

**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT**  
**MINUTES OF A REGULAR MEETING OF THE BOARD OF**  
**DIRECTORS**

DATE: October 9, 2018

TIME: 5:30 p.m.

PLACE: LACSD Blue Jay Board Room  
27307 St. Hwy. 189, Ste. 104  
Blue Jay, CA 92317

ATTENDANCE: ***Board Members Present:***  
Steve Boydston, Vice President  
Ryan Gross, Director  
John O'Brien, Director  
John Wurm, President

***Board Members Absent:***  
Steve Keefe, Director

***Others Present:***  
Catherine Cerri, General Manager  
Scott Campbell, General Counsel  
Mike Blackwood, Field Operations Manager  
Matt Brooks, Operations Manager  
Kathleen Field, Board Secretary  
Aida Hercules-Dorado, District Engineer  
Matt O'Kelly, Field Operations Supervisor -Wastewater  
Natalie Potter, Human Resources Manager  
Paul Michael, Paul Michael Plumbing  
Phil Giori, Dudek  
Greg Guillen, Dudek  
Thomas and Claudia Storey  
Members of the Public – Five

The Meeting was called to Order at 5:30 p.m. by President Wurm who led those present in the Pledge of Allegiance to the Flag of the United States of America. Board Secretary Field certified the proper posting of the Agenda and called the roll.

## APPROVAL OF AGENDA

The Board by general consensus approved the October 9, 2018 Regular Board Meeting Agenda as presented.

## PUBLIC COMMENT

There was no Public Comment.

## CONSENT CALENDAR

The following items were listed under the Consent Calendar for approval.

### **1. Approval of Minutes**

August 28, 2018 Regular Board Meeting Minutes

### **2. Consider Accepting Meter Replacement Project #167 as Complete.**

Vice President Boydston **MOVED** and Director O'Brien **SECONDED** to approve Consent Calendar Items 1 – 2 as presented.

**CARRIED:** AYES: Boydston, Gross, O'Brien, and Wurm  
NOES: None  
ABSTAIN: None  
ABSENT: Keefe

## INFORMATION AND DISCUSSION ITEMS

### **3. Departmental Reports.**

- a. **Finance Manager's Report – Preliminary Fiscal Year 2017-18 Year End Results and Cash and Investment Report**
- b. **Human Resources Manager's Report – Update on the District's 2019 Employee Benefits Package**
- c. **Operations Manager's Report**

Ms. Cerri went over the Preliminary Fiscal Year 2017-18 Year End Results and Cash Investment Report. Ms. Cerri noted that the Districts Auditors would be at the next Board meeting to go over the Comprehensive Annual Financial Report. President Wurm thanked the staff for working hard and keeping the District's costs down. The Department Managers presented their staff reports that were distributed in the agenda packet and responded to questions.

#### **4. Inflow and Infiltration Report.**

Mr. Blackwood referred to the Board Memorandum on the District's Inflow and Infiltration Efforts, included with the agenda and reviewed the same. A PowerPoint presentation on the inflow and infiltration efforts was presented which included flow monitoring study in areas 1-4, 2018 storm events used for analysis, 2017-2018 comparison to a 100-year storm event, interim standard for inflow and infiltration, and pictures of typical inflow and infiltration repair work on collection systems.

#### **5. General Manager's Report.**

Ms. Cerri commented that irrigation season was ending on October 15, 2018, and that the next regular Board meeting was November 13, 2018. There were no questions or discussions on the General Manager's Report distributed in the agenda packet.

### **ACTION ITEMS**

#### **6. Consideration of Appeal from Mr. and Mrs. Storey Regarding Meter Upsizing Fee.**

President Wurm recused himself from the item due to a potential conflict of interest, stating that he had represented Mr. and Mrs. Storey's contractor and departed the Board Room at 5:57 p.m. Mr. Michael summarized his recall of the fixture count information that he received from a District employee, stating that he was provided the incorrect information on which he based the fixture count. Ms. Storey presented their appeal of the meter upsizing fee to the Board. Board members posed a series of questions regarding the information and documents provided to and received by Mr. and Mrs. Storey and Mr. Michael. Board members suggested that the Storey's look at their current fixtures and remove fixtures in one month to reduce the total fixture count to avoid the meter upsizing fee. Board members also recommended contacting the Engineering Department with any questions regarding fixture counts. A Board member suggested that staff who provide information on fixture counts be reeducated. There was no action taken on this item. President Wurm returned to the meeting at 6:41 p.m.

