



moulton niguel water district

**ADMINISTRATIVE COMMITTEE MEETING
MOULTON NIGUEL WATER DISTRICT
BOARD OF DIRECTORS**

26880 Aliso Viejo Pkwy, Suite 150, Aliso Viejo

May 6, 2020

10:00 AM

Approximate Meeting Time: 1 Hour

IN AN EFFORT TO PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS), AND IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20, THERE WILL BE NO PUBLIC LOCATION FOR ATTENDING THIS BOARD MEETING IN PERSON. MEMBERS OF THE PUBLIC MAY LISTEN AND PROVIDE PUBLIC COMMENT TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER:

DIAL: 1-669-900-9128

MEETING ID: 869-1965-3002#

1. CALL MEETING TO ORDER
2. APPROVE THE MINUTES OF THE APRIL 1, 2020 ADMINISTRATIVE COMMITTEE MEETING (**ROLL CALL VOTE**)
3. PUBLIC COMMENTS
As permitted under the Brown Act, and in order to provide an equal opportunity for members of the public to provide comment without everyone talking over one another, the Board of Directors will receive all public comments, on items on or off the agenda, during the Public Comment portion of this meeting. Comments are limited to five minutes unless further time is granted by the Presiding Officer.

PRESENTATION ITEM

4. Community Roots Academy Water Project Class Presentations

DISCUSSION ITEMS

5. Designation of Authorized Agents with California Governor's Office of Emergency Services

6. Fiscal Year 2020-21 Proposed Budget

INFORMATION ITEMS

7. May Customer Communications Update

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, 26880 Aliso Viejo Parkway, Suite 150, Aliso Viejo ("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 ADMINISTRATIVE COMMITTEE MEETING MOULTON NIGUEL WATER DISTRICT BOARD OF DIRECTORS

April 1, 2020

A Regular Meeting of the Administrative Committee of the Moulton Niguel Water District was held telephonically at 10:00 AM on April 1, 2020. There were present and participating:

DIRECTORS

Richard Fiore	Director/Chair
Kelly Jennings	Director
Gary Kurtz	Director

Also present and participating were:

STAFF MEMBERS, LEGAL COUNSEL, AND MEMBERS OF THE PUBLIC

Joone Lopez	General Manager
Matt Collings	Assistant General Manager
Drew Atwater	Director of Finance & Water Resources
Gina Hillary	Director of Human Resources
Todd Novacek	Director of Operations
Rod Woods	Director of Engineering
Ruben Duran	Best, Best, & Krieger (General Counsel)
Paige Gulck	Board Secretary
Tim Bonita	Recording Secretary
Bill Moorhead	Member of the Public
Medha Patel	MNWD

1. CALL MEETING TO ORDER

The meeting was called to order by Chairmen Fiore at 10:00 a.m. Chairman Fiore stated that the meeting was being conducted by teleconference pursuant to the Brown Act waivers provided for under the Governor’s Executive Orders in response to the COVID-19 State of Emergency. As stated on the agenda, there was no public location for

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attending the meeting in person. The agenda also stated that the public could listen and provide comment telephonically by calling the number listed on the agenda.

2. APPROVE THE MINUTES OF THE MARCH 4, 2020 ADMINISTRATIVE COMMITTEE MEETING

MOTION DULY MADE BY KELLY JENNINGS AND SECONDED BY GARY KURTZ, MINUTES OF THE MARCH 4, 2020 ADMINISTRATIVE COMMITTEE MEETING WERE APPROVED AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, AND THE VOTE WAS UNANIMOUS WITH DIRECTORS RICHARD FIORE, KELLY JENNINGS, AND GARY KURTZ ALL VOTING 'AYE'.

3. PUBLIC COMMENTS

Chairman Fiore stated that as permitted under the Brown Act, and in order to provide an equal opportunity for members of the public to provide comment without everyone talking over one another, public comments, on items on or off the agenda, would be taken during the Public Comment portion of the meeting. Chairman Fiore then asked if there was anyone on the phone who would like to provide comment. Hearing none, the Public Comment portion of the meeting was closed.

