

Regular Meeting
May 21, 2019
6:00 p.m.



1

NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS

May 21, 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 April 16, 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 April 16, 2019 to May 15, 2019 in the amount of:

Payables – \$ 58,059.67

Payroll – \$ 32,176.11

Total – \$ 90,235.78

5. Board Discussion and/or Action

- a) Draft 2019-20 Fiscal Year Budget**
- b) Comments to Board on the Draft employee manual**
- c) Approval of Draft Prop 218 Notice**
- d) Approval of further G.M. executive coaching in the amount**

6. General Manager's Report

- **District O& M Report**
- **Updated Board Committees**

7. Board Committee Reports

- **GSA Report**
- **Executive Committee Report**
- **Budget/Rate Committee Report**
- **Allocation Program committee report**
- **New meters and expansion committee**

8. Old Business

- **State Water**
- **Ojai, Ventura Water Partnership – May 3, 2019**
- **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 Minutes
April 16, 2019,

Meiners Oaks Water District
202 West El Roblar Drive
Ojai, CA 93023-2211
Phone 646-2114

MINUTES

The meeting was called to order at 6:00 pm.

1. Roll Call

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

Present were: Board President Mike Etchart, Board Directors, James Kentosh (Via Phone), Mike Krumpschmidt, Diana Engle. Staff Present: General Manager, Mike Hollebrands as Board Secretary, and Attorney, Lindsay Nielson and were present. Director Harrold absent

Absent: None

2. Approval of the minutes: Approval of March 19, Regular Meeting:

Mr. Kentosh made the motion to approve the March 19, 2019, Regular Meeting Minutes. Mr. Krumpschmidt seconded the motion.

Director Engle has requested clarification to Item 9.

Kentosh/Krumpschmidt
All Ayes
M/S/C

3. Public Comments: Ms. Von Gunten - was present.

4. Financial Matters

- Approval of Payroll and Payables from March 16, to April 15, 2019, in the amount of \$ 138,019.17

Director Krumpschmidt made the motion to approve the payables. Mr. Kentosh seconded the motion.

Director Engle is pleased with the changes done to the table "Fiscal year at a glance." Add footnote for the contingency money.

Director Krumpschmidt asked why the membership and dues are over budget. G.M. explained that it could be various increases for each agency. It was also asked why wells 1 and 2 were over budget. The G.M. explained that there are two-line items for that project within the budget and that they were probably miscoded.

Krumpschmidt/Kentosh
All Ayes
M/S/C

5. Board Discussion/Actions

a) Discussion and Approval of will serve to for 211 N. La Luna:

Director Kentosh gave some background information to the board about Mr. Cornejo's property and how the will serve letter is crafted. The BOD also wanted to make it clear that there is no intent to set a new policy/precedent in this case. The district's attorney also stated that an additional signature line should be added for the recipient of the letter.

Motion: Director Kentosh made the motion to approve Mr. Cornejo's will serve letter as written for his second dwelling based on the information stated in the letter and the interim policy. Second, Director Krumpschmidt

Kentosh/Krumpschmidt
All Ayes
M/S/C

b) Discussion and Approval of interim draft Policy for New Meter and Expansion of Service Policy:

This item was taken first as it directly relates to Item A. Director Kentosh went on to describe the draft policy and how it relates to the safe yield of Lake Casitas. Director Krumpschmidt went on to describe the districts approach to will serve letters and how they pertain lot splits and water use. Director Engle proposes that prior to the release of any will serve letter; the property owner must produce a certificate of compliance from the County of Ventura ensuring that the lot is legal.

c) Discussion and Approval of the draft Comprehensive Employee Manual:

There was much discussion about the manual with further amendments needed to be brought back to the following meeting for further discussion.

- d) Discussion of how to apportion the upcoming GSA pumping fees MOWD customers into the future:

Director Engle briefly explained the framework of the pumping fees for the next five years through the GSA and that it's going to be a flat fee based on historical average pumping from years 2013-17. Director Engle goes on to explain that future years will be based on actual usage and should be appropriately distributed to our customers. Director Engle offered that for the first four or five years the flat fee would be divided evenly throughout our customer base. Director Krumpschmidt offered that it should be based on meter size, so the fee is proportionate to use.

- e) Discussion of 3-year budget comparison:

There was much discussion of the proposed and previous budget numbers. No decision was made by the Board; only suggested a direction to the G.M.

- f) Discussion/Approval of District loan to UVRGSA in an amount not to exceed \$ 45,000 to help benefit extraction fees:

Director Engle explained the background, the need for a loan, and the positive effects the loan would have on the private pumpers and lastly, how the District would get reimbursed. Director Kentosh made the motion to borrow a not to exceed the amount of \$45,000 from reserves to help moderate the cost to the GSA and add to the contract that MOWD is guaranteed to be returned by the year 2023-24, seconded by Director Engle.

Kentosh/Engle

All Ayes

M/S/C

- g) The property at 260 E. El Roblar/Cozy Dell Property:

The G.M. provided information about a 3.5-acre lot on El Roblar that is for sale and asked to have the Cozy Dell property appraised. The G.M. went on to explain that the 3.5 - acre site could be used for a few beneficial items, such as; a new office location, warehouse site, which would provide a central location for staff, and a possible shallow well site. The BOD felt that that the property could be too big and that other beneficial uses might already be planned there. The BOD's felt that having the Cozy Dell property appraised was a good idea as well as the current office property, and look at the old car wash property as a possibility for purchase. Director Engle made a motion to authorize the G.M. to have the Cozy Dell, and office property appraised and report back to the BOD's. seconded by Director Krumpschmidt

Engle/Krumpschmidt
All Ayes
M/S/C

h) Highway leak #2/Discussion of relocating the water line altogether:

The G.M. explained that there is another leak on Hwy 33 adjacent Meiners Rd and the need to have it located to the north. The G.M. further explained that the condition of the steel main is fragile and a complete relocation is the best option for the District.

Director Engle made a motion to authorize the G.M. to proceed with relocating the engineering work to replace the water line. Director Kentosh seconded

Engle/Kentosh
All Ayes
M/S/C

i) 125 Alvarado will serve request:

Director Kentosh requested that the owner supply the district with a written request for the will serve to articulate their water needs when fees were last paid, square footage of the old house, when it was demolished, and proposed square footage and estimated water needs.

6. General Manager's Report

The G.M. briefed the BOD's on the status of the district's well production, particularly well 4. The G.M. informed the Board that well 4 production numbers and specific capacity were lower than they should be and that the G.M. was working with Jordan Kear to remedy the problem as economically as possible through a chemical treatment. However, if that did not work the well have to be pulled out, and more aggressive tactics would have to be applied.

The G.M. let the BOD know that wells 1 and 2 were close to coming online; additionally, the G.M. contacted the State about reporting extractions from well 7 and that, that process will start this year.

Also, the sampling mandated by the Regional Water Quality Control Board at the tank farm has been completed.

7. Board Committee Reports

GSA – Director Engle had nothing further to add.

New meter and expansion of service policy – This committee will be meeting this upcoming Friday to discuss this policy further.

8. Old Business

No old business was discussed

9. Board of Director Reports/Comments

10. Closed Session: The Board of Director's held a closed session; after a briefing from the present attorney no action was taken by the BOD's, closed session adjourned at 10:57 pm.

There being no further business to conduct at this time, Mr. Etchart adjourned the meeting at 11:00 p.m.

President

Secretary

Fiscal Year AT-A-Glance
2018-19

CIP	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	To Date	Budgeted	% of Budgeted
Budgeted	\$15,593.35	\$54,641.74	\$76,592.27	\$4,345.11	\$50,258.22	\$65,881.92	\$8,254.89	\$5,818.69	\$36,922.77	\$6,609.50			\$324,918.46	\$705,000.00	46.09%
Unbudgeted	\$142,621.10	\$156,626.46	\$135,420.60	\$125,905.73	\$124,226.95	\$115,174.35	\$102,005.89	\$119,806.13	\$105,242.79	\$67,060.90			\$1,194,090.90	\$1,251,100.00	95.44%
Income	\$0.00	\$42,368.36	\$0.00	\$64,813.36	\$72,313.36	\$19,550.00	\$23,820.25	\$0.00	\$6,863.91	\$0.00			\$229,729.24	\$100,000.00	229.73%
	\$126,090.80	\$143,418.24	\$151,236.03	\$162,053.25	\$162,514.78	\$232,280.70	\$121,790.38	\$111,735.77	\$97,150.25	\$167,252.67			\$1,475,522.87	\$1,542,268.00	95.67%

Note: Unbudgeted amount of \$100,000 is listed as appropriation for contingency money

2018-19	Budgeted	Capital Improvement Schedule		
	Capital Rpl.	Capital Impr.	Spent To Date	% CMPLT
Upgrade 2" Blow offs to 6" hydrants	\$0.00	\$45,000.00	\$0.00	0
Treatment Plant EDR 35% design	\$80,000.00	\$0.00	\$13,204.00	16.51%
Replace 18 Valves District Wide	\$0.00	\$80,000.00	\$78,186.77	97.73%
Cold water well pilot hole	\$0.00	\$0.00	\$0.00	0.00%
Well 4 completion	\$150,000.00	\$0.00	\$85,869.09	57.25%
Zone 1 MCC and Pumps (Oil Field)	\$0.00	\$7,818.37	\$7,818.37	100.00%
Wells 1 and 2 Rehab. and S.S. Liners	\$185,098.00	\$0.00	\$143,295.87	77.42%
Total	\$415,098.00	\$132,818.37	\$328,374.10	

Report of Income as of 4/30/2019

Income	Month of April	Year To Date	Budget Approp	Approp Bal 07/31/18
Interest	1,648.31	22,726.52	10,000.00	(12,726.52)
Taxes	66,566.49	158,745.67	150,000.00	(8,745.67)
Pumping Charges	256.54	2,827.18	3,300.00	472.82
Fire Protection	70.36	1,234.11	1,500.00	265.89
Meter & Inst. Fees		--	--	--
Water Sales	29,425.41	524,126.06	471,744.00	(52,382.06)
Casitas Water Sales/Stby	557.84	93,768.41	4,000.00	(89,768.41)
MWAC Charges	57,742.75	539,572.54	721,424.00	181,851.46
MCC Chg.	7,028.27	64,636.90	80,000.00	15,363.10
Misc. Income	95.66	2,341.46	20,000.00	17,658.54
Late & Delinquent Chgs.	3,105.29	18,847.70	20,000.00	1,152.30
Conservation Penalty		100.00	300.00	200.00
Capital Improvement		--	--	--
Drought Surcharge	755.75	46,596.32	60,000.00	13,403.68
		--	--	--
		--	--	--
		--	--	--
TOTAL INCOME	167,252.67	1,475,522.87	1,542,268.00	66,745.13