#### **7. Consider Adopting Resolution No. 2018-10 Adopting and Amended Conflict of Interest Code Pursuant to the Political Reform Act of 1974.**

Ms. Cerri presented the recommendation to adopt Resolution No. 2018-10 adopting an amended Conflict of Interest Code pursuant to the Political Reform Act of 1974.

Following Board consideration, Director Gross **MOVED** Vice President Boydston **SECONDED** to adopt Resolution No. 2018-10 Adopting and Amended Conflict of Interest Code Pursuant to Political Reform Act of 1974.

Ms. Field took a roll call vote as follows:

**CARRIED:**      **AYES:**      **Boydston, Gross, O'Brien, and Wurm**  
                         **NOES:**      **None**  
                         **ABSTAIN:**      **None**  
                         **ABSENT:**      **Keefe**

**8. Consider Approving Agreement with the United States Geological Survey (USGS) for Water Year 2019 Operations and Maintenance of Stream and Rain Gauging Stations.**

Ms. Cerri presented the recommendation to authorize the General Manager to execute the United States Geological Survey Joint Funding Agreement for continued operation and maintenance of one stream gaging station and one precipitation monitoring station. Ms. Cerri noted that the District relies on the data provided by the stream gage and the precipitation gage.

Following Board consideration, Vice President Boydston **MOVED** and Director Gross **SECONDED** to authorize the General Manager to execute the United States Geological Survey Joint Funding Agreement for continued operation and maintenance of one stream gaging station and one precipitation monitoring station.

**CARRIED:**      **AYES:**      **Boydston, Gross, O'Brien, and Wurm**  
                         **NOES:**      **None**  
                         **ABSTAIN:**      **None**  
                         **ABSENT:**      **Keefe**

**9. Consider Awarding a Professional Services Contract with Dudek for a Comprehensive Wastewater System Improvement Plan.**

Mr. Brooks presented the recommendation to award a Professional Services Contract with Dudek to move forward with Phase 2 of a Comprehensive Wastewater System Improvement Plan, as outlined in their proposal dated September 12, 2018, at a cost not to exceed \$95,352.00 for time and materials; authorize the General Manager to execute the contract. Mr. Brooks stated that Dudek completed Phase 1 Wastewater Treatment Process Evaluation and Data Gap Analysis and introduced Phil Giori and Greg Guillen from Dudek who summarized the findings from Phase 1 and gave a presentation on the proposed Wastewater System Improvement Plan Phase 2 Consequence of Failure Analysis. Board members expressed their opinions about using outside engineering consulting services instead of the District's Engineering staff, and that the type of proposed engineering services was very specialized.

Following Board consideration, Director Gross **MOVED** and Director O'Brien **SECONDED** to award a Professional Services Contract with Dudek to move forward with Phase 2 of a Comprehensive Wastewater System Improvement Plan, as outlined in their proposal dated September 12, 2018, at a cost not to exceed

\$95,352.00 for time and materials; and authorize the General Manager to execute the contract.

**CARRIED:**      **AYES:**      **Boydston, Gross, and O'Brien**  
**NOES:**      **Wurm**  
**ABSTAIN:**      **None**  
**ABSENT:**      **Keefe**

**10. Consider Awarding a Construction Contract for Field Operations Facility Offsite Sewer Project No. 172.**

Ms. Hercules-Dodaro presented the recommendation to award a contract for construction of the Field Operations Facility Offsite Sewer, Project No. 172 to TryCo General Engineering for their low responsive and responsible bid of \$589,030.00; authorize the General Manager to execute the contract; and approve change orders for the Project as required in the field during the contract time for an amount not to exceed 15% of the original contract amount.

Following Board consideration, Vice President Boydston **MOVED** and Director O'Brien **SECONDED** to award a contract for construction of the Field Operations Facility Offsite Sewer, Project No. 172 to TryCo General Engineering for their low responsive and responsible bid of \$589,030.00; authorize the General Manager to execute the contract and approve change orders for the Project as required in the field during the contract time for an amount not to exceed 15% of the original contract amount.

