

Regular Meeting
June 21, 2022
6:00 pm

Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023-2211

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 6:00 pm via teleconference.

2. Roll Call

Present: Board President, Mike Etchart, Board Directors: James Kentosh, Christian Oakland, Loni Anderson, and Christy Cooper. Staff Present: General Manager, Justin Martinez, and Board Secretary, Summer Ward. Attorneys Present: Stuart Nielson.

Absent: None

3. Approval of the Minutes

Approval of May 17, 2022, Regular Meeting Minutes.

Director Kentosh made the motion to approve the May 17, 2022, Regular meeting minutes, with one correction to add Director Cooper's oath of office. Director Cooper seconded the motion.

No public comment.

Kentosh/Cooper

Roll Call Vote:

Etchart - Y Kentosh - Y Oakland – Y Anderson – Y Cooper - Y

(5) Ayes- M/S/C

4. Public Comments

- No comments.

****The Board went into closed session at 6:03 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 Supreme Court, Case# CPF-14-513875

****The Board adjourned closed session at 6:18 pm****

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Attorney S. Nielson stated that the Board discussed pending litigation in a closed session, and no action was taken.

6. **Financial Matters**

Approval of Payroll and Payables from May 16, 2022 to June 15, 2022, in the amount of:

Payables: \$ 78,508.19

Payroll: \$ 45,481.86

Total: \$123,990.05

Director Anderson made the motion to the Payroll and Payables from May 16, 2022, to June 15, 2022. Director Oakland seconded the motion.

No public comment.

Anderson/Oakland

Roll Call Vote:

Etchart - Y Kentosh - Y Oakland – Y Anderson – Y Cooper- Y

(5) Ayes – M/S/C

7. **Board Discussion/Actions**

a. Approve Resolution 20220621: AB 361 – Brown Act: Remote Meetings During a State of Emergency, subsequent to Resolution 20220517. (Ward)

Ms. Ward presented Resolution 20220621: AB 361 - Brown Act: Remote Meetings During a State of Emergency, subsequent to Resolution 20220517. This resolution must be renewed every 30 days to cover the Committee and next regular board meetings.

Director Oakland made the motion to approve Resolution 20220621: AB 361 - Brown Act: Remote Meetings During a State of Emergency. Director Kentosh seconded the motion.

No Public Comment.

Oakland/Kentosh

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Anderson – Y Cooper – Y

(5) Ayes – M/S/C

b. Receive and discuss draft Financial Audit FY 2020-2021. (Ward/Martinez)

Ms. Ward presented the draft Financial Audit for FY 2020-2021. Ms. Ward reviewed the draft reports and provided an update on the recommended actions. Recommended items included (1) Organizational Structure: office staff size too small for ideal segregation of duties, Ms. Ward states a new staff member has been added and will help with reorganizing some duties; (2) Policy development: capitalization of assets and unbilled receivables received during overlap period between prior FY and new FY due to meter reading and billing cycles; additionally, the District determined the prior FY's discrepancy Trust Fund deposits, was due to a Tyler Billing process that was not updating the register, the problem was resolved in 2021; Unreconciled differences during transition to new fiscal year, which is being analyzed by Ms. Malone.

Ms. Ward stated that Cindy Fanning, CPA will be presenting the final Financial Audit FY 2020-2021, however, she is unavailable July 19 but can do a special meeting or attend the August 16 regular meeting. The Board agreed that the August 16 regular meeting would be best. There were no specific questions or comments from the Board regarding the draft reports.

Director Etchart recommended, and the Board concurred, to forming an Ad-Hoc Audit Committee to review all pending audit related policies and procedures prior to presentation to the full Board. The Ad-hoc Audit Committee will consist of Directors Kentosh and Cooper.

No Public Comment.

No Motion.

c. Discuss and approve the "Use of District Vehicles" policy. (Martinez)

Mr. Martinez presented the new draft policy "Use of District Vehicles." After a brief discussion, the Board agreed that some revisions were necessary. Mr. Martinez will make the discussed changes and will bring the policy back for approval.

No Public Comment.

No Motion.

d. Approve Valve Replacement project bid and contractor. (Martinez)

Mr. Martinez provided an overview of the leaking valves that are in need of replacement at two locations; Pala and S. Lomita. The work at Pala will include two valves, so that the configuration will allow for an expanded service area for the lower Casitas connection, which will also assist during line shutdowns for repairs in the future. Mr. Martinez noted that there is \$68,000 remaining in the FY budget for valve replacements. He recommended the Board approve the Toro Enterprise bid for \$34,385.

Director Anderson stated that it is the Grants Committee's hope that the District can get some future grant funding to assist with the remaining valve replacements needed in the District.

Director Anderson made the motion to approve the Toro Enterprise bid of \$34,385, for the valve replacements at the two specified locations. Director Oakland seconded the motion.

No Public Comment.

Anderson/Oakland

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Anderson – Y Cooper – Y

(5) Ayes – M/S/C

e. Review and consider approval of Will-Serve Letter request for (1) parcel: 260 E. El Roblar. (Martinez)

Mr. Martinez presented the Will-Serve Letter request from Tekmar Developments, referencing the flag lot across from the Artesian. The lot has a meter and current variable allocation of 521 units/year, currently no dwellings. The current allocation does not support the proposed project of 21 primary residences. Mr. Tekmar added some details of the project including the artificial turf, honeycomb driveway materials to help with recycling the water, as well as a 1-1 ratio reverse osmosis and grey-water system. The board requested clarification if this project is a "low income" housing development. The development team responded that the County only requires 5-10% of the homes be low income. The homes would be constructed out of shipping containers. The project team assures a completely green, waterwise design. Director Kentosh noted that the District's New Meters & Expansion of Services policy is still under review. Director Kentosh proposed having the New Meters, Allocations & Expansion of Services Committee meet with the Tekmar Development team to discuss the project and its requirements in more detail. Ms. Ward will contact all parties, including the Committee members, Tekmar development team and their attorney, Ryan Blatz and the District attorney, Stuart Nielson.

