

# MINUTES

Thursday, June 21, 2018  
Mammoth Community Water District  
Regular Board Meeting

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*The Board of Directors convened in session at the hour of 5:39 p.m. A brief recess was taken and the meeting was adjourned at 8:44 p.m.*

Prepared by:



Stephanie Hake  
Executive Assistant

ATTEST:



Patrick A. Hayes  
Board Secretary

**THE REGULAR MEETING** of the Board of Directors of the Mammoth Community Water District held on Thursday, June 21, 2018 at 5:39 p.m.

**A. ROLL CALL**

**Board Present**

Director: Tom Cage  
Director: Robert Creasy  
Director: Dennis Domaille  
Director: Eric Kaufman  
Director: Tom Smith

**Board Absent**

None

**Staff Present**

General Manager: Pat Hayes  
District Engineer: John Pedersen  
Operations Superintendent: Clay Murray  
Maintenance Superintendent: Mark Busby  
Finance Manager: Jeff Beatty  
Public Relations / Environmental Specialist Manager: Irene Yamashita  
Information Services Manager: Justin Mulbay  
Human Resources Manager: Kay Hartman  
Executive Assistant: Stephanie Hake  
District Counsel: Joshua Horowitz

**Guests Present**

Heidi Ahles – MCWD Staff  
Betty Hylton – MCWD Staff  
Matt Jaroslowski – MCWD Staff  
Mike Logan – MCWD Staff  
Angie Parks-Grieg – MCWD Staff  
John Slover – MCWD Staff  
Mickey Adams – Local 12  
John Adams – Local 12

**B. PUBLIC FORUM**

*President Smith opened the public forum at 5:39 p.m.*

*No one addressed the Board.*

*President Smith closed the public forum at 5:39 p.m.*

### C. CONSENT AGENDA

**C-1 Approval of May 2018 Check Disbursements (Springbrook #'s 54578 – 54716)**

**C-2 Approval of Minutes from the Regular Board Meeting Held May 17, 2018**

**C-3 Approval of Corrected Dates Referenced in Minutes from October 26, 2017 Special Board Meeting and Corrected Fiscal Year Reference in Resolution No. 06-22-17-12 Adopted June 22, 2017**

**C-4 Approval of Third Amendment to Agreement between Mono County and Mammoth Community Water District for Sludge Disposal and Tipping Fees**

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

**BOARD ACTION – To approve the Consent Agenda items C-1, C-2, C-3, and C-4**

MOVED BY: Director Cage

SECONDED BY: Director Creasy

AYES: Directors Cage, Creasy, Domaille, Kaufman, and Smith

NAYS: None

ABSENT: None

### D. CURRENT BUSINESS

**D-1 Adopt Resolution 06-21-18-12 – Approve First Amendment to FY19 Salary and Authorized Positions Resolution No. 03-15-18-06:**

**1. Adding the New Classifications of Administrative Assistant, Administrative Analyst, Senior Administrative Analyst and Principal Administrative Analyst;**

**2. Transferring One Authorized Position from Information Services Department, Administration Division to the General Manager's Office, Administration Division**

*Patrick Hayes opened the discussion by describing the need for adding the new classifications.*

*Betty Hylton, Angie Parks-Greig, Mickey Adams and Irene Yamashita, all addressed the Board with their comments regarding the requested action of the agenda item.*

*Attorney Horowitz commented that this agenda item was being presented because it has been the practice of the MCWD Board to adopt the Salary and Authorized Positions Resolution and any amendments each year, but typically, personnel matters are administered by the General Manager and outside the Board's purview. He recommended that the issue be discussed among the General Manager, Human Resources Manager and legal counsel to determine how the SAPR should be handled in future years.*

*Following a lengthy discussion, Director Cage made a motion to add the proposed classifications (item 1), but amend the resolution to eliminate the transferring of one authorized position from the Information Services department (item 2).*

**BOARD ACTION – To adopt an amended Resolution No. 06-21-18-12 to only include amending the FY19 Salary and Authorized Positions by adding the following classifications: Administrative Assistant, Administrative Analyst, Senior Administrative Analyst and Principal Administrative Analyst**

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

**D-2 Discussion and Possible Adoption of Resolution No. 06-21-18-13 Revising the Appropriations Limitation for the Fiscal Year 2018-2019**

*There was no discussion and Director Kaufman made a motion.*

**BOARD ACTION – To adopt Resolution No. 06-21-18-13 Revising the Appropriations Limitation for the Fiscal Year 2018-19**

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

**D-3 Discussion and Possible Adoption of Resolution No. 06-21-18-14 Updating the Records Retention Schedules**

- 1. Rescind Resolution No. 05-19-16-11 Establishing a Records Retention Schedule**
- 2. Adopt of Resolution No. 06-21-18-14 Updating the MCWD Records Retention Schedule**

