

Board Minutes

Regular Meeting

Thursday, March 21, 2024

Camrosa Board Room

5:00 P.M.

Call to Order The meeting was convened at 5:00 P.M.

Present: Eugene F. West, President
Andrew F. Nelson, Vice-President (via teleconference)
Jeffrey C. Brown, Director
Timothy H. Hoag, Director
Terry L. Foreman, Director

Staff: Norman Huff, Interim General Manager
Tamara Sexton, Deputy General Manager/Finance (via teleconference)
Jozi Zabarsky, Customer Service Manager
Art Aseo, Engineering & Capital Projects Manager
Kevin Wahl, Superintendent of Operations
Mike Phelps, Water Quality and Environmental Compliance Supervisor
Terry Curson, District Engineer
Seth Shapiro, Legal Counsel

Guest: Alberto Morales, Black & Veatch (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of March 7, 2024

The Board approved the Minutes of the Regular Meeting of March 7, 2024.

Motion: Hoag **Second:** Foreman

Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$755,610.49 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$755,610.49.

Motion: Hoag **Second:** Foreman

Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Primary Agenda

3. Comprehensive Rate Study Update

The Board received a briefing on the Draft Comprehensive Rate Study.

No action necessary; for information only.

4. Miscellaneous Fees and Charges

Staff presented the proposed Miscellaneous Fees and Charges Schedule.

No action necessary; for information only.

5. Prop. 218 Notification and Protest Policy Resolution

The Board adopted Resolution 24-02 establishing a Prop. 218 Notification and Protest Policy.

Motion: Hoag **Second:** Brown

Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

6. Proposed Fiscal Year 2024-25 Fixed Assets and Capital Projects

The Board received a briefing from staff on the proposed Fiscal Year (FY) 2024-25 Fixed Assets and Capital Projects.

No action necessary; for information only.

7. Woodcreek Well Rehabilitation Project

The Board took the following actions:

- 1) Appropriated additional funding in the amount of \$80,000.00 for the Woodcreek Well Rehabilitation from the potable capital replacement fund; and
- 2) Authorized the Interim General Manager to issue a change order to General Pump Company, Inc., in the amount of \$59,599.00, for swage patching the Woodcreek Well casing.

Motion: Nelson **Second:** Hoag

Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

8. Ordinance 40 Property Owner Policy Implementation Plan

Staff presented the implementation plan regarding Property Owner requirement policy in Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services.

No action necessary; for discussion only.

9. Update Ordinance 40

Staff presented proposed updates to provisions in Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services.

No action necessary; for discussion only.

10. Appointment of General Manager and Secretary of the Board

The Board took the following actions:

- 1) Adopted Resolution 24-03 of the Board to formally appoint Norman Huff to the position of General Manager and Secretary of the Board effective March 11, 2024; and
- 2) Approved the General Manager’s compensation as recommended by the Ad Hoc committee.

Motion: Nelson **Second:** Brown

Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

11. Amend the District’s Salary and Classification Schedule

The Board adopted Resolution 24-04 Adjusting the District’s Salary and Classification Schedule.

Motion: Hoag **Second:** Nelson

Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-No; West-Yes

Comments by General Manager


- Provided an update on the impact of last summer’s wet weather on the calculations for the District’s costs for WWTP effluent paid to Thousand Oaks for Conejo Creek Project water.
- Reported submission of a letter of support for AB 2257 regarding special district protections from certain Prop 218 lawsuits.
- Informed the Board that the Treasury bills were rolled over on 3/14/24 for a 2-year note at 4.506% APR.
- Recommended the Board hold a Special Meeting workshop to outline foundational priorities, determine whether to conduct an organizational assessment, discuss policies, and develop goals and plans for self-reliance. President West commented that that meeting might be more effective if held after W&C’s water supply alternatives presentation in April.

Comments by Directors

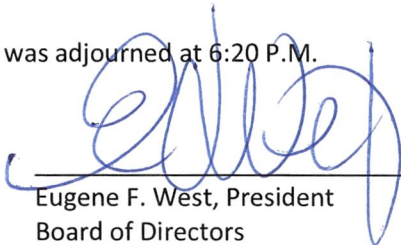
- Director Hoag mentioned that the California Special Districts Association (CSDA) was seeking districts to provide support letters to Congress for H.R. 7525 the Special District Grant Accessibility Act. General Manager Huff let Director Hoag know that that he had already provided that correspondence.
- President West reminded staff that new assets must be added to the JPIA Property policy within 90 days to ensure coverage.

Adjournment

There being no further business, the meeting was adjourned at 6:20 P.M.



 Norman Huff, Secretary
 Board of Directors
 Camrosa Water District


 _____ (ATTEST)
 Eugene F. West, President
 Board of Directors
 Camrosa Water District