

Regular Meeting
February 19, 2019
6:00 p.m.



1

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

February 19, 2019

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.

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-2114 (Govt. Code Section 94594.1 and 94594.2 (a))

Agenda

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

1. Roll Call

2. Approval of Minutes January 15, 2019, 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. Financial Matters

- **Approval of Payroll and Payables from January 16, 2018 to February 15, 2019 in the amount of:**

Payables – \$ 196,453.09

Payroll – \$ 46,271.35

Total – \$ 242,724.44

5. Board Discussion and/or Action

- a) Election of Board Member Offices President and Vice-President**
- b) Standing Committee appointments**
- c) Approval of Proposal from Susan Edlinger**
- d) Approval of contractor to replace 4 system valves**
- e) Request of relief from Mr. J. Maruszewski in the amount of \$3,000 for a leak on his property while out of town**
- f) Request from Mrs. Teresa Stark for the District to authorize a second meter for her second dwelling**
- g) Discussion and committee member selection for the Employee Manual and grievance policy**
 - At will employment**
 - Complaints**
 - Employee suggestions**
 - Grievance Forms**
- h) Draft Allocation Program – Committee Report**
- i) Draft Budget/Rate FY 2019-20 – Committee Report/Minutes of 2/11/19 – 1/23/19 meetings**
- j) Draft Rates/218 Notice 2019 - 2023**
- k) New meters and Expansion of services – Set committee meeting date**

6. General Manager's Report

- District O& M Report**
- Form 700 Submittals**

7. Board Committee Reports

- GSA was dark this month
- Drought Committee 1/11/2019

8. Old Business

- State Water
- Ojai, Ventura Water Partnership – no meeting in February
- Matilija Dam Removal Update
- Cold Water Formation
- Generators
- Special Districts Grand Jury Report

9. Board of Directors Reports/Comments

10. Closed Sessions: The Board of Directors will hold a 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 54957.

- Conference with Legal Counsel – Personnel 54957 (b)(4)
- Meiners Oaks Water District vs Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/
- State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875

11. Meeting Adjournment.

Regular Meeting
January 15, 2019
6:00 p.m.

Meiners Oaks Water District

202 West El Roblar Drive
Ojai, CA 93023-2211
Phone 646-2114

MINUTES

The meeting was called to order at 6:03 p.m.

1. Roll Call

The meeting was called to order by the Board President Mike Etchart at 6:03 pm at the District Office.

Present were: Board President Mike Etchart, Board Directors, James Kentosh, Mike Krumpschmidt, Diana Engle and Larry Harrold (arrived late at 7:45 pm). Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward (left early at 8:00 pm) and Attorney, Lindsay Nielson were also present.

Absent: None.

2. Approval of the minutes

Approval of the December 18, 2018, Regular Meeting minutes:

Mr. Kentosh made the motion to approve the December 18, 2018, Regular Meeting minutes. Ms. Engle seconded the motion.

Mr. Krumpschmidt clarified that he was present in the meeting, not by phone; additionally, clarify at the beginning of item 5b that Mr. Krumpschmidt recused himself and left the conference room before the discussion and strike "abstain" to "recused." Those changes will be reflected in the published minutes.

Mr. Kentosh made the motion to approve the December 3, 2018, Special Board Meeting minutes. Ms. Engle seconded the motion.

Kentosh/Engle
4 Ayes – 1 Absent (Harrold)
M/S/C

3. Public Comments

Ms. Theresa Stark (customer) requested assistance with the billing of MWAC charge for 2nd dwelling, if that can be waived if it is unoccupied; also, is there an option for putting a separate meter on the 2nd dwelling? The

Board recommended Ms. Stark meet with the GM during office hours to discuss options.

Ms. Von Gunten – Provided a statement regarding her attendance and past participation on the MOWD Board. Ms. Von Gunten shared information regarding the previous standing Health & Safety Committee; she appreciates the recent discussions about bringing it back. Ms. Von Gunten recommends scheduling that meeting, rather than postponing; she would like to see the schedule of committee meetings to be announced at the public comment section of each agenda.

4. Financial Matters

- Approval of Payroll and Payables from December 16th to January 15th, 2018/19 in the amount of:

Payables -	\$ 165,679.94
Payroll -	\$ 35,438.24
Total -	\$ 201,118.18

Mr. Krumpschmidt made the motion to approve the Payroll and Payables from December 16th to January 15th, 2018/19. Mr. Kentosh seconded the motion.

Mr. Krumpschmidt requested income vs. expenses comparison to last year, Mr. Hollebrands to add that data to future reports.

Ms. Engle made a second request to have the unbudgeted emergency repairs presented by each line item expense not by total, for review.

Public Comment – None.

Krumpschmidt/Kentosh
4 Ayes – 1 Absent (Harrold)
M/S/C

**** Change in Agenda Order****

The Board closed the open session at 6:25 p.m.

5. Closed Session: The Board of Directors will hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Sections 54957 & 54956.8, 54956.9 and 54957.

- Conference with Legal Counsel – General Manager 54957 (b)(4)
- Conference with Legal Counsel – Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9)
 - Meiners Oaks Water District vs. Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/

- **State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875**

At 8:36 p.m. the board closed the closed session and re-opened the open session at 8:40 pm.

Mr. Nielson stated that in closed session they discussed with the Consultant, Susan Edlinger the possible development of a Grievance Procedure; she will provide a proposal at a future date. Mr. Nielson stated that he provided updates on the Moll litigation case, as well as the ChannelKeeper case. No decisions were made during the closed session.

6. Board Discussion/Actions

- a) Meet with Susan Edlinger – moved to closed session.**
- b) Allocation Program Presentation, Slide Show & Update**

Director Kentosh presented a slideshow to review the new draft Allocation program. Mr. Kentosh reviewed the historical allocation program and explained that the new plan uses new terminology. Currently, all customers receive a fixed monthly allocation, under the new plan Commercial and Ag customers will receive a historically based annual allocation, and Residential customers will have a fixed and variable (based on irrigable area) seasonal allocation. The multi-dwelling customers will be assigned additional fixed units per dwelling. The Drought Committee will develop a new waiver process for customers that request adjustments to their variable allocation. Mr. Kentosh and Ms. Engle reviewed some of the current challenges to be a subset of customers that have for example one parcel and two meters. The individual customer notifications of allocation changes would be a manual process, so the Committee is looking to provide this information electronically; modification of the billing system to reflect the fixed and variable seasonal allocations, as well as annual allocations for Commercial and Ag that reflect usage each month. The Committee is working on finalizing the customer allocation spreadsheet, posting of the draft Allocation Program for public comment, bill stuffer for program updates to customers and preparing for the Prop 218 process. Directors Kentosh & Krumpschmidt will schedule upcoming Rate Committee meetings.

Public Comment – None.

- c) Discussion of Ongoing Development of GSA Extraction Fees**
Ms. Engle reported that the GSA is now at the point of needing to decide how to structure the fees and presented the slides from the previous meeting. She stated that a consultant was hired to look at the legal options. The GSA can not base fees on metered extraction rates because not all pumpers are currently metered and the GSA cannot require

meters until after the GSP is adopted. Ms. Engle requested feedback on the two options: 1. Fixed annual rate based on estimated 2017 water use at \$40/ acre-feet, which would include some debt service; 2. Variable annual rate based on the cost of the program, starting with a higher first year and reducing the following 4 years. The Board discussion came to a consensus that the "Variable" fee option was the most appropriate for the District, avoid debt services and keep payments true to the cost of the program. Ms. Engle to present the Board option at the next GSA meeting.

Public Comments – None.

7. General Manager's Report

- **Operations & Maintenance Report** – The report was included in the Board Agenda packet. Of note, the current rain totals this season are 12.04" in Matilija and 8.03" at Fire Station 22, with an additional ½" during the closed session of this meeting. He also reported that the static well level from December 2017 to December 2018 rose approximately 19 ft.
 - The Board requested that Mr. Hollebrands provide them with the data from October 2018 to current, to determine the recharge of the wells versus reduced pumping.
- **Wells 1 and 2 Update**– Mr. Hollebrands reported that the liner was installed for Well 1 and, work will commence once the access road is less muddy.
- **Well, 4 Update:** Third party test for vibration completed by CMS, the frequency is resonating throughout the platform and building. CMS will be providing the District with recommendations for bracing the platform and building to reduce the vibration. Mr. Hollebrands is working with WREA on resolving the VFD issues, may require replacing the circulation pumps.
- **Economic Study Meeting-** Mr. Hollebrands stated that Casitas would not lead the study and no further action has been taken by Casitas' Board.
- **MOU** – Mr. Hollebrands stated that MOWD now has a copy of the MOU signed by both parties.

8. Board Committee Reports

- **GSA (1/10/2019)** – Ms. Engle stated that she has two items to report: 1. She has been appointed Vice-Chair; 2. She will be on a sub-committee that interfaces with the State Board that is working on the stream flow projects.

- Drought Committee (1/11/2019) – Mr. Kentosh stated that the Committee has met to work on the Allocation Program.

9. Old Business

- Ventura, Ojai Water Conjunctive Use Partnership: State Water (1/11/2019) – Mr. Hollebrands stated that Ms. Runyan gave a status report stating that the CEQA document should be coming out in a couple of months. Additionally, the City of Ventura, Calleguas and United Water are still in negotiations and Casitas has contacted an engineer to look at the cost of moving water from west Ventura to the Casitas system. The Casitas Board will review the declaration of Stage 4 Drought every two weeks. Regina gave a brief update on the grants.
- Matilija Dam Removal – No update.
- Cold Water Formation – No update.
- Generators – No update.
- Manure near Well 8 – No update.

10. Board of Directors' Reports/Comments

Mr. Etchart – None.

Mr. Kentosh – He attended the Casitas Water Resources meeting this morning, and they stated that Ted Moore of PWR is a firm of hydrogeologists that suggest there are an additional 5,000 acre-feet of groundwater that could be tapped into without affecting the surface water of the Ventura River. They approved \$400,000.00 to develop a Water Resources Plan.

Mr. Krumpschmidt – None.

Mr. Harrold – Stated that a resident had approached him about the diversion not being ready for the rains. Mr. Harrold went and spoke with Russ Baggerly of Casitas and was assured that the screens were being cleaned and all procedures to allow for diversion were being followed appropriately.

Ms. Engle – She is on the AWA Planning Committee for the annual symposium, and they are nearly done with developing the program, the draft title to be something similar to 'Going Beyond the Myths.'

11. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 10:15 pm.

President

Secretary



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 01/16/2019 - 02/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank-AP Bank						
AQUA-F	Aqua-Flo Supply	02/13/2019	Regular	0.00	283.80	8498
S11320845	Invoice	01/30/2019	Parts for Well #4	0.00	158.26	
S11321190	Invoice	01/31/2019	Bushing	0.00	8.03	
S11321193	Invoice	01/31/2019	Parts for Well # 4	0.00	117.51	
AWAVC	Association of Water Agencies	02/13/2019	Regular	0.00	70.00	8499
06-11434	Invoice	01/30/2019	CCWUC Training	0.00	70.00	
AT&T	AT&T	01/29/2019	Regular	0.00	696.42	8482
01840119	Invoice	01/13/2019	Office Phones	0.00	142.02	
08330119	Invoice	01/19/2019	Office Phones	0.00	554.40	
AUTOSU	Automotive Supply - Ojai	02/13/2019	Regular	0.00	10.61	8500
455093	Invoice	01/31/2019	Steering Wheel Cover	0.00	10.61	
BOB'S	Bob's Fence	02/13/2019	Regular	0.00	3,393.50	8501
021219	Invoice	01/30/2019	Fencing	0.00	3,393.50	
DRAGANCHUK	Boyd & Associates	02/13/2019	Regular	0.00	89.85	8502
180555	Invoice	02/01/2019	Office Security System	0.00	89.85	
CALPERS	California Public Employees' Retirement	01/31/2019	Bank Draft	0.00	2,946.92	DFT0000594
INV0001085	Invoice	01/15/2019	Health	0.00	2,946.92	
CALPERS	California Public Employees' Retirement	01/28/2019	Bank Draft	0.00	409.30	DFT0000602
012819	Invoice	01/14/2019	Retired Premium	0.00	409.30	
CALPERS	California Public Employees' Retirement	01/31/2019	Bank Draft	0.00	2,946.88	DFT0000604
INV0001096	Invoice	01/31/2019	Health	0.00	2,946.88	
CAL-STATE	Cal-State	01/29/2019	Regular	0.00	101.36	8483
119113	Invoice	01/05/2019	Portable Toilet	0.00	101.36	
CAL-STATE	Cal-State	02/13/2019	Regular	0.00	101.36	8503
121011	Invoice	02/02/2019	Portable Toilet	0.00	101.36	
CMWD	Casitas Municipal Water District	02/13/2019	Regular	0.00	26,138.38	8504
261150119	Invoice	01/31/2019	Fairview Standby	0.00	594.38	
261150119-2	Invoice	01/31/2019	Fairview Purchased Water	0.00	24,814.84	
262000119	Invoice	01/31/2019	Hartmann Allocation	0.00	134.78	
300650119	Invoice	01/31/2019	Tico & La Luna Standby	0.00	594.38	
CLEANCO	Cleancoast Janitorial	01/29/2019	Regular	0.00	240.00	8484
1080	Invoice	01/28/2019	January Janitorial	0.00	240.00	
VCRMA	County of Ventura, RMA	02/13/2019	Regular	0.00	718.44	8506
272934	Invoice	01/04/2019	Various Ojai Roads	0.00	140.00	
273031	Invoice	01/08/2019	316 La Luna	0.00	315.00	
INO185209	Invoice	01/29/2019	Cross Connection Contract	0.00	263.44	
VCED	County of Ventura	02/13/2019	Regular	0.00	518.77	8505
110618	Invoice	02/05/2019	November Elections	0.00	518.77	
DATAP	Dataprose LLC	02/13/2019	Regular	0.00	1,766.12	8507
3P41610	Invoice	01/30/2019	Water Allocation	0.00	189.00	
DP1900284	Invoice	01/31/2019	Postage & Billing	0.00	1,577.12	