Meiners Oaks Water District

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

Expenditures	Month of April	Year To Date	Budget Approp	Approp Bal 04/30/19	Current May	Approp Bal To Date
Salary	33,555.24	358,124.17	448,000.00	89,875.83	-	89,875.83
Payroll Taxes	2,660.50	30,218.40	37,500.00	7,281.60	-	7,281.60
Retirement Contributions	3,340.24	36,672.88	38,000.00	1,327.12	-	1,327.12
Group Insurance	6,347.01	55,209.68	70,000.00	14,790.32	-	14,790.32
Company Uniforms	-	312.53	1,500.00	1,187.47	-	1,187.47
Phone Office	716.92	6,348.65	9,000.00	2,651.35	-	2,651.35
Janitorial Service	341.36	3,754.96	4,500.00	745.04	-	745.04
Refuse Disposal	266.59	3,528.78	3,100.00	(428.78)	-	(428.78)
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	944.34	17,381.93	20,000.00	2,618.07	-	2,618.07
Truck Maintenance	-	3,694.34	3,000.00	(694.34)	-	(694.34)
Office Equip. Maintenance	-	3,141.81	7,500.00	4,358.19	532.20	3,825.99
Cell Phones	561.66	2,810.00	4,000.00	1,190.00	-	1,190.00
System Maintenance	336.94	57,030.13	55,000.00	(2,030.13)	-	(2,030.13)
Safety Equipment	-	401.56	3,000.00	2,598.44	115.00	2,483.44
Laboratory Services	2,556.00	19,616.00	8,000.00	(11,616.00)	196.00	(11,812.00)
Membership and Dues	-	7,857.00	7,500.00	(357.00)	500.00	(857.00)
Printing and Binding	-	186.66	1,500.00	1,313.34	-	1,313.34
Office Supplies	186.98	4,067.04	5,000.00	932.96	-	932.96
Postage and Express	783.65	8,967.23	13,500.00	4,532.77	-	4,532.77
B.O.D. Fees	1,050.00	11,200.00	13,500.00	2,300.00	-	2,300.00
Engineering & Technical Services	-	13,020.89	35,000.00	21,979.11	2,216.85	19,762.26
Computer Services	586.40	13,777.50	15,000.00	1,222.50	3,620.31	(2,397.81)
Other Prof. & Regulatory Fees	2,518.09	18,388.63	25,000.00	6,611.37	6,074.75	536.62
Public and Legal Notices	-	-	1,500.00	1,500.00	-	1,500.00
Attorney Fees	5,430.00	49,999.51	40,000.00	(9,999.51)	-	(9,999.51)
GSA Fees	-	50,000.00	50,000.00	-	-	-
VR/SBC/City of VTA Law Suit	260.00	25,136.69	25,000.00	(136.69)	-	(136.69)
State Water	-	-	25,000.00	25,000.00	-	25,000.00
Audit Fees	-	14,700.00	20,000.00	5,300.00	-	5,300.00
Small Tools	49.63	769.26	2,000.00	1,230.74	802.24	428.50
Election Supplies	-	518.77	2,500.00	1,981.23	-	1,981.23
Water Purchase	-	281,331.36	75,000.00	(206,331.36)	-	(206,331.36)
CMWD Standby Charges	1,323.54	12,495.34	15,000.00	2,504.66	-	2,504.66
Treatment Plant	1,396.89	7,340.02	20,000.00	12,659.98	2,663.63	9,996.35
Fuel	618.78	8,232.21	11,000.00	2,767.79	-	2,767.79
Travel Exp./Seminars	198.00	653.00	2,000.00	1,347.00	-	1,347.00
Utilities	157.83	1,995.28	3,500.00	1,504.72	100.17	1,404.55
Power and Pumping	874.31	18,563.94	80,000.00	61,436.06	6,255.42	55,180.64
Meters	-	7,472.93	8,000.00	527.07	-	527.07
Total Expenditures	67,060.90	1,192,090.90	1,251,100.00	59,009.10	23,076.57	35,932.53
	-	-	-	-	-	-
Water Distribution System	-	-	-	-	-	-
Wells 4&7	1,631.00	85,869.09	150,000.00	64,130.91	-	64,130.91
Well 1&2 Rehab	-	130,499.00	100,000.00	(30,499.00)	-	(30,499.00)
18 Valve Replacements	-	42,686.77	80,000.00	37,313.23	-	37,313.23
	-	-	-	-	-	-
Structures and Improvements	-	-	-	-	-	-
Generator Z-2	-	-	75,000.00	75,000.00	-	75,000.00
Treatment Plant EDR/CEQA	-	13,204.00	80,000.00	66,796.00	-	66,796.00
Zone 1 Booster/MCC Upgrade	-	3,203.92	40,000.00	36,796.08	-	36,796.08
Well 1,2 VFD Upgrade	4,978.50	12,796.87	75,000.00	62,203.13	3,533.00	58,670.13
Furniture and Fixtures	-	-	-	-	-	-
General Managers Desk	-	-	2,000.00	2,000.00	-	2,000.00
Office Machines	-	-	-	-	-	-
New Computer GM	-	1,959.83	2,500.00	540.17	-	540.17
New Laptop GM	-	979.98	1,000.00	20.02	-	20.02
Field Equipment	-	-	-	-	-	-
	-	-	-	-	-	-
Appropriations for Contingencies	-	158,246.16	100,000.00	(58,246.16)	-	(58,246.16)
Total Capital Expenditures	6,609.50	449,445.62	705,500.00	256,054.38	3,533.00	252,521.38
GRAND TOTAL	73,670.40	1,641,536.52	1,956,600.00	315,063.48	26,609.57	288,453.91



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 04/16/2019 - 05/15/2019

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Bank-AP Bank							
AQUA-F SI1344599	Aqua-Flo Supply Invoice	04/04/2019	05/14/2019 Brass Bushing, Threaded Brass St. 90 Ell	Regular	0.00 0.00	10.44 10.44	8632
AWAVC 20112013	Association of Water Agencies Invoice	04/25/2019	04/26/2019 2019 Operator Tech, Workshop	Regular	0.00 0.00	190.00 190.00	8612
AT&T 01840419	AT&T Invoice	04/13/2019	04/26/2019 Office Phones	Regular	0.00 0.00	163.25 163.25	8613
AT&T 08330419	AT&T Invoice	04/19/2019	05/14/2019 Office Phones	Regular	0.00 0.00	553.67 553.67	8633
AUTOSU 460638	Automotive Supply - Ojai Invoice	04/10/2019	05/14/2019 V-Belt for Lawn Mower	Regular	0.00 0.00	24.66 24.66	8634
DRAGANCHUK 187898	Boyd & Associates Invoice	05/01/2019	05/14/2019 Alarm System	Regular	0.00 0.00	89.85 89.85	8635
CALPERS INV0001151	California Public Employees' Retirement Invoice	04/15/2019	04/30/2019 Health	Bank Draft	0.00 0.00	2,076.24 2,076.24	DFT0000657
CALPERS INV0001162	California Public Employees' Retirement Invoice	04/30/2019	04/30/2019 Health	Bank Draft	0.00 0.00	2,411.09 2,411.09	DFT0000666
CALPERS 042619	California Public Employees' Retirement Invoice	04/15/2019	04/26/2019 Health	Bank Draft	0.00 0.00	1,815.77 1,815.77	DFT0000674
CAL-STATE 126486	Cal-State Invoice	04/27/2019	05/14/2019 Portable Toilet	Regular	0.00 0.00	101.36 101.36	8636
CMWD 261150419 262000419 300650419	Casitas Municipal Water District Invoice Invoice Invoice	04/30/2019 04/30/2019 04/30/2019	05/14/2019 Fairview Standby Hartmann Allocation Tico & La Luna Standby	Regular	0.00 0.00 0.00	1,323.54 594.38 134.78 594.38	8637
CLEANCO 1104	Cleancoast Janitorial Invoice	04/24/2019	04/26/2019 April Janitorial	Regular	0.00 0.00	240.00 240.00	8614
VCRMA IN0188397	County of Ventura, RMA Invoice	04/30/2019	05/14/2019 Cross Connection Contract	Regular	0.00 0.00	263.44 263.44	8638
DATAP DP1901423	Dataprose LLC Invoice	04/30/2019	05/14/2019 Bulk Billing & Postage	Regular	0.00 0.00	783.65 783.65	8639
DOCUPRO 181473	DocuProducts Corporation Invoice	05/01/2019	05/14/2019 Copier Maintenance	Regular	0.00 0.00	442.35 442.35	8640
EJHAR 281300419 994260419	E. J. Harrison Rolloffs, Inc. Invoice Invoice	04/12/2019 04/12/2019	04/26/2019 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	266.59 51.60 214.99	8615
FAMCON S100002642.003 S100003018.001 S100003056.001	Famcon Pipe and Supply, Inc Invoice Invoice Credit Memo	05/03/2019 05/07/2019 05/08/2019	05/14/2019 Pipe Support, Saddle, Reducer, etc. Meter Lid Lifter Parts Return	Regular	0.00 0.00 0.00	802.24 1,062.85 32.18 -292.79	8641