INFORMATION ITEMS

4. Community Outreach Report

Medha Patel presented the Community Outreach Report. Discussion ensued regarding future outreach activities during the COVID quarantine.

5. April Customer Communications Update

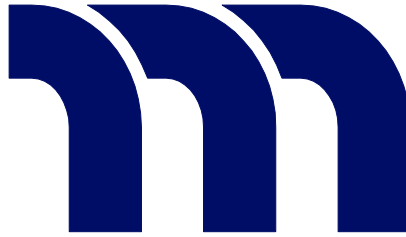
Medha Patel presented the April Customer Communications Update. Discussion ensued regarding keeping communications timely during this period.

ADJOURNMENT

The meeting was adjourned at 10:24 a.m.

Respectfully submitted,

Tim Bonita
Recording Secretary



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STAFF REPORT

TO: Board of Directors **MEETING DATE:** May 6, 2020

FROM: Trevor Agrelus, Controller

SUBJECT: Designation of Authorized Agents with California Governor's Office of Emergency Services

SUMMARY:

Issue: Board action is required to approve the California Governor's Office of Emergency Services (CalOES) Form 130. This form allows the Board to designate District employees to serve as authorized agents with CalOES to seek financial assistance after a disaster has been declared.

Recommendation: It is recommended that the Board of Directors approve CalOES Form 130, designating the General Manager, Assistant General Manager, and the Controller as authorized agents to work with CalOES.

Fiscal Impact: None

Reviewed by Legal: Yes

BACKGROUND:

The California Disaster Assistance Act (CDAA) authorizes the Director of the California Governor's Office of Emergency Services (Cal OES) to administer a disaster assistance program that provides financial assistance from the state for costs incurred by local governments as a result of a disaster event. The program also provides for the reimbursement of local government costs associated with certain emergency activities undertaken in response to a state of emergency proclaimed by the Governor. In addition, the program may provide matching fund assistance for cost sharing required under federal public assistance programs in response to a Presidential Major Disaster or Emergency Declaration.

The District has worked successfully with CalOES in the past, receiving a \$1.8 million Hazard Mitigation grant in Fiscal Year 2015-16 for the Districts Plant 3A Effluent Transmission Main Protection Project.

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Designation of Authorized Agents with California Governor's Office of Emergency Services

May 6, 2020

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DISCUSSION:

CalOES Form 130 authorizes the positions listed on the form to execute for and on behalf of the District for the purpose of obtaining financial assistance. Form 130 is valid for three years after its initial adoption, and CalOES requires that this form be completed to be eligible for financial assistance.

District staff has proposed that the following positions be designated as authorized agents with CalOES for the purposes of seeking financial assistance:

1. General Manager
2. Assistant General Manager
3. Controller

Attachment: CalOES Form 130

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Moulton Niguel Water District
(Governing Body) (Name of Applicant)

THAT General Manager, OR
(Title of Authorized Agent)

Assistant General Manager, OR
(Title of Authorized Agent)

Controller
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Moulton Niguel Water District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Moulton Niguel Water District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

#5.

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130 - Instructions

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



moulton niguel water district

May Customer Communications Update

Administrative Committee Meeting
May 6, 2020

Monthly Customer Communications

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Communication Channels:

- Bill Snipe (Envelope)
- Bill Message on Customer Bill
- Newsletter (Print & Electronic)
- Educational Insert
- Email/Social Media/Website
- Customer Campaigns

