

## VALLEY CENTER MUNICIPAL WATER DISTRICT

Regular Board Meeting

**Monday, June 6, 2022 – 2:00 P.M.**

Place: Board Room

29300 Valley Center Road; Valley Center, CA 92082

Due to the COVID-19 State of Emergency this Board Meeting is being conducted via Web Conference and Live Stream pursuant to Government Code §54953(e)(1)(A), which provides waivers to certain provisions of the Brown Act during a proclaimed state of emergency when state or local officials have imposed or recommended measures to promote social distancing, and allows some or all of the District's Directors to participate in the meeting telephonically or via video conference.

**The Valley Center Municipal Water District Board of Directors' meeting was called to order by President Polito at 2:00 P.M.** President Polito established for the record that all Directors were able to hear the proceedings, that all members of the Board were able to hear the Directors participating by teleconference clearly, and that all votes would be taken by a roll call vote pursuant to the provisions of the Brown Act.

### **ROLL CALL**

**Board Members Present:** President Polito and Vice President Ferro; with Director Smith and Director Holtz teleconferencing. *Noting vacancy in Division 2 Director Seat.*

**Board Members Absent:** None.

**Staff Members Present:** *General Manager Arant, District Engineer Grabbe, Director of I. T. Pilve, Director of Finance and Administration Pugh, Manager of Accounting Velasquez, and Executive Assistant/Board Secretary Peraino; with Director of Operations and Facilities Lovelady, Special Projects and Compliance Manager Olson, General Counsel de Sousa, and Federal Consultant Howells (HGR) teleconferencing.*

### **PUBLIC COMMENTS / QUESTIONS**

President Polito established for the record the process by which public comments are received by the Board; this process was also described in the Agenda for the meeting.

### **CONSENT CALENDAR**

**Action:** Upon motion by Ferro, seconded by Smith; and unanimously carried, the following consent calendar items were approved:

1. **Make Findings Necessary to Continue Teleconferenced Board Meetings Pursuant to Assembly Bill 361 (AB 361);**
2. **Minutes of the Regular Board Meeting Held Monday, May 16, 2022;**
3. **Audit Demands for Check Nos. 162850 – 163011 from May 6 – May 26, 2022;**
4. **Treasurer's Report for Month Ending April 30, 2022;**
5. **Bid Results and Approval of Purchase Order # 114073 for the Purchase of One (1) New Semi-Elliptical Dump Truck;**
6. **Bid Results and Approval of Purchase Order # 114078 for the Purchase of One (1) New Cab Over Engine Utility Pumper Truck; and**
7. **Adoption of Resolution No. 2022-18, Setting the District's FY 2022-2023 Appropriation Limit for Proceeds from Taxes per Article XIII B of the State Constitution.**

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**PUBLIC HEARINGS**

**8. Public Hearing to Consider Adoption of Proposed Water Availability / Standby Charges for Fiscal Year 2022-23:**

A public hearing to receive written and oral input on the adoption of Ordinance No. 2022-08, regarding proposed revisions to Water Availability / Standby Charges for Fiscal Year 2022-23, was opened by President Polito at 2:09 p.m.

Annually, the District holds a public hearing to receive public testimony on the water availability charge of \$10 per acre with a \$10 per parcel minimum, reported Manager of Accounting Velasquez. This charge has been in place at the same rate since FY 1995-96. The availability charge will generate a dedicated source of revenue of approximately \$573,000 for fiscal year 2022-23 which will be used for ongoing capital requirements. Notice of the public hearing was published in the local paper, as required by law. Letters were also mailed to all new property owners within the District.

The District received one written protest. Opportunity was provided for public comment and there was none. The public hearing was closed at 2:18 p.m.

