

## 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, Diana Engle, Christian Oakland, and Larry Harrold. Staff Present: General Manager, Justin Martinez, Board Secretary, Summer Ward and Attorneys, Stuart Nielson, Jeanne Zolezzi (closed session only), and Greg Jones (closed session only).

**Absent:** None.

### **2. Approval of the Minutes**

**Approval of March 16, 2021, Regular Meeting minutes**

**Approval of March 26, 2021, Special Meeting minutes**

Director Engle made the motion to approve March 16, 2021, Regular Meeting minutes and the March 26, 2021, Special Meeting minutes. Director Kentosh seconded the motion.

No public comments.

Engle/Kentosh

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – Y

All Ayes

M/S/C

### **3. Public Comments**

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

**\*\* The Board went into closed session at 6:05 pm \*\***

**\*\* J. Zolezzi joined the meeting at 6:10 pm\*\***

**\*\* G. Jones joined the meeting at 6:10 pm\*\***

**4. 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/

**\*\* J. Zolezzi left the meeting at 6:23 pm\*\***

**\*\* G. Jones left the meeting at 7:00 pm\*\***

**\*\* The Board adjourned closed session at 7:00 pm \*\***

Attorney S. Nielson stated that the Board discussed current ongoing litigation in closed session, and no actions were taken.

**5. Financial Matters**

**Approval of Payroll and Payables from  
March 16 to April 15, 2021, in the amount of:**

Payables -	\$ 104,122.14
Payroll -	<u>\$ 41,796.53</u>
Total -	\$ 145,918.67

Director Harrold made the motion to approve the Payroll and Payables from March 16 to April 15, 2021. Director Oakland seconded the motion.

No Public Comment

Harrold/Oakland

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – Y

All Ayes

M/S/C

**6. Board Discussion/Actions**

**a) Resolution 042021: Appointing Director and Alternate Director to the Board of Directors of the Upper Ventura River Groundwater Agency Joint Powers. (Etchart/Kentosh)**

Director Engle shared that Director Kentosh has become a great partner with the flow recommendations and will be a great alternate.

Director Kentosh made the motion to approve Resolution 042021 Appointing Director and Alternate Director to the Board of Director of the Upper Ventura River Groundwater Agency Joint Powers. Director Oakland seconded the motion.

No public comment.

Kentosh/Oakland

**Roll Call Vote:**

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

**b) Discuss and consider approval of the District Field Inventory restocking expense. (Martinez)**

Mr. Martinez reported a mainline break on April 3, MOWD did not have the pipe in stock at the warehouse, and VRWD could not provide the material. Historically, the District kept these materials in stock. The cost to have Famcon open after-hours is a minimum of \$250/hr. An assessment of the current inventory was performed, and restocking quotes were obtained from Famcon, Core and Main, and Ferguson is still pending. Mr. Martinez recommends proceeding with Famcon, a known vendor with the most reasonable pricing available at \$15,799.53. Directors Etchart and Kentosh recommended adding a small buffer for additional inventory items.

Director Kentosh made the motion to approve the District field inventory restocking expense up to \$20,000. Director Harrold seconded the motion.

Public Comment:

Ms. Von Gunten supports emergency preparedness and having inventory on hand. She would like to attend future Emergency Management Committee meetings.

Kentosh/Harrold

**Roll Call Vote:**

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

**7. General Manager's Report**

Mr. Martinez presented the General Manager's report on operations and maintenance, noting some changes to the report layout. Mr. Martinez reviewed the District updates, including the Casitas Lake level at 38.3%, removal of the Meiners Road tank, and installing a SCADA antenna tower, Field Operator II, Levi M. will be on military leave of absence starting in June and will need temporary help. The Board supports temporary help, following the Staff Procedures onboarding process.

Director Kentosh shared that typically around April each year, the GMs meet to discuss the upcoming water year allocation with Casitas. Ms. Ward to send Mr. Martinez a copy of the Casitas-MOWD MOU in preparation for that meeting.

Mr. Martinez performed a site assessment. The Treatment Plant is now running. Well #1 housing had previously been dropped on its side and must be rebuilt (approximately \$1,500), Well #2 circulation pump and required plumbing ordered (\$800). Wells # 4 & 7 need chlorine analyzers and hooked up to chlorine alarms and add scales for the chlorine cylinders. Mr. Martinez added that the field operators do not have masks or PPE for the chlorine gas, the District has contacted a couple of local vendors to get them fit-tested, and proper PPE purchased. Well # 8 site, most of the material sifted and will need to have hauled off. New locks have been put on the Well #8 gate to prevent contractors from taking water without staff notification. Mr. Martinez noted that the Ranchitos well site might be another site to pursue nitrate removal. Tank 1 has a minor leak that will need repair. The weatherstripping around the warehouse roll-up doors needs to be replaced to help improve interior conditions. Mr. Martinez is currently reviewing the broken valve list for budget and schedule.

