

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

**November 18, 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, this meeting was open to the public with limited seating due to social distancing restrictions in an effort to protect public health and prevent the spread of COVID-19.

Call to Order and Roll Call

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

Pledge of Allegiance

Director Coghill led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

Karalee Hargrove, understood the reasoning for rate increases but asked the Board to keep fees as low as possible.

1. Discussion of District's Schedule of Fees and Consideration to Set a Public Hearing Date to Change these Fees

Staff recommends the Board direct staff to schedule a public hearing on January 27, 2021, and consider adopting the new schedule of fees at that meeting. Schedule of fees include but are not limited to deposits, return checks fees, and after hour connection fees.

The Board was in unanimous agreement to bring the item back for adoption and to schedule a public hearing on January 27, 2021. Director Horn was not present but made it clear to the Board President and General Manager that she, too, was in agreement with changing the Schedule of Fees.

2. Discussion of District's Current Bi-Monthly Billing Cycle and Consideration to Change to Monthly Billing

With the installation of AMI meters, the District can now look to change the bi-monthly billing to a monthly billing cycle. There are several benefits to the customer in doing so: Easier to budget, more frequent and timely information about their water usage, leaks are detected sooner, and water usage habits can be adjusted accordingly. Any additional printing and mailing costs would be

absorbed by the District with no change in commodity or ready to serve costs to the ratepayers.

The Board was in unanimous agreement by all present to move forward with monthly billing and bring it back for adoption at the next Board meeting. Director Horn was absent.

3. Review and Discussion of an Opt-Out Policy for the District's Advanced Meter (AMI)

Staff recommends bringing this item back at the December Board meeting for adoption.

The Board was in unanimous agreement by all present to bring the item back for adoption at the December Board meeting with clarification from legal counsel. Director Horn was absent.

4. Consent Calendar

- Minutes of a Regular Meeting held on October 28, 2020
- Audit List

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

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

6. Management Reports

6.1 Maintenance

Matt Shragge reported that the District responded to 58 Underground Service Alerts, had 2 water main leaks, 1 water meter leak, 0 service line leaks, 0 fire hydrant repairs/maintenance, installed 5 new services, replaced 5 customer gate valves, performed 6 leak audits, painted 0 fire hydrants, performed 7 customer pressure checks, replaced 2 meters Tested and exercised emergency generators and sounded wells for October. 0 water waste inquiries were received. 354 work orders were generated and performed during the month. There were no shut offs due to COVID-19. 0 AMI/AMR meters were installed. With work orders trending downward, the field crews would be able to handle all that is entailed with a monthly billing cycle.

6.2 Water Quality

Mike Minatrea reported Water production was up 16.34% as compared to the same month in 2013. 38 routine and 11 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 81,100,000 gallons during the month.

6.3 Finance

Ms. Byerrum was absent due to scheduling conflict. Mr. Kolisz said revenues are at 35% with expenditures at 26%. The District is looking at the possibility that higher revenues may be due to the new meters being more accurate.

6.4 General Manager


Mr. Kolisz reported staff had their first customer portal program presentation by Beyond Software Solutions. The program is user friendly and would allow customers to pay their bills online and monitor their water usage. The contract would include safeguards for ratepayer information. The District continues to monitor COVID-19 increases and guidelines. The City received a grant for over \$900,000 for a wastewater feasibility study and planning, and the District looks forward to working with the City.

7. Future Agenda Items and Staff Tasks/Directors' Comments and Reports

None

8. Adjournment

On motion by Director Arthur, seconded by Director Leazer, and approved by the Board, the meeting was adjourned at: 4:44 p.m.

  
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Carol Giannini, President  
Board of Directors

Attest:

  
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Ray Kolisz, Board Secretary  
Twentynine Palms Water District