**Action:** Upon motion by Ferro, seconded by Holtz; and unanimously carried, the following Ordinance was approved:

**ORDINANCE NO. 2022-08**

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
VALLEY CENTER MUNICIPAL WATER DISTRICT  
ESTABLISHING WATER AVAILABILITY CHARGES FOR  
FY 2022-2023 ON ALL PROPERTY WITHIN THE DISTRICT**

Was adopted by the following vote, to wit:

**AYES:** *Directors Polito, Ferro, Holtz, and Smith*  
**NOES:** *None*  
**ABSENT:** *None*

**9. Public Hearing to Consider Levying the Approved Woods Valley Ranch Water Reclamation Facility Service Area Sewer Service Charges (Service Area 1), Sewer Service Charges (Service Area 2), and Grinder Pump Maintenance Charges (Service Area 2) on the Property Tax Roll for FY 2022-2023:**

A public hearing to consider levying the approved Woods Valley Ranch Water Reclamation Facility Service Area Sewer Service Charges (Service Area 1), Sewer Service Charges (Service Area 2), and Grinder Pump Maintenance Charges (Service Area 2) on the Property Tax Roll for FY 2022-2023, was opened by President Polito at 2:20 p.m.

The Woods Valley Ranch Water Reclamation Facility Service Area is comprised of two separate areas; the Woods Valley Service Area ("Service Area 1") and the Woods Valley Ranch Water Reclamation Facility Service Area 2 ("Service Area 2"), stated District Engineer Grabbe.

- Service Area 1 encompasses the 270 lot Woods Valley Ranch Subdivision and Golf Course. The Golf Course is allocated a ten EDU (Equivalent Dwelling Unit) capacity demand, resulting in a total capacity demand of 280 EDUs for Area 1.
- Service Area 2 encompasses the parcels participating in the Woods Valley Ranch Wastewater Expansion Project ("Expansion Project"), a total capacity demand of 1,247 EDUs for Area 2.

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Sewer Service Charges provide for the operation, maintenance, and ultimate replacement of the District owned and operated collection, treatment and seasonal storage facilities. It is levied on those properties connected to the wastewater collection system as of June 30, 2022.

The Grinder Pump Maintenance Charge provides funding for maintenance, emergency call out and repair services, and replacement of the pump unit at the end of its service life. On-site private grinder pumps are required for properties connected to the Low-Pressure Sewer Collection System in Service Area 2. As of May 31, 2022 there were 21 units connected (12 Simplex and 9 Duplex units).

Staff reported that no change over last year's annual sewer service charge of \$1,183.20 per EDU was being proposed. Staff recommended adoption of Resolution No. 2022-19 setting the sewer service charge for FY 2022-23 and collecting it as a fixed charge special assessment on the property tax roll. Charges for any mid-year connections would be collected on the monthly water bill until the next fiscal year.

Opportunity was provided for public comment and there was none. It was determined that there was no majority protest and the public hearing was closed at 2:28 p.m.

**Action:** Upon motion by Ferro, seconded by Holtz; and unanimously carried, the following Resolution was approved:

**RESOLUTION NO. 2022-19**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
VALLEY CENTER MUNICIPAL WATER DISTRICT PLACING THE  
WOODS VALLEY RANCH WATER RECLAMATION FACILITY  
SERVICE AREA ANNUAL SEWER SERVICE CHARGE ASSESSMENTS  
AND ANNUAL GRINDER PUMP MAINTENANCE CHARGE ASSESSMENTS  
FOR FY 2022-23 ON PROPERTY WITHIN THE SERVICE AREA  
ON THE SAN DIEGO COUNTY SECURED PROPERTY TAX ROLL**

Was adopted by the following vote, to wit:

**AYES:** *Directors Polito, Ferro, Holtz, and Smith*  
**NOES:** *None*  
**ABSENT:** *None*

**ACTION AGENDA**

**10. Adoption of Resolution No. 2022-20 to Approve and Levy the Approved Woods Valley Ranch Water Reclamation Facility Service Area Sewer Standby Fees (Service Areas 1 and 2) on the Property Tax Roll for FY 2022-23:**

Sewer standby fees are levied on parcels in the service area that have a capacity reservation, but are not connected to the wastewater collection system as of close of the fiscal year, stated District Engineer Grabbe. These fees provide funding for certain fixed cost maintenance items, operation support, and a replacement reserve contribution. This is necessary to maintain a parcel's commitment until it is developed and connected. Additional Parcels were connected to the Collection System in the prior year lowering the Total Sewer Standby Fee Assessments for FY 2022-23, but increasing the Sewer Service Charge Revenue.

