

## MINUTES

The meeting was called to order at 6:04 p.m.

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### 1. Roll Call

The meeting was called to order by the Board President James Kentosh at 6:04 pm at the District Office.

Present were: Board President James Kentosh, Board Directors Larry Harrold, Diana Engle, and Mike Etchart. Staff Present: General Manager Mike Hollebrands and Board Secretary Stacey Gilbert. Attorney Lindsay Nielson was also present.

Absent was Board Vice-President Mike Krumpschmidt

### 2. Approval of the minutes

Approval of the August 16<sup>th</sup>, 2016 Regular Meeting minutes:

Mr. Etchart made the motion to approve the August 16<sup>th</sup>, 2016 Regular Meeting minutes. Mr. Harrold seconded the motion.

Etchart/Harrold  
All Ayes  
M/S/C

### 3. Public Comments

Ms. Elizabeth Anne von Gunten was present.

Robert Peary – Meiners Oaks Trailer Park – Mr. Peary presented the Board with a statement letter (attached) with the intent of having the Board re-evaluate the aspect of dwellings within a property. Mr. Peary feels that there is not an adequate supply of water given to the trailer park. The trailer park is one meter, and the trailer park has 26 “dwellings” that feed off that one meter. The way the Drought Contingency plan is explained does not meet the needs of the trailer park. Mr. Peary feels the base allocation is far too low and that the Plan is very ambiguous in its wording. The Board has agreed to look further into Mr. Peary’s statement and all “dwellings” and come up with a solution that will both satisfy Mr. Peary and all customers with multiple dwellings and to be consistent with Casitas’ policy for us.

There was much discussion as to what to do, but it was clear that our policy

on “multiple dwellings” needs to be looked at further and possibly revised not to be so ambiguous. It was also implied that Mr. Peary file a waiver to receive a higher allocation. Ms. Von Gunten mentioned that Golden State Homeowners League is a statewide organization of mobile home owners, and they have a Ventura County Chapter and are very active legislatively. They have legal counsel on staff and will have information about what other people are doing in various places and have sample policies that can be looked at to get an idea of what we as a district could be doing instead of starting from scratch or reinvent the wheel. She has a phone number if we need it.

#### **4. General Manager’s Report**

- **System Status and Production – The G.M. reported that we are still 100% dependent on Lake Casitas.**
- **District Lead sampling – The G.M. Reported that the results showed that we ranged from non-detectable level of lead to a .6 which is well under the DWR’s limit.**
- **Drought Summit meeting – On Thursday, September 22<sup>nd</sup> is the Drought Summit meeting – Mr. Hollebrands will be talking along with the other general managers of the other water districts in the County.**
- **We received a Presidential Award from SDRMA for having no paid claims in the last 5 year period.**
- **Next week the GM will be in the field for 2 things:**
  - 1) **We need to move a fire hydrant that is on El Roblar and N. Poli by Lalo's restaurant to across El Roblar. This is being done to protect hydrant from traffic.**
  - 2) **We were notified yesterday (9/19) that we have a small main leak on the highway just north of El Roblar across from the County’s storage yard.**
- **JPA update – it is still being hashed out by and with the County. We won’t have anything to look over for at least another 2 weeks.**

#### **5. Board Committee Reports**

- **Executive Committee meeting August 22<sup>nd</sup> – Mr. Kentosh, Mr. Krumpschmidt, Mr. Hollebrands and Mr. Neilson all met to go over the GM’s evaluation and to talk about the MOU agreement with Casitas. The committee’s suggestions on the MOU were forwarded to Steve Wickstrum, and Steve mentioned that he had some small changes, but overall it looks good.**

#### **6. Board of Directors Repots**

**Ms. Engle had nothing to report at this time.**

**Mr. Harrold – Wondered if anyone had heard on the news from Santa Barbara that the City Council is asking for no more watering of lawns? It**

hasn't passed but may tonight. Ms. Engle stated it is mostly in part because the desalinization got delayed due to it not coming online. Mr. Harrold also asked the status of the Callegas pipeline. Mr. Hollebrands stated that it would be talked about at the Drought Summit. Mr. Etchart had nothing to report at this time. Mr. Kentosh had nothing to report at this time.

## **7. Financial Matters**

1. Approval of Payroll and Payables from August 16<sup>th</sup>, 2016 to September 15<sup>th</sup>, 2016 in the amount of:

Payables -	\$ 71,242.90
Payroll -	\$ 29,510.86
Total -	\$ 101,253.76

Mr. Harrold made the motion to pay the monthly expenses. Mr. Etchart seconded the motion.

Mr. Neilson commented that it is difficult to find out how much money we brought in. It was suggested to have an actual report that lays all that out. Mr. Hollebrands stated that his GM report that he submits to the Board members does have all that laid out.

Mr. Kentosh questioned the Audit work that the fee is in two parts.

Ms. Engle questioned what the pipe freezing machine is. Mr. Hollebrands explained its use to the Board. Ms. Engle asked what Grammarly was. Mr. Hollebrands explained its use.

Mr. Kentosh questioned what the Annual Reconciliation for SDRMA was.

Mr. Hollebrands explained that it has to do with payroll and budget estimates submitted to SDRMA and that sometimes we have to pay, and sometimes we get a refund depending on the annual projection we provide them with.

