

WESA

AGENDA

THE WATER EMPLOYEE SERVICES AUTHORITY ("WESA")
BOARD OF DIRECTORS
REGULAR MEETING
May 28, 2020
4:00 PM

CALL TO ORDER AND ROLL CALL– McBride, Burke, Morris, Ryan, Williams

PLEDGE OF ALLEGIANCE AND INVOCATION

ADD-ON ITEMS

APPROVAL OF AGENDA

PUBLIC COMMENT

Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of Water Employee Services Authority; however, any matter that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered.

I. CONSENT CALENDAR

Consent Calendar items are expected to be routine and non-controversial, to be acted upon by the Board at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Calendar, it shall be removed so that it may be acted upon separately.

A. Approval of:

1. Minutes of the Regular Board Meeting of May 14, 2020
2. Demands

B. Approval of Travel Authorizations:

1. Robert Hartwig - GFOA Annual Conference

II. REPORTS

Reports are placed on the Agenda to provide information to the Board and the public. There is no action called for in these items. The Board may engage in discussion on any report upon which specific subject matter is identified, but may not take any action other than to place the matter on a subsequent Agenda.

A. General Manager's Report

B. Legal Counsel's Report

III. DIRECTOR'S COMMENTS AND REQUESTS

Directors' Comments concern Water Employee Services Authority business which may be of interest to the Board. They are placed on the Agenda to enable individual Board members to convey information to the Board and the public. There is no discussion or action required, other than to place the matter on a subsequent Agenda.

IV. ADJOURNMENT

Pursuant to the Governor's Executive Order N-25-20, and in the interest of public health and safety, this meeting will be held telephonically.

Remote public participation is encouraged in one of the following ways:

For Online Participation:

Go to: www.webex.com and select Join
Enter Meeting ID: 293 901 389
Meeting Password: 92530

For Call-in Only:

Call: 213-306-3065
Enter Meeting ID: 293 901 389
Meeting Password: 92530

31315 Chaney Street, Lake Elsinore, CA
Board Room

5/21/20 3:26 PM To request a disability-related modification or accommodation regarding agendas or attendance, contact Terese Quintanar, at (951) 674-3146, extension 8223 at least 48 hours before the meeting.

**MINUTES OF REGULAR MEETING
WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)
BOARD OF DIRECTORS
THURSDAY, MAY 14, 2020
4:00 P.M.**

The Regular Meeting of the Board of Directors of Water Employee Services Authority was held via teleconference, through a call-in number clearly noted on the meeting Agenda, posted in accordance with the Brown Act.

Directors Present

Andy Morris, President
Phil Williams, Vice President
Darcy M. Burke, Treasurer
Jared McBride
Harvey R. Ryan

Staff Present

Greg Thomas, General Manager
Steve Anderson, Legal Counsel
Terese Quintanar, District Secretary/Administrative Services Supervisor
Robert Hartwig, Treasurer
Ganesh Krishnamurthy, Assistant General Manager – Eng. and Ops.
Christy Gonzalez, Deputy Board Secretary/Executive Assistant
Jim Ollerton, Director of Information Technology
Mergie Armstrong, Director of Strategic Programs
Jason Dafforn, Director of Engineering and Water Resources
Jase Warner, Director of Operations
Jennifer Dancho, Director of Human Resources and Safety
Greg Morrison, Government Relations Officer
Matthew Bates, Engineering Manager
Dennis McBride, Wastewater Operations Manager
Tim Collie, Water Operations Manager
Parag Kalaria, Water Resources Manager
Scott Thompson, Accounting Manager
David Smith, Maintenance Manager
Christina Henry, Community Relations Manager
Bonnie Woodrome, Community Affairs Supervisor
Christina Ramirez, Executive Assistant
Skyler Munson, Executive Assistant

Others Present

Public

CALL TO ORDER

The meeting was called to order by President Morris at 4:00 p.m.

APPROVAL OF AGENDA

A motion was made by Director Williams, seconded by Director Burke and carried unanimously to approve the Agenda as presented.

PUBLIC COMMENTS

The meeting was opened to public comments for anyone on the teleconference and in the room and there were none.

ITEM I. CONSENT CALENDAR

- A. Approval of:
 - 1. Minutes of the Regular Board Meeting of April 23, 2020
 - 2. Demands

A motion was made by Director Williams, seconded by Director Ryan and carried unanimously to:

- 1. Approve the Consent Calendar as presented.***

ITEM II. REPORTS

- A. General Manager's Report
Mr. Thomas had nothing to report.
- B. Legal Counsel's Report
Steve Anderson reported that the filing deadline for Statement of Economic Interests Form 700 was extended to June 1, 2020.

