

MINUTES

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

1. Roll Call

The meeting was called to order by the Board President Mike Etchart at 6:00 pm at the District Office.

Present were: Board President Mike Etchart, Board Directors, Jim Kentosh, Mike Krumpschmidt (by phone), Diana Engle and Larry Harrold. Staff Present: General Manager, Mike Hollebrands. Attorneys, and Lindsay Nielson were also present.

Absent: Board Secretary, Summer Ward

2. Approval of the minutes

Approval of the October 16, 2018, Regular Meeting minutes:

Ms. Kentosh made the motion to approve the October 16, 2018, Regular Meeting minutes. Mr. Harrold seconded the motion.

Kentosh/Harrold
All Ayes
M/S/C

3. Public Comments

Ms. Von Gunten – Provided a statement regarding her attendance and past participation on the MOWD Board. Ms. Von Gunten expressed concerns regarding selection criteria for the fiscal auditors.

Craig Walker – Valley Oak Charter School present.

4. Financial Matters

- Approval of Payroll and Payables from October 16th to November 15th, 2018 in the amount of:

Payables -	\$ 102,322.43
Payroll -	<u>\$ 38,347.24</u>
Total -	\$ 140,669.67

Mr. Kentosh made the motion to approve the Payroll and Payables from October 16th to November 15th, 2018. Mr. Harrold seconded the motion.

Ms. Engle commented on the invoices regarding wells 1 & 2, Mr. Hollebrands clarified that no invoices were received during this reporting period from the contractor. Ms. Engle also asked why there is an LA Times subscription. Mr. Hollebrands and Mr. Etchart replied that it is for updates on the state and water articles.

Mr. Harrold asked for clarification on the totals for payables, agenda and spreadsheet numbers do not match. Mr. Hollebrands to get clarification from Mrs. Malone regarding the differing amounts and report back next month.

Public Comment – None.

Kentosh/Harrold
All Ayes
M/S/C

5. Board Discussion/Actions

- a) Discussion of Valley Oak Charter Allocation from Casitas and needed Will-Serve letter from MOWD. Mr. Hollebrands reviewed that originally the property owner had reserved allocation of 0.45 ac/ft from Casitas and a temporary one-year will-serve letter from MOWD in October 2005. The lot has remained vacant, with no meter only an AMS and box. There are currently no fees being charged to the property owner. The school is now located at the Ojai Valley Community Church. The property owner is now in the process of selling the vacant lot and has paid Casitas for the allocation. Mr. Krumpschmidt also provided a summary of events, as well, he will recuse himself from any vote about this property due to personal ties to all parties involved. Ms. Engle and Mr. Kentosh expressed concerns regarding the inconsistencies within the documentation.

Mr. Etchart recommended to the Board that this item is discussed further at the next Regular Board Meeting with the additional documentation that will be provided by Casitas.

Public Comment – Mr. Walker, Assistant Director of Valley Oak Charter School, stated the school was under the impression that as long as they were paying the MSC charges and secured an allocation from Casitas that they were compliance. Further, he stated that Casitas informed them that the water use was not restricted and if the property sold and the new owners wanted more water they would then go through the additional

allocation request process. The school has been trying to do everything that has been asked of them so that they could move forward.

- b) **Approval of additional money to be added to Travel Exp./Seminars from Zone 1 Booster upgrade to cover cost of executive coaching and leadership skills training for the G.M. by Susan Edlinger**

Mr. Hollebrands reviewed that Ms. Edlinger had come to the district a few years ago, did a survey and made recommendations for improvement; recently Ms. Edlinger visited the District and had further recommendations for coaching and training. The transfer of extra funds from the Zone 1 Booster upgrade to help cover the cost of having Ms. Edlinger come to the District twice monthly for six months. The training will include a development plan as well as a mid-way point briefing and end report. Mr. Krumpschmidt expressed concerns about potentially delaying action, the importance of timeliness and that perhaps the GM should have an out of pocket expense for personal growth and skill building related to this matter. All board members agreed that the basis for this request is of importance and warrants a Special Board Meeting sooner rather than later to discuss this personnel issue in closed session and vote on the additional expense in open session.

