

**MINUTES
MOAPA VALLEY WATER DISTRICT
BOARD OF DIRECTORS MEETING
HELD
TUESDAY, APRIL 14, 2015**

PRESENT:	Kenneth Staton Jon Blackwell (Absent) Randy Tobler	Lindsey Dalley Ryan Wheeler
	Joe Davis Lon Dalley Bryan Mortensen	Susan Rose Jeannie Poynor
	Byron Mills	Vernon Robison

ORDER OF BUSINESS: At 4:04 p.m., Chairman Ken Staton called to order the regular meeting of the Moapa Valley Water District Board of Directors. The agenda items were addressed in the following order:

1. Public Comment (May be limited to five minutes)

None

2. Approval of the Minutes of the previous meeting held April 14, 2015 (For Possible Action)

On motion of Ryan Wheeler and seconded by Randy Tobler, the Board voted 3-0 in favor to approve the minutes of the April 14, 2015 meeting.

3. Approval of the Final Budget – Fiscal Year 2015-2016 (For Possible Action)

Joe Davis explained that the budget that the Board would be approving tonight was the same budget that was approved at last month's Board meeting. The tentative budget was sent to the NV Dept. of Taxation and we received a letter back from them saying that there weren't any problems with it. All the Board needs to do today is approve it and sign it.

On motion of Ryan Tobler and seconded Ryan Wheeler, the Board voted 3-0 in favor to approve the fiscal year 2015-2016 final budget.

Lindsey Dalley came into the meeting at this time.

4. Manager's Report

Office Manager – Jeannie Poynor wasn't at the meeting and no one had any questions about her report.

Water Distribution Superintendent – **1) Catherine Lane Project** – Lon Dalley explained that there are a lot of cones out on this project. The main line is in and the guys are moving the meters over to the new line. There is an individual on Catherine Lane that likes to complain. He is friends with one of the uppity ups in the County and he complained to him about the project. Lon called Trench Plate Rental and had them setup traffic control. We should be done with this project in a week or so. **2) Water Production** – Water production is actually a little higher than last year. **3) Meters**- We actually sold a few meters since the rates have been reduced. Troy Benson purchased one, one was purchased for Valley Heights and a gentleman purchased one for a property on Rice Rd. That property had the meter pulled a few years back because it was a delinquent account. **4) Line Extension** – Lon did an estimate for Brent and Diane Evans on a parcel on Heyer Street. Once they found out the cost they backed out. **5) Misc**- Lon worked on the monthly production reports, he has done some compliance sampling and he's been reviewing the engineering pool packets. He also did a site survey for the LDS Warm Springs property, revamped the asbestos Standard Operating Procedures and helped Joe and Bryan do some flow tests in the Narrows on the 14" and 12" lines to find out our hydraulics.

Water Production Superintendent – 1) There were a handful of meter change-outs. We received a shipment a couple of weeks ago so we should be up to our normal numbers again.

2) Customer service requests were about normal. We did have some leaks on meter setters and laterals. **3)** We've been working with Lane up at Arrow Canyon trying to get the pump and motor up and running. It's running right now; we just want to smooth it out a little bit. **4)** The arsenic media was removed and replaced at Baldwin Springs. It's also been chlorinated and the samples have been sent to the lab so we can make sure it's safe to turn it back on. Everything went well with the change-out. We have enough media left to change-out Arrow Canyon. That will probably have to be done next spring. **5)** We had to take the 1976 pump back to the shop. It's kind of running out of its curve because of the psv's we installed up there for the customers in Warm Springs. **6)** The guys are still doing flood cleanup. There's still a lot of 6" pipe exposed on the NDOT line. We will fix it as we go. We still have some fabric and material to put in Weiser Wash. **7)** The only thing left to do in Country Lane is seal the asphalt.

General Manager – 1) Engineering RFP - Joe explained that Staff sent out an RFP for engineering services. Joe, Lon, Bryan, Jeannie and Ryan are going to grade them. The RFP was sent out to five firms and they will probably all do a good job for us. It's nice to know what they're capabilities and strong points are. The review process should be done tomorrow and then we will hopefully get an opportunity next week to see how they're ranked. **2) Overton Breaks** – Joe has been contacted by Overton Breaks after they said in the meeting that they had a few questions on their project. They are thinking about changing the lots sizes. Joe sent the information over to Byron so he can look at it. It's pretty clear cut. They had an opportunity to back out like the others but they didn't. They tried to move forward with their project but they're past the time in order to get their Water Dedication Ordinance fees back. They had a question about getting their meter fees back since they are basically banked meters.

3) Capital Improvement Projects – We have five major projects that we've identified. There are tons of them that need to be done but there are five that really need to be done. They're tanks, wells, and line upgrades. Joe wants to sit down with Ryan and figure out which direction we want to go. They will bring it back to the Board but it probably won't happen before the next Board meeting. **4) Vanguard Repairs** – We definitely have a lot done. We're past the 80% mark in Country Lane II. We just need to get the seal coat done which is going to cost around \$12,000. We'll get quotes to do that from J & J and Holbrook.

Ryan asked about the flows test in the Narrows and the capital improvement projects. He was wondering if Joe was going to wait to hear back on the flow model before he moves forward with any of the capital improvements projects.

Joe said that the numbers that we got back from the flow tests that we did match what the flow models say. None of the projects in the capital improvement plan really have anything to do with the flow model.

Lindsey said that he has read through the Water Resource Plan and he noticed that we have a Lytle well.

Joe explained that it's basically just a hole in the ground. Even though the State Engineer doesn't allow water in one basin to be taken out in a different basin somehow it got quantified with the combined duty at Arrow Canyon. When we brought that to their attention they said that they would look into it but nothing ever happened. There's only about 22 af associated with the Lytle well.

