENT

None

ANNOUNCEMENT OF CLOSED SESSION ACTIONS

With respect to Item #2.a. legal counsel stated that no reportable action was taken.

With respect to Item #2.b. legal counsel stated that no reportable action was taken.

PRESENTATIONS AND CEREMONIAL ITEMS

- 2024 Excellence in Customer Service Award

The General Manager/CEO announced that the Customer Service Department received the 2024 Business Intelligence's Excellence in Customer Service Award and introduced Customer Service Representative III, Ms. Jennifer Wallace.

Ms. Wallace presented the award to the Board and shared details about the Customer Service Department Team and their submission for the award.

- Introduction of Newly Hired Employee
 - Manuel Moreno, Water Reclamation Manager

The General Manager/CEO introduced the newly hired employee to the Board.

PUBLIC COMMENTS

Chairman Morales declared the public participation section of the meeting open at 5:41 p.m.

There being no written or verbal comments, the public participation section was closed.

3. APPROVAL OF CONSENT CALENDAR

- a. Approve the June 12, 2024 Regular Board Meeting Minutes**
- b. Accept and File Financial Statements for May 2024**
- c. Approve May 2024 Disbursements: Accounts payable disbursements for the period include check numbers 263084 through 263283, bank drafts, and ACH payments in the amount of \$3,483,013.63 and \$488,496.90 for payroll**
- d. Approve Investment Report for Quarter Ended June 30, 2024**

A motion was made by Director Smith, seconded by Director Goodrich, that the Board approve the Consent Calendar items as submitted.

The motion carried by the following:

Ayes: Carrillo, Coats, Goodrich, Morales, Smith

Noes: None

Absent: None

Abstain: None

4. INFORMATIONAL ITEMS

a. Workplace Violence Prevention Program

The Director of Administrative Services provided information regarding SB553 and the creation of the Workplace Violence Prevention Program. She discussed the legal requirements and major components of the plan. She stated that staff will receive training in August and moving forward, the training will be included in the onboarding process of newly hired employees.

For information only.

b. FY 2023-24 Program Accomplishments

The General Manager/CEO provided an overview of the fiscal year 2023-24 program accomplishments. He stated that the District is a performance-based organization. He stated that the District operates with 18 programs and over 50 goals outlined in the budget, all aligned with the District's Strategic Plan. He stated that due to decreasing revenues, the District had to make several adjustments throughout the year to stay on track with its financial obligations. He discussed some of the challenges the District has faced over the past year with decreasing revenues and adjustments made to meet the District's financial obligations.

Representatives from each Program presented their accomplishments for the 2023-24 fiscal year to the Board.

For information only.

5. DISCUSSION AND POSSIBLE ACTION ITEMS

a. Consider Adoption of Resolution 2024.11 for Delinquent Water and Wastewater Charges that will be sent to the County of San Bernardino's Tax Roll for Fiscal Year 2024-25

The Chief Financial Officer provided information regarding placing delinquent water and wastewater charges on the County of San Bernardino's Tax Roll for the fiscal year 2024-25. He stated that the District has exhausted all means to collect outstanding balances on accounts and this is the most powerful method of collection. He added that he will continue to attempt to contact those on the list and encourage them to apply for the State's Low Income Household Water Assistance Program (LIHWAP).

A motion was made by Director Goodrich, seconded by Director Smith, that the Board of Directors adopt Resolution 2023.11 for Delinquent Water and Wastewater Charges that will be sent to the County of San Bernardino's Tax Roll for the fiscal year 2024-25.

The motion carried by the following:

Ayes: Carrillo, Coats, Goodrich, Morales, Smith

Noes: None

Absent: None

6. REPORTS

a. Board of Directors' Reports

Director Smith reported on the following: July 15 he attended the Association of San Bernardino County Special Districts Membership meeting where the topic was the use of Artificial Intelligence; July 23 he attended the Highland Chamber of Commerce monthly meeting; and July 24 he attended the San Bernardino Valley Water Conservation District Board meeting with nothing to report.

Director Carrillo reported on the following: July 15 he met with the General Manager/CEO to discuss District business; July 16 he attended the Inland Action meeting where Assembly Member Greg Wallis was the speaker; July 17 he attended the Local Agency Formation Commission of San Bernardino County with nothing to report; July 18 he attended the Sonoran Institute's Growing Water Smart workshop; and July 23 he met with the General Manager/CEO to review the agenda.

Director Goodrich reported on the following: July 15 he attended the Association of San Bernardino County Special Districts Membership meeting where the topic was Artificial Intelligence; July 16 he met with the General Manager/CEO to review the agenda and to discuss District business; and July 23 he attended the Highland Chamber of Commerce meeting where a representative from Southern California Edison was the speaker.

Vice Chairman Coats reported the following: July 15 he attended the Association of San Bernardino County Special Districts Membership meeting where the topic was Artificial Intelligence; July 16 he met with the General Manager/CEO to review the agenda and to discuss District business; July 18 he attended the San Bernardino Valley Municipal Water District Board meeting; July 23 he attended the City of San Bernardino Board of Water Commissioners meeting where they announced a 4.4% increase in their property insurance policy; and July 23 he attended the Highland Chamber of Commerce meeting where a representative from Southern California Edison was the speaker.

Chairman Morales reported on the following: July 11 he attended the San Bernardino Valley Municipal Water District (SBVMWD) Policy Workshop where he provided a legislative update; July 16 he attended the SBVMWD Board meeting where they provided a water delivery report and held a surplus water discussion; July 18 he met with the General Manager/CEO to review the agenda and to discuss District business; and July 18 he attended the SBVMWD Debt Service Workshop where they discussed tax rate adjustments.

For information only.

b. General Manager/CEO Report

The General Manager/CEO reported on the following:

- Next week Basin Technical Advisory Committee (BTAC) will be meeting to discuss surplus water with water retailers.
- Tomorrow Conservation staff will be holding a popup event at Lowes Home Improvement in Highland in celebration of Smart Irrigation Month. They will be providing information on rebate programs and water conservation tips.
- Thanked IT staff for resolving the Boardroom audio issue.

- He acknowledged Ray Roybal, Senior Wastewater Treatment Plant Operator, for going above and beyond over the last four months with the Sterling Natural Resource Center and for all his extra hard work in the absence of a Water Reclamation Manager.

For information only.

c. Legal Counsel Report

No report at this time.

d. Board of Directors' Comments

Director Smith congratulated the Customer Service Department on receiving an award and welcomed Mr. Moreno to the District.

Director Carrillo welcomed Mr. Moreno to the District and thanked staff for their presentations.

Director Goodrich echoed Directors Smith and Carrillo's comments.

Vice Chairman Coats welcomed Mr. Moreno to the District and stated that he looks forward to all that he brings with his experience.

Chairman Morales thanked Mr. Ray Roybal for all of his hard work at the Sterling Natural Resource Center.

For information only.

ADJOURN

Chairman Morales adjourned the meeting at 7:31 p.m.

James Morales, Jr., Board President

Michael Moore, Board Secretary