

MINUTES

Thursday, February 15, 2024
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:32 p.m., and the meeting was adjourned at 7:27 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 15, 2024 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
Maintenance Superintendent: Rob Motley
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Principal Administrative Analyst: Michael Draper
Executive Assistant: Stephanie Hake
District Counsel: Joshua Horowitz (*attending via Zoom*)

Guests Present

Leanna Block, MCWD staff
Stan Riffel (*attending via Zoom*)
Kristi Byer (*attending via Zoom*)

PUBLIC FORUM

President Smith opened the public forum at 5:32 p.m.

No one addressed the Board.

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

CONSENT AGENDA A

- A-1 Approve the January 2024 Check Disbursements**
- A-2 Approve the Minutes from the Special Board Workshop held January 17, 2024**
- A-3 Approve the Minutes from the Regular Meeting held January 18, 2024**

Director Hylton made a motion.

BOARD ACTION – To approve Consent Agenda A

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

CONSENT AGENDA B – DEPARTMENT REPORTS

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 Thompson made a motion.

BOARD ACTION – To approve Consent Agenda B

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

CURRENT BUSINESS

C-1 Discuss and Consider Adopting Resolution No. 02-15-24-03 Approving the Regulations Governing Out-of-District Sewer Service to Lakes Basin Cabin Customers and Terminating Existing Contracts for that Service

Mark Busby provided a brief background of MCWD sewer service to out-of-district residential customers in the Lakes Basin. He said the original agreements for sewer service between the District and individual Lakes Basin cabin owners are over 30 years old and have never been renewed or updated. He said it is cumbersome and time consuming to administer and track over 70 individual agreements. Mr. Busby said the proposed set of regulations aligns closely with the terms in the original agreements and is simply meant to be more efficient for staff to administer along with bringing the language up to current standards. He added that by approving the regulations, all existing agreements would be terminated.

President Smith asked about how to ensure the District is notified when a cabin changes ownership. Mr. Busby said there is a provision that requires the lease holder to contact the District when there is a change in ownership, but also the seller will be motivated because they will not want to continue to pay the bill.

Staff iterated that the proposed regulations apply solely to the residential cabin customers and that the Out-of-District Policy adopted the previous month applies to the commercial customers. Additionally, the 13 commercial customers will be required to enter into an updated agreement unique to their circumstances and type of service.

Some questions were asked by Board members. Kristi Byer and Stan Riffel, both cabin owners attending remotely said they initially had some concerns about some of the language, particularly regarding which party is responsible for repairs to the system. Josh Horowitz and staff responded to the questions and clarified the language.

Director Cage observed a typo on the numbering of the proposed resolution. Stephanie Hake said she would correct the resolution number on the printed signature copy.

There were no further questions or discussion, and Director Domaille made a motion.

BOARD ACTION – Adopt the corrected Resolution No. 02-15-24-03 approving the regulations governing Out-of-District Sewer Service to Lakes Basin cabin customers and terminating existing contracts for that service

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

C-2 Presentation and Consider Adopting the District’s Revised Capital Improvement Plan

Garrett Higerd said it had been many years since the Capital Improvement Plan (CIP) had been thoroughly reviewed and updated. He pointed out that there has been a significant shift in operational priorities in the past 10-15 years, such as projected water demand has been significantly reduced due to conservation measures and a proactive water line replacement program. The changes impact project priorities, both short and long-term.

Mr. Higerd discussed with Board members the strategy of life-cycle expectations of assets and how the CIP will guide staff with replacement schedules. He said that the new format will be a valuable tool for staff in the annual budgeting process and planning for future projects.

Board members complimented Mr. Higerd and staff on the extensive work and thought that went into developing the plan.

BOARD ACTION – To adopt the revised MCWD Capital Improvement Plan as presented

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

C-3 Discuss and Consider Adopting the Amended Operating and Capital Reserve Policy (PL-FIN-002)

Jeff Beatty said that following the discussion regarding the revised Capital Improvement Plan (CIP), he wanted to review the Reserve Policy to ensure it fully aligned with the adopted CIP. Therefore, he requested the discussion be deferred until the next regular Board meeting.

BOARD ACTION – None

C-4 Review and Provide Direction to Staff Regarding the Draft Fiscal Year 2025 Capital and Operating Budget

Jeff Beatty provided a PowerPoint presentation that highlighted the FY25 budget projections and targets. Mr. Beatty noted that in previous years, the Capital portion of the budget went out several years and served as the District’s Capital Improvement Plan (CIP). Moving forward, the Capital Budget will only reflect the current year’s projections since staff have now developed a stand-alone CIP.

Director Cage said the Finance Committee thoroughly reviewed the draft budget with staff.

The Board asked a few questions but did not have any recommended changes to the draft budget. Mr. Beatty said he would continue to fine-tune the document and the final version would be presented in March.

BOARD ACTION – None

C-5 Appoint an Ad-Hoc Committee to Recommend the Selection of a New District Auditor

Mark Busby said the firm performing the District's financial audit for many years is no longer able to do so, therefore the Board needs to hire a new financial auditor. He requested the Board appoint an ad-hoc committee to work with staff in the initial selection process that would ultimately end in a recommendation to the Board.

Following a brief discussion, President Smith appointed Directors Cage and Hylton to the ad-hoc committee.

BOARD ACTION – None

C-6 Discuss and Consider Adopting Updated 2024 Records Retention and Disposal Schedules

Following a brief discussion, Director Hylton made a motion.

BOARD ACTION – Adopt the updated 2024 Records Retention and Disposal Schedules

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

COMMITTEE MEETINGS HELD DURING THE MONTH

Pension Committee – February 13, 2024

Tom Cage

Technical Services Committee – February 14, 2024

Dennis Domaille

Gary Thompson

Employee Housing Committee – February 14, 2024

Tom Smith

Gary Thompson

Finance Committee – February 14, 2024

Tom Cage

Elizabeth Hylton

Pension Committee:

Director Cage reported that the committee met, and the District's pension plan is performing well. He said there continues to be an emphasis on encouraging staff to participate as much as possible in the plan.

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Technical Services Committee:

Directors Domaille and Thompson both said there was not much to report from the committee meeting.

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Employee Housing Committee:

Director Thompson reported that there was very little new business for the committee since changes to the purchase program had recently been made.

Director Smith added that the committee directed staff to watch the local housing market to possibly acquire a larger unit for the rental program; either a 2-bedroom + loft or a 3-bedroom.

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Finance Committee:

Director Hylton reported that the committee thoroughly reviewed the proposed CIP, the draft FY25 Budget and other project related activities going on at the District including improvements in the trash removal system at the WWTP.

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DIRECTOR COMMENTS, REQUESTS, AND REPORTS

Director Hylton reported that she attended the CSDA's Leadership Conference in early February. She said there were some good takeaways and a few ideas that she could share with Mr. Busby.

ATTORNEY REPORT

Attorney Horowitz said there was nothing to 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

ADJOURNMENT

The meeting adjourned out of closed session at 7:27 p.m.

There was nothing to report from closed session.

President Smith adjourned the meeting at 7:27 p.m.