

Board Minutes

Regular Meeting

Thursday, May 27, 2025

Camrosa Board Room

10:00 A.M.

Call to Order The meeting was convened at 10:00 A.M.

Present: Eugene F. West, President
Andrew F. Nelson, Vice-President (teleconference)
Timothy H. Hoag, Director
Terry L. Foreman, Director

Absent: Jeffrey Brown, Director

Staff: Norman Huff, General Manager
Tamara Sexton, Deputy General Manager/Finance
Jozi Zabarsky, Customer Service Manager (teleconference)
Terry Curson, District Engineer
Chris Patacsil, Superintendent
Mike Phelps, Water Quality & Environmental Compliance Manager
Brad Milner, Management Analyst
Joe Willingham, IT and Special Projects Manager
Natalie Roberts, Water Resources Coordinator
Keith Lemieux, Legal Counsel

Guests: Mark McIntyre, Merchant McIntyre Associates
Tristan Southard, Merchant McIntyre Associates

Public Comments

None

Consent Agenda

- 1. Approve Minutes of the Regular Meeting of May 8, 2025**
- 2. Approve Vendor Payments**

A summary of accounts payable in the amount of \$2,109,820.47 was provided for Board information and approval.

Motion to approve the Consent Agenda: Hoag **Second:** Foreman

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

Primary Agenda

- 3. Employee Spotlight**

The Board was introduced to Natalie Roberts, Water Resources Coordinator.

No action was necessary; for information only.

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4. Eagle Aerial WaterView Software: Commercial, Industrial, and Institutional (CII) Platform & Software License

The Board of Directors took the following actions:

- 1) Appropriated additional funding from the Potable Water Capital Replacement Fund, in the amount of \$30,000, for the WaterView project, and
- 2) Authorized the General Manager to enter into an agreement and issue a purchase order, in the amount not to exceed \$96,020, for the development of the WaterView CII Module, and
- 3) Authorized the General Manager to enter into a three-year agreement for the WaterView CII software subscription.

Motion to approve: Nelson **Second:** Hoag

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

5. Potable Pressure Zone 2 Water Loss Analysis

The Board received a presentation from staff on the results of efforts to reduce water loss with a focus on Potable Pressure Zone 2.

No action was necessary; for discussion only.

6. Fiscal Year 2024-2025 3rd Quarter Budget Status Report

The Board received a report from staff regarding the Fiscal Year (FY) 2024-2025 3rd Quarter budget report and reserves.

No action was necessary; for information only.

7. Draft Fiscal Year 2025-26 District Operating Budget

The Board received a briefing and a copy of the proposed Draft Fiscal Year (FY) 2025-26 Operating Budget.

No action was necessary; for information only.

8. Establish Appropriation Limit for Fiscal Year 2025-26

The Board adopted Resolution 25-06 Establishing the Annual Appropriation Limit for Fiscal Year 2025-26.

Motion to approve: Hoag **Second:** Foreman

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

9. Amending the Inflation-Based Annual Salary Adjustment Policy

The Board adopted Resolution 25-07 Amending the Inflation-Based Annual Salary Adjustment Policy and allocating 3.2% for FY 2025-26.

Motion to approve: Nelson **Second:** Foreman

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

10. Amending the Promotion and Salary Adjustments Policy

A motion was made to adopt Resolution 25-08 Amending the Promotion and Salary Adjustments Policy and allocating 2.0% for FY 2025-26.

Motion to approve: Nelson **Second:** None **(Motion FAILED)**

A motion was made to adopt Resolution 25-08 Amending the Promotion and Salary Adjustments Policy and allocating 1.5% for FY 2025-26.

Motion to approve: Foreman **Second:** Hoag

Roll Call: Nelson-No; Hoag-Yes; Foreman-Yes; West-No **(Motion FAILED)**

Absent: Brown

The Board adopted Resolution 25-08 Amending the Promotion and Salary Adjustments Policy and allocating 1.75% for FY 2025-26.