- c) **Approval of completed Pipeline Protection Plan by Toro Construction (see attached pictures).**

Mr. Hollebrands sent out five requests for bids and received two bids. Toro was the lesser of the two, and the work has been completed. The Toro original bid amount was for \$19,550.00, additional emergency work was performed, and approval for those amounts will be discussed separately. The funds for this project will come from contingency funds, the additional T & M work will need to be a budget amendment or appropriations for contingency funds. Mr. Krumpschmidt asked regarding the lengthy list of exclusions within the bid. Mr. Hollebrands clarified that every job has differing exclusions and he reviewed and discussed the exclusions with Toro. The pipe is now encased in concrete so that erosion will not occur. The new valve and service line is for the customer and is accessible.

Mr. Kentosh made the motion to approve the payment of up to \$19,600.00 to Toro for the work completed on the Pipeline Protection Plan. Mr. Harrold seconded the motion.

Kentosh/Harrold
All Ayes
M/S/C

- d) **Approval of Byrd Electronics proposal to complete telemetry work at Wells 1 & 2**

Mr. Hollebrands presented the quote for work to be done by Byrd for Wells 1 & 2, totaling \$18,400.00. Ms. Engle requested an update on the work being done on wells 1 & 2. Mr. Hollebrands summarized the progress. Well 2 is not yet completed, casing and gravel pack installed, pump on order; a temporary pump was placed downhole and pumped to waste at 235 gal/min with the low water level. The same process will be done for Well 1. The goal is to get wells 4,7, 1 & 2 back on so we can turn off the Casitas connection.

Ms. Engle made the motion to approve the quote for Byrd Electronics telemetry work on wells 1 & 2 for the amount not to exceed \$18,400.00 with the provision that if work is not done on well 1, then the amount would reduce to cover well 2. Mr. Kentosh seconded the motion.

Public Comment –

Ms. Von Gunten recommended moving the GM Report on the agenda to precede Board Decisions/Actions.

Engle/Kentosh

All Ayes

M/S/C

- e) LAFCO election of Special District Regular member and Alternate member to Ventura LAFCO

Mr. Hollebrands presented the request for member elections. The Directors shared recommendations and nominee experience. The consensus was to vote for Russ Baggerly from Casitas and Andy Waters from Caguas Water.

Mr. Kentosh made the motion to vote for Russ Baggerly and Andy Waters for the LAFCO positions. Mr. Krumpschmidt seconded the motion.

Kentosh/Krumpschmidt

All Ayes

M/S/C

- f) Discussion for the need of a third field person for the District

Mr. Hollebrands explained to the board that his time has shifted from 60-70% field to 90% office work due to the changing environment. The request for a 3rd field operator is to help improve worker safety, improve morale with a 3rd operator in call rotation, and coverage for the District. The estimated cost to the district for an employee to start at \$46,000/year would equal \$60,000 once salary, taxes, Ins, and benefits are included. All of this expense can be built into the new rate program. Mr. Hollebrands will provide a financial impact report, including historical overtime, next meeting.

g) Approval of electrical proposal from Dieners Electric and Oil Field

Electric to replace old motor control centers at Zone 1 per MOWD CUP. Mr. Hollebrands stated this is part of the capital improvement for this year to upgrade the Zone 1 motor control centers. The original budget amount for the project was \$40,000.00. Mr. Hollebrands presented the two proposals and recommended Oil Field Electric. He stated that Oil Field Electric is reliable and has a good working history for the District, in contrast, Dieners Electric was not as positive of an experience when they performed work recently on well 7.

Ms. Engle made the motion to approve the contract with Oil Field Electric for Zone 1 MCC panel upgrade for \$7,500.00. Mr. Kentosh seconded the motion.

Engle/Kentosh
All Ayes
M/S/C

h) Approval – Engagement of Jeanne Zolezzi, Hercum/Crabtree/Suntag

Mr. Hollebrands presented information on the new attorney for the ChannelKeeper case; our prior attorney is taking a position in the State Attorney General's office. Ms. Zolezzi will represent both MOWD and Ventura River Water District. Interviews were conducted at Mr. Nielson's office with the recommended candidates. Mr. Nielson signed a preliminary retainer so that Ms. Zolezzi could get up overlap with the departing attorney.

Mr. Kentosh made the motion to ratify the provisional contract entered into with Jeanne Zolezzi by Mr. Nielson. Mr. Harrold seconded the motion.

Kentosh/Harrold
All Ayes – Engle abstained
M/S/C

i) Christmas Party tentative date of Friday, December 14th

Mr. Hollebrands presented the tentative date for the District Christmas Dinner, December 14th at 7 pm. All Directors agree to the date, location to be determined.