Check Report

Date Range: 04/16/2019 - 05/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FGLENV	FGL Environmental	04/26/2019	Regular	0.00	2,301.00	8616
901596A	Invoice	04/11/2019	Samples	0.00	1,045.00	
902991A	Invoice	04/11/2019	Samples	0.00	1,045.00	
904347A	Invoice	04/10/2019	Samples	0.00	85.00	
904348A	Invoice	04/18/2019	Samples	0.00	30.00	
904350A	Invoice	04/10/2019	Samples	0.00	66.00	
904351A	Invoice	04/18/2019	Samples	0.00	30.00	
FGLENV	FGL Environmental	05/14/2019	Regular	0.00	366.00	8642
900894A	Invoice	05/08/2019	Samples	0.00	196.00	
904666A	Invoice	04/24/2019	Samples	0.00	85.00	
905057A	Invoice	04/24/2019	Samples	0.00	85.00	
FIRMAS	FireMaster	05/14/2019	Regular	0.00	115.00	8643
0000651333	Invoice	05/03/2019	Servicing Fire Extinguishers	0.00	115.00	
GUARDIAN	Guardian	04/26/2019	Regular	0.00	339.64	8610
INV0001152	Invoice	04/15/2019	Dental	0.00	169.82	
INV0001163	Invoice	04/30/2019	Dental	0.00	169.82	
GUARDIAN	Guardian	04/26/2019	Regular	0.00	232.91	8617
7690460419	Invoice	04/16/2019	Dental	0.00	232.91	
HACHCO	Hach Company	04/26/2019	Regular	0.00	1,396.89	8618
11415236	Invoice	04/08/2019	Chlorine & Colorimeter	0.00	1,288.80	
11418725	Invoice	04/10/2019	DPD Refill Vial	0.00	108.09	
HPWP&C	Hathaway, Perrett, Webster, Powers	04/26/2019	Regular	0.00	3,150.00	8619
104159	Invoice	04/01/2019	Attorney Fees	0.00	3,150.00	
HLTHNE	Health Net Life Insurance Company	04/26/2019	Regular	0.00	27.60	8620
61790419	Invoice	04/09/2019	Life Insurance	0.00	27.60	
HSBS	HealthSmart Benefit Solutions, Inc.	04/26/2019	Regular	0.00	78.52	8611
INV0001154	Invoice	04/15/2019	HSBS	0.00	39.27	
INV0001165	Invoice	04/30/2019	HSBS	0.00	39.25	
HSBS	HealthSmart Benefit Solutions, Inc.	04/26/2019	Regular	0.00	44.40	8621
IN39351000041	Invoice	04/15/2019	Vision	0.00	44.40	
JCI	JCI Jones Chemical, Inc.	05/14/2019	Regular	0.00	2,663.63	8644
788146	Invoice	05/03/2019	Chlorine	0.00	2,663.63	
JUSTIN	Justin Martinez	04/30/2019	Regular	0.00	859.68	8631
3day	Invoice	04/30/2019	3 day April 2019	0.00	859.68	
NEILSON	Law Offices of Lindsay F. Nielson	04/26/2019	Regular	0.00	2,540.00	8622
34880419	Invoice	04/15/2019	Attorney Fees	0.00	2,280.00	
36600419	Invoice	04/15/2019	Attorney Fees	0.00	260.00	
MOHARD	Meiners Oaks Hardware	05/14/2019	Regular	0.00	364.70	8645
870678	Invoice	04/01/2019	Reflector Tape, Safety Spray, Post Hole Dig	0.00	50.58	
870679	Invoice	04/01/2019	Concrete Mix	0.00	57.79	
872689	Invoice	04/10/2019	Cord Mower	0.00	2.78	
872847	Invoice	04/11/2019	Paintbrush, Duct Tape, Ear Plug, etc.	0.00	38.56	
873276	Invoice	04/15/2019	Liquid Chlorine	0.00	203.51	
873585	Invoice	04/17/2019	Clamp	0.00	3.19	
873753	Invoice	04/18/2019	Bucket	0.00	8.29	
HOLL-1	Mike Hollebrands	05/14/2019	Regular	0.00	8.00	8646
002268	Invoice	04/22/2019	Parking	0.00	8.00	
MITEC	MiTec Solutions LLC	04/26/2019	Regular	0.00	10.00	8623
53863	Invoice	04/15/2019	Splashtop User Account	0.00	10.00	

Check Report

Date Range: 04/16/2019 - 05/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
MITEC	MiTec Solutions LLC	05/14/2019	Regular	0.00	3,957.81	8647
1051995	Invoice	04/22/2019	Remote Labor	0.00	37.50	
1052046	Invoice	04/26/2019	Email Backups	0.00	60.00	
1052055	Invoice	04/29/2019	Monthly Maintenance	0.00	240.00	
1052086	Invoice	05/01/2019	Server Upgrade/Coordination w/Tyler	0.00	2,801.41	
1052097	Invoice	05/01/2019	Remote Labor	0.00	75.00	
1052183	Invoice	05/08/2019	Service Bench Labor	0.00	160.00	
1052187	Invoice	05/08/2019	Set Up Server	0.00	270.00	
1052188	Invoice	05/09/2019	Service Bench Labor	0.00	75.00	
54048	Invoice	05/01/2019	Exchange/Web Hosting	0.00	189.90	
54104	Invoice	05/01/2019	Off-Site Backup	0.00	49.00	
OILELE	Oilfield Electric Company, Inc.	05/14/2019	Regular	0.00	730.39	8648
2027621	Invoice	04/01/2019	Starters at Well #7	0.00	730.39	
PERS	Public Employees' Retirement System	04/30/2019	Bank Draft	0.00	400.00	DFT0000656
INV0001150	Invoice	04/15/2019	457 Withholdings	0.00	400.00	
PERS	Public Employees' Retirement System	04/30/2019	Bank Draft	0.00	1,997.33	DFT0000658
INV0001153	Invoice	04/15/2019	PERS	0.00	1,997.33	
PERS	Public Employees' Retirement System	04/30/2019	Bank Draft	0.00	400.00	DFT0000665
INV0001161	Invoice	04/30/2019	457 Withholdings	0.00	400.00	
PERS	Public Employees' Retirement System	04/30/2019	Bank Draft	0.00	1,871.52	DFT0000667
INV0001164	Invoice	04/30/2019	PERS	0.00	1,871.52	
PERS	Public Employees' Retirement System	05/10/2019	Bank Draft	0.00	24.33	DFT0000675
10000001565544	Invoice	05/01/2019	Unfunded Accrued Liability	0.00	24.33	
PERS	Public Employees' Retirement System	05/10/2019	Bank Draft	0.00	1,297.04	DFT0000676
10000001565543	Invoice	05/01/2019	Unfunded Accrued Liability	0.00	1,297.04	
SCE	Southern California Edison Co.	05/14/2019	Regular	0.00	6,355.59	8649
OFFELE0519	Invoice	05/14/2019	Office Electricity	0.00	100.17	
TNKFRM0519	Invoice	05/14/2019	Tank Farm	0.00	16.82	
WELL1-0519	Invoice	05/14/2019	Well 1	0.00	52.99	
WELL2-0519	Invoice	05/14/2019	Well 2	0.00	46.51	
WELL80519	Invoice	05/14/2019	Well 8	0.00	159.44	
WELLS4&70519	Invoice	05/14/2019	Wells 4 & 7	0.00	5,592.06	
Z-20519	Invoice	05/14/2019	Zone 2	0.00	57.48	
Z-2FIRO519	Invoice	05/14/2019	Zone 2 Fire	0.00	65.40	
Z-2PWRO519	Invoice	05/14/2019	Zone 2 Power	0.00	252.81	
Z-3FIRO519	Invoice	05/14/2019	Zone 3 Fire	0.00	11.91	
SCGAS	Southern California Gas Co.	05/14/2019	Regular	0.00	4.20	8650
0148	Invoice	04/30/2019	Office Heat	0.00	4.20	
SWRCB	State Water Resources Board	04/26/2019	Regular	0.00	50.00	8624
G5608532013	Invoice	04/25/2019	Annual Groundwater Extraction 2013	0.00	50.00	
SHARP	Steven Sharp	04/26/2019	Regular	0.00	1,303.56	8625
20112013	Invoice	04/25/2019	De Minimis Time	0.00	1,303.56	
SHARP	Steven Sharp	05/14/2019	Regular	0.00	230.04	8651
20112013-2	Invoice	05/13/2019	Full Balance of De Minimus Pay	0.00	230.04	
EDLINGER	Susan Edlinger, M. Ed	05/14/2019	Regular	0.00	4,000.00	8652
013	Invoice	05/02/2019	Executive Coaching	0.00	4,000.00	
UAOFSC	Underground Service Alert of So.Ca.	05/14/2019	Regular	0.00	44.71	8653
18dsbfee2151	Invoice	05/01/2019	CA State Fee Digalert	0.00	9.96	
420190439	Invoice	05/01/2019	Digalert	0.00	34.75	

Check Report

Date Range: 04/16/2019 - 05/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
USBANK	US Bank Corporate Pmt. System	05/14/2019	Regular	0.00	387.70	8654
AMAZON041919	Invoice	04/19/2019	Prime Membership	0.00	13.93	
ANGELA040119	Invoice	04/01/2019	Flower Delivery for Summer	0.00	102.13	
LAXS032919	Invoice	04/01/2019	LA Times	0.00	7.96	
LAXS041219	Invoice	04/12/2019	LA Times	0.00	7.93	
LAXS041819	Invoice	04/18/2019	LA Times	0.00	15.96	
PRIME042219	Invoice	04/22/2019	Prime Membership	0.00	13.93	
TGO41819	Invoice	04/18/2019	Dechlorination Tablets	0.00	200.72	
VONS042219	Invoice	04/22/2019	Paper Towels, Water	0.00	25.14	
VRWC	Ventura River Watershed Council	05/14/2019	Regular	0.00	500.00	8655
20192020	Invoice	05/06/2019	Ventura River Watershed Coordinator Pos	0.00	500.00	
VERIZON	Verizon Wireless	05/14/2019	Regular	0.00	280.71	8656
9829012374	Invoice	04/26/2019	Cell Phones	0.00	280.71	
WREA	Water Resource Engineering Associates	05/14/2019	Regular	0.00	5,749.85	8657
3259-3	Invoice	05/01/2019	Pump Issues	0.00	3,533.00	
3295-1	Invoice	05/01/2019	Hwy 33 Pipeline Repair	0.00	2,216.85	
WRIGHT EXP	WEX Bank	04/26/2019	Regular	0.00	618.78	8626
58789776	Invoice	04/15/2019	Fuel	0.00	618.78	
KING	William A. King	05/14/2019	Regular	0.00	1,800.00	8658
050819	Invoice	05/08/2019	Property Appraisal	0.00	1,800.00	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	94	45	0.00	45,766.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	12,293.32
EFT's	0	0	0.00	0.00
	103	54	0.00	58,059.67

\$ 32,176.11

Draft

2019-20 Annual Budget For

Meiners Oaks Water District

Presented

07/17/2019



MEINERS OAKS WATER DISTRICT

July 17, 2019

Draft Budget for Fiscal Year 2019-2020

Budget Summary

The proposed budget for Fiscal Year 2019-20 is briefly summarized in Table 1, which shows total expenses and revenues for the year, and the effects on MOWD reserves. Due to the cost of other needed capital improvements, our reserves will start at \$1,734,037.19 million and fall to \$ 1,481,150.21 by the end of the year. Because of the shortfall in sales due to the drought, and conservation efforts of our customers most of the big projects have been suspended in prior years until the District's revenues stabilize. However, some of those projects can no longer wait, so that will require us to use some of our reserves to accomplish those tasks. It is projected that our reserves are still appropriate in this drought to support well enhancements and other system upgrades as well as needed system maintenance.

