

- EVMWD BOARD ACTION  
 APPROVED  
 APPROVED AS AMENDED  
 DENIED  
 CONTINUED
- 

**MINUTES**  
**FINANCE & ADMINISTRATION COMMITTEE**  
**Regular Meeting of**  
**January 15, 2019**  
**3:30 P.M.**

The Regular Finance and Administration Committee (FAC) Meeting was held at EVMWD's principal offices at 31315 Chaney Street, Lake Elsinore, California.

Director Present

Harvey Ryan  
Phil Williams

Staff Present

John Vega, General Manager  
Robert Hartwig, Assistant General Manager – Business Services  
Brian Macy, Director of Engineering and Water Resources  
Terese Quintanar, District Secretary  
Margie Armstrong, Director of Strategic Programs  
Scott Thompson, Accounting Manager  
Jennifer Dancho, Human Resources and Safety Manager  
Serena Johns, Sr. Management Analyst  
Mia Beltran, Management Analyst – Grant Administration  
Bonnie Woodrome, Community Affairs Supervisor  
Jason Dafforn, Director of Engineering

**CALL TO ORDER**

The meeting was called to order at 3:30 p.m.

**PUBLIC COMMENTS**

The meeting was opened to public comments and there were none.

1. **Claims Update** – Ms. Dancho reported that there are no new claims this month, but there were three in November. Two small claims have been settled, for a total of \$3,500.
2. **Recruitment & Personnel Update** – There were a total of 3 separations in December, increasing to 18 for the year. We had 35 recruitments opened last year. Job posting hits totaled 18,744 last year: an average of 436 per job. Total applications processed was 2,000, with a total average of 61 per position. There were 44 positions filled last year, down from 51 the year before. There were 13 internal promotions and average recruitment time is 60 days.

Total budgeted employees is 169, with 157 staff members at this time and eight temporary employees. Most vacancy reasons were relocation. Payment of \$20,500 was made in 2018 in connection with certificate and degree bonuses, there were 23 employee development sessions in 2018, or an average of 21 per management or supervisory level employee. One Wellness event in December for a total of 12 last year, with an average of 44% staff participation. There were no open positions in December, but 7 positions are in various stages of recruitment. .

Demographics show that Baby Boomers and Millennials have swapped and we have one Generation Z.

3. **Safety Update** – There were 14 safety prescription glasses issued and SOPs continue to be updated. There were 12 ergonomics assessments, 65 ladder inspections and 24 site and vehicle inspections for this period. Road Rage Awareness training was done last month, and we have provided 231 hours of safety training for the year. These trainings are done mostly in-house. We partner with local agencies to share costs of the more expensive trainings and watch for scholarships, breaks on registration and any available discounts. Days without injury are at 35. We will be reaching 170 days on February 20, 2019. There were ten reported minor injuries and 4 workers compensation injuries. Pre-Job Inspections could include vehicles, job site or other equipment checks.
4. **EVMWD Emergency Communications Plan** – Ms. Woodrome reported that staff has been able to put the Emergency Communications Plan into practice during the Holy Fire incident. This plan is to guide our response to incidents or disasters in a consistent manner. The Emergency Communications principles enable to us to generate trust and confidence, employ empathy in all communications and make customers aware of pertinent information. Ms. Woodrome explained that staff worked with focus groups, like agencies, city, police, the school district and many other stakeholders in the community to create this document. Internal staff and mutual aid partners make up the communications team. The plan covers level of response, roles and responsibilities, incident command center operations and communications. Public information procedures, checklist, prepared messaging and content are also included in the Plan.

To organize the Plan, first the current communication plan was reviewed, and training was also taken into consideration for the future. Key values included accurate, quick and honest information. We have a variety of ways we will communicate, which may include social media, media, and the Everbridge system. We will be hosting a mutual aid workshop here next week, so others can review the Plan, and we will continue to work with those partners for future training. We are also coordinating with our safety personnel to do internal drills and will work with Regional partners and train new staff as they come on board. Messaging will continue to customers as well, so they are prepared and are aware of what the District will do in the case of an emergency. Every six months, the

Plan will be reviewed and updated as necessary. The Plan is NIMS and SEMS compliant and is extremely comprehensive and tailored to the needs of the community.

Director Ryan asked for a plan to provide people with water in the case of emergency. A plan with contacts, filling stations and other services will be presented. Director Williams mentioned a solar powered water generation truck. He also urged for the expedited method to submit information when we receive it. Ms. Woodrome responded that a lot was learned and improved during and following the Holy Fire and agreed that the more we can relay and the more quickly we respond, the more confidence we will create.

5. **Revision of Administrative Code Section 1552 & 1553** – Ms. Armstrong explained that this policy relates to surplus property. The next step for the current properties is to obtain appraisals. In some instances, appraisals cost more than the property. Staff recommends guidelines for when we obtain appraisals, with a trigger amount. Appraisals will not be done in house. Another amendment relates to properties with facilities on them. There are several properties with facilities that should be abandoned prior to declaring the property as surplus. Director Williams urged staff to consider more carefully prior to declaring surplus property and recommended discussion by the full Board. Ms. Armstrong explained that the properties are those outside the buffer zone, between the old buffer zone and the new.
6. **2018 Annexation Fee and Changes to Administrative Code Sections 1900 and 2608** – Mr. Thompson recommended adoption of 2018 annexation fees, calculate via the prior study and to instigate a new study to determine if the annexation fees are at an appropriate level. Director Williams asked to include what other agencies charge and what they utilize annexation fees for.
7. **Finance Performance Measures / Indicators** – This item was postponed.
8. **2018 Grants Update** – Ms. Johns provided information on SRF funding. We have received \$9.9M in grants and \$2.9M in low interest loans from 2014-2018. January 2018, we have 9 grants and loans being managed. The state has \$711M funded through the Clean Water Act each year. About 150 applications for funding have been submitted, statewide. We received two. In 2018-19 we received \$44,915,847, in 2019-20, \$129,860,229 pending and 2020-21, \$106,000,000.

Key changes were explained to be in the Open Application Period, where projects were funded on a first come, first service process. There was no refundable criteria and it took about 18 months to receive a funding agreement. There is still an open application period, but a funding list deadline. There is also a scoring priority, list and criteria, 12 months to receive funding once on the fundable list and no more Green Project Reserve. Every project applied for now goes on the

fundable list. Then they receive a priority score. She also explained the timeframe for review, funding and funding agreement creation. The scores are: Primary (What the project is about), Secondary (Climate Change Action Plan or matching funds), and third is readiness (shovel ready).

9. **Review the December 2018 Customer Service Department Performance Measures** – Information was included in the meeting packet.
10. **Other** – None.
11. **Consider Items for Board Review** – Information on grants status will be presented for the benefit of the full Board.
12. **Adjournment at 4:45 p.m.**