

Regular Meeting
March 21, 2023
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, Joe Pangea, and Christy Cooper. Staff Present: General Manager, Justin Martinez, and Board Secretary, Summer Ward. Attorney Present: Stuart Nielson (via videoconference).

Absent: None

3. Approval of the Minutes

Approval of February 21, 2023, Regular Board Meeting minutes.

Director Oakland made the motion to approve February 21, 2023, Regular meeting minutes. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(5) Ayes- M/S/C

4. Public Comments

- None

****The Board went into closed session at 6:03 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 Supreme Court, Case# CPF-14-513875

****The Board adjourned closed session at 6:16 pm - Due to connectivity issues open session resumed at 6:26 pm****

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

6. Financial Matters

Approval of Payroll and Payables from February 16, 2023, to March 15, 2023, in the amount of:

Payables:	\$113,659.55
Payroll:	<u>\$ 43,147.98</u>
Total:	\$156,807.53

Director Cooper made the motion to the Payroll and Payables from February 16, 2023, to March 15, 2023. Director Kentosh seconded the motion.

No Public Comment.

Cooper/Kentosh

(5) Ayes – M/S/C

7. Board Discussion/Actions

a. **Approval of reducing Artesian Monthly Water Availability Charge from 64 dwelling units (\$2,304) to 4 dwelling units (\$144). (Martinz/Ward)**

Ms. Ward presented the recommendation from the New Meters & Expansion of Services Committee to reduce the Artesian MWAC fee from 64 dwelling units to 4 dwelling units. Ms. Ward reviewed the account's history, including the timing of the meter installation, account creation, allocation, and subsequent adjustment. In addition, Ms. Ward provided a summary of other similar accounts, including the only other commercial assisted living account, which pays 1 MWAC per building. Directors discussed the allocation history and weighed the fee structure options.

Director Kentosh made the motion to approve the annual allocation of 120 fixed units and 1,555 base variable units and reduce the MWAC from 64 dwelling units to 4 dwelling units. Director Oakland seconded the motion.

No Public Comment.

Kentosh/Oakland

(5) Ayes – M/S/C

8. **General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is 61%, up 45 vertical ft since January 1, 2023. Seasonal rainfall totals were unavailable due to technical issues: Matilija Dam 60.71", M.O. Fire Station 39.18", and Nordhoff Ridge 67.6". The GIS mapping of the District has been completed by staff, and work attaching detailed asset information to each mapped item has been delayed while staffing is low. Work continues on the Treatment Plant Design, and the Well Sighting Study from Curtis Hopkins has been received. Mr. Martinez will send a copy of the Well Siting Study to Directors for review and will invite Curtis Hopkins to a future board meeting to discuss the report and recommendations. The approved initial purchase of AMI smart meters has been ordered, estimated delivery 6-8 months. Mr. Martinez has had initial conversations with Ventura Energy regarding potential backup batteries for some facility sites, including the District Office. The District has offered Jeffrey Groves the Water Utility Worker I/II position, with a planned start date of April 3. Mr. Martinez reported that Caltrans notified the District last Thursday afternoon that a section of Highway 33 near the Treatment Plant and Wells 1 & 2. Caltrans does not have an estimated timeline for repair, and the District mainline runs along that section of the road. Anticipating the road breaking down the hillside and potentially breaking the mainline, that section of the main was turned off, and the District turned the Casitas connection back on. Currently, Wells 4a & 7 cannot be turned on due to the proximity of the surface water from recent storms. As soon as the surface water is at least 150ft away from those well sites, the Casitas connection can be turned off and back on MOWD wells. Status updates have been posted on the District website and social media pages.

No Public Comment.

9. **Board Secretary's Report**

Ms. Ward presented the monthly Board Secretary report highlighting that the District received an update from Kennedy Communications that the final report will be submitted to the CA State agencies at the end of March; we should anticipate results in early April. Ms. Ward reminded the Directors to complete their bi-annual Ethics and Anti-Harassment training, to be completed by April 1. The County of Ventura annual Conflict of Interest Form 700 is due by April 1. No accounts were disconnected for non-payment this past month. Ms. Ward noted that the work to migrate the phones and internet from AT&T to Mitec has begun.

No Public Comment.

10. **Board Committee Reports**

- Executive & Personnel Committee: Met and authorized a temporary GM salary adjustment for one month and requested the GM work on an alternate payment method, Comp policy. Mr. Martinez is working with the Labor Attorney to draft a policy.
- UVRGA: Met and discussed challenges with getting well-pumping data reports from well owners.

- Budget/Rate Committee: No report.
- Emergency Management Committee: Met and reviewed current plans and examples. Ms. Ward will be reviewing and revising the pandemic response section, and Mr. Martinez will be adding specific procedures for scenarios.
- Allocations, New Meters & Expansion of Services Committee: Met, discussed, and approved four Will-Serve Letters and allocation adjustments.
- Grants: Met and submitted the pre-application to the SWRCB for construction of the replacement treatment plant, which was authorized at the February Regular Board meeting.
- Treatment Plant Design Ad Hoc Committee: No report.

11. **Old Business**

- State Water: No update.
- Matilija Dam Removal Update: No update.
- Collaboration on drought response measures: Ms. Ward shared that she has communicated with the Casitas MWD and VRWD Assistant General Managers and has a coordinated timeline for adjusting the upcoming drought stage.

12. **Director Announcements/Reports**

- Director Kentosh: No report.
- Director Oakland: No report.
- Director Pangea: No report.
- Director Cooper: No report.
- Director Etchart: No report.

13. **Meeting Adjournment**

The next meeting will be held on April 18, 2023. There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 7:37 pm.

Board Secretary

Board President