

AMENDED BOARD OF DIRECTORS' MEETING MOULTON NIGUEL WATER DISTRICT 27500 La Paz Road, Laguna Niguel March 17, 2016 6:00 PM

Approximate Meeting Time: 2 Hours

1. CALL MEETING TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. **PUBLIC COMMENTS:**

Persons wishing to address the Board of Directors on matters <u>not listed</u> on the Agenda may do so at this time. "Request To Be Heard" forms are available at the entrance to the Board Room. Comments are limited to five minutes unless further time is granted by the Presiding Officer. Submit form to the Recording Secretary prior to the beginning of the meeting.

Those wishing to address the Board of Directors on any item <u>listed</u> on the Agenda should submit a "Request To Be Heard" form to the Recording Secretary before the Presiding Officer announces that agenda item. Your name will be called to speak at that time.

<u>CONSENT CALENDAR ITEMS: (Items on the Consent Calendar have been discussed at the regularly scheduled Engineering/Operations and Finance/IT Board meetings)</u>

Consent items: Unless the General Manager or the Board requests that an item be removed from the Consent Calendar, all items will be acted upon as a whole and by one vote. Requests for discussion of any specific item should be made to the Presiding Officer in conjunction with the discussion of the consent motion.

- **4.** MINUTES OF THE JANUARY 19, 2016 SPECIAL BOARD OF DIRECTORS MEETING
- 5. MINUTES OF THE JANUARY 21, 2016 REGULAR BOARD OF DIRECTORS MEETING
- **6.** MINUTES OF THE FEBRUARY 19, 2016 SPECIAL BOARD OF DIRECTORS MEETING

7. <u>AMI IMPLEMENTATION PILOT PROJECT PHASE 1</u>

It is recommended that the Board of Directors authorize the General Manager to execute an agreement with Aqua Metric Sales Company, for the purchase and installation of the Phase 1 Sensus AMI Hardware and Software Application, in the amount of \$796,077; and authorize the General Manager or designee to approve change orders up to 5% of contract value.

8. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR STRATEGIC REAL ESTATE CONSULTING

It is recommended that the Board of Directors approve Amendment No. 4 to the Professional Services Agreement with StarPointe Ventures valued at \$60,000 for a total not-to-exceed amount of \$195,200; and authorize the General Manager to execute the Amendment.

9. REBATE APPLICATION FOR TURF REMOVAL

It is recommended that the Board of Directors consider the rebate application for the identified project without a limitation on the maximum allowable acreage for the project and direct staff accordingly.

GENERAL MANAGER MATTERS:

ENGINEERING & OPERATIONS MATTERS:

10. FISCAL YEAR 2015-16 CIP BUDGET AMENDMENT (RESOLUTION NO. 16-

It is recommended that the Board of Directors approve the resolution entitled, "Approving a Capital Improvement Program Budget Amendment for Fiscal Year 2015-16".

FINANCE & INFORMATION TECHNOLOGY MATTERS:

11. AGREEMENT FOR INDEPENDENT AUDIT SERVICES

It is recommended that the Board of Directors approve a Professional Services Agreement with Vavrinek, Trine, Day & Co., LLP, for the provision of independent audits for a not to exceed amount of \$42,650 in fiscal year 2016; not to exceed \$42,650 in fiscal year 2017; and not to exceed \$43,930 in fiscal year 2018.

PRESIDENT'S REPORT:

BOARD REPORTS:

CLOSED SESSION:

12. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

Receipt of claim: Maria Garcia

Receipt of claim: Harold and Susanne Rutherford

13. <u>CONFERENCE INVOLVING A JOINT POWERS AGENCY – SOUTH ORANGE COUNTY</u> WASTEWATER AUTHORITY

Discussion will concern: POTENTIAL LITIGATION – IN 1 MATTER

Pursuant to Government Code Section 54956.9 Closed Session will be conducted to confer with legal counsel RE: potential litigation in 1 matter

LATE ITEMS: (Appropriate Findings to be Made)

