

# WESA

## AGENDA

THE WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)  
BOARD OF DIRECTORS  
REGULAR MEETING  
September 9, 2021  
4:00 PM

CALL TO ORDER AND ROLL CALL– Edmondson, 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.*

*In the interest of public health and safety this meeting will be held as a hybrid (in-person and virtually). To request the opportunity to make a public comment at the meeting, go to <https://www.evmwd.com/wesa-publiccomment> to complete a Public Comment Request Form prior to the start of the meeting. Please note, individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer.*

### 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 August 26, 2021
2. Payment Ratification Report
3. Adopt Bank Signatories' Resolution and Approve Amendment to Administrative Code Section 3100

### 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. CLOSED SESSION

- A. Public Employee Performance Evaluation  
Title: General Manager

### V. ADJOURNMENT

Pursuant to the Governor's Executive Orders N-25-20 and N-29-20, and in the interest of public health and safety, this meeting will be conducted as a hybrid (in-person and virtually.) Participants who would like to join this meeting remotely can do so in one of the following ways:

#### **For Online Participation:**

Go to: [www.zoom.us](http://www.zoom.us)  
Select Join a Meeting  
Enter Meeting ID: 824 7011 2653  
Meeting Password: 92530

#### **For Call-in Only:**

Call: (720) 707-2699  
Enter Meeting ID: 824 7011 2653  
Meeting Password: 92530

31315 Chaney Street, Lake Elsinore, CA  
Board Room

9/1/21 11:10 AM 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, AUGUST 26, 2021  
4:00 P.M.**

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

Directors Present

Phil Williams, President  
Darcy M. Burke, Vice President  
Harvey R. Ryan  
Andy Morris  
Chance Edmondson

Staff Present

Greg Thomas, General Manager  
Steve Anderson, General Counsel  
Ganesh Krishnamurthy, Assistant General Manager – Eng. and Operations  
Terese Quintanar, Secretary  
Christy Gonzalez, Executive Assistant/Deputy Board Secretary  
Susie Evans, Sr. Executive Assistant  
Christina Ramirez, Executive Assistant  
Jennifer Dancho, Director of Human Resources  
Margie Armstrong, Director of Strategic Programs  
Jase Warner, Director of Operations  
Tim Collie, Water Operations Manager  
Matthew Bates, Engineering Manager  
Parag Kalaria, Water Resources Manager  
David Smith, Maintenance Manager  
Darryn Flexman, Interim Director of Information Technology  
Jessie Arellano, Wastewater Operations Manager  
Bonnie Woodrome, Community Affairs Supervisor  
Kaitlyn Wu, Community Affairs Specialist  
Art Landeros, Financial Analyst  
Kelia Jones, Engineering Project Coordinator  
Scott Thompson, Accounting Manager  
AJ Rivera, Purchasing Manager  
Skyler Munson, Executive Assistant  
Serena Johns, Sr. Management Analyst  
Teri Cardoza, Accounting Supervisor  
Barbara Mason, Contract Administrator  
Allison Cadava, Sr. Office Assistant

Others Present

Public

Chris Palmer

Cathy Green, Director, Orange County Water District

Kim Byrens, Best Best and Krieger

Adam Bauer, Fieldman Rolapp

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

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

**ITEM I. CONSENT CALENDAR**

Minute Order 153-154

A. Approval of:

1. Minutes of the Regular Board Meeting of August 12, 2021
2. Payment Ratification
3. Extension of Existing Agreement between the Water Employee Services Authority and the Water Employee Services Authority Management Team Association for the Term of One Year *(MO #153)*
4. Amendment to Administrative Code Section 1450 - Information Technology Acceptable Use Policy *(MO #154)*

A motion was made by Vice President Burke, seconded by Director Morris, 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

Mr. Anderson had nothing to report.

**ITEM III. DIRECTOR'S COMMENTS AND REQUESTS**

There were none.

