



moulton niguel water district

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

26880 Aliso Viejo Pkwy, Suite 150, Aliso Viejo

June 3, 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: 857 0634 1010#

1. CALL MEETING TO ORDER

2. APPROVE THE MINUTES OF THE MAY 6, 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.

DISCUSSION ITEMS

4. Annual Gann Appropriations Limit for Fiscal Year 2020-21

5. Selection of the Annual Lump Sum Prepayment Option for Unfunded Accrued Liability to CalPERS for Fiscal Year 2020-21

6. Fiscal Year 2020-21 Proposed Budget

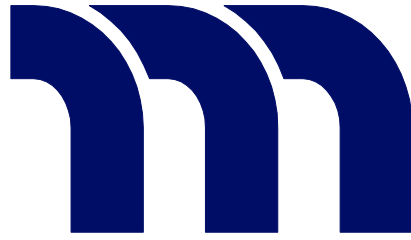
INFORMATION ITEMS

7. Community Outreach Report
8. June 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.



moulton niguel water district

DRAFT

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING MOULTON NIGUEL WATER DISTRICT BOARD OF DIRECTORS

May 6, 2020

A Regular Meeting of the Administrative Committee of the Moulton Niguel Water District was held telephonically at 10:00 AM on May 6, 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
Rod Woods	Directors of Engineering
Drew Atwater	Director of Finance & Water Resources
Gina Hillary	Director of Human Resources
Todd Novacek	Director of Operations
Jose Solorio	Government Affairs Officer
Ruben Duran	Best, Best, & Krieger (General Counsel)
Paige Gulck	Board Secretary
Tim Bonita	Recording Secretary
Trevor Agrelius	MNWD
Matt Brown	MNWD
Johnathan Cruz	MNWD
Todd Dmytryshyn	MNWD
Rhonda Himley	MNWD
Medha Patel	MNWD
Genevieve Ramirez	MNWD
Jeremy Cavallaro	Community Roots Academy, Co-founder

#2.

Michelle Smallwood	Community Roots Academy, Middle School Director
Brianna Giarretto	Community Roots Academy, Teacher
Julia Soto	Community Roots Academy, Teacher
Michelle Vocolla	Community Roots Academy, Teacher
Kyle Barnettler	Community Roots Academy, Student
Kaemon Cooper	Community Roots Academy, Student
August Crabbe	Community Roots Academy, Student
Skylar Kennedy	Community Roots Academy, Student
Summer Lawrence	Community Roots Academy, Student
Olivia Masad	Community Roots Academy, Student
Grace Mckeown	Community Roots Academy, Student
Nate McManus	Community Roots Academy, Student
Lily Myers	Community Roots Academy, Student
Mylee Ong	Community Roots Academy, Student
Emily Sadri	Community Roots Academy, Student
Louis Sansevero	Community Roots Academy, Student
Jacob Verhoef	Community Roots Academy, Student

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 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 APRIL 1, 2020 ADMINISTRATIVE COMMITTEE MEETING

MOTION DULY MADE BY KELLY JENNINGS AND SECONDED BY GARY KURTZ, MINUTES OF THE APRIL 1, 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.

PRESENTATION ITEM

4. Community Roots Academy Water Project Class Presentations

The Committee received a presentation from teachers and students from the Community Roots Academy.

DISCUSSION ITEMS

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

Trevor Agrelius provided information on the item. The Committee recommended sending this item to the Board for approval.

6. Fiscal Year 2020-21 Proposed Budget

Matt Collings provided details on the item. Discussion ensued regarding the proposed budget and timeline.

INFORMATION ITEMS

7. May Customer Communications Update

Medha Patel presented the May Customer Communications Update.

ADJOURNMENT

The meeting was adjourned at 10:53 a.m.

Respectfully submitted,

Tim Bonita
Recording Secretary



moulton niguel water district

STAFF REPORT

TO: Board of Directors **MEETING DATE:** June 3, 2020
FROM: Trevor Agrelus, Controller
SUBJECT: Annual Gann Appropriations Limit for Fiscal Year 2020-21

SUMMARY:

Issue: Board approval is required for the Fiscal Year 2020-21 Gann Appropriations Limit.