ITEM III. DIRECTORS' COMMENTS

Director Ryan questioned if the District had any plans for reopening and transitioning back to full staff onsite. Mr. Thomas responded that each Department has developed a transition plan, and management is reviewing.

ITEM IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:07 p.m.

Andy Morris, President of the
Board of Directors of the
Water Employee Services Authority

ATTEST:

Terese Quintanar, Board Secretary
to the Board of Directors of the
Water Employee Services Authority



Print Date: 05/19/2020

AP Disbursement Report

Cash Disbursements for 05/06/2020 through 05/28/2020

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Interim Justification	Pmt Type	Payment Amount
INTERIMS						
2085	05/07/2020	EMPLOYEE ASSOCIATION	EMPLOYEE ASSOC DUES	EMP DED-ASSOC DUES	ACH	1,764.00
2086	05/07/2020	INFINISOURCE	EE FSA MEDICAL	EMP DED-ADDT'L COVERAGE	ACH	4,658.93
2087	05/07/2020	MANAGEMENT TEAM ASSOCIATION	MTA DUES	EMP DED-MTA DUES	ACH	270.00
2088	05/14/2020	CARDOZA, TERI	COMPUTER PURCHASE	EMPLOYEE REIMBURSEMENT	ACH	1,309.99
137004	05/07/2020	AFLAC	AFLAC P/T-GROUP POLICY	EMP DED-ADDT'L COVERAGE	CHECK	946.48
137005	05/07/2020	AFLAC INSURANCE GROUP	AFLAC P/T-GROUP POLICY	EMP DED-ADDT'L COVERAGE	CHECK	187.97
137006	05/07/2020	ARMSTRONG, MARGIE S	TRAVEL EXPENSES	EMPLOYEE REIMBURSEMENT	CHECK	7.51
137007	05/07/2020	EMPLOYMENT DEVELOPMENT DEPT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	75.00
137008	05/07/2020	LEGALSHIELD	PRE PAID LEGAL SERVICES	EMP DED-ADDT'L COVERAGE	CHECK	26.68
137009	05/07/2020	LINCOLN FINANCIAL GROUP	LINCOLN NATIONAL 457	EMP DED-ADDT'L COVERAGE	CHECK	679.35
137010	05/07/2020	LINCOLN NATL LIFE INS COMP	VOL. LIFE INSURANCE	EMP DED-ADDT'L COVERAGE	CHECK	1,393.38
137011	05/07/2020	NATIONWIDE	NATIONWIDE 457%	EMP DED-ADDT'L COVERAGE	CHECK	2,213.75
137012	05/07/2020	RIVERSIDE COUNTY SHERIFF'S OFF	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	100.00
137013	05/07/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	222.11
137014	05/07/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	158.30
137015	05/07/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	222.00
137016	05/07/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	502.15
137017	05/07/2020	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	197.53
137018	05/07/2020	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL	DUE 05/18/2020	CHECK	80.00
137019	05/07/2020	TX CHILD SUPPORT SDU	CONFIDENTIAL GARNISHMENT	GARNISHMENT	CHECK	287.54
137020	05/07/2020	UNITED WAY	UNITED WAY CONTRIBUTION	EMP DED-DONATIONS	CHECK	119.00
137021	05/07/2020	VANTAGEPOINT TRANSFER AGENTS	MTA CONTRIBUTION 2019-RETIREMENT HEALTH	DUE UPON RECEIPT	CHECK	52,800.14
137022	05/07/2020	VANTAGEPOINT TRANSFER AGENTS	EA CONTRIBUTION 2019-RETIREMENT HEALTH	DUE UPON RECEIPT	CHECK	65,939.56
137023	05/14/2020	ACWA JOINT POWERS INS AUTH	HEALTH/VISION COVERAGE JUN 2020	DUE UPON RECEIPT	CHECK	171,355.59
137024	05/14/2020	CIGNA HEALTH AND LIFE INS.	MEDICAL COVERAGE MAY 2020	DUE UPON RECEIPT	CHECK	82,868.27
137025	05/14/2020	CINTAS CORPORATION	UNIFORMS	DUE 05/16/2020	CHECK	2,766.98
137026	05/14/2020	ENCISO, LUIS	COMPUTER PURCHASE	EMPLOYEE REIMBURSEMENT	CHECK	770.40
137027	05/14/2020	LINCOLN NATL LIFE INS COMP	LIFE/AD&D/LTD INSURANCE MAY 2020	DUE UPON RECEIPT	CHECK	10,120.54
137028	05/14/2020	LINCOLN NATL LIFE INS COMP	LIFE/AD&D/LTD INSURANCE APRIL 2020	DUE UPON RECEIPT	CHECK	10,248.34
137029	05/14/2020	LINCOLN NATL LIFE INS COMP	VOL. LIFE INSURANCE PPE 04/03/2020	DUE UPON RECEIPT	CHECK	76.80
137030	05/14/2020	SALHANI, MOWAFA	COMPUTER PURCHASE	EMPLOYEE REIMBURSEMENT	CHECK	1,673.32
137031	05/14/2020	US BANK	P CARD PURCHASES	DUE UPON RECEIPT	CHECK	460.64
137032	05/14/2020	WOODROME, BONNIE	COMPUTER PURCHASE	EMPLOYEE REIMBURSEMENT	CHECK	1,846.85



