

Board Minutes

Regular Meeting

Camrosa Board Room
Thursday, October 12, 2023
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: Tony Stafford, General Manager
Norman Huff, Assistant General Manager
Jozi Zabarsky, Customer Service Manager
Kevin Wahl, Superintendent of Operations
Terry Curson, District Engineer
Art Aseo, Engineering & Capital Projects Manager
Natalie Roberts, Water Loss Control Coordinator
Greg Jones, Legal Counsel

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of September 21, 2023

The Board approved the Minutes of the Regular Meeting of September 21, 2023.

Motion: Brown **Second:** Hoag

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

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$1,717,079.47 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$1,717,079.47.

Motion: Brown **Second:** Hoag

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

Primary Agenda

3. **Certificate of Achievement for Excellence in Financial Reporting** *(item pulled from agenda)*

4. **Fiscal Year 2022-23 Investment Policy Agreed-Upon Procedures**

The Board received the Investment Policy Agreed-Upon Procedures Report for Fiscal Years 2022-23 and accepted the Agreed-Upon Procedures Report as presented by the Pun Group LLP.

Motion: Foreman **Second:** Brown

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

5. **Fiscal Year 2022-23 4th Quarter Budget Status Report** *(item pulled from agenda)*

6. **Fiscal Year 2022-23 Draft Annual Comprehensive Financial Report**

The Board received a draft of Fiscal Year (FY) 2022-23 Annual Comprehensive Financial Report (ACFR).

No action necessary; for information only.

7. **Diversion Traveling Screens Capital Improvement Project**

The Board authorized the General Manager to:

- 1) Appropriate \$180,000.00 from the Non-Potable Capital Replacement Fund and establish a Diversion Traveling Screens Capital Improvement Project (CIP); and
- 2) Enter into an agreement with and issue a purchase order to International Water Screens, not to exceed \$143,992.55, for repairs to both traveling screens at the diversion.

Motion: Hoag **Second:** Nelson

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

8. **Camrosa Water Reclamation Facility Bar Screen Capital Improvement Project**

The Board authorized the General Manager to enter into an agreement with and issue a purchase order to Gierlich-Mitchell, Inc., not to exceed \$456,800.00, for the purchase and installation of a new Headworks International Bar Screen.

Motion: Nelson **Second:** Brown

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

9. **SCADA Wonderware AVEVA Flex Subscription**

The Board authorized the General Manager to issue a purchase order in the amount of \$40,250.00 to E&M, Inc. dba Wonderware for 2,458 Flex Credits.

Motion: Brown **Second:** Hoag

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

10. **CSUCI Pump Station Booster #1 Repair**

The Board authorized the General Manager to issue a purchase order in the amount of \$26,523.82 to General Pump Company, Inc. for the repair of the CSUCI Pump Station Booster Pump #1.

Motion: Nelson **Second:** Foreman

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

11. HACH Process Analyzers

The Board authorized the General Manager to enter into two annual agreements with HACH Company and issue two purchase orders in the amounts of \$17,694.00 and \$12,253.65, for service maintenance and support of HACH process analyzers.

Motion: Brown **Second:** Hoag

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

12. Leisure Village Service Lateral and Valve Identification

The Board authorized the General Manager to issue a purchase order to Travis Agricultural Construction, Inc. (Travis Ag), in the amount of \$50,650.00, to identify service laterals address for the Leisure Village community.

Motion: Nelson **Second:** Foreman

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

13. Pleasant Valley Well No. 2 Iron/Manganese Removal

The Board authorized the General Manager to:

- 1) Appropriate funding from the Potable Capital Improvement Funds for engineering services for the design of iron/Mn filtration equipment in the amount of \$325,000.00, and
- 2) Award a contract to Consor Engineers in the amount not-to-exceed \$257,051.00, to provide engineering services.

Motion: Brown **Second:** Foreman

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

14. Pleasant Valley Well No. 2 Landscaping, PW23-02

The Board authorized the General Manager to award a contract to Venco-Western, Inc. in the amount of \$87,437.00 and issue a purchase order to provide landscaping at and around the PV Well No. 2 site, Specification No. PW 23-02.

Motion: Foreman **Second:** Nelson

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

15. Woodcreek Well Rehabilitation

The Board took the following actions:

- 1) Appropriated funding from the Potable Capital Replacement Fund for rehabilitation of Woodcreek Well in the amount of \$120,000.00, and
- 2) Authorized the General Manager to issue a purchase order to Hopkins Groundwater Consulting in the amount of \$57,020.00 for hydrogeological services, and
- 3) Authorized the General Manager to issue a purchase order to General Pump Company in the amount of \$41,925.00 for preliminary rehabilitation services.

Motion: Brown **Second:** Hoag

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

16. Well(s) Asset Management Program

The Board authorized the General Manager to enter into an agreement and issue a purchase order with Geoscience Inc., to develop and implement an asset management program for District Wells in the amount not to exceed \$223,212.00.

Motion: Foreman **Second:** Brown

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

17. Control Systems Supervisor Position

The Board adopted Resolution 23-14 Adjusting the District's Salary and Classification Schedule to include the new Control Systems Supervisor position and revised the AGM/Water Resource & Regulatory Compliance position to AGM.

Motion: Hoag **Second:** Nelson

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

18. District Policy on Accessory Dwelling Units (ADUs)

The Board discussed incorporating a District Policy on Accessory Dwelling Units (ADUs) to Ordinance 40.

No action necessary; for discussion only.

19. Water Professionals Appreciation Week

The Board adopted Resolution 23-15 Recognizing October 7-15, 2023, as Water Professionals Appreciation Week.

Motion: Hoag **Second:** Foreman

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

CLOSED SESSION: The Board cancelled the closed sessions to confidentially discuss personnel and litigation matters as authorized by Government codes 54957 and 54956.9(d)(4) respectively.

20. Closed Session – Personnel Matters (cancelled)

21. Closed Session Conference with Legal Counsel – Litigation Matters (cancelled)

Comments by Assistant General Manager

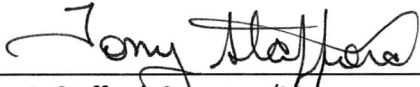
- The GM provided an update on the Conejo Wellfield
- The GM provided an update on treasury bills and will present additional information at the next Board meeting.

Comments by Directors

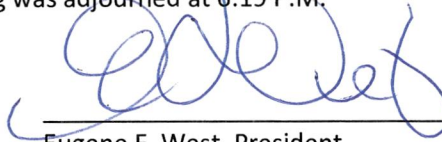
- Director Brown requested a CalPERS update regarding performance, cost of buyout, and expense of a replacement program.
- Director Nelson reported the Calleguas Board created a committee targeting strategies to expand their portfolio.
- Director Foreman requested a production report, which will be presented at the November 9, 2023 Board meeting and requested a brief by the AGM and the Water Loss Control Coordinator regarding the recent State Board meeting.

Adjournment

There being no further business, the meeting was adjourned at 6:19 P.M.



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



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

(ATTEST)