

Regular Meeting
September 19th, 2017
6:00 p.m.



**NOTICE OF REGULAR MEETING OF
BOARD OF DIRECTORS**

September 19th, 2017

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public that is within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

Please Note: If you have comments on a specific agenda item(s), please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

Agenda

The meeting will be called to order at 6:00 p.m.

1. Roll Call

2. Approval of Minutes

Approval of the minutes of the August 15th, 2017 regular meeting

3. Public Comments

The Board will receive comments from the public at this time on any item of interest to the public that is not on the agenda that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. Matters raised by public comment requiring Board action will be referred to staff or placed on a subsequent agenda where appropriate.

When addressing the Board, please state your name and address and limit your comments to three (3) minutes.

Please Note: If you have comments on specific agenda items, please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

4. General Managers Report

- Production of Wells**
- Warehouse (CUP)**
- District O&M Report**

5. Board Committee Reports

- **Summary of August 24th, 2017 GSA Board Meeting**

6. Old Business

- **Salaries and Benefits**
- **State Water**
- **Lead & Copper sampling**
- **MOU with Casitas**
- **Asphalt paving at tank farm**

7. Board of Directors Reports

8. Financial Matters

1. Approval of Payroll and Payables from August 16th, 2017 to September 15th, 2017 in the amount of;

Payables -	\$ 40,812.06
Payroll -	\$ 29,611.69
<u>Total -</u>	<u>\$ 70,423.75</u>

9. Board Discussion and/or Action

- a) **Approval of Resolution 09192017 appointing Diana Engle as the Meiners Oaks Water representative and Mike Hollebrands as the alternate, to the UVRGSA Board of directors**
- b) **Discussion of Special Board meeting and tank farm property issues**
- c) **Well 4 rehabilitation – See attached sheet for proposals**

- d) Approval of job classifications, descriptions and salary ranges for staff
- e) Customer Paul Brakebill – Request of adjustment due to irrigation and meter reading timing
- f) Discussion and approval of Bob's fence quote not to exceed \$ 22,480.00 to secure tank property – Project start date is 11/14/2017

10. Closed Sessions: The Board of Directors may go into closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Section 54957 & 54956.8, 54956.9 and 54957a)

- a) The Board will go into closed session under the Real Property Negotiations Exception and Pending litigation; Lawyer-client privilege Government Code Sections (§54956.8), (§54956.9 (b)(3)(c) and (§54957.1) to discuss options regarding easements and property lines on parcels 010-0-102-290 and 010-0-102-090
- b) The Board will also go into closed session to discuss employee matters. (§54957)
- c) General Manager's Performance review and possible salary adjustment: Government Code sections, (§54957.6)

11. Meeting Adjournment.

MINUTES

The meeting was called to order at 6:00 p.m.

1. Roll Call

The meeting was called to order by the Board President James Kentosh at 6:00 pm at the District Office.

Present were: Board President James Kentosh, Board Directors Larry Harrold and Mike Etchart. Staff Present: General Manager Mike Hollebrands and Board Secretary Mike Hollebrands. Attorney Lindsay Nielson was also present.

2. Approval of the minutes

Approval of the July 18th 2017 Regular Meeting minutes:

Mr. Etchart made the motion to approve the July 18th, 2017 Regular Meeting minutes. Mr. Harrold seconded the motion.

Etchart/Harrold
All Ayes
M/S/C

3. Public Comments

Elizabeth Anne Von Gunten was present. Ms. Von Gunten stated that she will be emailing her recorded statement to Mr. Hollebrands.

4. General Manager's Report

- Production of wells – production levels remain good and should continue to meet demand through the summer. The leading edge of the river has regressed a few yards past well #2.
- Conditional Use Permit – Inspection on August 11, 2017 regarding 30-year permit; revision to permit language to address access to warehouse restrictions, allowing MOWD 24/7/365 access. The permit will require public notice and Ventura County Planning approval. A temporary CUP is being drafted for coverage during the permit approval process. A draft of the permit will be provided to the MOWD Board of Directors for review.
- Maricopa Highway service replacement drawings are 95% complete, pending finalization and annual Caltrans permit.

5. Board Committee Reports

No committees met this month.

6. Old Business

- Salaries and Benefits – discussed in separate agenda item.
- State Water – no update.
- Lead & Copper Testing- Samples completed with exception of 2 that were sent on August 18, 2017. Certificate of completion approved by the state. Test results were mailed to the customers.
- Casitas Water – no update, an email was sent to Casitas by Mr. Hollebrands on August 10, 2017 requesting a status report of the MOU; pending response.
- Tank Farm Asphalt – Mr. Hollebrands has received 2 bids, only \$2000 difference for the 11K sq. feet. Project expense will come for approval after the 3rd bid is received.

