

# WESA

## AGENDA

THE WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)  
BOARD OF DIRECTORS  
REGULAR MEETING  
October 14, 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.*

*This meeting will be held at the District’s administrative headquarters building located at 31315 Chaney Street, Lake Elsinore, CA 92530, however, remote public participation is encouraged. Members of the public may make comments in-person, virtually, or submit a Public Comment Request Form located at <https://www.evmwd.com/evmwd-publiccomment>, prior to the close of Public Comments. 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 September 23, 2021
2. Minutes of the Special Board Meeting of September 22, 2021
3. Payment Ratification Report

### II. BUSINESS ITEMS

*Business Items call for discussion and action by the Board.*

- #### A. Consider Amendment to the General Manager Employment Agreement

### III. 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

IV. 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.*

V. CLOSED SESSION

A. Public Employee Performance Evaluation  
Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS - Agency  
designated representatives: Michael J. Maurer, Asst. General  
Counsel and Jennifer Dancho, Director of Human Resources  
Unrepresented employee: General Manager

VI. ADJOURNMENT

*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: 897 2493 6923  
Meeting Password: 92530

**For Call-in Only:**

Call: (720) 707 2699  
Enter Meeting ID: 897 2493 6923  
Meeting Password: 92530

31315 Chaney Street, Lake Elsinore, CA  
Board Room

10/8/21 7:56 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, SEPTEMBER 23, 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, Legal Counsel  
Terese Quintanar, District Secretary/Administrative Services Supervisor  
Ganesh Krishnamurthy, Assistant General Manager – Eng. and Operations  
Christy Gonzalez, Deputy Board Secretary/Executive Assistant  
Susie Evans, Sr. Executive Assistant  
Christina Ramirez, Executive Assistant  
Margie Armstrong, Director of Strategic Programs  
Jase Warner, Director of Operations  
Jason Dafforn, Director of Engineering and Water Resources  
Greg Morrison, Government Relations Officer  
Jennifer Dancho, Director of Human Resources  
Darryn Flexman, Interim Director of Information Technology  
Tim Collie, Water Operations Manager  
Parag Kalaria, Water Resources Manager  
Scott Thompson, Accounting Manager  
Corrine Nikolic, Accountant III  
David Smith, Maintenance Manager  
Matt Bates, Engineering Manager  
Shawnelle Morelos, Principal Engineer, Capital Projects  
Nelson Nuezca, Principal Engineer, Capital Projects  
Christina Henry, Community Relations Manager  
Bonnie Woodrome, Community Affairs Supervisor  
Kaitlyn Wu, Community Affairs Specialist  
Haley Munson, Water Efficiency Specialist  
Kelia Jones, Engineering Project Coordinator  
Jessie Arellano, Wastewater Operations Manager  
Natalee Dee, Accountant III  
Jorge Chavez, Management Analyst

Others Present

Bob Ohlund, Dudek  
CDM Consultants  
Public

**CALL TO ORDER**

The meeting was called to order by President Williams at 4:44 p.m.

**APPROVAL OF AGENDA**

A motion was made by Director Edmondson, 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 155

- A. Approval of:
1. Minutes of the Regular Board Meeting of September 9, 2021
  2. Payment Ratification
  3. Extension of Emergency Paid Sick Leave Benefits for Covid-19-Related Leaves Through June 30, 2022 (*MO #155*)

A motion was made by Director Ryan, seconded by Vice President Burke, 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 IV. CLOSED SESSION**

The Board adjourned to Closed Session at 4:46 p.m. to discuss:

- A. CONFERENCE WITH LABOR NEGOTIATOR; Agency designated representative: Greg Thomas, Employee Organization: Water Employee Services Authority Employees' Association

The Board reconvened to open session at 5:42 p.m., with no reportable actions.

**ITEM V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:43 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

**MINUTES OF SPECIAL MEETING**  
**WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)**  
**BOARD OF DIRECTORS**  
**Wednesday September 22, 2021**  
**10:00 A.M.**

The Special 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  
Mike Maurer, General Counsel  
Jennifer Dancho, Director of Human Resources  
Terese Quintanar, Secretary  
Christy Gonzalez, Executive Assistant/Deputy Board Secretary  
Susie Evans, Sr. Executive Assistant

Others Present

None

**CALL TO ORDER**

The meeting was called to order by President Williams at 10:00 a.m.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

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

**ITEM I. CLOSED SESSION**

The Board adjourned to Closed Session at 10:01 p.m. to discuss:

- A. Public Employee Performance Evaluation  
Title: General Manager

The Board reconvened to open session at 11:14 a.m., with no reportable actions.