Recommendation: It is recommended that the Board of Directors approve the resolution entitled “Approving Appropriations Limit for Fiscal Year 2020-21 and Finding Compliance with Article XIII B of the Constitution of the State of California.”

Fiscal Impact: None

Reviewed by Legal: Yes

BACKGROUND:

In November of 1979, the voters of the State of California approved Proposition 4, commonly known as the “Gann Initiative” or “Gann Limit”. The Proposition created Article XIII B of the State Constitution, placing limits on the amount of tax revenue which can be received and allocated within a given year by public agencies, including many Special Districts. Section 7900 of the Government Code specifies the process for calculating state and local government appropriation limits and appropriations subject to limitation under Article XIII B of the Constitution. These constitutional and statutory sections explain and define the appropriations limit and appropriations subject to limitation as they apply to state and local government; and require that each entity of government formally “adopt” its Appropriations Limit for a given fiscal year.

#4.

Annual Gann Appropriations Limit for Fiscal Year 2020-21

June 3, 2020

Page 2 of 2

DISCUSSION:

Fiscal Year 1978-79 appropriations serve as the base for this limit, with adjustments being made annually to reflect increase in population and the cost of living. Only property tax proceeds are subject to the limit. Charges for services, regulatory fees, grants, loans, donations and other non-tax proceeds are not subject to the limit. Each year the Board of Directors must adopt by Resolution the District's Appropriations Limit for the following year. For Fiscal Year 2020-21 the Appropriations Limit is calculated to be \$8,896,093.

The appropriations limit only applies to the application of property tax revenue to the District's operation and maintenance expenses. The District primarily utilizes property tax revenues to fund the capital improvement program which isn't subject to the same limitations.

Attachments:

1. Resolution entitled, "Approving its Appropriations Limit for Fiscal Year 2020-21 and Finding Compliance With Article XIII B of the Constitution of the State of California"
2. Computation of the Appropriation Limit for Fiscal Year 2020-21

RESOLUTION NO. 20-____

**RESOLUTION OF THE BOARD OF DIRECTORS OF
MOULTON NIGUEL WATER DISTRICT
APPROVING ITS APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21 AND
FINDING COMPLIANCE WITH ARTICLE XIII B OF THE CONSTITUTION
OF THE STATE OF CALIFORNIA**

WHEREAS, the Board of Directors of the Moulton Niguel Water District (MNWD) has reviewed the financial affairs of MNWD and has reviewed the proposed Budget for the Fiscal Year 2020-21; and

WHEREAS, the Board of Directors desires to establish an Appropriations Limit for Fiscal Year 2020-21 for the purpose of complying with Article XIII B of the Constitution of the State of California. Said calculations have been posted at MNWD’s offices and made available to the public at least 15 days prior to the adoption of this Resolution; and

WHEREAS, the Board of Directors desires at this time to approve its Budget for the Fiscal Year 2020-21, as well as its Appropriations Limit for said Fiscal Year 2020-21;

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

Section 1. That an Appropriations Limit of **\$8,896,093** be and the same hereby is established as the limit to which funds derived from proceeds of taxes may be appropriated during the Fiscal Year 2020-21.

Section 2. That the Budget for the Fiscal Year 2020-21 be and the same hereby is approved by this Board of Directors which Budget is on file with the Treasurer of MNWD and is by this reference incorporated herein.

Section 3. That the Treasurer of MNWD be and the same is hereby authorized to file copies of said Budget with such other public agencies as may be necessary. Pursuant to Government Code Section 7910, any judicial action or proceeding to attach, review, set aside, void, or annul the establishment of the appropriations limit as set forth herein must be commenced within 45 days of the adoption of this Resolution.

#4.

APPROVED, SIGNED and ADOPTED this 11th day of June, 2020.

