

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF  
YUIMA MUNICIPAL WATER DISTRICT  
January 28, 2019**

The Special Meeting of the Board of Directors of the Yuima Municipal Water District was held at the office of the District, 34928 Valley Center Road, Pauma Valley, California on Monday, 28<sup>th</sup> day of January 2019.

Special Meeting  
Meeting  
01/28/2019

**1. ROLL CALL – DETERMINATION OF QUORUM**

President Knutson called the meeting to order at 12:04 p.m.

Call to Order  
12:04 p.m.

Directors Present:

Present: 5

- W.D. "Bill" Knutson, President
- Ron Watkins, Vice-President – arrived at 12:20 p.m.
- Roland Simpson, Director
- Don Broomell, Director
- Laney Villalobos, Director

Quorum  
Present

President Knutson declared that a quorum of the Board was present.  
Directors Absent:

Absent: 0

Others Present:

- Rich Williamson, General Manager
- Amy Reeh, Assistant General Manager
- Carmen Rodriguez, YMWD
- Daren House, H&H
- Bobby Graziano, Rancho Pauma and Rancho Estates
- Richard A. Teaman, Teaman, Ramirez & Smith, Inc.
- Rick Gallo, Teamn, Ramirez & Smith, Inc.
- Mike Fitzsimmons
- Allison Burns, Stradling Yocca Carlson & Rauth, P.C.
- Matt Borden
- Nick Bishop, Captain CAL FIRE
- Nick Brown, Battalion Chief CAL Fire
- Robert Reynolds, CAL Fire
- Philip Pinal, CAL Fire
- Chad Whinery, CAL Fire
- Jim Ciprani

Others  
Present

**2. PLEDGE OF ALLEGIANCE**

President Knutson led those present in the Pledge of Allegiance.

Pledge of Allegiance

**3. APPROVAL OF AGENDA**

Director Simpson requested that Item number 6 of the Agenda Topics, Election of Officers be moved to Action Discussion after item number 7. He requested to replace it with Standard Operations & Procedures.

Approval of the Agenda

**4. PUBLIC COMMENT**

No speaker request was received and no other indication to speak was offered by members of the public present.

Public Comment

**5. OATH OF OFFICE**

Yuima Staff Member Abby Champaco administered the Oath of Office to recent elected Board Members: Division 1, Lynne Villalobos and Division 4 W.D. "Bill Knutson".

Oath of Office

**6. STANDARD OPERATIONS & PROCEDURES**

Director Simpson requested if it was possible to get the agenda and board packet a week early in order to have time to review it. Assistant General Manager Reeh advised that we have a calendar that we try to follow when we are preparing the board packet. The reason this board packet went out late was because she was working on financials in both the new system and the and old system as well as meeting other deadlines. Starting next month, we will try to follow the board packet schedule.

Standard Operations & Procedures

Director Villalobos wanted to follow up with her request on the email that was sent out to the board members as well as General Manager Williamson requesting four items to be added to this month's agenda. After receiving the agenda and reviewing it she did not see any of the items that she requested. General Manager Williamson advised her that he would be addressing those items in his Administrative report.

Special Report (Cal Fire)

**I. SPECIAL REPORTS**

**1. Joint Powers Fire Report**

Captain Nick Bishop invited us to a community event that they will be holding on April 13, 2019 at the County Club. They will be going over auto extrication, EMS training and public awareness. In the year 2021 CAL Fire will be receiving a C130 Air Tanker. Fire Engineer Pinal from Rincon reported with the transitional staffing for winter, Station 70 is now staffing a Type 1 Engine while still cross staffing our Type 3. E70 holds a full compliment of rope rescue and extrication equipment. For the year 2018 Station 70 performed 568 defensible space inspections and issued 70 burn permits.

## II. CONSENT CALENDAR

Upon motion being offered by Director Simpson, seconded by Director Watkins, the Minutes of the Regular Meeting of December 3, 2018 and Minutes of the Special Meeting of December 20, 2018. Accounts Paid and Payable for November and December 2018 and the Monthly Financial Reports for November 2018 were approved by the following roll-call vote, to wit:

AYES: Watkins, Villalobos, Simpson, Broomell, Knutson  
NOES: None  
ABSTAIN: None  
ABSENT: None

## III. ACTION/DISCUSSION

1. Consider Approval of the Yuima Municipal Water Districts Fiscal Year 2017-2018 Audited Financial Statements and 2017-2018 Comprehensive Annual Financial Report (CAFR).