Check Report

Date Range: 01/16/2019 - 02/15/2019

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
DOCUPRO 175725	DocuProducts Corporation Invoice	02/01/2019	02/13/2019 Copier Maintenance	Regular	0.00 0.00	338.03 338.03	8508
EJHAR 281300119 994260119	E. J. Harrison Rolloffs, Inc. Invoice Invoice	01/15/2019 01/15/2019	01/29/2019 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	266.59 51.60 214.99	8485
EVANS 2308	Evans Excavating Invoice	01/28/2019	01/29/2019 Emergency Call 8" Water Main Break	Regular	0.00 0.00	4,270.25 4,270.25	8486
FAMCON 215238 215751 215781	Famcon Pipe and Supply, Inc Invoice Invoice Invoice	01/09/2019 01/30/2019 01/30/2019	02/13/2019 8" Repair Clamp Valve Replacement Parts Spools,Gaskets,Bolts & Nuts	Regular	0.00 0.00 0.00 0.00	4,773.16 348.56 4,024.02 400.58	8509
CFANN 02119	Fanning & Karrh Invoice	02/01/2019	02/13/2019 Progress Billing & Special Districts Financi	Regular	0.00 0.00	8,700.00 8,700.00	8510
FGLENV 817115A 900024A 900307A 900664A 900666A	FGL Environmental Invoice Invoice Invoice Invoice Invoice	01/09/2019 01/09/2019 01/17/2019 01/23/2019 01/23/2019	01/29/2019 Samples Samples Samples Samples Samples	Regular	0.00 0.00 0.00 0.00 0.00 0.00	377.00 85.00 85.00 85.00 56.00 66.00	8487
FGLENV 815035A 900025A 900660A 900665A 900820A 901016A 901019A	FGL Environmental Invoice Invoice Invoice Invoice Invoice Invoice Invoice	01/28/2019 02/07/2019 01/31/2019 01/30/2019 01/31/2019 01/31/2019 01/31/2019	02/13/2019 Samples Samples Samples Samples Samples Samples Samples	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00	2,504.00 1,045.00 1,045.00 200.00 30.00 33.00 85.00 66.00	8511
FH PUMPS 81526 81549 81585	FH Pumps Invoice Invoice Invoice	01/29/2019 01/30/2019 02/05/2019	02/13/2019 Pumps Well 7 Flange Kit Well 7 Pump Well 7	Regular	0.00 0.00 0.00 0.00	3,673.24 1,732.98 132.99 1,807.27	8512
GENERAL 26897 26898	General Pump Company, Inc. Invoice Invoice	01/31/2019 01/31/2019	02/13/2019 Well 2 Well 1	Regular	0.00 0.00 0.00	67,312.00 27,499.00 39,813.00	8513
GUARDIAN INV0001086 INV0001097	Guardian Invoice Invoice	01/15/2019 01/31/2019	01/29/2019 Dental Dental	Regular	0.00 0.00 0.00	562.56 281.28 281.28	8480
GUARDIAN 7690460119	Guardian Invoice	01/15/2019	01/29/2019 Administration Fee	Regular	0.00 0.00	9.99 9.99	8488
HACHCO 11288596	Hach Company Invoice	01/09/2019	01/29/2019 Chlorine Reagent	Regular	0.00 0.00	264.79 264.79	8489
HPWP&C 102903	Hathaway, Perrett, Webster, Powers Invoice	01/01/2019	01/29/2019 Attorney Fees	Regular	0.00 0.00	2,975.00 2,975.00	8490
HPWP&C 103308	Hathaway, Perrett, Webster, Powers Invoice	01/31/2019	02/13/2019 Attorney Fees	Regular	0.00 0.00	2,765.00 2,765.00	8514
HLTHNE 61790119	Health Net Life Insurance Company Invoice	01/08/2019	01/29/2019 Life Insurance	Regular	0.00 0.00	25.80 25.80	8491
HLTHNE 61790219	Health Net Life Insurance Company Invoice	02/07/2019	02/13/2019 Life Insurance	Regular	0.00 0.00	25.80 25.80	8515

Check Report

Date Range: 01/16/2019 - 02/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
HSBS	HealthSmart Benefit Solutions, Inc.	01/29/2019	Regular	0.00	122.92	8481
INV0001088	Invoice	01/15/2019	HSBS	0.00	61.47	
INV0001099	Invoice	01/31/2019	HSBS	0.00	61.45	
HCS	Herum/Crabtree/Suntag	02/13/2019	Regular	0.00	2,328.71	8516
91740	Invoice	01/25/2019	SBCK vs VTA	0.00	2,328.71	
JUSTIN	Justin Martinez	02/13/2019	Regular	0.00	172.39	8517
347027	Invoice	02/03/2019	Work Boots	0.00	172.39	
MATT-CHLOR	Matt-Chlor. Inc.	02/13/2019	Regular	0.00	1,237.86	8518
21626	Invoice	01/28/2019	Ejector Assembly	0.00	1,237.86	
MOHARD	Meiners Oaks Hardware	02/13/2019	Regular	0.00	207.35	8519
858751	Invoice	01/01/2019	Shear Hedge & Loppers	0.00	39.02	
859695	Invoice	01/04/2019	Spray Paint	0.00	8.58	
8600550	Invoice	01/10/2019	Brass Square Plug	0.00	4.68	
860157	Invoice	01/07/2019	Hosebib	0.00	8.77	
861497	Invoice	01/17/2019	Liquid Chlorine	0.00	16.28	
861631	Invoice	01/18/2019	Cooler, Lock, Freeze Pack	0.00	58.93	
861837	Invoice	01/21/2019	Single Cut Key, Chlorine	0.00	42.84	
862143	Invoice	01/23/2019	Garden Valve	0.00	8.77	
862564	Invoice	01/25/2019	Cut Wheel	0.00	19.48	
HOLL-1	Mike Hollebrands	02/13/2019	Regular	0.00	6.01	8520
863843	Invoice	02/04/2019	Reimburse Mike for Bolts & Screws	0.00	6.01	
MITEC	MiTec Solutions LLC	01/29/2019	Regular	0.00	617.80	8492
1051025	Invoice	01/24/2019	General Monthly Maintenance	0.00	210.00	
1051058	Invoice	01/28/2019	SCADA Computer	0.00	397.80	
52384	Invoice	01/15/2019	Splashtop User	0.00	10.00	
MITEC	MiTec Solutions LLC	02/13/2019	Regular	0.00	295.15	8521
1051161	Invoice	02/05/2019	Remote Labor	0.00	56.25	
52612	Invoice	02/01/2019	Web Hosting, Exchange	0.00	189.90	
52677	Invoice	02/01/2019	Off Site Work	0.00	49.00	
NS&G	Nielsen Sand & Gravel	02/13/2019	Regular	0.00	510.24	8522
28063	Invoice	01/08/2019	Fill Sand	0.00	510.24	
OFFDEP	Office Depot	01/29/2019	Regular	0.00	115.70	8493
257137550001	Invoice	01/10/2019	Paper, Binders, Dividers, etc.	0.00	115.70	
OILELE	Oilfield Electric Company, Inc.	01/29/2019	Regular	0.00	7,818.37	8494
2027299	Invoice	01/14/2019	Install Panels, Motor Pumps Zone 1	0.00	7,818.37	
PERS	Public Employees' Retirement System	01/31/2019	Bank Draft	0.00	375.00	DFT0000593
INV0001084	Invoice	01/15/2019	457 Withholdings	0.00	375.00	
PERS	Public Employees' Retirement System	01/31/2019	Bank Draft	0.00	2,270.04	DFT0000595
INV0001087	Invoice	01/15/2019	PERS	0.00	2,270.04	
PERS	Public Employees' Retirement System	01/31/2019	Bank Draft	0.00	375.00	DFT0000603
INV0001095	Invoice	01/31/2019	457 Withholdings	0.00	375.00	
PERS	Public Employees' Retirement System	01/31/2019	Bank Draft	0.00	2,407.30	DFT0000605
INV0001098	Invoice	01/31/2019	PERS	0.00	2,407.30	
PERS	Public Employees' Retirement System	02/13/2019	Bank Draft	0.00	1,297.04	DFT0000612
10000001556680	Invoice	02/01/2019	Unfunded Accrued Liability	0.00	1,297.04	
PERS	Public Employees' Retirement System	02/13/2019	Bank Draft	0.00	24.33	DFT0000613
10000001556681	Invoice	02/01/2019	Unfunded Accrued Liability	0.00	24.33	

Check Report

Date Range: 01/16/2019 - 02/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
RMM	Remy Moose Manley, LLP	01/29/2019	Regular	0.00	33.87	8495
110580	Invoice	01/10/2019	SBCK vs VTA	0.00	33.87	
SCE	Southern California Edison Co.	02/13/2019	Regular	0.00	3,968.80	8523
OFFELE0119	Invoice	02/12/2019	Office Electricity	0.00	99.26	
OFFELE0219	Invoice	02/13/2019	Office Electricity	0.00	99.42	
TNKFRM0119	Invoice	02/12/2019	Tank Farm	0.00	36.24	
TNKFRM0219	Invoice	02/13/2019	Tank Farm	0.00	36.19	
WELL1-0119	Invoice	02/12/2019	Well 1	0.00	103.50	
WELL2-0119	Invoice	02/12/2019	Well 2	0.00	1,870.11	
WELLS4&70119	Invoice	02/12/2019	Wells 4 & 7	0.00	518.54	
Z-20119	Invoice	02/12/2019	Zone 2	0.00	57.24	
Z-20219	Invoice	02/13/2019	Zone 2	0.00	56.79	
Z-2FIR0119	Invoice	02/12/2019	Zone 2 Fire	0.00	69.45	
Z-2FIR0219	Invoice	02/13/2019	Zone 2 Fire	0.00	55.62	
Z-2PWR0119	Invoice	02/12/2019	Zone 2 Power	0.00	657.42	
Z-2PWR0219	Invoice	02/13/2019	Zone 2 Power	0.00	253.78	
Z-3FIR0119	Invoice	02/12/2019	Zone 3 Fire	0.00	28.56	
Z-3FIR0219	Invoice	02/13/2019	Zone 3 Fire	0.00	26.68	
SCGAS	Southern California Gas Co.	02/13/2019	Regular	0.00	85.57	8525
0084	Invoice	01/30/2019	Office Heat	0.00	85.57	
EDLINGER	Susan Edlinger, M. Ed	01/29/2019	Regular	0.00	500.00	8496
03	Invoice	01/16/2019	Board Meeting/Conversations	0.00	500.00	
UAOFSC	Underground Service Alert of So.Ca.	02/13/2019	Regular	0.00	41.41	8526
120190431	Invoice	02/01/2019	Digalert	0.00	31.45	
18dsbfee321	Invoice	02/01/2019	CA State Fee	0.00	9.96	
UVRGA	Upper Ventura River Groundwater Agency	02/13/2019	Regular	0.00	25,000.00	8527
114	Invoice	02/01/2019	Second Installment Cont. 2018-2019	0.00	25,000.00	
USBANK	US Bank Corporate Pmt. System	02/13/2019	Regular	0.00	2,343.80	8528
4IMPRINT0110	Invoice	01/10/2019	Portfolios and Totes	0.00	1,000.50	
HOSEM0104	Invoice	01/04/2019	Hose Repair	0.00	65.60	
LAXS0119	Invoice	01/04/2019	LA Times	0.00	7.96	
LAXS1218	Invoice	01/01/2019	LA Times	0.00	7.96	
PRIME0121	Invoice	01/21/2019	Prime Membership	0.00	13.93	
PRIME012119	Invoice	01/21/2019	Prime Membership	0.00	13.93	
USPS0115	Invoice	01/15/2019	Stamps	0.00	50.00	
USPS1231	Invoice	01/10/2019	Envelopes	0.00	1,145.20	
VONS0107	Invoice	01/07/2019	Water and Toilet Paper	0.00	38.72	
VERIZON	Verizon Wireless	02/13/2019	Regular	0.00	280.87	8529
9823086758	Invoice	01/26/2019	Cell Phones	0.00	280.87	
WREA	Water Resource Engineering Associates	02/13/2019	Regular	0.00	4,144.00	8530
3081-5	Invoice	02/01/2019	New Filter Treatment Plant	0.00	3,104.00	
3259-1	Invoice	02/01/2019	Wells 4&7 Chlorination System Issues	0.00	1,040.00	

Check Report

Date Range: 01/16/2019 - 02/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
WRIGHT EXP	WEX Bank	01/29/2019	Regular		0.00	598.64 8497
<u>57460992</u>	Invoice	01/15/2019	Fuel	0.00	598.64	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	113	50	0.00	183,401.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	13,051.81
EFT's	0	0	0.00	0.00
	122	59	0.00	196,453.09

PR \$46,271.35

Report of Income as of 1/31/2019

Income	Month of January	Year To Date	Budget Approp	Approp Bal 07/31/18
Interest	4,591.11	14,542.48	10,000.00	(4,542.48)
Taxes	1,548.95	91,551.82	150,000.00	58,448.18
Pumping Charges	14.51	2,332.36	3,300.00	967.64
Fire Protection	126.66	998.72	1,500.00	501.28
Meter & Inst. Fees	--	--	--	--
Water Sales	39,093.14	429,380.47	471,744.00	42,363.53
Casitas Water Sales/Stby	10,466.64	82,598.56	4,000.00	(78,598.56)
MWAC Charges	55,870.13	375,753.61	721,424.00	345,670.39
MCC Chg.	6,487.42	45,182.57	80,000.00	34,817.43
Misc. Income	95.66	1,912.75	20,000.00	18,087.25
Late & Delinquent Chgs.	1,822.18	11,554.27	20,000.00	8,445.73
Conservation Penalty	--	100.00	300.00	200.00
Capital Improvement	--	--	--	--
Drought Surcharge	1,673.98	43,476.57	60,000.00	16,523.43
	--	--	--	--
		--	--	--
		--	--	--
TOTAL INCOME	121,790.38	1,099,384.18	1,542,268.00	442,883.82