MOULTON NIGUEL WATER DISTRICT

President
MOULTON NIGUEL WATER DISTRICT
and the Board of Directors thereof

Secretary
MOULTON NIGUEL WATER DISTRICT
and the Board of Directors thereof

MOULTON NIGUEL WATER DISTRICT
Permitted Growth Rate in Appropriations for 2020-21

Appropriations Limitation adopted 2019-20 \$8,572,772

Increase In CA Per Capita Personal Income

$$\frac{3.73 + 100.00}{100} = 1.0373$$

Increase In Population
Orange County

$$\frac{.04 + 100.00}{100} = 1.0004$$

Change Ratio 1.0373 x 1.0004 1.0377

Appropriations Limitation for 2020-21 \$8,896,093



moulton niguel water district

STAFF REPORT

TO: Board of Directors MEETING DATE: June 3, 2020
FROM: Gina Hillary, Director of Human Resources
**SUBJECT: Selection of the Annual Lump Sum Prepayment Option for
Unfunded Accrued Liability to CalPERS for Fiscal Year 2020-21**

SUMMARY:

Issue: The District is required to remit employer contributions to the California Public Employees Retirement System (CalPERS).

Recommendation: It is recommended that the Board of Directors elect the annual lump sum prepayment option to pay for the unfunded accrued liability to CalPERS for Fiscal Year (FY) 2020-21.

Fiscal Impact: Should the District exercise this option, there would be a savings of \$51,879.16 for FY 2020-21.

Reviewed by Legal: Yes

BACKGROUND:

CalPERS conducts an annual actuarial valuation of our retirement plan to determine required employer contributions. Beginning with FY 2015-16, CalPERS changed the billing process for collecting employer contributions. The normal cost portion of employer contributions must be paid as a percentage of payroll. The unfunded accrued liability portion may be paid as an annual lump sum pre-payment or as a monthly dollar amount. The District has paid the unfunded accrued liability portion of its contribution obligation as a lump sum prepayment since this option was made available.

#5.

Selection of the Annual Lump Sum Prepayment Option for Unfunded Accrued Liability to CalPERS for Fiscal Year 2020-21

June 3, 2020

Page 2 of 2

DISCUSSION:

The FY 2020-21 required employer contribution determined by the CalPERS actuarial valuation is \$1,507,772. CalPERS offers two options for employers to pay the unfunded accrued liability:

Option 1: Lump sum pre-payment of \$1,507,772

Option 2: Monthly payments of \$129,970.93 (total for 12 months = \$1,559,651.16)

If the District elects Option 1, the lump sum pre-payment must be received in full by CalPERS on or before July 31, 2020 and would save the District \$51,879.16. Staff is recommending the Board approve the annual lump sum prepayment option to pay for the unfunded accrued liability to CalPERS for Fiscal Year (FY) 2020-21.



moulton niguel water district

Community Outreach Report


Administrative Committee Meeting
June 3, 2020

Key Meetings & Activities


- Guest Lecture at Soka University
- Building Resilience & Culture Within Water Systems Webinar
- Human Resources Matters Workforce Webinar
- Coro Fellows in Public Affairs
- Community Roots Academy Water Warriors
- Various Chambers of Commerce Meetings

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What Matters Webinar Series



Webinar Sponsor



Founding Sponsors


Human Resources Matters

Working and Managing Remotely and More

May 14, 10:15 a.m. to 11:15 a.m.

Learn more about the innovative solutions others have found for working and managing from home during the COVID-19 emergency. Discover tips for keeping remote teams motivated and accountable; and keeping on-the-ground teams healthy and safe.

RSVP Now for Free Webinar
<https://bit.ly/2yCilZm>

Recurring Chamber Meetings

Chamber	Event	Frequency	Time
Laguna Niguel	Breakfast Mixers	3rd Tuesday of Each Month	8am-9am
Laguna Niguel	After-Hours Mixers	4th Thursday of Each Month	5:30pm-7pm
Laguna Niguel	Governmental & Community Relations	1st Friday of Each Month	7:30am-9am
Aliso Viejo	Networking Breakfast	2nd Tuesday of Each Month	7:30am-9am
Aliso Viejo	After-Hours Mixers	4th Wednesday of Each Month	6pm-8pm
Mission Viejo	“Daybreakers” Networking	Every Tuesday	8am-9:30am
Mission Viejo	Lunch & Learns	1st & 3rd Wednesdays of Each Month	11:30am - 12:30pm
Mission Viejo	Community & Legislative Affairs	2nd Thursday of Each Month	8am-9am
Laguna Hills	Networking Breakfast	Every Tuesday	8am-9am
Laguna Hills	Lunch Local	2nd Thursday of Each Month	12pm-1pm
Dana Point	Government Affairs	3rd Thursday of Each Month	8am-9am