7. Board of Directors Reports

- Mr. Harrold – Informational: Las Virgines Water reported a 16" water main break on their hillside.
- Mr. Etchart – Mandatory agriculture spraying for commercial farmers 8/29-9/17/17.
- Mr. Etchart stated that a water employee with a different district shared that they heard about the MOWD salary increases and thought it was a positive direction.
- Mr. Kentosh – the allocation process was shared with Ron at Casitas; a statistic was shared with Mr. Kentosh that Casitas sold 12,000 acres in the year ending July 1.

8. Financial Matters

Approval of Payroll and Payables from May 16th, 2017 to June 15th, 2017 in the amount of:

Payables -	\$ 30,385.26
Payroll -	\$ 28,595.37
Total -	\$ 58,980.63

Mr. Etchart made the motion to pay the monthly expenses. Mr. Harrold seconded the motion.

Kentosh/Harrold
All Ayes
M/S/C

9. Board Discussion and/or Action

- Mr. Kentosh stated that they received Ms. Moll's letter at the last meeting and a written response letter was provided. Ms. Moll is not present at this meeting to provide any additional information. Ms. Von Gunton recommends District show due diligence in its investigation and mitigation actions.
- Well #4 – pump test performed for efficiency monitoring and pictures were taken showing holes in the casing; repair options and prices are pending. Application for discharge permit to submit to Regional Water Quality Control Board, permit cost can range \$200- \$10,000; anticipate 2 months to obtain permit. Mr. Hollebrands to bring statistics to next board meeting. Board supports use of consultant for permit process if necessary.
- Job reclassifications and salary tiers – tabled to September meeting.
- Late Fee Change – Initial proposal was to change from a flat \$35 late fee to a 25% of base up to 500, additional 2% thereafter. The billing system is unable to calculate the additional 2% fees, recommendation to remove that tier and charge a 25% of base late fee beginning October 2017. Mr. Harrold made the motion to approve the revised late fee calculation of 25% of base starting October 2017. Mr. Etchart seconded the motion.

Harrold/Etchart

All Ayes

M/S/C

- Bob's Fence Company – discussion regarding fencing of property line from East up to the North and to the South East to bedrock edge, hold off on fencing peninsula piece of the property. Mr. Etchart made the motion to initiate the fencing of the property from the warehouse up to the bedrock edge. Mr. Harrold seconded the motion.

Etchart/Harrold

All Ayes

M/S/C

At this time the Board went into closed session at 7:17pm.

10. Closed Session

The Board of Directors may go into closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Section 54957 & 54956.8, 54956.9 and 54957a.

- a. GM Review – This item was tabled until a full complement of Directors was present
- b. The Board went into closed session under the Real Property Negotiations Exception and Pending litigation; Lawyer-client privilege Government Code sections (§54956.8), (§54956.9 (b)(3)(c) and

(§54957.7) to discussion options regarding easements and property lines on parcels 010-0-102-290 and 010-0-102-090

Closed session ended at 8:10pm.

11. Meeting Adjournment

There being no further business to conduct at this time, Board President James Kentosh adjourned the meeting at 8:21 PM.

President

Secretary

August 2017



To: Board of Directors of the Meiners Oaks Water District

From: General Manager

Subject: Monthly Manager's Report

Highlights

(Rainy season October thru April)

27.96" of rain

LAKE CASITAS LEVEL

39.8%

Board Committees

Minutes of the August board meeting are attached to the agenda

Current Well levels and specific capacity

Well 1	July	Aug.	Well 2	July	Aug.	Well 4	July	Aug.	Well 7	July	Aug.
Static	24.7'	26.6'	Static	24.7'	29.1'	Static	48.3'	60.2'	Static	47.9'	59.7'
Running	31.5'	32.95'	Running	29.9'	34.3'	Running	0.0'	0.0'	Running	52.4'	64.5'
Drawdown	6.8'	6.3'	Drawdown	5.1'	5.2'	Drawdown	0.0'	0.0'	Drawdown	4.5'	4.7'
Specific Cap.	40.5 gal/ft	54.1 gal/ft	Specific Cap.	40.5 gal/ft	37.3 gal/ft	Specific Cap.	0.0 gal/ft	0.0 gal/ft	Specific Cap.	79.7 gal/ft	70.7 gal/ft

