

MINUTES

Thursday, March 19, 2020
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:36 p.m. A brief recess was taken from the Regular Board meeting at 6:35 p.m. for a Special meeting of the Board of Directors and the Regular meeting resumed at 6:54p.m. The meeting was adjourned at 7:17 p.m.

Prepared by:



Stephanie Hake
Executive Assistant

ATTEST:



Mark Busby
Board Secretary

THE REGULAR MEETING of the Board of Directors of the Mammoth Community Water District held on Thursday, March 19, 2020 at 5:36 p.m.

ROLL CALL*

Board Present

Director: Tom Cage
Director: Robert Creasy (*participated via teleconference*)
Director: Dennis Domaille
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present

General Manager: Mark Busby
District Engineer: John Pedersen
Operations Superintendent: Clay Murray (*participated via teleconference*)
Information Services Manager: Justin Mulbay
Finance Manager: Jeff Beatty
Administrative Analyst: Betty Hylton
Executive Assistant: Stephanie Hake
District Counsel: Joshua Horowitz (*participated via teleconference*)

Guests Present

None

**** As a result of the threat of COVID-19, the Governor issued Executive Order N-25-20 dated March 12, 2020 allowing for Directors, staff, and members of the public to attend this public meeting via teleconference without strict compliance with the Brown Act's teleconferencing requirements. To maximize public participation, comply with Brown Act requirements, and provide a clear record of the meeting, public comment was made available for each agenda item and all action items were voted on by roll call.***

PLEDGE OF ALLEGIANCE

President Smith led the Pledge of Allegiance at 5:36 p.m.

EMERGENCY AGENDA ITEM

Director Cage requested that an emergency agenda item be added to the Board of Directors regular meeting. He described that officials from the Town of Mammoth Lakes and Mono County were holding a live, unified command

community meeting via videoconference; scheduled to begin at 5:30 p.m. this evening. The purpose of the meeting is to address the rapidly evolving COVID-19 pandemic and its impact on the local community. He commented that it is critical for the Mammoth Community Water District to be apprised of the most current information regarding the pandemic.

The Board of Directors voted unanimously to view the virtual meeting. The Directors and staff watched the meeting for 15 minutes then determined that the information being presented was repetitive and it was not useful to continue to watch.

Before continuing with the evening's regular meeting, Mark Busby presented a COVID-19 Risk Minimization and Outbreak Response Plan (Plan) developed by staff, in order to be proactive rather than reactive. Mr. Busby described that the purpose of the Plan is to provide a roadmap for continuing operations with the intention of ensuring the District's goals of uninterrupted service are met while maintaining the health and safety of its employees and minimizing the spread of the COVID-19 outbreak.

BOARD ACTION – To add an emergency agenda item for the Board of Directors to view the Mono County Unified Command community meeting held via videoconference

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

PUBLIC FORUM

President Smith opened the public forum at 5:52 p.m.

No one addressed the Board.

President Smith closed the public forum at 5:52 p.m.

CONSENT AGENDA A

A-1 Approval of February 2020 Check Disbursements (Springbrook #'s 57289 – 57401)

A-2 Approval of Minutes from the Regular Board Meeting held February 20, 2020

A-3 Approval of Minutes from the Special Board Meeting held March 10, 2020

There was no discussion and Director Cage made a motion.

BOARD ACTION – To approve Consent Agenda A

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

CONSENT AGENDA B – STAFF REPORTS

- B-1 Operations Department Report**
- B-2 Maintenance Department Report**
- B-3 Finance Department Report**
- B-4 Engineering Department Report**
- B-5 Information Services Report**
- B-6 Personnel Services Report**
- B-7 Regulatory Support Services Report**
- B-8 General Manager's Report**

Director Cage made a motion.

BOARD ACTION – To approve Consent Agenda B

MOVED BY: Director Cage
SECONDED BY: Director Thompson
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

CURRENT BUSINESS

C-1 Discussion and Possible Approval of "Stories in the Snow" Sponsorship

Mark Busby briefly described the program that had been presented by Eric Holmes of the Desert Research Institute at the February 20 Board meeting.

Director Cage brought up that due to all of the schools in Mono County being closed indefinitely because of the COVID-19 pandemic, that the discussion of possible sponsorship should be put off until Fall of 2020.

President Smith directed Mr. Busby to notify Mr. Holmes of the Board's discussion and direction.

BOARD ACTION – None

C-2 Discussion and Possible Adoption of Resolution No. 03-19-20-02 Approving the Fiscal Year 2020-2021 Capital and Operating Budget

Jeff Beatty described the minor modifications that had been made to the proposed FY21 capital and operating budget resulting from the draft presentation at the February 20 Board meeting.