Upcoming Virtual Events

- AWWA Webinar "Workforce and COVID-19: Utility Solutions" – June 5
- WaterReuse OC Chapter Meeting – June 18
- WaterReuse California Annual Conference – June 24-25
- AWE/EPA Outdoor Water Use Webinar – June 30
- SWAN 10th Annual Conference – July 22-24
- ACWA Summer Conference – July 29-30

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moulton niguel water district

June Customer Communications Update

Administrative Committee Meeting
June 3, 2020

Monthly Customer Communications

#8.

Communication Channels:

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

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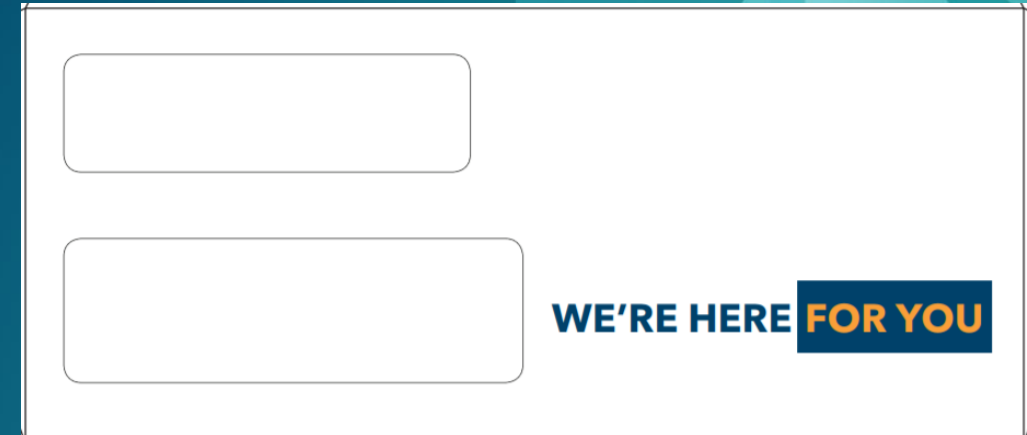


June Bill Communications: Key Messages

Continuation of Key Messages:

- Safe & Reliable Water Service
- District Remains Fully Operational
- We're Here for You; Ways to Stay Connected

Envelope: Front



Monthly 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**

Envelope: Back Below the Flap

The image shows the back of a white envelope with the flap folded down. The flap contains contact information on a dark blue background. On the right side of the flap, there is a photograph of a woman and a young child smiling and washing their hands at a sink.

 **Phone:** (949) 831-2500

 **Email:** customerservice@mnwd.com

 **Website:** mnwd.com

 **Social Media:** @MNWDWater on Facebook, Nextdoor, Twitter, LinkedIn, and YouTube

June Bill Communications: Water Quality Report

Notice: Availability of Water Quality Report

- Educational Insert
- Bill Message
- Social Media
- Email
- Website

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Report Cover



Bill Insert: Front

2019 Water Quality Report: MOULTON NIGUEL WATER REMAINS SAFE & CLEAN

When you turn on the tap, your family and ours are drinking water that is safe, clean and continues to surpass every state and federal water quality standard. Every year, Moulton Niguel conducts approximately 12,000 water quality tests that are independently analyzed at state-of-the-art laboratories.

Check out this year's Water Quality and Consumer Confidence Report to learn more about how we comply with the science-based water quality standards set by the Environmental Protection Agency and the State Water Resources Control Board.