*Patrick Hayes, Justin Mulbay, and Stephanie Hake responded to questions from Board members regarding the backup protection of storing district records electronically. There was no further discussion.*

**BOARD ACTION – To adopt Resolution No. 06-21-18-14 updating the MCWD Records Retention Schedule and rescind Resolution No. 05-19-16-11**

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

**D-4 Discussion and Possible Adoption of Ordinance No. 06-21-18-15 Amending Sections 16.02, 16.04 16.07 and 16.08 of Division XVI of Chapter 11 of the Mammoth Community Water District (District) Code Relating to the Fats, Oils, and Grease (FOG) Control Program**

*Patrick Hayes and Betty Hylton briefly described the changes being requested were primarily related to the type of grease trap the District would ultimately like to have in all Food Service Establishments requiring a trap.*

*Following a brief discussion, the Board requested that staff explore and report back options that might incentivize existing FSEs to install the more mechanically advanced, stainless steel type of grease trap.*

**BOARD ACTION – To adopt Ordinance No. 06-21-18-15 amending Sections 16.02, 16.04 16.07 and 16.08 of Division XVI of Chapter 11 of the Mammoth Community Water District Code relating to the Fats, Oils, and Grease Control Program**

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

**D-5 Consider Changing the Date of the August Regular Board Meeting from August 16, 2018 to August 23, 2018**

*Following a brief discussion, Director Kaufman made a motion.*

**BOARD ACTION – To change the date of the August Regular Board Meeting from August 16, 2018 to August 23, 2018**

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

**E. CONSENT AGENDA NO. 2 – MANAGEMENT REPORTS**

- E-1 Operations Superintendent's Report**
- E-2 Maintenance Superintendent's Report**
- E-3 Finance Manager's Report**
- E-4 District Engineer's Report**
- E-5 Information Services Manager's Report**
- E-6 Human Resources Manager's Report**
- E-7 Public Relations / Environmental Specialist's Report**
- E-8 General Manager's Report**

*President Smith called for a motion.*

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

## Meetings Held During the Month

Finance Committee – June 20, 2018

Tom Cage  
Robert Creasy

Technical Services Committee – June 20, 2018

Eric Kaufman  
Robert Creasy (*alternate*)

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### Finance Committee:

*Director Cage reported that nothing notable was discussed at the Finance Committee meeting.*

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### Technical Services Committee:

*Director Kaufman reported that the committee discussed the agenda items that were discussed at tonight's meeting.*

*Director Creasy complimented Justin Mulbay on the volume of work the IS department accomplishes each month; especially with the complexity of today's digital world and our ever increasing dependency on electronic devices. Patrick Hayes added that Mr. Mulbay's proactive approach to keeping the District current with the digital world is greatly appreciated by all.*

*Director Creasy reported on the presentation by the JPL Airborne Snow Observatory (ASO) team and the accuracy of the snow melt/runoff statistics they are collecting from the Lakes Basin.*

*Director Kaufman noted that he requested staff to do a cost/benefit analysis to ensure the monies committed by the MCWD on the ASO project are justified.*

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*There were no other committee meetings held during the month.*

## H. ATTORNEY REPORT

*Attorney Horowitz reported that the long-term conservation bill recently passed in the legislature includes a state-wide suggested indoor use of 55 gallons of water per person per day; ramping down to 50 gal/day by 2025. At this time it is unclear how these guidelines will be administered.*

*Attorney Horowitz also noted that the anticipated water tax that had been attached as a trailer bill has been dropped, but there is a chance that the proposed tax could come back in front of the Legislature since the original bill, SB 623, is still pending.*

*Patrick Hayes requested that Attorney Horowitz look into and report back on the potential impacts of proposed Assembly Bill 3206.*

*The Board members went into closed session at 7:35 p.m.*

## **H. CLOSED SESSION**

### **H-1 Conference with Legal Counsel**

Existing Litigation – Pursuant to Government Code Section 54956.9 (a) Case: Mammoth Community Water District vs. Great Basin Unified Air Pollution Control District with ORNI 50, LLC as a Real Party in Interest – Mono County Superior Court

### **H-2 Conference with Real Property Negotiators**

Involving the Acquisition of Easements on Ranch Road, Woodcrest Trail and Adjacent Common Areas Adjacent to the Site of Proposed District Well 32, Town of Mammoth Lakes; Director Cage, Director Domaille, Pat Hayes and John Pedersen, District Negotiators, negotiating with Representatives of The Ranch at Snowcreek Owners' Association and The Fairway Ranch Owners Association. Instructions by the Board to the District's Negotiators may include Price, Terms of Payment, or both. (See Government Code sections 54954.5(b) and 54956.8.)

*The Board returned to open session at 8:44 p.m.*

*There was nothing to report.*

## **I. ADJOURNMENT**

*President Smith adjourned the meeting at 8:44 p.m.*