

Meiners Oaks Water District

Stakeholder Outreach and Engagement

The Stakeholder Outreach forum will take place on October 12, 2017, at the Oak View Community Center at 6 pm. Details will be discussed and decided upon at the September 24th meeting.

Meiners Oaks Water District

Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

Expenditures	Month of August	Year To Date	Budget Approp	Approp Bal 08/31/17	Current September	Approp Bal To Date
Salary	28,944.00	58,325.41	382,000.00	323,674.59	-	323,674.59
Payroll Taxes	2,179.88	4,408.02	30,000.00	25,591.98	-	25,591.98
Retirement Contributions	3,470.19	6,230.16	30,000.00	23,769.84	-	23,769.84
Group Insurance	3,781.50	8,251.11	70,000.00	61,748.89	-	61,748.89
Company Uniforms	-	-	1,500.00	1,500.00	-	1,500.00
Phone Office	839.73	1,662.22	7,600.00	5,937.78	-	5,937.78
Janitorial Service	341.36	742.72	5,500.00	4,757.28	-	4,757.28
Refuse Disposal	169.75	339.50	2,700.00	2,360.50	-	2,360.50
Liability Insurance	-	24,649.65	25,000.00	350.35	-	350.35
Workers Compensation	1,428.12	10,200.26	17,500.00	7,299.74	-	7,299.74
Wells	-	8,452.21	25,000.00	16,547.79	-	16,547.79
Truck Maintenance	87.43	87.43	4,000.00	3,912.57	20.00	3,892.57
Office Equip. Maintenance	504.96	1,037.68	7,500.00	6,462.32	-	6,462.32
Cell Phones	239.75	478.93	4,500.00	4,021.07	-	4,021.07
System Maintenance	2,195.12	11,470.12	55,000.00	43,529.88	-	43,529.88
Safety Equipment	515.10	515.10	3,500.00	2,984.90	-	2,984.90
Laboratory Services	722.00	2,394.00	8,000.00	5,606.00	84.00	5,522.00
Membership and Dues	-	2,318.00	7,500.00	5,182.00	-	5,182.00
Printing and Binding	29.48	113.68	1,000.00	886.32	-	886.32
Office Supplies	518.14	679.31	6,000.00	5,320.69	-	5,320.69
Postage and Express	893.59	1,790.65	13,500.00	11,709.35	-	11,709.35
B.O.D. Fees	450.00	1,050.00	13,000.00	11,950.00	-	11,950.00
Engineering & Technical Services	2,784.00	2,816.95	35,000.00	32,183.05	739.60	31,443.45
Computer Services	290.97	1,638.30	15,000.00	13,361.70	189.44	13,172.26
Other Prof. & Regulatory Fees	29.80	317.24	15,000.00	14,682.76	526.50	14,156.26
Public and Legal Notices	-	-	1,000.00	1,000.00	-	1,000.00
Attorney Fees	4,380.00	5,440.00	15,000.00	9,560.00	-	9,560.00
GSA Fees	4,157.25	4,157.25	40,000.00	35,842.75	-	35,842.75
VR/SBC/City of VTA Law Suit	-	-	15,000.00	15,000.00	-	15,000.00
State Water	-	-	25,000.00	25,000.00	-	25,000.00
Audit Fees	-	-	18,000.00	18,000.00	-	18,000.00
Small Tools	51.49	57.34	3,000.00	2,942.66	-	2,942.66
Election Supplies	-	-	-	-	-	-
Water Purchase	-	8.93	75,000.00	74,991.07	-	74,991.07
CMWD Standby Charges	1,034.40	1,857.73	10,000.00	8,142.27	-	8,142.27
Treatment Plant	1,941.12	3,993.23	10,000.00	6,006.77	1,173.95	4,832.82
Fuel	857.29	1,436.38	12,000.00	10,563.62	-	10,563.62
Travel Exp./Seminars	(625.00)	70.00	2,000.00	1,930.00	-	1,930.00
Utilities	282.29	533.13	3,500.00	2,966.87	282.94	2,683.93
Power and Pumping	4,989.97	4,989.97	110,000.00	105,010.03	3,111.15	101,898.88
Meters	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditures	67,483.68	172,512.61	1,134,800.00	962,287.39	6,127.58	956,159.81
Water Distribution System	-	-	-	-	-	-
Cold Water Well	-	-	100,000.00	100,000.00	-	100,000.00
Well 4 Rehab	-	-	50,000.00	50,000.00	-	50,000.00
18 Valve Replacements	4,533.83	4,533.83	103,900.00	99,366.17	-	99,366.17
Fencing at Tank Farm	-	-	40,000.00	40,000.00	-	40,000.00
Structures and Improvements	-	-	-	-	-	-
Generator Z-2	-	-	75,000.00	75,000.00	-	75,000.00
Treatment Plant EDR/CEQA	-	-	80,000.00	80,000.00	-	80,000.00
Zone 1 Booster/MCC Upgrade	-	-	30,000.00	30,000.00	-	30,000.00
Well 4 MCC/VFD Upgrade	-	-	-	-	-	-
Furniture and Fixtures	-	-	-	-	-	-
General Managers Desk	-	-	1,500.00	1,500.00	-	1,500.00
Office Machines	-	-	-	-	-	-
Copy Machine	-	-	4,500.00	4,500.00	-	4,500.00
Field Equipment	-	-	-	-	-	-
Weed Sprayer Trailer	-	-	1,500.00	1,500.00	-	1,500.00
Appropriations for Contingencies	-	-	100,000.00	100,000.00	-	100,000.00
Total Assets	4,533.83	4,533.83	586,400.00	581,866.17	-	581,866.17
GRAND TOTAL	72,017.51	177,046.44	1,721,200.00	1,544,153.56	6,127.58	1,538,025.98