Director Cage noted that the Finance Committee had reviewed the final draft in detail and no further comments.

The Board asked a few questions. President Smith called for a motion.

BOARD ACTION – To adopt Resolution No. 03-19-20-02 approving the Fiscal Year 2020-2021 Capital and Operating Budget

MOVED BY: Director Cage
SECONDED BY: Director Thompson
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

C-3 Discussion and Possible Adoption of Resolution No. 03-19-20-03 Establishing an Initial Appropriations Limitation for the Fiscal Year 2020-2021

Jeff Beatty provided a brief explanation of how the State determines the limitation amount; noting that the adoption of the initial or estimated limit is part of the budget process and the Appropriations Limit will be revised when the State of California is able to calculate the exact figure once it closes its fiscal year in June.

There was no discussion. President Smith called for a motion.

BOARD ACTION – To adopt Resolution No. 03-19-20-03 establishing an initial Appropriations Limitation for the Fiscal Year 2020-2021

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

C-4 Discussion and Possible Adoption of Resolution No. 03-19-20-04 approving the Fiscal Year 2020-2021 MCWD Master Fee Schedule

Director Cage reported that the item had been discussed at the Finance Committee meeting and the changes to the schedule were routine. He then made a motion.

BOARD ACTION – To adopt Resolution No. 03-19-20-04 approving the Fiscal Year 2020-2021 MCWD Master Fee Schedule

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

Following the discussion and action during the evening's Special Board meeting, item C-1, the Board returned to the adopted FY21 Master Fee Schedule and directed staff to amend the Connection Fee table to reflect no increase in fees.

Director Cage made a motion to amend the previously adopted FY21 Master Fee Schedule.

BOARD ACTION – To adopt Resolution No. 03-19-20-04 approving the amended Fiscal Year 2020-2021 Master Fee Schedule; eliminating the increase to the Connection Fees

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

C-5 Discussion and Possible Adoption of the Fiscal Year 2021 (FY21) Salary and Authorized Positions Resolution (SAPR) – Resolution No. 03-19-20-05

Mark Busby described that the only changes to FY21 SAPR as presented are a 3.5% increase to the salary ranges which is concurrent with the Memorandum of Understanding (MOU) made with the Employee bargaining units.

Director Domaille made a motion.

BOARD ACTION – To adopt Resolution No. 03-19-20-05 approving the Fiscal Year 2020-2021 Salary and Authorized Positions

MOVED BY: Director Domaille
SECONDED BY: Director Thompson
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

C-6 Discussion and Possible Approval of the Notice of Exemption (NOE) for the 2020 Water System Improvements Project

Betty Hylton said that the annual Water System Improvements project is a routine summer project and the Notice of Exemption is one of the steps to complete before the crew can begin the work.

There was no discussion. Director Domaille made a motion.

BOARD ACTION – Approve the Notice of Exemption for the 2020 Water System Improvements Project

MOVED BY: Director Domaille
SECONDED BY: Director Cage
AYES: Directors Cage, Creasy, Domaille, Smith, and Thompson
NAYS: None

Meetings Held During the Month

Pension Committee – March 3, 2020

Tom Cage

Technical Services Committee – March 18, 2020

Dennis Domaille

Gary Thompson

Finance Committee – March 18, 2020

Tom Cage

Robert Creasy

Pension Committee:

Director Cage reported that the Pension committee met and the topics discussed were that staff participation rate is good and that fees have gone down slightly.

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Technical Services Committee:

Director Domaille reported that the topics discussed during the Technical Services committee meeting were related to the upcoming summer construction season.

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Finance Committee:

Director Cage reported that the Finance Committee met and primarily discussed the FY21 Draft Budget.

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There were no other committee meetings held during the month.

DIRECTOR COMMENTS, REQUESTS, AND REPORTS

Director Creasy reported on a recent conversation he had with a physician at Mammoth Hospital regarding COVID-19.

A brief recess was taken at 6:35 p.m. for a Special Board meeting of the Board of Directors, and the Regular meeting resumed at 6:54 p.m.

ATTORNEY REPORT

Attorney Horowitz reported that due to the COVID-19 pandemic the state legislature has been shut down and advised everyone to stay safe and healthy.

The Board members went into closed session at 6:57 p.m.

CLOSED SESSION

D-1 Conference with Legal Counsel

Anticipated Litigation – Pursuant to Government Code section 54956.9(a); consideration of initiating litigation involving one case

ADJOURNMENT

The meeting adjourned out of closed session at 7:17 p.m.

There was nothing to report from closed session.

President Smith adjourned the meeting at 7:17 p.m.