

Regular Meeting
December 20, 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. Attorney Present: Stuart Nielson. Other present: Board Director (Elect), Joe Pangea.

Absent: None

3. Oaths of Office – Elected Officials

Director Oakland performed the Oath of Office with each 2022 elected official. Directors Etchart, Cooper, Kentosh, and Pangea each recited the Oath of Office on video; signed Oaths will be maintained at the District Office.

4. Approval of the Minutes

Approval of November 15, 2022, Regular Board Meeting minutes.

Director Anderson made the motion to approve the November 15, 2022, Regular meeting minutes. Director Cooper seconded the motion.

No Public Comment.

Anderson/Cooper

Roll Call Vote:

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

(5) Ayes- M/S/C

5. Public Comments

- None

****The Board went into closed session at 6:10 pm****

6. **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 6:46 pm****

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

7. **Financial Matters**

Approval of Payroll and Payables from November 16, 2022, to December 15, 2022, in the amount of:

Payables:	\$139,310.21
Payroll:	<u>\$ 46,708.80</u>
Total:	\$186,019.01

Director Kentosh made the motion to the Payroll and Payables from November 16, 2022, to December 15, 2022. Director Oakland seconded the motion.

No Public Comment.

Kentosh/Oakland

Roll Call Vote:

Etchart - Y Kentosh - Y Oakland – Y Pangea – Y Cooper- Y

(5) Ayes – M/S/C

8. **Board Discussion/Actions**

a. Discuss customer requests for drought surcharge relief, and determine the GM threshold for financial relief, historically up to \$500 per customer account. (Martinez)

Mr. Martinez stated that the District had an increase in the number of customers experiencing significant leaks and is requesting financial relief with the drought surcharge. Mr. Martinez noted the increase after the new rates were implemented. Historically the GM would approve any customer account changes up to \$500; however, with the new rate structure, many of these amounts are over \$500. Mr. Martinez requested the Board support the GM in making customer account adjustments up to \$1000.

Attorney Nielson recommended adding this to a policy statement.

Director Kentosh made the motion to authorize the GM to provide a customer financial relief up to \$1,000 in a 36-month period; if more than one incident in 36 months and/or

over \$1,000, the request will go to the Board for review. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

- b. Customer request for Drought Surcharge relief of \$865 due to a leak. (Martinez)**
Removed from agenda, based on board approval of agenda item 8a.

No Public Comment.

No Motion.

- c. Adoption of New Meters & Expansion of Services Policy with approval of Resolution 20221220. (Kentosh/Anderson)**

Director Kentosh presented the New Meters & Expansion of Services Policy. Director Kentosh noted that this policy required a lot of input and compromise from the Board, staff, and the public. Ms. Ward will be tracking future policy changes. Director Oakland supports adopting the policy.

Director Kentosh made the motion to approve Resolution 20221220: Adoption of New Meters & Expansion of Services Policy. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

- d. Approve Will-Serve Letter requests for (1) 235 N. La Luna; (2) 143 S. Padre Juan; (3) 221 N. Poli ADU & Junior ADU; (4) 649 S. La Luna; (5) 935 Devereux; (6) 1330 S. La Luna. (Kentosh/Martinez)**

Mr. Martinez stated that the board committee reviewed each Will-Serve Letter request, and all are recommended for approval.

235 N. La Luna: Request for constructing a new single-family, single-story primary dwelling; there is an existing ADU.

Director Kentosh made the motion to approve the allocation adjustment and issuance of the Will-Serve letter for the proposed project, as well as allow the option to add a second meter. Director Cooper seconded the motion.

No Public Comment

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

143 S. Padre Juan: Request for a pre-2016 ADU Will-Serve, to acquire a County permit. The dwelling is pre-existing, and the owner provided several years of tax and rental records.

Director Kentosh made the motion to approve the allocation adjustment and issuance of the Will-Serve letter for the pre-existing ADU. Director Oakland seconded the motion.

No Public Comment.

Kentosh/Oakland

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

221 N. Poli: The customer initially submitted two requests, a standalone ADU and a conversion of an existing indoor space to a Junior ADU. After a review of the existing allocation, there is not enough to support both projects. The customer would prefer to proceed with the Junior ADU.

Director Kentosh made the motion to approve the allocation adjustment and issuance of the Will-Serve letter for the proposed Junior ADU project. Director Cooper seconded the motion.

