

MINUTES

Thursday, February 23, 2023
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:32 p.m. There was a brief recess taken and the meeting was adjourned at 8:44 p.m.

Prepared by:



Stephanie Hake
Executive Assistant

ATTEST:



Mark Busby
Board Secretary

THE REGULAR MEETING of the Board of Directors of the Mammoth Community Water District was held on Thursday, February 23, 2023 at 5:32 p.m.

ROLL CALL

Board Present

Director: Tom Cage
Director: Dennis Domaille
Director: Elizabeth Hylton
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present

General Manager: Mark Busby
District Engineer: Garrett Higerd
Finance Manager: Jeff Beatty
Operations Superintendent: Clay Murray
Maintenance Superintendent: Rob Motley
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Principal Administrative Analyst: Michael Draper
Executive Assistant: Stephanie Hake

Guests Present

Kristina Roberts (MCWD)	Lorinda Beatty
Todd Roberts	Stephen Ganong

PUBLIC FORUM

President Smith opened the public forum at 5:33 p.m.

Kristina and Todd Roberts addressed the Board to express their appreciation for the District's Employee Home Purchase Assistance Program. They said they recently purchased a home in Mammoth Lakes, and they would not have been able to do so without help from the program. Director Smith said he was happy the goal of the program was being achieved. The Board thanked them for taking the time to come to the meeting and sharing their comments.

Next, General Manager Mark Busby introduced Michael Draper. Mr. Draper just joined the District's team as the Principal Administrative Analyst, leading the Regulatory Services Division. Mr. Draper briefly described his background and said he was happy to be a part of the MCWD staff. The Board welcomed Mr. Draper.

No one else addressed the Board and President Smith closed the public forum at 5:36 p.m.

CONSENT AGENDA A

- A-1 Approve the January 2023 Check Disbursements**
- A-2 Approve the Minutes from the Special Board Workshop held January 19, 2023**
- A-3 Approve the Minutes from the Regular Board Meeting held January 19, 2023**

Director Cage requested that language be added to the minutes from the January 19, 2023 Regular Board Meeting, Current Business item C-3. He said the minutes should reflect that the Board originally did not approve the proposed MOU with Mono County in August 2022 primarily because wording in the document left MCWD open to potential liability and that was not acceptable to the MCWD Board.

Director Cage then made a motion to approve Consent Agenda A with the added language in A-3.

BOARD ACTION – To approve Consent Agenda A

MOVED BY: Director Cage
SECONDED BY: Director Domaille
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None

CONSENT AGENDA B – DEPARTMENT REPORTS

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|--|---|
| B-1 Operations Department Report | B-5 Information Services Report |
| B-2 Maintenance Department Report | B-6 Personnel Services Report |
| B-3 Finance Department Report | B-7 Regulatory Support Services Report |
| B-4 Engineering Department Report | B-8 General Manager's Report |

Director Domaille made a motion.

BOARD ACTION – To approve Consent Agenda B

MOVED BY: Director Domaille
SECONDED BY: Director Cage
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None

CURRENT BUSINESS

C-1 Review and Provide Direction to Staff Regarding the Draft Fiscal Year 2024 Capital and Operating Budget

Jeff Beatty provided a PowerPoint presentation that showed an overview of the budget projections and targets. He said based on feedback from the Finance Committee, he added more detail to the 5 – 10-year capital improvement plan; noting added line items for anticipated regulatory changes, scheduled replacement of the

current meter system, replacement of AC pipe in the distribution system, and necessary paving for District facilities.

Director Cage made a couple of comments supporting the updates Mr. Beatty made.

The Board thanked Mr. Beatty and staff for the effort that went into the extensive planning.

BOARD ACTION – None, direction only

C-2 Discuss and Consider Approving the Revised Policy and Agreements between the District and Employees Entering into the Employee Housing Purchase Assistance Program

Jeff Beatty described the recommended changes to the policy and associated agreements. Director Hylton asked a couple of questions. Following some discussion, the Board agreed that the average commission earned by real estate agents is typically more like 5% as opposed to 6%. Therefore, direction was given to modify the language to reflect a 5% reduction from the appraised value of the housing unit. This would establish the housing unit value for a transaction where the District purchases the unit from the employee or an employee buys out the District's share under the Shared Value Program.

