

6) Personal Protective Equipment

Field employee's must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and when required, be able don and be fitted for a respirator requiring to be clean shaven at all times.

7) Working Conditions

Must be willing to work weekends, holidays, and off-hour shifts for emergency call-outs.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

- 6 month probation period
- Rate of pay increases will vary upon merit/ cost of living allowances
- Beginning pay rate will DOQ

Employee Signature Date

Meiners Oaks Water District

Job Description Office Administrator

**Salary Range from \$ 57,589 - \$ 70,000
Non-exempt**

1. General Job Description

Works under the direction of the General Manager and with minimum direction; The Office Administrator processes all monthly receivables, reconciles all bank statements, summarizes all County financial reports, prepares and disburses all monthly payables, including payroll, prior to the General Manager's approval.

2. Qualifications

- Knowledge of accounting principles. 2 year accounting degree or equivalent work experience
- Ability to type at a rate of 40 wpm accurately and capable of operating various office business machines
- Knowledge of local government agency District policies and procedures
- Ten Key by touch
- High School Diploma or GED

3. Work Hours

- 8:00 am to 5:00pm Monday through Friday
- Compensation is paid on an hourly basis

4. Essential Job Duties

- Process closing information for previous month receivables, reconciles bank statements and county reports, and records all month-end and adjusting journal entries.
- On a semi-monthly basis, prepare all payable invoices for disbursement, insuring that they are checked carefully and initialed for approval by the General Manager before checks are distributed.

- On a semi-monthly basis, prepare payroll time sheets and keep accurate records of accrued sick, vacation and holiday, standby and overtime. Insure that the time sheets are initialed by the General Manager prior to check disbursement. Maintain yearly employee earnings reports and prepare W-2's and 1099's at year-end.
- Pay monthly payroll taxes. Prepare and process quarterly, federal and state tax reports.
- Process work orders for field worker as necessary.
- Provide customer service and receptionist duties.
- As needed, prepare ordinances and Resolutions for the General Manager
- Prepare reports as requested by the General Manager.
- Order office supplies as needed.
- Performs general secretarial duties.
- Receive and process mail payments and payable invoices from customers and vendors.
- Maintain accurate payroll, accounts payable and general ledger records to prepare for annual CPA audits. Interface with CPA, providing requisite materials for audit and be available to answer any and all questions.
- Keep work area neat and orderly.

5. Physical Demands

- Sitting for long periods, standing, twisting, walking, lifting, pushing, pulling, carrying (up to 25lbs.), kneeling, stooping, bending and squatting.

6. Other required skills

- Attention to detail—High level of concentration and attention to detail for extended periods of time required to produce reports, correspondences and documents to produce an acceptable level of workmanship.
- Social Skills—Ability to relate cooperatively with members of the public and district personnel.
- Communication Skills—ability to quickly organize and communicate thoughts orally and written, ability to understand communication from others.

- Rate of pay increases will vary upon merit/cola
- Beginning pay rate will DOQ

Employee Signature Date

Revised 8/9/2017

Meiners Oaks Water District

Job Description

Administrative Assistant

Salary Range \$ 45,123 - \$ 54,847

Non-exempt

1) General Job Description

- Under the direction of the General Manager and Office administrator
- Admin. Asst. must provide excellent customer service, process customer payments, entering them into the billing system and generating service orders for field personnel.
- Admin. Asst. must also prepare daily bank deposits and perform other secretarial duties such as preparing for meter reading on a monthly basis.
- Other duties will include use and maintenance of current billing system, preparation and or generation of multiple reports for the General Manager and Office Administrator.
- Admin. Asst. will also be responsible for cashing in and out to prepare for each day.
- This position will also be required to cross train with the Office Administrator position for redundancy reasons.

2) Qualifications

- High School Diploma, GED, or Equivalent
- Must pass a fit for duty test prior to start date
- Ability to accurately type minimum of 40 wpm
- Applicant must have a High School diploma or GED
- Must know 10 key by touch
- Must have excellent working knowledge office MS Word and Excel

3) Basic Work Days and Hours

- 8:00 AM to 5:00 PM Monday through Friday
- Compensation is paid on an hourly basis
- Overtime paid for working Board meetings as needed

4) Physical Demands

- Sitting for long periods, standing, lifting, pushing, pulling, carrying (up to 25lbs.), kneeling, stooping, bending and squatting.

