



moulton niguel water district

**AMENDED
BOARD OF DIRECTORS' MEETING
MOULTON NIGUEL WATER DISTRICT
27500 La Paz Road, Laguna Niguel
October 20, 2016
6:00 PM
Approximate Meeting Time: 1 Hour**

1. CALL MEETING TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. PUBLIC COMMENTS:

Persons wishing to address the Board of Directors on matters not listed 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 listed 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.

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

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 SEPTEMBER 14, 2016 FINANCE AND INFORMATION TECHNOLOGY BOARD OF DIRECTORS' MEETING

5. MINUTES OF THE SEPTEMBER 15, 2016 REGULAR BOARD OF DIRECTORS' MEETING

6. MINUTES OF THE SEPTEMBER 23, 2016 SPECIAL BOARD OF DIRECTORS' MEETING

7. FINANCIAL ADVISORY SERVICES AGREEMENT – PUBLIC FINANCIAL MANAGEMENT, INC.

It is recommended that the Board of Directors authorize the General Manager to execute a three-year Professional Services Agreement with Public Financial Management, Inc., with the option to extend the agreement for two additional one-year terms, for ongoing financial advisory services for a total not to exceed value of \$90,000 plus a 20% contingency.

8. REVISIONS TO COMMUNICATION FACILITIES LICENSE AGREEMENT TEMPLATE AND PROGRAM POLICY/PROCEDURES

It is recommended that the Board of Directors approve the following revisions to the Communication Facilities License Program:

- Numerous non-substantial revisions to the Communications Facility License Agreement template.
- Revisions to Section 2, Paragraph 2, Item d, to allow General Manager or designee to negotiate the annual rent increase percentage in addition to the rent amount.

9. AMENDMENT TO THE COMMUNICATION/OUTREACH CONSULTING SERVICES AGREEMENT – ORANGE LABEL

It is recommended that the Board of Directors approve Amendment No. 3 to the Consulting Services Agreement with Orange Label for an amount not-to-exceed \$151,048 for a total contract amount of \$370,556; and authorize the General Manager to execute Amendment No. 3.

10. ALISO CREEK LIFT STATION REHABILITATION CONSTRUCTION CONTRACT AWARD

It is recommended that the Board of Directors award the construction services contract to Norman A. Olsson Construction, Inc. in the amount of \$88,000; authorize the General Manager to execute the contract; and authorize the General Manager or designee to approve change orders up to 10% of the contract value.

11. PASEO DE VALENCIA 24-INCH PIPELINE RAILROAD CROSSING ABANDONMENT CONSTRUCTION CONTRACT AWARD

It is recommended that the Board of Directors award the construction services contract to Paulus Engineering, Inc. in the amount of \$80,400; authorize the General Manager to execute the contract; and authorize the General Manager or designee to approve change orders up to 10% of the contract value.

12. BYPASS PUMP PURCHASE

It is recommended that the Board of Directors approve the purchase of two new bypass pumps and their accessories from Xylem / Godwin for \$137,313.

GENERAL MANAGER MATTERS:(Brief general updates on District matters and/or brief general updates from staff - Informational purposes only.)

PRESIDENT'S REPORT:

13. HONORING MRS. SUSAN HINMAN FOR 16 YEARS OF SERVICE TO MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (RESOLUTION 16-__)

It is recommended that the Board of Directors approve the resolution entitled, "Honoring Mrs. Susan Hinman for 16 Years of Service to Municipal Water District of Orange County."

BOARD REPORTS:

CLOSED SESSION:

14. 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: Randolph R. Garcia

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

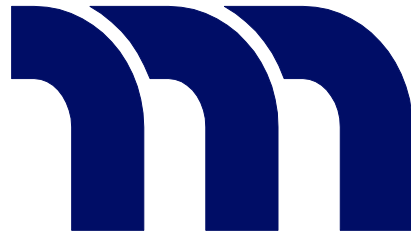
LATE ITEMS: (Appropriate Findings to be Made)

- 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]

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.