No Public Comments.

No Motion.

f. Status update on the draft "New Meters & Expansion of Services" policy. (Kentosh/Anderson/Martinez)

Director Anderson shared an update on the revisions to the New Meters & Expansion of Services policy, states it should be ready for the July regular board meeting.

Public Comments:

Ms. Reed requested clarification on whether the new policy will address the new SB 9. Director Kentosh stated that the policy will address SB 9, as the County of Ventura provides updates on the legislation, the policy will be modified as needed.

No Motion.

g. Discussion of Meiners Road Zone 2 Technical Memorandum. (Kentosh/Martinez)

Mr. Martinez presented the draft Technical Memorandum prepared by Director Kentosh for the Meiners Road Pressure Zone (2). Mr. Martinez added that he shared the draft memorandum with MKN Associates, and requested a quote for preparing a peer review of the engineering design.

No Public Comments.

No Motion.

h. Discussion of agenda and process for Prop 218 Hearing on June 30. (Martinez/Ward)

Ms. Ward presented the public hearing agenda for Thursday, June 30, 2022. The public hearing presentation will cover drought status, allocation program, overview of District expenses and capital projects, proposed water rates and opportunities for public comment. Director Etchart recommended adding background on Prop 218 and the history of MOWD and relationship with Casitas.

No Public Comments.

No Motion.

i. Receive an update on the 2021 Consumer Confidence Report. (Martinez)

Mr. Martinez presented the 2021 Consumer Confidence Report, based on FGL sampling data. The report was made available to the public on the District website, a bill stuffer will be included in the June 30 statements with a direct link to the online version, or customers may call the District Office to request a paper copy. The CCR is submitted to the State Water Boards via the Electronic Annual Reporting portal. Ms. Ward noted that with the changes to regulations the District is able to save approximately \$900/year by providing the direct weblink and only printing paper copies on demand.

No Public Comments.

No Motion.

8. General Manager's Report

Mr. Martinez reported that the Casitas Lake level has dropped to 33.3%. Mr. Martinez stated that Casitas may possibly be announcing a move to Stage 4 drought within the

next six months and Stage 5 within a year, due to worsening drought conditions. The demand on our water system has been stable, wells are all online. Production has dropped slightly. Grant applications for the VRIF-2 planning projects are expected to receive funding award in August. The replacement treatment plant 100% design plans are underway with MKN & Associates. Field Operator I, Michael Neary, passed his Distribution II exam on June 8, he awaiting his exam date for his Treatment II. Unanticipated power outage on Friday, Jun 17, generators were used to power operations until power was restored, approximately 3 hours.

Director Oakland added that he supports the District moving forward with the well feasibility study as a top priority rather than waiting on grant funding. Mr. Martinez replied that he would work on developing the RFP and contact hydrogeologists.

No Public Comment.

9. Board Secretary's Report

Ms. Ward presented the monthly Board Secretary report highlighting that she had completed MOWD's enrollment in the new California Low Income Household Water Assistance Program (LIHWAP), eligible households can get a one-time assistance of up to \$2,000 to pay off water and/or wastewater arrearages (from any time period). Interested customers can contact the Community Action of Ventura County, Maria Ramirez (HEAP Manager) at (805) 436-4025 or mramirez@ca-vc.org . Ms. Ward has included details on this and other financial assistance programs on the District website. Staff continue to work on the Prop 218 Public Hearing: Water Rates presentation, the hearing will be held virtually on Thursday, June 30 at 5:00 pm. Webinar ID: 654-704-515. The District had one public information request from the UVRGA for current well level data. The District re-instituted the late fee penalties and disconnection for non-payment in March 2022. Ms. Ward noted that many of the delinquent accounts contacted the office to setup payment arrangements once the cut-off door hangers were distributed. At this time no accounts have been disconnected for non-payment. Ms. Ward reported a total of 101 service orders for May, including 6 account holder changes. Ms. Ward noted that the nomination period for the November 8 election, will be open July 18 – August 12. All nomination paperwork will be processed through the Ventura County Elections Division. Ms. Ward noted that the Board Bylaws and Employee Manual are under legal review for any necessary updates, updated drafts will be brought to the Board for approval.

No Public Comment.

10. Board Committee Reports

- Executive & Personnel Committee: No report.
- UVRGA: Director Kentosh stated that he would be participating on a UVRGA ad-hoc committee regarding the City of Ojai's request to join the UVRGA.
- Budget/Rate Committee: Discussed item 7 (h) Prop 218 Hearing.

- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: Discussed item 7(f).
- Grants: Director Anderson provided a brief update that the committee has been developing tools and a file management system for grant tracking.

11. **Old Business**

- State Water: Director Kentosh stated that the Casitas is in negotiations with City of Ventura, no critical deadline has yet passed.
- Matilija Dam Removal Update: No update.

12. **Director Announcements/Reports**

- Director Kentosh: No report.
- Director Oakland: No report.
- Director Anderson: No report.
- Director Cooper: No report.
- Director Etchart: No report.

13. **Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:20 pm.

Board Secretary

Board President