- **a.** Need to take immediate action; and
- **b.** Need for action came to District's attention after Agenda Posting. [Requires 2/3 vote (5 members) or unanimous vote if less than 2/3 are present]

<u>FUTURE AGENDA ITEMS</u> (Any items added under this section are for discussion at future meetings only.):

ADJOURNMENT:

The Board of Directors' Meeting Room is wheelchair accessible. If you require any special disability related accommodations (i.e., access to an amplified sound system, etc.), please contact the Moulton Niguel Water District Secretary's office at (949) 831-2500 at least forty-eight (48) hours prior to the scheduled meeting. This agenda can be obtained in alternate format upon written request to the Moulton Niguel Water District Secretary at least forty-eight (48) hours prior to the scheduled meeting.

Agenda exhibits and other writings that are disclosable public records distributed to all, or a majority of, the members of the Moulton Niguel Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the District Office, 27500 La Paz Road, Laguna Niguel, CA ("District Office"). If such writings are distributed to members of the Board less than seventy-two (72) hours prior to the meeting, they will be available in the reception area of the District Office at the same time as they are distributed except that, if such writings are distributed immediately prior to, or during the meeting, they will be available in the Board meeting room and on the District website at www.mnwd.com.



DRAFT MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MOULTON NIGUEL WATER DISTRICT

January 19, 2016

A Special Meeting of the Board of Directors of the Moulton Niguel Water District was held at the Laguna Niguel Community Room located at 30111 Crown Valley Parkway, Laguna Niguel, California at 10:45 AM on January 19, 2016. There were present and participating:

DIRECTORS

Duane Cave Director
Richard Fiore Director
Gary Kurtz Director
Larry Lizotte Director
Brian Probolsky Vice President

Also present and participating were:

STAFF MEMBERS, LEGAL COUNSEL, AND MEMBERS OF THE PUBLIC

Joone Lopez General Manager

Matt Collings Assistant General Manager

Marc Serna Director of Engineering & Operations

Paige Gulck Board Secretary
Tim Bonita Recording Secretary

Drew Atwater MNWD
Johnathan Cruz MNWD
Rhonda Himley MNWD
Gregg Hooper MNWD
John Lansden MNWD
Megan Schneider MNWD
Doug Zytkewicz MNWD

1. CALL MEETING TO ORDER

The meeting was called to order by Brian Probolsky at 10:50 a.m.

2. PUBLIC COMMENTS

None.

PRESENTATION ITEMS

3. Homeowners Association Lunch and Learn

Moulton Niguel Water District hosted a Lunch and Learn Event for many of the District's Homeowners Association representatives. During the event, HOA representatives had the opportunity to learn more about outdoor water budgets and how they are customized to ensure landscapes have sufficient water to survive. Representatives also had a chance to ask staff questions about what they might be able to do differently to be more efficient with their water use.

ADJOURNMENT

The meeting was adjourned at 12:19 p.m.

Respectfully submitted,

Tim Bonita Recording Secretary



DRAFT MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MOULTON NIGUEL WATER DISTRICT

January 21, 2016

A Regular Meeting of the Board of Directors of the Moulton Niguel Water District was held at the District offices, 27500 La Paz Road, Laguna Niguel, California, at 6:00 PM on January 21, 2016. There were present and participating:

DIRECTORS

Duane CaveDirectorScott ColtonVice PresidentRichard FioreDirectorDonald FroelichPresidentGary KurtzDirectorLarry LizotteDirector

Brian Probolsky Vice President (arrived at 6:17 p.m.)

Also present and participating were:

STAFF MEMBERS, LEGAL COUNSEL, AND MEMBERS OF THE PUBLIC

Joone Lopez General Manager

Matt Collings Assistant General Manager

Marc Serna Director of Engineering & Operations

Gina Hillary Director of Human Resources

Jeff Ferre Best, Best, & Krieger (General Counsel)

Paige Gulck Board Secretary
Tim Bonita Recording Secretary

Trevor Agrelius MNWD
Drew Atwater MNWD
Johnathan Cruz MNWD
Megan Geer MNWD
Tracy Ingebrigtsen MNWD
Megan Schneider MNWD
Andrew Zelinko MNWD

Michael Bell Consulting, Inc.

