

## Board Minutes

### Regular Meeting

**Thursday, February 11, 2021**  
Camrosa Board Room  
5:00 P.M.

**Call to Order** The meeting was convened at 5:00 P.M. as a web-based teleconference.

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

**Staff:** Tony Stafford, General Manager  
Ian Prichard, Assistant General Manager (via teleconference)  
Tamara Sexton, Manager of Finance (via teleconference)  
Joe Willingham, Manager of Operations (via teleconference)  
Jozi Zabarsky, Manager of Customer Accounts/Business (via teleconference)  
Terry Curson, District Engineer (via teleconference)  
Greg Jones, Legal Counsel (via teleconference)

**Guests:** Ron Ventura, County of Ventura (via teleconference)

### **Public Comments**

None

### **Consent Agenda**

1. **Approve Minutes of the Special Meeting of January 21, 2021**

*This item was pulled from the Consent Agenda and moved to the Primary Agenda.*

2. **Approve Minutes of the Regular Meeting of January 28, 2021**

*This item was pulled from the Consent Agenda and moved to the Primary Agenda.*

3. **Approve Vendor Payments**

A summary of accounts payable in the amount of \$294,146.97 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$294,146.97.

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

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

## Primary Agenda

### 4. Update Ordinance 40

The Board convened a public hearing at 5:06 P.M. for the purpose of accepting public testimony regarding proposed changes to Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services. There were no questions from the floor and no protest letters received. The public meeting was closed at 5:07 P.M. The Board adopted Ordinance 40-21, which incorporates the new flow restrictions policy.

**Motion:** Foreman **Second:** Hoag

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

### 5. Fiscal Year 2020-21 Budget Status Report

The Board received a report from staff regarding the status of the Fiscal Year (FY) 2020-21 budget.

No action necessary; for information only.

### 6. Cross-connection Control Program Contract

The Board authorized the General Manager to execute the attached contract with the County of Ventura for the implementation and management of a cross-connection control program.

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

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

### 7. Pump Station No. 2 Generator and Fuel Tank; and CWRP Emergency Generator Fuel Tank Specification No. PS 20-02

The Board took the following actions:

- 1) Authorized a purchase order in an amount not to exceed \$131,963.85 (including tax & delivery) to Quinn Power Systems for the purchase of an emergency standby generator with sub-base fuel tank for Pump Station No. 2, replacement fuel tank at the CWRP, and appurtenances;
- 2) Authorized the General Manager to award a contract to the second lowest bidder, NOHO Constructors, Inc., in the amount of \$297,701.00, to install an emergency standby generator and replacement fuel tank, Specification No. PS 20-02;
- 3) Authorized the General Manager to issue a change order to Cannon Corporation in the amount of \$12,734.00 to provide engineering & construction support services during installation, as needed; and
- 4) Appropriated additional funding in the amount of \$30,000 for the Pump Station No. 2 Emergency Standby Generator Project from the Potable Water Capital Improvement Fund.

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

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

### 8. Purchase of Meters

The Board authorized the General Manager to spend up to \$200,000.00, the Fiscal Year (FY) 2020-21 budgeted amount, to purchase meters and related equipment.

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

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**9. Review of District Investment Policy**

The Board adopted a Resolution Adopting the District’s Investment Policy.

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

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**1. Approve Minutes of the Special Meeting of January 21, 2021 (moved from the Consent Agenda)**

The Board approved the Minutes of the Special Meeting of January 21, 2021, amending Agenda Item number 1, per Director Foreman’s request, to reflect the following: *“Information on the Classification and Compensation Study was presented and discussions by the Board followed. The General Manager requested that the study and Board discussion items be referred to the Rate Ad Hoc Committee for more detailed review and assessment. The Rate Ad Hoc Committee will bring back their findings and recommendations to the Board for further consideration.”*

No directors opposed the amendments; therefore the minutes have been revised accordingly.

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

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**2. Approve Minutes of the Regular Meeting of January 28, 2021 (moved from the Consent Agenda)**

The Board approved the Minutes of the regular Meeting of January 28, 2021, amending Agenda Item number 3, per Director Foreman’s request, to reflect the following: *“The Board was provided an analysis and overview of the Tierra Rejada and Penny Wells. Discussion occurred regarding the findings and preliminary recommendations. Director Foreman made a number of observations and raised issues and questions about the findings and preliminary recommendations. The General Manager recommended that staff meet with Director Foreman to further review and resolve the issues and questions raised by Director Foreman.”*

No directors opposed the amendments; therefore the minutes have been revised accordingly.

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

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**Comments by General Manager**


- None

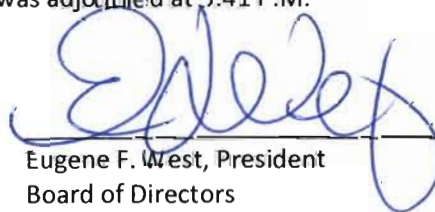
**Comments by Directors**

- Director Fox reported Bruce Dandy was nominated as President of VCSDA
- Director Hoag requested an update on site security
- Directors West and Brown requested an update on cyber security

**Adjournment**

There being no further business, the meeting was adjourned at 5:41 P.M.

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

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