

Board Minutes

Regular Meeting

Camrosa Board Room
Thursday, January 11, 2024
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; absent from voting)
Jeffrey C. Brown, Director
Timothy H. Hoag, Director
Terry L. Foreman, Director

Staff: Norman Huff, Assistant General Manager
Tamara Sexton, Deputy General Manager/Finance
Jozi Zabarsky, Customer Service Manager
Art Aseo, Engineering & Capital Projects Manager
Kevin Wahl, Superintendent
Terry Curson, District Engineer
Greg Jones, Legal Counsel (via teleconference)

Guest: Cindy Fanning, Fanning & Karrh (via teleconference)
Jim Murchie, Leisure Village resident

Public Comments

Jim Murchie introduced himself as a resident of Leisure Village. He informed the Board that he is interested in the District's current rate study and emphasized that Leisure Village is very sensitive to rate increases.

Consent Agenda

1. Approve Minutes of the Regular Meeting of December 14, 2023

The Board approved the Minutes of the Regular Meeting of December 14, 2023.

Motion: Brown **Second:** Hoag

Yes: Brown – Hoag – Foreman - West

Absent from voting: Nelson

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$2,456,956.72 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$2,456,956.72.

Motion: Brown **Second:** Hoag

Yes: Brown – Hoag – Foreman - West

Absent from voting: Nelson

3. Budget Development Schedule

The Board received the Fiscal Year (FY) 2024-25 budget development schedule.

No action necessary; for information only.

Primary Agenda

4. Appointment of Interim General Manager and Secretary, Board of Directors

The Board adopted a resolution of the Board appointing Norman Huff to the position of Interim General Manager and Secretary of the Board.

Motion: Foreman **Second:** Hoag

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

Absent from voting: Nelson

5. Reserves Reconciliation to Audited Cash Fiscal Year 2023-24

Cindy Fanning presented reserves reconciliation to audited cash for Fiscal Year (FY) 2023-24.

No action necessary; for informational purposes only.

6. Reserve Policy

The Board received a briefing on the Reserve Policy.

No action necessary; for information only.

10. Rate Ad-Hoc Committee Briefing *(this item was moved ahead of agenda item #7)*

The Board received a briefing from the Rate Ad-Hoc Committee.

No action necessary; for information only.

7. Update Ordinance 40 with a Property Owner Requirement Policy *(this item was deferred)*

8. Conejo Wellfield GAC Construction, Specification No. PW 21-04

The Board took the following actions:

- 1) Ratified change order request for James C. Cushman totaling \$825,000.00; and
- 2) Appropriated additional funding from the Potable Capital Improvement Fund in the amount of \$450,000.00.

Motion: Brown **Second:** Hoag

Yes: Brown – Hoag – Foreman - West

Absent from voting: Nelson

9. Camarillo Springs Golf Course Waterline Replacement Under Conejo Creek, PW 23-01

The Board authorized the Assistant General Manager to execute Change Order No. 1 to J. Vega Engineering, Inc., in the amount of \$42,293.71.

Motion: Hoag **Second:** Brown

Yes: Brown – Hoag – Foreman - West

Absent from voting: Nelson

Comments by Interim General Manager

- Interim General Manager Norman Huff updated the Board on the progress of Woodard and Curran's Master Plan work and Intera's progress on the groundwater basin assessment and modeling.

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Comments by Directors

- Director Foreman thanked staff for responding to all his questions regarding the rate study.
- Director Nelson reported attending the CASA meeting.

The Regular Meeting recessed at 6:30 P.M. and reconvened at 6:36 P.M.

CLOSED SESSION: The Board entered into closed session at 6:36 P.M. to confidentially discuss litigation and/or personnel matters as authorized by Government codes 54956.9(d) and 54957(b) respectively.

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

11. Closed Session – Personnel Matters

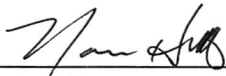
The Board discussed personnel matters.

No action was taken in closed session.

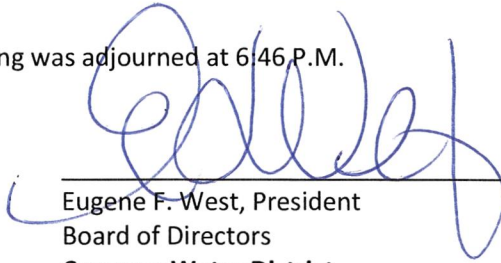
The Board returned to open session at 6:46 P.M.

Adjournment

There being no further business, the meeting was adjourned at 6:46 P.M.



Norman Huff, Interim Secretary
Board of Directors
Camrosa Water District



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

(ATTEST)