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DRAFT

MINUTES OF THE REGULAR MEETING OF THE FINANCE & INFORMATION TECHNOLOGY BOARD OF DIRECTORS OF THE MOULTON NIGUEL WATER DISTRICT

September 14, 2016

A Regular Meeting of the Finance & Information Technology Board of Directors of the Moulton Niguel Water District was held at the District offices, 27500 La Paz Road, Laguna Niguel, California, at 8:30 AM on September 14, 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/Chair (arrived at 9:02 a.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
Drew Atwater	Director of Planning
Jeff Ferre	Best, Best, & Krieger (General Counsel)
Paige Gulck	Board Secretary
Tim Bonita	Recording Secretary
Trevor Agrelius	MNWD
Karen Flores	MNWD
Kristeen Gemmel	MNWD
Rhonda Himley	MNWD
Anna Lam	MNWD
Medha Patel	MNWD

#4.

Carole Wayman-Piascik
Diane Gladwell
Kelly Salt
Jayson Schmidt

MNWD
Gladwell Governmental Services, Inc.
Best, Best, and Krieger
Chandler Asset Management

1. CALL MEETING TO ORDER

The meeting was called to order by Richard Fiore at 8:31 a.m.

2. APPROVE THE MINUTES OF THE AUGUST 17, 2016 FINANCE AND INFORMATION TECHNOLOGY BOARD OF DIRECTORS' MEETING

MOTION DULY MADE BY DONALD FROELICH AND SECONDED BY DUANE CAVE, MINUTES OF THE AUGUST 17, 2016 FINANCE AND INFORMATION TECHNOLOGY BOARD OF DIRECTORS' MEETING WERE 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.

3. PUBLIC COMMENTS

None.

PRESENTATION ITEMS

4. Quarterly Investment Report - Chandler Asset Management

Jayson Schmidt from Chandler Asset Management presented the Quarterly Investment Report. Key topics presented were the account profile, portfolio holdings, and an economic update.

DISCUSSION ITEMS

5. Revisions to Records Retention Schedules

Brian Probolsky arrived at 9:02 a.m.

Joone Lopez provided a brief introduction on the item. Diane Gladwell from Gladwell Governmental Services, Inc. provided information on the records retention schedules. Staff recommends that the Board of Directors approve the resolution entitled, "Establishing a Records Retention Schedule and Superseding All Previous Policies." Discussion ensued regarding the schedules and policy.

6. Water Shortage Contingency Plan Continued Implementation

Drew Atwater provided details on the item. Key topics presented included statewide and regional actions, regional response, the self-certification approach and the District's proposed response. Staff recommends that the Board of Directors approve the resolution entitled, "Continuing Water Shortage Contingency Plan Stages 1 and 2." Discussion ensued regarding the item.

7. Adoption of Demand Offset Fees

Drew Atwater provided information on the proposed adoption of demand offset fees. Key topics covered included the capacity fee study recap, reliability investment in the recycled water system expansion, reliability impacts from new development, and examples of the demand offset fee. Staff recommends that the Board of Directors adopt the resolution entitled, "Adopting a Water Demand Offset Fee." Discussion ensued regarding the fee.

INFORMATION ITEMS

8. Monthly Financial Report

Trevor Agrelius presented the Monthly Financial Report.

9. Water Usage Update

Drew Atwater presented the water usage update. The District met the current conservation target of 15%.

10. Outreach Update

Matt Collings provided an outreach update. The UC Riverside survey is online and available to customers.

11. Future Agenda Items (Any items added under this section are for discussion at future meetings only)

None.

12. Late Items (Appropriate Findings to be Made)

Staff has none.

#4.

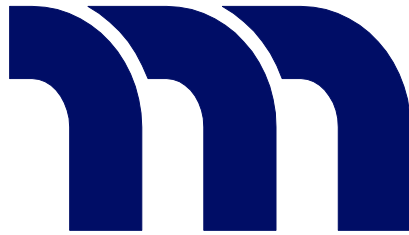
ADJOURNMENT

The meeting was adjourned at 10:59 a.m.

Respectfully submitted,

Tim Bonita
Recording Secretary

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moulton niguel water district

DRAFT

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

September 15, 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 September 15, 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 (arrived at 6:14 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
Drew Atwater	Director of Planning
Jake Vollebregt	Director of Regional and Legal Affairs
Jeff Ferre	Best, Best, & Krieger (General Counsel)
Paige Gulck	Board Secretary
Tim Bonita	Recording Secretary
Trevor Agrelius	MNWD
Rod Woods	MNWD
Bob Gokoo	Attorney
Bill Moorhead	Member of the Public
Mark Waite	WaterSmart Software

#5.

