

Board Minutes

Regular Meeting

Thursday, June 8, 2017

Camrosa Board Room
5:00 P.M.

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

Present: President Eugene F. West
 Director Terry L. Foreman
 Director Al E. Fox
 Director Jeffrey C. Brown

Absent: Director Timothy H. Hoag

Staff: Tony Stafford, General Manager
 Eric Garcia, Manager of Operations
 Charlotte Lopez, Water Resource Coordinator
 Ian Prichard, Water Resource Manager
 Jozi Scholl, Manager of Customer Accounts/Business
 Tamara Sexton, Manager of Finance
 Greg Jones, Legal Counsel

Guests: Student Art Contest Winners and families

Public Comments

None

Special Presentation

6. Board Presentation to Recognize Student Art Contest Winners

Each spring, Metropolitan Water District (MWD) sponsors a student art calendar contest for the following year's "Water is Life" calendar. Agencies run their own contests at the district level, and submit up to five pieces of artwork to MWD. Ultimately, MWD selects 36 drawings to be featured in the calendar.

The Board presented certificates to three local students in recognition of their artistic excellence in creating artwork that illustrates the importance of water-use efficiency.

Consent Agenda

1. Approve Minutes of the Regular Meeting of May 25, 2017

Amendments: None

The Board approved the Minutes of the Regular Meeting of May 25, 2017.

Motion: Fox. **Second:** Brown. **Motion carried:** 4-0

Yes: Fox, Brown, Foreman, West.

Absent: Hoag.

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$176,910.07 was provided for Board information and approval.

The Board approved the payments to vendors as presented by staff in the amount of \$176,910.07.

Motion: Fox. **Second:** Brown. **Motion carried:** 4-0

Yes: Fox, Brown, Foreman, West.

Absent: Hoag.

3. Bio-solids Dewatering

Bio-solids must be dewatered prior to hauling them off site. Additional dewatering was required due to the unscheduled draining and emergency repair of the Camrosa Water Reclamation Facility (CWRF) oxidation ditch.

The Board ratified the action taken by the General Manager to authorize the expenditure of \$32,000.00 to dewater bio-solids at the CWRF.

Motion: Fox. **Second:** Brown. **Motion carried:** 4-0

Yes: Fox, Brown, Foreman, West.

Absent: Hoag.

4. Emergency CWRF Oxidation Ditch Repair – Gear Boxes & Propeller

On April 21, 2017, contractors were called to repair CWRF's Oxidation Ditch 1 gear boxes, propeller shafts, and blades in response to an unforeseen propeller failure emergency. R&B Automation provided all the necessary tooling, man power, and expertise to accomplish this task.

The Board ratified the action taken to repair the CWRF Oxidation ditch and payment to R&B Automation in the amount of \$54,880.38 for required services.

Motion: Fox. **Second:** Brown. **Motion carried:** 4-0

Yes: Fox, Brown, Foreman, West.

Absent: Hoag.

5. Main Office & O&M Building Painting

The main building and the O&M building are in need of painting as part of general maintenance. This is an expense item in the current Fiscal Year 2016-17 budget.

The Board authorized the General Manager to issue a purchase order in the amount of \$31,800.00 to Shumate Services, Inc., for painting services.

Motion: Fox. **Second:** Brown. **Motion carried:** 4-0

Yes: Fox, Brown, Foreman, West.

Absent: Hoag.

General Manager's Report

7. Recycled Water Agreement with the City of Camarillo

Camrosa and the City entered into a Letter of Intent in November 2015 outlining the terms for Camrosa to receive excess recycle water from the City. The project has been approved by State Water Quality Control Board – Division of Drinking Water and the Los Angeles Regional Water Quality Control Board. The draft agreement is attached for review.

No action necessary; for information only.

Primary Agenda

8. Draft Fiscal Year 2017-18 District Operating Budget

The FY 2017-18 Draft Budget general operating revenues, expenses, fixed assets, and capital projects were presented and discussed.