5) Other required skills

- Must have good attention to detail, good communication, and social skills, and the ability to work well with others
- Position requires excellent communication and writing skills including the ability to effectively communicate in both a written and verbal manner in English, with the constituents of the water district and other agency personnel.
- 6 Month Probation Period
- Rate of pay increases are based on merit and COLA
- Beginning pay rate will DOQ

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned duties.

Employee Signature

Date

Revised 8/04/2017

Meiners Oaks Water District

Salary Range \$ 35,355 - \$ 42,974

Job Description Non-exempt

Accounts Receivable Clerk/Board Secretary

1) General Job Description

- Under the direction of the General Manager
- AR clerk must provide excellent customer service, process customer payments, entering them into the billing system and generating service orders for field personnel.
- AR clerk must also prepare daily bank deposits and perform other secretarial duties such as preparing for meter reading on a monthly basis.
- Other duties will include use and maintenance of current billing system, preparation and or generation of multiple reports for the General Manager.
- AR clerk will also be responsible for cashing in and out to prepare for each day.
- This job will also be required to cross train with the Office Administrator position for redundancy reasons.

2) Qualifications

- High School Diploma, GED, or Equivalent
- Must pass a fit for duty test prior to start date
- Ability to accurately type minimum of 40 wpm
- Applicant must have a High School diploma or GED
- Must know 10 key by touch
- Must have basic knowledge in MS Word and Excel

3) Basic Work Days and Hours

- 8:00 AM to 5:00 PM Monday through Friday
- Compensation is paid on an hourly basis
- Overtime paid for Board meetings

4) Physical Demands

- Sitting for long periods, standing, lifting, pushing, pulling, carrying (up to 25lbs.), kneeling, stooping, bending and squatting.

5) Other required skills

- Must have good attention to detail, good communication, and social skills, and the ability to work well with others
- Position requires excellent communication and writing skills including the ability to effectively communicate in both a written and verbal manner in English, with the constituents of the water district and other agency personnel.
- 6 Month Probation Period
- Rate of pay increases are based on merit and COLA
- Beginning pay rate will DOQ

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date



MOWD
202 W EL ROBLAR DR
OJAI CA 93023-2211



AUTOSCH 5-DIGIT 93023 2 PS5 103334AA01-A-1
308 1 AV 0.370



PAUL BRAKEBILL
1923 MEINERS ROAD
OJAI CA 93023-1625

ACCOUNT STATEMENT

for the service period 06/20/2017 to 07/20/2017

Account Number

04-51470-02

Due Date

08/25/2017

Amount Due

\$281.57

ACCOUNT NAME:

PAUL BRAKEBILL

SERVICE ADDRESS:

1923 MEINERS ROAD AG

BILLING DATE: 07/31/2017

BILLING DAYS: 30

QUESTIONS ABOUT YOUR BILL?

Office hours: Mon thru Fri, 8 am - 5 pm

Office phone: (805) 646-2114

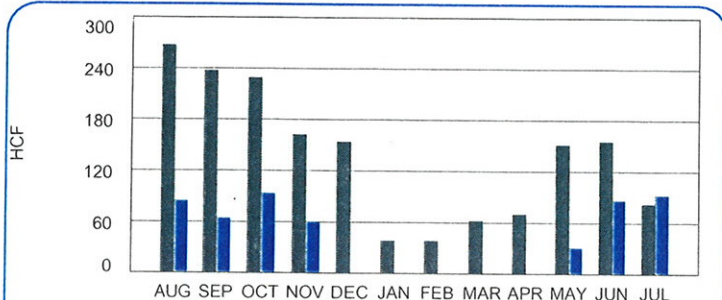
After-Hours Emergency: (805) 297-7241 or (805) 297-6587

Visit our website: www.meinersoakswater.org

CURRENT METER USAGE (1 HCF = 748 GALLONS)

Meter	Previous	Current	Usage	Allocation
32131234	845	937	92	92

YOUR WATER USAGE



Current Usage: 92 HCF | 68816 gallons | 30 Days | 2293 Gal/Day
Prior Usage: 82 HCF | 61336 gallons

IMPORTANT MESSAGE

Important information! Please Read Rates will be increasing effective with your August bill per Resolution 062116 approved in June of 2016. You can visit our website www.meinersoakswater.com to see what the new rates will be. Please continue to conserve water for we are still in Stage 3 Drought status. Lake Casitas lake level is currently at 40.9% capacity as of 8/1/2017.