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 08/16/2017 - 09/15/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank-AP Bank						
ADVANTAGE	Anvantage Physical Therapy	09/14/2017	Regular	0.00	440.00	7715
MOWD05	Invoice	09/06/2017	Pre-Employment Tests	0.00	440.00	
U-VERSE	AT&T U-verse	08/30/2017	Regular	0.00	70.00	7700
7294600817	Invoice	08/04/2017	Internet	0.00	70.00	
AT&T	AT&T	08/30/2017	Regular	0.00	769.73	7699
01840817	Invoice	08/13/2017	Office Phones	0.00	93.83	
21140817	Invoice	08/20/2017	Office Phones	0.00	675.90	
AUTOSU	Automotive Supply - Ojai	09/14/2017	Regular	0.00	54.44	7716
410447	Invoice	08/02/2017	Wiper Blades	0.00	54.44	
BYRD	Byrd Industrial Electronics	09/14/2017	Regular	0.00	1,173.95	7717
829-17	Invoice	09/05/2017	Treatment Plant Computer Maintenance	0.00	1,173.95	
CALPERS	California Public Employees' Retirement	08/30/2017	Regular	0.00	4,191.08	7696
INV0000725	Invoice	08/15/2017	Health	0.00	2,095.55	
INV0000734	Invoice	08/31/2017	Health	0.00	2,095.53	
CALPERS	California Public Employees' Retirement	08/30/2017	Regular	0.00	263.92	7701
0817	Invoice	08/14/2017	Retired Premiums	0.00	263.92	
GASB	CALPERS	08/30/2017	Regular	0.00	700.00	7702
10000001504485	Invoice	08/16/2017	GASB 68 Report	0.00	700.00	
CAL-STATE	Cal-State	08/30/2017	Regular	0.00	101.36	7703
87671	Invoice	08/19/2017	Portable Toilet	0.00	101.36	
CANON	Canon Financial Services, Inc.	08/30/2017	Regular	0.00	96.53	7704
17636351	Invoice	08/13/2017	Copier Contract	0.00	96.53	
CMWD	Casitas Municipal Water District	09/14/2017	Regular	0.00	1,034.40	7718
261150817	Invoice	08/31/2017	Fairview Stby	0.00	530.70	
262000817	Invoice	08/31/2017	Hartmann Allocation	0.00	134.78	
911320817	Invoice	08/31/2017	Tico/La Luna Stby	0.00	368.92	
CLEANCO	Cleanco Services	08/30/2017	Regular	0.00	240.00	7705
3107	Invoice	08/25/2017	August Janitorial	0.00	240.00	
C I T	Coastal Instrumentation & Telemetry	08/30/2017	Regular	0.00	1,901.79	7706
17-016	Invoice	08/04/2017	SCADA Programming	0.00	1,901.79	
CVPW	County Of Ventura Public Works Agency	09/06/2017	Regular	0.00	2,450.00	7714
PL17-0095	Invoice	09/06/2017	Conditional Use Permit	0.00	2,450.00	
CVPW	County Of Ventura Public Works Agency	09/06/2017	Regular	0.00	-2,450.00	7714
DATAP	Dataprose LLC	09/14/2017	Regular	0.00	893.59	7719
DP1702737	Invoice	08/31/2017	Bulk Mailing/Postage	0.00	893.59	
EJHAR	E. J. Harrison Roloffs, Inc.	08/30/2017	Regular	0.00	169.75	7707
281300817	Invoice	08/13/2017	Office Trash	0.00	42.24	
994260817	Invoice	08/13/2017	3 Yard Dumpster	0.00	127.51	