View the report online:
mnwd.com/ccr

Request a paper copy:
(949) 831-2500 or
customerservice@mnwd.com



Bill Insert: Back

SAFE & RELIABLE DRINKING WATER, DELIVERED EVERY DAY

<p>Import 100% of drinking water</p>	<p>Provide to 172,000+ residents</p>	<p>Operate 30 pump stations, and 20 pressure reducing stations and flow control facilities</p>	<p>Deliver nearly 7 billion gallons of drinking water annually</p>	<p>Own 28 water storage reservoirs</p>
<p>Serve 37 square miles</p>	<p>Conduct more than 12,000 annual water quality tests</p>	<p>Maintain 700 miles of potable water pipelines</p>	<p>Have 173 million gallons of water capacity</p>	

Email Communications to Commercial Customers



Dear Moulton Niguel Customers,

The COVID-19 pandemic has left many businesses, schools, homes and other buildings unused for weeks. That means the water in your building's pipes or water system can become stagnant.

It's important to refresh your building's water system to ensure the highest quality of water. We recommend that customers flush out all the water that has been sitting stagnant in the building. While Moulton Niguel continues to provide safe and reliable water for our businesses and community, prolonged building closures can impact water quality within plumbing.

To restore your building's plumbing with fresh water, Moulton Niguel recommends that you take the following steps:

1. Identify all water faucets, toilets, shower and bathtub fixtures, refrigerator/freezers with an ice maker or water dispenser, drinking fountains, and any other source of potable water.
2. Turn on all the water faucets with drains for approximately 10 minutes. (Make sure to check that each drain is working properly). **Note: Water/Ice being flushed out of the building can be used to water plants and landscapes.**
3. While the faucets are running with fresh water, flush each toilet to refresh the tank water and empty the old water from the toilet bowl.
4. Dump any old ice in the refrigerator/freezer and continue to remove the new ice for 3-5 cycles. Run approximately 1 gallon of the water from the refrigerator dispenser to bring fresh water into the reservoir and water line to the refrigerator.
5. If the hot water has a sulfur smell or other odor, consider draining your water heater before use. (Follow manufacturers' directions carefully for safety and protection from water damage.)
6. Don't forget to check that all water faucets have been turned off after flushing.

With these simple steps, you can restore fresh water to your building.

While we are under the State of Emergency, Moulton Niguel Water District's Board of Directors is temporarily granting credits for additional charges applied in Tiers 4 and 5. To learn more about bill adjustments, please visit mnwd.com/adjustments.

To learn more about stagnant water and how to ensure your building's water is safe, read [Guidance for Building Water Systems](#) from the Centers for Disease Control and Prevention.

As always, if you have any questions, please give us a call at **949-831-2500** or email us at customerservice@mnwd.com.

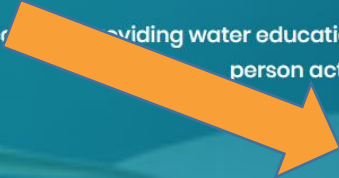
Thank you,

Moulton Niguel Water District

Website: Online Education Center

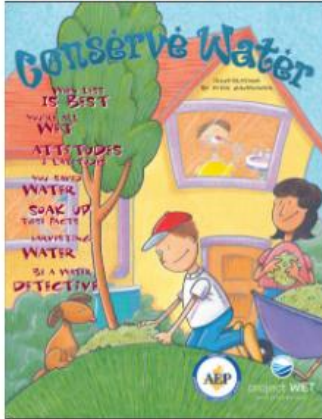
Water Education Programs

Moulton Niguel is dedicated to providing water education to youth, adults and professionals through many different programs. In addition to our in-person activities, check out our online educational center!



ONLINE EDUCATION CENTER →

Download Our Free Water Education Activity Booklet!



Moulton Niguel has partnered with The Project WET Foundation to provide this Conserve Water Activity Booklet. It is available for all ages, though the suggested grades are 3rd-8th grade.

Request a free downloadable PDF version by visiting www.projectwet.org/mnwd.

Additional Free Downloadable Water Education Activity Resources!

- Department of Water Resources: K-12 Education Materials
- Metropolitan Water District: K-12 Education Materials for Teachers

Department of Water Resources – Water We Do! It's Up to Me and You!

A friendly salmon explains the hows and whys of saving water



Department of Water Resources – The Water Cycle

Learn about the water cycle and the infrastructure that delivers water to our homes



Department of Water Resources – Water: Who Needs it?

An exploration of what we need water for, where it comes from, and why we should conserve