Rates

Rates for 2019-2020 will not change. However, our Prop 218 hearing 2019-23 will address a needed increase of 8.0% in the year 2021 and 4% for each of the subsequent two years. The district will move forward and adjust the water rates as prescribed. However, with proposed changes to our Allocation and Rate Program (ARP) changes to your monthly bill should be expected by late 2019.

Projected Expenses

The itemized expenditures for FY 2019-20 are shown in Table 2 by category. The adopted budget amounts for the previous three fiscal years are shown in the table for comparison. The operating expenses by category are similar to the prior three years, but capital expenses differ each year because of the different projects undertaken and are not shown in detail for the prior years. Some highlights of projected expenses are;

- 1) The Upper Ventura River Groundwater Sustainability Agency (UVRGSA) will continue to require funding for another 4 years.
- 2) Our long-term maintenance backlog continues yet it's not as extreme as years past. We plan to continue the scheduled maintenance projects in 2019-20 to maintain the solvency and integrity of the District.
- 3) Due to unanticipated major repair costs to replace three of our four district wells and the preparation (engineering) of a new replacement treatment plant.

- 4) Nitrate removal options for unusable district-owned wells that would enhance or expand our current water portfolio

Projected Revenues

Projected revenues of \$1,871,213.02 for 2019-20 are based on current allocations according to the Drought Contingency Plan in addition to reductions in water sales enhanced by the Casitas MWD in Stage 3, explained in Table 3. Since a rate increase of 4% was in effect the prior year, and unprecedented conservation efforts by our customers, this approach may underestimate the amount of revenue to be received. Nevertheless, we have asked our customers to continue conserving water; this may reduce our revenues below prior years.

Other New Expenses

The budget includes continued expenses for the (a) UVRGSA Groundwater Sustainability Plan (GSP) required by the State, (b) for a lawsuit by Santa Barbara Channel Keepers (SBCK) and the City of San Buena Ventura, and (c) for the expansion of the Districts water portfolio.

Future Water Rates

The District's water rates will change as shown in Table 4. The Water Availability Charge (MWAC) will not increase, nor will the charge per unit of water. The Meter Capacity Charge (MCC) will be unaffected as well for the fiscal year 2019-20. Subsequent years will change per Table 4.

The District has a Board-adopted, comprehensive 5-year capital improvement plan ahead as summarized in Table 5. This year our area has received 35" of rainfall as measured at Matilija Canyon which is about 10" above average for the area. It's important to understand and remember that the next rainy season could be very dry and the possibility of purchasing expensive water from Lake Casitas could happen. More importantly, the difference our customers have made conserving our precious resource has been profound. Continued work on conservation and needed District improvements require that we stay vigilant with our rates and keep up with inflation and rising costs over the next 5-years. It is also worthy to note that our Drought Contingency Plan will be updated, and we are currently working on an Allocation and Rate Plan (ARP) that could result in a more generous allocation for some, seasonal allowances and bulk amounts for the end-user, discretion of use for namely Commercial and Agriculture users. Please check our website or call the office for any questions you might have.

Prepared by Mike Hollebrands
General Manager, Meiners Oaks Water District

Table 1**Draft Budget Summary for Fiscal Year 2019 – 2020**

Total Operating expenditures	\$ 1,512,100.00
Capital Outlay	\$ 637,000.00
Total Capital and Operating	\$ 2,149,100.00
Projected Revenues	\$ 1,871,213.02
Shortfall to be absorbed by reserves	<277,886.98>
<hr/>	
Reserves beginning	\$ 1,734,037.19
Reserves ending	\$ 1,456,150.21

Meiners Oaks Water District
Adopted/Proposed Budgeted Expenses for FY 2018-2019

3 PRIOR YEARS

Budgeted Expenses	Adopted Budget for FY 2016-17	Adopted Budget for FY 2017-18	Adopted Budget for FY 2018-19	YTD FY 2018-19	Proposed Budget for FY 2019-20	% increase
Operating Expenses						
Salary	\$ 410,000.00	\$ 382,000.00	\$448,000.00	\$ 285,781.41	\$500,000.00	10.40%
Payroll Taxes		\$ 30,000.00	\$37,500.00	\$ 24,470.50	\$45,000.00	16.67%
Retirement Contributions	\$ 35,000.00	\$ 30,000.00	\$38,000.00	\$ 29,723.72	\$42,000.00	9.52%
Group Insurance	\$ 70,000.00	\$ 70,000.00	\$70,000.00	\$ 42,983.98	\$78,000.00	10.26%
Company Uniforms	\$ 1,500.00	\$ 1,500.00	\$1,500.00	\$ 312.53	\$2,000.00	25.00%
Phone Office	\$ 7,600.00	\$ 7,600.00	\$9,000.00	\$ 4,916.70	\$9,000.00	0.00%
Janitorial Service	\$ 5,200.00	\$ 5,500.00	\$4,500.00	\$ 2,910.88	\$4,500.00	0.00%
Refuse Disposal	\$ 2,500.00	\$ 2,700.00	\$3,100.00	\$ 2,995.60	\$3,100.00	0.00%
Liability Insurance	\$ 22,500.00	\$ 25,000.00	\$25,000.00	\$ 25,003.90	\$27,000.00	7.41%
Workers Compensation	\$ 17,500.00	\$ 17,500.00	\$12,000.00	\$ 12,167.92	\$18,000.00	33.33%
Wells	\$ 20,000.00	\$ 25,000.00	\$15,000.00	\$ 16,437.59	\$10,000.00	-50.00%
Truck Maintenance	\$ 4,000.00	\$ 4,000.00	\$3,000.00	\$ 3,694.34	\$3,000.00	0.00%
Office Equip. Maintenance	\$ 5,000.00	\$ 7,500.00	\$6,500.00	\$ 3,141.81	\$6,000.00	-8.33%
Cell Phones	\$ 4,500.00	\$ 4,500.00	\$4,000.00	\$ 2,248.34	\$4,000.00	0.00%
System Maintenance	\$ 60,000.00	\$ 55,000.00	\$55,000.00	\$ 55,938.53	\$75,000.00	26.67%
Safety Equipment	\$ 3,500.00	\$ 3,500.00	\$3,000.00	\$ 401.56	\$3,000.00	0.00%
Laboratory Services	\$ 8,000.00	\$ 8,000.00	\$9,000.00	\$ 16,167.00	\$12,000.00	25.00%
Membership and Dues	\$ 7,000.00	\$ 7,500.00	\$8,000.00	\$ 7,857.00	\$8,000.00	0.00%
Printing and Binding	\$ 1,000.00	\$ 1,000.00	\$1,500.00	\$ 124.03	\$500.00	-200.00%
Office Supplies	\$ 6,000.00	\$ 6,000.00	\$5,000.00	\$ 3,617.98	\$5,000.00	0.00%
Postage and Express	\$ 13,500.00	\$ 13,500.00	\$13,000.00	\$ 8,158.72	\$13,000.00	0.00%
B.O.D. Fees	\$ 15,000.00	\$ 13,000.00	\$13,500.00	\$ 8,650.00	\$15,000.00	10.00%
Engineering & Technical Services	\$ 35,000.00	\$ 35,000.00	\$35,000.00	\$ 11,550.89	\$50,000.00	30.00%
Computer Services	\$ 12,000.00	\$ 15,000.00	\$15,000.00	\$ 5,980.87	\$15,000.00	0.00%
Other Prof. & Regulatory Fees	\$ 17,500.00	\$ 15,000.00	\$25,000.00	\$ 15,735.73	\$45,000.00	44.44%
Public and Legal Notices	\$ 1,500.00	\$ 1,000.00	\$1,000.00		\$2,000.00	50.00%
Attorney Fees	\$ 15,000.00	\$ 15,000.00	\$50,000.00	\$ 37,503.30	\$90,000.00	44.44%
GSA Fees	\$ 25,000.00	\$ 40,000.00	\$50,000.00	\$ 50,000.00	\$50,000.00	0.00%
VR/SBC/City of Ventura Law suit	\$ 40,000.00	\$ 15,000.00	\$25,000.00	\$ 24,099.69	\$100,000.00	75.00%
State Water		\$ 25,000.00	\$25,000.00	\$ -	\$35,000.00	28.57%
Audit Fees	\$ 12,000.00	\$ 18,000.00	\$20,000.00	\$ 8,700.00	\$22,000.00	9.09%
Small Tools	\$ 3,000.00	\$ 3,000.00	\$1,000.00	\$ 715.74	\$2,500.00	60.00%
Election Supplies	\$ 3,000.00	\$ -	\$2,500.00	\$ 518.77	\$0.00	#DIV/0!
Water Purchase	\$ 250,000.00	\$ 75,000.00	\$75,000.00	\$ 261,649.72	\$75,000.00	0.00%
Casitas Standby Charges		\$ 10,000.00	\$15,000.00	\$ 9,253.88	\$17,000.00	11.76%
Treatment Plant	\$ 10,000.00	\$ 10,000.00	\$20,000.00	\$ 5,660.54	\$20,000.00	0.00%
Fuel	\$ 12,000.00	\$ 12,000.00	\$11,000.00	\$ 6,889.00	\$10,000.00	-10.00%
Travel Exp./Seminars	\$ 2,000.00	\$ 2,000.00	\$2,000.00	\$ 405.00	\$2,000.00	0.00%
Meters	\$ 10,000.00	\$ 10,000.00	\$6,000.00	\$ 7,472.93	\$10,000.00	40.00%
Utilities	\$ 3,500.00	\$ 3,500.00	\$3,500.00	\$ 1,653.41	\$3,500.00	0.00%
Power and Pumping	\$ 80,000.00	\$ 110,000.00	\$80,000.00	\$ 14,293.70	\$80,000.00	0.00%
Subtotal Oper. Expenditures	\$ 1,250,800.00	\$ 1,134,800.00	\$1,247,100.00	\$ 1,019,787.21	\$1,512,100.00	17.53%
Capital Expenses						
Water Distribution System	\$ 250,000.00	\$ -	\$0.00			
Automating Fairview Conn. Design	\$ -		\$150,000.00		\$20,000.00	
Well 8 nitrate removal/Blending	\$ -		\$100,000.00		\$25,000.00	
4 Valve Replacements/Deadends	\$ -		\$80,000.00		\$50,000.00	
Relocate 6 inch main for Z-2					\$100,000.00	
EI Sol to Lomita Tie-In					\$50,000.00	
Nitrate removal/Blending well 8/R1/R2			\$0.00		\$25,000.00	
Structures and Improvements	\$ -					
Generator Z-2		\$ 75,500.00	\$75,000.00		\$75,000.00	
T.P. Final Design / Permitting/PH - 2		\$ 25,000.00	\$80,000.00		\$150,000.00	
		\$ 30,000.00	\$40,000.00		\$0.00	
			\$75,000.00		\$0.00	
Furniture and Fixtures						
New Desk for G.M.		\$ 1,500.00	\$2,000.00		\$2,000.00	
Office Machines		\$ 4,500.00	\$0.00			
			\$2,500.00		\$0.00	
Field Equipment	\$ 3,500.00	\$ 1,500.00	\$1,000.00		\$0.00	
T.P. Computer/Programming	\$ -	\$ -			\$15,000.00	
Misc.	\$ 80,000.00	\$ 100,000.00	\$0.00		\$0.00	
Appropriations for Contingencies			\$100,000.00		\$100,000.00	
Subtotal Capital Expenses	\$ 333,500.00	\$ 238,000.00	\$705,500.00		\$612,000.00	-15.28%
GRAND TOTAL	\$ 1,584,300.00	\$ 1,372,800.00	\$ 1,952,600.00		\$ 2,124,100.00	8.07%