Print Date: 05/19/2020

AP Disbursement Report

Cash Disbursements for 05/06/2020 through 05/28/2020

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Interim Justification	Pmt Type	Payment Amount
DEMAND REGISTER						
2089	05/28/2020	INFINISOURCE	MONTHLY ADMINISTRATIVE SERVICE		ACH	233.05
137033	05/28/2020	BARTLEY OPTICAL	PRESCRIPTION SAFETY GLASSES		CHECK	58.37
137034	05/28/2020	CINTAS CORPORATION	UNIFORMS		CHECK	1,743.42
137035	05/28/2020	COMPLETE GYM SOLUTIONS, LLC	EQUIPMENT RENTAL		CHECK	1,190.64
137036	05/28/2020	ELSINORE VALLEY MWD	HR RENT FOR MAY 2020		CHECK	532.00
137039	05/28/2020	TOTAL CARE FAMILY MED CTR LE	PRE-EMPLOYMENT & EMPLOYEE TESTING		CHECK	80.00
WIRE TRANSFERS						
0233599520	05/06/2020	STAT	PR TAXES FOR PPE 20200501		WIRE	20,965.80
02335995201	05/06/2020	SDI	PR TAXES FOR PPE 20200501		WIRE	5,649.89
1001558732	05/06/2020	457	PERS 457 PPE 20200501		WIRE	19,966.27
1001559079	05/06/2020	PERS	CALPERS CLASSIC PPE 20200501		WIRE	72,909.63
1001559080	05/06/2020	PERS	CALPERS PEPRA PPE 20200501		WIRE	39,131.34
62709	05/06/2020	FEDS	PR TAXES FOR PPE 20200501		WIRE	56,432.33
627091	05/06/2020	FICA	PR TAXES FOR PPE 20200501		WIRE	16,384.78
1001561112	05/11/2020	PERS	CALPERS INV#100000016023676		WIRE	482.63

Reviewed By: 

Date: May 19, 2020

WESA
Travel Reimbursement Authorization Request

Control No: 20-288-929

Employee Name: Robert Hartwig Employee No.: 929
 Employee Title: Assistant General Manager - Business Services Department: Business Services
 Event Description: GFOA Virtual Conference
 Purpose/Benefit: Online finance conference with daily sessions focused on budgeting, reporting, debt administration, ethics, government leadership, risk management, and more. Training needed to maintain CPE cert.
 Location: Online Dates: May 18 - June 26, 2020

A) REGISTRATION COST	
Event Registration: <u>GFOA Virtual Conference</u>	No. of Days: <u>30</u>
Registration Cost: <u>\$549.00</u>	

B) TRAVEL COST	
I) ACCOMMODATION Hotel: <u>N/A</u> No. of Nights: <u>0</u> Cost/night: <u>\$0.00</u>	
Accommodation Cost: <u>\$0.00</u>	
II) TRANSPORTATION	
Air Travel Cost: <u>\$0.00</u>	Total Mileage: <u>0</u> Vehicle: <u>Car Allowance</u>
Baggage Cost: <u>\$0.00</u>	Less Commute: <u>0</u>
Ground Transport: <u>\$0.00</u>	Reimbursable Miles: <u>0</u> (x 0.575): <u>\$0.00</u>
Transportation Cost: <u>\$0.00</u>	
III) MEALS IRS Per Diem: <u>N/A</u>	Meal Cost: <u>\$0.00</u>
IV) MISCELLANEOUS (including parking, internet charges, training materials, etc.)	Misc. Cost: <u>\$0.00</u>