Harrold/Etchart  
All Ayes  
M/S/C

## **8. Board Discussion and/or aAction**

a) Review and discussion of Customer Allocation waivers – There are several waivers that need to be decided on.

1. Phelps waiver – Ms. Phelps doesn't give enough justification as to why she needs more water and doesn't fall within the criteria. Mr. Etchart made the motion to reject Ms. Phelps' Allocation Adjustment request. Mr. Harrold seconded the motion

Etchart/Harrold  
All ayes  
M/S/C

- 2. Walbridge waiver – Ms. Walbridge is currently selling this property. Her waiver is based on seasonality, and it isn't applicable to the waiver process.**  
**Mr. Etchart made the motion to reject Ms. Walbridges Allocation Adjustment request. Ms. Engle seconded the motion**  
**Etchart/Engle**  
**All ayes**  
**M/S/C**
- 3. Ferguson waiver – There is no justification or request for a specific allocation amount.**  
**Mr. Etchart made the motion to reject Ms. Fergusons Allocation Adjustment request. Ms. Engle seconded the motion**  
**Etchart/Engle**  
**All ayes**  
**M/S/C**
- 4. Walker waiver – This request was deemed incomplete due to missing information. She mentions the property was inhabited during 2010-2012, but our numbers don't match her statements. She also needs to explain what she is doing with the water that requires the increase request. She also states there are 3 occupants, and this is unclear. It was determined that she needs to be contacted to resubmit with more information due to an inconsistency with our records and their records.**
- 5. Vertoch waiver – His request doesn't fall within the criteria mainly because they planted grapevines after removing some avocado trees in 2013.**  
**Ms. Engle made the motion to reject Mr. Vertochs Allocation Adjustment request. Mr. Harrold seconded the motion**  
**Engle/Harrold**  
**All ayes**  
**M/S/C**
- 6. Johnson waiver – Mr. Hollebrands provided the numbers showing that Mr. Johnson is under his allocation and does not require an increase.**  
**Mr. Etchart made the motion to reject Mr. Johnsons Allocation Adjustment request. Ms. Engle seconded the motion**  
**Etchart/Engle**  
**All ayes**  
**M/S/C**
- 7. Harris waiver – Mr. Kentosh explained Mr. Harris' situation. Per his historical property consumption, the previous owner did not use enough water to keep up with health and safety measures. The previous owner had let his orchard go. Mr. Harris does fall within the criteria of the Waiver policy and therefore it was determined to adjust his baseline allocation to 26 which gives him a Stage 3 allocation of 18**

**Ms. Engle made the motion the approve Mr. Harris' Allocation Adjustment request and adjust his base allocation to 26 units. Mr. Etchart seconded the motion**

**Engle/Etchart**

**All ayes**

**M/S/C**

- 8. Rowe waiver - His waiver is based on seasonality, and it isn't applicable to the waiver process.**

**Mr. Harrold made the motion to reject Mr. Rowes Allocation Adjustment request. Mr. Etchart seconded the motion**

**Harrold/Etchart**

**All ayes**

**M/S/C**

- 9. Whitney waiver - His waiver is based on seasonality, and it isn't applicable to the waiver process.**

**Ms. Engle made the motion to reject Mr. Whitneys Allocation Adjustment request. Mr. Etchart seconded the motion**

**Engle/Etchart**

**All ayes**

**M/S/C**

- 10. Letter from Steve Alary in regards to Mr. Coeler's account requesting an additional meter – The letter stipulates that the owner is trying to sell off one of the houses on the property but in order to do so there needs to be a separate meter added to said house. Mr. Alary states that this property is 2 separate lots however we have it as one separate lot with 2 dwellings. He had spoken with Mr. Hollebrands already who informed him that no new meters are being given out at this time due to the seriousness of the drought. The Board discussed the letter, and it was brought up that this property is 2 legal lots, but there is no actual proof of that. Mr. Hollebrands is to find out if in fact the property has been separated into 2 legal lots and if so then we as a district have an obligation to give a Will Serve Letter for the second house that is already in existence. If it is not 2 legal lots, then he is to suggest to the owner to install a sub-meter to that house. This has been tabled for decision until next meeting**

- b) Safety Deposit Box rentals for sensitive District documents – Mr. Harrold made the motion to rent a Safety Deposit Box through Rabobank to hold sensitive District documents. Ms. Engle seconded the motion.**

**Harrold/Engle**

**All Ayes**

**M/S/C**

- c) Discussion of possible compensation for G.M. – this was tabled until next month's meeting so that Mr. Krumpschmidt could be present**

- d) Discussion of Over-allocation fee increase to \$5.00/unit from Casitas – Mr. Kentosh presented a few slides that gave examples of what some of those over-allocation fees could look like to the District and its**

customers. This topic has been handed over to the Drought Committee to see how we will proceed with this new information and come up with either a new policy or to revamp the Drought Contingency Plan.

Meeting went into closed session at 8:45 pm

**9. Closed Session:** The Board of Directors will hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Section 54956.8, 54956.9, and 54957

- Conference with Legal Counsel – Personnel Exception Government Code Section 54957 (Subdivision (b) (2))

No decisions were made by the Board during closed session.

**10. Meeting Adjournment**

There being no further business to conduct at this time, Board President James Kentosh adjourned the meeting 9:04 PM.

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President

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Secretary