

MINUTES

Thursday, September 18, 2025
Mammoth Community Water District
Regular Board Meeting

The Board of Directors convened in session at the hour of 5:31 p.m. A brief recess was taken, and the meeting was adjourned at 8:50 p.m.

Prepared by:



Stephanie Hake
Executive Assistant

ATTEST:



Mark Busby
Board Secretary

THE REGULAR MEETING of the Board of Directors of the Mammoth Community Water District was held on Thursday, September 18, 2025, at 5:31 p.m.

ROLL CALL

Board Present

Director: Tom Cage
Director: Dennis Domaille
Director: Elizabeth Hylton
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present

General Manager: Mark Busby
District Engineer: Garrett Higerd
Finance Manager: Jeff Beatty
Operations Superintendent: Clay Murray
Maintenance Superintendent: Rob Motley
Information Services Manager: Justin Mulbay
Human Resources Manager: Chris Weibert
Principal Administrative Analyst: Michael Draper
Executive Assistant: Stephanie Hake
District Counsel: Gavin Ralphs (*attending via Zoom*)

Guests Present

Leanna Block – MCWD Staff
Melissa Bretz – MCWD Staff
Jose Gonzalez – CPS HR Consulting (*attending via Zoom*)

PUBLIC FORUM

President Smith opened the public forum at 5:31 p.m.

Mark Busby said he wanted to recognize Chris Weibert, the District's Human Resources Manager. She is retiring in early October, and this is the last MCWD board meeting she will be attending. The Board and staff expressed their appreciation to Ms. Weibert for her 11 years of dedicated service to the District and offered best wishes in her next chapter.

Director Cage commented on a recent local newspaper article about the water district in Bishop and their financial problems. He thanked the MCWD Board for the common-sense approach to handling District business and said he was proud to be a part of MCWD.

No one else addressed the Board and President Smith closed the public forum at 5:34 p.m.

CONSENT AGENDA A

- A-1 Approve the July and August 2025 Check Disbursements**
- A-2 Approve the Minutes from the Regular Meeting held July 17, 2025**
- A-3 Approve the Minutes from the Special Meeting held July 30, 2025**
- A-4 Approve the AmeriGas Tank Site Lease Extension**

There was no discussion. Director Domaille made a motion.

BOARD ACTION – To approve Consent Agenda A

MOVED BY: Director Domaille
SECONDED BY: Director Hylton
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

CONSENT AGENDA B – DEPARTMENT REPORTS

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|--|---|
| B-1 Operations Department Report | B-5 Information Services Report |
| B-2 Maintenance Department Report | B-6 Personnel Services Report |
| B-3 Finance Department Report | B-7 Regulatory Support Services Report |
| B-4 Engineering Department Report | B-8 General Manager’s Report |

Director Cage made a motion.

BOARD ACTION – To approve Consent Agenda B

MOVED BY: Director Cage
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

CURRENT BUSINESS

- C-1 Presentation and Discussion of the Results of 2025 Employee Engagement Survey**
 - **Jose Gonzalez, CPS HR Consulting**

Mark Busby introduced Jose Gonzalez of CPS HR Consulting. He provided a brief history of the previous Employee Engagement Surveys; noting that the first survey was conducted in 2020 and a follow up in 2022. He said that having a third party conduct the survey allowed for complete anonymity, which encourages staff to be candid and honest with their responses.

Mr. Gonzalez reviewed the results of the survey virtually by screen sharing a Power-Point presentation. He noted that the participation rate was 93% or 40 out of 44 employees responded. Following the presentation there were some questions by Board members and some follow-up discussion.

BOARD ACTION – None, informational only

RECESS:

- The Board of Directors called a recess of the meeting for a period of 10 minutes. Following the recess, President Smith reconvened the meeting.

C-2 Discuss and Consider Adopting Revised MCWD Board Policies:

- **Rules for Board Proceedings Policy (PL-BOD-001)**
- **Directors Compensation and Expense Reimbursement Policy (PL-BOD-002)**
- **Board Delegation of Authority Policy (PL-BOD-003)**
- **Ethics Policy (PL-BOD-004)**
- **Sexual Harassment and Abusive Conduct Prevention Training Policy (PL-BOD-005)**

Mark Busby provided a brief summary of the relatively minor updates reflected in the Board policies. He added that many of the updates were provided by the District's legal counsel.

A brief discussion followed.