Public Comment:

Ms. Von Gunten shared that Ham Radio users could help determine the type of SCADA antenna tower needed for the Meiners Rd tank site. Additionally, related to the chlorine, how close are we to OSHA requirements compliance? Mr. Martinez will follow up.

**8. Board Secretary Report**

Ms. Ward presented the monthly Board Secretary report. Ms. Ward reviewed that the SWRCB Emergency Notification Plan & Contacts were submitted April 2; the Nitrate Grant Progress Report #2 was submitted April 9; the CDFW draft flow recommendations comment letter was submitted April 13, and the SWRCB annual water use reports for pumped water was submitted April 14. Mr. Martinez and Ms. Ward are currently working on the SWRCB eAR due by May 15. The customer account aging report showed 26 accounts with balances over 4 months delinquent, totaling \$8,659.96. Ms. Ward mailed notices to each delinquent account in April, and door hangers were hung on April 16, requesting that they contact the office to either make a payment or make a payment arrangement. It is recommended that any customer that does not respond to the contact request may be subject to a flow restrictor at the meter. The intent is to engage the customers that have not made contact or attempt to make a payment arrangement. Customer billing and service orders were average for the time of year, with 73 service orders, 16 account turnovers, and a total AR of \$108,985.68. Ms. Ward stated that the allocation program's billing system template changes are now accessible for testing specific allocation data. The Beacon meter reading system has been in place since March; additional training is being scheduled.

**9. Board Committee Reports**

- Executive Committee: No update.
- UVRGA: Director Engle reported that the GSA is at a critical point in the GSP; the model is calibrated, validated, and running scenarios into the future. The GSA is identifying the behavior of groundwater elevations with climate change

into the future and how it relates to the undesirable effects that we have to guard against. We have been working through the 7 different criteria of SGMA. So far, the GSA has eliminated subsidence and seawater intrusion as potential negative effects on groundwater elevation, and a few weeks ago, it dispensed the groundwater quality criteria. The GSA is holding 2 full board meetings a month to get through all of the technical work. At the last meeting, the Board received a presentation from the modeling consultants and a presentation from Rincon Consultants. SGMA requirements are not to optimize conditions, rather how to avoid significant and undesirable effects. The next Public Workshop will be held on April 29, with modeling results and draft potential undesirable effects. Director Engle added that the Executive Director and the consultants are doing excellent work. The GSA must adopt the draft GSP before January 2022 to allow staff time to upload all of the components to DWR.

- Allocation Program: No update, pending billing system implementation, and then follow with allocation waiver requests.
- Budget & Rate Committee: Kick-off meeting held March 8. Mr. Martinez and Ms. Ward will prepare a draft budget for the committee to review and proceed.
- Emergency Management Committee: No update – ongoing COVID-19 response.
- Staff Procedures Ad-Hoc Committee: Directors Kentosh & Etchart to schedule a meeting.
- New Meters & Expansion of Services Committee: Directors Kentosh & Oakland will schedule meetings with Mr. Martinez, review the draft policy with ADU's along with any other regulatory requirements.

## **10. Old Business**

- State Water: No update.
- Water Supplier Partnership: On hold.
- Matilija Dam Removal Project: Web conferences held April 1, Director Engle, Ms. Ward, and Mr. Martinez attended.
- Nitrate Removal – CA Wildlife Conservation Grant: Director Kentosh reported that Progress Report #2 was submitted prior to the April 10 deadline.

## **11. Director Announcements/Reports**

Engle: No update.

Harrold: Gleeful feeling, a different atmosphere, and appreciative to Justin, Summer, and the Staff.

Kentosh: Floating an idea regarding getting a second opinion about what went wrong with the new Well #4, consider requesting an assessment from Curtis Hopkins.

Oakland: No update.

Etchart: No update.

Martinez: Met with CHP regarding the meter read golf carts, EZGo was providing vin approvals for cart registration, inappropriately. CHP is making rounds to inform golf cart owners that they will no longer be allowed on the streets. The district will determine an alternative method of completing the meter reads.

**12. Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:34 pm.

---

**Board Secretary**

---

**Board President**