

# WESA

## AGENDA

THE WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)  
BOARD OF DIRECTORS  
SPECIAL MEETING  
October 27, 2022  
3:00 PM

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

PLEDGE OF ALLEGIANCE AND INVOCATION

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.*

*Members of the public may make comments in-person, virtually, or submit a Public Comment Request Form located at <https://www.evmwd.com/wesa-publiccomment> no less than one hour prior to the posted start time of the meeting. Comments shall be made in an orderly manner and profanity, slanderous, or abusive language will not be tolerated. 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 October 13, 2022
2. Payment Ratification Report
3. Approval of Extension of Emergency Paid Sick Leave Benefits for COVID-19-Related Leaves Through December 31, 2022
4. Amendment to the General Manager Employment Agreement

### 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

*In the interest of public health and safety, this meeting will be conducted in accordance with provisions of the Brown Act and Assembly Bill 361. 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: 828 3916 5029  
Meeting Password: 92530

**For Call-in Only:**

Call: (720) 707 2699  
Enter Meeting ID: 828 3916 5029  
Meeting Password: 92530

**MINUTES OF REGULAR MEETING  
WATER EMPLOYEE SERVICES AUTHORITY (“WESA”)  
BOARD OF DIRECTORS  
THURSDAY, OCTOBER 13, 2022  
4:00 P.M.**

The Regular Meeting of the Board of Directors of Water Employee Services Authority was held at its principal offices at 31315 Chaney Street, Lake Elsinore, California with a remote public participation option (teleconference, through a call-in number clearly noted on the meeting Agenda) posted in accordance with the Brown Act.

Directors Present

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

Staff Present

Greg Thomas, General Manager  
Steve Anderson, General Counsel  
Terese Quintanar, Secretary  
Christy Gonzalez, Deputy Board Secretary/Executive Assistant  
Bonnie Woodrome, Community Affairs Supervisor  
Christina Henry, Community Relations Manager  
Darryn Flexman, Interim Director of Information Technology  
David Smith, Maintenance Manager  
Ganesh Krishnamurthy, Assistant General Manager – Eng. and Operations  
Greg Morrison, Government Affairs Officer  
Haley Munson, Water Efficiency Specialist  
Jase Warner, Director of Operations  
Jason Dafforn, Director of Engineering and Water Resources  
Jennifer Dancho, Director of Human Resources  
Jessie Arellano, Wastewater Operations Manager  
Junior Olivo, Field Maintenance CM  
Lenai Hunter, Regulatory Compliance Specialist  
Margie Armstrong, Director of Strategic Programs  
Matt Bates, Engineering Manager  
Matt Elek, Mechanical Technician  
Parag Kalaria, Water Resources Manager  
Scott Thompson, Accounting Manager  
Susie Evans, Sr. Executive Assistant  
Tim Collie, Water Operations Manager  
Wendy Martinez, Records Management Coordinator

Others Present  
Public

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

The meeting was opened to public comment and there were none. Opportunity for the public to relay interest in making a public comment was offered throughout the meeting.

**ITEM I. CONSENT CALENDAR**

*Resolution No. 2022-12*

- A. Approval of:
1. Minutes of the Regular Board Meeting of September 22, 2022
  2. Minutes of the Special Board Meeting of October 5, 2022
  3. Payment Ratification Report
  4. Adoption of Resolution Reaffirming and Extending Findings and Determinations Under AB 361 for Continued Virtual Meetings (*Reso. No. 2022-12*)

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

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

**ITEM III. REPORTS**

A. General Manager's Report  
Mr. Thomas had nothing to report.

B. Legal Counsel's Report  
Mr. Anderson had nothing to report.

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

There were none.

**ITEM V. CLOSED SESSION**

The Board adjourned to Closed Session at 4:41 p.m. to discuss:

- A. CONFERENCE WITH LABOR NEGOTIATORS -Government Code Section 54957.6  
 Agency Designated Representatives: Steve Anderson and Mike Maurer, Best Best & Krieger  
 Unrepresented Employee: General Manager

The Board reconvened to open session at 5:29 p.m.