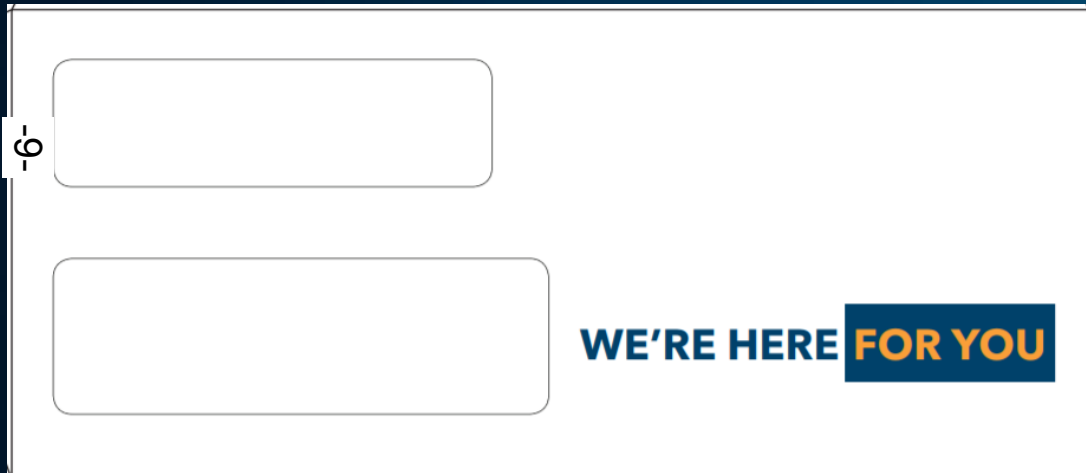
May Focus Areas:

- Safe & Reliable Drinking Water
- Fully Operational; Our Service to You Continues
- We're Here For You

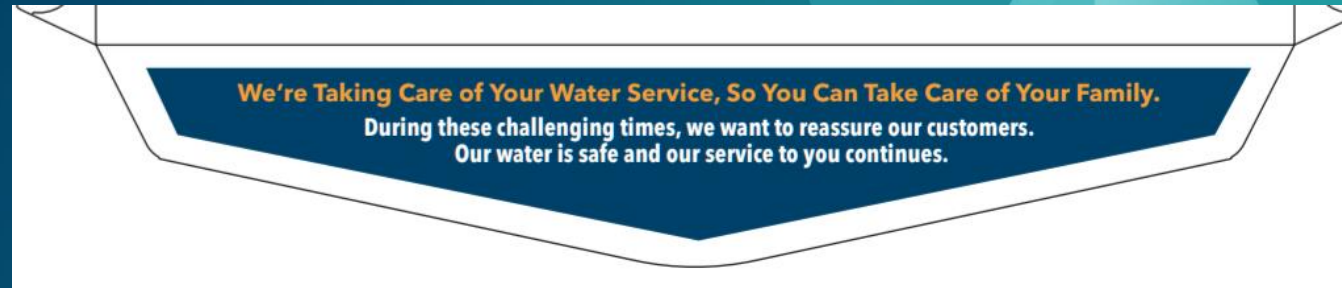


May Snipe (Envelope)

Front



Flap on the Back



Back Below the Flap



May Bill Message

Account Information

ACCOUNT NUMBER: BILLING DATE:
CUSTOMER NAME:
SERVICE ADDRESS:

PREVIOUS CHARGES

Amount of prior balance	\$	
Payment Received 07/10/18	\$	
Balance Forward		\$ 0.00

CURRENT CHARGES

Classification Code - Water Residential

Basic Water Charge	\$	11.22
Water Usage Charge in Billing Units (BU)		
Tier 1	6 BU @ 1.69	10.14
Tier 2	5 BU @ 1.94	9.70
Tier 3	0 BU @ 3.32	0.00
Tier 4	0 BU @ 5.12	0.00
Tier 5	0 BU @ 9.59	0.00
Total Water Charges	11 BU	\$ 31.06
Basic Wastewater Charge		14.36
Variable Wastewater Charges		
* 3 HP @ 4.31		12.93
Total Wastewater Charges		\$ 27.29