Meiners Oaks Water District

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

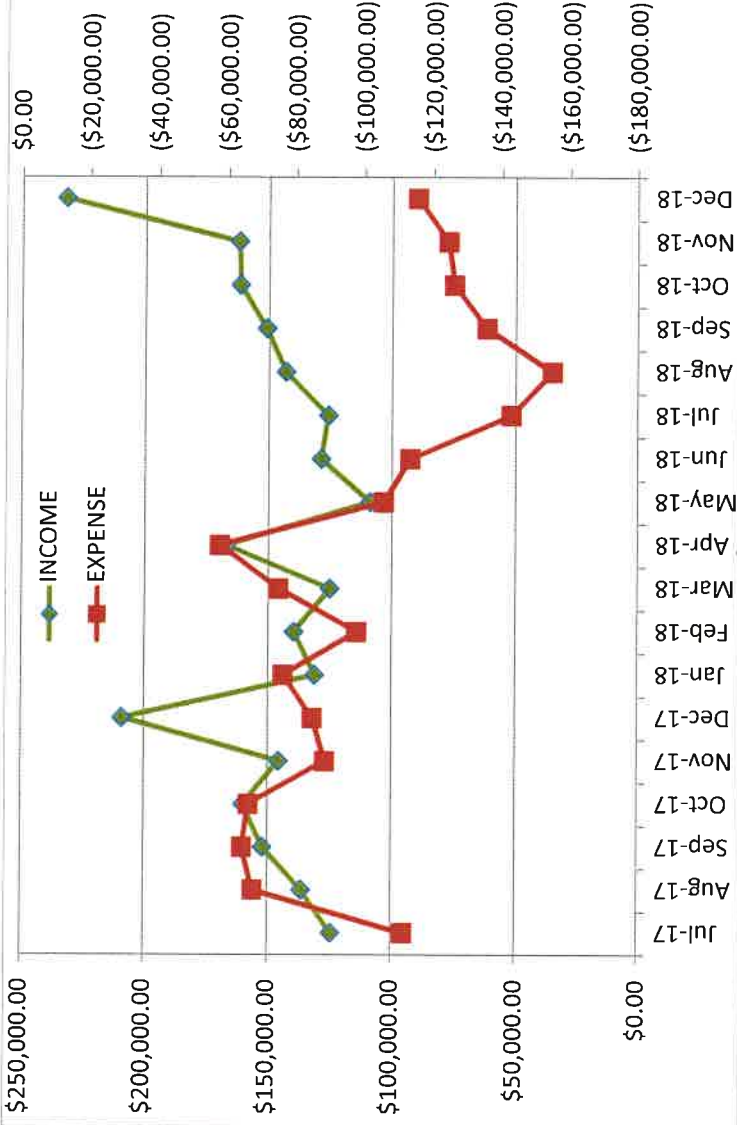
Expenditures	Month of January	Year To Date	Budget Approp	Approp Bal 01/31/19	Current February	Approp Bal To Date
Salary	35,638.07	244,099.14	448,000.00	203,900.86	-	203,900.86
Payroll Taxes	4,661.44	20,896.68	37,500.00	16,603.32	-	16,603.32
Retirement Contributions	3,762.56	26,159.75	38,000.00	11,840.25	-	11,840.25
Group Insurance	5,878.69	37,105.29	70,000.00	32,894.71	-	32,894.71
Company Uniforms	-	140.14	1,500.00	1,359.86	172.39	1,187.47
Phone Office	696.42	4,223.53	9,000.00	4,776.47	-	4,776.47
Janitorial Service	341.36	2,569.52	4,500.00	1,930.48	101.36	1,829.12
Refuse Disposal	266.59	2,729.01	3,100.00	370.99	-	370.99
Liability Insurance	-	25,003.90	25,000.00	(3.90)	-	(3.90)
Workers Compensation	-	12,167.92	17,500.00	5,332.08	-	5,332.08
Wells	3,464.10	12,275.13	20,000.00	7,724.87	1,807.27	5,917.60
Truck Maintenance	10.61	3,674.34	3,000.00	(674.34)	-	(674.34)
Office Equip. Maintenance	-	941.58	7,500.00	6,558.42	427.88	6,130.54
Cell Phones	280.87	1,967.39	4,000.00	2,032.61	-	2,032.61
System Maintenance	1,416.84	54,891.47	55,000.00	108.53	6.01	102.52
Safety Equipment	-	254.57	3,000.00	2,745.43	-	2,745.43
Laboratory Services	2,881.00	14,666.00	8,000.00	(6,666.00)	1,045.00	(7,711.00)
Membership and Dues	-	7,107.00	7,500.00	393.00	-	393.00
Printing and Binding	-	124.03	1,500.00	1,375.97	-	1,375.97
Office Supplies	1,198.70	3,363.11	5,000.00	1,636.89	-	1,636.89
Postage and Express	2,961.32	7,380.38	13,500.00	6,119.62	-	6,119.62
B.O.D. Fees	950.00	7,250.00	13,500.00	6,250.00	-	6,250.00
Engineering & Technical Services	-	11,550.89	35,000.00	23,449.11	-	23,449.11
Computer Services	1,056.70	5,285.72	15,000.00	9,714.28	295.15	9,419.13
Other Prof. & Regulatory Fees	1,241.64	14,770.40	25,000.00	10,229.60	41.41	10,188.19
Public and Legal Notices	-	-	1,500.00	1,500.00	-	1,500.00
Attorney Fees	5,740.00	33,763.30	40,000.00	6,236.70	-	6,236.70
GSA Fees	-	25,000.00	50,000.00	25,000.00	25,000.00	-
VR/SBC/City of VTA Law Suit	2,362.58	22,376.59	25,000.00	2,623.41	-	2,623.41
State Water	-	-	25,000.00	25,000.00	-	25,000.00
Audit Fees	-	-	20,000.00	20,000.00	8,700.00	11,300.00
Small Tools	39.02	715.74	2,000.00	1,284.26	-	1,284.26
Election Supplies	-	-	2,500.00	2,500.00	518.77	1,981.23
Water Purchase	24,814.84	261,649.72	75,000.00	(186,649.72)	-	(186,649.72)
CMWD Standby Charges	1,323.54	8,524.72	15,000.00	6,475.28	-	6,475.28
Treatment Plant	264.79	1,504.68	20,000.00	18,495.32	-	18,495.32
Fuel	598.64	6,043.20	11,000.00	4,956.80	-	4,956.80
Travel Exp./Seminars	70.00	355.00	2,000.00	1,645.00	-	1,645.00
Utilities	85.57	1,454.73	3,500.00	2,045.27	198.68	1,846.59
Power and Pumping	-	10,523.58	80,000.00	69,476.42	3,770.12	65,706.30
Meters	-	7,472.93	8,000.00	527.07	-	527.07
Total Expenditures	102,005.89	899,981.08	1,251,100.00	351,118.92	42,084.04	309,034.88
Water Distribution System	-	-	-	-	-	-
<i>Wells 4&7</i>	3,393.50	81,523.40	150,000.00	68,476.60	-	68,476.60
<i>Well 1&2 Rehab</i>	67,312.00	130,499.00	100,000.00	(30,499.00)	-	(30,499.00)
<i>18 Valve Replacements</i>	4,024.02	6,790.00	80,000.00	73,210.00	-	73,210.00
	-	-	-	-	-	-
Structures and Improvements	-	-	-	-	-	-
<i>Generator Z-2</i>	-	-	75,000.00	75,000.00	-	75,000.00
<i>Treatment Plant EDR/CEQA</i>	-	9,074.00	80,000.00	70,926.00	-	70,926.00
<i>Zone 1 Booster/MCC Upgrade</i>	-	3,203.92	40,000.00	36,796.08	-	36,796.08
<i>Well 1,2 VFD Upgrade</i>	7,818.37	7,818.37	75,000.00	67,181.63	-	67,181.63
<i>Furniture and Fixtures</i>	-	-	-	-	-	-
<i>General Managers Desk</i>	-	-	2,000.00	2,000.00	-	2,000.00
<i>Office Machines</i>	-	-	-	-	-	-
<i>New Computer GM</i>	-	1,959.83	2,500.00	540.17	-	540.17
<i>New Laptop GM</i>	-	979.98	1,000.00	20.02	-	20.02
<i>Field Equipment</i>	-	-	-	-	-	-
	-	-	-	-	-	-
Appropriations for Contingencies	23,820.25	151,382.25	100,000.00	(51,382.25)	-	(51,382.25)
Total Capital Expenditures	106,368.14	393,230.75	705,500.00	312,269.25	-	312,269.25
GRAND TOTAL	208,374.03	1,293,211.83	1,956,600.00	663,388.17	42,084.04	621,304.13

Fiscal Year AT-A-Glance
2018-19

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Totals
Total Annual Budget													\$1,956,600.00
CIP	\$15,593.35	\$10,839.81	\$54,147.27	\$4,345.11	\$8,493.15	\$65,881.92	\$82,547.89						\$241,848.50
Budgeted Expenditure \$													\$1,251,100.00
Actual Expenses	\$142,621.10	\$154,626.46	\$135,420.60	\$125,905.73	\$124,226.95	\$115,174.35	\$102,005.89						\$899,981.08
Unbudgeted Expenses	\$0.00	\$43,801.93	\$22,445.00	\$0.00	\$41,765.07	\$19,550.00	\$23,820.25						\$151,382.25
Budgeted Income													\$1,542,268.00
Monthly Actual Income	\$125,090.80	\$143,418.24	\$151,236.03	\$162,053.25	\$162,514.78	\$232,280.70	\$121,790.38						\$1,099,384.18

MOWD INCOME V. EXPENSES

	INCOME	EXPENSE	MONTHLY NET
Jul-17	\$124,526.60	(\$111,205.22)	\$13,321.38
Aug-17	\$136,510.32	(\$67,483.68)	\$69,026.64
Sep-17	\$152,298.40	(\$64,312.50)	\$87,985.90
Oct-17	\$160,407.80	(\$66,153.66)	\$94,254.14
Nov-17	\$145,873.87	(\$88,460.08)	\$57,413.79
Dec-17	\$209,200.90	(\$84,766.21)	\$124,434.69
Jan-18	\$131,341.41	(\$76,206.93)	\$55,134.48
Feb-18	\$139,926.13	(\$97,715.31)	\$42,210.82
Mar-18	\$125,237.62	(\$74,781.02)	\$50,456.60
Apr-18	\$167,643.10	(\$57,591.84)	\$110,051.26
May-18	\$108,974.90	(\$105,560.31)	\$3,414.59
Jun-18	\$128,956.50	(\$113,116.49)	\$15,840.01
Jul-18	\$126,090.80	(\$142,621.10)	(\$16,530.30)
Aug-18	\$143,418.24	(\$154,626.46)	(\$11,208.22)
Sep-18	\$151,236.03	(\$135,420.60)	\$15,815.43
Oct-18	\$162,053.25	(\$125,905.73)	\$36,147.52
Nov-18	\$162,514.78	(\$124,226.95)	\$38,287.83
Dec-18	\$232,280.70	(\$115,174.35)	\$117,106.35



Meiners Oaks Water District

Board of Directors standing committees

Executive Committee: James Kentosh Mike Etchart Mike Hollebrands	The executive committee consists of the President and Vice-President of the Board; they will meet and make recommendations to the Board on legal matters, personnel matters with regard to the benefits, and major policy issues.
Budget/Rate Committee: Larry Harrold Mike Etchart Mike Hollebrands	The budget committee will work with the General Manager to prepare and recommend the District's annual budget and proposed water rates. It will also oversee and ensure Prop 218 compliance.
GSA Committee: Diana Engle (L) Mike Hollebrands (A)	The GSA committee monitors, reports, and makes recommendations on the GSP and will report to the Board any updates that would pertain to UVRGSA once formed. One committee member will serve on the GSA Board and the other as an alternate. To serve as the alternate to the GSA Board
Drought Committee: Jim Kentosh Diana Engle Mike Hollebrands	The Drought committee will work with the G.M. to develop and recommend policies to the Board to help the District and its customers through all water shortage emergency declarations. (Current and Future)



Susan Edlinger, M.Ed

Executive Coaching & Consulting

Interim Leadership Coaching Proposal

For

Mr. Mike Hollebrands

General Manager, Meiner's Oaks Water District

Purpose: To build and enhance Mike's leadership toolkit and develop his communication skills.

Goals:

- Learn situational leadership skills in order to adapt his leadership style to the needs of his employees when necessary.
- Become increasingly skillful in having crucial conversations, delivering performance feedback and managing potential conflict situations.
- Increase the frequency and the specificity of his communications to staff, to minimize misperceptions and misunderstandings.
- Actively engage in rebuilding a sense of "psychological" safety with staff and regularly seek feedback on morale and effectiveness.

Duration: Initially 3 months interim, with an option to extend for full 6 months at Board's discretion.

Structure: One-hour to 1.5 hr. coaching sessions will occur bi-weekly, either in person or by phone/skype, depending on schedules and convenience. Supplemental "just-in-time" coaching as needed. Unlimited emails and brief phone calls between sessions as situations arise.

Investment: Total: \$4,000, (inclusive of all travel and related costs.)

Cancellation/Reschedules:

Notice of cancellation of session is required 24 hrs. prior to session to avoid charges for full session.

Date

Susan Edlinger, M.Ed. Date

Our chief want in life is someone who will make us do what we can. – Emerson

MOWD Valve Replacement Bid Comparison Chart

February 2019

Company	Location	Per Site Cost	Sites 1 & 2	Recommend	Approved
Quality Ag, Inc.	S. La Luna & W. Lomita	\$13,780.00	\$40,235.00		
	N. La Luna & Fernando	\$26,455.00			
Toro Enterprises, Inc.	S. La Luna & W. Lomita	Not Provided	\$53,750.00		
	N. La Luna & Fernando	Not Provided			
Sam Hill & Sons, Inc.	S. La Luna & W. Lomita	Not Provided	\$35,500.00	Y	
	N. La Luna & Fernando	Not Provided		Y	



Quality Ag, Inc.

Contractor Rooted in California's Growth

2019-004

Date: January 22, 2019

To: Meiners Oaks Water District
ATTN: Justin Martinez
Office: (805) 947-6553
Address: 202 W. El Roblar Ojai, CA 93023
Email: justin@meinersoakswater.com

PROJECT: Replace valves as per scope provided by Meiners Oaks Water District
Location #1: Replace 1-6" inline valve
Location #2: Replace 8"x6" "T" and valve trio

LOCATION #1: Intersection of S. La Luna and W. Lomita Ojai, CA 93023

SCOPE OF WORK:

- Replace one (1) 6" inline service valve.
- Sand backfill around pipe and valve.
- Backfill the remainder of the trench with two (2) sack slurry 4" from finish A.C. surface.
- Grind one foot, 1" depth around trench.
- Lay 4" of hot asphalt in trench line in two (2) lifts.
- Re-stripe road where stripe was removed from work being performed.

COST: Labor, Equipment, slurry and asphalt **\$ 13,780.00**

LOCATION #2: Intersection of N. La Luna and Fernando Dr. Ojai, CA 93023

SCOPE OF WORK:

- Remove asphalt.
- Excavate "T" valves and pipeline with backhoe.
- Replace 8" x 6" "T" and valves.
- Sand backfill around pipe and valves.
- Backfill trench with two (2) sack slurry.
- Grind one foot, 1" depth around trench.
- Lay 4" of hot asphalt in trench line in two (2) lifts.
- Re-stripe road where stripe was removed from work being performed.

COST: Labor, Equipment, slurry and asphalt **\$ 26,455.00**

Exclusions/Qualifications on page 2

Page 1 of 2



Quality Ag, Inc.

