

## **MINUTES OF THE BOARD OF DIRECTORS OF SERRANO WATER DISTRICT**

The Board of Directors of the Serrano Water District met in a regularly scheduled board meeting on Tuesday, March 19, 2019. The meeting was held at the District Office located at 18021 Lincoln Street, Villa Park, California.

CALL TO ORDER: President Pharris called the meeting to order at 8:30 a.m.

### ROLL CALL:

#### BOARD OF DIRECTORS MEMBERS PRESENT:

|                           |                |
|---------------------------|----------------|
| C.L. "Larry" Pharris, Jr. | President      |
| Greg Mills                | Vice President |
| Jerry Haight              | Board Member   |
| Frank Bryant              | Board Member   |
| Brad Reese                | Board Member   |

#### BOARD OF DIRECTORS MEMBERS ABSENT:

#### STAFF PRESENT:

|                 |                          |
|-----------------|--------------------------|
| Jerry Vilander  | General Manager          |
| Laura Heflin    | Administrative Assistant |
| Jeremy Jungreis | Legal Counsel            |

#### GUESTS PRESENT:

None.

#### PUBLIC COMMENT

None.

#### BOARD MINUTES

Consideration of Serrano Water District Board Meeting minutes of February 19, 2019. Director Reese moved that the minutes of the February 19, 2019 meeting be approved as submitted, Director Bryant seconded the motion, and the motion was unanimously carried with Directors Bryant, Mills, Haight, Reese and Pharris voting yes. Currently 61% of ratepayers mail their bill in, 12% walk in, 24% utilize Epay or ACH and 3% credit cards.

#### GENERAL MANAGER REPORT

General Manager Vilander summarized the status of Board Committee and management matters as agendized for the month of March. It was then moved (Director Reese), seconded (Director Haight), and unanimously carried with Director Mills, Haight, Pharris, Reese and Bryant voting yes to receive and file the report. Highlights included an update on the meter testing thus far resulting in an average loss of 10% and a 90% accuracy rate. General Manager Vilander will get back to the Board with a recommendation. Thus far the correlating equipment has detected a service line leak. The equipment should be able to cover between 30 to 40% of the District area in the month while the District has the equipment. Director Haight suggested that the District look into purchasing the equipment and President Pharris agreed. General Manager will use the remaining period to evaluate the equipment and report back to the Board. The storage agreement is currently under review with Irvine Ranch Water District regarding the stranded water allocation. Director Haight noted

that [www.enjoyorangecounty.com](http://www.enjoyorangecounty.com) has an informational page on the left-hand side of the screen with information on Irvine Lake. General Manager Vilander remarked that the website transition is complete. Unique visitor information will be available at the next Board meeting. ACWA-JPIA has reported that the District will be receiving \$68,000 in insurance reimbursement for the main line water break on Mesa. Phase II evaluation of the spillway has been submitted to Division of Safety of Dams. Also, the preliminary design review has been submitted to Division of Safety of Dams for the outlet tower. General Manager Vilander shared a statement developed by the Transparency Committee to be placed on the District's website under the Pay My Bill tab stating that the District does not subsidize its rates with property tax assessment. A meeting will be requested with newly elected Board Supervisor Wagner between President Pharris, Vice President Mills and General Manager Vilander to tour District facilities and Santiago Reservoir. The Lake level is currently 773 AF.

### FINANCIAL REPORT

General Manager Vilander presented the financials for the month of February. It was moved (Director Reese), seconded (Director Haight), and unanimously carried with Directors Bryant, Reese, Pharris, Haight and Mills voting yes to approve the disbursements in the amount of \$441,107.82. Moving forward, the backhoe will be placed on the maintenance log page.

### WATER REPORT

Following presentation by General Manager Vilander, it was moved (Director Reese), seconded (Director Mills), and unanimously carried with Directors Haight, Pharris, Reese, Bryant and Mills voting yes to receive and file the water report. Moving forward, Gary James will be added to the Santiago Reservoir reads page.

### WATER REPORT EXPLANATION

General Manager Vilander provided the Board of Directors with an informative explanation of the standard water report. The Board thanked General Manager Vilander for the presentation.

### PROCUREMENT POLICY

Following discussion led by General Manager Vilander, it was moved (Director Bryant), seconded (Director Mills), and unanimously carried with Directors Haight, Pharris, Reese, Bryant and Mills voting yes to approve the amended Procurement Policy as presented.

### PUBLIC EMPLOYEE PERFORMANCE EVALUATION

#### TITLE: BUSINESS MANAGER

Following review of Business Manager Roggero's performance presented by General Manager Vilander, it was moved (Director Mills), seconded (Director Haight), and unanimously carried with Director Haight, Pharris, Reese, Bryant and Mills voting yes to approve a 5% salary increase effective on his anniversary hire date based on the current base salary. The Board of Directors asked General Manager Vilander to convey that this was a one-time adjustment only and that regular step increases would occur at the normal annual review period in November going forward. Additionally, it was requested that Business Manager Roggero develop a desk manual detailing his procedures, daily tasks and the steps involved.

### CORRESPONDENCE

Correspondence was reviewed as agendized.

### DIRECTORS COMMENTS AND REPORTS

None.

### ATTORNEY'S REPORT

Attorney Jungreis announced that sexual harassment training will be held on Thursday, April 11<sup>th</sup>.

*It was announced at 9:55 a.m. that the Board would be commencing closed session.*

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

*(Government Code Section 54956.8)*

*Property: Santiago Reservoir (Irvine Lake), adjacent to 4621 Santiago Canyon Road, Silverado Canyon, CA 92676.*

*Agency Negotiator: Jerry Vilander*

*Negotiating Parties: County of Orange*

*Under Negotiation: Price and terms*

**IRVINE LAKE PROPERTY AND RECREATIONAL RIGHTS AGREEMENT**

*The Board reconvened into open session at 10:03 a.m., and Attorney Jungreis reported that the Board of Directors authorized the Board President to sign the Irvine Lake Property and Recreational Rights agreement as presented.*

**ADJOURNMENT**

The meeting was formally adjourned at 10:05 a.m. The next regularly scheduled meeting will be held on Tuesday, April 16, 2019 @ 8:30 a.m. at the District office.

Laura Heflin, Administrative Assistant