C) TOTAL COST	
G/L Account No.: <u>15-200-110 / 53300</u>	Budget Available (Y/N): <u>Y</u>
TOTAL EVENT COST: <u>\$549.00</u>	

D) EMPLOYEE ACKNOWLEDGEMENT	
<p>I, Robert Hartwig, acknowledge that I understand that submitting a Travel Request form for approval with total costs falling at or below \$500.00 and subsequently submitting actual costs totaling more than \$500.00 will require Board approval before any unauthorized costs are reimbursed or I may choose to receive only the previously approved amount.</p> <p>Is this request made voluntarily? YES Attendance required by supervisor? NO Is overtime involved? NO If this request is made voluntarily by the employee, the employee's signature below acknowledges the volunteer nature and the employee's understanding that they will receive no additional pay for hours outside of the employees' normally scheduled work hours.</p>	
Employee Signature: <u>Robert Hartwig</u>	Date: <u>May 13, 2020</u>

E) ADVANCES	
Payee/Employee: _____	Amount Requested: _____
Date Needed: _____	Account No.: _____

F) APPROVALS	
REQUIRES BOARD APPROVAL: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Approved	Signature
YES <input type="checkbox"/> NO <input type="checkbox"/>	<u>N/A</u>
YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	<u>May 13, 2020</u>
YES <input type="checkbox"/> NO <input type="checkbox"/>	
DEPARTMENT MANAGER APPROVAL	
GM/AGM APPROVAL	
BOARD APPROVAL	



Since you can't attend GFOA's 114th Annual Conference, we are bringing the conference to you. Join Us for GFOA's 2020 Virtual Conference!



2020 VIRTUAL CONFERENCE May 18 – June 26, 2020

Opening Session May 18 • Concurrent sessions several times a week through – June 26, 2020

Why a Virtual Conference?

It is important we all do the right thing and practice social distancing to beat COVID-19. This doesn't mean that you have to put your professional development and engagement with your colleagues on hold. We can connect virtually with the high quality programming you've come to expect from GFOA.

How it Works

- Register for the conference at gfoa.org by May 17, 2020.
- Tune in May 18, 2020, for GFOA's annual business meeting followed by a keynote panel discussion on issues important to your organization in this evolving environment.
- Earn CPE credits (session length varies from 50 minutes, 75 minutes, or 100 minutes • 1, 1.5, or 2 CPE credits available per session).
- Choose the sessions you want to attend. The sessions will be streamed between May 18–June 26, 2020, and will feature leading practitioners, recognized industry experts, and researchers (40+ sessions available • session days and times vary • schedule is posted on gfoa.org).
- Connect by asking questions, answering live polls, and chatting with presenters and other participants. You're also invited to engage with GFOA's interactive communities on the event mobile app, Facebook, Twitter, and LinkedIn.
- Participate in the weekly "Ask the Expert" sessions where you will be able to ask questions of public finance experts in specialized areas. Find out how the experts are addressing your issues!
- Interact with GFOA's Chatbot to help answer any questions about the conference, point you in the right direction to navigate GFOA's website, and connect you with appropriate GFOA staff.
- Learn about the industry's top vendors serving governments through sponsors and a virtual exhibit hall.
- All attendees will receive access to session recordings to view at a later date.*

Visit gfoa.org for session topics and schedule.

*At this time, viewing recorded sessions would not be eligible for CPE credits.

Technical Requirements

All you need is an internet connection to join. We encourage you to test your browser with the link posted to gfoa.org before the session date to make sure you can benefit from the whole virtual conference.

Registration

GFOA Active Government Member: \$549
Associate Member: \$649
Nonmember: \$849

- If you were registered for GFOA's 114th Annual Conference in New Orleans, Louisiana, and have transitioned to the virtual conference, your registration is set!
- If you were registered for GFOA's 114th Annual Conference in New Orleans, Louisiana, and have not yet contacted GFOA about your conference plans, please do so now at gfoa.org/annual-conference/annual-conference-overview.
- Please note that GFOA staff members are working remotely. For faster processing, please submit your registration through GFOA's e-store at gfoa.org.

Register Today at gfoa.org!