Motion to approve: West **Second:** Hoag

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

11. CalPERS Contributions and the Classic Employee Member Paid Contribution

The Board took the following actions:

- 1) Adopted Resolution 25-09 Paying and Reporting the Value of Employer Paid Member Contribution.

Motion to approve: Foreman **Second:** Hoag

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

- 2) Adopted Resolution 25-10 Paying and Reporting the Value of Employer Paid Member Contribution (CalPERS ID: 7880235845).

Motion to approve: Foreman **Second:** Hoag

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

12. Salary and Classification Schedule

The Board adopted Resolution 25-11 Adjusting the District's Salary and Classification Schedule.

Motion to approve: Hoag **Second:** Foreman

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

13. Master Plan Update, May 2025

The Board was provided a report from the Master Plan Ad hoc Committee on the Master Plan progress. A Customer Outreach Ad Hoc Committee consisting of Directors Nelson and West was formed to discuss outreach regarding the development of the District's Master Plan.

No action was necessary; for information and discussion only.

14. Federal Funding Consultant Services

A motion was made to authorize the General Manager to enter into an initial three-month agreement with Merchant McIntyre Associates, with a monthly retainer in the amount not to exceed \$10,000.00 to provide federal funding consulting services to pursue federal funding opportunities for potential new water supplies and enhancements to existing water supplies, infrastructure, and facilities.

Motion to approve: Nelson **Second:** West

Roll Call: Nelson-Yes; Hoag-No; Foreman-No; West-Yes **(Motion FAILED)**

Absent: Brown

15. CliftonLarsonAllen (CLA) LLP Digital Readiness Assessment

The Board authorized the General Manager to enter into an agreement with CLA LLP in the amount, not to exceed \$20,000.00, for a Digital Readiness Assessment.

Motion to approve: Foreman **Second:** Hoag

Roll Call: Nelson-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Absent: Brown

Comments by General Manager

- Will need to hold an Arroyo Santa Rosa Valley Basin GSA meeting preceding the next Regular Camrosa Board meeting on June 10, 2025.

Comments by Directors

- Director Foreman commented on the state of the State
- West provided a report from ACWA regarding complications of rate-making and setting fixed meter charges. He also reported that the Fox Canyon GMA looks to have selected a new Executive Director.

Closed Session The Board entered into Closed Session at 11:56 A.M. to confidentially discuss IT security, legal, and personnel matters as authorized by Government Code sections 54957, 54956.9, 54957, respectively.

16. CYBERSECURITY: THREAT TO PUBLIC SERVICES OR FACILITIES (Gov. Code, §54957) Consultation with Joe Willingham, Information Technology Manager.

17. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1))
NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENCI00555357

18. ANNUAL EVALUATION OF PERFORMANCE OF THE GENERAL MANAGER (Gov. Code §54957(b))
NOTE: Gov. Code §54957(b)(4) "Closed Sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline."

Open Session The Board reconvened Open Session at 12:28 P.M.

19. Announcement of Reportable Action Taken During the Closed Session

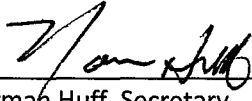
President West announced that there was no reportable action taken during Closed Session.

20. Discussion with Action as Needed Regarding General Manager Compensation and/or Benefits

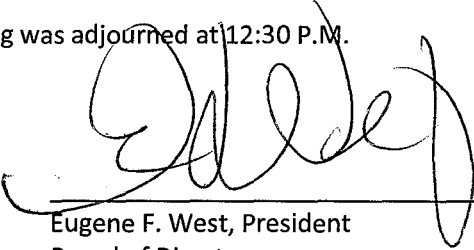
There was no Board discussion or action taken.

Adjournment

There being no further business, the meeting was adjourned at 12:30 P.M.



Norman Huff, Secretary
Board of Directors
Camrosa Water District



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