Contractor Rooted in California's Growth

Specific Exclusions/Qualifications.

1. Meiners Oaks Water District will supply all parts/pipe to complete the job.
2. Meiners Oaks Water District will have all materials accounted for and staged on the job prior to the start of the job.
3. Quality Ag is not responsible for acquiring any permits or bonds required in conjunction with this project. Acquisition of all permits and bonds are the sole responsibility of the property owner.
4. Quality Ag will take extreme care to protect any utilities, including but not limited to oil lines, water lines & gas lines from damage, but in the unfortunate event that damage does occur, it remains the sole responsibility of the property owner.
5. It is the property owner's responsibility to call Dig Alert and mark utilities. An additional charge will apply for Quality Ag to mark lines.
6. No liability for damage from wind, rain, erosion, Acts of God, animals or vandalism.
7. Liability for, and removal/relocation of, concealed obstructions, improvements, or ground water is excluded from this bid and shall remain the responsibility of others.
8. Unforeseen terrestrial obstructions on site are subject to additional charges.
9. Bid pricing reflects labor rates at 8 hours/5 days. Incurred overtime is subject to additional charges.
10. For good and valuable consideration the undersigned hereby indemnifies and saves harmless Quality Ag, Inc. from and against any claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever which the property owner may pay, sustain, suffer or incur by reason of or in connection with water contamination, including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.
11. This proposal is good for 30 days.

We appreciate the opportunity to be of service to you and are looking forward to working with you in the future. Please, call with any and all questions.

Respectfully submitted— Matt Van Why, Quality Ag, Inc.

Proposal Authorized: _____ Date: _____



**GENERAL ENGINEERING
CONTRACTORS**

Proposal and Contract

Toro Enterprises, Inc.

P.O. Box 6285

Oxnard, CA. 93031

P: 805-483-4515

F: 805-483-2001

01/22/2019

www.toroenterprises.com

License No. 710580 A

CA DIR #1000002410

Toro Enterprises, Inc. Is an
Equal Opportunity Employer

QUOTE MOWD - VALVE R&R PROJECT #9531

TO MEINERS OAKS WATER DISTRICT

Client #	Description	Quantity	U/M	Unit Price	Ext Price
1	MOBILIZATION	1.000	EA	\$2,800.00	\$2,800.00
2	TRENCH SAFETY	1.000	LS	\$4,500.00	\$4,500.00
3	TRAFFIC CONTROL	1.000	LS	\$11,650.00	\$11,650.00
4	TRENCH PAVE	500.000	SF	\$ 18.00	\$9,000.00
5	LOCATION #1: R&R (1) 6" INLINE VALVE	1.000	EA	\$7,300.00	\$7,300.00
6	LOCATION #2: R&R (1) 8" X 6" TEE & (3) VALVES	1.000	EA	\$15,500.00	\$15,500.00
7	STRIPING	1.000	LS	\$3,000.00	\$3,000.00
Grand Total:					\$53,750.00

ESTIMATOR: A.J. COCCILLOS

Date: _____ Accepted By: _____

Important Bid Note:

Prices in Toro's bid for this project are based in part on labor and materials cost that were in effect on the date of Toro's final bid. Due to dynamic market conditions, labor & materials cost are expected to rise during the life of this project. Therefore, by entering into Contract with Toro, project Owner and/or GC agree to pay Toro for price escalation in labor and/or materials

that occurred during the life of this project. In such cases, the burden of proof to demonstrate escalated cost of labor and/or materials shall rest solely on Toro, and it shall consist of proving documented difference between labor and/or materials prices on final bid date vs. prices at any given date during the life of the project. Payment to Toro for escalated prices of labor and/or materials shall be limited to actual proven cost increase, without any markup.

STANDARD CONDITIONS

1. THE ABOVE PRICES ARE NOT BASED ON CIVIL PLANS. PRICES ARE SUBJECT TO CHANGE WHEN FINAL APPROVED PLANS HAVE BEEN SUBMITTED TO TORO ENTERPRISES INC.
2. THE ABOVE PRICES EXPIRE ON 2/22/19 DUE TO MATERIAL ESCALATIONS.
3. ALL PROPOSALS MUST BE SIGNED AND RETURNED WITHIN 30 DAYS OF BID IN ORDER TO SECURE MATERIAL PRICES AND AVAILABILITY.
4. PROPOSAL INCLUDES 1 MOBILIZATION IF MORE THAN 1 MOBILIZATION IS NEEDED ADDITIONAL COST SHALL APPLY.
5. UTILITY TRENCH SPOILS & DEMO MATERIAL TO BE HAULED TO MOWD YARD/DUMP SITE.
6. ALL PIPE, FITTINGS, AND VALVES SHALL BE PROVIDED BY MOWD.
7. IF NIGHT WORK IS TO BE DONE PRICES ARE SUBJECT TO CHANGE.
8. GENERAL CONTRACTOR TO PROVIDE SANITATION UNIT AND CONSTRUCTION WATER.
9. GENERAL CONTRACTOR TO PROVIDE WASH OUT PIT FOR READY MIX TRUCKS.
10. IS FOR ONLY THE ITEMS OUTLINED ABOVE. IT SHOULD NOT BE INFERED THAT ANYOTHER ITEMS SHOWN ON THE PLANS IS INCLUDED IN OUR SCOPE OF WORK.
11. THIS PROPOSAL AND TERMS MUST BE ACCEPTED AS PART OF THE CONTRACT AND SO SPECIFIED IF A SPECIAL CONTRACT FORM IS USED.
12. FOUR WEEK ADVANCE NOTICE IS REQUIRED FOR SCHEDUELING.
13. IF ROCK OR ANY OTHER UNSUITABLE MATERIAL IS ENCOUNTERED IT WILL BE PAID ON A TIME AND MATERIAL BASIS.
14. REMOVAL OR HANDLING OF WET OR UNSUITABLE MATERIAL WILL BE PAID FOR ON A TIME AND MATERIAL BASIS.
15. TERMS OF PAYMENT: 95% 30 DAYS. 5% RETENTION WITHIN 30 DAYS OF COMPLETION.
16. THE ABOVE BID IS NOT DIVISIBLE. ALL ITEMS IN THIS QUOTATION MUST BE ACCEPTED FOR THE PRICES SET FORTH ABOVE TO BE EFFECTIVE.
17. ALL WORK IS TO BE FIELD MEASURED AND PAID FOR AT THE APPROPRIATE UNIT OR LUMP SUM PRICES. WORK FOR WHICH THERE IS NO UNIT OR LUMP SUM PRICES WILL BE PAID FOR AS EXTRA WORK.
18. ENGINEERING COMPACTION TEST, CONCRETE TESTING, & SUFFICIENT CONCRETE STAKING, INCLUDING A SET OF CURB AND GUTTER AND CROSSGUTTER STAKES TO BE PROVIDED BY OTHERS.
19. QUANTITIES ARE APPROXIMATE AND ACTUAL QUANTITIES WILL BE FIELD MEASURED AT COMPLETION OF WORK TO DETERMINE PAYMENT AT THE ABOVE UNIT PRICES.
20. THE ABOVE QUANTITIES AND UNIT PRICES ARE SUBJECT TO CHANGE WHEN FINAL PLANS HAVE APPROVED AND SUBMITTED TO TORO ENTERPRISES, INC.
21. TORO ENTERPRISES, INC. IS NOT RESPONSIBLE FOR DAMAGE TO CONCRETE AND/OR UTILITIES CAUSED BY OTHERS.
22. PROTECTION OF CONCRETE AFTER PLACEMENT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.
23. ALL UNIT PRICES ARE SUBJECT TO THE AVAILABILITY OF MATERIALS FROM LOCALLY APPROVED SUPPLIERS.
24. ALL WORK COMPLETED IN ANY ONE MONTH WILL BE BILLED BY THE 25TH OF SAID MONTH WITH PAYMENT OF 95% DUE BY THE 10TH OF THE FOLLOWING MONTH. THE REMAINING 5%(RETENTION) IS DUE AND PAYABLE NOT LATER THAN 35 DAYS FROM COMPLETION OF OUR CONTRACT ITEMS.
25. TIME AND MATERIAL (RENTAL) IF REQUIRED TO BE PAID IN FULL MONTHLY, WITH NO RETENTION HELD.
26. IF QUANTITIES DECREASE MORE THAN 15%, UNIT PRICES ARE SUBJECT TO CHANGE.
27. ALL ASPHALT OR OIL BASED ITEMS ARE VALID FOR 30 DAYS ONLY.

STANDARD EXCLUSIONS

28. ENGINEERING, TESTING, PERMITS, BONDS, SURVEY STAKING, SPECIAL INSURANCE.
29. PIPE, FITTING, AND VALVE MATERIALS.
30. HOME OWNER NOTIFICATIONS.
31. DUMP FEES.
32. TRAFFIC CONTROL PLAN.
33. ALL DRY UTILITIES.
34. CLEARING AND GRUBBING, TREE REMOVAL
35. ROOT PRUNING OR GRINDING.
36. REMOVAL OR HANDLING OF HAZARDOUS, TOXIC AND LEAD MATERIALS IS EXCLUDED.
37. STORM WATER POLLUTION CONTROL PLAN OR IMPLEMENTATION.
38. COMPACTION TESTING
39. LIQUIDATED DAMAGES
40. WEED KILL
41. PRIME COAT, SLURRY SEAL, FOG SEAL.
42. EROSION CONTROL
43. UNLESS SPECIFICALLY STATED ELSEWHERE, CLEANUP OF SPOILS CAUSED BY "OTHERS" IS EXCLUDED.
44. TORO ENTERPRISES, INC. ASSUMES NO RESPONSIBILITY FOR SETTLEMENT WITHIN THE LIMITS OF UTILITY TRENCHES DONE BY OTHERS.
45. SAWCUTS / LAYOUT
46. ROOT BARRIER
47. DEWATERING
48. LANDSCAPE RESTORATION
49. IRRIGATION RELOCATION

In case that actual number of Mobilizations per specific discipline and/or phase exceed the number stipulated in Toro's Bid, then each additional mobilization for such discipline and/or phase shall be paid to Toro as an extra at unit price stipulated in the Bid. One continued operation per period in specific discipline and/or phase counts for one mobilization in that discipline and/or phase.



Lic. # 648594

P.O. Box 5670
Ventura, CA 93005
Phone: (805) 644-6278
Fax: (805) 644-2813

To:	Meiners Oaks Water District	Contact:	Mike Hollebrands
Address:	202 W. El Roblar Drive Ojai, CA 93023	Phone:	(805) 646-2114
Project Name:	La Luna Valve Replacement Project	Fax:	
Project Location:	Intersections Of La Luna And W. Lomita, Meiners Oaks, CA	Bid Number:	
		Bid Date:	1/22/2019

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS	\$1,500.00	\$1,500.00
2	R&R 6" Gate Valve At La Luna Ave. & Lomita Ave. (MOWD To Provide Parts)	1.00	LS	\$7,700.00	\$7,700.00
3	R&R 8"x6" Tee And Valves At La Luna Ave. & Fernando Drive (MOWD To Provide Parts)	1.00	LS	\$16,500.00	\$16,500.00
4	AC Pavement Repair - 2 Locations	1.00	LS	\$6,500.00	\$6,500.00
5	Thermal Striping Replacement With Traffic Control	1.00	LS	\$3,300.00	\$3,300.00

Total Bid Price: \$35,500.00

Notes:

- **Included:** Excavation, slurry backfill, compaction, haul off removed material to MOWD Yard, one move-in, shoring as required, schedule inspections for our work, Pave back trench width of existing sawcut only, traffic control plan, traffic control for our work, concrete for thrust block (per AB-219 requirements).
- **Excluded:** Permits, fees, bonds, engineering, staking, compaction tests, dewatering (groundwater), construction water meter/source, AC overlay, slurry seal, asphalt grinding, recess traffic plates, pressure testing, chlorination, handling or disposal of hazardous materials, conflicts with existing utilities, restricted working hours (8 hr work day), water pipe/valves/fittings/sand & appurtenances (to be provided by MOWD), night work, customer notifications.
- Price is good for 30 days from date of quote.
- Trench Plates to be provided for La Luna and Fernando Only, existing MOWD trench plate to be used on Lomita Ave. La Luna.
- Rock or hard material that cannot be trenched in a productive manner, will be removed & disposed of on a T & M Basis.
- If Meiners Oaks Water District is unable to provide an adequate shutdown of the water mains, additional labor and equipment will be covered on a T&M basis.
- Proposal is Non-Divisible; All Items are to be accepted in order to effect line item pricing.
- Sawcut has already been provided by Meiners Oaks Water District. If additional sawcut is required, it will be performed on a time and material basis.
- If additional plates are required for the hydrant valve replacement, they will be charged on a time and material basis.
- Meiners Oaks Water District to assist with Dewatering, as per jobwalk (1/15/19) all removed material to be hauled to MOWD yard.
- **DIR #1000008073**

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Sam Hill & Sons, Inc.

Authorized Signature: _____

Estimator: Steven T Moreno

JOHN MARUSZEWSKI
727 OSO ROAD
OJAI CA, 93023
951-295-6321
Johnm@liquidpak.net

Meiners Oaks Water District
Mike Hollebrands
202 W El Roblar Dr
Ojai CA 93023-2211

Dear Mr. Hollebrands,

Thank you for taking the time to present this letter to your board.

We have been part time residents of Meiners Oaks for several years and have enjoyed the community very much.

We recently had an issue with excess water flow from our property and thanks to Justin reaching out to me, we were able to rectify the problem rather quickly.

The previous owner of the property had installed a rather expansive PVC water system around the back of the property for use in and around the horse coral.

Since the discovery of this leak, we have disconnected the back portion of the property and installed a cut off valve.

I am reaching out to you for any support you can provide in the outstanding amount of charges that are due the water district due to this issue. I do realize that I am ultimately responsible and will gladly adhere to the board's direction for payment.

Thank you in advance,
Sincerely,



John Maruszewski



MEINERS OAKS WATER DISTRICT
202 WEST EL ROBLAR DRIVE
OJAI, CA 93023
(805) 646-2114

Account Number	Amount Due
04-25470-02	\$3,137.34
Due Date	2/25/2019
Service Address	
727 OSO ROAD	

There will be a charge on all returned checks.
Please return this portion with your payment

JOHN MARUSZEWSKI
15325 HAWTHORN AVE
CHINO HILLS, CA 91709

MEINERS OAKS WATER DISTRICT
202 WEST EL ROBLAR DRIVE
OJAI, CA 93023

Please return this portion with your payment.

