

**SAN GORGONIO PASS WATER AGENCY**  
**1210 Beaumont Avenue, Beaumont, California 92223**  
**Minutes of the**  
**Board of Directors Meeting**  
**November 18, 2019**

**Directors Present:** Ron Duncan, President  
Lenny Stephenson, Vice President  
Stephen Lehtonen, Treasurer  
Blair Ball, Director (arrived at 1:35 pm)  
David Fenn, Director  
David Castaldo, Director  
Michael Thompson, Director (left at 2:50 pm)

**Staff Present:** Jeff Davis, General Manager  
General Counsel Jeff Ferre  
Thomas Todd, Finance  
Manager Cheryle Stiff,  
Executive Assistant

1. **Call to Order, Flag Salute, Invocation, and Roll Call:** The meeting of the San Gorgonio Pass Water Agency Board of Directors was called to order by Board President Duncan at 1:30 p.m., November 18, 2019 in the Agency Boardroom at 1210 Beaumont Avenue, Beaumont, California. President Duncan led the Pledge of Allegiance to the flag. Director Castaldo gave the invocation. A quorum was present.
2. **Adoption and Adjustment of Agenda:** *President Duncan asked if there were any adjustments to the agenda.* There being none the agenda was adopted as published.
3. **Public Comment:** *President Duncan asked if there were any members of the public that wished to make a public comment on items that are within the jurisdiction of the Agency that are not on today's agenda.* There were no members of the public that spoke at this time.
4. **Consent Calendar:**
  - A. Approval of the Minutes of the Regular Board Meeting, October 7, 2019
  - B. Approval of the Minutes of the Engineering Workshop, October 14, 2019

*President Duncan asked for a motion on the Consent Calendar.* Director Lehtonen made a motion, seconded by Director Castaldo, to adopt the consent calendar. Motion passed 6-0, Director Ball not yet arrived.

5. **Reports:**
  - A. **General Manager's Report:** General Manager Davis reported verbally on the following: **Operations** – 1. 868 acre-feet has been delivered to the Noble Creek Connection, so far this month. 2. All of the Nickel water, Ventura water, and carryover water have been delivered for 2019. 3. Rain is expected this week in Southern California. 4. The Water Ops Committee is meeting today to discuss the hydrology and weather for 2020. 5. SWP Table A water initial allocation will be announced before our December 2nd Board meeting.

**(2) General Agency Issues:** General Manager Davis spoke on the following:

- a. Construction – 1. Fiesta Recharge Facility construction is nearly completed; hydroseeding will take place this week. 2. Electronics still need to be hooked up at Mt. View, but we could manually serve water if there was a need to do so. 3. The Agency owes the City of Banning 125 AF of SWP water. Art Vela (City of Banning - Public Works Director) approved the usage of said water to be used at the Fiesta Recharge Facility for testing. After General Manager Davis' report President Duncan stated that he and other board members would like to be present during the testing of the Fiesta Recharge Facility.
- b. Delta Conveyance Facility amendment - There was a lengthy negotiating session that took place last Wednesday, Thursday, Friday. Most of the discussion was pertaining to carryover water in San Luis Reservoir. An Agreement in Principal has been drafted and is being reviewed by the attorneys. General Manager Davis informed the Board that he will be discussing the AIP with the Board in December, at which time the Board will need to decide what our participation level will be.
- c. Local Agency Investment Fund (LAIF) – General Manager Davis stated that every year there is a LAIF Conference that is designed to provide local public officials, responsible for the investment of public funds, with the opportunity to learn more about the LAIF program. Finance Manager Thomas Todd attended the LAIF Conference,. Mr. Todd provided insight on some of the economic forecasts that were presented by some of the speakers. He also reported on a presentation that was given on programmatic investment approaches.

**B. Directors Reports:**

**1) Director Thompson** reported that he attended the Beaumont Chamber breakfast that was held on November 8th. Senator Mike Morrell was the guest speaker. **2) Director Fenn** reported on the Beaumont Chamber's breakfast. **3) Director Stephenson** reported that he attended YVWD's Board meeting that was held on November 5th. He stated that the Board voted to accept the facilitated process of the water deliveries to the Calimesa Area by San Bernardino Valley Municipal Water District for the San Gorgonio Pass Water Agency. On November 1 h he attended YVWD's workshop. On November 13th he attended South Mesa's monthly meeting. **4) President Duncan** reported that he attended the Banning City Council meeting on November 12th. He attended a Banning School Board meeting. He also attended a meeting on November 15th with Supervisor Jeff Hewitt. **5) Director Lehtonen** reported that he attended the Beaumont Chamber breakfast. He will be attending the SGPRWA meeting that will be held on November 20th. **6) Director Ball** reported that he attended the Beaumont Chamber's breakfast. He reported on the BCVWD Board meeting that was held on November 13th.

