

**JUNIPER RIVIERA COUNTY WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
MEETING MINUTES
October 19, 2023**

Board of Directors/All Present
Erin D’Orio, President
Jason Chormicle, Vice-President
Waldo Stakes, Director
Eric Engleman, Director
Brad Pace, Director

Staff:
Lorrie Steely, General Manager, Present
Lee Logsdon, Director of Ops, Present
Chris Garland – Absent

- **CALL TO ORDER/FLAG SALUTE/ROLL CALL** – Erin D’Orio called the meeting to order at 5:00pm, led the flag salute and performed roll call. All the Board were present, Staff was present with the exception of Chris Garland who was not in attendance because she is not able to drive at night.
- **PUBLIC COMMENTS:** Two members of the public were in attendance, Ondine Hollander and Dean Steely, comments were made about how nice Milpas Road is now with all the roadwork that was done.
- **APPROVE MEETING MINUTES OF THE REGULAR BOARD MEETING HELD OCTOBER 19, 2023**
After a review of the meeting minutes, an amendment was made to the public comments; the meeting minutes were approved as amended. The motion was made by Eric Engleman, second by Jason Chormicle, All in Favor, Motion passed 5/0.
- **OPERATIONS/WATER SYSTEM UPDATE – Lee Logsdon**
 - Report on system operations during the month of September, Lee Logsdon stated that the District replaced the pipe and fittings at Well 2, including a new meter that updates the system onto our SCADA system, the only issue we had during the roadwork was that a line was hit and needed to be repaired. Lee Logsdon came up to perform the temporary repair the evening of October 5th, Roland Engineering came out the following day and did the permanent repair. There were a couple complaints about air in the water, this is a result of the meter at Well 1, after some adjustments to the back-pressure the system should be back to normal.

NOTE: The June 2023 Financials were reviewed and approved in July and again in August 2023, however after the August Board Meeting staff received invoices for water quality testing (\$4,364) and the mock shut-down (\$4,100.16). It is critical that the financials for each month are accurate and complete, especially for June which is the District’s fiscal year end. Because June was not completed and approved until the September Board Meeting, we will be reviewing July, August, and September financials this month. This is not normal, financial reviews are typically monthly at the following Board Meeting.

- **APPROVE FINANCIAL REPORTS FOR APPROVE FINANCIAL REPORTS FOR JULY – AUGUST – SEPTEMBER 2023**
The District’s Bookkeeper Peggy participated on this portion of the meeting via telephone. The financial reports for the entire first quarter were reviewed, Peggy answered several questions, there was a brief discussion regarding possible reports and graphs that could be generated in the future. The motion to approve was made by Brad Pace, Second by Jason Chormicle; All in Favor 5/0; Motion passed.
- **INFORMATION ITEMS: The following items, announcements and/or reports are presented for information and discussion only:**
- **DISTRICT BUSINESS/GENERAL MANAGERS UPDATE – Lorrie Steely**
 - Lorrie Steely discussed Milpas Road dirt and mainline cover project. Ledesma Trucking delivered 204 loads of dirt over 5,000 tons along Milpas Road between October 4th, 5th & 6th. The dirt was found by staff at nearby developments at no cost. Our only cost was trucking. If the District had to purchase the dirt and pay for the delivery, the cost would have been more than \$85,000, staff will provide a more specific breakdown of cost when all the bills have been received.

- With delivery of all that dirt, Ron and Kristen Walker deserve a huge thank you for stepping in and donating their heavy-equipment as well as their expertise in helping to move the dirt and provide the much-needed cover over our mainline. Without their help and their equipment, this project would not have been possible. The last time any major maintenance work to cover our pipeline was done in 2008 so this work was well overdue.
- Lorrie Steely stated that she is working on the Draft version of the O & M Program and schedule; she is making progress on getting needed maintenance items completed. Roland Engineering was onsite to replace the Well head and meter at both Well 1 & Well 2. This has needed to be done for over 10 years. Roland Engineering also has been working in the District to help us get current with our annual maintenance that needs to be done, in August valves were turned and dead ends have been flushed. Here-forward District Staff should be able to perform our routine maintenance annually to keep operations running smoothly.
- **GRANT UPDATES**
 - **IRWMP Grant Update/PRV Stations:** The District received remittance in August 2023 for our first payment application that was submitted October 2022 in the amount of \$69,828.70, Mojave Water Agency deducted our cost-share from that payment. The next phase of the project, PRV Replacement, will be done after summer heat when the water consumption is not such an issue.
 - **State Water Resources Control Board Grant – Generators:** Funding for this grant will be incorporated into the Prop 1 Grant funding & construction process which is currently underway. Until such time that Staff can confirm this has occurred, we will keep this as a topic of discussion on the monthly agenda.
 - **Prop 1 Grant (NV-5 James Nolte/Sac State):** The Districts Engineering firm, NV-5 will be performing biological and cultural surveys at the new tank location on BLM land to the South of the District in October, depending on the outcome of the initial surveys, additional surveys may be necessary beginning spring of 2024. District Staff and NV-5 proposed a new section of pipeline on the south-west section of the District to incorporate loops in the infrastructure that eliminate some “dead-ends” in the District, feedback from the State is positive, should be a go.

ACTION ITEMS:

- **DISCUSS/APPROVE ENGAGEMENT OF MESSNER AND HADLEY CPA'S FOR ANNUAL FISCAL AUDIT FOR 2022-2023 IN THE AMOUNT OF \$6,600,** The Board had a brief discussion regarding the annual audit to be performed by our Certified Public Accountant. Staff was not able to move forward with scheduling the audit until the final month for fiscal year 2022-2023 was approved just last month. The motion was made by Jason Chormicle; Second by Waldo Stakes; All in Favor 5, All Opposed 0, Motion passed 5/0.
- **DISCUSS/APPROVE PROPOSAL FROM RUBIO'S TREE SERVICE TO TRIM AND TOP 28 TREES AND REMOVE ONE TREE AT TANKSITE #01:** Staff received two quotes for trimming the trees around Tank No. 01, the best quote was provided by Rubio's Tree Service, after a brief discussion the cost was found to be too high. Trimming the trees will be put off being done for now.

NEW BUSINESS: Discussed updating website to include financial documents with the Agenda.

Staff reported that the diagnosis came back on the Ford pick-up, engine is blown need to go to repair shop for engine replacement. Best estimated cost was from Johnny's Radiators for \$9,000.

Also Board and Staff discussion regarding placing the part-time Operations position on the November Agenda.

Approved: _____

Board Secretary, Lorrie L. Steely

11.16.2023