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name			Service Address		Account Number
JOHN MARUSZEWSKI			727 OSO ROAD		04-25470-02
Status	Service Dates		Number of Days	Bill Date	Due Date
	From	To			
Active	12/20/2018	1/23/2019	30	1/31/2019	2/25/2019

1 HCF = 100 CUBIC FT = 748 GALLONS

Account Summary

Previous Balance	\$105.36
Payments	\$105.36
Adjustments	\$0.00
Penalties	\$0.00
Balance Forward	\$0.00
Current Bill	\$3,137.34
Total Due	\$3,137.34

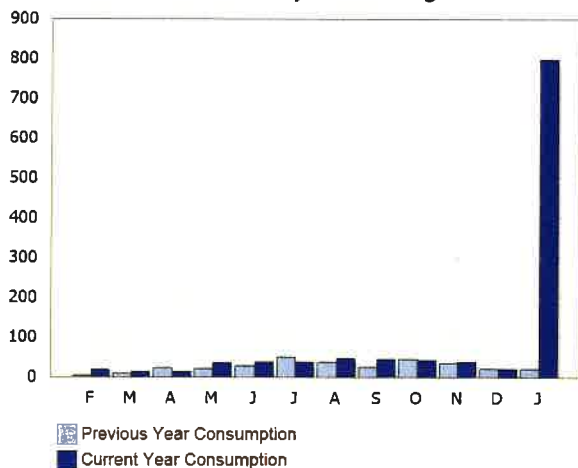
CURRENT METER USAGE (IN HCF)

Meter	Previous	Current	Usage	Allocation
32173359	4,794	5,593	799	16

CURRENT CHARGES

	Total
WATER USED	\$1,869.66
MWAC CHG	Dwelling Units: 1 \$35.91
CASITAS STANDBY CHG	\$0.29
CASITAS SURCHARGE	\$448.48
DROUGHT SURCHARGE	\$783.00

2 Year Monthly Water Usage



Current Bill	\$3,137.34
Previous Balance	\$0.00
Total Amount Due	\$3,137.34



MEINERS OAKS WATER DISTRICT

February 11, 2019

Minutes of MOWD Rate/Budget Committee Meeting

Committee	Rate and Budget Committee
Meeting Date	February 11, 2019, at 9:30 AM at the District's office
Attendance	Mike Hollebrands – General Manager Mike Krumpschmidt – Director Jim Kentosh – Director
Topics	New Rates for 2019–2020

Our Feb. 6 Rate Committee meeting was rescheduled after we discovered an error in the budget spreadsheet.

On Feb. 11 we discussed 2 options for projecting next year's customer demands:

- 1) Assume all customers use all of their 10 units/mo even if they didn't in the past.
- 2) Assume each customer cuts back 30% from pre-drought use, even if they were under 10/units/month in prior years.

We more or less agreed on the second option, with the stipulation that we will be somewhat conservative when setting rates, to ensure that we collect sufficient revenue in case many customers increase their water use in the winter. We will base our demands on Stage 3, since we don't expect Stage 4 next year.

We still need input from the board on two issues:

- 1) Should we hire a new operator?
- 2) Should we charge a lower Over-Allocation Penalty when we are on our wells (\$2.50/unit?) versus \$5.00/unit when we are taking water from Casitas?

Our current estimates are provided in the attached draft Prop 218 Notice. These will change as we refine the budget. The rains have somewhat relaxed our timing, since we are no longer facing an imminent Stage 4.



MEINERS OAKS WATER DISTRICT

January 23, 2019

Minutes of MOWD Rate/Budget Committee Meeting

Committee	Rate and Budget Committee
Meeting Date	January 23, 2019, at 9:00 AM at the District's office
Attendance	Mike Hollebrands – General Manager Mike Krumpschmidt – Director Jim Kentosh – Director
Topics	New Rates for 2019–2020

After detailed discussions, we asked Mike H to develop rate numbers for the following policy assumptions:

- 1) Revenue should be 40% from fixed rates and 60% from water usage rates.
- 2) The MCC would not change.
- 3) The WAC would be reduced to meet the above criteria.
- 4) Steady water use <10 or <7 units/mo will be at a rate of \$X.XX per unit.
- 5) Variable water use >10 or >7 units/mo will be at a rate of 2*\$X.XX per unit.
(Rate \$X.XX to be as required to raise sufficient revenue.)
- 6) Assume Stage 4 drought, with 40% demand reductions.
- 7) Revenue from any Over-Allocation Penalties will not be used for general fund expenses. (Used to pay CMWD or for drought projects.)

After calculating the results from these assumptions, Mike H will develop any alternate proposal he thinks more workable.

We will meet again before the Feb board meeting to discuss the results.

Mike's Annual Budget Summary Will Go Here

Facilities-Based Unit Pricing

In previous years, MOWD's water rates were partly based on distributing operating costs among the gallons of water delivered. Though commonly used by water utilities, that method does not reflect the cost of delivering water to customers with different types of use. Therefore, to encourage water conservation during this critical drought, MOWD will implement *Facilities-Based Unit Pricing* for its customers.

Indoor uses of water primarily occur within the home or business, and include drinking, food preparation, dish washing, bathing, flushing toilets, laundry and similar activities. These water uses do not vary substantially throughout the year. It is more efficient, and less costly, for MOWD to deliver water at a constant rate throughout the year.

Irrigation, on the other hand, is the primary outdoor water use within MOWD, both for residences and agriculture. Irrigation requires more water in a few summer months than during the rest of the year. On a volume basis, it is more costly to construct and operate facilities that are used at capacity only a few months of the year.

For example, the indoor water use for the 1286 homes (assuming 10 units per month each) and 580 secondary dwellings (assuming 7 units per month each) within MOWD can be supplied by a uniform flow of 290 gpm throughout the year. Supplying that same annual amount of water to agriculture or to landscaping would require a flow of 590 gpm during the peak month of August. More flow means more well capacity, larger pipelines, and even more daily-regulation tank storage. Overall, it is more costly to supply irrigation/agricultural water on peak than to supply indoor water uses that vary little throughout the year.

Our Allocation Program provides fixed and variable allocation amounts for each customer. Though there is no requirement that the fixed allocation must be used indoors, to set rates we are treating the fixed allocations as representative of typical indoor use by our customers. Water use exceeding 10 Units/month is treated as outdoor seasonal use. These levels match State of California guidelines.

Under our old rates, our lowest water users were using about 13% of the water but paying 23% of the cost. Facilities-Based Unit Pricing is fairer to those who use the least amount of water.

Meiners Oaks Water District

PROP 218 NOTICE OF PUBLIC HEARING

Proposed Water Rate Increase

Summary

Despite significant rain, we are still in a drought. Since 2013, there have been periods when we have been forced to take all of our water from Casitas MWD. In anticipation of ongoing drought, we are revising our water rates to incorporate the following:

- ◆ Recovery of our financial reserves after recent well failures and the Thomas Fire.
- ◆ Increase reserves to fund a deep emergency well if Lake Casitas falls too low.
- ◆ Implement two rate levels utilizing Facilities-Based Unit Pricing.
- ◆ Increase penalties for exceeding your newly-assigned water allocation.

Our water rates are proposed to change on July 1, 2019 as follows:

- ◆ The Water Availability Charge will decrease from \$35.91/month to \$29.00/month.
- ◆ Monthly Meter Capacity Charges will not change.
- ◆ The cost of the first 10 Units of water you use each month (7 Units for apartments or mobile homes) will remain at \$2.34 per Unit (1 Unit = 748 gallons).
- ◆ The cost for water you use over 10 Units a month (7 Units for apartments or mobile homes) will increase from \$2.34 to \$4.00 per Unit.
- ◆ Rates for agriculture will increase from \$2.34/Unit to \$4.00/Unit.
- ◆ An Over-Allocation Penalty of [\$2.50 to \$5.00?] will be charged for each Unit of water you use over your allocation when MOWD's wells are operating. The penalty will increase to \$5.00/Unit when we are receiving water from Casitas MWD.
- ◆ The purchase of Casitas water will continue to be paid via a "Casitas Surcharge."
- ◆ MOWD's water rates will increase 4% in 2020-21 and again in 2021-22.

A public meeting will be held to present information supporting our proposed water rates. We will also provide an update on the drought.

Notice of Public Hearing

Date: May __, 2019
Time: 6:30 PM
Location: Meiners Oaks Elementary School Auditorium
400 South Lomita Avenue
Ojai, CA 93023

More information is provided on our website meinersoakswater.com.

Proposed Water Rates 2019 - 2022

1) Monthly Water Availability Charge (WAC)

Meter size	Current	Proposed		
	2018-19	2019-20	2020-21	2021-22
All	\$35.91	\$29.00	\$30.16	\$31.37

2) Meter Capacity Charge (MCC)

Meter size	2018-19	2019-20	2020-21	2021-22
5/8"&3/4"	\$0.00	\$0.00	\$0.00	\$0.00
1"	\$16.00	\$16.00	\$16.00	\$16.00
1.5"	\$36.00	\$36.00	\$36.00	\$36.00
2"	\$104.00	\$104.00	\$104.00	\$104.00
3"	\$256.00	\$256.00	\$256.00	\$256.00
4"	\$776.00	\$776.00	\$776.00	\$776.00
6"	\$1,576.00	\$1,576.00	\$1,576.00	\$1,576.00

3) Rate per Unit for First 10 Units (First 7 Units for apts etc.)

Meter size	2018-19	2019-20	2020-21	2021-22
All	\$2.34	\$2.34	\$2.43	\$2.53

4) Rate per Unit for Over 10 Units (First 7 Units for apts etc.)

Meter size	2018-19	2019-20	2020-21	2021-22
All	\$2.34	\$4.00	\$4.16	\$4.33

5) Over-Allocation Penalty

Meter size	2018-19	2019-20	2020-21	2021-22
All	\$1.00/Unit	<p>A [\$2.50-\$5.00]/Unit Over-Allocation Penalty is added for water use above a customer's total allocation, when MOWD's wells are operating. When taking water from Casitas MWD, the Over-Allocation Penalty will be set at Casitas MWD's Over-Allocation Penalty then in effect (Currently \$5.00/Unit).</p>		

6) Casitas Surcharge

Meter size	2018-19	2019-20	2020-21	2021-22
All	<p>The cost of purchasing water from Casitas MWD is collected as a "Casitas Surcharge" added to a customer's bill in proportion to the amount of water used that month. NO CHANGE.</p>			

7) Other Fees and Charges

See our website for special rates and conditions.

Revenue Breakdown Table 3

Table 3

Base allocation includes 1274 active accounts at 10 units each

Extra dwellings = 580 at 7 units of water each

Fixed allocation equals 1284 times 10 units plus 580 extra dwellings times 7 units

Variable equals unit amounts used above the fixed

Fixed =	14300
Variable =	9085

	Units	Ac/Ft	
Average HCF 3 yr sold	280599	644.03	Number taken from annual water sales sheet
Assume 10% reduction for Stg 4 Fixed	252539	579.623	
Amount above Fixed	9085	20.8517	

Water Sales

Total Fixed Units	14300
\$ per unit Fixed	\$2.34
Monthly Fixed	\$33,462.00
	\$401,544.00
Variable Units	9085
\$ per unit variable	\$4.00
Monthly Variable	\$36,340.00
	\$436,080.00
Annually	\$837,624.00

MWAC

Billable MWAC	1864
Proposed MWAC	\$29.00
Monthly	\$54,056.00
Annually	\$648,672.00

Over-allocation units billed

Billable Units	0
Over-Allocation Rate	\$5.00

Average Monthly	\$0.00
Average Annual	\$0.00

Note: This is the amount used over and above each customer's allocated amount.

MCC

Base flow of 30 gpm

The rate is set at \$.80 per gpm over 30

This amount is calculated based upon the flow of a meter in gallons per minute of capacity. Larger meters have a larger capacity therefore placing a larger instant demand on the system.

Example: 1.5" meter has a capacity of 75 gpm

75-30 = 45 gpm

45 x .80 = \$ 36.00

All District meter sizes 1" and above are known and billed accordingly

Estimated	\$80,000.00
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Total Assumed Annual Income	\$1,566,296.00	Difference between Income and Expenditures
Total Annual Expenditures	\$1,302,600.00	
Total Capital Costs 2019-20	\$ 415,500.00	
Amount needed from reserves	\$151,804.00	Reserve starting amount \$1,970,733.66
Total Exp. And Capital	\$1,718,100.00	Reserves after Capital work \$1,818,929.66
Percent of Fixed vs variable	-53%	
Total Fixed Income	\$728,672.00	
Total Variable Income	\$837,624.00	

Capital Improvement Schedule

[illegible]

January 2019



To: Board of Directors of the Meiners Oaks Water District

From: General Manager

Subject: Monthly Manager's Report

Highlights

(Rainy season October thru April)

28.49" of rain Matilija Canyon

17.69" of rain Meiners Oaks Fire station

LAKE CASITAS LEVEL

36.1%

Board Committees

Drought Committee met on 1-11-2019

Rate committee met 1/23/19 – 2/6-2/11/19

Current Well levels and specific capacity

Well 1	Dec.	Jan.	Well 2	Dec..	Jan.	Well 4	Dec.	Jan.	Well 7	Dec.	Jan.
Static	31.9'	20.6'	Static	30.8'	19.6'	Static	48.3'	33.4'	Static	47.9'	34.2'
Running	'	'	Running	'	'	Running	0.0'	'	Running	'	'
Drawdown	'	'	Drawdown	'	'	Drawdown	0.0'	'	Drawdown	'	'
Specific Cap.	0.00 gal/ft	0.00 gal/ft	Specific Cap.	0.00 gal/ft	0.00 gal/ft	Specific Cap.	0.0 gal/ft	0.0 gal/ft	Specific Cap.	0.00 gal/ft	0.00 gal/ft

Water Production

Water production and sold values are based on a calendar year

Total Pumped in January:			
Wells	AF	Average GPM	Typical GPM
1.	0.00	0	375
2.	0.00	0	250
4.	0.00	0	750
7.	0.00	0	450
8.	0.00	Off	330

Total Pumped

Total Pumped for Jan.	0.00 AF
Total Pumped 2017:	667.54 AF
Total Pumped YTD 2018:	203.95 AF

January 2019

Total Sold:

Total Sold for Jan. 2019:	33.58 AF
Total Sold YTD 2018:	531.65 AF
Total Sold 2018:	33.58 AF
Total Purchased from CMWD 2018	33.58 AF
Total Purchased Jan.	33.58 AF
Total Purchased YTD 2018	314.91 AF