**ITEM II. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:14 a.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 09/10/2021 through 09/30/2021

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Pmt Type	Payment Amount
<b>ACH</b>					
2359	09/16/2021	EMPLOYMENT SCREENING SERVICES	EMPLOYMENT SCREENING SERVICES – AUG 2021	ACH	123.50
2360	09/16/2021	ISOLVED BENEFIT SERVICES	FBA MONTHLY ADMIN - SEPT 2021	ACH	221.20
2361	09/23/2021	EMPLOYEE ASSOCIATION	EMPLOYEE ASSOCIATION DUES	ACH	1,656.00
2362	09/23/2021	ISOLVED BENEFIT SERVICES	EE FSA MEDICAL	ACH	3,523.22
2363	09/23/2021	MANAGEMENT TEAM ASSOCIATION	MANAGEMENT TEAM ASSOCIATION DUES	ACH	270.00
2364	09/23/2021	THOMAS, GREG	TRAVEL EXPENSES	ACH	37.81
2365	09/23/2021	US BANK	VIRTUAL PAYMENT PROGRAM - SEPT 2021	ACH	4,177.46
2366	09/30/2021	JOHNS, SERENA	CAL PERS LOAN REIMBURSEMENT	ACH	252.59
<b>CHECKS</b>					
138428	09/16/2021	ACWA JOINT POWERS INS AUTH	HEALTH/VISION COVERAGE - OCT 2021	CHECK	186,144.01
138429	09/16/2021	ELSINORE VALLEY MWD	HR RENT - SEPT 2021	CHECK	532.00
138430	09/16/2021	LINCOLN NATL LIFE INS COMP	LIFE/AD&D/LTD INSURANCE - SEPT 2021	CHECK	10,358.84
138431	09/16/2021	PETTY CASH	REPLENISH PETTY CASH - AUG 2021	CHECK	118.04
138432	09/23/2021	AFLAC INSURANCE GROUP	AFLAC PRETAX GROUP INSURANCE	CHECK	203.57
138433	09/23/2021	AFLAC	AFLAC PRETAX GROUP INSURANCE	CHECK	829.24
138434	09/23/2021	CYPRESS DENTAL ADMINISTRATORS	DENTAL COVERAGE - OCT 2021	CHECK	20,419.28
138435	09/23/2021	EMPLOYMENT DEVELOPMENT DEPT	CONFIDENTIAL GARNISHMENT	CHECK	75.00
138436	09/23/2021	GARCIA, ROSALINA	CONFIDENTIAL GARNISHMENT	CHECK	576.09
138437	09/23/2021	LEGALSHIELD	PRE PAID LEGAL SERVICE	CHECK	26.68
138438	09/23/2021	LINCOLN FINANCIAL GROUP	457 CONTRIBUTION	CHECK	625.00
138439	09/23/2021	LINCOLN NATL LIFE INS COMP	VOLUNTARY LIFE INSURANCE	CHECK	1,374.06
138440	09/23/2021	MACGILL, JASON	COMPUTER LOAN	CHECK	598.11
138442	09/23/2021	NATIONWIDE	457 CONTRIBUTION	CHECK	2,816.46
138443	09/23/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	197.53
138444	09/23/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	222.00
138445	09/23/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	222.11
138446	09/23/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	111.69
138447	09/23/2021	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	110.76
138448	09/23/2021	TX CHILD SUPPORT SDU	CONFIDENTIAL GARNISHMENT	CHECK	287.54
138449	09/23/2021	VANTAGEPOINT TRANSFER AGENTS	RHS CONTRIBUTIONS - MTA PPE 2021-09-17	CHECK	2,017.02
138450	09/23/2021	VANTAGEPOINT TRANSFER AGENTS	RHS CONTRIBUTIONS - EA PPE 2021-09-17	CHECK	2,400.32
138451	09/30/2021	COLLIE, TIMOTHY	TRAVEL EXPENSE REIMBURSEMENT	CHECK	282.41
138453	09/30/2021	STATE WATER RESOURCES CONTROL	CERTIFICATION RENEWAL	CHECK	60.00



