

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

DATE: May 25, 2021

TIME: 5:30 p.m.

PLACE: Via Teleconference  
+1 (872) 240-3311 Access Code: 627-844-749  
<https://global.gotomeeting.com/join/627844749>

ATTENDANCE: ***Board Members Present:***  
Steve Boydston, Vice President  
Steve Keefe, Director  
Robert Morris, Director  
John Wurm, President

***Board Members Absent:***  
Ryan Gross, Director

***Others Present:***  
Catherine Cerri, General Manager  
Joseph Byrne, General Counsel  
Mike Blackwood, Field Operations Manager  
Matt Brooks, Operations Manager  
Kathleen Field, Board Secretary  
John O'Brien, Finance Manager  
Natalie Potter, Human Resources Manager  
Scott Schroder, Engineering Manager  
Members of the Public – Two  
Mary-Justin Lanyon, The Alpine Mountaineer  
Dave Walters, Trinity Construction

The Meeting was called to Order at 5:30 p.m. by John Wurm, President, who led those present in the Pledge of Allegiance to the Flag of the United States of America.

**AGENDA POSTING CERTIFICATION**

Board Secretary Field certified the proper posting of the agenda and called the roll.

## **APPROVAL OF AGENDA**

The Board, by general consensus, approved the May 25, 2021 Regular Board Meeting agenda as presented.

## **PUBLIC COMMENT**

No written or oral public comments were received.

## **CONSENT CALENDAR**

Listed on the Consent Calendar were the following items for approval:

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

April 27, 2021 Regular Board Meeting Minutes

### **2. Consider Accepting North Bay Slip Lining Phase 1 Project No. 197 as Complete.**

Ms. Field took a roll call vote as follows:

Director Morris **MOVED** and Director Keefe **SECONDED** to approve Consent Calendar Items 1-2 as presented.

<b><u>CARRIED:</u></b>	<b>AYES:</b>	<b>Boydston, Keefe, Morris, and Wurm</b>
	<b>NOES:</b>	<b>None</b>
	<b>ABSTAIN:</b>	<b>None</b>
	<b>ABSENT:</b>	<b>Gross</b>

## **INFORMATION AND DISCUSSION ITEMS**

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

- a. District Corporation Yard Project No. 177 Update**
- b. Finance Manager's Report – Fiscal Year 2020-21 Financial Statements and Cash and Investment Report for the Quarter Ended March 31, 2021**
- c. Field Operations Manager's First Quarter Report**
- d. Operations Manager's Report**

There were no questions or comments on the District Corporation Yard Project No. 177 update, the Finance Manager's, or the Operations Manager's departmental reports. Mr. Blackwood responded to a question regarding a leak on Alpen Drive.

#### **4. 2020 Urban Water Management Plan – Workshop.**

Ms. Cerri reported that the draft 2020 Urban Water Management Plan (UWMP) would be available next week and posted online for the public and board review. She presented a UWMP PowerPoint presentation which covered the following information: the UWMP's purpose which is to document and communicate the District's water supply plan; preparation of the plan, noting there were 98 requirements from the water code to meet; the District's water system history population and water sources; water use; water demand by sector 2016-2020; historic water delivered to the distribution system, noting that non-revenue water was now considered water use; compliance with SB X7-7; water supply sources current and future quantities; water supply history 2002-2020, which represented the District achievements in water use reduction; water deliveries 2016-2020 and future water supplies 2025-2045; new water source energy use requirement; water reliability and drought risk; current and future supply under varying conditions. The presentation also included the Water Shortage Contingency Plan for potable water supply and demand during multiple dry years 2021-2025, demand management measures, and water shortage level actions included in Ordinance No. 83. It also included the new Water Supply and Demand Assessment annual reporting requirement, water conservation activities, and the UWMP adoption and submittal process. Ms. Cerri responded to questions regarding future supply under varying conditions and flexibility in water shortage levels.