Water Production

Water production and sold values are based on a calendar year

Total Pumped in August:			
Wells	AF	Average GPM	Typical GPM
1.	32.47	344	375
2.	18.89	194	250
4.	0.00	0	750
7.	29.78	336	450
8.	0.00	Off	330

Total Pumped for Aug.	81.13 AF
Total Pumped 2016:	305.45 AF
Total Pumped YTD 2017:	378.41 AF

Total Sold:

Total Sold for Aug. 2017:	97.32 AF
Total Sold YTD 2017:	400.47 AF
Total Sold 2016:	608.21 AF
Total Purchased from CMWD 2016	323.91 AF
Total Purchased for July	0 AF
Total Purchased YTD 2017	83.91AF

Total Capacity:

2083 Gallons per Minute (GPM) with all current wells on line 1, 2, 4, 7, 8)

3,583 Gallons per minute (GPM) with all current wells on line 1, 2, 4, 7, 8) + Casitas

Water Sales:

(Sales values are based on the actual month listed only not YTD)

Aug. 2016:	\$ 52,250.23
Aug. 2017:	\$ 67,331.88

Reserve Funds

Balance at the County of Ventura	\$ 1,042,398.47
Total Taxes*	\$ 0.00
Total Interest from reserve account#	\$ 956.87

Fiscal Year Total Revenues

July 1 st – Aug. 31 st	2016	\$ 195,032.86
July 1 st – Aug. 31 st	2017	\$ 259,070.67

Bank Balances

LAIF Balance	\$ 5,237.86
(#) Quarterly Interest from LAIF	\$ 0.00
Money Market (RABO)	\$ 473,731.06
Amount Transferred to RABO Money Market this month	\$ 0.00
Amount Transferred to General Fund from Money Market	\$ 0.00
(*)Monthly Interest received from Money Market	\$ 80.45
General Fund Balance	\$ 376,992.49
Trust Fund Balance	\$ 13,511.92
Capital Improvement Fund	\$ 14,405.78
(#)Quarterly Interest from Capital Account	\$.24
Total Interest accrued	\$ 80.69

Water Quality

No water quality issues to report this month

August 2017

Capital Improvement Projects for 2017-2018
Budgeted capital funds \$ 586,400 FY 2017-2018

1. Rehabilitate well #4
2. Acquire scope of work for bid on new well (Completed)
3. Replace 18 system valves
4. Fencing at Tank Farm
5. Treatment Plant EDR
6. Zone 1 Booster/MCC

Unscheduled Work

Total	<u>\$ 0.00</u>
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Tanks

1. 250k gallon was installed in 1958 age = 57 (Removed 2015)
2. 80k gallon was installed in 1983 age = 34
3. 500k gallon was installed in 1988 age = 27 (Removed 2015)
4. 500k gallon was installed in 1973 age = 44 (Put back into service 2011)
5. 500k gallon was installed in 2003 age = 14
6. 750k gallon welded tank 2015 age = 2

Life expectancy for a bolted tank is 30 – 40 years

Well Drilled Dates & Depths

	<u>Date drilled</u>	<u>Drill Depth</u>
1. Well # 1	1969	60 feet
2. Well # 2	1969	116 feet
3. Well # 4	1969	240 feet
4. Well # 7	1961	156 feet
5. Well # 8	1968	144 feet

Board of Directors

President – Jim Kentosh Elected in 2014	Term ends 2018	Long Term
Vice-President – Mike Krumpschmidt Elected 2016	Term ends 2020	Long Term
Board Member – Larry Harrold Elected 2014	Term ends 2018	Long Term
Board Member – Michael Etchart Elected 2014	Term Ends 2018	Long Term
Board Member – Diana Engle Elected 2016	Term Ends 2020	Long Term

Distribution

8/16 - The last few days have been significantly cooler and has allowed the Leading Edge of the river to move back down south of Well #2

8/23 – Replace AMS and Customer Service Valve at 101 E. El Roblar. The operating nut on the AMS had been snapped off. This was possibly done by a plumber or the customer while attempting to do a repair. The customers valve had seized up and was non-operational.

8/29 – Mike applied for the permit to replace 15 isolation valves and upgrade one 4" Wharf Head to a 6" Fire Hydrant

9/5 – Well #2 is having issues with the pressure switch. This tells SCADA if the well is in operation or not. The switch is sticking in the on position and sending Well Failure alarms at shut down.

