



## ***PAJARO VALLEY WATER MANAGEMENT AGENCY***

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**Board of Directors Meeting  
January 23, 2019, 7:00 p.m.**

**City Council Chambers  
275 Main Street, 4<sup>th</sup> Floor  
Watsonville, CA 95076**

### **BOARD MEETING MINUTES**

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**1. Call to Order:** The Regular Board Meeting of Pajaro Valley Water Management Agency was called to order at 7:00 p.m. by Chair Newell, in the City Council Chambers, 275 Main Street, 4<sup>th</sup> Floor, Watsonville, CA.

**2. Roll call of the PV WATER Directors:**

Board Members Present: Newell, Culbertson, Bannister, Zamora, Broz

Board Members Absent: Bussey

Staff Members Present: Brian Lockwood, General Manager (GM)  
Laura R. Taay, Board Secretary  
Teresa Delfino, Finance and Administrative Services Manager (FASM)  
Marcus Mendiola, Water Conservation and Outreach Specialist (WCOS)  
Chuy Martinez, Water System Operations Supervisor (WSOS)  
Shinehah Bigham, Water System Operator (WSO)

Others Present: Tony Condotti, Agency Counsel (AC)  
Lou Carella, Carollo Engineers  
Tracy Clinton, Carollo Engineers  
Paul Friedlander, Carollo Engineers  
Rosemarie Imazio, Public  
Tom Rider, Public  
Mrs. Zamora, Public  
4 additional Public

**3. Pledge of Allegiance**

**4. Oral Communications:** None

**5. Director Comments:** The following Directors reported:

- Director Bannister attended Zone 7 Flood meeting on January 15, 2019.
- Director Culbertson spoke of tomorrow's Army Corp Engineers meeting, Thursday, January 24, to be held at the end of Shell Road.
- Director Zamora advised of the EcoFarm Conference, January 23 – 26, Asilomar, Pacific Grove, CA. Director Broz is a key note speaker.

- Director Newell spoke of the upcoming Water 101 training she will be attending on Thursday, February 7 and a Groundwater Tour on Friday, February 8 in Sacramento.

6. **Counsel Report:** No report at this time.

7. **General Manager Report:** GM Lockwood reported on:

- Director required training: Ethics AB 1234 Compliance Training is available free via a webinar from the California Special Districts Association (CSDA) through March 15, 2019.
- Attended a meeting, at the request of Santa Cruz Mid County Groundwater Basin Executive Committee, to discuss inter-basin coordination agreements and the anticipated effects of proposed groundwater management strategies on each groundwater basin, and in particular, the Aromas Red Sands.
- PV Chamber Annual Awards Dinner, Saturday, February 2, 2019.
- WaterReuse Conference, Sunday, March 17 – Tuesday, March 19, San Diego, CA
- ACWA Spring Conference, Tuesday, May 7 – Friday, May 10, 2019, Monterey, CA.
- Disk Filter bids opening occurred Wednesday, January 23 @ 2 pm. Lowest apparent bidder is Pacific Infrastructure, Pleasanton, CA. Staff will review the bid documents and if Pacific Infrastructure is the lowest responsible bidder then staff will bring a contract to the Board on February 20, 2019 for consideration of approval.

8. **Consent Agenda**

- A. Approved December 19, 2018 Minutes
- B. Approved Financial Reports

**Action:** Director Culbertson moved, as amended, to approve the Consent Agenda, with corrections made to:

Item 7. General Manager Report, 3<sup>rd</sup> paragraph:

- 1) 2<sup>nd</sup> sentence, remove first “Group” in the title of Advisory Group and
- 2) 4<sup>th</sup> sentence, add past tense from “It is a good”... to “It was a good”... and

Item 10 E.

- 3) Jason Parke, Balance Hydrologics, Inc, was present to address the Board. Seconded by Director Zamora

Motion carried by the following voice vote:

**AYES:** Newell, Culbertson, Bannister, Zamora, Broz  
**NOES:** None  
**ABSENT:** Bussey  
**ABSTAIN:** None

9. **Informational Items**

- A. Received 2018 Facility Operations Report from Water System Operations Supervisor Martinez and Water System Operator Bigham
- B. Receive Basin Management Plan Implementation Quarterly Update from GM Lockwood, Lou Carella and Paul Friedlander of Carollo Engineers

Both presentations are available on PV Water’s website [www.pvwater.org](http://www.pvwater.org)

10. **Discussion and/or Action Items**

- A. Consider Adoption of Resolution 2019-01 Amending the Public Records Act Disclosure Policy and Guidelines

GM Lockwood provided background information. The Board of Directors adopted Resolution 2002-12, Public Records Act Disclosure Policy and Guidelines, on April 17, 2002. Seventeen years have passed since the original adoption. Staff worked with counsel to review the original policy and develop proposed updates in accordance with changes to the law. Staff presented the Policy to the Administration & Finance Committee on January 15, 2019, and after discussion, the Committee made a recommendation to bring the Policy to the Board. The Board discussed the policy.

