CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Minutes

Regular Meeting

Tuesday, October 14, 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)
Jeff Brown, Director
Terry L. Foreman, Director
Timothy H. Hoag, Director

Staff: Norman Huff, General Manager
Brad Milner, Assistant General Manager
Tamara Sexton, Deputy General Manager/Finance (teleconference)
Jozi Zabarsky, Customer Service Manager
Kevin Wahl, Director of Operations
Chris Patascil, Superintendent
Terry Curson, District Engineer
Joe Willingham, IT and Special Projects Manager
Johnny Munsill, Assistant IT Manager
Mike Phelps, Water Quality & Environmental Compliance Manager
Keith Lemieux, Legal Counsel

Guests: Kristine McCaffrey, Calleguas General Manager
Ian Prichard, Calleguas Deputy General Manager
Reddy Pakala, Calleguas Board Member
Lisette Colasanti, CLA (teleconference)
Aaron Haataja, CLA (teleconference)

Public Comments

None

Consent Agenda

1. **Approved Minutes of the Regular Meeting of September 23, 2025**
2. **Approve Minutes of the Special Meeting of October 3, 2025**
3. **Approved Vendor Payments**
4. **Customer and Administrative Services Quarterly Report**
5. **Quarterly Reports Water Quality Q1 FY 2025-26 Report**

Motion to approve the Consent Agenda: Foreman **Second:** Hoag
Motion carried 4-0
Absent: Nelson

Primary Agenda

6. **Employee Spotlight**

The Board was introduced to Tamara Sexton, Deputy General Manager/Finance.

No action was necessary; for information only.

7. **Calleguas Municipal Water District (CMWD, Calleguas)**

The Board received and discussed a presentation from Calleguas.

No action was necessary; for information and discussion only.

8. **Local Production Update**

The Board received a briefing on local water production through the first quarter of Fiscal Year (FY) 2025-26.

No action was necessary; for information and discussion only.

9. **Fiscal Year 2024-25 Draft Annual Comprehensive Financial Report**

The Board received a draft of Fiscal Year (FY) 2024-25 Annual Comprehensive Financial Report (ACFR).

No action was necessary; for information only.

10. **Reserve Policy**

The Board adopted a Resolution Adopting the Statement of Reserve Policy.

Motion to approve: Foreman **Second:** Nelson
Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

11. **Santa Rosa Well No. 10 Rehabilitation Project**

The Board took the following actions:

1) Appropriated additional funding in the amount of $125,000.00 for the Santa Rosa Well No. 10 Rehabilitation/Refurbishment from the Nonpotable Water Capital Replacement Fund; and

2) Authorized the General Manager to issue a purchase order to RPS Industries in the amount of $31,874.10, for fabrication, tax, and delivery of a new well pump enclosure building.

Motion to approve: Hoag **Second:** Brown
Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

12. **Rehabilitation of Power Distribution System at CWRF (Design Phase)**

The Board took the following actions:

1) Appropriated additional funding in the amount of $50,000.00 from the Wastewater Capital Improvement Fund; and

2) Authorized the General Manager to issue a change order to Cannon in the amount of $16,862.00 for engineering services.

Motion to approve: Brown **Second:** Hoag
Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

13. **CliftonLarsonAllen (CLA) LLP Digital Readiness Assessment**

The Board received and discussed the Digital Readiness Assessment.

No action was necessary; for discussion only.

14. **Non-exempt, Hourly Employee-related Policies (9/80 Work Schedule/Comp Time)**

The Board discussed non-exempt hourly employee-related policies including a 9/80 work schedule and providing an option for compensatory time ("comp time") in lieu of overtime pay.

No action was necessary; for discussion only.

Comments by General Manager

- Staff is considering migrating from Zoom to Teams for all District initiated remote meetings.

Comments by Directors

- Director Nelson reported he will be meeting with the General Manager of Leisure Village to discuss their Master Plan development.
- Director Foreman informed Board that the Master Plan initial draft chapters (2 & 5) will be available on SharePoint.

Closed Session The Board entered into Closed Session at 11:49 A.M. to confidentially discuss legal matters as authorized by Government Code sections 54957 and 54956.9.

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

16. **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.**

Open Session: The Board reconvened Open Session at 12:01 P.M.

17. **Announcement of Reportable Action Taken During the Closed Session**

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

Adjournment

There being no further business, the meeting was adjourned at 12:02 P.M.

Norman Huff, Secretary
Board of Directors
Camrosa Water District

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