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)

Jan. 2018:	\$ 60,806.05
Jan. 2019:	\$ 39,093.14

Reserve Funds

Balance at the County of Ventura	\$ 1,309,408.42
Total Taxes*	\$ 1,548.95
Total Interest from reserve account#	\$ 2,983.10

Fiscal Year Total Revenues

July 1 st – Jan. 31 st	2018	\$ 1,060,159.30
July 1 st – Jan. 31 st	2019	\$ 1,099,384.18

Bank Balances

LAIF Balance	\$ 260,604.50
Transferred from the general fund to L.A.I.F.	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 1,565.32
Money Market (RABO)	\$ 226,236.51
Amount Transferred to RABO Money Market this month	\$ 0.00
Amount Transferred to General Fund from Money Market	\$ 85,000.00
(*) Monthly Interest received from Money Market	\$ 42.45
General Fund Balance	\$ 32,356.61
Trust Fund Balance	\$ 15,161.92
Capital Improvement Fund	\$ 14,409.87
(#) Quarterly Interest from Capital Account	\$.24
Total Interest accrued	\$ 1,608.01

Water Quality

We are 100% on Casitas

Distribution

Well #4:

The well is 100% (completed)
Install security fencing at the facility (completed)
Water quality testing Title 22 (completed)
Bac-T testing (completed)

Well #7:

New recirculation pump installed (completed)
New chlorine injection lines (completed)

Capital Improvement Projects for 2018-2019 **Budgeted capital funds \$ 705,000 FY 2018-2019**

1. Rehabilitate well #4 / MCC VFD's (Completed)
2. Engineer design report for the treatment plant (In process)
3. Replace 18 system valves (In Process)
4. VFD's for wells 1 and 2 (In Progress)
5. Zone 1 Booster/MCC (Completed)
6. Well 1 and 2 mechanical failures (Non-budgeted item) Board approved repair cost \$168,271.00 + 10% for unanticipated expenditures (In Progress)

Unscheduled Work

Main Leak on Oso Rd (Sam Hill)	\$ 2,037.00
Main Leak at 146 Chessire Ct (Sam Hill)	\$ 8,950.98
Two service replacements on Lomita (Sam hill)	\$ 19,400.89
Emergency Valve Replacement El Sol/Pala (Sam Hill)	\$ 11,979.49
1" service replacement for the Ranch House Restaurant (Toro)	\$ 22,445.00
Emergency 12" valve replacement and main leak S. Padre Juan	\$ 54,000.00

<u>Total</u>	<u>\$ 118,813.36</u>
---------------------	-----------------------------

Tanks

January 2019

1. 250k gallon was installed in 1958 age = 57 (Removed 2015)
2. 80k gallon was installed in 1983 age = 35 (Zone -2)
3. 500k gallon was installed in 1988 age = 28 (Removed 2015)
4. 500k gallon was installed in 1973 age = 45 (Put back into service 2011)
5. 500k gallon was installed in 2003 age = 15
6. 750k gallon welded tank 2015 age = 3

Life expectancy for a bolted tank is 30 – 40 years

Life expectancy for a welded steel tank 100 years

Well Drilled Dates & Depths

	<u>Date drilled</u>	<u>Drill Depth</u>
1. Well # 1	1969	60 feet
2. Well # 2	1969	181 feet
3. Well # 4	1969	240 feet (Non Op.)
4. New well 4	2018	165 feet
5. Well # 7	1961	156 feet
6. Well # 8	1968	144 feet

Board of Directors

President – Michele Etchart Elected in 2014	Term ends 2022	Long Term
Vice-President – James Kentosh Elected 2014	Term ends 2022	Long Term
Board Member – Larry Harrold Elected 2014	Term ends 2022	Long Term
Board Member – Michael Krumpschmidt Elected 2016	Term Ends 2020	Long Term
Board Member – Diana Engle Elected 2016	Term Ends 2020	Long Term

GM Consumption Report

Billed Consumption for January 2019

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	31	1212	748	2.78
Commercial	55	1852	748	4.25
Residential	1188	11566	748	26.55

Total Consumption	1274	14630	Grand total	33.59
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100% Casitas Water

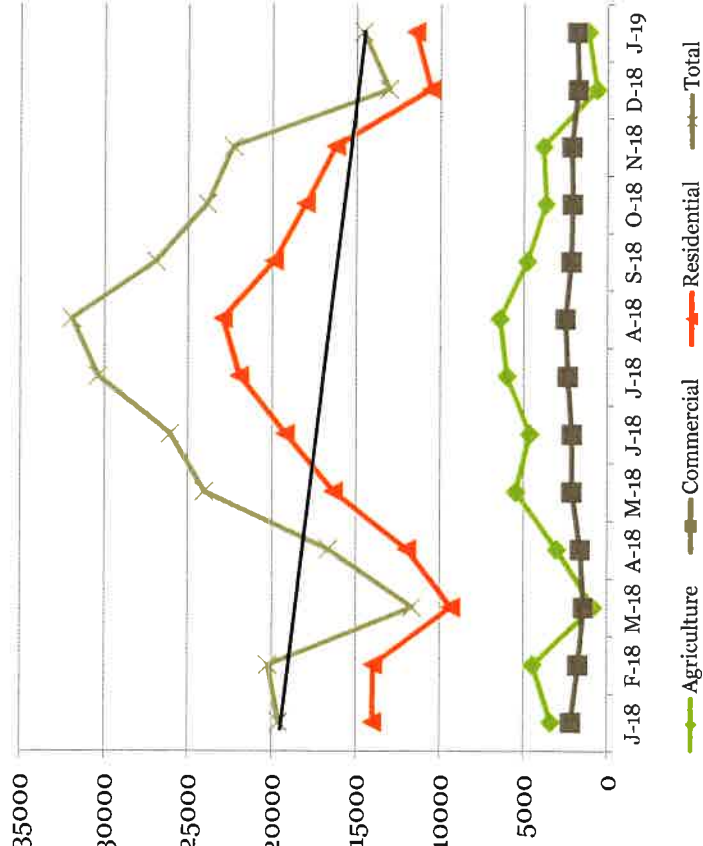
Consumption

	J-18	F-18	M-18	A-18	M-18	J-18	J-18	A-18	S-18	O-18	N-18	D-18	J-19
Agriculture	3389	4487	881	3025	5511	4677	6047	6475	4846	3714	3875	681	1212
Commercial	2179	1750	1433	1631	2137	2141	2384	2513	2183	2114	2167	1788	1852
Residential	14041	14009	9375	12018	16387	19252	21976	22974	19943	18079	16304	10645	11566
Total	19609	20246	11689	16674	24035	26070	30407	31962	26972	23907	22346	13114	14630

AC/FT

	J-18	F-18	M-18	A-18	M-18	J-18	J-18	A-18	S-18	O-18	N-18	D-18	J-19
Agriculture	7.78	10.30	2.02	6.94	12.65	10.74	13.88	14.86	11.12	8.53	8.90	1.56	2.78
Commercial	5.00	4.02	3.29	3.74	4.91	4.92	5.47	5.77	5.01	4.85	4.97	4.10	4.25
Residential	32.23	32.16	21.52	27.59	37.62	44.20	50.45	52.74	45.78	41.50	37.43	24.44	26.55
Total	45.02	46.48	26.83	38.28	55.18	59.85	69.81	73.37	61.92	54.88	51.30	30.11	33.59

Consumption - Last 12 months



AC/FT - Last 12 months



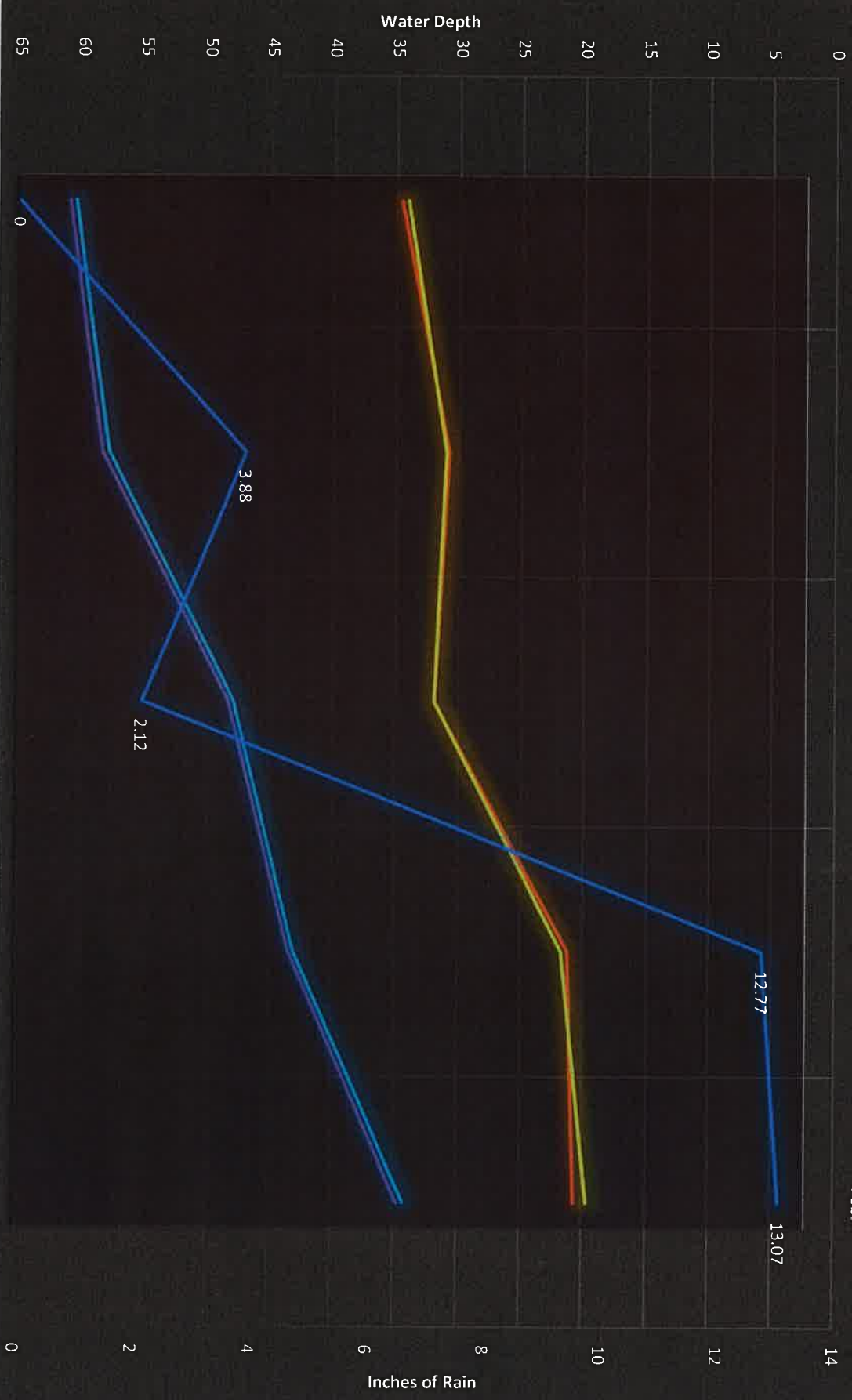
Static Levels

Well 1 Well 2 Well 4 Well 7 Rain

Axis Title

Oct. Nov. Dec. Jan. Feb.

Water Depth



November 5, 2018

Emergency 12" Valve Replacement

Sam Hill's work to install new valve	\$10,250.25
Sam Hill Service leak on S. Pueblo	\$7,734.61
Emergency Call-out Koppl	\$27,500.00
Famcon Pipe and Supply	\$4,353.28
Total	\$49,838.14

Capital Improvement Progress

[illegible]



General Status

Filing Year: 2018

Report Date : 2/6/2019

Filing Type: Annual

Agency : Meiners Oaks Water District

Last Name	First Name	Middle Name	Position	Division	Filing Type	Due Date	Filing Status
Special Districts							
Meiners Oaks Water District							
Engle	Diana	Lowe	Board Member		Annual	04/02/2019	Has Not Filed
Etchart	Mike		Board Member		Annual	04/02/2019	Has Not Filed
Harrold	Larry		Board Member		Annual	04/02/2019	Has Not Filed
Hollebrands	Michael	B.	General Manager		Annual	04/02/2019	Filed on 01/08/2019
Kentosh	James		Board Member		Annual	04/02/2019	Has Not Filed
Krumpshmidt	Michael		Board Member		Annual	04/02/2019	Filed on 01/14/2019

Total: 6

Assuming: 0

Annual: 6

Leaving: 0

Ventura County Grand Jury 2017 - 2018



Final Report

Independent Special Districts

April 26, 2018

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Independent Special Districts

Summary

The 2017-2018 Ventura County Grand Jury (Grand Jury) investigated Ventura County (County) independent special districts as to their transparency and public accountability.

In May 2000, the State of California (State) watchdog group the Little Hoover Commission found that independent special districts often lack the kind of oversight and citizen involvement necessary to promote their efficient operation and evolution.

The Grand Jury found five independent special districts have not held public competitive elections since 1970. One special district has not held a competitive election since 1960. The Grand Jury recommends independent special district boards discontinue the practice of appointing new board members a few months prior to a public election. These newly appointed board members become incumbents in uncontested elections that are never held.

The Grand Jury concluded no independent special district in the County has made its reserve policies and practices available on its website. The absence of publicly available reserve policies and practices does not serve the public interest. The Grand Jury recommends that all independent special districts have a published policy for reserve funds, including the size and purpose of reserves and how they are invested. These policies should be readily available for public review.

The Grand Jury found six independent special districts in the County did not have websites. The Grand Jury recommends all independent special districts have websites informing the public about the policies, practices, and mission of the district.

Background

There are more than 4,000 special districts in California (State), including more than 2,000 independent special districts. They were created to meet unique local needs and conditions that did not neatly fit into the normal boundaries of cities and counties. Many of these, such as water districts, school districts, sanitary districts, and conservation districts, span across county and/or city boundaries.

It was understood that these services should be paid for and administered by the populations they serve. It was intended that these special districts would not compete for revenue collected specifically for city and/or county services, but rather have their own local tax bases. It is believed that direct elections of governing boards by the populations served within these unique boundaries will lead to more accountability and transparency by these special districts.