Susan Hinman Municipal Water District of Orange County

Karen Langer Member of the Public

1. CALL MEETING TO ORDER:

The meeting was called to order by Donald Froelich at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE:

3. PUBLIC COMMENTS:

Susan Hinman, Board Member of Municipal Water District of Orange County (MWDOC), reported that Orange County Water District approved an agreement with Laguna Beach County Water District for 2,025 acre ft. of water to be provided from the Orange County Groundwater Basin. It was also reported that Felicia Marcus, Chair of the State Water Resources Control Board will be the keynote speaker at the Water Policy & Forum Dinner on Friday, January 22, 2016. MWDOC has also elected Wayne Osborne as Board President and Brett Barbre as Vice president.

<u>CONSENT CALENDAR ITEMS:(Items on the Consent Calendar have been discussed at</u> the regularly scheduled Engineering/Operations and Finance/IT Board meetings)

4. MINUTES OF THE DECEMBER 17, 2015 REGULAR BOARD OF DIRECTORS MEETING

5. REBATE APPLICATION FOR TURF REMOVAL

It is recommended that the Board of Directors consider the rebate application for the identified project without a limitation on the maximum allowable acreage for the project and direct staff accordingly.

MOTION DULY MADE BY DUANE CAVE AND SECONDED BY GARY KURTZ, CONSENT ITEMS 4 AND 5 WERE APPROVED AS PRESENTED. THE VOTE WAS UNANIMOUS WITH DIRECTORS SCOTT COLTON, RICHARD FIORE, DONALD FROELICH, GARY KURTZ, AND LARRY LIZOTTE ALL VOTING 'AYE'. DIRECTOR BRIAN PROBOLSKY WAS ABSENT.

GENERAL MANAGER MATTERS:

6. PERSONNEL & SALARY POLICY REVISIONS AND MOU SIDE LETTERS (RESOLUTION 16-__)

It is recommended that the Board of Directors adopt the resolution entitled, "Approving the Personnel & Salary Policy" and authorize the General Manager to sign Side Letter Agreement #2 for the General and Supervisory Units.

Joone Lopez gave a brief description of the item.

MOTION DULY MADE BY SCOTT COLTON AND SECONDED BY GARY KURTZ, ITEM #6 WAS APPROVED AS PRESENTED. THE VOTE WAS UNANIMOUS WITH DIRECTORS DUANE CAVE, SCOTT COLTON, RICHARD FIORE, DONALD FROELICH, GARY KURTZ, AND LARRY LIZOTTE ALL VOTING 'AYE'. DIRECTOR BRIAN PROBOLSKY WAS ABSENT.

Joone Lopez reported that a Multi-Agency Emergency Briefing meeting was held at the 2A facility today. It was a very well attended meeting with representatives from the Orange County Sheriff's Department, Orange County Fire Authority, SDG&E and the cities that we serve. It was also reported that four of the five participating agencies involved in the Doheny Desalination project have opted out. South Coast Water District is still working on the project. The South Orange County Agencies meeting is scheduled for January 26th. The Open Joint Meeting with the Municipal Water District of Orange County (MWDOC) and Orange County Water District is scheduled for February 16th. The recycled water summit and MWDOC water policy dinner are both scheduled for Friday, January 22nd.

FINANCE & INFORMATION TECHNOLOGY MATTERS:

7. WATER SHORTAGE CONTINGENCY PLAN CONTINUED IMPLEMENTATION (RESOLUTION NO. 16-__)

It is recommended that the Board of Directors approve the resolution entitled, "Declaring Water Shortage Stages 1 and 2".

Joone Lopez gave some background information on the item.

