

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

September 25, 2024 / 4:00 P.M.

Call to Order and Roll Call

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

Pledge of Allegiance

Cindy Byerrum led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

None

1. Review and Accept Proposal for Springbrook Service Orders and Nobel Geoviewer's Customer Service Work Order Module Integration

Staff recommends accepting the three year proposal beginning with fiscal year 2024/2025. Costs would include a one-time set up fee of \$39,800 and an annual fee of \$20,000. The integration of the Springbrook system with Geoviewer will allow the District to become more efficient and enable field staff to enter notes out in the field.

Director Woods made a motion to accept the proposal for Springbrook service order and Nobel Geoviewer's customer service work order module integration, Inc., seconded by Director Arthur, and approved by the following roll call vote:

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

2. Extend Engineering Service for Redundant Reservoir and Booster Station at Treatment Plant with Engineered Solutions Group, Inc. (ESG Engineering)

Staff recommends approving the scope change to provide additional engineering services to include 60, 90, and 100% plan reviews, pre-bid meetings, and bid support for project award.

Director Woods made a motion to extend the engineering service agreement in the amount of \$29,000 with Engineered Solutions Group, Inc. for the redundant reservoir and booster station at the Treatment Plant, seconded by Director Arthur, and approved by the following roll call vote:

Ayes: Directors Arthur, Coghill, Leazer, and Woods
Noes: None

Abstain: None
Absent: Director Giannini

3. Discussion of Retiree Benefits – Sick Time

The District is looking to update the Employee Handbook, as it was last updated in 2018. Staff is looking for direction on keeping the existing sick time policy or altering the policy to allow retirees to cash out unused sick time.

The Board was in favor of a policy allowing employees the option of cashing out sick time upon retirement. Employees who are terminated or resign would not have the option of cashing out sick time.

4. Consent Calendar

- Minutes of a Regular Meeting held on August 28, 2024
- Audit List

Director Leazer moved to approve the Minutes and Audit List, seconded by Director Arthur, and approved unanimously by all those present. Director Giannini was absent.

5. Items Removed from the Consent Calendar for Discussion or Separate Action

None

6. Management Reports

6.1 Maintenance

Mike reported that the District responded to 72 Underground Service Alerts, had 0 water main leaks, 0 water meter leaks, 2 service line leaks, 0 fire hydrant repairs/maintenance, installed 3 new services, replaced 12 customer gate valves, performed 4 leak audits, painted 44 fire hydrants, performed 3 customer pressure checks, replaced 8 water meters, Tested and exercised emergency generators and sounded wells for August. 0 water waste inquiries were received. 0 AMI/AMR meters were replaced. There was a total of 829 work orders that were processed during the month.

6.2 Water Quality

Mike reported water production was down 15.67% as compared to the same month in 2013. 40 routine and 15 special water samples were taken. All special samples tested negative for Colilert. All current wells meet the 2.0 mg/L standard fluoride variance set by the State Water Resource Control Board. All samples tested were below the variance.

6.3 Finance

Cindy Byerrum reported on year end for fiscal 2024, noting the following:

- The District ended the fiscal year at \$7.7 million, \$900,000 more than what was budgeted
- Interest revenue was up from the budgeted amount of \$92,000 to \$446,000
- Revenues were up for the month of July at 12% instead of the anticipated 8%
- The audit will be done in October with a January presentation to the Board
- It is anticipated that LAIF will provide a higher interest rate than CLASS in the coming months

6.4 General Manager

Matt reported that he and Director Coghill attended the CSDA Annual Conference in Indian Wells. One of the breakout sessions was CARB compliance for fleets. (4) Fire hydrants had bollards installed, with more anticipated in the future. The Lead and Copper Inventory was submitted, one month in advance of the state mandated deadline. The District and City staff are working to procure the money for the USGS Study. Employee Sean Berryman was congratulated on the birth of his son. Director Woods was wished a Happy Birthday. The District is looking at purchasing an F550 and staff is looking to CARB for direction on the replacement of the truck that was totaled. New mandates require 50% of replacements to be electric.

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

Director Woods would like staff to proceed with a feasibility study on health insurance for the Board of Directors and not wait on the next Rate Study. She also thanked staff for the birthday card and cupcakes.

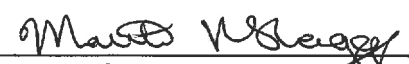
Director Arthur inquired about the process of filling a vacant Board seat during an election year.

On motion by Director Woods, seconded by Director Arthur, and approved by the Board, the meeting was adjourned at: 4:53 p.m.



Bob Coghill, Vice President
Board of Directors

Attest:



Matthew Shragge, Board Secretary
Twentynine Palms Water District