

Board Minutes

Regular Meeting

Thursday, July 25, 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 (arrived at 5:13 P.M.)
Jeffrey C. Brown, Director
Timothy H. Hoag, Director
Terry L. Foreman, Director
- Staff:** Norman Huff, General Manager
Tamara Sexton, Deputy General Manager/Finance (via teleconference)
Joe Willingham, IT & Special Projects Manager
Jozi Zabarsky, Customer Service Manager
Mike Phelps, Water Quality & Environmental Compliance Manager
Art Aseo, Engineering & Capital Projects Manager
Terry Curson, District Engineer
Natalie Roberts, Water Resources Coordinator
Seth Shapiro, Legal Counsel
Keith Lemieux, Legal Counsel
- Guest:** Curtis Hopkins, Hopkins Groundwater Consultant (via teleconference)
Bryan Arellanes, AllConnected (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of July 11, 2024

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$1,571,260.47 was provided for Board information and approval.

Motion to approve the Consent Agenda: Brown. **Second:** Hoag.

Motion carried by all Directors present.

Absent: Nelson

Primary Agenda

3. Heritage Park – Monitoring Well Completion Report

The Board received an update on the completion and overall findings of the Heritage Park Monitoring Well.

No action necessary; for information only.

4. District General Counsel

The Board authorized the execution of a Contract Services Agreement for General Counsel Legal Services with Aleshire & Wynder, LLP.

Motion: Nelson. **Second:** Foreman.

Motion carried unanimously.

5. Lead Service Line Inventory: Travis Ag Service Line Material Verification Work

The Board ratified the execution of the contract and purchase order to Travis Ag in the amount not to exceed \$84,200.00 for Travis Ag to provide physical verification of service line material at a random sampling of 680 District connections for Lead Service Line Inventory regulations.

Motion: Brown. **Second:** Foreman.

Motion carried unanimously.

6. AG 3 Non-Potable Water Tank Replacement, NP 24-01

The Board took the following actions:

- 1) Appropriated additional funding in the amount of \$1,175,000.00 for the AG 3 non-potable tank replacement and various other site improvements from the non-potable water capital replacement fund, and;
- 2) Authorized the General Manager to award a contract, and issue a purchase order, to Unified Field Services, Inc. in the amount of \$956,161.00, and;
- 3) Authorized the General Manager to amend the agreement, and issue a change order, with Cannon Corp. for Engineering Support services during construction in the amount of \$29,973.00.

Motion: Nelson. **Second:** Hoag.

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

7. Water Loss Program Update

The Board received a brief on the progression of the water loss program.

No action necessary; for information only.

8. Quarterly IT Report

The Board was provided with an overview of IT operations and cybersecurity posture for the previous quarter (April-June).

No action necessary; for information only.

9. AllConnected Incorporated (ACI) Purchase Order Approval

The Board approved a purchase order in the amount of \$252,500.00 for annual SmartConnect Services and as-needed Auxiliary support services as outlined in the approved 8/24/2023 IT/OT Support Services agreement with ACI.

Motion: Hoag. **Second:** Nelson.

Motion carried unanimously.

10. Customer and Administrative Services Quarterly Report

Staff provided a quarterly presentation to the Board regarding Customer Service and other Administrative Services.

No action necessary; for information only.

11. Water Quality Quarterly Report

Staff provided a quarterly presentation to the Board regarding the current status of the District's compliance efforts and water quality.

No action necessary; for information only.

12. Local Production Update

The Board received a briefing on local water production through the fourth quarter of Fiscal Year 2023-24.

No action necessary; for information only.

13. Capital Improvement Projects Status Update for 4th Quarter of FY 2023-24

Staff provided a quarterly presentation to the Board on the District's CIP status.

No action necessary; for information only.

14. Revise the Performance Evaluation and Incentive Policy

Staff presented the proposed revision to the District's Performance Evaluation and Incentive Policy. A motion was made to adopt the proposed policy revisions.

Motion: Nelson. **Second:** West.

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

Motion failed.

15. Establishing an Inflation-Based Annual Salary Adjustment Policy

The Board adopted Resolution 24-16 Establishing an Inflation-Based Annual Salary Adjustment Policy.

Motion: Nelson. **Second:** West.

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

Motion carried.

16. Establish a Promotion and Salary Adjustments Policy

The Board of Directors adopted Resolution 24-17 Establishing a Promotion and Salary Adjustments Policy.

Motion: Foreman. **Second:** Nelson.

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

Motion carried.

Comments by General Manager

- Provided update on CalPERS evaluation.
- The District's invitation to participate in the DWR indoor water use study through Flume.
- Provided update on potential US Department of Reclamation funding for well development.

Comments by Directors

- None

The General Manager requested the Board add a Closed Session to the agenda because the item came to the attention of the District after the agenda had already been posted and it was determined that there was a need for immediate action that could not reasonably wait for the next regularly scheduled meeting (Gov. Code, §54954.2(b)(2)).

Motion: Nelson. **Second:** West.

Motion carried unanimously.

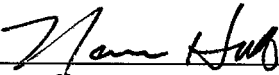
17. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1)):
NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENC100555357

The Closed Session convened at 8:23 pm and concluded at 8:33 pm.

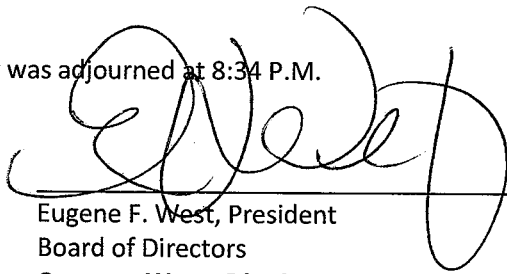
The Board reconvened Open Session at 8:33 pm and announced that no reportable action was taken during Closed Session.

Adjournment

There being no further business, the meeting was adjourned at 8:34 P.M.



Norman Huff, Secretary
Board of Directors
Camrosa Water District



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