**ITEM V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:03 p.m.

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Phil Williams, President of the  
Board of Directors of the  
Water Employee Services Authority

ATTEST:

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



### Payment Ratification Report

Cash Disbursements for 08/13/2021 through 08/26/2021

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Pmt Type	Payment Amount
<b>ACH</b>					
2330	08/19/2021	ISOLVED BENEFIT SERVICES	FBA MONTHLY ADMIN - JULY 2021	ACH	221.20
2331	08/19/2021	MORRISON, GREG	CAL PERS LOAN REIMBURSEMENT	ACH	374.28
2332	08/19/2021	SAFETYNET INC.	LOTO AFFECTED & ARC FLASH LOW VOLTAGE TRAINING	ACH	4,252.80
2333	08/19/2021	US BANK	VIRTUAL PAYMENT PROGRAM - AUG 2021	ACH	5,212.51
2348	08/26/2021	EMPLOYEE ASSOCIATION	EMPLOYEE ASSOCIATION DUES	ACH	1,708.00
2349	08/26/2021	ISOLVED BENEFIT SERVICES	EE FSA MEDICAL	ACH	3,484.75
2350	08/26/2021	ISOLVED BENEFIT SERVICES	COVID-19 EXTENSION: COBRA 2020-2021	ACH	45.00
2351	08/26/2021	MANAGEMENT TEAM ASSOCIATION	MANAGEMENT TEAM ASSOCIATION DUES	ACH	270.00
<b>CHECKS</b>					
138303	08/19/2021	BANK OF AMERICA	BUSINESS CREDIT CARD - JULY 2021	CHECK	4,128.20
138304	08/19/2021	CINTAS CORPORATION	UNIFORMS	CHECK	1,950.02
138305	08/19/2021	ELSINORE VALLEY MWD	HR RENT - AUGUST 2021	CHECK	532.00
138306	08/19/2021	INDUSTRIAL SAFETY PROFESSIONALS, INC	QUANTITATIVE RESPIRATORY FIT TESTING	CHECK	65.00
138307	08/19/2021	VOYA FINANCIAL	CAL PERS 457 CONTRIBUTIONS	CHECK	1,959.04
138308	08/19/2021	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL	CHECK	80.00
138309	08/19/2021	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL	CHECK	125.00
138368	08/26/2021	AFLAC INSURANCE GROUP	AFLAC PRETAX GROUP INSURANCE	CHECK	203.57
138369	08/26/2021	AFLAC	AFLAC PRETAX GROUP INSURANCE	CHECK	856.42
138370	08/26/2021	AMERICAN PUBLIC WORKS ASSOCIATION	MEMBERSHIP & CHAPTER DUES	CHECK	268.75
138371	08/26/2021	CYPRESS DENTAL ADMINISTRATORS	DENTAL INS PREMIUMS - SEPT 2021	CHECK	19,689.42
138373	08/26/2021	DILL, LULU	TRAVEL REIMBURSEMENT	CHECK	181.54
138374	08/26/2021	EMPLOYMENT DEVELOPMENT DEPT	CONFIDENTIAL GARNISHMENT	CHECK	75.00
138375	08/26/2021	GARCIA, ROSALINA	CONFIDENTIAL GARNISHMENT	CHECK	715.99
138376	08/26/2021	GASTELUM, JESUS	TRAVEL REIMBURSEMENT	CHECK	275.06
138377	08/26/2021	IBARROLA, JEAN-PAUL	TRAVEL REIMBURSEMENT & COMPUTER LOAN	CHECK	2,697.48
138378	08/26/2021	LEGALSHIELD	PRE PAID LEGAL SERVICE	CHECK	26.68
138379	08/26/2021	LINCOLN FINANCIAL GROUP	457 CONTRIBUTION	CHECK	625.00
138380	08/26/2021	LINCOLN NATL LIFE INS COMP	VOLUNTARY LIFE INSURANCE	CHECK	1,374.06
138381	08/26/2021	NATIONWIDE	457 CONTRIBUTION	CHECK	2,816.46
138382	08/26/2021	CHARTER SPECTRUM	SETTLEMENT	CHECK	2,902.04
138383	08/26/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	197.53
138384	08/26/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	222.00
138385	08/26/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	222.11

