

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS**

Thursday, September 14, 2023

The meeting was called to order at 7:30 p.m.

1. ROLL CALL:

Directors Present: Don Amuzie
Perry Bautista
Tom Chambers
Julie Richards
Janet Medina

Staff Present: Catherine Groves, Attorney
Johnny Kennedy, Field Supervisor
Patricia Mairena, General Manager

Visitors Present: Joubin Pakpour, Pakpour Engineer
Brandon Laurie, Pakpour Engineer (via Zoom)

2. PLEDGE OF ALLEGIANCE: Led by Director Richards.

3. CONSENT CALENDAR:

President Medina asked the Board if there was any discussion.

Director Chambers moved to approve the Consent Calendar, seconded by Director Richards.

The motion was carried unanimously.

4. PUBLIC COMMENT: None.

5. BUSINESS (OLD): None.

6. BUSINESS (NEW):

A. Approve Task Order 23-24-01 with Pakpour Consulting Group, Inc. for Design Services in the amount of \$141,796 for Skyline Tank No. 3 Structural Upgrade (Discussion / Action).

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Engineer Joubin Pakpour reported that this and the next project had already been approved by the Board as part of this year's Capital Improvements Program. Engineer Pakpour clarified that the next step was the design phase and that once that was completed, then the project would go out to bid, followed by the Board awarding the project. Engineer Pakpour stated that the monetary funds had already been approved back in June as part of the budget and explained that this was breaking it down in sections and the next approval in the process would be many months from now for the construction part of the project.

Engineer Pakpour also explained that this project was for the structural retrofit of Skyline Tank No. 3 and mentioned that from the time this project was first looked at back in 2018, the codes had changed for the better, but required additional design work from a structural engineer, which had already been accounted for in the budget.

Director Chambers asked if the original approved amount of \$1.5M for the entire project would be sufficient; otherwise, he suggested postponing the work until the following year in order to keep sufficient LAIF cash on hand. Engineer Pakpour replied that he was hopeful that it would, but it all depended on market situations, and the Board would have another chance to review the construction bids and decide whether or not to move forward with the project; however, he pointed out that this project had already been delayed before for the same reasons. Engineer Pakpour commented that until we go through the process, it is hard to tell whether there will be cost increases or decreases. Director Chambers questioned the schedule and the date of Notice to Proceed, which Engineer Pakpour clarified that the structural engineer had done work on his own, ahead of tonight's meeting, and if the Board was not to approve to proceed with this project, the District would not be invoiced.

President Medina asked the Board if there were any other comments or concerns.

Director Amuzie inquired if it was possible to give conditional approval for the project. Director Chambers replied that we needed to get the plans.

Director Chambers moved to approve Task Order 23-24-01 with Pakpour Consulting Group, Inc. for Design Services in the amount of \$141,796 for Skyline Tank No. 3 Structural Upgrade, seconded by Director Bautista.

The motion was carried unanimously.

- B. Approve Task Order 23-24-02 with Pakpour Consulting Group, Inc. for Design Services in the amount of \$94,742 for Greendale Dr Easement Sanitary Sewer Improvements (Discussion / Action).**

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Engineer Joubin Pakpour stated that the cost associated with this project was more defined. Engineer Pakpour mentioned that the one unusual thing about this project was that it went through an easement and there were some issues which they would need to coordinate with the HOA. Engineer Pakpour pointed out that the cost for any landscape architect or restoration work was not built in the proposal. Engineer Pakpour pointed out that currently there was grass there and hopefully, the HOA would be open to not replacing it due to the water restrictions. This project was also approved back in June.

Director Chambers asked if there were any concerns about the initial design proposal being \$60K and now being \$94K, and whether Engineer Pakpour anticipated any changes to the total cost. Engineer Pakpour replied that he did not anticipate that because they used a percentage to calculate these costs. Also, he did not feel a contingency was necessary and he would like to save that for the construction portion of the project.

President Medina asked the Board if anyone would like to make a motion.

Director Chambers moved to approve Task Order 23-24-02 with Pakpour Consulting Group, Inc. for Design Services in the amount of \$94,742 for Greendale Dr Easement Sanitary Sewer Improvements, seconded by Director Amuzie.

The motion was carried unanimously.

7. WRITTEN COMMUNICATIONS: None.

8. ATTORNEY'S REPORT: None.

9. GENERAL MANAGER'S REPORT:

A. Report on District's Water Conservation for August 2023.

General Manager Mairena reported that water consumption for August 2023 had gone up in comparison to last year's consumption due to the end of the drought restrictions and the hotter weather conditions. General Manager Mairena displayed the charts comparing the current usage to the prior years and stated that the usage was still a little lower in comparison to the previous years. General Manager Mairena told the Board that District staff will continue to stress conservation efforts to the customers, especially the larger irrigation customers. General Manager Mairena mentioned that a letter had been sent out to one of the HOA whose usage had increased significantly.

B. Update on the Proposal for the Water and Sewer Rate Study.

Engineer Pakpour reported that staff had received approval from the Board to release the Request for Proposal (RFP) back on June 28, 2023, after working in conjunction with our attorney to get the final language. Engineer Pakpour indicated that the RFP had been sent out to consultants, and currently, there were three consultants who were interested in providing a proposal. Engineer Pakpour mentioned that today was the last day for questions on the RFP to be submitted and only one consultant had submitted a list of questions, which he would review with General Manager Mairena and reply.

Engineer Pakpour commented that originally, he had sent the RFP to five consultants, but two immediately had declined, and he had to convince two others that this time, the RFP was in the District's budget, and we were ready to move forward. Engineer Pakpour stated that at this point, he expected three proposals to come back to the Board in October with a recommendation to award it to one of the consultants. Engineer Pakpour reminded the Board that there is a timeline in the RFP for the review of the proposals and the awarding of the contract.

C. Damage to Water Sampling Station by Caltrans Crew.

General Manager Mairena displayed pictures of the damage that had been caused by a Caltrans crew to one of the District's sampling stations. General Manager Mairena asked Field Supervisor Kennedy to review it with the Board. Director Chambers asked if it was the one on Carter Drive and Field Supervisor Kennedy confirmed.

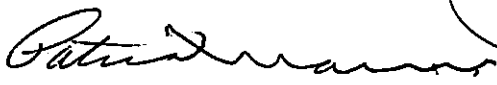
Field Supervisor Kennedy gave an overview to the Board of how the damage occurred and he reported that the replacement cost was \$1,471.23, since the whole unit would need to be replaced as they did not sell the damaged cover separately. Field Supervisor Kennedy stated that the District had been trying to file a claim and recover this cost.

11. CLOSED SESSION: None.

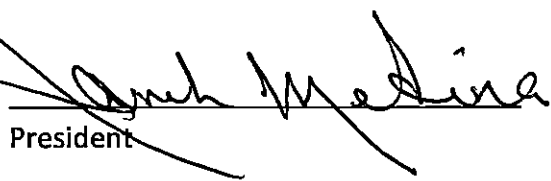
12. ADJOURNMENT:

Without objection, President Medina adjourned the meeting.
Time 7:59 p.m.

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Secretary



President

October 12, 2023

Date