**Action:** Director Bannister moved, as amended, for Board to Adopt Resolution 2019-01, Amending the Public Records Act Disclosure Policy and Guidelines, change to Section 4.2 to read: “The mailing address, telephone number, and email address where the person making the request may be contacted”; Seconded by Director Broz.

Motion carried by the following voice vote:

**AYES:** Newell, Culbertson, Bannister, Zamora, Broz  
**NOES:** None  
**ABSENT:** Bussey  
**ABSTAIN:** None

**B. Consider Adoption of Resolution 2019-02 Amending the Records Retention and Destruction Policy**

GM Lockwood provided background information. The Board of Directors adopted Resolution 2005-22, Records Retention and Destruction Policy, on September 21, 2005. Resolution 2005-22 formalized PV Water’s policy regarding retention and destruction of public records. Staff and counsel worked collaboratively to review and develop recommended updates to the Records Retention and Destruction Policy. Staff presented the Policy to the Administration & Finance Committee on January 15, 2019, and after discussion, the Committee made a recommendation to bring the Policy to the Board. The Board discussed the Policy.

**Action:** Director Culbertson moved, as amended, for Board to Adopt Resolution 2019-02, Amending the Records Retention and Destruction Policy, changing the Records Retention Schedule: Public Outreach, Public Materials, Retention Period with attachments, from Two Years to Permanent; Seconded by Director Broz.

Motion carried by the following voice vote:

**AYES:** Newell, Culbertson, Bannister, Zamora, Broz  
**NOES:** None  
**ABSENT:** Bussey  
**ABSTAIN:** None

**C. Consider Adoption of Resolution 2019-03 Amending E-Mail Policy and Establishing Electronic Communications Policy**

GM Lockwood provided background information. The Board of Directors adopted Resolution 2005-23, Establishing an Email Policy, on September 21, 2005. This Policy complemented Resolution 2002-12, adopting a Public Records Act Disclosure Policy and Guidelines and Resolution 2005-22 establishing a Records Retention Policy. Staff and counsel worked collaboratively to review the Email Policy and develop a more inclusive Electronic Communications Policy. Staff presented the Policy to the Administration & Finance Committee on January 15, 2019, and after discussion, the Committee made a recommendation to bring the Policy to the Board. The Board discussed the Policy.

**Action:** Director Zamora moved for Board to adopt Resolution 2019-03, amending Email Policy and Establishing Electronic Communications Policy as recommended by the Committee; Seconded by Director Bannister.

Motion carried by the following voice vote:

**AYES:** Newell, Culbertson, Bannister, Zamora, Broz  
**NOES:** None  
**ABSENT:** Bussey  
**ABSTAIN:** None

**11. Monthly Reports/Presentations**

- A. Facility Operations Report
  - 1. Received Supplemental Water Production Monthly Summary Report
- B. Board Committee Reports available at [www.pywater.org](http://www.pywater.org)
- C. Public Outreach Update

**12. Correspondence**

**13. Future Meetings**

- A. Project & Facility Operations Committee, Wednesday, January 30, 2019, 3:00 p.m., Water Resources Center, 500 Clearwater Lane, Watsonville
- B. Administrative/Finance Committee, Tuesday, February 12, 2019, 4:00 p.m., Warren Koenig Conference Room, 36 Brennan Street, Watsonville
- C. Board of Directors, Wednesday, February 20, 2019, 7:00 p.m., City Council Chambers, 275 Main Street, 4<sup>th</sup> Floor, Watsonville
- D. Project & Facility Operations Committee, Wednesday, February 27, 2019, 3:00 p.m., Water Resources Center, 500 Clearwater Lane, Watsonville

**Adjourned at 9:30 p.m.**



Laura R. Taay, Board Secretary



Date Approved