In 2000 the Little Hoover Commission found that California's special districts often amounted to a poorly overseen and largely invisible governing sector serving residents who know little about the districts or what they pay in taxes to sustain them. (Ref-01)

In 2017 the Little Hoover Commission affirmed that independent special districts are “independent” from other governments. These districts often have no direct oversight other than by the people they serve. Independent special district boards of directors are either elected directly by the people or appointed by other local officials. These districts are not accountable to the appointing board, nor does the appointing board have any oversight responsibility for the operation of the independent special district. (Ref-04)

Special districts generate revenue from several sources including property taxes, special assessments, and fees. Statewide, special districts employ more than 90,000 people. California independent special districts accounted for more than \$52 billion in revenue in 2016. In fiscal year 2015-2016, the 50 independent special districts in the County accounted for \$334 million in revenues and taxes and had \$324 million in expenditures. (Ref-04, Att-01)

Independent special districts come under the auspices of Local Agency Formation Commissions, which have the responsibility for establishing service area boundaries. Under State law, Ventura Local Agency Formation Commission (LAFCO) is responsible for spheres of influence, incorporations, annexations, reorganizations, and other changes of organization. (Ref-06)

Although LAFCO plays an important role in boundary maintenance and adjustment for independent special districts, it generally chooses not to exercise its authority over the operations of the special districts.

Methodology

- The Grand Jury sent out questionnaires to County independent special districts with no websites.
- The Grand Jury examined data from the State Controller on independent special districts in the County.
- The Grand Jury reviewed the websites of all independent special districts in the County under the jurisdiction of LAFCO.
- The Grand Jury investigated financial reserve policies.
- The Grand Jury investigated financial reserve best practices as described by the Little Hoover Commission reports and the California Special District Association recommendations.
- The Grand Jury reviewed all board election results for independent special districts under LAFCO jurisdiction.
- The Grand Jury conducted internet research and reviewed the report by the 1998-1999 Ventura County Grand Jury.
- The Grand Jury reviewed Little Hoover Commission reports of independent special districts.
- The Grand Jury interviewed witnesses about independent special districts in the County.

Facts

FA-01. Five independent special districts have never held public competitive governing board elections since at least 1970.

Historically, when a vacancy occurs on the district's board, or when a board member resigns near the end of his or her term, the board appoints a successor to serve out the remainder of the term. The newly appointed board member then becomes the incumbent, with all advantages of incumbency. If no one other than the newly appointed incumbent runs for the vacated office, the incumbent is then appointed and no election is held.

The following independent special districts have held no recorded public competitive board member elections since their formation:

- Ojai Water Conservation District
- Oxnard Drainage District No. 1
- Oxnard Drainage District No. 2
- Pleasant Valley County Water District
- Saticoy Sanitary District

(Ref-07)

FA-02. Five independent special district boards are not elected by the public but appointed by local elected officials who have no further authority over them.

- Bardsdale Cemetery District
- Ranch Simi Cemetery District
- Fox Canyon Groundwater Management Agency
- Piru Public Cemetery District
- Ventura Port District

(Ref-07)

FA-03. Seventeen independent special districts have not held public competitive board elections since the year indicated:

- Hidden Valley Municipal Water District – 1960
- Montalvo Community Services District – 1994
- Camrosa Water District – 2006
- Meiners Oaks Water District – 2008
- Triunfo County Sanitation District – 2010
- Fillmore-Piru Memorial District – 2010
- Rancho Simi Recreation and Park District – 2012
- Blanchard/Santa Paula Library District – 2012

- Bell Canyon Community Services District – 2014
- Camarillo Health Care District – 2014
- Conejo Recreation & Park District – 2014
- United Water Conservation District – 2014
- Pleasant Valley Recreation and Park District – 2014
- Channel Islands Beach Community Services District – 2016
- Calleguas Municipal Water District – 2016
- Casitas Municipal Water District – 2016
- Ojai Valley Sanitary District – 2016

(Ref-07)

FA-04. There are no reserve policies or practices listed on the websites of all County independent special districts under the jurisdiction of LAFCO. Many independent special districts list their reserves in their financial reports. The Little Hoover Commission stated that hundreds of independent special districts have banked multimillion-dollar reserves that are unpublicized and unnoticed in regional or statewide infrastructure planning. (Ref-01)

FA-05. State law mandates four requirements for any local agency with a website:

- Agendas must be posted 72 hours before a meeting occurs.
- Annual compensation reports, or a link to the State Controller's website that contains the report, must be posted.
- Financial transaction reports, or a link to the State Controller's website that contains the report, must be posted.
- Enterprise system catalogs must be posted.

(Ref-04)

FA-06. According to the Little Hoover Commission, it is important for independent special districts to communicate to their public in order to know which districts receive their property tax dollars, how to participate in their district's public processes, and how to pick the best board members to run their districts from an often-obscure list of potential candidates. Recent technological developments have allowed many independent special districts to use websites to accomplish this. (Ref-04)

FA-07. Six independent special districts in the County do not provide public access to a website.

- Fillmore-Piru Memorial District
- Hidden Valley Municipal Water District
- Oxnard Drainage District No. 1
- Oxnard Drainage District No. 2

- Piru Public Cemetery District
- Pleasant Valley County Water District

FA-08. The State Controller recommends the following key components for a website:

- Name, location, contact information, services provided
- Governance structure of the district, including election information and the process for constituents to run for board positions
- Compensation details: total staff compensation, including salary, pensions, and benefits, or a link to this information on the State Controller's website
- Budget, including annual revenues and the sources of such revenues, fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts
- Reserve fund policy
- Geographic area served
- Most recent Municipal Service Review, most recent annual financial report provided to the State Controller's office, or a link to this information on the State Controller's website
- Link to the Local Agency Formation Commission and any State agency providing oversight

(Ref-04, Ref-07)

Conclusions

C-01. The Grand Jury concluded there is a lack of transparency and accountability when there is:

- An absence of competitive elections
- No general publication of elections other than in County election materials
- An election giving the electoral advantage of incumbency to a person who has been appointed solely to fill out the remaining months of another's term

The Grand Jury concluded that these practices, while legal under present election codes, are not conducive to the best interest of the public or the interest of the special districts themselves. (FA-01, FA-03)

C-02. The Grand Jury concluded that the absence of publicly available reserve policies and practices does not serve the public interest. (FA-04, FA-08)

C-03. The Grand Jury concluded the independent special districts should better articulate the need for and the size of their reserves by adopting explicit

policies for reserve funds. These policies should be readily available for public review. (FA-04, FA-08)

- C-04.** The Grand Jury concluded that the absence of websites or the lack of public information on existing websites defining the policies, practices, and missions of independent special districts is not in the public interest nor does it promote public accountability. (FA-01, FA-02, FA-04, FA-05)

Recommendations

- R-01.** The Grand Jury recommends all independent special districts in the County reach out and communicate with the public on opportunities to serve on boards. Elections should be broadly publicized, along with a description of the nature and mission of the districts. (C-01, C-04)
- R-02.** The Grand Jury recommends independent special district boards discontinue the practice of appointing new board members a few months prior to a public election, giving incumbent status to a virtually new board member. (C-01)
- R-03.** The Grand Jury recommends that all independent special districts have a published policy for reserve funds, including the size and purpose of reserves and how they are invested. These policies should be readily available for public review. (C-02, C-03, C-04)
- R-04.** The Grand Jury recommends every independent special district in the County have a website.

Key components should include:

- Name, location, contact information, and services provided
- Governance structure of the district, including election information and the process for constituents to run for board positions
- Compensation details including staff salaries, pensions, and benefits, or a link to this information on the State Controller's website
- Annual revenues and the sources of such revenues, including fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts
- Reserve fund policy
- Geographic area served
- Most recent Municipal Service Review, and the most recent annual financial report provided to the State Controller or a link to this information on the State Controller's website
- Link to LAFCO

(C-02, C-03)

Responses

Responses Required From:

Ojai Water Conservation District (C-01, C-04, R-01, R-02, R-03, R-04)
Oxnard Drainage District No. 1 (C-01, C-04, R-01, R-02, R-03, R-04)
Oxnard Drainage District No. 2 (C-01, C-04, R-01, R-02, R-03, R-04)
Pleasant Valley County Water District (C-01, C-04, R-01, R-02, R-03, R-04)
Saticoy Sanitary District (C-01, C-04, R-01, R-02, R-03, R-04)
Bardsdale Cemetery District (C-01, R-04)
Rancho Simi Cemetery District (C-01, R-04)
Fox Canyon Groundwater Management Agency (C-01, R-04)
Piru Public Cemetery District (C-01, R-04)
Ventura Port District (C-01, R-04)
Hidden Valley Municipal Water District (C-02, C-03, R-04)
Montalvo Community Services District (C-02, C-03, R-04)
Camrosa Water District (C-02, C-03, R-04)
Meiners Oaks Water District (C-02, C-03, R-04)
Triunfo County Sanitation District (C-02, C-03, R-04)
Fillmore-Piru Memorial District (C-02, C-03, R-04)
Rancho Simi Recreation and Park District (C-02, C-03, R-04)
Blanchard/Santa Paula Library District (C-02, C-03, R-04)
Bell Canyon Community Services District (C-02, C-03, R-04)
Camarillo Health Care District (C-02, C-03, R-04)
Conejo Recreation & Park District (C-02, C-03, R-04)
United Water Conservation District (C-02, C-03, R-04)
Pleasant Valley Recreation and Park District (C-02, C-03, R-04)
Channel Islands Beach Community Services District (C-02, C-03, R-04)
Calleguas Municipal Water District (C-02, C-03, R-04)
Casitas Municipal Water District (C-02, C-03, R-04)
Ojai Valley Sanitary District (C-02, C-03, R-04)

Requested From:

Ventura Local Agency Formation Commission
(C-01, C-02, C-03, C-04, R-01, R-02, R-03, R-04)

References

Ref-01. Little Hoover Commission, Special Districts: Relics of the Past or Resources for the Future?, May 2000.pg.i.
<http://www.lhc.ca.gov/report/special-districts-relics-past-or-resources-future>

Accessed April 12, 2018

Ref-02. California State Controller's Office, Counties Financial Data.,https://counties.bythenumbers.sco.ca.gov/#!/year/2016/revenue/0/entity_name?vis=barChart

Accessed April 11, 2018

- Ref-03.** California State Controller's Office, Counties Financial Data,
https://counties.bythenumbers.sco.ca.gov/#!/year/2016/operating/0/entity_name?vis=barChart

Accessed April 11, 2018

- Ref-04.** Little Hoover Commission, Special Districts: Improving Oversight and Transparency, Report pg.5, #239, August 2017
http://www.lhc.ca.gov/sites/lhc.ca.gov/files/Reports/239/Report_239.pdf

Accessed April 11, 2018

- Ref-05.** 1998-1999 Ventura County Grand Jury, Special Districts: Final Report:
<https://www.ventura.org/grand-jury/>

Accessed April 11, 2018

- Ref-06.** Ventura Local Area Formation Commission Website,
<http://www.ventura.lafco.ca.gov>

Accessed April 11, 2018

- Ref-07.** Jason Quinlin, Ventura County Election Division, October 18, 2017.
<http://www.lhc.ca.gov/sites/lhc.ca.gov/files/Reports/239/Report>

Accessed April 11, 2018

- Ref-08.** Pedro Nava, Letter from the Chair, Little Hoover Commission,
<http://www.lhc.ca.gov/sites/lhc.ca.gov/files/Reports/239/Report.pdf>

Accessed April 11, 2018

- Ref-09.** "Guidelines for Reserves for Special Districts", 2nd. Edition, California Special District Association <https://www.csda.net/home>

Accessed April 11, 2018

Attachments

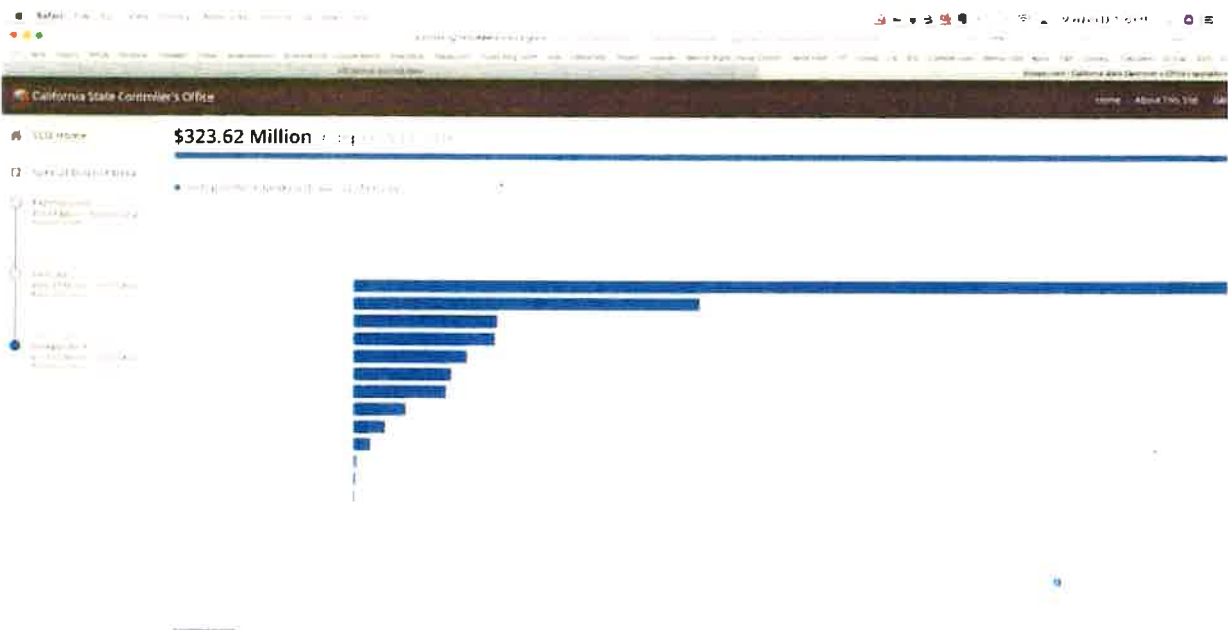
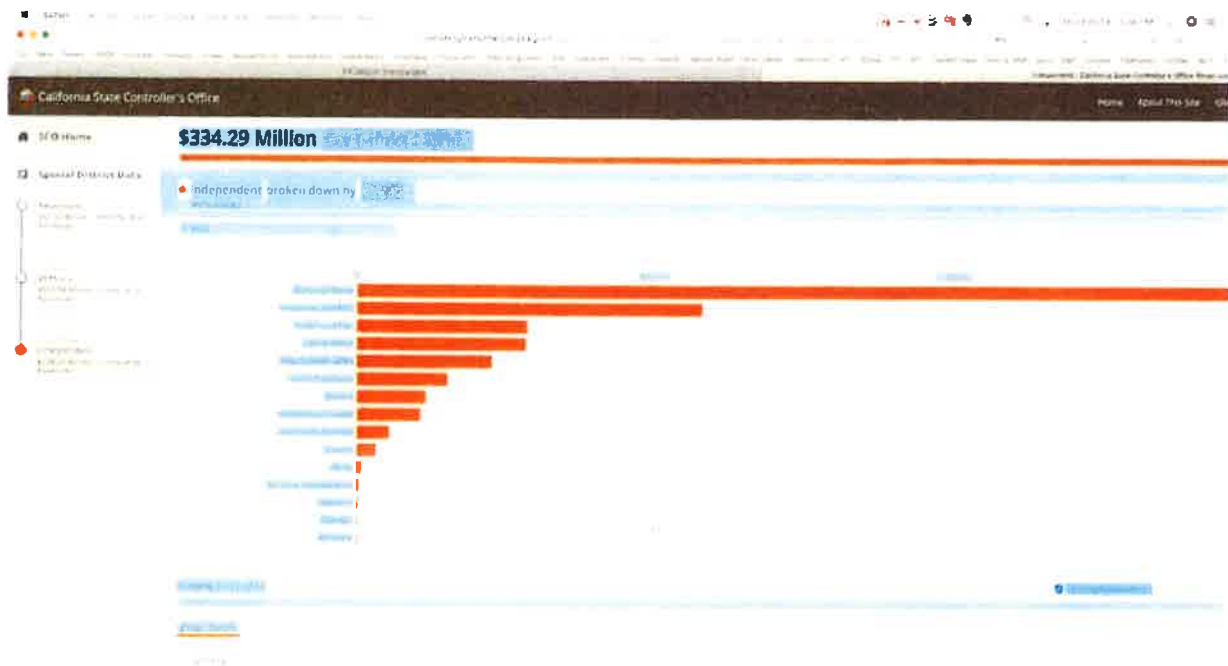
- Att-01.** California State Controller's Chart of Ventura County Special District Revenues by Special District
- Att-02.** State Controller's Office Data, Special Districts Financial Transactions Report: Fiscal Year 2013-14 Ventura County List of Independent Special Districts