**D. Committee Reports:** **1) Director Ball** reported on the Capacity Fee Ad-Hoc Committee that was held on November 12<sup>th</sup>.

**6. New Business:**

**A. Consideration of Adoption of Resolution No. 2019-09, Establishing a Board of Directors Handbook.** A staff report and a copy of Resolution No. 2019-09 were included in the agenda package. Legal Counsel Jeff Ferre stated that the Ad-hoc Committee for the Directors Handbook submitted a report to the Board on October 21<sup>st</sup>. The Ad-hoc Committee included Legal Counsel Ferre in several meetings to provide him with direction on what the contents of the handbook were to include. The intent is to provide information on how Board members are to conduct Agency business. This agenda item is to formally establish a Board of Directors Handbook to house policies related to the Board of Directors by adopting Resolution No. 2019-09. General Counsel Ferre turned this item over to the Chair of the Committee, Director Castaldo. Director Castaldo stated that the committee met a number of times and during the meetings the current handbook for the Directors seemed adequate. However, there were some items that did not need to be included in the handbook, some items that needed updated, and a couple of items that needed to be added. After discussion, Director Fenn moved, seconded by Director Castaldo, to adopt Resolution No. 2019-09, establishing a Board of Directors Handbook. Motion passed 7-0.

**B. Consideration of Adoption of Resolution No. 2019-10, Adopting Rosenberg's Rules of Order as the Official Parliamentary Procedures for Board Meetings.** A staff report, Resolution No. 2019-10, and a copy of Rosenberg's Rules of Order (Revised 2011) were included in the agenda packet. Director Castaldo stated that the Rosenberg's Rules of Order is an abbreviation of Robert's Rules of Order. He noted that Rosenberg's Rules of Order was adopted by the California League of Cities. He informed the Board that Rosenberg's Rules of Order is simple, easy and understandable. Director Fenn shared examples when Rosenberg's Rules of Order would have been beneficial. General Counsel Ferre reviewed the specific rules for Rosenberg's Rules of Order as follow:

- First, the chair announces the item
- Second the chair invites the appropriate person (staff) to report on the item, including any recommendation they might have.
- Third, the chair should ask for technical questions for clarification.
- Fourth, the chair invites public comment, at the conclusion the chair is to announce that public comment has concluded
- Fifth, the chair invites the motion
- Sixth, chair invites a second to the motion
- Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion
- Eighth, the chair should invite discussion of the motion by the body.

Legal Counsel Ferre also brought to the Board's attention information related to motion to limit debate. After discussion, Director Castaldo moved, seconded by Director Fenn, to adopt Resolution No. 2019-10, adopting Rosenberg's Rules of Order as the official parliamentary procedures for Board meetings. Motion passed 7-0.

**C. Discussion and Possible Action to Adopt a Policy for Adding Items to Board Meeting and Committee Meeting Agendas.** Director Castaldo requested this item to ensure that Directors had the ability to request to have something placed on the agenda. He noted that the agenda is composed by both the Board President and the General Manager. Director Castaldo inquired with President Duncan as to what process a Board member is to request an item on the agenda. President Duncan stated that requests for items to be placed on an agenda should take place at the Board meetings under topics for future agendas. If there was an urgent matter he would listen to the request and determine at that time if the item needs to be on the upcoming agenda. Legal Counsel Ferre stated that the drafted policy addresses exactly what President Duncan stated. General Counsel Ferre reviewed the draft policy with the Board. Director Thompson made a motion, seconded by President Duncan, to table this item. Motion passed 7-0. General Manager Davis provided insight as to what the steps that staff takes to produce the agendas the time schedule that is needed in order to get the agenda published.

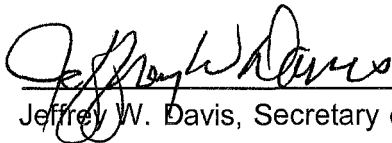
**7. Topics for Future Agendas:** 1) President Duncan requested that today's tabled item be on the next board agenda. 2) Director Ball requested additional information on the current water rate structure to be discussed at the December 2, 2019 Board meeting. 3) Director Fenn requested an update from the General Manager Hiring Committee. Director Stephenson stated that the committee is meeting with Counsel Ferre after today's Board meeting and he will have a report at the next Board meeting.

**8. Announcements:**

- A. Finance & Budget Workshop, November 25, 2019 at 1:30 p.m.
- B. Office closed Thursday, November 28, 2019, in observance of Thanksgiving Day
- C. Office closed Friday, November 29, 2019, in observance of the Thanksgiving Holiday
- D. Regular Board Meeting, December 2, 2019 at 1:30 p.m.

**9. Adjournment**

**Time: 3:03 pm**



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Jeffrey W. Davis, Secretary of the Board  
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