MOTION DULY MADE BY SCOTT COLTON AND SECONDED BY DUANE CAVE, ITEM #7 WAS APPROVED AS PRESENTED. THE VOTE WAS UNANIMOUS WITH DIRECTORS DUANE CAVE, SCOTT COLTON, RICHARD FIORE, DONALD FROELICH, GARY KURTZ, AND LARRY LIZOTTE ALL VOTING 'AYE'. DIRECTOR BRIAN PROBOLSKY WAS ABSENT.

PRESIDENT'S REPORT:

Donald Froelich reported that the Board will have a strategic planning meeting on February 19, 2016. It was also reported that the Water Advisory Committee of Orange County's May meeting will include a presentation from Karl Seckel on Phase 2 of the Orange County Reliability Study.

Brian Probolsky arrived at 6:17 p.m.

BOARD REPORTS:

Brian Probolsky reported on the agreement with Orange County Water District and

Laguna Beach County Water District for water rights to the Orange County Groundwater Basin. Brian Probolsky also reported that he attended the Homeowner's Association event hosted by the District. It was a great event.

Duane Cave also reported his attendance at the Homeowner's Association event. The event was excellent, and the staff was great in all the presentations.

CLOSED SESSION:

8. <u>CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION</u>

Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9

Name of case: Briosa Owners Association, a California Corporation vs Moulton Niguel Water District (Orange County Superior Court)

Name of case: Cantora Community Association vs Metropolitan Water District of Southern California, Moulton Niguel Water District (Orange County Superior Court)

The Board entered closed session at 6:25 p.m. and exited closed session at 7:00 p.m. The Board went into closed session under Government Code Section 54956.9(d)(1) to discuss existing litigation involving the Briosa Owners Association and Cantora Community Association. After the closed session, legal counsel reported that on a motion by Director Fiore, seconded by Director Colton, the Board approved entering into Releases of Claims with both Briosa and Cantora and authorized the Board President to execute said agreements. The motion passed 7-0.

9. CONFERENCE WITH LEGAL COUNSEL - ANDTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

Receipt of claim: Bradley and Denise Lindskog

The Board went into closed session under Government Code Section 54956.9(d)(2) in regard to the receipt of a claim. After the closed session, legal counsel reported that on a motion by Director Cave, seconded by Director Lizotte, the Board took action to reject the claim pursuant to direction from the District's insurance carrier, directed that the required notice be sent to the claimants, and directed staff to continue to work with the claimants and the insurance carrier. The motion passed 7-0.

<u>FUTURE AGENDA ITEMS</u> (Any items added under this section are for discussion at future meetings only.):

None.

LATE ITEMS: (Appropriate Findings to be Made)

Staff has none.

ADJOURNMENT:

The meeting was adjourned at 7:02 p.m.

Respectfully submitted,

Tim Bonita Recording Secretary



DRAFT MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MOULTON NIGUEL WATER DISTRICT

February 19, 2016

A Special Meeting of the Board of Directors of the Moulton Niguel Water District was held at the District offices, 27500 La Paz Road, Laguna Niguel, California, at 9:00 AM on February 19, 2016. There were present and participating:

DIRECTORS

Duane Cave Director

Scott Colton Vice President

Richard Fiore Director
Donald Froelich President
Gary Kurtz Director
Larry Lizotte Director

Brian Probolsky Vice President

Also present and participating were:

STAFF MEMBERS, LEGAL COUNSEL, AND MEMBERS OF THE PUBLIC

Joone Lopez General Manager

Matt Collings Assistant General Manager

Marc Serna Director of Engineering & Operations

Gina Hillary Director of Human Resources

Jeff Ferre Best, Best, & Krieger (General Counsel)

Paige Gulck Board Secretary
Tim Bonita Recording Secretary

Trevor Agrelius MNWD
Drew Atwater MNWD
Johnathan Cruz MNWD
Ian Morgan MNWD
Eva Plajzer MNWD
Andrew Zelinko MNWD

1. CALL MEETING TO ORDER

The meeting was called to order by Donald Froelich at 9:00 a.m.