Glossary

<u>TERM</u>	<u>DEFINITION</u>
Commission	Little Hoover Commission
County	Ventura County
Grand Jury	2017-2018 Ventura Grand Jury
LAFCO	Local Area Formation Commission
State	State of California
Ventura	City of San Buenaventura

Attachment 01

California State Controller's Chart of Ventura County Special District Revenues by Special District



Attachment 02

**State Controller's Office Data
Special Districts Financial Transactions Report
Fiscal Year 2013-14
Ventura County List of Independent Special Districts**

SCO_LAFCO FY 2014 Page 74 of 77 07/29/15 California State Controller's Office List includes only independent special districts

Ventura Bardsdale Cemetery District Cemetery - 178,310 2,829
Ventura Beach Erosion Authority For Clean Oceans and Nourishment Resource Conservation - 103,516 103,208
Ventura Bell Canyon Community Services District Waste Disposal Enterprise - 464,992 - 4,043
Ventura Black Gold Cooperative Library System Library Services - 1,356,114 -
Ventura Blanchard/Santa Paula Public Library District Library Services - 929,989 119,150
Ventura Calleguas Municipal Water District Water Enterprise 147,829,496 7,895,811 - 288,173
Ventura Camrosa Water District Waste Disposal Enterprise 3,140,580 47,319 -
Ventura Camrosa Water District Water Enterprise 15,709,479 1,492,882 - 4,405
Ventura Casitas Municipal Water Water Enterprise 14,923,271 3,100,620 - 76,841
Ventura Channel Islands Beach Community Services District Waste Disposal Enterprise 2,361,577 9,223 -
Ventura Channel Islands Beach Community Services District Water Enterprise 1,689,332 61,632 -
Ventura Coastal Schools Employee Benefits Organization Self Insurance - - 44,458,554 -
Ventura Conejo Recreation and Park District Recreation and Park - - 22,706,394 3,049,907
Ventura Conejo Valley Open Space Conservation Agency Resource Conservation - - 1,268,900 1,188,474
Ventura El Rancho Simi Cemetery District Cemetery - 145,921 544
Ventura Fillmore-Piru Memorial District Memorial - - 201,247 178
Ventura Fox Canyon Groundwater Management Agency Water Enterprise - 1,304,731 -
Ventura Gold Coast Transit Transit Enterprise 18,531,482 - 14,557,083
Ventura Hidden Valley Municipal Water District Water Enterprise - 8,115 -
Ventura Meiners Oaks County Water District Water Enterprise 1,294,909 130,556 - 1,074
Ventura Montalvo Community Services District Waste Disposal Enterprise 397,066 276,058 - 2,376
Ventura Ojai Basin Groundwater Management Agency Water Enterprise 86,045 567 -
Ventura Ojai Valley Sanitary District (Ventura) Waste Disposal Enterprise 8,261,529 935,280 - 5,170
Ventura Ojai Water Conservation District Flood Control and Water Conservation - 8,013 70
Ventura Oxnard Drainage District No. 1 (Ventura) Drainage and Drainage Maintenance - 48,241 -
Ventura Oxnard Drainage District No. 2 (Ventura) Drainage and Drainage Maintenance - 163,234 -
Ventura Oxnard Harbor District Harbor and Port Enterprise 14,045,832 248,034 -
Ventura Piru Cemetery District Cemetery - 44,491 423
Ventura Pleasant Valley County Water District Water Enterprise 3,610,070 409,349 - 24,875
Ventura Pleasant Valley Recreation and Park District Recreation and Park - 7,921,243 153,761
Ventura Port Hueneme Water Agency Water Enterprise 4,480,306 48,197 -
Ventura Rancho Simi Recreation and Park District Recreation and Park - 21,109,995 1,332,246
Ventura Satcoy Sanitary District (Ventura) Waste Disposal Enterprise 403,743 42,638 - 320
Ventura Teen Center Services Authority Recreation and Park - 204,298 -
Ventura Triunfo County Sanitation District (Ventura) Waste Disposal Enterprise 9,669,902 26,272 -
Ventura Triunfo County Sanitation District (Ventura) Water Enterprise 6,592,267 153,881 -
Ventura United Water Conservation District Flood Control and Water Conservation - 14,691,843 197,963
Ventura United Water Conservation District Recreation and Park -- 109,068 -
Ventura United Water Conservation District Water Enterprise 8,105,955 1,502,683 -
Ventura Ventura County Air Pollution Control Air Pollution Control - 11,336,081 8,033,315
Ventura Ventura County Fast Action School Transit (VCFASST) Governmental Services - 114,876 114,724
Ventura Ventura County Regional Energy Alliance (VCREA) Governmental Services - 221,994 -
Ventura Ventura County Resource Conservation Resource Conservation - 654,147 636,162
Ventura Ventura County Schools Business Services Governmental Services - 1,021,705 -
Ventura Ventura County Schools Self-Funding Authority Self Insurance - 24,367,649 -
Ventura Ventura County Transportation Commission Transit Enterprise 9,117,919 - 6,843,264
Ventura Ventura Port District Harbor and Port Enterprise 7,144,257 3,021,873 - 1,949,287
Ventura Ventura Region Sanitation District Waste Disposal Enterprise 20,033,901 473,154 -
Ventura Ventura River County Water District Water Enterprise 2,088,552 35,136 - 272

county of ventura

Grand Jury
800 South Victoria Avenue
Ventura, CA 93009
(805) 477-1600
Fax: (805) 658-4523

grandjury.countyofventura.org

October 9, 2018

Mike Hollebrand
Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023-2211

Subject: Required Response to 2017-2018 Final Report

Dear Mr. Hollebrand;

Our records indicate that we have not received a response from your District to our report entitled "Independent Special Districts" dated April 26, 2018. California Penal Code Section 933.05 requires responses and provides guidance to governing boards and officials.

A cover letter to your Special District was sent on or about April 23, 2018 regarding this response requirement, indicating that your Special District must respond within 90 days of receipt of that letter. Your response is now officially past due. I am also enclosing the Grand Jury Response Form for your convenience.

Please contact Dr. Ira Schoenwald immediately to discuss this matter and arrange for an immediate response as required.

Sincerely,



Ira Schoenwald, Chair
Counties and Special Districts Committee
Ira.Schoenwald@Ventura.org



Kathleen Diamond, Foreperson
2018-2019 Ventura County Grand Jury
kathleen.diamond@ventura.org

Response to Grand Jury Report Form

Report Title: Independent Special Districts

Report Date: April 26, 2018

Response by: Mike Hollebrands Title: General Manager

FINDINGS / CONCLUSIONS

- I (we) agree with the findings / conclusions numbered: _____
- I (we) disagree wholly or partially with the Findings / Conclusions numbered:
See Attached Letter 002-003-004
(Attach a statement specifying any portions of the Findings / Conclusions that are disputed; include an explanation of the reasons.)

RECOMMENDATIONS

- Recommendations numbered 002-003-004 have been implemented.
(Attach a summary describing the implemented actions and date completed.)
- Recommendations number _____ have not yet been implemented, but will be implemented in the future.
(Attach a time frame for the implementation.)
- Recommendations numbered _____ require further analysis.
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.

Date: 10-15-18

Signed: 

Number of pages attached: _____



10/15/2018

To: County of Ventura/Grand Jury
800 S. Victoria Ave
Ventura, Ca 93009

From: Meiners Oaks Water District
202 W. El Roblar
Ojai, Ca 93023

Subject: Independent Special Districts/Response

Meiners Oaks Water District is required to respond to the following:

CO-2;

Attached to this response is Resolution 21908-1 titled "Establishing Reserve Fund Policies." This resolution has been available to the public since its approval in a regularly scheduled Board Meeting (February 2011). The document is also available for viewing by the public on our website at www.meinersoakswater.org.

CO-3; Resolution 21908-1 stipulates that District reserves shall not fall below \$600,000. The resolution also states that the Board shall make every effort to contribute to the Capital Improvement Fund beginning 2011.

RO-4; Meiners Oaks Water District has had a website for some time now listing all of the key components under RO-4, including maps, links to transparent California and LAFCO;

- a) Name, location, contact information, and services provided
- b) Governance structure of the district, including election information and the process for constituents to run for board positions
- c) Compensation details including staff salaries, pensions, and benefits, or a link to this information on the State Controller's website
- d) Annual revenues and the sources of such revenues, including fees, property taxes and other assessments, bond debt, expenditures, and reserve amounts
- e) Reserve fund policy

- f) Geographic area served
- g) Most recent Municipal Service Review, and the most recent annual financial report provided to the State Controller or a link to this information on the State Controller's website
- h) Link to LAFCO

Sincerely,

Meiners Oaks Water District

**Resolution by the Meiners Oaks County Water District
Board of Directors Establishing
Reserve Fund Policies**

February 19, 2008
Resolution No. (21908-1)

Whereas, the Meiners Oaks County Water District operates a potable water production and distribution system under the authority of the California Water Code and by permit of the California Department of Health Services and;

Whereas, the District's surplus revenues from operations are reserved for the planned repair and replacement of the District's infrastructure, emergency repairs, capital improvements, and a resource to meet the on-going financial responsibilities of the District regardless of seasonal variations in cash flow from operating revenues, and;

Whereas, the Board of Directors finds that an Operations Reserve Fund equal to one-sixth (1/6) of the annual operating expense budget is required to provide funds to assure that routine financial obligations of the District can be met without incurring late charges or other penalties as a result of variations in cash flow from receivables, and;

Whereas, the Board of Directors finds that a Capital Replacement Fund must be maintained by the District to fund on-going replacement of the District's aging infrastructure and that contributions to this fund must be made annually based upon a scheduled depreciation of the District's facilities, and;

Whereas, the Board of Directors received and accepted a Facilities Replacement Report in February 2007 provided by the District's Consulting Civil Engineer and the report the annual depreciation values of the District's major facilities along with a 30 year replacement schedule, and;

Whereas, the Board of Directors finds that the facilities replacement plan can be funded over many years and contributions to the fund can be increased incrementally to reduce the impact to the cost of service to the District's customers, and;

Whereas, the Board of Directors also finds that funding capital replacement is critical to maintaining service to the District's customers and;

Whereas, the Board of Directors finds that from time to time funds are also needed to make capital improvements to the infrastructure as new requirements are imposed by regulatory agencies and as new technology offers the means to reduce operating costs, and;

Reserves Resolution Policy
February 19, 2008

Whereas, the Board of Directors finds that in addition to reserving funds for capital replacement a minimum level of funds must be available for emergencies to assure timely repair of damaged facilities and to avoid unnecessary accrual of debt, and;

Whereas; the Board of Directors finds that in the event of an emergency all reserves shall be available to make necessary repairs and meet all on-going financial obligations and that a total minimum reserve level shall be maintained by the District at all times, and;

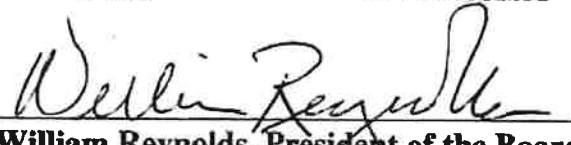
Whereas, all reserves are subject to ordinary inflation and must be adjusted annually, and;

Now, Therefore Be It Resolved by the Board of Directors of the Meiners Oaks County Water District on February 19, 2008, that for the purposes of financial planning, the District shall allocate surplus revenues annually to the following reserve funds and maintain those funds at the following minimum levels over the course of the next five years:

Reserve Funds	Current	2008-09	2009-10	2010-11	2011-12	2012-13
Operating	\$ 130,000	\$ 135,720	\$ 141,692	\$ 147,926	\$ 154,435	\$ 161,230
Annual Increase	4.40%	4.40%	4.40%	4.40%	4.40%	4.40%
Capital						
Replacement and Improvement	\$ 1,160,000	\$ 864,280	\$ 718,308	\$ 452,074	\$ 645,565	\$ 838,770
Annual Contribution to Reserve					\$ 200,000	\$ 200,000
Emergency	\$ 1,290,000	\$ 1,000,000	\$ 860,000	\$ 600,000	\$ 800,000	\$ 1,000,000
(Emergency is the Total of All Reserves)						

It Is Further Resolved that the Board of Directors shall make every effort to prevent the Emergency Reserve from falling below \$600,000 and the Board shall make every effort to begin regular contributions to the Capital Replacement and Improvement Reserve beginning in 2011.

PASSED, APPROVED AND ADOPTED THIS 19TH DAY OF FEBRUARY 2008.


William Reynolds, President of the Board

ATTEST:

Sherrie Russell, Secretary