**ITEM II. BUSINESS ITEMS**

*Minute Order No. 0163*

- A. Report Out and Approval from Closed Session on General Manager Labor Negotiations.

Mr. Anderson announced action was taken in Closed Session to approve an increase in the General Manager’s salary to \$297,000, including up to \$900 per month car allowance.

**ITEM VI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:30 p.m.

---

Darcy M. Burke, 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

## Payment Ratification Report

Cash Disbursements for 09/30/2022 through 10/27/2022

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Pmt Type	Payment Amount
<b>ACH</b>					
2533	10/06/2022	CIGNA HEALTH AND LIFE INSURANCE	MEDICAL COVERAGE OCT 2022	ACH	75,731.42
2534	10/06/2022	EMPLOYEE ASSOCIATION	EMPLOYEE ASSOCIATION DUES PPE 09-30-2022	ACH	1,710.00
2535	10/06/2022	ISOLVED BENEFIT SERVICES	EE FSA MEDICAL PPE 09-30-2022	ACH	4,401.37
2536	10/06/2022	MANAGEMENT TEAM ASSOCIATION	MANAGEMENT TEAM ASSOCIATION DUES PPE 09-30-2022	ACH	300.00
2537	10/06/2022	MORRISON, GREG	TRAVEL EXPENSE REIMBURSEMENT	ACH	3.35
2538	10/06/2022	US BANK	P CARD PURCHASES SEPT 2022	ACH	26,871.66
2539	10/13/2022	COMPLETE GYM SOLUTIONS LLC	EQUIPMENT RENTAL SEPT 2022	ACH	1,201.69
2540	10/13/2022	EMPLOYMENT SCREENING SERVICES	SCREENING SERVICES AUG & SEPT 2022	ACH	875.50
2541	10/13/2022	LEARN CPR 4 LIFE INC.	ASHI HYBRID BLENDED CPR/AED & FIRST AID COURSE	ACH	1,260.00
<b>CHECKS</b>					
139160	10/06/2022	ACWA JOINT POWERS INS AUTH	HEALTH/VISION COVERAGE FOR OCT 2022	CHECK	189,528.20
139161	10/06/2022	AFLAC INSURANCE GROUP	AFLAC PRETAX GROUP INSURANCE PPE 09-30-2022	CHECK	203.57
139162	10/06/2022	AFLAC	AFLAC PRETAX GROUP INSURANCE PPE 09-30-2022	CHECK	995.80
139163	10/06/2022	CYPRESS DENTAL ADMINISTRATORS	DENTAL COVERAGE OCT 2022	CHECK	21,587.10
139164	10/06/2022	ELSINORE VALLEY MWD	HR RENT FOR AUG 2022	CHECK	632.00
139165	10/06/2022	EMPLOYMENT DEVELOPMENT DEPT	CONFIDENTIAL GARNISHMENT	CHECK	75.00
139166	10/06/2022	PERSONAL DISBURSEMENT	CONFIDENTIAL GARNISHMENT	CHECK	547.72
139167	10/06/2022	LEGALSHIELD	PRE PAID LEGAL SERVICE PPE 09-30-2022	CHECK	14.72
139168	10/06/2022	LINCOLN FINANCIAL GROUP	EMPLOYEE 401(A) CONTRIBUTION	CHECK	10,000.00
139169	10/06/2022	LINCOLN FINANCIAL GROUP	EMPLOYEE 457 CONTRIBUTIONS PPE 09-30-2022	CHECK	550.00
139170	10/06/2022	LINCOLN NATL LIFE INS COMP	VOLUNTARY LIFE INSURANCE PPE 09-30-2022	CHECK	1,706.46
139171	10/06/2022	NATIONWIDE	EMPLOYEE 457 CONTRIBUTIONS PPE 09-30-2022	CHECK	2,134.86
139172	10/06/2022	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	197.53
139173	10/06/2022	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	222.00
139174	10/06/2022	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	222.11
139175	10/06/2022	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	111.69
139176	10/06/2022	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	110.76
139177	10/06/2022	STATE DISBURSEMENT UNIT	CONFIDENTIAL GARNISHMENT	CHECK	76.91
139178	10/06/2022	VANTAGEPOINT TRANSFER AGENTS	RHS CONTRIBUTIONS EA PPE 09-30-2022	CHECK	2,273.38
139179	10/06/2022	VANTAGEPOINT TRANSFER AGENTS	RHS CONTRIBUTIONS MTA PPE 09-30-2022	CHECK	2,262.90
139180	10/13/2022	ACWA JOINT POWERS INS AUTH	WORKER'S COMP PREMIUM 07/01/22 - 09/30/22	CHECK	78,306.97
139181	10/13/2022	ANDRADE, JESUS C	REFUND ON PERS 457 LOAN	CHECK	88.45
139182	10/13/2022	BANDA, IVAN	TRAVEL EXPENSE REIMBURSEMENT	CHECK	202.56
139183	10/13/2022	LINCOLN NATL LIFE INS COMP	LIFE/AD&D/LTD INSURANCE OCT 2022	CHECK	10,859.36