Check Report

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
FAMCON	Famcon Pipe and Supply, Inc	09/14/2017	Regular	0.00	6,704.19	7720
195858	Invoice	08/17/2017	Valves, Spools, Gaskets, etc.	0.00	1,043.54	
195859	Invoice	08/17/2017	fire hydrant, valves, tee, etc.	0.00	3,510.29	
195928	Invoice	08/21/2017	Steel Blades	0.00	106.71	
196148	Invoice	08/25/2017	Ball Valves, Boxes, Angle Stops, etc.	0.00	2,043.65	
FGLENV	FGL Environmental	08/30/2017	Regular	0.00	386.00	7708
709227A	Invoice	08/23/2017	Samples	0.00	81.00	
709228A	Invoice	08/24/2017	Samples	0.00	33.00	
709233A	Invoice	08/16/2017	Samples	0.00	272.00	
FGLENV	FGL Environmental	09/14/2017	Regular	0.00	339.00	7721
709510A	Invoice	08/31/2017	Samples	0.00	85.00	
709867A	Invoice	08/31/2017	Samples	0.00	85.00	
709868A	Invoice	09/07/2017	Samples	0.00	42.00	
710239A	Invoice	08/31/2017	Samples	0.00	85.00	
710240A	Invoice	09/07/2017	Samples	0.00	42.00	
FRED'S	Fred's Tire Man	09/14/2017	Regular	0.00	20.00	7722
102757	Invoice	09/07/2017	Flat Repair	0.00	20.00	
GUARDIAN	Guardian	08/30/2017	Regular	0.00	339.64	7697
INV0000726	Invoice	08/15/2017	Dental	0.00	169.82	
INV0000735	Invoice	08/31/2017	Dental	0.00	169.82	
GUARDIAN	Guardian	08/30/2017	Regular	0.00	8.00	7709
7690460817	Invoice	08/15/2017	Administration Fee	0.00	8.00	
HLTHNE	Health Net Life Insurance Company	08/30/2017	Regular	0.00	17.10	7710
61790817	Invoice	08/08/2017	Life Insurance	0.00	17.10	
HSBS	HealthSmart Benefit Solutions, Inc.	08/30/2017	Regular	0.00	78.52	7698
INV0000728	Invoice	08/15/2017	HSBS	0.00	39.27	
INV0000737	Invoice	08/31/2017	HSBS	0.00	39.25	
NEILSON	Law Offices of Lindsay F. Nielson	08/30/2017	Regular	0.00	4,380.00	7711
34880817	Invoice	08/10/2017	Attorney Fees	0.00	4,380.00	
MAGNUM	Magnum Fence & Security	09/14/2017	Regular	0.00	85.07	7723
Z-20917	Invoice	09/12/2017	Zone 2	0.00	85.07	
MOHARD	Meiners Oaks Hardware	09/14/2017	Regular	0.00	84.09	7724
784265	Invoice	08/01/2017	Fogger	0.00	8.29	
785278	Invoice	08/01/2017	Elbows, couples	0.00	13.19	
785484	Invoice	08/02/2017	Valveball for Treatment Plant	0.00	10.73	
785653	Invoice	08/03/2017	Black Pipe	0.00	28.60	
787608	Invoice	08/16/2017	glass cleaner, towels, sign, etc.	0.00	23.28	
HOLL-1	Mike Hollebrands	09/14/2017	Regular	0.00	32.99	7725
032412	Invoice	08/30/2017	Truck Wash	0.00	32.99	
MITEC	MiTec Solutions LLC	08/30/2017	Regular	0.00	10.00	7712
453589	Invoice	08/15/2017	Splashtop User	0.00	10.00	
MITEC	MiTec Solutions LLC	09/14/2017	Regular	0.00	399.44	7726
45596	Invoice	08/23/2017	Monthly Maintenance	0.00	210.00	
45723	Invoice	09/01/2017	Exchange & Web Hosting	0.00	70.97	
45894	Invoice	09/08/2017	Configured Summer's Outlook Email	0.00	37.50	
45909	Invoice	09/11/2017	Splashtop User Account	0.00	10.00	
45910	Invoice	09/11/2017	Exchange/Web Hosting	0.00	70.97	
OBC	Ojai Business Center, Inc.	09/14/2017	Regular	0.00	29.48	7727
12551	Invoice	08/31/2017	Door Hangers	0.00	29.48	