## Payment Ratification Report

Cash Disbursements for 08/13/2021 through 08/26/2021

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Pmt Type	Payment Amount
138386	08/26/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	111.69
138387	08/26/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	110.76
138388	08/26/2021	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL	CHECK	55.00
138389	08/26/2021	TX CHILD SUPPORT SDU	CONFIDENTIAL GARNISHMENT	CHECK	287.54
138390	08/26/2021	VANTAGEPOINT TRANSFER AGENTS	RHS CONTRIBUTIONS - MTA PPE 08-20-2021	CHECK	2,017.02
138391	08/26/2021	VANTAGEPOINT TRANSFER AGENTS	RHS CONTRIBUTIONS - EA PPE 08-20-2021	CHECK	2,469.56
<b>WIRE TRANSFERS</b>					
0135667104	08/13/2021	CALIF SDI TAXES	PAYROLL TAXES - PAY PERIOD 2021-08-12	WIRE	1.31
10016491969	08/25/2021	CALPERS RETIREMENT CONTRIBUTIONS	PERS CONTRIBUTIONS - PAY PERIOD 2021-08-20	WIRE	114,724.76
100164919692	08/25/2021	CALPERS SURVIVOR - EMPLOYEE	PERS CONTRIBUTIONS - PAY PERIOD 2021-08-20	WIRE	147.87
10016534201	08/25/2021	CALPERS 457 CONTRIBUTIONS	PERS 457 CONTRIBUTIONS - PAY PERIOD 2021-08-20	WIRE	22,449.47
1155071392	08/25/2021	CALIF SDI TAXES	PAYROLL TAXES - PAY PERIOD 2021-08-20	WIRE	6,797.96
11550713922	08/25/2021	CALIF STATE TAXES	PAYROLL TAXES - PAY PERIOD 2021-08-20	WIRE	24,241.59
24266	08/13/2021	FICA WITHHELD	PAYROLL TAXES - PAY PERIOD 2021-08-12	WIRE	3.16
51103	08/25/2021	FEDERAL TAX PAYMENTS	PAYROLL TAXES - PAY PERIOD 2021-08-20	WIRE	59,249.81
511032	08/25/2021	FICA WITHHELD	PAYROLL TAXES - PAY PERIOD 2021-08-20	WIRE	17,766.50
<b>VIRTUAL PAYMENT PROGRAM</b>					
138	08/26/2021	BEST BEST AND KRIEGER	LEGAL SERVICES - JULY 2021	VIRTUAL	96.60
139	08/26/2021	CINTAS CORPORATION	UNIFORMS	VIRTUAL	2,001.86

Reviewed By: 

Date: Aug 31, 2021

DATE: September 9, 2021

TO: Board of Directors

FROM: General Manager

**SUBJECT: ADOPT BANK SIGNATORIES' RESOLUTION AND APPROVE  
AMENDMENT TO ADMINISTRATIVE CODE SECTION 3100**

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## **BACKGROUND**

As a result of the recent board member appointment to fill Division 3 vacancy, it is necessary to modify the authorized signature listing on WESA's various bank accounts. Attached for Board review and approval is a resolution listing the recommended signatories for the District's accounts.

## **RECOMMENDATION**

The General Manager and staff recommend that the Board of Directors:

1. Adopt the Resolution authorizing listed signatories of the WESA's bank accounts; and,
2. Authorize amendment to Section 3100 of the Administrative Code.

## **ENVIRONMENTAL WORK STATUS**

Not applicable.

## **FISCAL IMPACT**

None.

Originated by: Christy Gonzalez – Administration  
Reviewed by: Terese Quintanar – Administration

Attachments:

Resolution  
Administrative Code 3100



RESOLUTION NO. 2021-xx

RESOLUTION OF THE BOARD OF DIRECTORS OF  
WATER EMPLOYEE SERVICES AUTHORITY  
AUTHORIZING SIGNATORIES TO WATER EMPLOYEE  
SERVICES AUTHORITY BANK ACCOUNTS

WHEREAS, the Board of Directors of the Water Employee Services Authority (WESA) have approved the modification of the signatories on all of the WESA bank accounts;

BE IT RESOLVED, that the following persons are hereby authorized signatories on said bank accounts:

1. Andy Morris, Director
2. Harvey Ryan, Director
3. Phil Williams, Director
4. Darcy Burke, Director
5. Chance Edmondson, Director
6. Terese Quintanar, Secretary
7. Robert Hartwig, Treasurer
8. Greg Thomas, General Manager
9. Ganesh Krishnamurthy, Assistant General Manager

APPROVED, ADOPTED AND SIGNED this 9<sup>th</sup> day of September, 2021.

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Phil Williams, President of the  
Board of Directors of  
Water Employee Services Authority

ATTEST:

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

**SECTION 3100. BANK ACCOUNT SIGNATORIES** - (R-2007-1, R-2008-2, R-2009-1, R-2010-1, R-2011-1, R-2013-1, R-2014-4, R-2015-1, R-2019-4, R-2020-1)

The following persons are authorized signatories on all WESA bank accounts:

1. Andy Morris, Director
2. Harvey Ryan, Director
3. Phil Williams, Director
4. Darcy Burke, Director
5. **Chance Edmondson, Director**
6. Terese Quintanar, Secretary
7. Robert Hartwig, Treasurer
8. Greg Thomas, General Manager
9. Ganesh Krishnamurthy, Assistant General Manager