## Payment Ratification Report

Cash Disbursements for 09/30/2022 through 10/27/2022

Check or Reference #	Payment Date	Paid to Vendor	Payment Description	Pmt Type	Payment Amount
139184	10/13/2022	VOID PAYMENT	VOID PAYMENT	CHECK	0.00
139185	10/13/2022	NUECZA, NELSON	TRAVEL EXPENSE REIMBURSEMENT	CHECK	283.96
139186	10/13/2022	PANETO, VANESSA	TRAVEL EXPENSE REIMBURSEMENT	CHECK	304.47
139187	10/13/2022	UNITED RENTALS-NORTH AMERICA	BUCKET TRUCK TRAINING	CHECK	1,615.00
<b>WIRE TRANSFERS</b>					
0828653408	10/05/2022	CALIF STATE TAXES	PAYROLL TAXES - PAY PERIOD 2022-09-30	WIRE	26,770.43
08286534082	10/05/2022	CALIF SDI TAXES	PAYROLL TAXES - PAY PERIOD 2022-09-30	WIRE	6,414.56
1000016900924	10/06/2022	CALPERS RETIREMENT CONTRIBUTIONS	PERS CONTRIBUTIONS - PAY PERIOD 2022-09-30	WIRE	116,161.14
1000169009242	10/06/2022	CALPERS SURVIVOR - EMPLOYEE	PERS CONTRIBUTIONS - PAY PERIOD 2022-09-30	WIRE	153.45
1000016955604	10/05/2022	PERS 457- ROTH CONTRIBUTIONS	PERS 457 CONTRIBUTIONS - PAY PERIOD 2022-09-30	WIRE	2,338.47
1000169556042	10/05/2022	CALPERS 457 CONTRIBUTIONS	PERS 457 CONTRIBUTIONS - PAY PERIOD 2022-09-30	WIRE	22,510.65
1601503456	10/13/2022	CALIF STATE TAXES	PAYROLL TAXES - PAY PERIOD 2022-10-11	WIRE	345.67
16015034562	10/13/2022	CALIF SDI TAXES	PAYROLL TAXES - PAY PERIOD 2022-10-11	WIRE	57.77
33974	10/13/2022	FEDERAL TAX PAYMENTS	PAYROLL TAXES - PAY PERIOD 2022-10-11	WIRE	289.90
339742	10/13/2022	FICA WITHHELD	PAYROLL TAXES - PAY PERIOD 2022-10-11	WIRE	152.30
52645	10/05/2022	FICA WITHHELD	PAYROLL TAXES - PAY PERIOD 2022-09-30	WIRE	19,311.88
526452	10/05/2022	FEDERAL TAX PAYMENTS	PAYROLL TAXES - PAY PERIOD 2022-09-30	WIRE	63,022.17
<b>VIRTUAL PAYMENT PROGRAM</b>					
217	10/06/2022	BEST BEST AND KRIEGER	LEGAL SERVICES JUL 2022	VIRTUAL	391.70
218	10/06/2022	BOOT BARN INC.	BOOTS	VIRTUAL	130.49
219	10/06/2022	TOTAL CARE FAMILY MED CTR LE	PRE-EMPLOYMENT & EMPLOYEE TESTING AUG 2022	VIRTUAL	1,067.00