2. PUBLIC COMMENTS

None.

DISCUSSION ITEMS

3. Long Range Planning Session

The Board of Directors discussed the District's goals and objectives for Fiscal Year 2015-16 and 2016-17.

ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Paige Gulck Board Secretary



STAFF REPORT

TO: Board of Directors MEETING DATE: March 17, 2016

FROM: Marc Serna, Director of Engineering and Operations

SUBJECT: Fiscal Year 2015-16 CIP Budget Amendment

DIVISION: District-wide

SUMMARY:

<u>Issue</u>: Additional funds are required in the Fiscal Year 2015-16 Water Supply Reliability Fund 12 to cover costs associated with construction of the Baker Water Treatment Plant Project No. 2006.071.

<u>Recommendation:</u> It is recommended that the Board of Directors approve the resolution entitled, "Approving a Capital Improvement Program Budget Amendment for Fiscal Year 2015-16".

<u>Fiscal Impact</u>: Funding for the Baker Water Treatment Plant Project was authorized in November 2013. \$5,838,000 in additional Fiscal Year 2015-16 funding will be needed in Water Supply Reliability Fund 12. There are sufficient funds available to be transferred from Replacement and Refurbishment Fund 7.

BACKGROUND:

The Baker Water Treatment Plant (BWTP) is a base-loaded surface water treatment plant intended to provide water system reliability to the District and participating water agencies. In November 2013, the District executed a participation agreement with El Toro Water District, Irvine Ranch Water District, Santa Margarita Water District, and Trabuco Canyon Water District for development and operation of the BWTP. The District is currently subscribed to 13 cubic feet per second (cfs) of the proposed 43.5 cfs plant production capacity.

At the November 2013 Board of Directors meeting, a budget of \$35,450,000 with a 3% percent contingency, for a total project budget of \$36,513,500, was authorized for the BWTP Project. Construction on the plant began in January 2014 and is nearing

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Fiscal Year 2015-16 CIP Budget Amendment March 17, 2016
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completion. The District has been invoiced \$33,056,152 of the project budget to date.

DISCUSSION:

For Fiscal Year 2015-16, the CIP budget contained \$8,940,582 for the BWTP. As the project schedule began to shift, a portion of Fiscal Year 2014-15 CIP funds dedicated to BWTP were not expended that fiscal year and were not moved forward to the Fiscal Year 2015-16 CIP budget. Those unspent authorized funds are projected to be expended this fiscal year. The District has been invoiced \$11,320,724 this fiscal year requiring an additional \$2.4M beyond current budget to cover costs to date. It is projected approximately \$3.4M will be needed to cover remaining quarterly invoicing. In order to accommodate the change in forecast cash flow, staff proposes to transfer funds from Replacement and Refurbishment Fund 7 to Water Supply Reliability Fund 12. The overall value of the FY 2015-16 CIP is not affected. Table 1 below summarizes the requested inter-fund budget transfers.

Table 1 Adopted Budget by Fund and Requested Budget Transfer Fiscal Year: July 2015 to June 2016									
Item/Fund	Fiscal Year Adopted Budget	Awarded Contracts Through Second Quarter	Payments Through Second Quarter	Requested Budget Transfer	Revised Fiscal Year Budget				
Water Efficiency – Fund 6	\$1,695,611	\$1,520,000	\$9,067	\$0	\$1,695,611				
Replacement and Refurbishment - Fund 07	\$26,605,825	\$16,869,386	\$7,105,509	(\$5,838,000)	\$20,767,825				
Water Supply Reliability Projects - Fund 12	\$8,940,582	\$8,940,582	\$6,008,451	\$5,838,000	\$14,778,582				
Planning and Construction - Fund 14	\$9,572,481	\$733,616	\$360,818	\$0	\$9,572,481				
Total	\$46,814,499	\$28,063,583	\$13,483,844	\$0	\$46,814,499				

Attachments: Proposed Resolution entitled, "Approving a Budget Amendment for Fiscal Year 2015-16"

