

MINUTES

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

1. Roll Call

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

Present were: Board President Mike Etchart (by phone), Board Directors, James Kentosh, Mike Krumpschmidt, Larry Harrold, and Diana Engle. Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward, and Attornies, Lindsay Nielson, and Greg Jones.

2. Approval of the minutes

Approval of October 15, 2019, Regular Meeting minutes:

Ms. Engle made the motion to approve the September 17, 2019, Regular Meeting minutes. Mr. Krumpschmidt seconded the motion.

No public comments.

Mr. Krumpschmidt noted the overall quality of the minutes.

Ms. Engle requested a change in wording on page 4, paragraph 2 related to the residential meter situations. Ms. Ward to complete the requested revision before posting approved minutes to the website.

Krumpschmidt/Engle

All Ayes

1 Abstain (Harrold – Absent October Meeting)

M/S/C

3. Public Comments

A total of three members of the public were present.

Beth Von Gunten – was present at the meeting, requested reasonable accommodations for a fragrance-free public meeting space.

**** Agenda Order Changed****

The Board went into closed session at 6:11 p.m.

4. Closed Session: The Board of Directors held a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Sections 54957 & 54956.8, 54956.9 and 54957.

- Conference with Legal Counsel – Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9)
 - Meiners Oaks Water District vs. Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/

The board adjourned closed session at 6:44 pm.

Attorney Nielson stated that in closed session, Mr. Jones reported updates on the Moll case. No actions were taken, and no decisions were made during the closed session.

5. Financial Matters

- Approval of Payroll and Payables from October 16 to November 15, 2019 in the amount of:

Payables -	\$ 55,828.30
Payroll -	<u>\$ 39,279.10</u>
Total -	\$ 95,107.40

Mr. Krumpschmidt made the motion to approve the Payroll and Payables from October 16 to November 15, 2019. Ms. Engle seconded the motion.

Public Comment – None.

Mr. Harrold asked for clarification on the expense wording for Attorney Fees, some have case name and others don't, should be standardized.

Mr. Kentosh requested clarification on the expense for Associated Transportation Engineers, Mr. Hollebrands explained this is the WREA project for moving the mainline by Meiners Rd. Mr. Kentosh also asked what Uline supplies the District, Ms. Ward clarified that Uline purchases were for Safety equipment. The GSA reimbursement for Ms. Ward is invoiced monthly and deposited in the general ledger, calculated in advance to assure there is no financial impact to MOWD.

Kentosh/Engle
All Ayes
M/S/C

6. Board Discussion/Actions

a) Cost of living consideration of 3%

Mr. Hollebrands presented the Consumer Price Index for the Los Angeles area, with a recommended cost of living increase of 3.0%, supported by the Executive Committee. The last COLA increase staff received was in September of 2018.

Mr. Krumpschmidt asked how the 3% increase is accounted for in the budget; we should ensure that future budget considerations account for an estimated COLA.

Public Comment:

Ms. Von Gunten supports the 3% cost of living increase for staff.

Ms. Engle asked when the increase will be effective, given that it is occurring later in the year than usual. Mr. Hollebrands stated if approved, it would go into effect the next pay period. Ms. Engle recommended making the increase retroactive to October 1, 2019, for all staff.

Mr. Krumpschmidt made the motion to approve the 3% cost of living increase retroactive to October 1, 2019, for staff. Mr. Harrold seconded the motion.

Krumpschmidt/Harrold

All Ayes

M/S/C

b) Company Christmas Dinner Location, Date and Cost

Mr. Hollebrands shared that this year, the Holiday Dinner is being planned for Friday, December 13th, at 7:00 pm at the 2686 Kitchen, 2686 Loma Vista, Ventura. The restaurant is owned by the same local family that owns OBC in Ojai and Barrelhouse in Ventura. The space can accommodate our size group and serves a family-style dinner for the same cost as last year, \$80 per Director to cover the cost of dinner.

Mr. Krumpschmidt expressed concern regarding the expense to Directors, to bring their spouse costs \$160. Ms. Ward clarified that the historical intent was \$80 per Director to cover the cost of the entire dinner, not for each attendee. The Board discussed the intention of Directors paying for the Dinner versus the District.

Public Comment:

Ms. Von Gunten supports the District paying for the Holiday Dinner.

The Board consensus was that the Holiday Dinner is an appropriate expense and should be paid by the District.

c) Discussion of Allocation Program

Ms. Engle presented materials for the draft allocation program, based on last month's discussions. Part I of Ms. Engle's discussion focused on MOWD's practice/policy regarding illegal lots eligibility or lack of eligibility for stand-alone water service. The Board discussed the different documentation sources that could be used to verify lot compliance including a County Legal Lot Determination Letter or a copy of a recorded Certificate of Compliance. Of note, Ms. Engle coined the term "ownership" in her reference materials to reference one or more contiguous parcels owned by the same individual.