Don't let the YTD dec

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

Expenditures	Month of July	Year To Date	Budget Approp 7/1/2019	Approp. balance 07/01/19	Current July	Approp Bal To Date
Salary	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	\$ -	\$ 500,000.00
Payroll Taxes	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00
Retirement Contributions	\$ -	\$ -	\$ 42,000.00	\$ 42,000.00	\$ -	\$ 42,000.00
Group Insurance	\$ -	\$ -	\$ 78,000.00	\$ 78,000.00	\$ -	\$ 78,000.00
Company Uniforms	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Phone Office	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	\$ 9,000.00
Janitorial Service	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00
Refuse Disposal	\$ -	\$ -	\$ 3,100.00	\$ 3,100.00	\$ -	\$ 3,100.00
Liability Insurance	\$ -	\$ -	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00
Workers Compensation	\$ -	\$ -	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00
Well Maint.	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Truck Maintenance	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Office Equip. Maintenance	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
Cell Phones	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
System Maintenance	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
Safety Equipment	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Laboratory Services	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00
Membership and Dues	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
Printing and Binding	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Office Supplies	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Postage and Express	\$ -	\$ -	\$ 13,000.00	\$ 13,000.00	\$ -	\$ 13,000.00
B.O.D. Fees	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Engineering & Technical Services	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Computer Services	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Other Prof. & Regulatory Fees	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00
Public and Legal Notices	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Attorney Fees	\$ -	\$ -	\$ 90,000.00	\$ 90,000.00	\$ -	\$ 90,000.00
GSA Fees	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
VR/SBC/City of VTA Law Suit	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
State Water	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	\$ -	\$ 35,000.00
Audit Fees	\$ -	\$ -	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 22,000.00
Small Tools	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
Election Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Purchase	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
Casitas Standby Charges	\$ -	\$ -	\$ 17,000.00	\$ 17,000.00	\$ -	\$ 17,000.00
Treatment Plant operations	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
Fuel	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Travel Exp./Seminars	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Meters	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Utilities	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
Power and Pumping	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00	\$ -	\$ 80,000.00
Total Expenditures	\$ -	\$ -	\$ 1,512,100.00	\$ 1,512,100.00	\$ -	\$ 1,512,100.00
Water Distribution System						
Automating Fairview Conn. Design	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
Well 8 nitrate removal/blending	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
4 Valve replacements / Deadends	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Relocate 6 inch main for Z-2	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
EI Sol to Lomita Tie-in	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
R1 and 2 well conditions report	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
Structures and Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Generator Z-2	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
T.P. Final Eng./Permitting/PH-2	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00
Well 4 development work	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture and Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Managers desk	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Field Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T.P. computer/Programming	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriations for Contingencies		\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
Total Assets	\$ -	\$ -	\$ 637,000.00	\$ 637,000.00	\$ -	\$ 637,000.00
GRAND TOTAL	\$ -	\$ -	\$ 2,149,100.00	\$ 2,149,100.00	\$ -	\$ 2,149,100.00

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 =
Variable =

15039
9218

Average HCF 3 yr sold

Units Ac/Ft
291087 180474 Fixed
110613 Variable

Water Sales

Total Fixed Units	15039
\$ per unit Fixed	\$2.34
Monthly Fixed	\$35,192.42
Annually	\$422,309.02
Variable Units	9218
\$ per unit variable	\$4.68
Monthly Variable	\$43,139.09
Annually	\$517,669.12
Total Combined	\$939,978.14

MWAC

Billable MWAC 1864

Proposed MWAC \$35.91

Monthly	\$66,936.24
Annually	\$803,234.88

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 .85 = \$ 38.25

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

Estimated \$80,000.00

GSA Fees

If based on dwellings

Number of dwellings 0

Fee amount per year \$48,000.00

Cost per dwelling/Mo. #DIV/0!

Total Assumed Annual Income \$1,871,213.02

Total Annual Expenditures \$1,512,100.00

Total Capital Costs 2019-20 \$ 637,000.00

Amount needed from reserves \$277,886.98

Total Annual Budget \$2,149,100.00

Percent of Fixed vs variable -53%

Total Fixed Income \$883,234.88

Total Variable Income \$939,978.14

Difference between Income and Expenditures

Reserve starting amount \$1,734,037.19

Reserves ending \$1,456,150.21

Changes to MOWD Rate Schedule

Meter Capacity Charge

Meter Size	Current FY 2018-19	Proposed			
		FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
5/8"	None	None	None	None	None
3/4"	None	None	None	None	None
1"	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
1.5"	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00
2"	\$104.00	\$104.00	\$104.00	\$104.00	\$104.00
3"	\$256.00	\$256.00	\$256.00	\$256.00	\$256.00
4"	\$776.00	\$776.00	\$776.00	\$776.00	\$776.00
6"	\$1,576.00	\$1,576.00	\$1,576.00	\$1,576.00	\$1,576.00

Charge per Unit of water (1 Unit = 748 gallons)

All	\$2.34	\$2.34	\$2.52	\$2.62	\$2.72
------------	--------	--------	--------	--------	--------

Water Availability Charge

All	\$35.91	\$35.91	\$38.78	\$40.33	\$41.94
------------	---------	---------	---------	---------	---------

Note: The MWAC and MCC as fixed charges are designed to support a percentage of the infrastructure instrumental to conveying water to our customers.

Draft Capital Projects thru 2024 Table 5

2019-20

Relocate 6" main for Z-2
 T.P. Final EDR/Permitting/Start Const.
 El Sol to Lomita Tie-In
 Replace 4 valves District Wide
 Well 8 Nitrate removal Blending/Removal
 Stand-by Generator
 R1 and R2 Conditions report
 T.P. Computer
 Engineering work to automate Fairview Conn.
 Complete well 4 development

2020-21

Phase II T.P. PH 2 Construction
 Replace 4 valves District Wide
 Drill deep Well/Completion
 EDR Fairview connection/Automation

2021-22

Meiners RD Tank EDR
 Phase III T.P. construction Completion
 Replace 4 valves District Wide

2022-23

El Roblar main extension Ph. 1

Replace 4 valves District Wide

2023-24

El Roblar main extension Ph. 2
 Replace 4 valves District Wide

Totals

Capital Replacement	Capital Improvement	Annual Totals
\$ 100,000	\$ -	\$ 100,000
\$ 150,000	\$ -	\$ 150,000
\$ -	\$ 50,000	\$ 50,000
	\$ 50,000	\$ 50,000
	\$ 25,000	\$ 25,000
	\$ 75,000	\$ 75,000
	\$ 25,000	\$ 25,000
\$ 15,000		\$ 15,000
	\$ 20,000	\$ 20,000
	\$ 25,000	\$ 25,000
\$ -		\$ 535,000
	\$ 250,000	
	\$ 52,500	
\$ 300,000	\$ -	
\$ -	\$ 20,000	\$ 622,500
\$ 50,000		
	\$ 250,000	
\$ -	\$ 55,000	\$ 355,000
\$ 250,000	\$ 57,750	\$ 307,750
\$ 250,000	\$ -	
\$ 1,115,000	\$ 1,015,750	\$ 2,130,750



Meiners Oaks Water District

DRAFT Comprehensive Employee Manual

THE MISSION OF MEINERS OAKS WATER DISTRICT AND ITS STAFF IS
TO PRODUCE AND DELIVER A RELIABLE AND SUSTAINABLE SUPPLY OF
WATER TO MEET THE NEEDS OF THE RESIDENTS AND PROPERTIES
AND THE COMMUNITY WITHIN ITS BOUNDARIES