Reviewed By: 

Date: 10/19/2022

DATE: October 27, 2022

TO: Board of Directors

FROM: General Manager

**SUBJECT: APPROVAL OF EXTENSION OF EMERGENCY PAID SICK LEAVE BENEFITS FOR COVID-19-RELATED LEAVES THROUGH DECEMBER 31, 2022**

## **BACKGROUND**

Effective April 1, 2020, the federal Families First Coronavirus Response Act (FFCRA) was enacted to provide paid leave provisions for employees affected by COVID-19. Leave provisions included 2 weeks of emergency paid sick leave for employees who are recovering from the illness or under a quarantine order, to take time off pending a COVID-19 diagnosis, to take time off for COVID-19 vaccine-related illness, or to care for a family member recovering from the illness or under a quarantine order. All employers were required to provide this paid leave provision, and all employees were eligible, with no minimum length of employment requirement.

Effective September 2022, the state of California extended Coronavirus paid sick leave provisions through December 31, 2022. As such, staff is recommending an extension of our current emergency paid sick leave policy through December 31, 2022, in accordance with current state mandates. This extension will not provide for any additional leave entitlement; however, it will allow those employees who have not used this provision at all, or who still have hours remaining in their annual allotment to use paid leave hours, as applicable throughout the duration of this calendar year.

## **RECOMMENDATION**

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

1. Approve the extension of emergency paid sick leave benefits for eligible employees affected by COVID-19, for the period of October 1, 2022, through December 31, 2022.

## **ENVIRONMENTAL WORK STATUS**

Not applicable.



**FISCAL IMPACT**

This unbudgeted expense will be funded by Operating Funds.

Originated by: J. Dancho – HR

Reviewed by: J. Moore – HR

Attachments:

Coronavirus Leave Policy, updated October 10, 2022

**Families First Coronavirus Response Act (FFCRA) Leave Policy**

**Emergency Paid Sick Leave**

A.) **Scope.** This leave is an extension of paid leave benefits for certain employees affected by COVID-19 as part of the Emergency Paid Sick Leave Act that was in effect until September 30, 2022. This extension will be effective October 1, 2022, through December 31, 2022.

B.) **Eligibility.** All employees of EVWMD. There is no minimum length of employment requirement.

If an employee utilized this provision in 2021, they are eligible to use it again for a qualifying leave in 2022, for an additional total allotment of 80 hours of leave (or a total of 2-weeks' pay).

C.) **Use of Paid Sick Leave.** Emergency Paid Sick Leave may be used for either of the two scenarios below:

1. The employee is not able to work or telework due to a quarantine order, a health care provider's advisement to self-quarantine, to seek a diagnosis when experiencing COVID-19 symptoms, to get vaccinated, or when experiencing vaccine-related symptoms of illness.
2. The employee is not able to work or telework because the employee is caring for an individual who is subject to a quarantine order or a health care provider's advisement to self-quarantine.

D.) **Duration of Paid Sick Leave.** Eligible full-time employees are provided with up to 80 hours of leave.

- Eligible part-time employees are entitled to paid time off on a pro rata basis, calculated on the average hours such employees work in a 2-week period.
- Whether the leave is paid in full or at a two-thirds (2/3) rate for either full-time or part-time employees is discussed below.