RESOLUTION NO. 16-__

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MOULTON NIGUEL WATER DISTRICT APPROVING A CAPITAL IMPROMVEMENT BUDGET AMENDMENT FOR FISCAL YEAR 2015-16

WHEREAS, on June 18, 2015, the Board of Directors of the Moulton Niguel Water District ("Board of Directors") adopted Resolution No. 15 - 19 ("Budget Resolution") whereby the Board of Directors approved the Operating and Capital Improvement Program Budget for the Fiscal Year beginning July 1, 2015, and ending June 30, 2016, which consists of the estimated and anticipated expenditures and revenues for the Fiscal Year for all funds; and

WHEREAS, the total approved Fiscal Year budget for the Replacement and Refurbishment Fund (Fund 7) was \$26,605,825; and

WHEREAS, the total approved Fiscal Year budget for the Water Supply Reliability Fund (Fund 12) was \$8,940,582; and

WHEREAS, the total approved Fiscal Year budget for the Water Supply Reliability Fund (Fund 12) was attributable to the Baker Pipeline Regional Treatment Plant project (Project No. 2006.071); and

WHEREAS, since the date of adoption of the Budget Resolution, additional funds are required in the Water Supply Reliability Fund (Fund 12) to cover costs associated with construction of the Baker Pipeline Regional Treatment Plant project; and

WHEREAS, there will be unused funds from the Replacement and Refurbishment Fund (Fund 7); and

WHEREAS, pursuant to the District's Financial Policies, appropriations may be modified with majority approval of the Board of Directors throughout the fiscal year. Said Policy requires that any changes in appropriations at the fund level during the year must be submitted by District staff for formal Board review and approval; and

WHEREAS, a public meeting of the Board of Directors was duly noticed and conducted under the Brown Act on March 17, 2016, during which this Resolution was considered by the Board of Directors; and

WHEREAS, the Board of Directors desires to implement the procedures of the Financial Policies in order to approve amendments to the budget and appropriations at the fund level in

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order to expend additional amounts associated with construction of the Baker Pipeline Regional Treatment Plant project.

NOW, THEREFORE the Board of Directors of the Moulton Niguel Water District, does hereby **RESOLVE, DETERMINE** and **ORDER** as follows:

SECTION 1. The Recitals set forth above are incorporated herein and made an operative part of this Resolution.

SECTION 2. The FY 2015-16 Budget – Water Supply Reliability Fund and Replacement and Refurbishment Fund are hereby amended in order to increase the Baker Pipeline Regional Treatment Plant project amount from \$8,940,582 to \$14,778,582. This amendment reflects a transfer of \$5,838,000 from the Replacement and Refurbishment Fund to the Water Supply Reliability Fund. Said budget and account information are more particularly described in the attachment to this Resolution and said attachment is hereby made part of this Resolution.

SECTION 3. Except as otherwise specifically set forth herein, the provisions of the Operating and Capital Improvement Budget and appropriations for the Fiscal Year beginning July 1, 2015, and ending June 30, 2016, as adopted by way of the Budget Resolution, shall remain in full force and effect.

SECTION 4. The expenditure amounts designated to Funds 7 and 12 for which they are designated and such appropriations shall not be increased except under the procedures as described and followed herein.

SECTION 5. The appropriations for Funds 7 and 12 may only be further increased or decreased by the Board of Directors by passage of a subsequent resolution amending the Budget under the procedures described and followed herein.

SECTION 6. If any section, subsection, clause or phrase in this Resolution is for any reason held invalid, the validity of the remainder of this Resolution shall not be affected thereby. The Board of Directors hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

ADOPTED, SIGNED and **APPROVED** this 17th day of March, 2016.

MOULTON NIGUEL WATER DISTRICT

President/Vice President
MOULTON NIGUEL WATER DISTRICT
and of the Board of Directors thereof

Secretary/Assistant Secretary
MOULTON NIGUEL WATER DISTRICT and of the
Board of Directors thereof