

Regular Meeting
August 19, 2025
6:00 pm

Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023-2211

Minutes

1. **Call to Order**

The Board President, Mike Etchart, called the meeting to order at 6:00 pm. The meeting was also available via teleconference.

2. **Roll Call**

Present: Board President, Mike Etchart, Board Directors: Christian Oakland, James Kentosh, Christy Cooper, and Joe Pangea. Staff Present: General Manager, Justin Martinez, and Administrative Coordinator, Leslie McCleary. Attorney Present: Stuart Nielson (via teleconference).

Absent: Board Secretary, Summer Ward.

3. **Approval of the Minutes**

Approval of the July 15, 2025, Regular Board Meeting minutes.

Director Kentosh made the motion to approve the minutes from the July 15, 2025, meeting. Director Pangea seconded the motion.

No Public Comment.

Kentosh/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.**

- CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Gov. Code § 54956.9)

Regular Meeting Minutes
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Name of case: *Santa Barbara Channelkeeper v. State Water Resources Control Board, et al.*,
Los Angeles County Superior Court Case No. 19STCP01176

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957(b))
Title: General Manager and Board Secretary & Assistant General Manager.

****The Board ended closed session at 7:05 pm.****

Attorney Nielson reported that the Board discussed pending litigation and staff performance evaluations, and there are no actions to report.

6. **Financial Matters**

- a) **Approval of Payroll and Payables from July 16, 2025, to August 15, 2025, in the amount of:**

Payables:	\$ 252,847.98
Payroll:	<u>\$ 57,949.62</u>
Total:	\$ 309,974.92

Director Cooper made the motion to approve the Payroll and Payables from July 16, 2025, to August 15, 2025. Director Pangea seconded the motion.

No Public Comment.

Cooper/Pangea

(5) Ayes – M/S/C

7. **Board Discussion/Actions**

- a) **Approve incentive/merit bonus pay for the General Manager and the Assistant General Manager/Board Secretary based on the July 2024 – June 2025 performance evaluations.**

Director Etchart reported that the Board discussed the performance evaluations of the General Manager and Assistant General Manager/Board Secretary during the closed session. It is recommended that each receive a \$3,000 lump sum merit pay. Staff merit pay had already been approved by the Executive Committee and Management, based on each employee's performance evaluation, as outlined in the District's performance evaluation policy.

Director Oakland made a motion to approve a \$3,000 lump sum merit pay for both the Manager and Assistant General Manager/Board Secretary, based on the period from July 2024 to June 2025. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(5) Ayes – M/S/C

- b) **Approve the purchase of 12 x 1", 24 x 5/8" and 36 cellular endpoints for a total of \$13,830.49, within the approved meter budget for FY25/26.**

Mr. Martinez stated that this purchase exceeds his purchasing limit. The District has completed route five, but needs to restock on-hand inventory for stuck meters, etc.

Director Cooper made a motion to approve the purchase of the AMI meter and endpoint for \$13,830.49. Director Pangea seconded the motion.

No Public Comment.

Cooper/Pangea

(5) Ayes – M/S/C

8. **General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is at 94.3%. All wells remain offline due to the rehabilitation of Well 4a. The District has contracted with Resource Compliance to complete MOWD's CalARP enrollment. Route 5 AMI meter upgrades have been completed. Will-Serve letters provided include a conditional letter for El Roblar at Alvarado, 888 S. La Luna, and 153 S. Pueblo. The District replaced a broken valve at the Fairview Casitas connection on July 13, 2025. Toro Enterprises was contracted to assist for \$12,189.55.

9. **Board Secretary's Report**

Ms. Ward provided in her report that the Water Rate Study RFP was published on July 8, 2025, and proposals are due by August 15, 2025. Staff anticipate bringing a recommendation to the board in September. The SWRCB quarterly drought reporting for April – June 2025 was submitted on July 29, 2025. The CalARP Resource Compliance site visit is scheduled for September 18, 2025. The financial audit for FY24/25 is underway. Directors are encouraged to complete the biennial training for anti-harassment and ethics.

Director Kentosh requested that Ms. Ward resend the training link to him.

No Public Comment.

10. **Board Committee Reports**

- Executive & Personnel Committee: Met, discussed in closed session, and agenda item 7a. The Committee will meet to review evaluations with management once Ms. Ward completes her Federal Jury Service.
- UVRGA: August meeting was cancelled.
- Budget/Rate Committee: No report.
- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: No report.
- Grants: No report.
- Treatment Plant Design Ad Hoc Committee: No report.

11. **Old Business**

- State Water: No report.
- Matilija Dam Removal Update: No report.

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 September 16, 2025, at 6:00 pm. Since there was no further business to conduct, Board President Mike Etchart adjourned the meeting at 7:37 pm.

Board Secretary

Board President