No action necessary; for information only.

9. Employee Handbook Update

Camrosa's Employee Handbook was last revised on June 23, 2016 and is in need of updating to reflect various policy changes. Included in the Employee Handbook is the District's Performance Evaluation and Incentive Policy. The policy has been in place for 21 years and was last adopted on June 23, 2016. The policy is reviewed annually to ensure it is serving the intended goals. The General Manager reports to the Board of Directors on the performance of the policy so they may consider its continuation into the next fiscal year.

The Board adopted a Resolution of the Board Amending the District's Employee Handbook and Establishing a Performance Evaluation and Incentive Policy for FY 2017-18.

Motion: Fox. **Second:** Foreman.

Roll Call: Fox-Yes; Brown-Yes; Foreman-Yes; West-Yes; Hoag-Absent.

10. Public Hearing to Consider Camrosa's Intention to Act as a GSA

The Sustainable Groundwater Management Act requires that the Oxnard, Pleasant Valley, and Las Posas Basins be managed by a groundwater sustainability agency (GSA). As Camrosa overlies portions of these basins and operates key infrastructure therein, it is incumbent upon the District to act as the groundwater manager for those areas. Such election must be made after a duly noticed public hearing.

The Board took the following actions:

1. Convened a Public Hearing at 5:16 P.M. for the purpose of accepting public testimony regarding the District's intention to act as the GSA;
2. As there were no comments from the floor, closed the Public Hearing at 5:16 P.M.; and,
3. Adopted the resolution "Declaring Camrosa Water District's Intent to Act as the Groundwater Sustainability Agency for the Portions of the Pleasant Valley Basin, Oxnard Subbasin of the Santa Clara River Valley Basin, and the Las Posas Basin outside the Boundaries of the Fox Canyon Groundwater Management Agency and within the Camrosa service area."

Motion: Brown. **Second:** Fox.

Roll Call: Fox-Yes; Brown-Yes; Foreman-Yes; West-Yes; Hoag-Absent.

11. University Well Rehabilitation

The well (University Well) that feeds the Round Mountain Water Treatment Plant is inoperable and needs to be repaired. The rehabilitation will include overhauling the pump, changing the pump shaft, adding an additional bowl assembly to the pump, installing a larger 150 HP motor and accompanying VFD, and trenching a potable water service line to the well site.

The Board authorized the General Manager to:

1. Appropriate \$300,000.00 from potable capital replacement funds to establish the University Well Rehabilitation Capital Improvement Project (CIP); and
2. Issue a purchase order to Turf Construction not to exceed \$90,000 as part of the University Well CIP; and
3. Issue a purchase order to General Pump for \$148,387.50.

Motion: Foreman. **Second:** Fox. **Motion carried:** 4-0

Yes: Fox, Brown, Foreman, West.

Absent: Hoag.

Administrative Items

12. District Personnel

The General Manager briefed the Board on personnel performance.

No action necessary; for information only.

Closed Session

The Board adjourned to closed session at 5:25 P.M. regarding District personnel performance in accordance with Government Code Section 54957.

Report in Open Session on Decisions made in Closed Session

The Board returned to open session at approximately 5:35 P.M. No action was taken in closed session.

Information Items

None

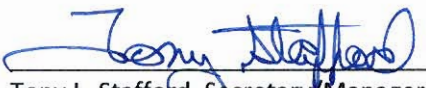
Comments by General Manager

None

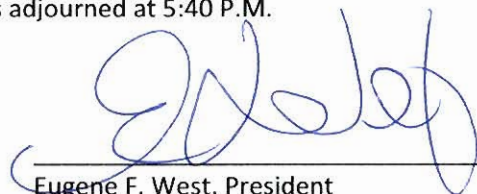
Comments by Directors

None

There being no further business, the meeting was adjourned at 5:40 P.M.



Tony L. Stafford, Secretary/Manager
Board of Directors
Camrosa Water District



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

(ATTEST)