## Payment Ratification Report

Cash Disbursements for 09/10/2021 through 09/30/2021

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Pmt Type	Payment Amount
138454	09/30/2021	THE CENTRE FOR ORG EFFECTIVENESS	SUPERVISORS TRANSITION & READINESS TRAINING COURSE	CHECK	5,187.00
<b>WIRE TRANSFERS</b>					
01358	09/10/2021	FICA WITHHELD	PAYROLL TAXES - PAY PERIOD 2021-09-09	WIRE	54.33
0157397920	09/22/2021	CALIF STATE TAXES	PAYROLL TAXES - PAY PERIOD 2021-09-17	WIRE	23,236.73
01573979202	09/22/2021	CALIF SDI TAXES	PAYROLL TAXES - PAY PERIOD 2021-09-17	WIRE	6,379.19
10016524469	09/10/2021	CaIPERS RETIREMENT CONTRIBUTIONS	PERS CONTRIBUTIONS - PAY PERIOD 2021-09-03	WIRE	113,590.15
100165244692	09/10/2021	CALPERS SURVIVOR - EMPLOYEE	PERS CONTRIBUTIONS - PAY PERIOD 2021-09-03	WIRE	149.73
10016524492	09/10/2021	CaIPERS RETIREMENT CONTRIBUTIONS	PERS CONTRIBUTIONS - PAY PERIOD 2021-09-07	WIRE	55.59
100165244922	09/10/2021	CALPERS SURVIVOR - EMPLOYEE	PERS CONTRIBUTIONS - PAY PERIOD 2021-09-07	WIRE	0.93
10016524530	09/10/2021	CaIPERS RETIREMENT CONTRIBUTIONS	PERS CONTRIBUTIONS - PAY PERIOD 2021-09-09	WIRE	271.68
100165245302	09/10/2021	CALPERS SURVIVOR - EMPLOYEE	PERS CONTRIBUTIONS - PAY PERIOD 2021-09-09	WIRE	0.93
10016564301	09/22/2021	CALPERS 457 CONTRIBUTIONS	PERS 457 CONTRIBUTIONS - PAY PERIOD 2021-09-17	WIRE	22,299.86
1001948335	09/22/2021	CaIPERS RETIREMENT CONTRIBUTIONS	PERS CONTRIBUTIONS - PAY PERIOD 2021-09-17	WIRE	111,803.17
10019483352	09/22/2021	CALPERS SURVIVOR - EMPLOYEE	PERS CONTRIBUTIONS - PAY PERIOD 2021-09-17	WIRE	147.87
1959007136	09/10/2021	CALIF STATE TAXES	PAYROLL TAXES - PAY PERIOD 2021-09-09	WIRE	7.90
19590071362	09/10/2021	CALIF SDI TAXES	PAYROLL TAXES - PAY PERIOD 2021-09-09	WIRE	22.48
20616	09/22/2021	FEDERAL TAX PAYMENTS	PAYROLL TAXES - PAY PERIOD 2021-09-17	WIRE	57,202.60
206162	09/22/2021	FICA WITHHELD	PAYROLL TAXES - PAY PERIOD 2021-09-17	WIRE	17,387.42
<b>VIRTUAL PAYMENT PROGRAM</b>					
142	09/16/2021	BEST BEST AND KRIEGER	LEGAL SERVICE - AUGUST 2021	VIRTUAL	64.40
143	09/16/2021	CINTAS CORPORATION	UNIFORMS	VIRTUAL	1,033.00
144	09/23/2021	BOOT BARN INC.	BOOTS	VIRTUAL	485.95
145	09/23/2021	CINTAS CORPORATION	UNIFORMS	VIRTUAL	1,145.52
146	09/23/2021	TOTAL CARE FAMILY MED CTR LE	PRE-EMPLOYMENT AND EMPLOYEE TESTING	VIRTUAL	684.00
147	09/30/2021	CINTAS CORPORATION	UNIFORMS	VIRTUAL	1,773.37

Reviewed By: 

Date: Oct 6, 2021

DATE: October 14, 2021

TO: Board of Directors

FROM: General Manager

**SUBJECT: CONSIDER AMENDMENT TO THE GENERAL MANAGER  
EMPLOYMENT AGREEMENT**

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## **BACKGROUND**

The General Manager's employment agreement requires the Board of Directors to regularly evaluate the General Manager's performance and to annually consider a merit increase to the General Manager's base salary. The performance evaluation itself is confidential and will be held in closed session prior to the Board considering this item. Additionally, the Board will be holding a closed session to discuss with its labor negotiators any potential salary increase or other changes to the employment agreement.

The Ralph M. Brown Act provides that a district board must orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of its general manager during the open meeting in which the final action is to be taken. Therefore, this item is provided on the agenda so that, if necessary, the Board may publicly report and take action to approve a contract amendment following the closed sessions.

## **RECOMMENDATION**

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

1. Following closed session for the General Manager's annual performance evaluation, publicly report and approve any proposed changes to the General Manager's employment agreement.

## **ENVIRONMENTAL WORK STATUS**

Not applicable.

## **FISCAL IMPACT**

Undetermined at the time of Agenda distribution.

Originated by: Terese Quintanar – Administration

Reviewed by: Jen Dancho – HR

Attachments:

None.