No Public Comment

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

649 S. La Luna: Request to convert an existing garage to an ADU; the property currently has one primary dwelling and a pool-house studio. The pool house was pre-existing to the allocation program and was not allocated water in the original calculation.

Director Kentosh made the motion to approve the allocation adjustment and issuance of the Will-Serve letter for the proposed project. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

935 Devereux: Tabled to allow time to review some ADA compliance information.

1330 S. La Luna: (Owner present) Tabled to explore allocation distribution and consideration for an additional meter.

e. Approve Casitas Standby Pass-through Fee increase from \$0.72 to \$1.30. (Ward/Martinez)

Ms. Ward reviewed the history of the Casitas Standby passthrough fee. The fee needs to be increased by \$0.58/unit. Ms. Ward noted that moving forward this passthrough fee should be reviewed and adjusted annually at the fiscal year when the other scheduled rate changes occur.

The Board agreed to hold off on increasing the Casitas Standby fee until FY 23-24.

No Public Comment.

No Motion.

f. Receive required communication from Fanning & Karrh, CPAs, regarding FY 21-22 Financial Audit. (Martinez/Ward)

Ms. Ward presented the required communication from Fanning & Karrh to the Board of Directors regarding the upcoming financial audit for FY 2021-2022. The letter covers items such as US Generally Accepted Auditing Standards, planned scope, and the timing of the audit.

No Public Comment

No Motion.

g. Receive Ventura LAFCo Meiners Oaks Water District Municipal Service Review and Sphere of Influence. (Martinez/Ward)

Mr. Martinez introduced the Ventura LAFCo Municipal Service Review and the Sphere of Influence. There were no significant changes to the MSR, and the SOI was updated to remove two parcels that MOWD does not serve. Attorney Nielson represented the District at the LAFCo public hearing on December 16. Director Kentosh added that it is a great report and overview of MOWD and would like to consider discussing the potential of a future merger between the water agencies.

No Public Comment.

No Motion.

9. General Manager's Report

Mr. Martinez reported that the Casitas Lake level is at 30.3%; Casitas was able to divert some of the water from the last rain. Seasonal rainfall totals for Casitas Dam 7.41", Matilija Dam 10.71", Stewart Canyon 5.61", and Nordhoff Ridge 13.39". There have been some notable increases in the water levels; staff will continue monitoring so that MOWD wells can come back online as soon as possible. The Income Surveys were mailed out, and Kennedy Communications will mail out the second round of surveys in a few weeks. The District received the VRIF-2 Grant Agreement, which the Committee and Attorney Nielson will review before bringing it to the Board for approval. The GIS mapping of the District has been completed by staff, who are in the process of attaching detailed asset information to each mapped item. Work continues on the Treatment Plant Design and Well Sighting Study.

No Public Comment.

10. Board Secretary's Report

Ms. Ward presented the monthly Board Secretary report highlighting that the District participated in a MARS Safety Training Beta program in 2022. Previously staff would complete about 2-3 training per year; in 2022, a total of 115 training courses were completed by staff. Ms. Ward noted that Income Surveys are underway and are waiting on an update from Kennedy Communications on whether enough responses have been received. There were no significant billing or work order changes in the past month. Ms. Ward reviewed the final election results and reminded all attendees that meetings would be held in person starting in January; a video conferencing option will continue to be provided for the public that does not wish to attend in person. Updated Board Bylaws will be considered for approval in January, along with voting on President, Vice President, and Committee memberships.

No Public Comment.

11. **Board Committee Reports**

- Executive & Personnel Committee: No report.
- UVRGA: Director Etchart stated there was not a GSA meeting this month.
- Budget/Rate Committee: No report.
- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: No report.
- Grants: No report.
- Treatment Plant Design Ad Hoc Committee: Members to be assigned in January.

12. **Old Business**

- State Water: No update.
- Matilija Dam Removal Update: No update.
- Collaboration on drought response measures: No update.

13. **Director Announcements/Reports**

- Director Kentosh: Welcomed Joe and confirmed the holiday dinner.
- Director Oakland: No report.
- Director Pangea: No report.
- Director Cooper: No report.
- Director Etchart: Welcomed Joe to the Board.

14. **Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:14 pm.

Board Secretary

Board President