DRAFT

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MEINERS OAKS WATER DISTRICT

RESOLUTION NO. 05212019

A Resolution of the Board of Directors of
Meiners Oaks Water District

Approving the Employee Manual 2019 as a Fair Representation
of the Current Policies, Procedures, Types of Compensation and
General Conditions of Employment at the District

WHEREAS, the Meiners Oaks Water District employees carry out the business of supplying water services to the Meiners Oaks Water District service area; and,

WHEREAS, the Meiners Oaks Water District offers both compensation in the form of wages and benefits for the services provided by Meiners Oaks Water District employees; and,

WHEREAS, the Meiners Oaks Water District has established personnel policies and procedures for the administration of employee compensation and the general conditions of employment with Meiners Oaks Water District; and,

WHEREAS, the Meiners Oaks Water District, from time to time, amends the type, and level of employee benefits offered as part of that compensation; and,

WHEREAS, the Meiners Oaks Water District, from time to time, amends the personnel policies and procedures in effect within the District; and,

WHEREAS, the Meiners Oaks Water District recruits and hires new employees from time to time; and,

WHEREAS, the Board of Directors has developed an Employee Handbook for the purpose of communicating Meiners Oaks Water District's current personnel benefits, policies, and procedures to both those employed by Meiners Oaks Water District, and to those who may consider employment with Meiners Oaks Water District;

NOW, THEREFORE, BE IT RESOLVED by the Meiners Oaks Water District Board of Directors that the Employee Handbook 2019 is a fair representation of the current policies, procedures, types of compensation, and general conditions of employment by the Meiners Oaks Water District and approves it for use in representing same to the current and new employees of the District; and

BE IT FURTHER RESOLVED that the Board of Directors may amend the Employee Handbook, from time to time, to reflect new or revised Meiners Oaks Water District personnel policies, procedures and types, and levels of compensation.

ADOPTED, SIGNED AND APPROVED this 21st day of May, 2019.

Mike Etchart, President
Board of Directors
Meiners Oaks Water District

ATTEST:

Summer Ward, Secretary, Board of Directors
Meiners Oaks Water District

WELCOME

Welcome to the Meiners Oaks Water District (hereinafter referred to as "MOWD" or as "District"), The mission of Meiners Oaks Water District and its staff is to produce and deliver a reliable and sustainable supply of water to meet the needs of the residents and properties and the community within its boundaries. You are now a member of a very special team of people. The employees of MOWD have created a very dynamic work environment where individual expertise and innovation are both utilized and rewarded, and personal growth is encouraged. Here you will see your ideas welcomed and given proper consideration. At MOWD we believe in personal responsibility and accountability. All employees are expected to perform their duties with minimal supervision. Contained in these pages are the policies governing employee conduct, regulating the use of District resources, and enumerating employee privileges and benefits.

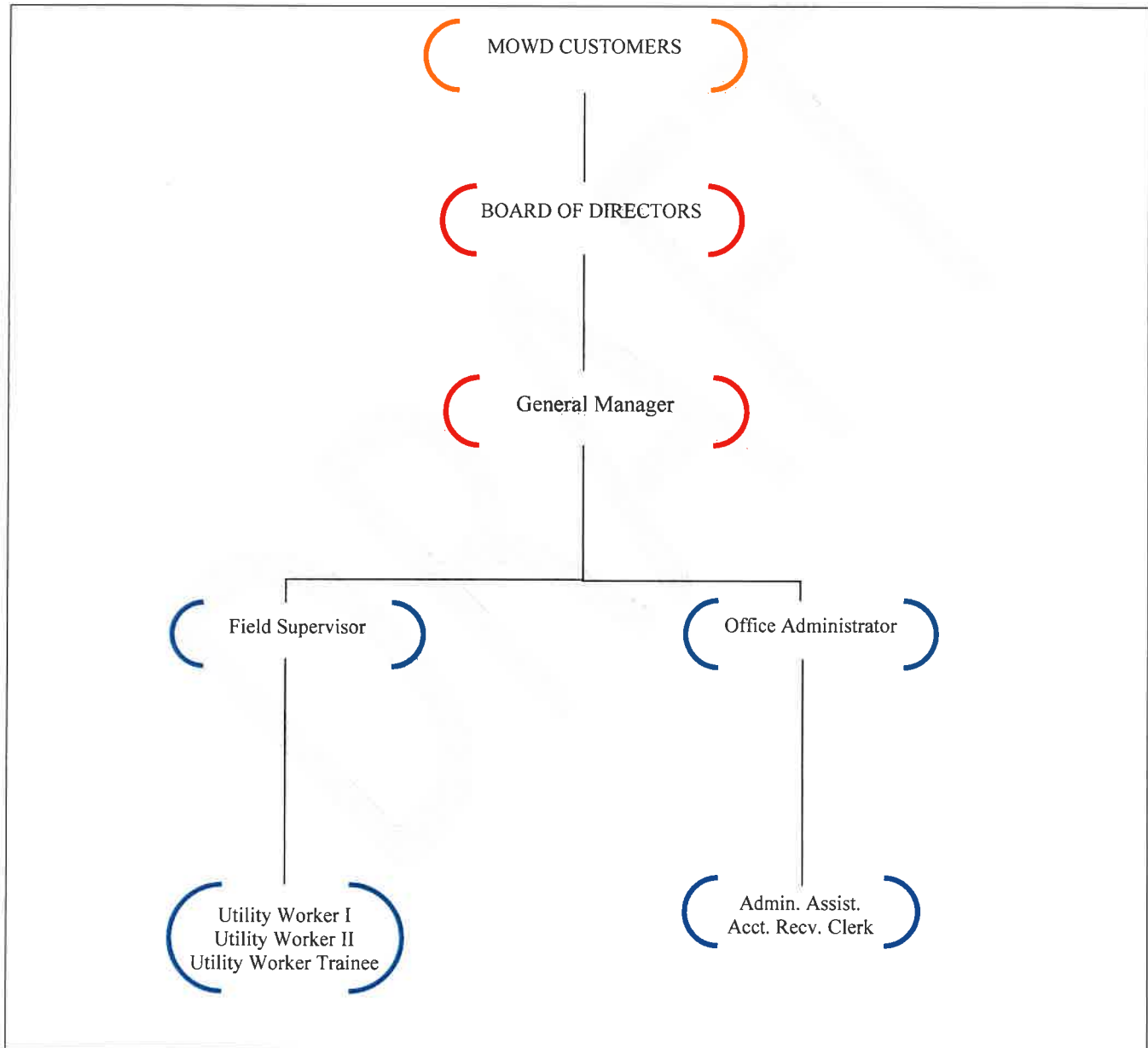
You will find that our policies regarding employee conduct follow the rules of common sense. These policies must, however, be written down and reviewed by all. Since it would be impossible to foresee every different situation and circumstance, it is assumed that the employee will defer to the rules of common sense or ask a superior when in doubt.

The most useful function of this manual will be as a reference to you, the employee when you have a question as to your rights and benefits. Contained herein are the policies regulating benefits such as vacation time, holidays, and benefits.

Finally, this manual will list policies that govern the use of District resources such as telephones, computers, and vehicles.

Please keep a copy of this manual handy for your reference and once again. Welcome!

Management flow chart



INTRODUCTION TO EMPLOYMENT

This Handbook exclusively sets forth the MOWD's employment policies and procedures. None of these policies or procedures can be amended or altered in any way by oral statements or conduct, but can only be altered by the written amendment by the Board of Directors.

The contents of this Handbook are presented as a matter of information only and are not intended to create any contractual rights between the employee and MOWD. The contents do not describe the conditions of employment. None of the benefits or policies in this Handbook entitles the employee to be or remain employed by MOWD for any specific duration. Either the employee or MOWD may terminate this relationship at any time, for any reason, with or without cause or notice. MOWD specifically reserves the right to amend this Handbook at any time.

It is the responsibility of each employee to read and understand this Handbook. If any part of this Handbook is not clear, please ask for clarification.

This Handbook supersedes all previous Handbooks and supplements to previous Handbooks distributed by MOWD and takes precedence over all memoranda and all oral descriptions of the terms and conditions of employment.

Employment Policy –At-Will Employment

My signature below is confirmation that I have received a copy of the Meiners Oaks Water District's Personnel Policies and Procedures. I understand that these policies and procedures are not exhaustive and are intended to supplement other personnel policies that govern rules of conduct and performance in the workplace. I also acknowledge and understand that this personnel policy is a guide, and not a contract of employment. I further understand and agree that it is my responsibility to read and familiarize myself with these policies and procedures and to contact my supervisor in the event that I have questions or need clarification regarding this information. I understand that not following District policies and procedures may result in disciplinary action up to and including termination. I also acknowledge that the District reserves the right to revise and update these policies and procedures at any time. I understand that these personnel policies are not intended to be a contract of employment or a legal document.

I also agree that my employment with the District is voluntary and at-will and is subject to termination by me, or the District at-will as described in California Labor Code Section 2922, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of District employees or to create an agreement to terminate me only for "good cause."

I agree and understand that the at-will nature of my employment may not be modified by any officer or employee of the District except by an agreement in writing signed by the General Manager and Board President, and shall not be modified by any publication or document.

Employee's Signature

Date

Employee - Print Name

Meiners Oaks Water District
Personnel Policy and Procedures

All members of the staff are subject to dismissal after 1) a verbal warning 2) a written reprimand (for the same offense)

MOWD reserves the right to deviate from the previously stated process to implement the at-will employment relationship.

MOWD also acknowledges that situations may exist that would dictate quicker resolve by the General Manager (immediate termination) to instances such as violence in the workplace or threats to public health and safety.

No one, other than the Board of Directors of MOWD, can enter into an agreement or make representations contrary to this policy. Further, any such agreement must be in writing and signed by the Board of Directors. MOWD's policy of at-will employment may be changed only in writing, approved by the Board of Directors. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment which are within the sole discretion of the District include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation or expansion of operations; sale, relocation, merger or consolidation of operations; determinations concerning the use of equipment, methods or facilities; or any other terms and conditions that the District may determine to be necessary for the safe, efficient and economic operation of the business.

In deciding to work for MOWD, or to continue working for MOWD, the employee must understand and accept these terms of employment.

