

MINUTES

The meeting was called to order at 6:00 p.m.

1. Roll Call

The meeting was called to order by the Board President James Kentosh at 6:00 pm at the District Office.

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

2. Approval of the minutes

Approval of the September 19, 2017 Regular Meeting minutes:

Mr. Etchart made the motion to approve the September 19, 2017 Regular Meeting minutes with noted spelling corrections. Mr. Krumpschmidt seconded the motion.

Etchart/Krumpschmidt
All Ayes
M/S/C

3. Public Comments

Elizabeth Anne Von Gunten was present. Ms. Von Gunten stated that she will email Mr. Hollebrands her public statement.

4. General Manager's Report

- Production of Wells – Wells continue to run efficiently and meet the current customer demand. It was noted that the wells refill every other day despite Well 4 being offline.
- Warehouse (CUP) – Progress is being made, recently the Fire Department had made a requirement for a 24 ft. wide all weather road leading up to the gate. Mr. Hollebrands presented photos, maps and documents of existing conditions to the department; the 24 ft. requirement has been removed from the permit conditions. Additionally, three complaints had been filed with the County of Ventura regarding the

District, including construction debris, inaccessible hydrant and connecting gate blocking drainage of customer property. All filed complaints will be addressed and resolved prior to the County issuance of the requested permit.

- **District O&M Report** – The District Board has requested that the new report include conservation statistics, as well as any action(s) taken. Additionally, the Earth Systems compaction evaluation results were received and indicated that the area in question is not adequately compacted. Earth Systems will be providing Mr. Hollebrands with some recommendations for addressing that area of property.
- **SDRMA Safety Award** – Mr. Hollebrands shared that the MOWD has received its second SDRMA Safety Award for having no workplace injury claims. The award recognizes members that have had zero paid claims in the prior five program years, this being MOWD’s second consecutive; no paid claims in prior ten years. This safety record results in a significant cost savings to the District.
- **Casitas MOU** – The District is continuing conversations with Steve, finalizing allotment amounts. It was further clarified that MOWD will base allocation on the 2013 averages rather than 2010-2012 averages, with an expected allotment of >1,000 units. The District Drought Committee will review the allocation and develop a hybrid model.

5. Board Committee Reports

- **GSA Board September 12 2017** – Ms. Engle summarized the most recent meeting, including:
 - Ms. Engle sworn in as a Director and GSA Board Secretary;
 - Consensus on the grant proposal, DWR for half the cost of the GSP. November 11, 2017 is the proposal deadline;
 - Discussion of the methodology and monitoring of the river and discharge measurements to be implemented;
 - GSA Board discussion of implementing unique Director email accounts. MOWD Board has requested Mr. Hollebrands obtain cost and time requirements from MITECH for implementing a similar email setup for MOWD Board Directors;
 - GSA Public Stakeholder meeting held on the same day, not well attended but a positive initial meeting.
 - Ms. Engle will request that Mr. Krumpschmidt and Mr. Hollebrands be added to the GSA agenda email distribution group.

6. Old Business

- **Salaries and Benefits** – Update will be discussed in section 9.
- **MOU with Casitas** – Update provided in section 4.
- **Eagle Aerial** – Mr. Hollebrands received the initial file and the ESRI was converted to Google Earth for ease of use by the MOWD office. The file contained tabular data as well as vectors and parcel images. Mr. Kentosh

will work with Mr. Hollebrands to run some sample data comparisons to validate the Eagle Aerial file and contract terms. The District Board has requested that the application of aerial data and compared to Director Kentosh's sample data.

7. Board of Directors Reports

- Mr. Kentosh reminded attendees that Ojai Day is Saturday October 21, 2017.

8. Financial Matters

- Approval of Payroll and Payables from September 16th to October 15th, 2017 in the amount of:

Payables -	\$97,497.97
Payroll -	\$31,175.78
Total -	\$128,673.75

There was clarification on two payables: (1) \$53,000 was authorized in May for Well 4 to cover the cost of pulling the well and rebuilding the pump; (2) \$11,000 for Bob's Fence is the 50% required up front for the tank farm, the project is slated to start November 14, 2017.

Mr. Etchart made the motion to approve the Payroll and Payables from September 16th to October 15th, 2017. Mr. Harrold seconded the motion.

Etchart/Harrold
All Ayes
M/S/C

9. Board Discussion and/or Action

- Emergency Response Plan – Mr. Hollebrands presented the updated Emergency Response Plan that is approved by the state annually. Additionally, the plan has been updated to reflect current contact information and resources. Updated EMS ID cards will be issued to each Director, based on their term dates. Requests were made and supported for the plan to be NIMS compliant, Mr. Hollebrands to obtain NIMS certification provided by FEMA; necessary drills of the plan will be performed as well as review of public access to the documents. An ad hoc executive committee meeting will be scheduled and posted to review each of the recommendations.
- Well 4 Rehabilitation – Construction guidelines were created alongside a standardized bid sheet, once approved the General Manager will obtain three bids for Board review and approval.

Mr. Etchart made the motion to approve the Well 4 Bid form with the construction guidelines and specifications. Mr. Harrold seconded the motion.

Etchart/Harrold
All Ayes
M/S/C

- Approval of Job Classifications and Salaries – The Board reviewed the updated job descriptions with minor editing requested to remove duplicate bullet points.

Mr. Harrold made the motion to approve the Job Classification policy & salary table. Mr. Krumpschmidt seconded the motion.

Harrold/Krumpschmidt
All Ayes
M/S/C

- District Christmas Party – Mr. Hollebrands presented a quote for holding the party at Agave Maria’s Restaurant in Ojai. The Board has agreed to the date of Friday December 15th at 7:00pm for a group of approximately 25 people. The District office will also contact additional venues and receive pricing to present for selection and approval.

At this time the Board of Directors went into Closed Session at 7:25 pm.

10. Closed Session: The Board of Directors may go into closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Section 54657 & 54956.8, 54956.9a)

- The Board will go into closed session under the Real Property Negotiations Exception and Pending litigation; Lawyer-client privilege Government Code sections (§54956.8), (§54956.9 (b)(3)(c) and (§54957.7) to discussion options regarding easements and property lines on parcels 010-0-102-290 and 010-0-102-090

Closed session ended at 9:05 pm

Open session re-opened at 9:06 pm

Item 9 f was discussed further; as a result, the Board approved the additional amount of \$480.00 for Bob’s fence. Director Etchart made the motion, Director Harrold second. All Ayes M/S/C

11. Meeting Adjournment

There being no further business to conduct at this time, Board President James Kentosh adjourned the meeting at 9:10 PM.

President

Secretary