E.) **Rate of Pay During Paid Sick Leave.**

- The Paid Sick Leave will be paid at a rate of 100% if:
  - The employee is not able to work or telework due to a quarantine order, a health care provider's advisement to self-quarantine, to seek a diagnosis when experiencing COVID-19 symptoms, to get vaccinated, or when experiencing vaccine-related symptoms of illness.

**F.) Interaction with Accrued Paid Leave.**

- The employee is not required to use any other accrued paid time off (sick leave, vacation time, etc.) before receiving the Emergency Paid Sick Leave benefit.

**G.) Interaction with FMLA and CFRA.**

- Emergency Paid Sick Leave may run concurrently with the FMLA, or the CFRA if the employee is otherwise eligible for said leave. The Emergency Paid Sick Leave does not operate to expand any of these leaves of absence.
- Emergency Paid Sick Leave can be used as a substitute for unpaid time off under any of these leaves of absence, provided that the use of Emergency Paid Sick Leave does not result in an employee being compensated more than 100% of their regular wages.

**I.) Additional Information.**

Should you have any questions about your rights and responsibilities in connection with either of the leave provisions described above, contact the Human Resources Department.

<b>Policy:</b>	Families First Coronavirus Response Act Leave Policy	
<b>Date Implemented:</b> April 2, 2020	<b>Date Revised:</b> 3/22/2021, 9/23/2021, 2/17/2022. 10/10/2022	<b>Approved by:</b> Human Resources

ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Authority's Families First Coronavirus Response Act (FFCRA) Leave Policy. I understand that if I have any questions about the policy, I should discuss them with the Director of Human Resources.

I recognize that this policy supersedes and replaces any previous Authority policy, practice, rule or procedure affecting my rights to family leave, and that, to the extent that the provisions of this policy conflict with any previously issued Authority policy, practice, rule or procedure, whether or not such policy, practice, rule or procedure was reduced to writing, the provisions of this policy shall prevail.

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
HR Department Representative

\_\_\_\_\_  
Date

DATE: October 27, 2022

TO: Board of Directors

FROM: General Manager

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

---

## **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 was completed in closed session on October 5, 2022. Additionally, the Board held a special 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. This action was taken on October 13, 2022, and the terms are memorialized in the enclosed contract amendment, as follows:

Section 3 (a) (i) Base Annual Salary. The Base Annual Salary will be adjusted from \$265,000 to \$297,000, effective on your anniversary date of September 30, 2022.

Section 3 (c) Automobile Allowance. The monthly Automobile Allowance will be adjusted from \$700 to \$900, effective October 1, 2022.

## **RECOMMENDATION**

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

1. Approve the proposed amendment to the General Manager's employment agreement.

## **ENVIRONMENTAL WORK STATUS**

Not applicable.

## **FISCAL IMPACT**

Associated costs will be incorporated into future budgets as appropriate.

Originated by: Jen Dancho – Human Resources  
Reviewed by: Terese Quintanar – Administration

Attachments:

Amendment to Employment Agreement

October 27, 2022

Greg Thomas, General Manager  
31315 Chaney Street  
Lake Elsinore, CA 92530

**SUBJECT:      OCTOBER 27, 2022, AMENDMENT TO EMPLOYMENT  
                  AGREEMENT**

Dear Greg,

The Board of Directors, by this letter amendment to the Water Employee Services Authority General Manager Employment Agreement dated September 30, 2019, offers to make the following changes based on your outstanding and professional execution of duties:

Section 3 (a) (i) **Base Annual Salary.** The Base Annual Salary will be adjusted from \$265,000 to \$297,000, effective on your anniversary date of September 30, 2022.

Section 3 (c) **Automobile Allowance.** The monthly Automobile Allowance will be adjusted from \$700 to \$900, effective October 1, 2022.

Everything else in the contract remains the same.

Please indicate your acceptance by countersigning below.

Our congratulations on another good year and we look forward to more of the same.

Sincerely,

Countersigned:

Darcy M. Burke  
Board President

Greg Thomas, General Manager

Date signed: \_\_\_\_\_

cc:           Employee File