- Service Area 1 – Woods Valley Ranch Subdivision
  - No changes in prior year with one (1) lot remaining undeveloped, and

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- Service Area 2 – Wastewater Expansion Project
  - Encompasses the parcels participating in the Woods Valley Ranch Wastewater Expansion Project (“Expansion Project”), a total capacity demand of 1,465.5 EDUs for Service Area 2.
    - 360 EDUs connected
    - 1105.5 EDUs not connected

Staff recommended continuing the current Sewer Standby Fee of \$550.32 per EDU for FY 2022-23, and directing that the Sewer Standby Fees be collected by the County of San Diego with the property taxes.

**Action:** Upon motion by Ferro, seconded by Smith; and unanimously carried, the following Resolution was approved:

**RESOLUTION NO. 2022-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
VALLEY CENTER MUNICIPAL WATER DISTRICT PLACING THE  
WOODS VALLEY RANCH WATER RECLAMATION FACILITY  
SERVICE AREA SEWER STANDBY FEE ASSESSMENTS  
FOR FY 2022-23 ON PROPERTY WITHIN THE SERVICE AREA ON  
THE SAN DIEGO COUNTY SECURED PROPERTY TAX ROLL**

Was adopted by the following vote, to wit:

**AYES:** *Directors Polito, Ferro, Holtz, and Smith*  
**NOES:** *None*  
**ABSENT:** *None*

**11. Adoption of Resolution No. 2022-21 to Approve and Levy Annual Assessments for Assessment District No. 2012-1 on the Property Tax Roll for FY 2022-23:**

Assessment District 2012-1 was formed to provide financial security and funding for the Woods Valley Ranch Wastewater Expansion Project (Expansion Project). Annual assessments are to fund the annual debt service payments for the State Water Resources Control Board SRF Loans and the two Limited Obligation Improvement Bond issued to fund the Expansion Project, reported District Engineer Grabbe. Annual assessments totaling approximately \$1.78M started in FY 2016-17 and were based on the estimated loan amounts for the total \$30.735M Expansion Project costs and were allocated to the participating properties based on the final Engineers Report dated April 13, 2015 prepared by Koppel and Gruber Public Finance.

Since that time, approval of the Update to the South Village Master Plan and formation of Community Facilities District No. 2020-1 (Park Circle East/West) of VCMWD (“CFD 2020-1”) in May 2020 provided additional capacity and participation for the Expansion Project; which generated a reduction in the cost per Equivalent Dwelling Unit (“EDU”) for all participants, (reflected in the annual assessments beginning in FY 2020-21). In addition to CFD 2020-1, the annual assessment for the participants were further reduced by the allocation of \$724,197 of the Woods Valley Ranch Phase 2 Expansion Project cost to the facility replacement reserves for the portion of the improvements that were for the sole benefit of Service Area 1 and not required for expanding the capacity of the facility. As a result, a portion of the AD 2012-1 annual debt service, totaling \$45,149, is funded from the Woods Valley Ranch Water Reclamation Facility Replacement Reserves for the remaining life of the SRF Loans.

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Staff recommended adoption of Resolution No. 2022-21, approving the annual assessment amounts for AD 2012-1 to fund the annual debt service and annual administration expenses for FY 2022-23 and placing it as a fixed charge special assessment on the San Diego County Secured Property Tax Roll.

**Action:** Upon motion by Ferro, seconded by Holtz; and unanimously carried, the following Resolution was approved:

**RESOLUTION NO. 2022-21**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE VALLEY CENTER MUNICIPAL WATER DISTRICT PLACING  
FIXED CHARGE SPECIAL ASSESSMENTS FOR FY 2022-23  
ON PROPERTY WITHIN ASSESSMENT DISTRICT NO. 2012-1  
ON THE SAN DIEGO COUNTY SECURED PROPERTY TAX ROLL**

Was adopted by the following vote, to wit:

**AYES:** *Directors Polito, Ferro, Holtz, and Smith*  
**NOES:** *None*  
**ABSENT:** *None*

**12. Adoption of Resolution No. 2022-22 to Approve and Levy Special Taxes for Community Facilities District No. 2020-1 on the Property Tax Roll for FY 2022-23:**

CFD 2020-1 was established to provide financial security and funding for the wastewater capacity improvements needed for the Park Circle East/West project. The improvements included assuming the AD 2012-1 indebtedness for the Park Circle Projects' participation in the Woods Valley Ranch (WVR) Expansion Project, construction of the Orchard Run Lift Station, future expansion of the WVR Water Reclamation Facility, and future construction of additional recycled water seasonal storage and transmission facilities. This is pursuant to the terms and conditions of the CFD Financing Agreement dated May 18, 2020.