Part II of the Allocation Program discussions focused on Commercial accounts that board horses. Animal arenas were captured in the 2016 Eagle Aerial data. Staff will help identify the commercial boarding accounts, to assist Ms. Engle in assessing which accounts can be reclassified to residential. Ms. Engle posed the question, if the commercial meter is attached to a dwelling, should the commercial meter get a fixed allocation of 10 and the remainder an adjusted historical drought allocation amount. The Board agreed with this method; and, reiterated no new Agriculture accounts.

Ms. Engle stated she would take all of the notes and updates and prepare revised materials for the December Regular meeting.

d) Set Date and Time for Expansion of Service Committee Meeting

Mr. Hollebrands requested that Directors Kentosh and Krumpschmidt schedule the next Expansion of Services Committee meeting, as customers are awaiting will-serve letters. The meeting is scheduled for Wednesday, December 4, 2019, at 10:00 am at the District Office.

7. General Manager's Report

- Mr. Hollebrands thanked Ms. Ward for all her work getting MOWD setup with the online bill pay portal.
- District Operations & Maintenance Report
Mr. Hollebrands reported that demand has slowed, the full tanks last approximately 30 hours. Mr. Hollebrands reported a main leak that occurred Friday, November 15th at N. Rice and Oso Rd. The plastic mainline was bedded on rocks and split. Mr. Hollebrands reported that when he attempted to isolate the leak, the valves were allowing water to leak by, so water service was temporarily shut-off to the neighboring

customers to complete the repair. Those two valves will be replaced. As a result of the water runoff from the leak, a neighboring customer's yard had some clean up required. Sam Hill & Sons were contracted to assist with completing the repair. A second leak was reported by a customer phone call, GM found the leak to be a customer leak on Fernando. The customer was notified and the homeowner stated a plumber would be scheduled to fix the leak.

Ms. Engle asked how the Well levels are performing. Mr. Hollebrands stated that well levels have improved from October to November, by slowing down Well #2, less air is being produced.

Ms. Engle asked for an update on the development of Well #4. Mr. Hollebrands stated he is waiting for the scope of work from General Pump. Ms. Engle requested the GM Report table be modified to add dates of Well rehabs.

Ms. Engle requested clarification on the abnormal spike in January 2019 on the Consumption Graph. Ms. Ward to analyze the data and bring findings to the December board meeting.

8. Board Committee Reports

- Upper Ventura River GSA – Ms. Engle reported that the GSA has been working on the GSP schedule of work; Bryan Bondy met with Intera and executed an MSA and Task Work Orders. A webcast for non-modelers will be held at noon at VRWD.
- Executive Committee – Mr. Kentosh reported that they met on 10/25 to discuss the 3% COLA and WREA assistance with design criteria for standby generator needs; the minutes will be provided at the December meeting.
- Budget/Rate Committee – No update.
- Allocation Program Committee – Reported Item 5(c)
- New Meters and Expansion Committee- Scheduled for 12/4/19 @ 10 am
- Emergency Management Committee – To be scheduled after receipt of the report from WREA.

9. Old Business

- State Water – No update. Customer Opinion Survey results were shared at the last Casitas meeting, currently low support, and will re-evaluate after next April.
- Ojai, Ventura Water Partnership – No update.
- Matilija Dam Removal Update – No update.
- Grant Projects: Nitrate Removal & Blending and Cold Water Formation – No update, Mr. Kentosh stated that the VRCD would be sending information in November.

10. Board of Directors' Reports/Comments

Mr. Etchart – None.

Mr. Krumpschmidt – None.

Mr. Kentosh – (1) Hiking down in the Ventura River Preserve, still some water running! (2) GM evaluation postponed for Board President so that he can be physically present. (3) Ventura Watershed Council is coming up, do we need a Director to attend, Mr. Hollebrands to attend.

Mr. Harrold – None.

Ms. Engle – None.

The Board went into closed session at 8:41 p.m.

11. Closed Session: The Board of Directors held a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Sections 54957 & 54956.8, 54956.9 and 54957.

- **Conference with Legal Counsel – Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9)**
 - **State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875**

The board adjourned closed session at 9:26 pm.

Attorney Nielson stated that in closed session, he reported on updates for ChannelKeeper cases. No actions were taken, and no decisions were made during this closed session.

12. Meeting Adjournment

There being no further business to conduct at this time, Board Vice President Jim Kentosh adjourned the meeting at 9:26 pm.

President

Secretary