Total Current Charges \$ 58.35
Total Amount Due By 08/09/18 \$ 58.35


Water Meter Information

Current Read Date	07/23/18	Prior Read Date	06/25/18
# Days This Year	28	# Days Prior Year	28
Current Usage	11	Prior Year Usage	14
Current Read	1961	Prior Read	1950
Meter Number	60694232	Meter Size	3/4"

PLEASE RETURN BOTTOM PORTION WITH YOUR PAYMENT

moulton niguel
water district
P.O. Box 30204
Laguna Niguel, CA 92607-0204

PLEASE MAKE YOUR CHECK PAYABLE TO:
MOULTON NIGUEL WATER



moulton niguel
water district
Customer Service (949) 831-2500
Account Inquiries (949) 448-4050

Special Message

During these challenging times, we want to reassure our customers. Our water is safe. We will continue to provide reliable and safe water service to our customers.

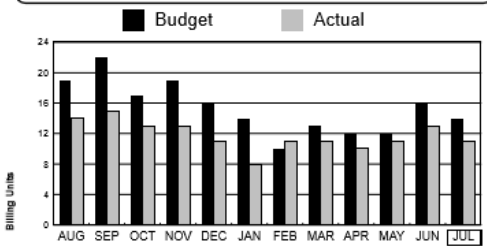
Our staff continues to be available for any assistance:

Phone: **949-831-2500**
Email: customerservice@mnwd.com

Please also visit mnwd.com for ongoing updates.

Your water budget for 06/25/18 - 07/23/18 = **14 BU**
Your current billed usage: **11**
Persons in household *(HP)= **3** ET Total = 5.54
Estimated landscape irrigation area = 2,426 sq feet

Your Usage History



Month	Budget	Actual
AUG	18	14
SEP	22	15
OCT	16	12
NOV	18	12
DEC	15	11
JAN	13	10
FEB	11	9
MAR	12	10
APR	11	9
MAY	12	10
JUN	15	12
JUL	13	11

1 BU = 100 CUBIC FEET OF WATER OR 748 GALLONS

Amount Due

ACCOUNT NUMBER: 48
DUE DATE: 08/09/18
TOTAL AMOUNT DUE: \$ 58.35

Amount Enclosed

Bill Message Located Here

During these challenging times, we want to reassure our customers. Our water is safe. We will continue to provide reliable and safe water service to our customers.

Our staff continues to be available for any assistance:

Phone: **949-831-2500**
Email: customerservice@mnwd.com

Please also visit mnwd.com for ongoing updates.

May Newsletter

OUR COMMITMENT TO YOU: SAFE AND RELIABLE WATER SERVICE



Our water is safe and reliable, and our service to you continues.

Moulton Niguel's drinking water exceeds all state, federal and Environmental Protection Agency water quality requirements. We conduct approximately 12,000 water quality tests per year that are independently analyzed at state-of-the-art laboratories.



WE'RE TAKING CARE OF YOUR WATER SERVICE

Moulton Niguel water and wastewater services are fully operational. We will continue to provide safe and reliable water services to all of our customers.

Until further notice, Moulton Niguel's customer service lobby is closed to the public. However, our customer service staff are available by phone and email during normal working hours: Monday to Friday from 8AM to 5PM.

Our Water Emergency Hotline remains open 24 hours per day at **(949) 831-2500**.

Here are a few ways to stay in touch with us:

- 24/7 Phone Number: **(949) 831-2500**
- Email: **customerservice@mnwd.com**
- Website: **mnwd.com**
- Social Media: **@MNWDWater** on Facebook, Nextdoor, Twitter, LinkedIn, and YouTube
- Teleconference Board Meetings: **mnwd.com/boardmeetings**



Helpful Resources & Reminders We Want to Share With You

WASH YOUR HANDS FOR AT LEAST 20 SECONDS

The best way to keep you and your family safe from the COVID-19 virus is to practice social distancing and wash your hands often using soap and clean water for **at least 20 seconds**.



