



MINUTES
BOARD ADMINISTRATIVE COMMITTEE
REGULAR MEETING
DECEMBER 9, 2019
7:30 AM
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 (Absent)</i>
<i>Laura Zamora</i>	<i>Director of Human Resources</i>
<i>April Coady</i>	<i>Director of Public and Governmental Affairs</i>
<i>Charles Turner</i>	<i>Director of Finance (Absent)</i>
<i>Daniel Howell</i>	<i>Sr. Director of Administrative Services</i>
<i>Doug Hefley</i>	<i>Dir. of Safety, Risk & Emergency Mgmt (Absent)</i>
<i>Mike Malone</i>	<i>Sr. Director of Information Systems</i>
<i>Danielle Coats</i>	<i>Legislative Analyst</i>
<i>Paula Allen</i>	<i>Human Resources Manager</i>
<i>John J. Ward</i>	<i>Director of Engineering Services</i>
<i>Thomas Hays</i>	<i>Financial Manager III</i>

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. Approve and Authorize a Five-Year Agreement with Aramark Uniform & Career Apparel, LLC to Provide Uniform Services in the Full-Term, Not-to-Exceed Total of \$615,000 (Nomura/Howell)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

- B. Approve and Authorize an Award for a Board Room Electronics Upgrade in an Amount Not to Exceed \$135,000 (Nomura/Malone)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

- C. Approve and Authorize Renewal of Consulting Contract for Representation in Sacramento with Niemela Pappas & Associates Not to Exceed \$10,000 Per Month for the Contract Period (Walsh/Coats)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

- D. Adopt a Proposed Resolution Updating the Consolidated Schedule of Rates, Fees and Charges (Nomura/Turner)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

- E. Adopt a Proposed Resolution Approving Cost of Living Adjustments (COLA) to Salary Schedules of Ranges and Classification and Salary Schedules (Jones/Zamora)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

- F. Receive and Accept the Comprehensive Annual Financial Report and the Assessment District Nos. 5, 7, 8, and 12 Financial Statements of the Eastern Municipal Water District for the Fiscal Year Ended June 30, 2019 (Nomura/Turner)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

- G. Approve Map and Legal Descriptions, and Adopt Two Proposed Resolutions for the Annexation of Parcel Nos. U-27-19-10 and U-28-19-10 to Improvement District Nos. U-27 and U-28 (Duke Realty, LP) (Nomura/Howell)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

- H. Approve Map and Legal Descriptions, and Adopt Two Proposed Resolutions for the Annexation of Parcel Nos. U-27-19-11 and U-28-19-11 to Improvement District Nos. U-27 and U-28 (Interinsurance Exchange of the Automobile Club) (Nomura/Howell)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

- I. Approve Map and Legal Descriptions, and Adopt Two Proposed Resolutions for the Annexation of Parcel Nos. U-31-19-6 and U-32-19-6 to Improvement District Nos. U-31 and U-32 (Richard and Leigh Venhaus) (Nomura/Howell)

RESULT: RECOMMENDED FOR APPROVAL Next: 12/11/2019 9:00 AM

III. INFORMATION ITEMS / PRESENTATIONS

- A. Public and Governmental Affairs Highlights and Legislative Updates (Coady/Walsh)

RESULT: REVIEWED AT COMMITTEE Next: 12/11/2019 9:00 AM

- B. Overview of the District's Internship Program (Jones/Allen)

RESULT: REVIEWED AT COMMITTEE

- C. Financial Operating and Capital Highlights Through the First Quarter of Fiscal Year 2019-20 (Nomura/Turner)

RESULT: REVIEWED AT COMMITTEE Next: 12/11/2019 9:00 AM

IV. RECEIVE AND FILE

- A. Receive Senate Bill 165 Annual Accountability Report for All Applicable Community Facilities Districts (Nomura/Turner)

RESULT: REVIEWED AT COMMITTEE Next: 12/11/2019 9:00 AM

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

RESULT: REVIEWED AT COMMITTEE Next: 12/11/2019 9:00 AM

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

RESULT: REVIEWED AT COMMITTEE Next: 12/11/2019 9:00 AM

- D. Post Audit of Checks for the Month of October 2019 (Nomura/Turner)

RESULT: REVIEWED AT COMMITTEE Next: 12/11/2019 9:00 AM

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

RESULT: REVIEWED AT COMMITTEE Next: 12/11/2019 9:00 AM

F. Human Resources Staffing Status Update for October 2019 (Jones/Zamora)

RESULT: REVIEWED AT COMMITTEE Next: 12/11/2019 9:00 AM

V. DIRECTOR'S COMMENTS / FUTURE AGENDA ITEM(S)

None

VI. CLOSED SESSION

None

VII. NEXT MEETING

Tuesday, January 14, 2020, 4:00 p.m.