Check Report

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Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
PERS	Public Employees' Retirement System	09/14/2017	Regular	0.00	942.91	7728
10000001505407	Invoice	09/01/2017	Unfunded Accrued Liability	0.00	922.01	
10000001505408	Invoice	09/01/2017	Unfunded Accrued Liability	0.00	20.90	
PERS	Public Employees' Retirement System	08/31/2017	Bank Draft	0.00	1,748.26	DFT0000270
INV0000727	Invoice	08/15/2017	PERS	0.00	1,748.26	
PERS	Public Employees' Retirement System	08/31/2017	Bank Draft	0.00	1,850.84	DFT0000276
INV0000736	Invoice	08/31/2017	PERS	0.00	1,850.84	
SCE	Southern California Edison Co.	09/14/2017	Regular	0.00	3,309.02	7729
OFFELE0917	Invoice	09/12/2017	Office Electricity	0.00	282.94	
PMP1-0917	Invoice	09/12/2017	Pump 1	0.00	1,308.95	
PMP2-0917	Invoice	09/12/2017	Pump 2	0.00	961.13	
TNKFRM0917	Invoice	09/12/2017	Tank Farm	0.00	41.03	
WELL80917	Invoice	09/12/2017	Well 8	0.00	80.37	
Z-2FIR0917	Invoice	09/12/2017	Zone 2 Fire	0.00	155.97	
Z-2PWR0917	Invoice	09/12/2017	Zone 2 Power	0.00	452.75	
Z-3FIR0917	Invoice	09/12/2017	Zone 3 Fire	0.00	25.88	
SDRMA	Special District Risk Management Auth.	09/14/2017	Regular	0.00	1,428.12	7730
61172	Invoice	08/31/2017	Workers Comp. Recon. 2016-17	0.00	1,428.12	
SWRCB-DWOCB	State Water Resources Control Board DWOCB	09/14/2017	Regular	0.00	60.00	7731
D2MH2017	Invoice	09/11/2017	D2 Renewal for MH	0.00	60.00	
UAOFSC	Underground Service Alert of So.Ca.	09/14/2017	Regular	0.00	26.50	7732
820170436	Invoice	09/01/2017	Digalert	0.00	26.50	
USBANK	US Bank Corporate Pmt. System	09/14/2017	Regular	0.00	438.46	7733
AMAZON0803	Invoice	08/03/2017	Windsock	0.00	44.90	
AMAZON0817	Invoice	08/03/2017	Stealth Camera,San Disk, Batteries	0.00	265.84	
BENF0803	Invoice	08/03/2017	Composition Book,Pencils	0.00	8.57	
BMGRAMMAR07	Invoice	08/01/2017	Grammarly Renewal	0.00	139.95	
CSDA0804	Credit Memo	08/04/2017	CSDA Reimbursement for Stacey	0.00	-625.00	
GRAINGER0803	Invoice	08/03/2017	Combination Cartridges	0.00	183.09	
GRAINGER0818	Invoice	08/18/2017	Universal Joint,Impact Socket	0.00	51.49	
MHGRAM0717	Invoice	08/01/2017	Grammarly Renewal	0.00	139.95	
RITE0814	Invoice	08/14/2017	Thumb Drives	0.00	20.88	
SGGRAMMAR071	Invoice	08/01/2017	Grammarly Renewal	0.00	139.95	
VONS0817	Invoice	08/17/2017	Water,Paper Towels,Toilet Paper	0.00	68.84	
VRCWD	Ventura River Water District	09/14/2017	Regular	0.00	4,157.25	7734
3904	Invoice	08/30/2017	GSA Fees	0.00	4,157.25	
VERIZON	Verizon Wireless	09/14/2017	Regular	0.00	239.75	7735
9791758941	Invoice	08/26/2017	Cell Phones	0.00	239.75	
WREA	Water Resource Engineering Associates	09/14/2017	Regular	0.00	739.60	7736
3102-2	Invoice	09/01/2017	Highway 33 Crossing	0.00	739.60	