STAY INFORMED WITH ALERTOC

We encourage our customers to register for AlertOC, a mass notification system designed to keep Orange County residents and businesses informed of emergencies. Registering with AlertOC can help you stay informed when emergencies occur in your county or city. AlertOC offers a text message and email notification as well as notifications for those with hearing impaired receiving devices.



Sign up at: alertoc.com

DON'T FLUSH DISINFECTING WIPES OR PAPER TOWELS DOWN THE TOILET

Disinfecting wipes are a great way to reduce the spread of the COVID-19 virus. But, remember to dispose of them in the trash can – not the toilet.

Flushable wipes and other products can clog your home's plumbing and require a costly emergency visit from a plumber.

Even "flushable" wipes can damage your pipes and our infrastructure. They're also harmful to our natural habitats and ecosystems.

Disinfecting wipes, paper towels, and flushable products belong in the garbage bin. Only toilet paper can be flushed down the toilet.



FOLLOW US ONLINE! For more information, visit mnwd.com

Moulton Niguel Water District delivers high-quality drinking water, recycled water and wastewater services to customers in Laguna Niguel, Aliso Viejo, Mission Viejo, Laguna Hills, Dana Point, and San Juan Capistrano. A leader in conservation and environmental protection, Moulton Niguel maintains the lowest average water bill in South Orange County. Have questions? Call us at **(949) 831-2500** or email us at outreach@mnwd.com.

Social Media

Social Media #1

Flushing wipes, paper towels and similar products down toilets can clog pipes and harm our environment. Some wipes are marketed as "flushable," but they don't break down the same way that toilet paper does.

Thank you for doing your part to help keep our pipelines flowing!

NO WIPES DOWN PIPES!

Friendly reminder, please do not flush the following items down the toilet:

-12-



WIPES



PAPER TOWELS



NAPKINS

Thank you for doing your part to help keep our pipelines flowing!



Social Media #2

We are here for you. Here are a few ways to stay in touch with us:

- Phone: (949) 831-2500
- Email: customerservice@mnwd.com
- Website: mnwd.com
- Social Media: @MNWDWater on Facebook, Nextdoor, Twitter, LinkedIn, and YouTube

WE'RE TAKING CARE OF YOUR WATER SERVICE.

SO YOU CAN TAKE CARE OF YOUR FAMILY.



Social Media #3

While our lobby is temporarily closed to the public we remain committed to serving you. Customer support is available by phone at 949-831-2500 and by email at customerservice@mnwd.com. Learn more by visiting our website at mnwd.com.

NEED HELP? WE'RE HERE!

Moulton Niguel remains fully operational to ensure safe and reliable water service.

949- 831-2500

customerservice@mnwd.com

mnwd.com



Social Media Continued

Social Media #4

During these challenging times, we want to reassure our customers. Our water is safe and our service to you continues. If you have any questions please call 949-831-2500 or email customerservice@mnwd.com.

Your Water is Safe and Reliable

Moulton Niguel conducts approximately 12,000 water quality tests per year that are independently analyzed at state-of-the-art laboratories to ensure safe and reliable water to our customers.



Social Media #5

Our collections crew continues to work hard for you to keep your sewer lines clean. A friendly reminder, please do not flush any type of wipes or paper towels down the toilet as they may cause clogs. Please dispose of these items in a trash can. #CommittedToYou #Everyday



MAINTAINING RELIABILITY
OUR SERVICE TO YOU CONTINUES



OUR COMMITMENT TO YOU: SAFE AND RELIABLE WATER SERVICE



Our water is safe and reliable, and our service to you continues.

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BOARD OF
DIRECTORS

Duane D. Cave
VICE PRESIDENT

Richard Fiore
DIRECTOR

Donald Froelich
VICE PRESIDENT

Kelly Jennings
DIRECTOR

Gary R. Kurtz
DIRECTOR

Bill Moorhead
DIRECTOR

Brian S. Probolsky
PRESIDENT

#7.



Helpful Resources & Reminders We Want to Share With You

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