UKIAH VALLEY
WATER AUTHORITY

WATER EXECUTIVE COMMITTEE MINUTES
Regular Meeting
UKIAH VALLEY CONFERENCE CENTER
200 South School Street, Ukiah, CA 95482
Virtual Meeting Link: *https://us06web.zoom.us/j/83268733029*

Ukiah, CA 95482
April 2, 2024
5:00 p.m.

---

1. CALL TO ORDER AND ROLL CALL
The Water Executive Committee (WEC) met at a Regular Meeting on April 2, 2024, having been legally noticed on March 29, 2024. The meeting was held in person and virtually at the following link: https://us06web.zoom.us/j/83268733029. The clerk, Kristine Lawler, called the meeting to order at 5:00 p.m. Roll was taken with the following **Members Present:** Jerry Cardoza, Tim Prince, Adam Gaska, Tom Schoeneman, Juan Orozco, and Douglas Crane. **Staff Present:** Sean White, Ukiah Water Resources Director; Jared Walker, Redwood and Millview Water Districts General Manager; Phil Williams, Legal Counsel; and Kristine Lawler, Clerk.

CLERK PRESIDING.

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS
No public comments were received.

3. NEW BUSINESS
a. Committee Member Introductions and Secretary to Administer Oaths of Office.
Presenter: Kristine Lawler, Clerk.

The Committee Members introduced themselves and the Clerk administered the Oaths of Office.

Committee Consensus to hear item 3f out of order.

f. Introduction to Key Terms of the Joint Powers Agreement creating the Ukiah Valley Water Authority.
Presenter: Phil Williams, Legal Counsel.

Presentation was received.

b. Election of Officers: Chair, Vice Chair, Secretary, Treasurer, and Alternates.
Presenter: Kristine Lawler, Clerk.

Motion/Second: Shoeneman/Crane to nominate and elect Adam Gaska as Chair. Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

CHAIR GASKA PRESIDING

Motion/Second: Gaska/Crane to nominate and elect Jerry Cardoza as Vice Chair. Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

Motion/Second: Crane/Schoeneman to nominate and elect Sean White as Secretary. Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

Motion/Second: Schoeneman/Crane to table the appointment of Treasurer. Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

Motion/Second: Schoeneman/Crane to table the appointment of Alternates. Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

c. Discussion and Adoption Regarding Order of Agenda.

Presenter: Kristine Lawler, Clerk.

Motion/Second: Crane/Cardoza to approve the recommended Order of the Agenda (see below). Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

Recommended Order of Agenda:

1. Call to Order and Roll Call
2. Approval of Minutes
3. Audience Comments on Non-Agenda Items
4. New Business
5. Unfinished Business
6. Administrative and Operational Reports
7. Committee Member Announcements and Reports
8. Set Next Meeting Date
9. Adjournment

d. Consideration of Adoption of Resolution Providing Public Notice of a Draft of Conflict of Interest Code.

Presenter: Phil Williams, Legal Counsel.

Motion/Second: Crane/Schoeneman to adopt resolution *(2024-01)* providing public notice of a draft Conflict of Interest Code and seeking public comments after a 45-day comment period; (2) directing the Secretary to accept and consider any comments received and to forward the draft Conflict of Interest Code to the Fair Political Practices Commission after any needed revisions; and (3) directing Committee Members and Officers to file Statements of Economic Interest with the Clerk who should retain them. Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

e. Consideration of Adoption of Resolution Authorizing the Chair and Secretary to Take All Necessary Administrative Actions in Support of the Establishment and Operation of the Ukiah Valley Water Authority.

Presenter: Phil Williams, Legal Counsel.

Motion/Second: Crane/Schoeneman to adopt Resolution *(2024-02)* authorizing the Chair and Secretary to take all necessary administrative actions in support of the establishment and operation of the Ukiah Valley Water Authority. Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

f. *Continued* - Introduction to Key Terms of the Joint Powers Agreement creating the Ukiah Valley Water Authority.

Presenter: Phil Williams, Legal Counsel.

Presentation was received.

g. Discussion Regarding Potential Conflicts of Interest.

Presenter: Phil Williams, Legal Counsel.

No members expressed having any conflicts of interest.

4. UNFINISHED BUSINESS

No unfinished business was agendized.

5. ADMINISTRATIVE AND OPERATIONAL REPORT

a. SAFER Update.

Presenter: Sean White, Ukiah Water Resources Director.

Presentation was received.

Committee Consensus to direct Staff to agendize a presentation of a proposal from Carollo Engineers at the next meeting.

b. Transition Update.

Presenter: Sean White, Ukiah Water Resources Director.

Presentation was received.

6. COMMITTEE MEMBER ANNOUNCEMENTS AND REPORTS

No reports were given.

7. SET NEXT MEETING DATE

a. Consideration of Adoption of Resolution Establishing a Regular Meeting Date, Time, and Location.

Presenter: Phil Williams, Legal Counsel.

Motion/Second: Crane/Orozco to adopt Resolution *(2024-03) establishing the 1st Tuesday of every month as the regular meeting date, 5:00 p.m. as the regular time, and the Ukiah Valley Conference Center, located at 200 South School Street for the regular location*. Motion **carried** by the following roll call votes: AYES: Cardoza, Prince, Gaska, Schoeneman, Crane, and Orozco. NOES: None. ABSENT: None. ABSTAIN: None.

b. Discussion, Consideration, and Possible Scheduling of a Next Meeting Date of May 7, 2024; and Any Additional Special Meeting Dates Thereafter.

Presenter: Phil Williams, Legal Counsel.

Committee Consensus *to approve the May 7, 2024, at 5:00 p.m. for the next meeting, to be held at the Ukiah Valley Conference Center, located at 200 South School Street, Ukiah.*

8. ADJOURNMENT

There being no further business, the meeting adjourned at 5:34 p.m.

Kristine Lawler

Kristine Lawler, CMC/CPMC