Check Report

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
WRIGHT EXP	WEX Bank	08/30/2017	Regular	0.00	857.29	7713
50955550	Invoice	08/15/2017	Fuel	0.00	857.29	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	83	41	0.00	39,662.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2,450.00
Bank Drafts	2	2	0.00	3,599.10
EFT's	0	0	0.00	0.00
	85	44	0.00	40,812.06

PR \$29,611.69

Report of Income as of 8/31/2017

Income	Month of August	Year To Date	Budget Approp	Approp Bal 07/31/15
Interest	1,037.56	1,130.28	7,000.00	5,869.72
Taxes	--	835.97	130,000.00	129,164.03
Pumping Charges	406.47	674.57	3,000.00	2,325.43
Fire Protection	168.56	281.28	1,000.00	718.72
Meter & Inst. Fees	--	--	--	--
Water Sales	67,331.88	126,169.06	451,584.00	325,414.94
Casitas Standby Fees	331.86	663.40	6,196.54	5,533.14
MWAC Charges	48,922.49	97,914.02	760,881.60	662,967.58
MCC Chg.	6,514.36	13,033.49	80,000.00	66,966.51
Misc. Income	95.66	215.32	8,000.00	7,784.68
Late & Delinquent Chgs.	1,836.40	3,880.18	30,000.00	26,119.82
Conservation Penalty	--	--	500.00	500.00
Capital Improvement	--	--	--	--
Drought Surcharge	9,865.08	16,239.35	40,000.00	23,760.65
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TOTAL INCOME	136,510.32	261,036.92	1,518,162.14	1,257,125.22

Meiners Oaks Water District

RESOLUTION NO. 20170919

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MEINERS OAKS WATER DIRECTORS APPOINTING DIRECTOR AND ALTERNATE DIRECTOR TO THE BOARD OF DIRECTORS OF THE UPPER VENTURA RIVER GROUNDWATER SUSTAINABILITY AGENCY JOINT POWERS

WHEREAS, the Casitas Municipal Water District, the City of San Buenaventura, the County of Ventura, the Meiners Oaks Water District, (MOWD) and the Ventura River Water District ("Member Agency" or "Member Agencies") have entered into a joint exercise of powers agreement ("JPA Agreement") creating the Upper Ventura River Groundwater Agency ("UVR Groundwater Agency"); and

WHEREAS, the JPA Agreement requires the governing board of each Member Agency to appoint a Director to the UVR Groundwater Agency Board of Directors ("UVR Groundwater Agency Board") as well as an Alternate Director to represent the MOWD's interests in the absence of the Director; and

WHEREAS, in order to be eligible for appointment as a Director or Alternate Director, an individual shall be either a member of the MOWD's staff or of a MOWD Director and shall cease to be a Director or Alternate Director when no longer a member of the MOWD's staff or of a MOWD Director; and

WHEREAS, the Director and Alternate Director shall serve for an initial period of two or three years, as will be determined by resolution at the first regular meeting of the UVR Groundwater Agency Board;

THEREFORE, BE IT RESOLVED by the Board of Directors of the Meiners Oaks Water District, as follows:

1. All the recitals in this resolution are true and correct and the Meiners Oaks Water District so finds, determines and represents.
2. The Board of Directors hereby appoints Diana Engle as the Director and appoints Michael B. Hollebrands as the Alternate Director to represent the Meiners Oaks Water District on the UVR Groundwater Agency Board.
3. The individuals appointed as the Director and Alternate Director are both a member of the MOWD's staff or of the Meiners Oaks Water Board of Directors, as required by the JPA Agreement.
4. The Meiners Oaks Water District hereby confirms that the Director and Alternate Director appointed pursuant to this resolution are authorized to represent the district's interests with respect to all matters that come before the UVR Groundwater Agency Board.
5. This resolution shall take effect immediately upon passage and adoption.

