

Board Minutes

Regular Meeting

Thursday, July 22, 2021

Camrosa Board Room

5:00 P.M.

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

Present: Eugene F. West, President
 Terry L. Foreman, Vice-President
 Al E. Fox, Director
 Timothy H. Hoag, Director

Absent: Jeffrey C. Brown, Director

Staff: Tony Stafford, General Manager
 Ian Prichard, Assistant General Manager
 Tamara Sexton, Manager of Finance (via teleconference)
 Terry Curson, District Engineer (via teleconference)
 Greg Jones, Legal Counsel

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of June 24, 2021

The Board approved the Minutes of the Regular Meeting of June 24, 2021.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

2. **Approve Vendor Payments

A summary of accounts payable in the amount of \$1,847,861.60 was provided for Board information and approval. The Board approved the payments to vendors.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

3. **Annual Disclosure of Director/Employee Reimbursements

The Board received the Annual Disclosure Report of Director/Employee Reimbursements for FY2020-21.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

4. Ventura Regional Sanitation District Sewer Maintenance

The Board authorized the General Manager to approve a purchase order to Ventura Regional Sanitation District (VRSD) not to exceed \$140,000.00, from the Fiscal Year (FY) 2021-22 operating budget for sewer maintenance and cleaning services.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

5. Biosolids Processing

The Board authorized the General Manager to approve a purchase order to WBI, Inc. not to exceed \$80,000.00, from the Fiscal Year (FY) 2021-22 operating budget for dewatering of the biosolids drying beds.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

6. Biosolids Removal at CWRP

The Board authorized the General Manager to approve a purchase order to Liberty Composting, Inc. not to exceed \$75,000.00, from the Fiscal Year (FY) 2021-22 operating budget for the removal of biosolids from CWRP.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

7. Manhole Rehabilitation

The Board authorized the General Manager to approve a purchase order to Zebron, Inc. not to exceed \$120,000.00, from the Fiscal Year (FY) 2021-22 operating budget for the rehabilitation and coating of District sewer manholes.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

8. SmartCover Sewer Monitoring System

The Board authorized the General Manager to approve a purchase order, in an amount not to exceed \$90,000.00, to SmartCover Systems for the purchase and installation of SmartCover Monitoring Systems on ten District manholes.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

Primary Agenda

9. **Salary and Classification Schedule

Director Foreman discussed the process the Ad Hoc committee, consisting of Director Foreman, President West, and Tony Stafford, went through to arrive at the salary and classification.

Motion: Foreman **Second:** Hoag

Roll-call vote: Fox: yes; Hoag: yes; Foreman: yes; West: yes; Brown: absent

10. **Reservoir 1B Communication Facility, Specification No. PW 21-02

The Board of Directors:

- 1) Appropriated additional funding in the amount of \$200,000.00 for the Reservoir 1B Communication Facility;
- 2) Authorized the General Manager to award a contract to NOHO Constructors, Inc. in the amount of \$505,101.00 to rehabilitate the Reservoir 1B Communication site, Specification No. PW 21-02;
- 3) Authorized the General Manager to issue a change order to Cannon Corporation in the amount of \$14,268.00 to provide engineering & construction support services during construction, as needed; and
- 4) Authorized the General Manager to issue a purchase order to Oakridge Geoscience, Inc. in the amount of \$6,800.00 to provide material testing services during construction, as needed.

Motion: Fox **Second:** Hoag **Absent:** Brown

Motion carried with four votes.

11. **Certificate of Achievement for Excellence in Financial Reporting

The Board received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the District's Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2020.

The Board extended congratulations and appreciation to Tamara Sexton, Finance Manager, and Sandra Llamas, Senior Accountant, who are primarily responsible for assembling the CAFR.

No action necessary; for information only.

CLOSED SESSION: The Board entered into closed session at 5:20 P.M. to confidentially discuss litigation matters as authorized by Government code 54956.9.

12. Closed Session Conference with Legal Counsel – Pending Litigation

The Board returned from closed session at 5:35 P.M. with nothing to report. No action taken.

Primary Agenda (Cont.)

13. **Attorney Retainer

The Board authorized the General Manager to sign the attached engagement letter with Alston & Bird to retain the services of Edward J. Casey as special counsel, with two conditions:

- 1) The attorney must submit a detailed budget.
- 2) Expenses exceeding the General Manager's spending authority (\$25,000) must be submitted to the Board for approval.

Motion: Fox **Second:** Foreman **Absent:** Brown

Motion carried with four votes.

14. GAC Equipment Prepurchase

Staff presented preliminary information regarding the procurement of GAC vessels and a CO2 dissolution and storage system for the Conejo Wellfield treatment plant.

No action necessary; for information only.

15. Closed Session Conference with Legal Counsel – Personnel

The Board did not enter closed session.

Comments by General Manager

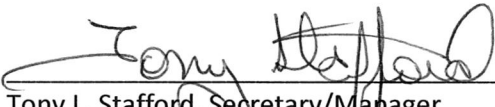
- The General Manager mentioned that Todd Robins will make a special presentation at the August 26, 2021 meeting.
- The General Manager scheduled an Arroyo Santa Rosa Groundwater Sustainability Agency Board meeting on August 12, 2021 at 5:00 P.M.

Comments by Directors

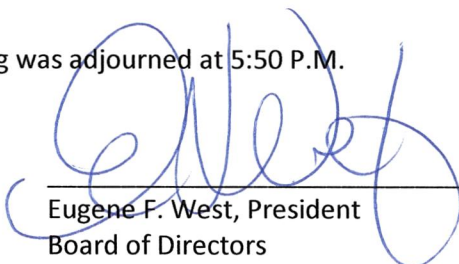
- Director Fox mentioned that there will be a presentation by the Federal Bureau of Investigation on cybercrime at the Ventura County Special Districts Association on August 3.

Adjournment

There being no further business, the meeting was adjourned at 5:50 P.M.



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



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