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:

Mark Waite from WaterSmart Software introduced himself as the new account representative for WaterSmart.

GENERAL MANAGER MATTERS:

This item was taken first on the agenda. Joone Lopez provided a brief tour of the District's Mobile Command Center.

Brian Probolsky arrived at 6:14 p.m.

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

4. MINUTES OF THE AUGUST 18, 2016 REGULAR BOARD OF DIRECTORS' MEETING

5. CROWN VALLEY RESERVOIRS RE-COATING CONSTRUCTION CONTRACT AWARD

It is recommended that the Board of Directors award the construction services contract to J. Colon Coatings, Inc. in the amount of \$1,426,040; authorize the General Manager to execute the contract; and authorize the General Manager or designee to approve change orders up to 10% of the contract value.

7. AMENDMENT NO. 2 TO THE TURF REMOVAL INSPECTION AGREEMENT WITH WATER WISE CONSULTING

It is recommended that the Board of Directors approve Amendment No. 2 to the Turf Removal Inspection Agreement with WaterWise Consulting to increase the contract by \$71,250 to an amount not-to-exceed \$146,250 through June 30, 2017; and authorize the General Manager to execute Amendment No. 2.

8. REVISIONS TO RECORDS RETENTION SCHEDULES (RESOLUTION 16-__)

It is recommended that the Board of Directors approve the resolution entitled, "Establishing a Records Retention Schedule and Superseding All Previous Policies."

Items 6, 9 and 10 were all pulled from the consent calendar.

MOTION DULY MADE BY DUANE CAVE AND SECONDED BY SCOTT COLTON, CONSENT ITEMS 4 THROUGH 8 WERE APPROVED AS PRESENTED. THE VOTE WAS UNANIMOUS WITH DIRECTORS DUANE CAVE, SCOTT COLTON, RICHARD FIORE, DONALD FROELICH, GARY KURTZ, LARRY LIZOTTE, AND BRIAN PROBOLSKY ALL VOTING ‘AYE’.

6. Turf Removal Program Policy Update

It is recommended that the Board of Directors approve the updated Turf Program Policy.

This item was pulled from the consent calendar by staff. Joone Lopez provided an update on staff discussions with the local golf courses. This item will be brought back at a later date.

9. WATER SHORTAGE CONTINGENCY PLAN CONTINUED IMPLEMENTATION (RESOLUTION 16-)

It is recommended that the Board of Directors approve the resolution entitled, “Continuing Water Shortage Stages 1 and 2.”

This item was pulled from the consent calendar by Richard Fiore. Discussion ensued regarding Water Shortage Contingency Stage 2.

MOTION DULY MADE BY SCOTT COLTON AND SECONDED BY GARY KURTZ, ITEM #9 WAS APPROVED AS PRESENTED. THE VOTE WAS SPLIT WITH DIRECTORS DUANE CAVE, SCOTT COLTON, RICHARD FIORE, DONALD FROELICH, GARY KURTZ, AND LARRY LIZOTTE ALL VOTING ‘AYE’. DIRECTOR BRIAN PROBOLSKY VOTED ‘NAY’.

10. ADOPTION OF DEMAND OFFSET FEES (RESOLUTION 16-)

It is recommended that the Board of Directors adopt the resolution entitled, “Adopting a Water Demand Offset Fee.”

This item was pulled from the consent calendar by Brian Probolsky. Discussion ensued regarding the Demand Offset Fees.

MOTION DULY MADE BY DUANE CAVE AND SECONDED BY GARY KURTZ, ITEM #10 WAS APPROVED AS PRESENTED. THE VOTE WAS SPLIT WITH DIRECTORS DUANE CAVE, SCOTT COLTON, RICHARD FIORE, DONALD FROELICH, GARY KURTZ, AND LARRY LIZOTTE ALL VOTING ‘AYE’. DIRECTOR BRIAN PROBOLSKY VOTED ‘NAY’.

GENERAL MANAGER MATTERS CONTINUED:

Joone Lopez provided an update on the Orange County Local Agency Formation Commission evaluation of the possible San Juan Capistrano re-organization.

