

A meeting of the Board of Directors of the Edgemont Community Services District, held at the Edgemont Community Center, was called to order at 7:02 p.m. by Mike Addie, President. Those board members present were Brenda Addie, Mike Addie, Cheryl Franklin, Crystal Smith and Moses Taylor Jr. Also present were Sam Gershon, engineer, Edward Mackey, attorney, and Jessica Pfalmer, general manager.

Approve Minutes of September 23, 2021 – Crystal moved to approve the draft minutes, Moses seconded. Motion was carried.

Public comment - There was no public present.

Legal –

Administrative Code – review and discussion of draft – Ed explained that the Administrative Code is a document that combines the District’s ordinances, resolutions, policies and procedures into one document. He handed out copies of the draft Administrative Code and suggested that the board members review the draft over the next couple of weeks. He will answer questions about the Administrative Code at the next meeting.

Engineering – Sam reviewed the engineering memo.

District projects – status

Priority II Sewer Main and Lateral Replacement Project – Design sheet setup and design plans are underway. Plans should be ready to go out to bid March 2022.

Grant Street Sewer Lateral Replacement – No change from last month.

Annual cleanup is complete. A map of hot spots to be cleaned has been prepared based on what was discovered during the annual cleanup. The engineers will work with Houston and Harris to schedule an additional cleaning of the hot spots for February 2022.

The spraying of manholes for roach control was completed.

Engineers have a list of laterals that were not able to be videoed because of blockages that limited the camera’s movement in the laterals. Engineers only found cleanouts for six laterals of the 176 that were not able to be videoed. The engineers recommend that Montgomery Plumbing perform a cleaning of the laterals where cleanouts were found. The engineers also propose that a letter be sent out to the owners of the other laterals to notify them that some sort of blockage was found in their lateral. The board would like to discuss this more.

A review and update of the May 2016 Design and Construction Manual is underway. The draft is expected to be complete in April 2022 with tentative final adoption by the board in May 2022.

Engineers have compared Moreno Valley’s February 2021 Master Plan to the 2008 ECSD Master Sewer System Evaluation Plan to determine if the District’s plan needs to be updated. Engineers expect to provide comments to the Board in November.

Private development projects – status – An additional deposit to cover costs for the Apollo III project was requested in October. La Surtidora has no changes since last month. The Apollo IV project third plan check is expected to be completed in November. A deposit and plans were received for a planned ADU for 11445 Hildegard. A request for a sewer sign-off for a room addition at 13455 Barbara was received. The engineers continue to track other developments within the District.

Administration

Financial report – July and August 2021 – Jessica noted that the July financial statements include reversals for some of the audit accruals entries. Most of the accruals are only recorded at year end. On the Cash Disbursements Listing for July she noted that the payment to CalPERS – Pension for \$16,870.33 is for the unfunded liability payment for the year. She also noted that there were payments to the City of Riverside for \$60,759.54, \$35,546.18 and \$89,572.24. These payments were for four months of sewer treatment. The treatment bills often arrive in batches rather than each month. She did not have any specific comments for August.

Journal transfer of funds – approval – Crystal moved to approve a journal transfer of funds in the amount of \$2,828.93 from the General Fund to the Illumination Fund and \$162,961.91 from the General Fund to the Sewer Fund, Cheryl seconded, motion carried.

Submission of “No Spill Report” to State Water Resources Control Board – The report was filed as required.

Transfer of funds from General Fund to Illumination Fund – adoption of resolution – Jessica explained that the costs for the Illumination Fund are greater than the receipts from property taxes and lighting user fees, which results in the fund needing a transfer of funds. Brenda moved to adopt Resolution No. 346 “Authorizing transfer of funds to Illumination Fund,” Crystal seconded, motion carried.

Payroll processing – Discussion of possible change in payroll service provider – Jessica handed out a memo regarding payroll processing. She explained that the District has been having its payroll processed by the County of Riverside for decades. While the County has done a good job processing the payroll, there have been more errors since the addition of benefits and she does not have easy access to the records to verify activity. She would like to make a transition to a traditional payroll service, like ADP, Paychex or Paylocity. She noted that the cost of most of these services are in the same range as what is being paid to the County of Riverside now. She also noted that because the District has only a staff of one, there would need to be additional oversight by one of more members of the Board to fulfill audit controls. She told the board that she would bring additional information to the board with a recommendation for a new payroll service at the November meeting.

Monthly update – other items – Jessica told the board that the audit is now underway.

Closed session opened at 8:18 p.m.

Closed Session –

Pursuant to Government Code Section 54956.9 (d)(1), Pending Litigation in case entitled Horizons at Moreno Valley, LLC Plaintiff vs. Sukhijt Singh and other others including Edgemont Community Services District, Case Number CVRI 2103590 filed in the Riverside County Superior Court

Negotiation with the City of Moreno Valley - Re: Agreement concerning annual utility permit

Closed session ended at 8:23 p.m. with nothing to report.

Adjourned: 8:25 p.m.

Respectfully Submitted,



Jessica Pfalmer
Secretary