ACCOUNT SUMMARY

PREVIOUS BALANCE	\$258.03
TOTAL PAID SINCE LAST BILL	-\$258.03
ADJUSTMENTS	\$0.00
AMOUNT PAST DUE	\$0.00

SUMMARY OF CHARGES

WATER USE 92 HCF @ \$2.14/UNIT	\$196.88
MONTHLY CAPACITY CHARGE	\$16.00
MONTHLY WATER AVAILABILITY CHARGE	\$32.88
ZONE CHARGES	\$22.08
FIRE SERVICE	\$13.44
STANDBY CHARGES	\$0.29
DROUGHT SURCHARGE 0 HCF @ \$1.00/UNIT	\$0.00

TOTAL NEW CHARGES	\$281.57
AMOUNT PAST DUE	\$0.00

TOTAL AMOUNT DUE NOW \$281.57

**DUE AND PAYABLE ON PRESENTATION
DELINQUENT AFTER 25TH OF THE MONTH
*SEE REVERSE FOR PAYMENT TERMS**

PAYMENT COUPON

Please return stub along with your payment. Make your check payable to **MEINERS OAKS WATER DISTRICT.**



MOWD
202 W EL ROBLAR DR
OJAI CA 93023-2211

Account Number

04-51470-02

Due Date

08/25/2017

Amount Due

\$281.57

AMOUNT ENCLOSED \$

Please write account number on check and remit payment to:



MOWD
202 WEST EL ROBLAR DRIVE
OJAI CA 93023-2211



MEINERS OAKS WATER DISTRICT

202 W EL ROBLAR DR

OJAI CA 93023-2211

Phone: (805) 646-2114 After-Hours Emergency: (805) 297-7214 or (805) 297-6587

Polices for Water Service

The water bills are sent out monthly and are to be paid in full by 5:00 p.m. on the 25th of each month (WHETHER IT FALLS ON A WEEKEND OR HOLIDAY) or must be through the slot and on the Water District's floor before 8:00 a.m. on the first working day after the 25th. If the bill is still not paid in full by 5:00 p.m. on the 25th of the same month or before 8:00 a.m. on the first working day thereafter, a **\$35.00 LATE CHARGE** will be added and your water may be turned off pending a letter of termination that will be sent to you.

For your convenience, the District has a payment drop slot in the office door. If at any time you have trouble making the payment or you will be gone, please contact the District office ahead of time and make payment arrangements. If you do not receive a bill in the mail by the 15th of each month, call the office and ask what is due on your bill.

PLEASE DO NOT IGNORE THE TERMINATION LETTER! When you receive your letter of termination by the district it will include the total amount to be paid, including the **\$35.00 LATE CHARGE**. 15 days after receiving the letter of termination you will receive a 48 hour notice status that your service will be terminated. Once your service has been shut off, another **\$75.00 RECONNECT FEE** will be added. We will not accept a check or service reinstatement, cash only.

The District has personnel on call 24 hours a day. All valves on the District side of the meter are to be worked by District personnel only. If you need the water shut off, please call the District (the service is at no cost to you).

If the meter or valves are broken by you or your plumber, the account holder will be held accountable for the cost of repairing or replacing parts.

The District office is open 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday excluding weekends and holidays.

Thank you,

The Management and Staff of Meiners Oaks Water District

READ DATE JULY 20
AUG. ? 22

	METER
JULY 20 2017	937
JULY 19 2016	428
	<u>509</u>
92 x 12 = 1104	ALLOCATION
	509 USED 46%
	<u>595</u>



Cont. Lic # 617300

The Chain link Fence Experts!

