

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT  
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277**

**June 24, 2020 / 4:00 P.M.**

In accordance with the Governor's Executive Order N-29-20, in an effort to protect the public health and prevent the spread of COVID-19, there was no public location for attending the meeting. The meeting was held telephonically with some members of the Board present and the public calling in.

Call to Order and Roll Call

President Giannini called the telephonic Board meeting to order at 4:00 p.m. Those responding to roll call were Directors Michael Arthur, Bob Coghill, Suzi Horn, Randy Leazer, and Carol Giannini. Also present were General Manager Ray Kolisz, Treatment/Production Superintendent Mike Minatrea, Maintenance Superintendent Matt Shragge, Financial Consultant Cindy Byerrum, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Mike Minatrea led the pledge.

Additions/Deletions to the Agenda

Consideration to Approve Amendment II Purchase of Vehicles

Public Comments

None

1. Public Hearing on Proposed Continuation of Water Availability Assessment
  - 1.1 Board to Hear Public Testimony at This Time

Director Coghill moved to open the Public Hearing at 4:03 p.m., seconded by Director Arthur, and unanimously approved.

There being no public comments, Director Coghill moved to close the public hearing at 4:03 p.m., seconded by Director Horn, and unanimously approved.

2. Consider Resolution 20-03 Continuing the Current Existing Level of Water Availability Assessments for Fiscal Year 2020-2021

Staff recommends approving Resolution 20-03.

Director Horn made a motion to adopt Resolution 20-03 continuing the current existing level of water availability assessments for fiscal year 2020-2021, seconded by Director Arthur, and approved by the following roll call vote:

Ayes: Directors Arthur, Coghill, Horn, Leazer, and Giannini  
Noes: None  
Abstain: None  
Absent: None

3. Consideration to Approve Resolution 20-04 Adopting the Fiscal Year 2020-2021 Annual Budget and Compensation Plan

Staff recommends approving Resolution 20-04.

Director Horn made a motion to approve Resolution 20-04 adopting the fiscal year 2020-2021 annual budget and compensation plan, seconded by Director Arthur, and approved by the following roll call vote:

Ayes: Directors Arthur, Coghill, Horn, Leazer, and Giannini  
Noes: None  
Abstain: None  
Absent: None

3.A Consideration to Approve Amendment II Purchase of Vehicles

The Master Equipment Lease/Purchase Agreement between the District and Bank of America must be amended to include the purchase of new equipment with funds from the remainder of the loan. This will require a second amendment to the agreement with Bank of America.

Director Horn made a motion to approve Amendment II for the purchase of three vehicles, seconded by Director Coghill, and approved by the following roll call vote:

Ayes: Directors Arthur, Coghill, Horn, Leazer, and Giannini  
Noes: None  
Abstain: None  
Absent: None

4. COVID-19 after Action Report

Mr. Kolisz provided the Board with an update regarding the actions taken to safeguard employees and the public during the COVID-19 pandemic, while still providing essential services to the community. A list of some of the actions taken are as follows:

- Closing the front lobby to the public: ratepayers could make payments online, use the drop box, or pay over the phone. Pay meter station consumers were able to drop their cards in the drop box and the customer service representatives were able to apply funds to their account.
- Activation of the District's Emergency Operations Center (EOC): this allowed the District access to chemicals needed for water treatment should the need arise. Requests for N95 face masks were initially denied, but after several calls and weeks the District received the masks.
- Staggered work schedules: employees were divided up into two groups and worked one week on and one week from home. It was noted that there was a significant decrease in requested time off and an increase in productivity. A 9/80 schedule will be considered in the near future.
- Working from home and teleconference meetings: the District realized that more laptop computers were needed, as well as some technology upgrades to run virtual meetings.
- The District will be looking to remodel the lunch room to include a fully functioning kitchen should the need arise for personnel or emergency staff to be housed onsite.

5. Consent Calendar

- Minutes of a Regular Meeting held on May 27, 2020

▪ Audit List

Director Coghill, moved to approve the Minutes and Audit List, seconded by Director Arthur, and approved unanimously.

6. Items Removed from the Consent Calendar for Discussion or Separate Action  
None

7. Management Reports

7.1 Maintenance

Matt Shragge reported that the District responded to 70 Underground Service Alerts, had 0 water main leaks, 1 water meter leak, 0 service line leaks, 0 fire hydrant repairs/maintenance, performed 8 customer pressure checks, replaced 2 meters, replaced 2 customer gate valves, performed 3 leak audits, and installed 0 new services. 0 water waste inquiries were received. 407 work orders were generated and performed during the month. There were no shut offs due to COVID-19. 381 AMI/AMR meters were installed. All one inch meters have been installed with larger meters being installed in the next phase.

7.2 Water Quality

Mike Minatrea reported Water production was down 10.49% as compared to the same month in 2013. 38 routine and 9 special water samples were taken. All samples tested negative for Colilert. The fluoride variance of 3.0 mg/L will expire in 2023. All current wells meet the 2.0 mg/L standard variance set by the State Water Resource Control Board. The District produced 9,000,000,000 gallons more in the same month in 2013.

7.3 Finance

Ms. Byerrum reported the District is slightly below target in expenditures, but trending as expected. Employees were commended for their expeditious work in installing the new meters, noting that other clients have taken much longer for the same meter install.

7.4 General Manager

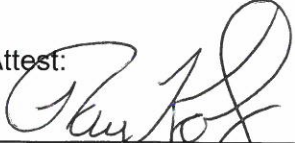
Mr. Kolisz had nothing to report.

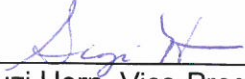
8. Future Agenda Items and Staff Tasks/Directors' Comments and Reports  
None

9. Adjournment

On motion by Director Horn, seconded by Director Arthur, and approved by the Board, the meeting was adjourned at: 4:47 p.m.

Attest:

  
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Ray Kolisz, Board Secretary  
Twentynine Palms Water District

  
\_\_\_\_\_  
Suzi Horn, Vice-President  
Board of Directors