1 **WE, THE UNDERSIGNED**, do hereby certify that the above and foregoing
2 Resolution No. 20170919 was duly adopted and passed by the Board of Directors of
3 Meiners Oaks Water District at a regularly scheduled meeting held on the 19th day of
September, 2017, by the following vote:

4 AYES:

5 NOES:

6 ABSENT:

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James Kentosh, President
Meiners Oaks Water District

ATTEST:

Mike Hollebrands, Secretary
Meiners Oaks Water District

Meiners Oaks Water District

Summary of well rehabilitation bids for well #4

Layne Christensen Well Service

New well drilled adjacent existing well (Utilizing PVC pipe)	\$ 296,383.89
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Layne Christensen Well Service

New well drilled adjacent existing well (Utilizing SS Pipe)	\$ 365,861.10
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Layne Christensen Well Service

Well #4 liner (Utilizing PVC pipe)	\$ 90,997.07
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Crown Drilling Service

New well drilled adjacent existing well (Utilizing PVC pipe)	\$ 108,245.00
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Well #4 liner (Utilizing PVC pipe)	\$ 34,753.00
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MOWD Job Classifications and Salary Ranges

Amendments to Current Policy of the MOWD Board of Directors

Adopted by the MOWD Board of Directors on _____

DRAFT FOR BOARD APPROVAL

August 11, 2017

Introduction

The purpose of this policy is to define job classifications for employment by MOWD and to establish salary ranges for those positions. Our intent is to offer competitive salaries while maintaining the financial integrity of the District. Retaining good employees is essential to ensure the reliability of our water system.

These job classifications and salary ranges will be updated from time to time by MOWD's board.

Job Titles and Classifications

There are 8 possible job positions within MOWD that might be filled:

- Utility Worker Trainee
- Utility Worker I
- Utility Worker II
- Field Supervisor
- Administrative Assistant
- A/R Clerk
- Office Administrator
- General Manager

It is not intended to fill all of these positions at one time. For example, we could hire a Utility Worker I at some point, who could be promoted to a Utility Worker II after a few years, leaving the UW-I position vacant.

Salary Ranges in FY 2017-2018

The salary ranges shown in the Table apply to each of the 8 job positions. Each position is divided into 5 steps. Each step is 5% above or below the adjacent steps. The bottom step (Step 1) of a UW-II position is 5% higher than the top step of a UW-I position. [Since the salaries within and between positions are linked, the spreadsheet is set up so that only the 3 numbers within the solid borders require adjustment; the rest are calculated automatically.]

Cost of Living Increase

It is intended that the Board will adopt an annual cost of living adjustment (COLA) each year along with the annual budget. The COLA will be selected based on published data and the Board's discretion. In that case, all of the salaries in the *MOWD Job Classifications and Salaries* Table will be increased by the same percentage. Employees will normally receive their COLA early in the fiscal year.

Whereas, in the past, it has been somewhat vague as to whether employees received salary increases based on merit or COLA, this method makes a clear separation between the two types of salary increases: COLA and merit.

Board Secretary

Either the Office Administrator, Administrative Assistant or A/R Clerk position may serve as Board Secretary, responsible for attending Board meetings and related tasks. While serving in that capacity, the Board Secretary will receive an additional 5% salary, above that shown in the Table. The Board Secretary will still remain eligible for overtime pay for that work.

Criteria for Advancing to the Next Step

An employee may be promoted to the next step of the applicable salary range at the discretion of the general manager. Such a promotion will be based on factors reflecting improvement of an employee's abilities, such as training courses, certifications, increased knowledge, increased responsibility, performance above and beyond during special projects, etc. Step increases will not be considered to be automatic after any given interval of time. It is normally expected that at least one year or more will elapse between step increases.

Step increases are completely independent of COLA increases.

At the general manager's discretion, an employee may be given a partial step increase in salary, between steps, while remaining at his/her present step.

Promotions to New Positions

An employee may be promoted to another position at the discretion of the general manager. However, during the budgeting process each year, the general manager must advise the Board of his intentions for promoting employees the following year. The Board will decide whether or not to fund the new position.