

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

Ms. Von Gunten was present and apologized for her recent absence due to conflicting meetings.

4. Elected Officials - Oath of Office

Mr. Hollebrands congratulated Director Engle on re-election and welcomed newly elected Director Christian Oakland. While on video conference, directors 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) Discussion and consider approval of General Pump proposal of \$25,102.27 for rehabilitation work on Well 1. (Hollebrands/R. Reese)**

Mr. Hollebrands introduced the proposal prepared by Mr. Reese of General Pump for Well 1. General Pump has conducted a "Dynamic Video" with the pump in operation and removed the pump, and completed a side-scan video log of the well. Background information and summary conclusions shared that the hole in the column is where the issue began. The pipe coupling is steel and was lying against the stainless steel screen, possibly creating an electrolysis condition of corrosion due to dissimilar metals. After the hole formed, the jetting action hit the gravel pack into the screen, creating a "turbulent" condition allowing gravel to toss around and work through the screen. Another possibility discussed was that there might be a source of gravel below the 63.3' depth, beyond the camera reach.

General Pump recommends replacing the steel column with stainless steel to prevent a corrosive environment; due to damage in the bowl assembly of the pump, replace the pump end, and reuse the motor and cable. The estimated cost to swab, then airlift with Dynamic Video is \$13,490.66. The estimated cost to upgrade the column piping and replace the bowl assembly is \$11,611.61, for a combined estimated total of \$25,102.27.

Directors Engle and Harrold expressed concern regarding the long-term sustainability of Well 1. Mr. Hollebrands agreed that Wells 1 and 2 have been in service since 1969, and as we work towards a new treatment plant for the water pumped by Wells 1 and 2, we should start looking to the future for planning and budget.

Director Engle made the motion to approve the General Pump proposal of \$25,102.27 for rehabilitation work on Well 1. Director Kentosh seconded the motion.

Public Comment:

Ms. Von Gunten stated the discussion was fascinating and had no comment.

Engle/Kentosh

Roll Call Vote:

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

All Ayes

M/S/C

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

Director Kentosh reviewed the development of this Request for Proposals for Wells 1 and 2 treatment plant design project. WREA performed the 35% design for the treatment plant and has an extensive work history with the District. The recommendation is to provide an RFP sole-source from WREA; if we choose not to sole-source WREA, we will reissue the RFP to new organizations.

Director Oakland requested clarification on the justification for going sole-source, is there a monetary threshold. Attorney Neilson offered that specialized/design/engineering work is not required to go through public bidding; he will research financial thresholds.

Director Kentosh made the motion to approve the sole-source WREA Request for Proposals for Wells 1 and 2 SWTR Filter Replacement Design Project. Director Oakland seconded the motion.

No Public Comments.

Kentosh/Oakland

Roll Call Vote:

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

All Ayes

M/S/C

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. Staff continues to increase the amount of fieldwork they complete each month. Mr. Hollebrands noted that he has not been in the office/district since before Thanksgiving and that he is working with staff remotely until he is cleared to return. The new District service truck has been ordered and is awaiting delivery; once available, the truck will then be taken to get the service bed installed. The new meter reading system transition is underway. Mr. Hollebrands reported that the Southern CA Edison subcontractor crew hit a water line at Hwy 33 and Fairview on 12/14/2020; repairs were completed in-house.

8. Board Secretary Report

Ms. Ward presented the monthly Board Secretary report for November 2020. Ms. Ward noted that the District Holiday Dinner would not be held this year due to COVID-19. Staff is currently working with Ms. Fanning on the financial audit for FY19-20. Ms. Ward reviewed the account receivable aging report; despite recent improvements in total balances >4months, we are seeing another increase of delinquent residential customer accounts. The CA Utility Commission has not provided an update on the moratorium on disconnections for non-payment. It is recommended that we continue to offer our customers no late fees and no disconnections due to non-payment at this time. Ms. Ward noted that we experienced a decrease in service orders in November, specifically fewer account turnovers and fewer abnormal consumption re-reads.

The Allocation Program web look-up tool was live in October; bill stuffers went out 10/31, individualized customer letters were mailed 11/28-30. Tyler Technologies is actively working on creating the billing system allocation templates, specifically the application of the drought surcharge based on account classification. Ms. Ward is currently collecting all waiver requests for consideration by the Allocation Subcommittee. Director Oakland requested clarification on the financial impact of the over-allocation fees based on the new allocations. Director Kentosh reviewed the budget and rate process and schedule, as well as invited Director Oakland to join the subcommittee, as there is now an open Director seat.

The new meter reading software and handhelds have been purchased, and as of today, our Beacon Portal Administrator account has been set up, and we are awaiting configuration and training. Mechanics Bank has delivered us the in-office remote deposit check scanner; we are awaiting Bank availability for setup and training.

9. Board Committee Reports

- Executive Committee: No update
- UVRGA: Director Engle reported that the GSA is in the technical phase of the plan, reviewing assumptions and projections. A recent OVN article regarding the UVRGA Public Information Act suit against Casitas Water, entering settlement to receive pumping extraction data that all other purveyors have provided. The data received from purveyors will be used for modeling.
- Allocation Program: Committee met on 12/3, discussed recommended changes to the Allocation Program plan; the changes were decided not to be urgently needed. Director Engle has created a method for addressing customer clarification requests. Ms. Ward will continue to collect waiver requests and provide them to the subcommittee, planned for February.
- 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.
- Water Supplier Partnership: No update.
- Matilija Dam Removal Project: No update.
- Nitrate Removal – CA Wildlife Conservation Grant: No update.

11. Director Announcements/Reports

Engle: Recently conducted a research project in the Fillmore Basin; there are some helpful water sampling tools for the nitrate issue at Well 8. Ms. Ward to add Well 8 water quality sampling to the next meeting agenda for discussion. Director Engle referred to an email sent to staff regarding a new Federal EPA regulation and reporting requirement. Mr. Hollebrands and Ms. Ward to provide an update to the Board at the next meeting.

Harrold: Requested an update on the new service truck. Mr. Hollebrands stated that the truck is still pending delivery, the bed will be custom-built and installed.

Kentosh: No report.

Oakland: Thanked everyone for the welcome and that he looks forward to working with everyone.

Etchart: Have a wonderful, safe, and happy holiday!

12. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:55 pm.

Board Secretary

Board President