Ryan asked if the Water Resource Plan was the draft final.

Joe said that it is the draft final and the plan is to have a discussion on it at the June or July Meeting. June's meeting is coming up quickly and he wasn't sure how in depth the Directors wanted him to get. The intent is to make sure that we're able to meet the requirements of the State Engineer and to show him that we need more water.

Lindsey said that the plan is supposed to do all the things Joe said but he sees it as helping us to philosophically move forward as well. In the future if we have issues like treatment plants and things, this is where our choices come from. It's not only for this Board but for future Boards. It helps everyone know what direction to take. He's excited about it. There are a couple of things that he wants to bring out in terms of what direction the Board wants to go. He's read through the plan and it's very interesting.

5. **Director's Preference**

- **Review Monthly Expenditures (For Information Only)**

Randy Tobler disclosed that he has an interest in a small business that is on the monthly expenditures list.

On motion of Chairman Staton and seconded by Randy Tobler the Board voted 4-0 to call a closed-door session at 4:40 pm.

On motion of Chairman Staton and seconded by Randy Tobler the Board voted 4-0 to reconvene the open-door session at 5:37 pm.

- **Litigation (Closed-Door Session)**
- **Discussion on SNWA's proposed contract modifications (Closed-Door Session)**

6. Personnel (Closed Door Session)

Assistant General Manager and Operations Manager Positions (For Discussion Only)

Joe reminded the Directors that as we made the transition from Brad to the current management, we were really lagging because Brad kept everything to himself. Joe's been trying to make sure that that doesn't happen again. The way the District used to be setup was we had a manager position, an assistant general manager position (which was not filled) and an operations manager. Brad didn't like the title Operations Manager so he created a production superintendent and a distribution superintendent. We had the treatment facility and the Coyote Springs stuff that were going to be coming down the line so he split those duties between the two positions. Now that our arsenic treatment facility is in, things have changed. Joe has been having Lon mirror him with everything he's doing so Lon and Bryan sat down and divided up the duties. Joe thinks that Lon has done a fantastic job. He would like to create an assistant manager position and move Lon into that position. He would also like to put the two superintendent positions on hiatus. We can have one individual as an operations manager who would take care of the treatment facilities and the production facilities. If Coyote Springs is going to be shut down it's an easy process. In 12 years when the contract goes away then we might have to change something in order to have someone run that position. Joe can move people around as he sees fit unless it's a manager's position. According to the policy manual if Joe wants to put someone in the assistant manager's position or the operations manager's position, he has to bring it to the Board for approval. He would like to have it on next month's agenda for Board approval.

Randy explained that the two superintendent's positions would go away and we would have an operation's manager that would handle a lot of what the superintendents are doing. We would then take some of the superintendent's jobs and shift it over to the assistant manager.

Joe explained that right now the assistant general manager is suppose to be over the backflow program, all of the sampling that needs to be done as well as all of the State and County sampling and reporting. He would also be over meter services. The operations manager will be responsible for all the budgeting for the field and everything else that happens in the field.

Ryan asked if these are the same positions with different names.

Joe said their not. He's had someone mirroring him for quite awhile. While he was on vacation he had Lon taking care of things but according to the job descriptions Lon doesn't have authority to do that.

Ryan asked if Lon and Bryan are both superintendents right now.

Joe said that they are.

Ryan asked if changing Lon and Bryan to these two positions will cause the two leads to want to move to the superintendent positions.

Joe explained that that's why he wants to put the two superintendent positions on hiatus.

Chairman Staton thinks it makes sense. If the general manager is making the recommendation and he's comfortable with it then he's all for it.

Ryan asked if the pay scales will be the same.

Joe said that right now Lon makes \$85,000. Lon will go to an \$85,000 salary. Bryan will stay on the same scale he's on right now. Last year with his overtime he made between \$87,000 and \$90,000.

Randy thinks it's a great idea because the system has kind of changed. He thinks anyone put in there would do well. We have really good employees. There are two things he would like to see added to the assist general manager's position. One would be that he needs to be a financial person who can work with Jeannie and do budgets. When Brad left we were scrambling for some of that stuff. That was one of the things that was on the old Board's 10 year plan. They wanted a financial person. We can incorporate that. Randy just doesn't want to see the person go to one class and that's it. It would be great if that person could have a degree but that's not realistic. The District should pay for him to get some finance background and then incorporate some of his roles with the office manager. One thing that he saw when he was looking at the budget is that we're getting pretty slim. In his mind, that's when management needs to start looking at a rate increase or looking at what they can cut. Before we make anything permanent, he would like that person to have some financial training.

Joe said that Jeannie has been taking some classes in order to help her out. She's found another company out there that offers even more training. Joe thinks it's a fantastic idea.

Randy also likes the fact that we're doing cross training. He hopes that the assistant manager will continue to train with the operations manager. He would also like Jeannie to get involved in the cross training. He would like to see some kind of plan for cross training. That way we won't have the same problem we had before. He then asked about production. He knows that Bryan is really familiar with getting the water out of the ground and treating it. He asked if we have anyone else that is familiar with that. What about Jeannie's position? Who else do we have that can oversee that?

Joe said that we have done a lot of cross training so most things that have to be done have multiple people that can do it.

Ryan asked if Lon and Bryan will move to a new pay scale.

Joe explained that the operation's manager will stay on his same pay scale and the assistant general manager will be on a salary pay scale. Both are topped out.

7. Approval of the June 11, 2015 Board Meeting

The general consensus was to hold the next Board meeting on June 11, 2015 at 4 pm.

8. Public Comment (May be limited to five minutes)

None

9. Adjournment

The meeting adjourned at 6:07 p.m.