FY 2022-23 represents the third annual Special Tax levy for CFD 2020-1. Staff recommended a Special Tax totaling \$854,317, the maximum allowable to be levied due to the County of San Diego's total tax rate limitations for the Park Circle projects. The Rate and Method of Apportionment (RMA) for CFD 2020-1, previously approved by the Board of Directors, set the maximum tax rate for both developed and undeveloped property in each zone in the Park Circle East/West project. As of May 1, 2022, (the cutoff date for determining Developed Property and Undeveloped Property as defined in the Rate and Method), 459 parcels were developed in CFD 2020-1 and the remaining 28.206 acres (comprising the remaining 173 lots and 2 commercial parcels) were undeveloped.

Such Special Taxes levied on and collected prior to the issuance of Bonds that are not required to pay administrative expenses of the CFD 2020-1 and debt service on the AD 2012-01 Indebtedness shall be held in a special, discrete fund established by VCMWD for the CFD 2020-1 (the "Special Fund"):

- \$556,322 – AD 2012-1 Indebtedness
  - \$28,000 – Administrative Expenses
  - \$269,995 – Special Fund
- \$854,317 Total**

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Staff recommended approving the proposed FY 2022-23 levy of special taxes, to be collected in the same manner as property taxes, for the parcels in CFD 2020-1.

**Action:** Upon motion by Smith, seconded by Holtz; and unanimously carried, the following Resolution was approved:

**RESOLUTION NO. 2022-22**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE VALLEY CENTER MUNICIPAL WATER DISTRICT,  
ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES  
DISTRICT NO. 2020-1 (PARK CIRCLE EAST/WEST) OF THE  
VALLEY CENTER MUNICIPAL WATER DISTRICT LEVYING SPECIAL  
TAXES TO BE COLLECTED FOR FISCAL YEAR 2022-23**

Was adopted by the following vote, to wit:

**AYES:** *Directors Polito, Ferro, Holtz, and Smith*  
**NOES:** *None*  
**ABSENT:** *None*

**13. Adoption of Ordinance No. 2022-09 to Set the FY 2022-23 Fixed Charge Special Assessments on the Property Tax Roll for Unpaid Charges for Water and Other Services:**

Adoption of Ordinance No. 2022-09, setting the FY 2022-23 fixed charge special assessments and unpaid charges for water and other services, was requested by Manager of Accounting Velasquez. Water Code authorizes the District to add delinquent and unpaid charges for water and other services to the property taxes of the property using the water or service.

To go on the tax roll, the delinquency must be unpaid for at least 60 days on July 1, 2022 and have had a lien recorded against the property with the County Recorder. Thirty-two (32) parcels with a delinquency of \$134,523.18 are eligible to go on the tax roll for 2022-23.

**Action:** Upon motion by Ferro, seconded by Holtz; and unanimously carried, the following Ordinance was approved:

**ORDINANCE NO. 2022-09**

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
VALLEY CENTER MUNICIPAL WATER DISTRICT PLACING FIXED  
CHARGE SPECIAL ASSESSMENTS FOR 2022-23 ON PROPERTY  
FOR UNPAID CHARGES FOR WATER AND OTHER SERVICES  
PURSUANT TO WATER CODE SECTIONS 72094, 72100, 72102  
ON THE SAN DIEGO COUNTY SECURED PROPERTY TAX ROLL**

Was adopted by the following vote, to wit:

**AYES:** *Directors Polito, Ferro, Holtz, and Smith*  
**NOES:** *None*  
**ABSENT:** *None*

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**14. Adoption of Resolution No. 2022-23, to Implement Emergency Regulations per the State Water Resources Control Board's May 24, 2022 Declaration – "Prevention of Drought Wasteful Water Uses", and Executive Order N-7-22:**

In response to the worsening drought conditions statewide, Governor Newsom issued Executive Order N-7-22 on March 28, 2022. On May 24, 2022, the State Water Resources Control Board (SWRCB) adopted an Emergency Regulation focused on the Prevention of Drought Wasteful Water Uses. Two provisions in the Executive Order and the SWRCB Emergency Regulation will directly impact VCMWD: 1) the filing of a Preliminary Annual Water Supply Assessment by June 1, 2022, and (2) implementation of the District's Article 230, Water Use Efficiency and Drought Response Program, Level 2 Water Demand Reduction (§230.6) by June 10, 2022, explained General Manager Arant.