Richard Teaman of Teaman, Ramirez & Smith reported to the Board his finding on Yuima's CAFR for FY 2017-2018. The Auditors issued an Unmodified opinion which is the highest level you can receive. This means there were no material deficiencies or misstatements in the financial statements. Upon motion offered by Director Broomell seconded by Director Simpson, *the 2017-2018 Audited Financial Statements and 2017-2018 Comprehensive Annual Financial Report (CAFR)* was carried by the following roll-call vote, to wit:

AYES: Watkins, Villalobos, Simpson, Broomell, Knutson  
NOES: None  
ABSTAIN: None  
ABSENT: None

Consent Calendar

Audit Report on  
2017-2018 CAFR

2. Discussion and Possible Action on the MOU for Tasks 1 and 2: Data Collection for Development of Groundwater Sustainability Plan for the Upper San Luis Rey Groundwater Basin.

MOU for Task 1 and 2

Following discussion and upon motion offered by Director Watkins seconded by Director Simpson, the board approved General Manager Williamson to execute the Memorandum of Understanding for Phase 1: Data Collection for Development of a Groundwater Sustainability Plan for the Upper San Luis Rey Groundwater Subbasin conditioned upon presentation to and approval by the executive team of an amendment to the MOU to revise section 3 (p) VIII was carried by the following roll-call vote, to wit:

AYES: Watkins, Villalobos, Simpson, Broomell, Knutson  
NOES: None  
ABSTAIN: None  
ABSENT: None

**The board took a break from 2:15 p.m. to 2:25 p.m.**

3. Certificate of Compliance by Yuima MWD as Successor in Interest to Palomar Mutual Water Company Calendar Year 2018 (Strub).

Certificate of Compliance (Strub)

Following discussion and upon motion offered by Director Simpson seconded by Director Broomell, the board authorized the President and Secretary to execute the accompanying Certificate of Compliance was carried by the following roll-call vote, to wit:

AYES: Watkins, Villalobos, Simpson, Broomell, Knutson  
NOES: None  
ABSTAIN: None  
ABSENT: None

4. Resolution 1803-19 Amending Rules and Regulations Governing Water Service (Definitions Section 1, Schedule of Rates, Rentals, Fees, Deposits and Charges Sections 14.7; 16.1).

Resolution No. 1803-19 Amending Rules and Regulations Governing Water Service

Following discussion and upon motion offered by Director Watkins seconded by Director Broomell Resolution No. 1803-19 *Amending Rules and Regulations Governing Water Service (Definitions Section 1, Schedule of Rates, Rentals, Fees, Deposits and Charges Sections 14.7; 16.1)* was adopted by the following roll-call vote, to wit:

AYES: Watkins, Villalobos, Simpson, Broomell Knutson  
NOES: None  
ABSTAIN: None

ABSENT:

5. Resolution 1804-19 Approving Operation Budget Revision- Transfer Contingency Reserve to General & Administrative Salaries & Wages, Manager Expense and Transmission and Distribution Salary and Wages Categories.

Resolution No.  
1804-19  
Approving  
Operation Budget  
Revision

Following discussion and upon motion offered by Director Broomell seconded by Director Simpson Resolution No. 1804-19 *Approving Operating Budget Revision-Transfer Contingency Reserve to General & Administrative Salaries & Wages, Manager Expense and Transmission and Distribution Salary and Wages Categories* was adopted by the following roll-call vote, to wit:

AYES: Watkins, Simpson, Broomell, Knutson  
NOES: Villalobos  
ABSTAIN: None  
ABSENT: None

6. Resolution 1805-19 Approving Fire Budget Revision- EMS First Aid and Medical Equipment Expenditure Line Item.

Resolution No.  
1805-19  
Approving Fire  
Budget Revision

Following discussion and upon motion offered by Director Watkins seconded by Director Simpson Resolution No. 1805-19 *Approving Fire Budget Revision- EMS First Aid and Medical Equipment Expenditure Line Item* was adopted by the following roll-call vote, to wit:

AYES: Watkins, Villalobos, Simpson, Broomell, Knutson  
NOES: None  
ABSTAIN: None  
ABSENT: None

7. Discussion and Possible Action to Lifting the Current IDA Well Development and Use Agreement Moratorium.

IDA Well  
Development  
Well Moratorium  
Lifted

Following discussion and upon motion offered by Director Broomell seconded by Director Watkins the board agreed to lift the moratorium was carried by the following roll-call vote, to wit:

AYES: Watkins, Simpson, Broomell, Knutson  
NOES: None  
ABSTAIN: Villalobos  
ABSENT: None

