

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

Absent: None.

2. Approval of the Minutes

Approval of November 17, 2020, Regular Meeting minutes:

Director Kentosh made the motion to approve November 17, 2020, Regular Meeting minutes. Director Harrold seconded the motion.

No public comments.

Kentosh/Harrold

Roll Call Vote:

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

All Ayes – 1 Abstain (Oakland)

M/S/C

3. Public Comments

No public comment.

4. Elected Officials - Oath of Office

Mr. Hollebrands congratulated Director Engle on re-election and welcomed newly elected Director Christian Oakland. Directors, while on video, performed individual oaths and each signed their respective MOWD Oath of Office forms.

4. Financial Matters

Approval of Payroll and Payables from November 16 to December 15, 2020, in the amount of:

Payables -	\$ 46,324.53
Payroll -	<u>\$ 43,105.68</u>
Total -	\$ 89,430.21

Director Oakland made the motion to approve the Payroll and Payables from November 16 to December 15, 2020. Director Engle seconded the motion.

No Public Comment

Oakland/Engle

Roll Call Vote:

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

All Ayes

M/S/C

**** The Board went into closed session at 6:15 pm ****

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

**** G. Jones joined the meeting at 6:20 pm****

**** C.Quan joined the meeting at 6:35 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/

**** J. Zolezzi left the meeting at 6:25 pm****

**** G. Jones left the meeting at 7:13 pm****

**** C.Quan left the meeting at 7:13 pm****

**** The Board adjourned closed session at 7:20 pm. ****

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

6. Board Discussion/Actions

a) Presentation with Q&A of "Water View" Water Efficiency & Data Management Portal from Eagle Aerial. (Hollebrands/Tate/Hirsch)

Mr. Hollebrands introduced Wayne Tate, Jasmin Malloy of Eagle Aerial, and Regina Hirsch as the "Water View" portal presenters. Mr. Tate introduced the portal as a solution for geocoding meters, creating customer outreach programs and campaigns. Ms. Malloy presented a demo of the "Water View" portal and

some of the tools available through the portal. Ms. Hirsch provided an overview of the overarching goal to get watershed-wide water use data in a shared platform by Spring 2021.

The portal data is based on an initial data set uploaded, with the assistance of Eagle Aerial; staff then carry forward by uploading monthly billing data into the portal. Portal data is at the parcel level and is only accessible to the agency. Additionally, mainline waypoints can be uploaded and added as a layer to the district map. Director Krumpschmidt expressed that the portal capabilities are impressive, but it sounds like it could be a full-time position to use all of its functionality.

Mr. Tate outlined that Water View has an annual subscription (\$9,500), plus an initial setup fee (\$2-3,000). Ms. Hirsch stated that grant funds might be available to assist with some of the expenses.

The Board was very impressed with the portal and the tools presented by Eagle Aerial and will set a reminder to re-engage with Eagle Aerial in early Spring 2021.

No Public Comment.

No Motion.

b) Discussion and consider approval of Budget Amendment #1 to increase the District Service Truck budget from \$75,000 to \$83,000. (Hollebrands)

Mr. Hollebrands presented a request to the Board to increase the budget for the District Service truck to \$83,000, to cover the expense of the service truck bed. The District has purchased the Dodge Ram 450 cabin-chassis fleet truck, but the cost of the bed was higher than anticipated during budgeting.

Director Kentosh made the motion to approve Budget Amendment #1 to increase the District Service Truck budget from \$75,000 to \$83,000. Director Engle seconded the motion.

No Public Comments.

Kentosh/Engle

Roll Call Vote:

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt – Y

All Ayes

M/S/C

c) Discussion and consider approval of Budget Amendment #2 to increase the Meter Reading System & Devices budget from \$6,000 to \$16,000. Consider approval of Meter Reading Handheld software vendor for District purchase and implementation. (Hollebrands)

Mr. Hollebrands presented a request to the Board to increase the budget for the District Meter Reading System & Devices budget from \$6,000 to \$16,000. Mr.

Hollebrands explained that the current software and handhelds would no longer be supported by the company, and the original pricing provided during web demos were short of the actual cost. Staff recommends the Badger system for system reliability and support; Badger is also our current meter vendor. The proposals included do not include the cost of the "tough pads" that will be purchased directly from a retailer at the best available price. The system will allow for GIS mapping of district meters. Ms. Ward acknowledged a typo on this agenda item; \$ 10,000 should have reflected \$16,000.

Director Kentosh made the motion to approve Budget Amendment #2 to increase the Meter Reading System & Devices budget from \$6,000 to \$16,000 for the purchase of the Badger meter reading system and devices. Director Engle seconded the motion.

No Public Comments.

Kentosh/Engle

Roll Call Vote:

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt – Y

All Ayes

M/S/C

d) Discussion of membership in a Water Supply Agency Partnership with VRWD. (Kentosh)

Director Kentosh reported that the prior group, led by County Supervisor Steve Bennett, will be disbanded, as Steve moves on to the CA State Assembly. Director Kentosh stated that Bruce Kuebler is working to pull a new group together, including Ventura River Water District, Casitas, and the City of Ventura. Director Kentosh is requesting consideration of submitting a letter of engagement. Director Engle will review the engagement letter drafted by Director Kentosh.

