

Board Minutes

Regular Meeting

Thursday, November 13, 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
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)
Josi 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: Logan Wicks, Geoscience (teleconference)
Robert Sia, Geoscience (teleconference)

Public Comments

None

Consent Agenda

1. Approved Minutes of the Regular Meeting of October 18, 2025
2. Approved Vendor Payments
3. Purchase Order Ratification / Leak Repair

Motion to approve the Consent Agenda: Hoag **Second:** Foreman
Motion carried unanimously.

Primary Agenda

4. Employee Spotlight

The Board was introduced to Johnny Munsill, Assistant IT Manager.

No action was necessary; for information only.

5. Update on Status of Well Asset Management Program

The Board was provided an update on the status of the Well Asset Management Program.

No action was necessary; for information only.

6. Commending Timothy H. Hoag for 34 Years of Service to Camrosa Water District

The Board adopted Resolution No: 25-19 of the Board of Directors commending Timothy H. Hoag for 34 years of service on the District's Board of Directors.

Motion to approve: Brown **Second:** Foreman

Motion carried unanimously.

7. Commending Jeffrey C. Brown for 34 Years of Service to Camrosa Water District

The Board adopted Resolution No: 25-20 of the Board of Directors commending Jeffrey C. Brown for 34 years of service on the District's Board of Directors.

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

Motion carried unanimously.

8. PV Well Iron/Manganese Removal CIP Sewer Manhole Upgrades

The Board authorized the General Manager to enter into an agreement and issue a purchase order to Zebron, Inc., in an amount not to exceed \$33,950.00, for the modification, rehabilitation, and coating of thirteen sewer manholes related to the Fe/Mn treatment project at the Lynnwood Well.

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

Motion carried unanimously.

9. Abandonment of CSUCI Well No. 3

The Board authorized the General Manager to issue a purchase order to Nor-Cal Pump & Drilling, in the amount of \$50,000, to abandon CSUCI Well No. 3.

Motion to approve: Brown **Second:** Foreman

Motion carried unanimously.

10. Sewer Lift Station No. 2 Rehabilitation

The Board took the following actions:

- 1) Appropriated an additional \$40,000 to the Sewer Lift Station No. 2 Refurbishment capital project from the Wastewater Capital Replacement Fund, and
- 2) Authorized the General Manager to award an agreement and issue a purchase order to Michael K. Nunley & Associates, Inc. (MKN), in the amount of \$195,939, for engineering design services for the Rehabilitation of Sewer Lift Station No. 2.

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

Motion carried unanimously.

11. Award for Community Outreach and Engagement Services

The General Manager requested Board authorization to enter into an agreement and issue a purchase order, in the amount of \$478,300.00, to HDR Inc. to provide professional consulting for community outreach and engagement services. Director Foreman requested a revised scope of work, cost estimate, and fee schedule to be included in the agreement and return to the Board for authorization. A motion was made to authorize the General Manager to engage HDR Inc. to

develop the public outreach program, subject to returning to the board with a revised scope, cost estimate, and fee schedule.

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

Motion carried unanimously.

12. Master Plan Update, October 2025

The Board was provided a report/update from the Master Plan Ad hoc Committee on the Master Plan progress.

No action was necessary; for information and discussion only.

13. Full-time, Non-exempt, Hourly Employee-related Policies (9/80 Work Schedule/Comp Time)

The Board adopted Resolution 25-21 authorizing the General Manager to establish a 6-month trial period, beginning January 2026, for full-time, non-exempt hourly employee-related policies including a 9/80 work schedule and providing an option for compensatory time off ("comp time") in lieu of overtime pay.

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

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

Comments by General Manager

- Reported meeting with the General Manager of Leisure Village and Director Nelson.
- Reported attending the Pleasant Valley Recreation and Park District Board meeting on November 5, 2025, discussing the Valencia Well site lease.

Comments by Directors

- President Nelson reported attending the meeting with management with the GM and Leisure Village as well as the VCSDA Board meeting.

Closed Session The Board cancelled the Closed Session to confidentially discuss a legal matter as authorized by Government Code section 54956.9.

14. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1))
(cancelled)

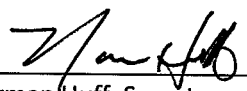
NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENC100555357.

Open Session

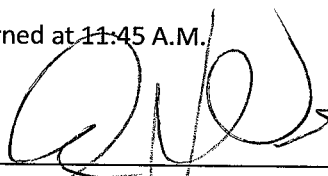
15. Announcement of Reportable Action Taken During the Closed Session *(cancelled)*

Adjournment

There being no further business, the meeting was adjourned at 11:45 A.M.



Norman Huff, Secretary
Board of Directors
Camrosa Water District



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