**8. Election of Officers.**

W.D. Bill Knutson stepped down as President of the Board. After discussion, Director Broomell moved to elect Vice-President Watkins as Board President and Director Simpson as Vice-President and Director Broomell to stay as Secretary/Treasurer seconded by Director Knutson was carried by the following roll-call vote, to wit:

AYES: Watkins, Simpson, Broomell, Knutson  
NOES: None  
ABSTAIN: None  
ABSENT: None

Election of Officers

A calendar with the dates for the board packet deadlines was circulated to the board members. It was agreed that the board members would receive a draft of the agenda the same date that General Manager Williamson, Assistant General Manager Reeh and Board President receive it.

Agenda Calendar

**9. Presidents Appointments to Committees.**

Following discussion and upon motion offered by Director Broomell seconded by Director Knutson the elimination of the Employee Recognition and Local Groundwater Committees were eliminated. The Personnel committee will be closed out and the President will appoint members to the committee when needed was adopted by the following roll-call vote, to wit:

AYES: Watkins, Simpson, Broomell, Knutson  
NOES: Villalobos  
ABSTAIN: None  
ABSENT: None

Appointment of Committees

**IV. INFORMATION/REPORTS**

**1. Board Reports/Meeting**

Director Knutson advised there was nothing new to report from JPIA

JPIA

Director Watkins reported that at the SDCWA last meeting they discussed the issues that they are having with MWD representatives. The MWD board is 36-member board and the Water Authority can appoint 4 of those 36 members. In the Water Authority Rules of Conduct it has always stated that those 4 board members have to be members of the Water Authority Board and they have been. They have learned that is not standard practice of the other members of the MET board. After some research they found out the reason is that if they are responsible voting member of a member agency then anything that is discussed and voted on at MET they can't participate in. If they are not a member of the voting board of the member agency, then they can participate and vote at the MET board. There was discussion of amending the rules and regulations of the Water Authority to say they don't have to be Water Authority board members that it can be anybody. Then there was a substitution motion made that it can't be no more than 2 members that are not members of the Water Authority.

The Water Authority has developed a pipeline relining process because all the big pipelines are all concrete with steel reinforcing and they are now 50 to 60 years old. They are starting to see some rusting of the steel reinforcing and deterioration in the concrete. They developed a steel liner, they think this will extend the life of those pipelines by about 75 years.

## 2. Administrative

Admin.

General Manager Williamson briefly reviewed his Administrative Report focusing on preliminary design report on the Forebay project and the recent inspection from JPIA. Assistant General Manager Reeh advised that Peter from JPIA was recently here to inspect the shop and warehouse where the guys work and found some issues that need to be addressed sooner than later. Peter advised that shop office and warehouse do not meet health and safety regulations for a working environment for Yuima employees. Assistant General Manager Reeh will be presenting a proposal from her brother in law to the board on what the cost is going to be to get the office and warehouse fixed at the next board meeting.

General Manager Williamson put in a new section in the administrative report called Address Directors Questions. Director Villalobos raised concern about the money that the district is spending on attorney fees. She feels that the attorney does not be called for every little question that Manager Williamson needs answered. She would like to keep those attorney fees low for the benefit of the district.

3. **Capital Improvement Program**

There was no information to report at this time.

Capital

4. **Operations**

No operations report was presented

Operations

5. **Counsel**

Allison reminded the board and staff that Form 700 are due by April 1, 2019. She advised that if any of the member or staff are posting on social media how to avoid your page becoming a public forum page.

Counsel

6. **Finance & Administrative Services**

Assistant General Manager Reeh advised the board that she was not able to complete the December financial because of software issues with the old system. She will have the December Financial ready for approval at the next board meeting.

Finance &  
Admin. Services

Assistant General Manager Reeh presented the new Yuima logo that will be going on the new website and the financial system. She also presented the new website that will be launching soon that includes the new pay online feature for our customers.

There was only 1 delinquent account for \$94.00. An email was sent out to the board member that are due for Ethics training.

Assistant General Manager Reeh briefly reviewed the 2017-2018 Reserve Balances.



**VI. OTHER BUSINESS**

Special Meeting was scheduled for Monday, February 11, 2019 at 4:00 p.m.

Other Business

**VII. ADJOURNMENT**

There being no further business to come before the board the meeting was adjourned at 4:52 p.m. to February 25, 2019.

Adjournment  
4:52 pm to  
February 25,  
2019

  
Don Broomell, Secretary/Treasurer

  
Ron Watkins, President