Director Kentosh made the motion to submit an engagement letter for the new Water Supply Agency Partnership with VRWD. Director Krumpschmidt seconded the motion.

No Public Comments

Kentosh/Krumpschmidt

Roll Call Vote:

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt – Y

All Ayes

M/S/C

e) Discussion of Meiners Road Tank options. (Kentosh/Hollebrands)

Director Kentosh remarked that his initial calculations had an error and that he has reviewed the County Fire standards. The re-routing of the lines after the tank

was removed is working well. WREA will be providing further calculations, as well as further District assessment of a standby generator at the Meiners Road pump station.

No Public Comments

No Motion.

f) Discussion of addressing Casitas Surcharges in the Allocation Program for the AG & COM year. (Kentosh/Engle)

Directors Engle and Kentosh led the discussion on the differences and handling of both fee types. The Allocation sub-committee will schedule a meeting to finalize details of the Casitas Pass-through surcharge and the Drought (Over-Allocation) fees for Agriculture and Commercial account classifications.

No Public Comments

No Motion.

g) Discussion of annual District Holiday Dinner, during COVID-19. (Hollebrands)

Mr. Hollebrands reviewed that the District typically holds an annual Director and Staff Holiday dinner in December. After discussions with staff and brainstorming around how the District can safely comply with COVID-19 restrictions and potential future stay-at-home orders, District staff feel that the Holiday Dinner be canceled for this year; Staff will plan to hold its 12/24 staff lunch and half-day. The Board was in agreement, and it is best for the District not to host the annual holiday dinner.

No Public Comments:

No Motion.

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

Director Kentosh reported that he and Mr. Hollebrands reviewed the RFP after the last meeting and worked with WREA on revisions. The WREA response did not come in time for inclusion in this meeting agenda; the revised RFP will be provided at the December meeting for consideration.

No Public Comments:

No Motion.

7. General Manager's Report

Mr. Hollebrands presented the monthly GM Operations and Maintenance report. The District began purchasing water from Casitas on 9/28/2020. The video performed on Well 1 showed a hole in the pump column, believed to be gravel pack, the originating source of the material has yet to be determined. General Pump is continuing to assist with finding a remedy. Field staff continues to increase the amount of fieldwork they complete each month, reducing contractor

expenses and reducing GM time on administrative work. There were two repairs in November a mainline leak on Veteran's Day due to poor bedding and a valve replacement due to age and poor condition.

8. Board Secretary Report

Ms. Ward presented the monthly Board Secretary report. Ms. Ward completed the 2020 CSDA Board Secretary Training conference; a summary of learning was provided. Ms. Ward reported that the District's annual PCI Control Scan, required after the implementation of online bill pay in December 2019.

Ms. Ward reviewed the Accounts Receivable Aging Report data related to past due balances during COVID-19. No significant changes to the overall delinquent amount or quantity of customers; Ms. Ward did note that two residential customers made substantial payments towards their balances after the report was generated. Ms. Ward has been monitoring the Executive Orders and Utility Commission notices for guidance on withholding late penalties and disconnections for non-payment. Staff is continuing to work with Ms. Fanning on the FY19/20 Financial audit.

Ms. Ward added a new column to the Billing & Customer Service table, adding Casitas Surcharge. Ms. Ward highlighted that Service Orders decreased in quantity, in correlation with a decrease in abnormal meter reads.

Ms. Ward reported that the District would be transitioning to a new remote deposit check scanning process that would allow staff to scan and deposit customer payments from the office.

9. Board Committee Reports

- Executive Committee: No update.
- UVRGA: No update.
- Allocation Program: Discussed under item 6(f).
- Budget & Rate Committee: No update.
- Emergency Management Committee: No update – ongoing COVID-19 response.
- Staff Procedures Ad-Hoc Committee: Directors Kentosh & Etchart to schedule meeting.
- New Meters & Expansion of Services Committee: No update.

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: No update.

11. Director Announcements/Reports

Engle: (1) Status of rates: Director Kentosh stated the Rate Committee typically meets in February, planning to move a little faster this round to get Prop 218 and rates, with budget approval completed before June 30. (2) Status of New Meters &

Expansion of Services Policy: Director Kentosh has drafted policy and will re-engage the committee for approval and implementation. (3) Additional Dwelling Units: Mr. Hollebrands explained the process for the Proof of Service ADU letters provided to customers within the District by request. No additional water is provided in the Proof of Service letters.

Harrold: (1) there appears to be a wet spot, a possible leak about 50 feet from N. Rice Rd., about 6-8 feet off the asphalt. Mr. Hollebrands to have field operators investigate the area for a potential main leak. (2) Well 8 (nitrate levels) now has triple the number of horses on the ranch next to it.

Kentosh: No report.

Krumpschmidt: Stated this is his last meeting, he has enjoyed working with everyone, and we now have an elected replacement. Director Krumpschmidt stated that he will be out of the State in December and recommended inviting Mr. Oakland (newly elected Director) to attend.

Etchart: Shared that he has known Mr. Oakland since 2nd grade here in Meiners Oaks and is an electrical engineer with a great background, and is looking forward to having him on the Board.

12. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 9:10 pm.

Board Secretary

Board President