Equal Employment Opportunity

MOWD believes that an objective evaluation of each person's qualifications and performance is basic to a workplace that calls forth the best in each of us for the good of MOWD. Such a situation exists only under equal opportunity personnel policies. It is the policy of MOWD to provide equal employment opportunity on the basis of merit, qualifications, potential and competency to all persons without regard to race, religion, color, natural origin, ancestry, sex, age, marital status, physical handicap, except where physical fitness is a valid occupational qualification, or special disabled veteran in accordance with applicable federal laws.

This policy applies to all personnel actions, including, but not limited to hiring, evaluation, promotion, compensation, benefits, training, and return from layoff or termination.

Improper interference with the ability of MOWD employees to perform their expected job duties is not tolerated. Violation of this policy or the making of derogatory statements regarding any individual's race, religion, color, creed, sex, ancestry or national origin by any employee of MOWD shall be grounds for immediate discipline up to and including termination.

Requirements for Employment

Before anyone can be hired by MOWD, the candidate must meet the following requirements:

- a. Must have a valid social security number.
- b. Must complete a W-4 form.
- c. Must have completed and signed an employment application.
- d. Must assure that the candidate is in a physical condition appropriate to perform the job for which he/she applies.
- e. Must have appropriate documentation establishing the right to work in the United States in compliance with Federal and State law.
- f. Must be willing to submit to a pre-employment physical, including drug and alcohol testing. Must be willing to submit to a physical while employed, including drug and alcohol testing, as deemed necessary by the General Manager.

- g. Must agree that the candidate, if hired, has an "at-will" relationship with MOWD as described in California Labor Code, Section 2922 and that either the candidate or MOWD may terminate the relationship for any reason, at any time, with or without cause or notice.
- h. Must have a valid California Driver's License and an acceptable driving record with 2 points or less.

Employee Classifications

- a. Full-Time Employee Definition: A full-time employee is defined under the Affordable Care Act as anyone who works at least 30 hours a week or at least 130 hours in a month.
- b. Hourly/Non-Exempt Employees: Exempt Employees have minimum wage rights under Federal and State laws, over-time rights, meal break rights, and rest break rights:
 - 1) Overtime pay must be approved by the General Manager in advance of being worked. Non-hourly/Non-exempt employees who continue to make a practice of working unauthorized overtime will be subject to discipline up to and including termination.
 - 2) The General Manager will attempt to schedule work hours in a fair and consistent manner; however, there may be peak periods when employees are required to work overtime and/or unusual hours. Hourly/Non-exempt employees will be paid overtime premiums in accordance with applicable State and Federal regulations.
 - 3) Employee hours shall be based on the customer's needs and the needs of MOWD. This may entail the routine adjustments of workdays, starting time and quitting time.
 - 4) The on-call schedule will run from Friday @ 5 p.m. through the following Friday @ 8 a.m. The person who is on call shall retain the company vehicle at all times and stay within ½ hr response time to the District. Additionally, on a day that the person has worked their normal 8-hour shift, the person who is on call shall receive 1-hour min. paid at 1 ½ times their normal rate of pay for call outs between the hours of 5 p.m. and 7 a.m. Also, 1 ½ times the normal rate at one-hour min. will be paid for any call outs on Saturdays, Sundays or Holidays.

Any time worked for a consecutive 12 hours shall be compensated at double the hourly rate of pay. No more than 24 consecutive hours will be worked without an 8-hour break.

- 5) Public employees are considered disaster service workers and therefore are subject to extended work hours during such declared emergencies.
- 6) Company vehicles are to be used for District purposes only. Family members, friends, acquaintances, or pets are not permitted in District vehicles.

- c. Exempt Employees: Exempt employees are those on salary and are also subject to other aspects of compensation including health and retirement benefits, other insurances, use of District vehicles, travel and other allowances including time/funds for courses and conferences. Exempt employees are expected to work those hours necessary to complete their duties and responsibilities.
- d. Part-Time Employees: Employees who are assigned a variable work schedule that may extend up to thirty (30) hours per week. Part-time employees are ineligible for District sponsored benefits but are eligible for Social Security and PERS benefits after working 125 days or 1000 hours on the District's payroll.
- e. Temporary Employees: Employees who hold jobs intended to be of limited duration developed from special projects, abnormal workloads or emergencies. Temporary employees are ineligible for District sponsored benefits but are eligible for Social Security and PERS benefits after working 125 days or 1000 hours on the District's payroll.
- f. Probationary Period: A trial period during which an employee is required to demonstrate his/her ability to competently perform all the essential duties, functions and responsibilities of the employee's position. Generally, this period will not exceed six months. However, the General Manager may extend the probationary period.

PAYROLL ADMINISTRATION

Time Sheets

All Employees are required to keep an accurate record of the time worked on the forms provided by MOWD. The use of time sheets assures proper cost accounting. The employees must submit a signed timesheet 2 working days prior to the 15th of each month, and before to the last day of each month, or as requested. The time sheet should be completed in a neat and orderly manner (so that all entries are easily read) and submitted at the request of the District Secretary. Timesheets are to be pre-approved by the General Manager.

Paydays

The employees are paid on the 15th of each month or on the Friday before, if the 15th falls on a

weekend or holiday; and the last working day of each month. Paychecks are distributed by 5 p.m. on the date paid.

Payroll Deductions

State and Federal laws require MOWD to make proper deductions on the employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed.

Required deductions include Federal Income Tax, FICA contribution, Medicare contribution, State Income Tax, PERS, and any valid court ordered withholding order.

Changing Employee Information

The employee is to advise MOWD as soon as possible of any changes to the employee's information such as name, address, telephone number, marital status, tax withholding information, or emergency contact information.

Retirement Benefits

MOWD is a member of the California Public Employees Retirement System (CalPERS). MOWD pays the appropriate contractual percentage to PERS as part of full-time and part-time employees' regular salaries. Accumulated sick leave may be applied to an employee's retirement calculation. (See page 14, section J (a))

Medicare

Required Medicare deductions will be made to all employee paychecks.

EMPLOYEE BENEFITS

Introduction

MOWD has developed a broad, comprehensive set of employee benefit programs to supplement the employee's regular wages. MOWD is continually investigating opportunities to improve benefits to employees.

These employee benefit programs consist of two categories: insured and uninsured. Insured benefits are those that MOWD pays for through an outside source. Examples of these benefits are Medical, Dental and Life Insurance.

Examples of uninsured benefits are annual sick leave and holiday pay. These are benefits that are paid for directly by MOWD and are available to you with conditions and specifications summarized in the following pages.

These benefits on average represent a significant percentage of an employee's total compensation.

Group Insurance Plan

MOWD provides group major medical, dental and life insurance at no cost to the employee only. The benefits for eligible family members may also be available to the employee. The candidate will receive further information, brochures and enrollment forms during orientation.

The employee may have premiums deducted for coverage for:

- Spouse
- Unmarried children up to the 26th birthday including children placed in the home for adoption
- Unmarried children through the age of 26th who qualify as dependents of the employee or eligible spouse who are full-time students or who are considered legally handicapped, subject to carrier approval. (Affordable Care Act 2011 and our insurance carrier)
- Children eligible for coverage as a result of a valid qualified medical child support order.

The following is a brief description of the plans available and is not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided. The specific plans and carriers may change from time to time.

Medical

- a. Persons Eligible:
Regular full-time employees and their eligible family members
- b. Waiting Period:
The first day of full-time employment
- c. Employee Contribution:
For eligible family members
- d. Employer Contribution:
The total cost of the employee's benefit
- e. Benefits Provided:
See information booklet provided at the time of employment or during employment orientation
- f. Where to File Claims:
Claim forms for insurance may be obtained from your physician
- g. Family Members/Dependents:
MOWD pays 75% of all eligible family members/dependents premium
- h. OPT-OUT Benefit:
MOWD employees that opt to obtain health care coverage through their Spouse's or Registered Domestic Partner's (RDP's) workplace, instead of using the health coverage that MOWD offers, will be eligible for reimbursement following the conditions below:
 - 1. Employees for MOWD who regularly work 75% time or more are eligible to receive reimbursement for their *and* their family's coverage, provided the individuals are covered by the spouse or RDP's workplace health insurance plan. Part-time employees for MOWD who regularly work 50 to 74% time may only receive reimbursement for their own coverage. Reimbursement is only for the amount of health care premiums deducted from the spouse or RDP's paycheck, and is capped by the amount that MOWD's health insurance plan would have cost MOWD for either the MOWD employee and his/her family (for employees that work 75%-time or more) or for just the MOWD employee (if 50%-74% time employee). Reimbursement is not provided for portions of premiums that are paid for by the spouse or RDP's employer.
 - 2. In order to receive reimbursement, the employee must provide proof of coverage under the spouse or RDP's employer's plan and proof of the dollar amount of paycheck deductions. If the paycheck deduction is for a whole family, but the MOWD employee works only 50-74% time, the reimbursement will be prorated to cover only the portion of the paycheck deduction that applies to the MOWD employee. Paycheck deductions by the spouse's or RDP's employer are only reimbursable for dependents defined as eligible for coverage by MOWD. Verification of coverage and paycheck

deductions will be required each year when health insurance enrollment takes place.

