



MINUTES
BOARD ADMINISTRATIVE COMMITTEE
REGULAR MEETING
NOVEMBER 7, 2019
4:15 PM
CONF. RM. 217

COMMITTEE MEMBERS: Ronald W. Sullivan, President; Philip E. Paule, Vice President

STAFF: Paul D. Jones II, General Manager; Nick Kanetis, Deputy General Manager; Laura Nomura, Deputy General Manager; Joe Mouawad, Assistant General Manager of Planning, Engineering and Construction; Jeff Wall, Assistant General Manager of Operations and Maintenance; Laura Zamora, Director of Human Resources; April Coady, Director of Public and Governmental Affairs; Charles Turner, Director of Finance; Dan Howell, Senior Director of Administrative Services; Doug Hefley, Director of Safety, Risk and Emergency Management; and Mike Malone, Senior Director of Information Systems

CALL TO ORDER

<i>Ronald W. Sullivan</i>	<i>President</i>	
<i>Philip E. Paule</i>	<i>Vice President</i>	
<i>Paul D. Jones II P.E.</i>	<i>General Manager</i>	
<i>Nick Kanetis</i>	<i>Deputy General Manager</i>	
<i>Laura Nomura</i>	<i>Deputy General Manager</i>	
<i>Joe Mouawad</i>	<i>Assistant General Manager</i>	
<i>Jeff D. Wall P.E.</i>	<i>Assistant General Manager</i>	
<i>Laura Zamora</i>	<i>Director of Human Resources</i>	
<i>April Coady</i>	<i>Director of Public and Governmental Affairs</i>	<i>(Absent)</i>
<i>Charles Turner</i>	<i>Director of Finance</i>	
<i>Daniel Howell</i>	<i>Sr. Director of Administrative Services</i>	<i>(Absent)</i>
<i>Doug Hefley</i>	<i>Dir. of Safety, Risk & Emergency Mgmt</i>	<i>(Absent)</i>
<i>Mike Malone</i>	<i>Sr. Director of Information Systems</i>	
<i>Charles Kamweru</i>	<i>Director of Customer Service</i>	
<i>Thomas Hays</i>	<i>Financial Manager III</i>	
<i>Gary Molin</i>	<i>Financial Analyst III</i>	
<i>Judy Comer</i>	<i>Accountant III</i>	
<i>Chris Teague</i>	<i>Sr. Contracts Analyst</i>	

Paula Allen

Human Resources Manager

Other attendees included: Matt Chesney and Brent Howard, Albert A. Webb Associates

I. PUBLIC COMMENTS

Any subject within the jurisdiction of EMWD. However, no action can be taken on any item discussed unless such action has been authorized under §54954.2(b)(2) of the Government Code. Speakers are required to limit comments to 3 minutes.

None

II. PROPOSED BOARD ITEMS - ACTION CALENDAR

- A. Adopt the Proposed Resolution Amending the EMWD Administrative Code for Incorporating Certain Fees-for-Service in the District's Schedule of Rates, Fees, and Charges (Nomura/Turner)

RESULT: RECOMMENDED FOR APPROVAL Next: 11/20/2019 9:00 AM

- B. Adopt the Proposed Resolution Establishing and Amending Classification and Salary Schedules (Jones/Zamora)

RESULT: RECOMMENDED FOR APPROVAL Next: 11/20/2019 9:00 AM

- C. Third Quarter Report on Activities Related to Program Management of Community Facilities Districts and Assessment Districts (Nomura/Turner)

RESULT: RECOMMENDED FOR APPROVAL Next: 11/20/2019 9:00 AM

- D. Adopt a Proposed Resolution of the Board of Directors of Eastern Municipal Water District Approving a Joint Community Facilities Agreement as to Form with the City of Menifee Relating to City of Menifee Community Facilities District No. 2019-1 (Meadow Run) (Nomura/Turner)

RESULT: RECOMMENDED FOR APPROVAL Next: 11/20/2019 9:00 AM

- E. Adopt Two Proposed Resolutions of Intention of the Board of Directors of Eastern Municipal Water District in Connection with the Establishment of Community Facilities District No. 2017-79 (Eagle Crest) (Nomura/Turner)

RESULT: RECOMMENDED FOR APPROVAL Next: 11/20/2019 9:00 AM

- F. Approve Map and Legal Description, and Adopt a Proposed Resolution for the Annexation of Parcel No. U-8-19-2 to Improvement District No. U-8 (Twisted Tendril Vineyard, LLC) (Nomura/Howell)

RESULT: RECOMMENDED FOR APPROVAL Next: 11/20/2019 9:00 AM

- G. Approve Map and Legal Description, and Adopt a Proposed Resolution for the Annexation of Parcel No. U-8-19-3 to Improvement District No. U-8 (Twisted Tendril Vineyard, LLC) (Nomura/Howell)

RESULT: RECOMMENDED FOR APPROVAL Next: 11/20/2019 9:00 AM

III. INFORMATION ITEMS / PRESENTATIONS

- A. Recognition of Internship Program (Jones/Allen)

RESULT: DEFERRED

- B. Public and Governmental Affairs Highlights and Legislative Updates (Coady/Coats)

RESULT: REVIEWED AT COMMITTEE Next: 11/20/2019 9:00 AM

- C. Customer Information and Billing System Replacement Informational Update (Nomura/Howell)

RESULT: REVIEWED AT COMMITTEE Next: 11/20/2019 9:00 AM

IV. RECEIVE AND FILE

- A. Eastern Municipal Water District Financing Authority Fiscal Year 2019 Fourth Quarter Financial Report (Nomura/Turner)

RESULT: REVIEWED AT COMMITTEE Next: 11/20/2019 10:30 AM

- B. Employee Reimbursement of at Least \$100 (AB1542) for September 2019 (Nomura/Turner)

RESULT: REVIEWED AT COMMITTEE Next: 11/20/2019 9:00 AM

- C. Treasurer's Report for August 2019 (Nomura/Turner)

RESULT: REVIEWED AT COMMITTEE Next: 11/20/2019 9:00 AM

- D. Treasurer's Report for September 2019 (Nomura/Turner)

RESULT: REVIEWED AT COMMITTEE Next: 11/20/2019 9:00 AM

- E. Post Audit of Checks for the Month of September 2019 (Nomura/Turner)

RESULT: REVIEWED AT COMMITTEE Next: 11/20/2019 9:00 AM

- F. Contracts Executed on Behalf of the District for September 2019 (Nomura/Howell)

RESULT: REVIEWED AT COMMITTEE Next: 11/20/2019 9:00 AM

- G. Human Resources Staffing Status Update for September 2019 (Jones/Zamora)

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|-------------|--|------------------------------|---------------------------------|
| V. | DIRECTOR'S COMMENTS / FUTURE AGENDA ITEM(S) | | |
| | <i>None</i> | | |
| VI. | CLOSED SESSION | | |
| | <i>None</i> | | |
| VII. | NEXT MEETING | | |
| | Monday, December 9, 2019, 7:30 a.m. | | |