

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF THE TWENTYNINE PALMS WATER DISTRICT  
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277**

**AUGUST 24, 2016 / 6:00 P.M.**

Call to Order and Roll Call

President Moore called the meeting to order at 6:00 p.m., 72401 Hatch Road, Twentynine Palms, California. Those responding to roll call were Directors Carol Giannini, Suzi Horn, Sam Moore, and Roger Shinaver. Also present were General Manager Ray Kolisz, Financial Consultant Cindy Byerrum, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Director Moore led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

None

1. Customer Request to Address Board on Late Fee Waiver – Account #008677-000

Customer is asking the Board to waive the \$7.19 late fee. Customer has not been late in the last five years on record with the District. The District does not have a policy providing the General Manager guidelines to waive late fees.

Director Horn made a motion to waive the late fee of \$7.19 for account #008677-000, seconded by Director Giannini and approved by the following roll call vote:

Ayes: Directors Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

2. Consideration of Resolution 16-12 Adopting a Family Emergency Plan

As part of the Emergency Response Plan the District would purchase an emergency kit for each employee at an approximate cost of \$88.00 each. The kit would be the property of the District and signed out to each employee.

Director Shinaver made a motion to approve Resolution 16-12 adopting a Family Emergency Plan, seconded by Director Horn and approved by the following roll call vote:

Ayes: Directors Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

3. Consideration of Resolution 16-13 Adopting an Emergency Response Plan

Gary Sturdivan with Sierra West Consultants was present to answer questions from the Board. The plan is NIMS (National Incident Management System) and SIMS (Standard Emergency Management System) compliant and meets FEMA standards.

Director Shinaver made a motion to approve Resolution 16-13 adopting an Emergency Response Plan, seconded by Director Horn, and approved by the following roll call vote:

Ayes: Directors Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

4. Appointment of Vice President

Director Moore made a motion to appoint Director Giannini as Vice President, seconded by Director Shinaver, and approved by the following roll call vote:

Ayes: Directors Giannini, Horn, Shinaver, and Moore  
Noes: None  
Abstain: None  
Absent: None

5. Consent Calendar

- Minutes of a Regular Meeting held on July 27, 2016 and Minutes of a Special Meeting held on August 8, 2016
- Audit List

Director Horn moved to approve the Consent Calendar, seconded by Director Giannini, and approved unanimously.

6. Items Removed from the Consent Calendar for Discussion or Separate Action

None

7. Management Reports

7.1 Operations

The District responded to 29 Underground Service Alerts, had 0 water main leaks, 6 water meter leaks, 1 service line leak, 1 fire hydrant repair, performed 3 customer pressure checks, replaced 11 meters, replaced 6 customer gate valves, and installed 0 new services. Water quality levels were normal for the month. Water production was down 9.10% as compared to the same month in 2013. The Board will be asked to consider lifting Stage II water regulations at a future Board meeting.

7.2 Finance

Ms. Byerrum reported that a CalPERS Retirement Benefit Trust, to fund retiree benefits (OPEB), will be brought to the Board next meeting for consideration. The District ended the year drawing down \$2 million less than projected \$4 million, due in part to project deferments. The District transferred \$250,000 into CalTrust for the Fire Department, per the agreement. The annual audit will take place in October.

7.3 General Manager

Mr. Kolisz reminded the public that the District is currently accepting applications for the Board vacancy. Pond 3 finished within the budget set for the project. The Board may see an amended purchasing policy for consideration at the Special Meeting scheduled on September 7, 2016.

8. Future Agenda Items and Staff Tasks/Directors' Comments and Reports

Staff was directed to bring to the Board a late fee waiver policy.

9. Adjournment

On motion by Director Shinaver, seconded by Director Horn, and approved by the Board, the meeting was adjourned at 6:24 p.m.

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Kerron E. Moore, President  
Board of Directors

Attest:

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Ray Kolisz, Board Secretary  
Twentynine Palms Water District