6. General Manager's Report

- **Operations & Maintenance Report – Mr. Hollebrands summarized the issues that occurred during the pipeline protection project near the Tank Farm where the 6" valve ties into the adjacent property owner's meter.**

The system was shut down to make that repair, and the District was floating off the tanks at that time. When the 12” valve was closed, it broke in the closed position. The connection was turned on too quickly and caused leaks. There was a main line leak on S. Pueblo, which was repaired; a pinhole leak in a wharf head on S. Padre Juan, which the District will repair. The repair that the field staff had planned to complete on W. Lomita was put on hold. Kopl was called out and worked through the night with line stops so that the broken valve could be replaced. The District was repressurized and service restored. All staff worked long hours in the field, and office staff managed the customer service side of the issues.

- Economic Study Meeting- Mr. Hollebrands stated no update available.
- Wells 1 and 2 Update– Mr. Hollebrands reported that Well 2 liner and test pumping went well and will continue moving forward with the project.
- MOU – Mr. Hollebrands reported that the Casitas Board approved and adopted the MOU on November 14, 2018.
- Water Damage at Tico Rd from 2” blow off – Mr. Hollebrands stated that there is a 2” blow off on a customer’s property on private Tico Rd, that was left open by someone, and the water adversely impacted the soil on 8 rows of the orchard. The District spoke with the customer to offer assistance in fixing the erosion; he declined assistance. Ms. Engle expressed concerns regarding water security and asked Mr. Hollebrands to consider securing the other District hydrants and blow-offs to prevent recurrence.

Mr. Kentosh requested that the GM O&M Report be included in the Board Agenda packet, the Board was in consensus.

7. Board Committee Reports

- GSA (11/8/2018) – Ms. Engle reported that the GSA met to discuss the contributions discussed last month. The group will have fees set to cover each agency, rather than fiscal contributions. Domestic well owners (<2 ac/ft) will not be charged until after the plan is formally adopted. The County of Ventura contributions after June 30, 2019, will be considered a loan and not contribution. The GSA is forming a small Technical Advisory Group with J. Kear and B. Bondy, Mr. Bondy is preparing an RFQ for 2 other hydrogeologists to join the group. Additionally, the GSA will be hiring a clerk of the board to assist with the administrative workload.
- Ventura, Ojai Water Conjunctive Use Partnership – Mr. Hollebrands stated there had not been a meeting since the last update.

- **Mr. Kentosh stated that the Drought Committee is working on the draft AP, a separate committee will be working on the policy for New Meters & Expansion of Service and the existing Water Services Policy. A new Rate Committee will need to be formed, Mr. Kentosh requested Mr. Krumpschmidt's participation on the new committee. Mr. Etchart supported the new Rate Committee with Directors Kentosh & Krumpschmidt.**

8. Old Business

- **State Water– No update.**
- **Ventura, Ojai Water Conjunctive Use Partnership – No update.**
- **Matilija Dam Removal – Proposition 3 had funding tied to the Matilija Dam Removal Project, it failed during the November election. Mr. Hollebrands met with P. Schadey, Engineer and Mr. Hollebrands will be a member of the new Groundwater Mitigation Committee.**
- **Cold Water Formation – No update.**
- **Generators – No update.**
- **Manure near Well 8 – No update.**

9. Board of Directors' Reports/Comments

Ms. Engle – Ms. Engle stated that she is on the AWA Symposium Planning Committee for this upcoming year's event. Second, Ms. Engle commented that after the allocation program is completed, she would like to contribute her time to a MOWD Emergency Planning Committee.

Mr. Harrold – No update.

Mr. Kentosh – Mr. Kentosh stated that he attended the Casitas Water Resources meeting in October and learned that the Casitas Board approves an extra allocation of water each year, depending on circumstances. This year the Casitas Board approved 10 ac/ft to be available to customers that submit allocation requests. Mr. Kentosh also stated that the Casitas Water Resource Committee has invited him (as an individual not representing MOWD) back to present his statistical report on when the lake could go dry.

Mr. Krumpschmidt – No update.

Mr. Etchart – Mr. Etchart commented that the Barnard property had to remove several avocado trees after the severe heat wave and there is a 3 year wait on replacing those trees, which should result in water savings.

The Board closed the open session at 8:20 p.m.

10. Closed Session: The Board of Directors will hold 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/
- State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875

At 9:12 p.m. the board closed the closed session and re-opened the open session.

Mr. Nielson stated that in closed session they discussed the ChannelKeeper Adjudication.

11. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 9:13 PM.

President

Secretary