The purpose of the annual water supply assessment is for retail water agencies to determine if there will be a shortage in the coming year and what actions will be taken to augment supplies/reduce demand. Since VCMWD is 100% dependent on the San Diego County Water Authority (SDCWA), the District's assessment will be based on information from the Authority; reflecting that the SDCWA will have ample supplies to meet VCMWD's needs for the coming year, as well as four additional dry years into the future. While E.O. N-7-22 does not specify a percentage of reduction, it does require retail water agencies to implement the Level 2 provisions of their respective Drought Response Programs. When a Level 2 is implemented, the Level 1 voluntary provisions become mandatory.

Mr. Arant outlined the Level 1 and 2 mandatory provisions, focusing on the following provisions:

- Irrigating three days per week for lawns and landscapes on *days selected by the customer*. Does not apply to commercial agriculture;
- Irrigating before 10:00 a.m. and after 4:00 p.m. for lawns and landscapes. Does not apply to commercial agriculture; and
- Fixing plumbing leaks within 3 days of discovery.

The Emergency Regulations also ban the watering of "non-functional" decorative turf, though residential and recreational turf are exempted; however, non-functional turf may be exempted if the application of water is needed to sustain trees and other permanent plantings. While this regulation must be enforced directly by the SWRCB, water agencies have been asked to communicate this to their respective customer bases.

Staff will return to the Board in July with an update on the specific communication programs it intends to implement.

**Action:** Upon motion by Ferro, seconded by Holtz; and unanimously carried, the following Resolution was approved:

**RESOLUTION NO. 2022-23**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
VALLEY CENTER MUNICIPAL WATER DISTRICT IMPLEMENTING  
EXECUTIVE ORDER N-7-22 AND THE STATE WATER RESOURCES  
CONTROL BOARD'S MAY 24, 2022 EMERGENCY REGULATION -  
"PREVENTION OF DROUGHT WASTEFUL WATER USES"**

Was adopted by the following vote, to wit:

**AYES:** *Directors Polito, Ferro, Holtz, and Smith*  
**NOES:** *None*  
**ABSENT:** *None*

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**15. Status Update on the District's Recently Implemented Inactive Meter Charge:**

A follow up to the status report presented at the May 16, 2022 Board Meeting was presented by General Manager Arant. The following concepts for potential amendments to the Inactive Meter Charge Program (IMC) were summarized:

1. **Pay the IMC and sustain the ready access to the full capacity of the meter service.** IMC to remain at 50% of the full then Meter Service Charge for 2023 and will be reviewed by the Board for possible adjustment to 62.5% in CY 2024 and 75% in CY 2025.

*Revised Approach: No changes recommended.*

2. **Relinquish capacity rights with an agreement recorded against the property and cease paying the IMC.** Customer pays a reduced abandonment fee of \$2250 (half the average of the two fees \$5,400 and \$3700 for the removal cost) with the rationale for cost-sharing based upon the fact that removing older services which may fail is also a maintenance benefit to the District which helps avoid future emergency repairs and water loss. The District would apply up to 6-months of unpaid charges to the cost of removal; and if requested, the District will set up an interest-free payment plan for the removal fee for up to 24 months.