- Also, small rust flake continue plugging the small orifice in the chlorine injector at Well #2. This may be due to a bad screen in the "Y" Strainer.

– Install Customer Service Valve at 159 N. Padre Juan.

9/6 – Replaced "Y" Strainer and Pressure Switch at Well #2. This has taken care of the plugged Chlorine Injector and Well Failure Alarms at shutdown.

9/12 – Flush Well #8. Well water had a rotten smell and was dirty at start-up but cleared rather quickly.

– Flowed Fire Hydrants at top and bottom of Mieners Rd to test Fire Booster Stations. Both booster stations operated as designed. But the boosters at the Hydro Tank did not refill the hydro tank automatically. I believe the tank drained so fast it did not give the transducer a chance to send the signal to call for water. This is not a big deal just something to be aware of.

9/13 – Flowed Fire Hydrant at the top of Tico (Private Rd) to test the Fire Booster Station. Had to make a slight adjustment to the pressure switch but overall booster did its job.

Treatment

8/21 – Roto Meter at Well #1 was full of water or liquid chlorine causing the roto meter lock up and stop releasing chlorine. Used the vacuum line to suck the chlorine out of the vent port on the roto meter. This may be caused by great temperature changes from day to night allowing the chlorine gas in the roto meter to liquefy.

8/24 – First Stage Turbidity Meter is back from being repaired at HACH. Pete with TIC has allowed the district to borrow his extra turbidity meter to keep on hand as a back-up.

8/28 – The computer at the treatment plant keeps crashing. When the computer is off, no data gets recorded from the water going through the plant. The screen on the computer will also scramble and freeze at times.

We may want to look into a backup system to collect data and possibly a new computer. Called Jon with BYRD to notify him of the issue.

8/29 – Jon with BYRD came out to work on the treatment plant computer. He found a loose memory board in the computer and dusted the inside out while he had it apart. Jon also fixed some of the programming issue we were having and ran a series of test to try and crash the computer. Everything seem to be ok now.

– Jon with BYRD has installed a backup program at the office to collect the data from the treatment plant. This should allow the district to stay in compliance with the State if the treatment plant computer crashes again.

Meiners Oaks Water District

Meeting summary: UVRGSA

Meeting Date: 8/24/2017

Location: Ojai Valley Land Conservancy

Next meeting: 9/24/2017

Location: Casitas Municipal Boardroom

Under director comments, Mary Bergen mentioned that Casitas had approved a Watershed Coordinator position with a starting pay of 25k/yr. Mary also stated that no one had been selected for the position, but that Casitas is actively looking.

Item 6(a)

Contract amendments for Grant Writing Consultants

Chair Kuebler requested an extra \$ 5k to be added to the professional services item in the already approved June 8, 2017, budget. The Chair stated that due to the level of effort required to develop the grant package, additional funding was necessary. Originally approved budget amount was for \$ 15,000.

Reasons for increased amounts

1. Walter Consulting & Grant Writing increased from \$ 6,400 to \$ 12,000.
2. Kear Groundwater increased from \$3,600 to \$ 6,000

The Board agreed to authorize the Chair to sign the contract amendments as well as both professional service agreements between Kear Groundwater and Walter Consulting and Grant Writing Services.

Item 6(b)

Meiners Oaks Water District

Office sharing agreement

The Board authorized signing an agreement to share the OBGMA office on Bryant Street. There are still some things to sort out before making the jump such as; i) the purchase of new office computers, ii) staffing adjustments, etc.

Item 6(c)

Consultant to advise Executive Committee and the Board

The Board approved Bryan Bondy as the consultant to the Executive Board for the development of the GSP. His rate \$185.00/Hr. The agency allocated \$20,000.00 for this budget item. Bryan's knowledge and constant communication with State officials will be crucial in how we organize and implement the GSP.

Item 6(d)

Review of Draft Grant proposal for the Upper Ventura River Basin GSA

The Board discussed among other things, the grant proposal deadlines, and how much we could potentially receive. (\$493,080) Additionally, Ms. Walter and Jordan Kear have been working jointly with the ad hoc committee on stakeholder engagement and how it benefits the grant application package. There was also a dated flow attached showing specific targeted goals and timelines for expected completion dates.

There was no vote on this item.

Item 6(e)

Appointment of Executive Director

The Board approved Cece Vandermeer as the UVRGSA Executive Director. Cece will be compensated at a rate of \$35.00/hr. at roughly 20 hours per week with a medical reimbursement of \$4,000 per year and be considered an at-will employee.