

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

September 24, 2025 / 4:00 P.M.

Call to Order and Roll Call

President Bob Coghill called the Board meeting to order at 4:00 p.m. Those responding to roll call were Directors Michael Arthur, Larry Bowden, Bob Coghill, Randy Leazer, and Amy Woods. Also present were General Manager Matt Shragge, Superintendent Mike Minatrea, Treatment/Production Superintendent Robert Shelton, Financial Consultant Scott Nelsen, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Suzi Horn led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

None

1. Discussion of California Environmental Quality Act (CEQA) – Notice of Exemption for the Redundant Treat Water Reservoir and Booster Pump Station Project

The project will be located at the Fluoride Removal Plant, east of the finished reservoir, and will not generate air emissions, traffic, or affect public service, or utilities. It will not create excessive noise for neighboring residences and no natural or cultural resources would be affected. The District will contract with Birdseye Planning Group to file a Notice of Exemptions (NOE) with San Bernardino County and State Clearinghouse.

2. Discussion of 2025 Sanitary Survey from the State Water Resources Control Board Division of Drinking Water

The Federal Safe Drinking Water Act, conducted by the State Water Resource Control Board Division of Drinking Water, mandates sanitary surveys to review public water systems to ensure they can safely and adequately deliver drinking water to the public. Employees, Mike, Robert, and Jacob were thanked for taking the representative around the District to conduct the survey. District staff are correcting some minor deficiencies. Leaks and main breaks increased since the last survey, most due to roots from salt trees.

The System was found to be well maintained and operated. The compliance letter noted redundancy, in many parts of the system. It also noted an increase in resiliency as the District actively works to build infrastructure.

The District is working on succession planning. There was notice of an unexpected retirement at the Treatment Plant. Employees are being cross-trained and the District is currently filling an in-house position.

3. Review and Adjust Board Meeting Schedule for November and December
Historically, the Board has changed the date to the third Wednesday of the month to avoid scheduling conflict with the Thanksgiving and Christmas holidays. Staff recommends adjusting the Board meeting schedule in November to the 19th and December to the 17th due to the holidays.

Director Arthur made a motion to adjust the November and December Board meetings to November 19th and December 17th, seconded by Director Bowden, and approved unanimously by all those present.

4. Consent Calendar

- Minutes of a Regular Meeting held on July 23, 2025
- Audit List for July and August

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

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, 2 water meter leaks, 1 service line leak, 5 fire hydrant repairs/maintenance, installed 1 new service, replaced 3 customer gate valves, performed 3 leak audits, painted 0 fire hydrants, performed 9 customer pressure checks, replaced 4 water meters, Tested and exercised emergency generators and sounded wells for August. 0 water waste inquiries were received. There was a total of 552 work orders processed during the month.

6.2 Water Quality

Robert reported water production was down 13.68% as compared to the same month in 2013. 40 routine and 13 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

Scott Nelsen reported on the June and July financials. The fiscal year ended at 106% of budget, due to some unforeseen expenditures, some of which were fire hydrant repairs. The format for Cash and Investments in the July financials has been changed to give a more complete report.

6.4 General Manager

Matt thanked Directors Coghill, Arthur, Leazer, and Bowden for their attendance at the CSDA Annual Conference. The conference was very informative, inspirational, and allows General Managers and Board members to all come together. The sealed bids for the Redundant Reservoir project will be opened tomorrow at 2:00 p.m. Matt thanked Mike and Victoria for their work on the mandated water loss report. The new five year Rate Study has begun. The Desk Top Study has begun for Well 11B. Work Order integration with GIS and the

District's billing system, Springbrook, has launched. This will eliminate the need for paper work orders. It also allows employees in the field to create work orders. The District is flying three positions: Service Worker I, Customer Service I, and Treatment Plant Operator I.

7. Closed Session – Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation, Government Code, Section 54956.9(D)(2) [2 Cases]

Director Leazer moved to enter closed session at 4:45 p.m., seconded by Director Woods, and approved unanimously.

Upon coming out of Closed Session at 5:31 p.m., Director Coghill reported there was no reportable action.

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

Director Woods was disappointed that she was unable to attend the conference due to a scheduling conflict that unfortunately was cancelled at the last minute.

Director Bowden enjoyed the conference and attended a breakout session on dealing with hostile boards. He does not see the District board having those types of issues. He also learned the differences between Cities and Special Districts.

Director Arthur attended a breakout session and learned the importance of staff being trained to handle emergencies in the General Manager's absence.

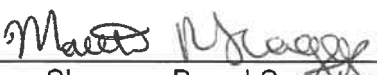
9. Adjournment

On motion by Director Woods, seconded by Director Arthur, and approved by the Board, the meeting was adjourned at: 5:34 p.m.



Bob Coghill, President
Board of Directors

Attest:



Matthew Shragge, Board Secretary
Twentynine Palms Water District