#### **5. Annual Water Supply and Demand Assessment.**

Ms. Cerri reported that starting in 2022, the District was required to assess its water supply and demand annually and submit it to the Department of Water Resources (DWR) by July 1<sup>st</sup> every year. The first annual assessment was not required to be submitted this year, but DWR recommended that the assessment be completed this year and included as an appendix to the UWMP. Every year, the idea is to assess the current water supply and demand and assume the next year will be dry, and determine if there will be a water shortage and what can be done. The Annual Assessment will be prepared every year using a consistent process to ensure a standard result.

Ms. Cerri commented that the District is already implementing Water Demand Management Measures.

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

Ms. Cerri reported on the District's efforts to reduce the risk of cybersecurity attacks. The District has partnered with Computer Options, and they set in place a multi-layered system approach to secure the District's network and Supervisory Control and Data Acquisition system. She added Computer Options have not had any breaches into a customer's system for which they manage their systems. If there is a breach, the system will isolate the threat; there is a full system back up onsite, offsite, and in the cloud. In addition, the District has insurance to cover monetary damages associated with cyber-attacks.

**ACTION ITEMS**

**7. Consider Introduction and First Reading of Ordinance No. 83 Regarding Water Use Efficiency and Water Conservation.**

Ms. Cerri stated that this was the introduction and first reading for Ordinance No. 83. A summary of the ordinance was provided in April 2021, and a full text copy of the ordinance was available in the staff report. She reported that Ordinance No. 83 combined existing ordinances and simplified them. She briefly went over sections of the ordinance. There were no questions or discussions from the Board or public.

Following Board consideration, President Wurm **MOVED** and Vice President Boydston **SECONDED** to introduce Ordinance No. 83 An Ordinance of the Board of Directors of the Lake Arrowhead Community Services District, County of San Bernardino, State of California, Regarding Water Use Efficiency and Water Conservation and waive further reading and direct District Staff to publish the pre-adoption summary of Ordinance No. 83.

Ms. Field took a roll call vote as follows:

<b><u>CARRIED:</u></b>	<b>AYES:</b>	<b>Boydston, Keefe, Morris, and Wurm</b>
	<b>NOES:</b>	<b>None</b>
	<b>ABSTAIN:</b>	<b>None</b>
	<b>ABSENT:</b>	<b>Gross</b>

**8. Consider Awarding Contract for the Blue Jay Deck Improvements Project No. 217.**

Mr. Schroder reported that the coating on the Blue Jay deck located over the workshop was failing. The fiscal impact would be \$44,630.00 plus a 15% contingency for a total of \$51,324.00. He stated the budget for this Project was estimated several years ago, and the cost came in higher than budgeted. The recommendation was to award a contract for the construction of the Blue Jay Deck Improvements Project No. 217 to Slater Waterproofing, for their low responsive and responsible bid of \$44,460.00, and authorize the General Manager to execute the contract and approve change orders not to exceed 15 % of the original contract amount.

Following Board consideration, Director Keefe **MOVED** and Vice President Boydston **SECONDED** to award a contract for the construction of the Blue Jay Deck Improvements Project No. 217 to Slater Waterproofing Inc. for their low responsive and responsible bid of \$44,630.00, authorize the General Manager to execute the contract and authorize the General Manager to approve change orders for the Project

as required in the field during contract time for an amount not to exceed 15% of the original contract amount.

