

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 6:03 pm via teleconference.

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

Absent: None.

2. Approval of the Minutes

Approval of February 16, 2021, Regular Meeting minutes

Approval of March 3, 2021, Special Meeting minutes

Director Kentosh made the motion to approve the February 16, 2021, Regular Meeting minutes. Director Oakland seconded the motion.

Director Kentosh made the motion to approve the March 3, 2021, Special Meeting minutes. Director Oakland seconded the motion.

No public comments.

Kentosh/Harrold

Roll Call Vote:

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

All Ayes

M/S/C

3. Public Comments

Ms. Von Gunten was present, provided a statement of attendance, and added that she has had conflicting board meetings, will continue to attend when available.

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

**** J. Zolezzi joined the meeting at 6:10 pm****

**** G. Jones joined the meeting at 6:10 pm****

4. 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/
- Personnel Matters

**** J. Zolezzi left the meeting at 6:35 pm****

**** G. Jones left the meeting at 7:01 pm****

**** The Board adjourned closed session at 7:40 pm ****

Attorney S. Nielson stated that in closed session, the Board discussed current ongoing litigation and no actions were taken. The Board discussed personnel matters related to the GM employment agreement that will be discussed and voted on during open session.

5. Financial Matters

Approval of Payroll and Payables from February 16 to March 15, 2021, in the amount of:

Payables -	\$ 141,759.85
Payroll -	<u>\$ 45,681.41</u>
Total -	\$ 187,441.26

Director Engle made the motion to approve the Payroll and Payables from February 16 to March 15, 2021. Director Oakland seconded the motion.

Director Engle requested clarification on three expenditures, Ms. Ward was able to address the annual Tyler Software subscription, Fanning & Karrh audit and the Casitas billing.

No Public Comment

Engle/Oakland

Roll Call Vote:

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

All Ayes

M/S/C

6. Board Discussion/Actions

a) Discussion and approval of Employment Agreement with Justin Martinez for the General Manager position. (Etchart)

Director Etchart presented the General Manager Employment Agreement with Justin Martinez and shared that he and the District are excited to have Justin back.

Director Engle made the motion to approve the Payroll and Payables from February 16 to March 15, 2021. Director Oakland seconded the motion.

No public comment.

Engle/Oakland

Roll Call Vote:

Etchart – Y Engle – Y Harrold – Y (poor audio connection) Kentosh – Y

Oakland – Y

All Ayes

M/S/C

7. General Manager's Report

Ms. Ward presented the General Manager's report on operations and maintenance. Ms. Ward stated that the Lake is currently at 38.9%, wells are online and currently meeting demand. General Pump completed repairs at Well 1 on March 3, working to bring treatment plant and Wells 1 & 2 back online. Sam Hill & Sons completed a meter relocation at the east end of El Roblar. The Zone 1 pump was mounted and the compressor and motor relocated, in consult with OilField Electric. A new motor was installed at the top of Meiners Rd. Field operators flushed dead ends throughout the District. The new Beacon meter reading software training was completed on March 15, with the first round of reads starting 3/19.

8. Board Secretary Report

Ms. Ward presented the monthly Board Secretary report. The recruitment campaign for the General Manager position has been completed. The quarterly ControlScan for the online bill pay system was completed on time and in compliance. Ms. Malone will be reaching out to Board members for updates to the District approved check signers. The approved signers include all (5) Directors: President, Mike Etchart, Vice President, James Kentosh, Directors Diana Engle, Larry Harrold and Chris Oakland; as well as the General Manager, Justin Martinez. The customer account aging report showed 27 accounts with balances over 4 months delinquent, totaling \$9,506.94. Ms. Ward mailed notices to each delinquent account, requesting that they contact the office to either make a payment or to make a payment arrangement. It is recommended that any customer that does not respond to the contact request may be subject to a flow restrictor at the meter. The intent is to engage the customers that have not made contact or attempt to make a payment arrangement. Customer billing and service

orders were average for the time of year, with 75 service orders, 13 account turnovers, and a total AR of \$108,605.39.

Ms. Ward stated that the allocation program's billing system template changes are underway on the test side; once testing is completed, the changes will move over to production. The Beacon meter reading system is in place and training held on March 15, with the first round of reads occurring March 19.

9. Board Committee Reports

- Executive Committee: GM recruitment.
- UVRGA: Director Engle reported that the GSA held its 2nd public workshop. The GSA has six sustainability criteria to address; two were ruled out: (1) risk of subsidence, and (2) seawater intrusion, Groundwater Quality criteria has been approved, leaving the three most challenging to address. The GSA is entering the most technical phase of the GSP; with the model calibrated for running scenarios. Mike Hollebrands was the Alternate Director prior and will need to update the representative to Director Kentosh. Ms. Ward to determine if an updated resolution is required by the GSA bylaws and report back next month.
- Allocation Program: No update.
- Budget & Rate Committee: Directors Kentosh & Oakland to schedule a meeting in next two weeks, include Mr. Martinez.
- Emergency Management Committee: No update – ongoing COVID-19 response.
- Staff Procedures Ad-Hoc Committee: Directors Kentosh & Etchart to schedule a meeting.
- New Meters & Expansion of Services Committee: Directors Kentosh & Oakland will schedule meetings with Mr. Martinez, review the draft policy with ADU's along with any other regulatory requirements.

10. Old Business

- State Water: No update.
- Water Supplier Partnership: Director Kentosh reported that the Casitas Board has postponed a decision on sponsoring the meetings, until September 2021.
- Matilija Dam Removal Project: No update.
- Nitrate Removal – CA Wildlife Conservation Grant: Director Kentosh is working on the quarterly update report, due by April 10.
- COVID-19 Office Repopulation: Ms. Ward and Ms. Malone have returned to in-office work full-time, District Office remains closed to the public.

11. Director Announcements/Reports

Engle: No update.

Harrold: No update.

Kentosh: (1) Casitas meeting for the comprehensive water management plan, posed questions: what is the new safe yield of the lake and given where we are today, what is the chance the lake will go dry (25%). Director Kentosh would like to schedule a Staff Procedures meeting with Directors Etchart and Kentosh.

Oakland: No update.

Etchart: Congratulations Justin, we are happy to have you back!

12. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:25 pm.

Board Secretary

Board President