BOARD ACTION – To approve the updated policy and agreements with the updated language

MOVED BY: Director Cage
SECONDED BY: Director Hylton
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson

C-3 Discuss and Consider Approving the Revised Policy and Agreement Regarding District-owned Rental Housing Units

Jeff Beatty described the minor changes to the policy and associated agreement. A brief discussion followed.

Director Domaille requested that "Mammoth Community Water District" be added to the agreement's signature block. He then made a motion to approve the updated document with the noted addition in the signature block.

BOARD ACTION – To approve the updated rental housing policy and agreement with the addition of "Mammoth Community Water District" in the signature block

MOVED BY: Director Domaille
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson

C-4 Discuss and Consider Adopting the Updated 2023 Records Retention and Disposal Schedules

There was no discussion and Director Hylton made a motion.

BOARD ACTION – To adopt the updated 2023 Records Retention and Disposal Schedules

MOVED BY: Director Hylton
SECONDED BY: Director Cage
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson

C-5 Discuss and Provide Direction to Staff Regarding Proposed Property Tax Allocation for Snowcreek VIII Annexed Parcels

- 1. Approve Proposed Formula for Calculating Share of Property Tax Revenue to be Allocated to MCWD**
- 2. Direct Staff to Bring Proposal to Mono County Board of Supervisors for Possible Approval**

Garrett Higerd provided a brief overview of the proposal, saying that the staff's goal is to bring it to the Mono County Board of Supervisors in the next month or two. Director Cage provided some clarifying details.

The Board agreed with staff's recommended approach for attempting to resolve the long-standing issue.

BOARD ACTION – None, direction only

C-6 Discuss and Provide Direction to Staff Regarding Amending the Master Fee Schedule to Include a Convenience Fee for Credit Card Payments of Utility Bills, Connection Fees, and Service Fees

Jeff Beatty said the average cost to the District for processing a payment made by a credit or a debit card is 3.5% of the transaction cost. Alternatively, the cost to the District to process other forms of payment is a flat rate and is much less in comparison.

Garrett Higerd said engineering staff have had numerous requests to pay permit and other engineering related fees by credit card. Currently, paying by credit card is not an option for the customer due to the potential of a significant cost to the District.

Following a brief discussion, staff were directed to add a 3.5% credit/debit card processing fee to the FY24 Master Fee Schedule.

BOARD ACTION – None, direction only

COMMITTEE MEETINGS HELD DURING THE MONTH

Technical Services Committee – February 22, 2023

Dennis Domaille

Gary Thompson

Finance Committee – February 22, 2023

Tom Cage

Elizabeth Hylton

Technical Services Committee:

Director Domaille reported that the committee was updated on the following items:

- ✓ *Extensive snow removal efforts, including getting to and digging out several generators at facilities in the Lakes Basin. He complimented staff on the tremendous effort required to accomplish this.*
- ✓ *Weather related damage at the District's photovoltaic plant*

- ✓ Ormat's CDIV project is showing signs of a pressure reduction in the deep geothermal aquifer
- ✓ Staff are resurrecting the use of the 2-way radio system for communication in the field
- ✓ Staff have worked with the Mammoth Lakes Fire Department to create a GPS application for locating fire hydrants in the community; next they plan to add propane tanks to the app.

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Finance Committee:

Director Cage and Director Hylton said the Finance Committee primarily discussed the draft budget.

DIRECTOR COMMENTS, REQUESTS, AND REPORTS

President Smith showed the plaque that had been presented to the District by the CWEA for being recognized as the Wastewater Plant of the Year and complimented staff on the accomplishment.

ATTORNEY REPORT

Attorney Horowitz was not in attendance, therefore there was no report.

CLOSED SESSION

D-1 Conference with Labor Negotiator

Pursuant to Government Code section 54957.6

District Employee Relations Officer: Mark Busby

Employee Organization: International Union of Operating Engineers, Local Union No. 12

Unrepresented Employees: Management, Supervisory, and Confidential

REPORT OUT and ADJOURNMENT

The Board adjourned out of closed session at 8:44 p.m.

It was reported from closed session that staff were directed to schedule an ad hoc meeting with the MOU Negotiating Committee.

The meeting was adjourned at 8:44 p.m.