The California Data Collaborative Stanford Water Data Summit took place on September 9, 2016. The event was a huge success with 100 representatives from across the state.

PRESIDENT'S REPORT:

Donald Froelich stated that he attended the Municipal Water District of Orange County (MWDOC) Planning and Operations meeting. MWDOC is working to finish their OC Reliability Study. Donald Froelich also attended the MWDOC Board Workshop, at which details on the Carson Recycled Water Project were provided.

BOARD REPORTS:

Scott Colton attended the San Juan Basin Authority meeting. He stated a report detailing water rights in the San Juan Watershed was presented and that South Coast Water District sent a letter of intent to participate in the San Juan Basin Watershed Basin Optimization Program.

CLOSED SESSION:

11. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

Name of case: Shapell Industries, Inc., a Delaware Corporation vs Moulton Niguel Water District (Orange County Superior Court)

The Board entered closed session at 6:56 p.m. and exited at 7:15 p.m. Jeff Ferre stated that there was no reportable action.

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

None.

LATE ITEMS: (Appropriate Findings to be Made)

Staff has none.

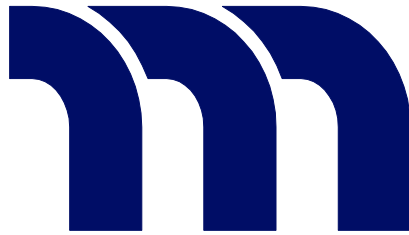
ADJOURNMENT:

The meeting was adjourned at 7:16 p.m.

Respectfully submitted,

Tim Bonita
Recording Secretary

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moulton niguel water district

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

September 23, 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 September 23, 2016. There were present and participating:

DIRECTORS

Scott Colton	Vice President
Richard Fiore	Director
Donald Froelich	President
Larry Lizotte	Director

Also present and participating were:

STAFF MEMBERS, LEGAL COUNSEL, AND MEMBERS OF THE PUBLIC

Joone Lopez	General Manager
Matt Collings	Assistant General Manager
Gina Hillary	Director of Human Resources
Jake Vollebregt	Director of Regional & Legal Affairs
Paige Gulck	Board Secretary
Tim Bonita	Recording Secretary
Medha Patel	MNWD
Glen Allen	Newport Real Estate Services

1. CALL MEETING TO ORDER

The meeting was called to order by Donald Froelich at 9:02 a.m.

2. PUBLIC COMMENTS

None.

PRESENTATION ITEMS

3. Operations Center Consolidation and Improvements Project Update

Matt Collings provided an update on the Operations Center Consolidation and Improvement Project. New overview and site maps were presented.

ADJOURNMENT

The meeting was adjourned at 10:34 a.m.

Respectfully submitted,

Tim Bonita
Recording Secretary

DRAFT

RESOLUTION NO. 16-___

RESOLUTION OF THE BOARD OF DIRECTORS OF
MOULTON NIGUEL WATER DISTRICT
HONORING MRS. SUSAN HINMAN FOR 16 YEARS OF SERVICE
TO MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

WHEREAS, Susan Hinman will retire from the Municipal Water District of Orange County (MWDOC) Board of Directors after 16 years of dedicated service; and

WHEREAS, Mrs. Hinman during her tenure provided leadership to enhance regional coordination to address water reliability needs for communities of Orange County; and

WHEREAS, Mrs. Hinman is recognized for her involvement with Association of California Water Agencies (ACWA), South Orange County Watershed Management Area (SOCWMA) as well as the South Orange Coastal Ocean Desalination Project; and

WHEREAS, Mrs. Hinman, has represented Orange County special districts on the Orange County Operational Area Executive Board, which is involved in emergency planning, response and recovery efforts; and

WHEREAS, Mrs. Hinman, is also recognized for her dedicated service to South Orange County over the past three decades;

NOW, THEREFORE, BE IT RESOLVED: The Board of Directors of Moulton Niguel Water District wishes to honor Susan Hinman for her outstanding contributions and dedication to the water industry, her exemplary leadership during her tenure on the MWDOC Board, and for her devoted service to Southern California.

ADOPTED, SIGNED AND APPROVED this 20th day of October, 2016.

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

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