*Revised approach: Capacity and service rights, and thus the obligation to pay the ongoing IMC can be relinquished by executing a Service Discontinuance Agreement with the District which will be recorded with the county on the subject property. The applicant would pay a \$250 agreement processing fee but would be able to apply any IMCs paid through September 2022, as a credit against the processing fee. Restoration of service by the same property owner or a subsequent property owner would still have the same conditions as previously stated, full payment of physical meter costs (full-service installation or meter drop-in fee depending on actual site meter service status) and both the VCMWD capacity fees and SDCWA capacity fees as required by SDCWA statute.*

3. **"Virtually" downsize the meter with an agreement recorded against the property,** and the customer then pays the downsized IMC going forward. The original capacity is not relinquished as with Option 2 but retained for the meter account. Collection of the difference in the IMCs between the original meter size and downsized meter size is deferred until *if and when* an increased capacity or original full capacity is ever needed for actual service at some point in the future. At that point, the deferred IMCs are paid plus interest and the increased or original capacity is resumed without additional cost. If the customer resumes actual service at the downsized meter capacity, no deferred charges are due and normal service is resumed.

*Revised Approach: The only change is that the "plus interest" would be defined as an interest charge based upon the interest earned by the District on its investment portfolio during each year of deferral.*

In light of possible new Board direction on implementation of the IMC, staff is still not applying delinquency charges on outstanding balances and is not pursuing any collection actions. After discussion, the Board requested to have staff bring the item back for additional consideration and possible action, including termination of the charge, at an upcoming Board Meeting in July.

Public Comments were received by the following VCMWD customers:

- Mr. Ben Holtz submitted a letter of support
- Mr. Jim Roman submitted a letter of opposition.
- Mr. Clint Bishop submitted a letter of opposition.



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- Mr. Matthew Prickett contacted the Board Secretary requesting a call to speak during the agenda item, and voiced opposition on the new inactive meter charges.

**Action:** Staff will bring the item back for additional consideration and possible action at a Board Meeting in July.

**GENERAL MANAGER'S AGENDA**

**16. Resumption of In-Person Board Meetings:**

Due to concerns over COVID-19 infection, the Board Meetings have been closed to in-person public access since March 2020; limiting public participation to viewing and listening on a YouTube channel linked to the District's website. Interested public could then submit written public comments up until 1-hour from the start of the Board Meeting (1:00 pm). Written comments would then be read to the Board of Directors at the appropriate time during the meeting. Over time, the public access expanded to real-time, allowing public to submit an email requesting to speak and at the appropriate time during the Board Meeting, the Board Secretary would call them and allow up to three minutes of public testimony.

At all times the meetings have been conducted in compliance with the state Open Meeting laws. General Counsel has also reviewed reopening the Board Meeting to allow for in-person public access. Though COVID is still present and continues to impact our operations from time to time, it may be prudent for the Board to consider opening the Board Meetings to allow for in-person public access. The following ideas were presented to the Board for consideration:

1. Maintain the remote access option for Board Members, staff, and members of the public - offering a hybrid option.
2. Adopt any special conditions for access, such as proof of vaccination, temperature checks, and masking? General Counsel advised that any special conditions might be difficult to implement under the Brown Act.
3. Limit the number of people in the Board Room to a seating arrangement that provides some level of distancing.
  - a. General Counsel has advised that we can place reasonable limits the number of the public seated in the Boardroom, but will have to provide an alternative location, such as speakers mounted in the vestibule or outside the Boardroom doors, so that those who cannot sit in Boardroom can monitor the proceedings and listen for their opportunity to address the Board.

Staff received Board input and staff will develop a policy for the Board's consideration at a future Board Meeting in July.

**Action:** Informational item only, no action required.

**17. San Diego County Water Authority's Board Meeting Summary:**

A report on the San Diego County Water Authority's Board of Directors' Meeting of May 26, 2022 was provided by General Manager Arant.

**Action:** Informational item only, no action required.

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**18. General Information:**

General Informational items were reviewed by General Manager Arant.

**Action:** Informational item only, no action required.

**DISTRICT GENERAL COUNSEL'S AGENDA**

*None.*

**BOARD OF DIRECTORS' AGENDA AND REPORTS ON MEETINGS ATTENDED**

*None.*

**ADJOURNMENT**

**Action:** Upon motion by Ferro, seconded by Holtz; motion to adjourn passed with three (3) affirmative votes (*noting Director Smith left the meeting at 4:00 p.m.*), the regular meeting of the Board of Directors was adjourned at 4:21 p.m.

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
**Robert A. Polito, *President***

\_\_\_\_\_  
**Kirsten N. Peraino, *Secretary***

**Approved at a regularly scheduled Board Meeting on Monday, June 20, 2022**