

MINUTES

The meeting was called to order at 6:00 pm.

1. Call to Order

The meeting was called to order by the Board President, Mike Etchart, at 6:02 pm via teleconference.

Present: Board President, Mike Etchart, Board Directors, James Kentosh, Mike Krumpschmidt, Larry Harrold, and Diana Engle. Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward and Attorneys, Stuart Nielson, Jeanne Zolezzi (closed session only).

Absent: None.

2. Approval of the Minutes

Approval of September 15, 2020, Regular Meeting minutes:

Directors Engle and Kentosh requested a revision to the minute's section regarding the Nitrate Removal Grant update, clarification the quarterly report was submitted to the Resource Conservation District and not the Sanitation District, Ms. Ward, to make the approved edit.

Director Harrold made the motion to approve September 15, 2020, Regular Meeting minutes, with requested revisions. Director Kentosh seconded the motion.

No public comments.

Harrold/Kentosh

Roll Call Vote:

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt – Y
All Ayes
M/S/C

Approval of September 22, 2020, Special Meeting minutes:

Director Engle noted that the minutes adjournment time seems incorrect, Ms. Ward, to confirm adjournment time and make the approved edit.

Director Harrold made the motion to approve September 22, 2020, Special Meeting minutes, with requested revision. Director Kentosh seconded the motion.

No public comments.

Harrold/Kentosh

Roll Call Vote:

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt – Y
All Ayes
M/S/C

3. Public Comments

Ms. Von Gunten was present and provided a statement of attendance.

**** The Board agreed to move this item forward of the closed session ****

4. Financial Matters

Approval of Payroll and Payables from September 16 to October 15, 2020, in the amount of:

Payables -	\$	81,025.78
Payroll -	\$	<u>48,724.19</u>
Total -	\$	129,749.97

Director Kentosh requested that the GM add the fiscal reserves to the Fiscal At-A-Glance report.

Director Krumpschmidt made the motion to approve the Payroll and Payables from September 16 to October 15, 2020. Director Harrold seconded the motion.

No Public Comment

Krumpschmidt/Harrold

Roll Call Vote:

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt – Y
All Ayes
M/S/C

**** The Board went into closed session at 6:11 pm ****

**** J. Zolezzi joined the meeting at 6:15 pm ****

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

- State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875
- Meiners Oaks Water District vs Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/
- Personnel Matters: GM & Board Secretary Reviews (54797(b)(4)) – Directors only

****J. Zolezzi left the meeting at 7:16 pm****

**** The Board adjourned closed session at 7:18 pm. ****

Attorney S. Nielson stated that in closed session, the Board discussed current ongoing litigation and received updates related to the Channelkeeper lawsuit. No decisions were made during this closed session.

6. Board Discussion/Actions

a) Discussion regarding public comment on proposed physical solution-Ventura River water rights (Engle/Kentosh)

No discussion.

No Public Comment.

No Motion.

b) Discussion and consider approval of Allocation Program customer notices. (Kentosh/Ward)

Ms. Ward introduced the draft customer notices, with some added revisions discussed with Director Kentosh prior to the meeting. The goal is to include a customer bill stuffer with the October 31 statements, as well as sending individual customer letters later in the month of November.

The board was in consensus with the bill stuffer and individualized customer letters, with some revisions to both sets of customer notices. Ms. Ward is to make the recommended revisions. Director Kentosh and Ms. Ward will continue working on implementation phase of the program.

No Public Comments.

No Motion.

c) Discussion of Meiners Road Tank options (Kentosh)

Director Kentosh took a tour of the Meiners Road tank area with Mr.

Hollebrands since the last meeting, outstanding job reconfiguring the pipes.

He stated that he was amazed at how bad the condition of the tank was in, not salvageable. Director Kentosh stated that at this time he recommends a 20,000 gal poly tank for providing fire protection to those 30 customers.

Mr. Hollebrands provided additional information, including a conversation he had with Fire Station 22 Fire Protection Engineer. To meet the fire protection requirements the line needs to be at or above 20 PSI; given the location of the existing fire flow pumps at the bottom and top of Meiners Rd, this can and is

being achieved without the tank. Mr. Hollebrands recommends not installing a replacement tank, but make the reconfiguration permanent.

The Board revisited generator location and the previous discussion to consider adding a 3rd generator, to be set at Meiners Road. The Board agreed that ensuring fire protection and back up generation are priorities.

Director Kentosh and Mr. Hollebrands to meet and discuss tank options, with fire flow consideration, seek input from WREA and report at the next meeting.

No Public Comments.

No Motion.

d) Discussion of Nitrate Removal Grant updates and oversight. (Kentosh)

Director Kentosh reported that the initial Nitrate Grant project update was submitted on time. Director Kentosh will be working pro bono with staff; staff time will qualify for in-kind funds.

