

## Board Minutes

### Regular Meeting

Camrosa Board Room  
Thursday, January 25, 2024  
5:00 P.M.

**Call to Order** The meeting was convened at 5:03 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:** Norman Huff, Interim General Manager  
Tamara Sexton, Deputy General Manager/Finance  
Jozi Zabarsky, Customer Service Manager  
Joe Willingham, IT and Special Projects Manager  
Art Aseo, Engineering & Capital Projects Manager  
Kevin Wahl, Superintendent of Operations  
Terry Curson, District Engineer  
Natalie Roberts, Water Loss Control Coordinator  
Seth Shapiro, Legal Counsel

**Guest:** Curtis Hopkins

### **Public Comments**

None

### **Consent Agenda**

**1. Approve Minutes of the Special Meeting of January 5, 2024**

The Board approved the Minutes of the Special Meeting of January 5, 2024.

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

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

**Absent:** Hoag

**2. Approve Minutes of the Regular Meeting of January 11, 2024**

The Board approved the Minutes of the Regular Meeting of January 11, 2024.

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

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

**Absent:** Hoag

### **3. Approve Vendor Payments**

A summary of accounts payable in the amount of \$956,397.90 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$956,397.90.

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

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

**Absent:** Hoag

## **Primary Agenda**

### **4. Local Production Update**

The Board received a briefing on local water production through the second quarter of Fiscal Year 2023-24.

**No action necessary; for information only.**

### **5. Water Loss Program Update**

The Board received a briefing on the progression of the water loss program.

**No action necessary; for informational purposes only.**

### **6. Meter Transmission Unit (MTU) and Meter Replacements**

The Board took the following actions:

- 1) Created a new MTU and Water Meter Capital Improvement Project and appropriated funding in the amount of \$1,400,000.00 from the potable capital replacement fund and \$280,000.00 from the non-potable capital replacement fund, for a total amount of \$1,680,000.00; and
- 2) Authorized the Interim General Manager to enter into an agreement and issue a purchase order with Concord Environmental Energy, Inc. (dba: Concord Utility Services), in an amount not to exceed \$446,497.42, for installation of 5,639 MTUs; and
- 3) Authorized the Interim General Manager to issue purchase orders to purchase direct from vendors, the following hardware:
  - Quantity 5,500, Series 3450 Encoder, Single Port, Extended Range MTUs and quantity 2, MTU Bluetooth programmers from Aclara (a division of Hubbell), in an amount not to exceed \$690,153.75.
  - Quantity 5,500, Twist-tight cables/connectors from Badger Meter Inc., in an amount not to exceed \$64,350.00.
  - Quantity 680, ¾" through 2" meters from Badger Meter Inc., in an amount not to exceed \$215,000.00.
  - Quantity 60, 3" through 6" meters from HydroPro Solutions Inc., in an amount not to exceed \$210,000.00.

**Motion:** Nelson **Second:** Foreman

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

## **7. Woodcreek Well Rehabilitation Project**

The Board took the following actions:

- 1) Appropriated additional funding in the amount of \$525,000.00 for the Woodcreek Well Rehabilitation from the potable capital replacement fund; and
- 2) Authorized the Interim General Manager to issue a purchase order to General Pump Company, Inc., in the amount of \$541,351.22, for the rehabilitation of Woodcreek Well.

**Motion:** Brown **Second:** Hoag

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

## **8. Update Ordinance 40 with a Property Owner Requirement Policy**

The Board discussed incorporating Property Owner requirement policy into Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services.

**No action necessary; for discussion only.**

## **9. Santa Rosa Mutual Agreement Cross Connection Requirements**

The Board discussed the Agreement Between Santa Rosa Mutual Water Company and Camrosa Water District dated September 14, 2000, and the related District backflow responsibility requirements.

**No action necessary; for information only.**

## **Comments by Interim General Manager**

- The Interim General Manager informed the Board of a cost discrepancy between prior board agenda item and memo. The difference of \$6,000.00 was approved as it was within the IGM's spending authority.
- Staff met with the City of Thousand Oaks regarding flow measurements and water rights.
- The IGM updated the Board on the State's Conservation as a Way of Life proposed regulation.
- Tony Goff, General Manager at Calleguas recently left and Kristine McCaffrey was appointed the new General Manager.

## **Comments by Directors**

- Director Nelson reported that he was attending the CASA meeting.
- Director Foreman shared information from the MWD Engineering/Technical Committee.
- Director Hoag asked if legal counsel needs to attend in person or if teleconference is acceptable.

**CLOSED SESSION:** The Board entered into closed session at 6:28 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**

The Board discussed litigation matters.

**No action was taken in closed session.**

## **11. Closed Session – Personnel Matters**

The Board discussed personnel matters.

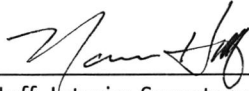
**No action was taken in closed session.**

**The Board returned to open session at 6:45 P.M.**

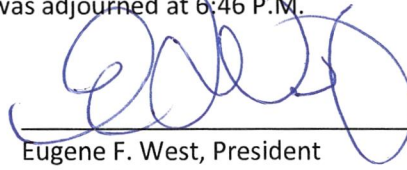
**1/25/24 Minutes**

## Adjournment

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



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Norman Huff, Interim Secretary  
Board of Directors  
**Camrosa Water District**



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

(ATTEST)