**CARRIED:**      **AYES:**      **Boydston, Gross, O'Brien, and Wurm**  
**NOES:**      **None**  
**ABSTAIN:**      **None**  
**ABSENT:**      **Keefe**

**11. Consider Awarding a Construction Contract for the Inflow and Infiltration Manhole Rehabilitation 2018, Project No. 181.**

Ms. Hercules-Dodaro presented the recommendation to award a contract for the construction of the Inflow and Infiltration (I&I) Manhole Rehabilitation 2018, Project No. 181 to SoCal Pacific Construction Corp. dba National Coating & Lining Co. for their low responsive and responsible bid of \$45,425.00; authorize the General Manager to execute the contract and to approve change orders for the Project as required in the field during the contract time for an amount not to exceed 15% of the original contract amount. Ms. Hercules-Dodaro referred to the memorandum distributed with the agenda, pointing out that there was a typographical error; the engineering estimate should be \$545,000.00 and over the background information provided in the memorandum.

Following Board consideration, Director Gross **MOVED** and Vice President Boydston **SECONDED** to award a contract for the construction of the Inflow and Infiltration Manhole Rehabilitation 2018, Project No. 181 to SoCal Pacific Construction Corp. dba National Coating & Lining Co. for their low responsive and responsible bid of \$45,425.00; authorize the General Manager to execute the contract and to approve change orders for the Project as required in the field during the contract time for an amount not to exceed 15% of the original contract amount.

**CARRIED:**    **AYES:**        **Boydston, Gross, O'Brien, and Wurm**  
                  **NOES:**         **None**  
                  **ABSTAIN:**    **None**  
                  **ABSENT:**     **Keefe**

### **BOARD MEMBER MEETINGS**

No Board members requested to attend a meeting.

### **BOARD MEMBER COMMENTS**

There were no Board member comments.

### **CLOSED SESSION**

The Board, Mr. Campbell, and Ms. Cerri went into the Closed Session at approximately 7:41 p.m. to discuss items 1-5.

- 1. Conference with Legal Counsel - Existing Litigation.**  
(Paragraph (1) of subdivision (d) of Section 54956.9)  
Name of case: The City of Hesperia v. Lake Arrowhead Community Services District, et al., Case No. CIVDS160201
- 2. Conference with Legal Counsel.**  
Potential Initiation of litigation pursuant to Government Code section 54956.9(d)(4): (One case)
- 3. Conference with Labor Negotiators.**  
Pursuant to Government Section 54957.6  
Agency Designated Representatives: Catherine Cerri, General Manager, and Scott Campbell, General Counsel  
Employee Organization: Managers, Supervisors and Confidential Employees Unit
- 4. Public Employee Performance Evaluation.**  
Title: General Manager

**5. Conference with Labor Negotiators.**

Agency designated representative: Scott Campbell, General Counsel  
Unrepresented Employee: General Manager

Ms. Cerri departed the Closed Session at approximately 8:05 p.m. and went back in Closed Session at 8:15 p.m.

**OPEN SESSION**

The Board came out of Closed Session at approximately 8:17 p.m. Mr. Campbell announced that the Board discussed Closed Session Item 5 Conference with Labor Negotiators and the Board would be taking action on the General Manager's Agreement.

**ACTION ITEM**

**12. Consider General Manager Agreement following Annual Performance Evaluation.**

President Wurm announced that for Ms. Cerri's excellent performance the Board agreed to a pay increase of four percent.

Following Board consideration, President Wurm **MOVED** and Director Gross **SECONDED** to increase the General Managers pay by 4 percent and directed General Counsel to draft the amendment to the employment agreement.

**CARRIED:**      **AYES:**      **Boydston, Gross, O'Brien, and Wurm**  
                         **NOES:**      **None**  
                         **ABSTAIN:**      **None**  
                         **ABSENT:**      **Keefe**

**ADJOURNMENT**

Director Gross **MOVED** and Vice President Boydston **SECONDED** to Adjourn the meeting. The meeting was Adjourned at approximately 8:19 p.m.

**CARRIED:**      **AYES:**      **Boydston, Gross, O'Brien, and Wurm**  
                         **NOES:**      **None**  
                         **ABSTAIN:**      **None**  
                         **ABSENT:**      **Keefe**

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