No Public Comments

No Motion.

e) Review and discussion of the Emergency Response Plan, updated to include COVID-19 office repopulation. (Hollebrands)

Mr. Hollebrands presented the updated section of the MOWD Emergency Response Plan to include COVID-19. The District Office is closed to the public, (as of March 13, 2020) and staff has rotating remote work schedules. The Office has a hands-free sanitation station in the front of office, infrared thermometer and employee specific tracking logs for temp and survey questions (If they have experienced a fever or flu symptoms last 24hr and If family member had fever or flu symptom last 24hr). Staff wears masks if there is more than 1 person inside the office, if riding in a vehicle together or doing work in the field in close proximity. Mr. Hollebrands reiterated the compounding complications this pandemic has created, in addition to the changing COVID information, Summer and Brandi have multiple school-aged children that they are now having to homeschool, as well. Staff would like to continue operating as they currently are, to provide that flexibility and security. Directors expressed support for the staff and agree to continue operations as they are, with the District Office closed to the public. Director Kentosh recommended keeping the COVID specific response in a separate document from the ERP, as the information is changing so frequently.

Public Comments:

Ms. Von Gunten stated it is better safe than sorry and that it sounds like staff is on top of it; it is wise to check in each month.

f) Discussion and consider approval of Request for Proposals for Wells 1 and 2 SWTR Filter Replacement Design Project. (Hollebrands)

Mr. Hollebrands presented the Request for Proposals prepared by WREA for the SWTR Filter Replacement Design Project. Mr. Hollebrands explained that we are now at the next phase of the project.

Director Kentosh expressed confusion regarding the RFP, stating it is written as a sole-source, asked if groups will contract with MOWD or with WREA?

Director Engle noted that a scope of work was not included in the RFP.

Director Kentosh and Mr. Hollebrands will meet to work on revising the RFP and present at the next meeting.

No Public Comments:

No Motion.

7. General Manager's Report

Mr. Hollebrands presented the monthly GM Operations and Maintenance report. MOWD began purchasing Casitas water on 9/28/2020; amounts will be reflected on the November report. The treatment plant has a small leak in a 6" plastic elbow, staff to repair. The Meiners Rd tank reconfiguration continues to work, Director Kentosh had a tour after the last meeting. District staff continues to increase the amount of field work completed each month. Wells 1 & 2 are operating at less than a third of their capacity, with a combined GPM of 198. Wells 4 & 7 are performing as well as expected, considering declining water levels and increased demand, with 615 GPM. Hot days have increased demand; it is taking 3-4 days to fill and drops back down within 24 hours. We are looking forward to cooler weather. MAR Landscaping was hired to improve the side yards at the District Office, please take a look when you have a chance, we think it looks great.

8. Board Secretary Report

Ms. Ward presented the monthly Board Secretary report. Ms. Ward highlighted that Ms. Malone celebrated her 20th work anniversary with MOWD on 10/11. Ms. Ward will be attending the 2020 CSDA Virtual Board Secretary Conference 10/26-10/28.

Ms. Ward provided an update to the customer account balance aging report, as follow-up to the moratorium on customer disconnections for non-payment. There has been an uptick in payments toward the 4+ month balances, outstanding balances beyond 4 months on active accounts is less than \$5,000.

Director Kentosh noted that the MOWD moratorium on disconnections for non-payment is set to end this month, recommends not renewing. Ms. Ward noted that the CA Executive Order and the CA Utility Commission moratorium on disconnections for non-payment during COVID are still in place. Ms. Ward will provide an update on the CA Utility Commission stance on disconnections and late penalties at the next meeting.

Ms. Ward reported that the volume of service orders continue to increase, directly impacted by high consumption re-read/leak checks and account turnovers.

9. Board Committee Reports

- Executive Committee: No update.
- UVRGA: No update.
- Allocation Program: Discussed under item 6(b).
- Budget & Rate Committee: No update.
- Emergency Management Committee: No update – ongoing COVID-19 response.
- Staff Procedures Ad-Hoc Committee: Director Krumpschmidt will be transitioning off the Board after the November elections, Director Kentosh to take over as the contact for the Mediator.
- New Meters & Expansion of Services Committee: Mr. Hollebrands noted that he is in receipt of an exorbitant amount of ADU and Fire Flow letter requests. Director Kentosh noted the Committee has a draft policy to continue working on.

10. Old Business

- State Water: No update.
- Ojai, Ventura Water Partnership: No update.
- Matilija Dam Removal Project: No update.
- Nitrate Removal – CA Wildlife Conservation Grant: Discussed under item 6(d).

11. Director Announcements/Reports

Etchart: A large grower had shared that he got water on most of his trees during that 120° weekend, however, he didn't see a difference for the trees he didn't water, it was just too hot.

Engle: Expressed that she can't imagine a board meeting without Mike K.

Harrold: Reiterated comments on Mike K.'s eloquence, he has done a wonderful job. Director Harrold asked if the District generator is always out on Meiners Rd. Mr. Hollebrands responded, yes unless it is needed elsewhere. The locations of the generators are an item the Emergency Management Committee was addressing.

Kentosh: Concurred with the others, it has been a delight working with Mike K.

Krumpschmidt: Shared his sentiments about ending his time on the MOWD board. He added that he has been working with Jim on the Staff Procedures Committee and will continue until the transfer of Directors. He also expressed frustration with the length of time the mediation process has taken; he will provide an update after the mediation takes place.

12. Meeting Adjournment

There being no further business to conduct at this time, Board President, Mike Etchart adjourned the meeting at 8:45 pm.

Board Secretary

Board President