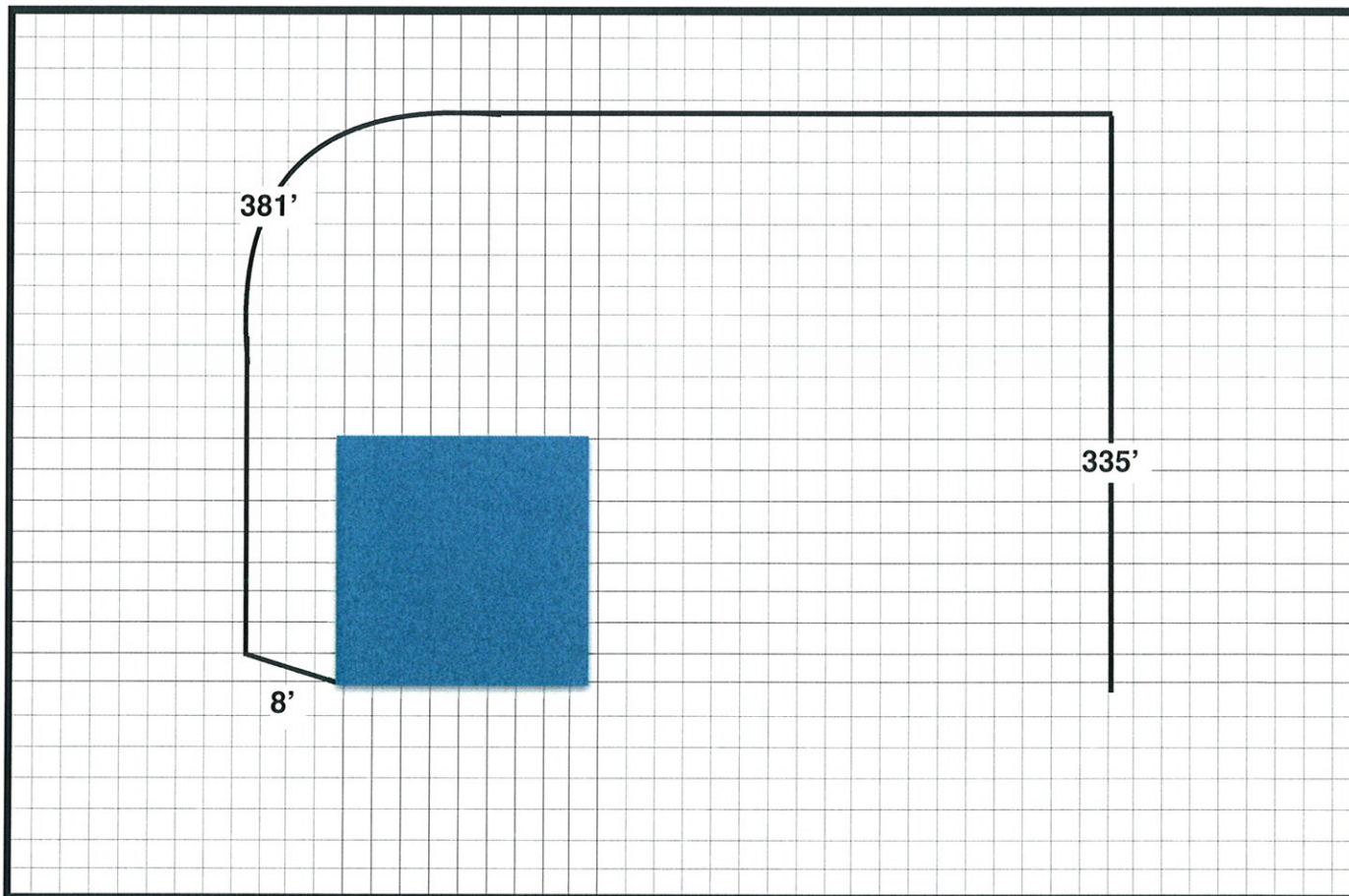
Bob Ghen (Owner)
873 Oso Rd. Ojai Ca. 93023
Santa Barbara & Ventura County
(805) 983-3346 Fx# 646-8980

www.BobsFence.com

Meiners Oaks Water District	2680 Maricopa Highway	8-30-17
Ojai, 93023	Mike: 297-7240 646-2114	mikeh2o@meinersoakswater.com

Description:

Install 724' of 6' tall 9 ga. galvanized chain link fencing with three strand 4 point barbwire. To use 2 7/8 terminal post and 2 3/8 line post set in concrete. (Concrete mixed in wheel barrel before setting, no pouring dry concrete in hole then adding water). Fence to have 1 5/8 diagonal bracing and 7 Ga. coil tension wire along top and bottom. Removal of existing fence included if needed.



****Contractor assumes no responsibility for building permits, damage or repair to underground utilities or water lines that cannot be seen. Contractor proposes hereby to furnish material and labor and to be in accordance with above specifications.**

In consideration for the above described work, the above named party agrees to pay contractor the total sum as listed. Payment schedule as follows: 1/2 prepayment for material; balance due upon completion. This proposal is void if not accepted within 30 days

\$ 22,480.00

Acceptance of Proposal/Contract The above prices, specifications and conditions are satisfactory and are hereby accepted. Bob's Fence is authorized to do the work as specified. Payment schedule is as outlined above.

Customer's Signature *[Signature]*

Contractor's Signature _____ Bob Ghen