

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

ADMINISTRATION/EXECUTIVE COMMITTEE
MEETING MINUTES

WEDNESDAY, APRIL 8, 2020 – 3:00 P.M.

NOTICE: *In accordance with the evolving Public Health Declarations, we are limiting public participation to online video conference calls. To join this meeting via video conference visit WEBEX.com, click join in the upper right-hand corner, and input the meeting information as directed. For further instructions use the provided link (<https://help.webex.com/en-us/WBX77420/How-Do-I-Join-as-Guest-Using-Cisco-Webex-Meetings-Online>) and read the directions under “To join as a guest”.*

Meeting number: 627 940 867

Password: admin

Attendees via teleconference: Chuck Cordell, David Saint-Amand, Don Zdeba, Ty Staheli, Jason Lillion, and Renee Morquecho

1. Call to Order

The meeting was called to order at 3:02 p.m.

2. Committee/Public Comments

None.

3. Proposed New Staff Positions

Don Zdeba reviewed the following proposed new positions for the District:

- Field Services Technician
- Water Supply Technician
- Maintenance/Repair/Construction (MRC) Technician

These are new titles only and do not add to total staff numbers.

Management had previously discussed reorganizing crews after retirements last year in an effort to better designate and formalize senior staff. The new position titles outline specific licenses and certifications required, which would qualify certain employees to apply for a supervisor position, if one were to open. The Committee discussed the financial impact of the new positions and asked for an overview of the financial impact to the District accounting for various pay levels.

The Committee recommended approval of the proposed new positions.

4. Temporarily Suspending Customer Lock-offs for Non-Payment

Mr. Zdeba provided an overview of Governor Newsom’s Executive Order No. N-42-20, which prevents the termination of water service for non-payment during the COVID-19 pandemic. The Order, which backdates to March 4, 2020 (the date that Governor Newsom proclaimed a state of emergency in California), prohibits locking off water

during this time. The Order requires that any consumer locked off after March 4th have their services reinstated.

The District had locked off ten customers since that date for non-payment, one of which has paid and reestablished service. Field Services visited the remaining nine locations and turned their water on. A door hanger was left at each property stating the customer is still responsible for any past due fees and strongly encourages them to call the office to make a payment plan.

5. Draft Agenda for the Regular Board Meeting of April 13, 2020

The Committee reviewed the agenda and made no changes.

6. Future Agenda Items

None.

7. Adjournment

The meeting was adjourned at 3:14 p.m.