BOARD ACTION – To adopt the following revised MCWD Board policies:

- **Rules for Board Proceedings Policy (PL-BOD-001)**
- **Directors Compensation and Expense Reimbursement Policy (PL-BOD-002)**
- **Board Delegation of Authority Policy (PL-BOD-003)**
- **Ethics Policy (PL-BOD-004)**
- **Sexual Harassment and Abusive Conduct Prevention Training Policy (PL-BOD-005)**

MOVED BY: Director Domaille
SECONDED BY: Director Thompson
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

C-3 Discuss and Consider Adopting New MCWD Prohibition of Rooftop Sprinkler Systems Policy (PL-ADM-027)

Mark Busby said that several months ago, the Code/Policy Committee requested that staff prepare a draft policy for the Board to consider. He added that the draft had been reviewed by the District's legal counsel and the Code/Policy Committee.

Board members asked a couple of clarifying questions before Director Hylton made a motion to adopt the policy.

BOARD ACTION – To adopt the new MCWD Prohibition of Rooftop Sprinkler Systems Policy

MOVED BY: Director Hylton
SECONDED BY: Director Cage
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

C-4 Discuss and Consider Adopting Resolution No. 09-18-25-13 Establishing a Records Retention Schedule, Superseding All Previous Policies, and Authorizing Staff to Make Changes to the Schedules When Required

Stephanie Hake said that the Records Retention Schedule (RRS) is reviewed annually by a consultant and the District's legal counsel. Any recommended updates or changes are then presented to the Board for review and possible adoption. Legal counsel's recent guidance was that staff should be able to make changes to the schedules throughout the year without prior board approval as long as the changes are then reported at the next regular board meeting. This resolution authorizes staff to make changes as needed.

There was a brief discussion and Director Cage made a motion.

BOARD ACTION – To adopt Resolution No. 09-18-25-13 Establishing a Records Retention Schedule, Superseding All Previous Policies, and Authorizing Staff to Make Changes to the Schedules When Required

MOVED BY: Director Cage
SECONDED BY: Director Hylton
AYES: Directors Cage, Domaille, Hylton, Smith, and Thompson
NAYS: None
ABSENT: None

COMMITTEE MEETINGS HELD DURING THE MONTH

Pension Committee – August 26, 2025

Tom Cage

Code/Policy Committee – September 9, 2025

Tom Smith

Dennis Domaille

Technical Services Committee – September 17, 2025

Dennis Domaille

Gary Thompson

Finance Committee – September 17, 2025

Tom Cage

Elizabeth Hylton

Pension Committee:

Director Cage said that the committee reviewed the past six months of activity with the District's plan. He said that much of the discussion was about how to motivate staff to participate more with the program, particularly newer employees.

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Code/Policy Committee:

Director Domaille said the policies that were approved this evening were discussed at the committee meeting.

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Technical Services Committee:

Director Domaille said the committee discussed the department reports. He noted that the use of groundwater increased significantly in August due to the backwash tank rehabilitation project that had been going on at the Lake Mary Surface Water Treatment Plant. He also reported that Ormat has had to reduce energy production due to the electrical power lines between Mammoth Lakes and Southern California being reclassified to a lower capacity rating.

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Finance Committee:

Director Hylton reported that the committee reviewed the accounts payable activity for the past two months. She said the property tax payment was a little less than budgeted. Otherwise, the meeting was routine.

DIRECTOR COMMENTS, REQUESTS, AND REPORTS

Director Cage commended staff on the District's entry in the Town of Mammoth Lakes' 4th of July parade.

ATTORNEY REPORT

Attorney Ralphs said that his office is working with MCWD staff on some draft policies, otherwise there isn't much to report from Sacramento.

No recess was taken, and the Board went into closed session at 7:01 p.m.

CLOSED SESSION

D-1 Conference with Real Property Negotiators

Pursuant to Government Code Sections 54954.5(e) and 54956.8

Property Description: Mono County APNs – 022-400-023-000; 022-400-024-000; 022-400-025-000

Under Negotiation: Price and Terms of Payment

MCWD Negotiators: Mark Busby

Property Owner Negotiator: Plum Family Limited Partnership

Note: Due to a potential conflict of interest, Directors Smith and Domaille recused themselves, left the boardroom and did not participate in the discussion of Closed Session item D-1.

D-2 Public Employee Appointment

Involving the Position of General Manager

Pursuant to Government Code Sections 54954.5(e) and 54957(b)(1)

ADJOURNMENT

The Board returned from closed session at 8:49 p.m.

It was reported that the Board voted unanimously to appoint Clay Murray to the position of General Manager. Direction was given to the ad-hoc negotiating committee to negotiate an agreement and bring the agreement back to the Board for possible approval at the October 16 regular board meeting. Mr. Murray will assume the position on March 1, 2026, following Mark Busby's retirement on February 28, 2026.

President Smith adjourned the meeting at 8:50 p.m.