Ms. Field took a roll call vote as follows:

<b><u>CARRIED:</u></b>	<b>AYES:</b>	<b>Boydston, Keefe, Morris, and Wurm</b>
	<b>NOES:</b>	<b>None</b>
	<b>ABSTAIN:</b>	<b>None</b>
	<b>ABSENT:</b>	<b>Gross</b>

**9. Consider Awarding Construction Contract for the Spyglass 0.4 MG Pre-stress Concrete Tank Project No. 179.**

Mr. Schroder reported that the Project encompasses removing an existing reservoir, slope stabilization, and the construction of a new 0.4 million gallon prestressed concrete tank. The current tank was constructed in 1972 before current seismic standards. In addition, there is a house above the tank, and the slope is eroding. He went over the bids received and the Project's fiscal impact, noting the Project came in under the budget. Mr. Schroder stated that the recommendation was to award a contract for the construction of the Spyglass 0.4 MG Pre-Stressed Concrete Tank Project No 179 to Trinity Construction for their low responsive and responsible bid of \$3,101,771.00 and authorize the General Manager to execute the contract and approve changes orders for the project for an amount not to exceed 15% of the original contract.

Following Board consideration, Director Keefe **MOVED** and Vice President Boydston **SECONDED** to award a contract for the construction of the Spyglass 0.4 MG Pre-Stressed Concrete Tank Project No 179 to Trinity Construction for their low responsive and responsible bid of \$3,101,771.00, authorize the General Manager to execute the contract and authorize the General Manager to approve change orders for the Project as required in the field during contract time for an amount not to exceed 15% of the original contract amount.

Ms. Field took a roll call vote as follows:

<b><u>CARRIED:</u></b>	<b>AYES:</b>	<b>Boydston, Keefe, Morris, and Wurm</b>
	<b>NOES:</b>	<b>None</b>
	<b>ABSTAIN:</b>	<b>None</b>
	<b>ABSENT:</b>	<b>Gross</b>

**10. Consider Awarding a Professional Services Contract for a Rate and Fee Study to Robert D. Niehaus, Inc. (RDN).**

Mr. O'Brien reported that a rate study is completed every five years, which provides a framework of what the District charges its ratepayers. The last rate study was performed in 2016, and it is time to update the study. He noted that the District tries

to perform as much work in-house, but with a rate study, staff recommends going with an outside independent consultant to ensure the rates are compliant with Proposition 218 and other regulations to ensure the rate structure is fair and defensible. He went over the bids received and presented the recommendation to authorize the General Manager to execute a contract with Robert D Niehaus, Inc. to perform a rate study for the District's four enterprises.

Following Board consideration, Director Morris **MOVED** and Director Keefe **SECONDED** to authorize the General Manager to execute the contract with Robert D. Niehaus, Inc. to perform a rate study of the District's four enterprises. The price is not to exceed \$32,340.00.

Ms. Field took a roll call vote as follows:

<b><u>CARRIED:</u></b>	<b>AYES:</b>	<b>Boydston, Keefe, Morris, and Wurm</b>
	<b>NOES:</b>	<b>None</b>
	<b>ABSTAIN:</b>	<b>None</b>
	<b>Absent:</b>	<b>Gross</b>

### **BOARD MEMBER MEETINGS**

President Wurm reported on the ALA/LACSD Interface Committee Meeting that he and Vice President Boydston attended on May 21, 2021. He stated that it was a good meeting; both entities have common water efficiency goals to keep the lake level as high as possible. He expressed his opinion that this was the best relations between the organizations and felt that the new Memorandum of Understanding (MOU) contributed to the improved relations. Vice President Boydston concurred, adding it was a good meeting, covering multiple topics and a positive meeting.

### **BOARD MEMBER COMMENTS**

There were no Board member comments.

### **CLOSED SESSION**

There was no report for Closed Session item 1. Therefore, the Board did not go into the Closed Session.

#### **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. CIVIDS2019176

### **ADJOURNMENT**

Director Keefe **MOVED** and Vice President Boydston **SECONDED** to adjourn the meeting. The meeting was adjourned at approximately 6:12 p.m.

**CARRIED:**      **AYES:**      **Boydston, Gross, Morris, and Wurm**  
**NOES:**      **None**  
**ABSTAIN:**      **None**  
**ABSENT:**      **Gross**

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Kathleen Field, Board Secretary

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