3. The reimbursement as requested by the MOWD employee shall be a part of employees payroll and considered taxable. (Need labor attorney interpretation of possible taxable nature of cash benefit option. See note on form)

Dental

- a. Persons Eligible:
Same as for medical above
- b. Waiting Period:
Same as for medical above
- c. Employee Contribution:
Same as for medical above
- d. Employer Contribution:
Same as for medical above
- e. Benefits Provided:
See information booklet provided at the time of employment or during your employment orientation
- f. Where to File Claims:
All participating dentist's offices have claim forms and will file directly with the provider. A list of participating dentists is available at the District office

Vision Insurance

- i. Persons Eligible:
Regular full-time employees and their eligible family members
- j. Waiting Period:
Same as for medical above
- k. Employee Contribution:
The total cost of the employee's benefit
- l. Employer Contribution:
None
- m. Benefits Provided:
See information booklet provided at the time of employment or during employee orientation

- n. Where to File Claims:
Claim forms for insurance may be obtained from your physician

Life insurance

- a. Persons Eligible:
Regular full-time employees
- b. Waiting Period:
Same as for medical above
- c. Employer Contribution:
The total cost of employee's benefit
- d. Benefits Provided:
\$15,000 term life policy, plus \$15,000 accidental death benefit
- e. Where to File Claims:
Surviving family members should contact the District office

Sick Leave

- a. Purpose. To allow District employees paid time away from work when the employee is sick or injured.
- b. Time. Each employee is entitled to 1.25 days (10 hours) of paid leave due to being sick or injured, for each full month of employment. If the employee does not utilize the full amount of sick leave allowed, the unused time not taken is accumulated so long as the employee remains employed by MOWD.
- c. The definition of sick includes illness in the immediate family. Definition of "immediate family member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle). Sections 55, 59, 95 and 98.8, Labor Code.
Reference: Section 2066(d), Labor Code.
- d. If the employee is absent from duty due to injury caused by accident, or illness contracted in the performance of duty, the amount deducted for such absence shall be the actual amount paid on account of such absence by the State Compensation Insurance Fund to said employee, not including payment for medical service, permanent disability, etc., and there shall be no loss of sick leave benefits because of such absence; provided that the absence shall be considered as due to injury caused by accident or illness contracted in the performance of duty, only if it is determined by the State Compensation Insurance Fund.

- e. Any employee absent on account of illness or injury for a duration of three (3) days or more shall; i) file a statement certifying the cause of such absence; (ii) this statement shall be verified by the family physician; and (iii) submitted to the General Manager prior to returning to work. If no such statement is filed, a salary deduction shall be made.
- f. When accumulated sick/vacation leave has been used up, PTO shall be made in accordance with the Family Leave Act. (See 29 CFR 825.207)
- g. To be eligible for the 10 hours of sick time awarded by the agency the employee must be in attendance for the full month prior. Example; if an employee starts the month with 10 hours and uses the 10 hours during that month, another 10 hours is not automatically awarded for that following month. The employee must be in attendance for another full month before another 10 hours is added.

Bereavement Leave

Every employee is entitled to three (3) days of absence for the death of any member of his/her immediate family. Three days need not be taken consecutively. Immediate family is defined as; spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle). Sections 55, 59, 95 and 98.8, Labor Code. Reference: Section 2066(d), Labor Code.)

No deduction shall be made from the salary of such employee on account of this leave of absence. Additional time may be granted subject to the General Managers approval.

Authorized Leave

- a. Leave other than vacation, sick, bereavement, or obligatory must be authorized by the General Manager in advance of taking such leave.
- b. The amount of salary deduction for employees who are absent for any reason will be the regular rate in accordance with the Family Leave Act.
- c. In exceptional cases where the absence is obligatory, such as jury duty, military order, or trials and upon the request of the employee, the facts shall be submitted to the General Manager for special consideration. (See page 35, H. Jury Duty/Witness Leave)

Vacations

All vacation time must be earned before it can be taken.

Every full-time employee will accrue vacation time annually according to their length of employment, as follows:

- 1 year = 10 working days of vacation with pay
- 5 years = 15 working days of vacation with pay
- 15 years = 20 working days of vacation with pay

- If circumstances prevent the employee from taking his/her vacation during the calendar year it is due, he/she may roll-over that earned vacation into the following year not to exceed 4 weeks. This only applies to non-exempt employees.

- No employee shall have the ability to transfer more than four (4) weeks of vacation time from one calendar year to the next. Any vacation time accrued in excess of four (4) weeks (160 hrs) in one calendar year shall be forfeited by the employee. This only applies to non-exempt employees.

- The General Manager shall accrue paid vacation time in the following manner as an exempt employee;
 - 1 year = 15 working days 10.0 Hrs. /month
 - 5 years = 20 working days 13.34 Hrs. / month
 - 15 years = 30 working days 20.0 Hrs. / month

Holidays

The following Holidays are observed by the District:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and day after
Christmas Day and the day after
One (1) floating holiday per year (at Employee's discretion)

District Holidays which fall on a Saturday or Sunday shall be observed on the preceding or the following workday.

Cal Pers Retirement

The District participates in (2) two California Public Employees' Retirement Systems:

- 2%@60 with the member contribution rate of 7%
- 2%@62 with the member contribution rate of 6.25% (All full-time employees enrolled after January 1, 2013)
- District's contribution varies each year
- MOWD pays the appropriate contractual percentage to PERS as part of full-time employees' regular salaries
- Accumulated sick leave will be applied to an employee's retirement calculation
- To be eligible for service retirement, you must be at least age 50 and have 5 years of CalPERS credited service. An optional benefit included in MOWD's contract with CalPERS allows for the inclusion of Military Service in the service credit calculations in some instances.
- All employees (except part-time employees with less than 1000 hours per year and Board Members) are covered under this plan.

Additional Benefits

- a. The District also offers all full-time employees an additional 457 supplementary retirement plan
- b. All tools required by an employee to complete their work assignments are furnished by the District
- c. All classes taken by staff must be approved by the General Manager prior to enrollment
- d. The District will pay for tuition, books, and campus parking permit at an amount not to exceed \$1,200.00/year/staff member
- e. Employees are urged to improve their knowledge as it applies to the employee's job. The employee shall provide a copy of the official grade report, (minimum "C" grade required) certification of completion or diploma accompanied by receipts for eligible reimbursement to the General Manager for processing of payment.
- f. Salaried personnel are exempt from this portion of the Employee Manual. All education or conferences attended by salaried personnel must be approved by the Board of Directors prior to enrollment.
- g. If any employee's employment ends for any reason prior to completing a course and/or receiving a grade, there shall be no obligation on the part of the District to reimburse any part of the expense.
- h. Clothing allowances will include \$200.00 per field person per year. Work shirts and jackets and/or

sweatshirts shall be provided by the District.

- i. Employees that are required to travel greater than a 60-mile radius for District business shall be paid a Per-Diem equal to the current IRS rate. (supported by receipts) The District will not reimburse for alcoholic beverages. Accommodation's for lodging shall be approved by the G.M. and made in advance by the District.

EMPLOYEE RELATIONS

Attendance and Tardiness

- a. Purpose. The customers of MOWD expect good quality water at a reasonable price with a minimum of service outages. Unscheduled employee absenteeism and tardiness directly increases the cost to the customers and lowers the level of service.
- b. Scope. The policy is applicable to all temporary and regular, part and full-time employees.
- c. Policy. It is the policy of the District to expect all employees to complete their job elements and assignments on or ahead of time. Frequently, the completion of these job elements and assignments depend upon interactive teamwork, and an employee who is absent may delay the timely completion of the District's mission.
- d. Definitions:
 - 1) Leave, Approved:
Whenever an employee has obtained prior approval from the General Manager, the absence will be defined as approved. The approval should be sought as far in advance as practical and short or "last minute" requests may not be approved. The employee may use vacation benefits for their approved leave days.
 - 2) Tardiness, Excused:
Whenever an employee notifies the General Manager before the beginning of their daily work schedule, the tardiness will be defined as excused. The approval should be sought as far in advance as practical and short or "last minute" requests may not be approved. The employee may use their vacation benefits for their excused tardiness.
 - 3) Job Abandonment:
MOWD considers your job abandoned if for a period of three (3) consecutive days there is no-call/no-show.

e. Procedure:

- 1) When an employee is going to be late for work or absent, the employee must:
 - a) Notify the General Manager, or in the case of the General Manager not being available, then notify their appropriate co-workers. If a message is left with either the telephone answering service or the District's voice mail system, then a follow-up telephone call must be made to the General Manager.
 - b) Provide a time and date when the employee expects to return to work.
 - c) Identify all important tasks that need to be completed during the absence.
- 2) When an employee is on approved leave, due to personal illness, for more than three (3) consecutive work days, the employee will be required to obtain a written release from their physician stating that the employee is able to return to work. Failure to provide the release may result in the leave being considered as unapproved and the employee may not be eligible for full-time employee benefits.

Standards of Conduct

- a. Purpose. Employees must understand what actions or behavior is not acceptable at MOWD and will end their continued employment with the District. It is expected that employees will conduct themselves in a manner that will further the goals of the District. The purpose of this policy is to describe generally the basic standards of conduct that are required of all employees at all times.
- b. Scope. The policy applies to all employees of MOWD.
- c. Policy. The District recognizes that certain employee actions and behaviors are inconsistent with continued employment by the District. The standards contained in this policy generally describe those actions but do not limit the District's right to discipline or dismiss employees for actions found to be inconsistent with continued service to the District.
- d. Procedure. If an employee participates in activities of the nature listed below, that employee shall be sent home. The District shall conduct an investigation into the incident. Based upon the outcome of the investigation and considering the best interest of the District, the General Manager will take an appropriate action that may include dismissal of the employee. **The following are considered impermissible conduct:**
 - 1) Physical violence or the threat of physical violence
 - 2) Possession of firearms, explosive, or any weapon while at work
 - 3) Blatant disregard for duly noticed District safety policies, or engaging in actions that unreasonably places the employee or others in danger

- 4) Possession, use, or being under the influence of alcohol or illegal drugs while at work
- 5) Engaging in illegal activities whether or not that activity results in a legal conviction
- 6) Deliberate actions that obstruct District operations or damage District property (including, but not limited to, falsifying records, sabotage, or misuse of District property)
- 7) Theft (including, but not limited to, unauthorized removal of District property, embezzlement, taking the property of fellow employees or customers)
- 8) Falsifying timekeeping or payroll records
- 9) Use of District time or resources to conduct private enterprise, political activities, or service to non-profit enterprises
- 10) Unauthorized use of District buildings or vehicles
- 11) Falsifying or making material omissions on the MOWD's employment application
- 12) Insubordination or refusal to perform tasks assigned by a supervisor
- 13) Failure to comply with the District's harassment policy following counseling as prescribed by that policy
- 14) Inability to operate motor vehicles due to license suspension, loss of insurability, or inability to maintain a valid driver's license
- 15) Substance abuse of any kind while at work including marijuana
- 16) Habitual absence or tardiness
- 17) Abuse of sick leave
- 18) Being wasteful of material, property, or working time
- 19) Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor or manager
- 20) Willful disobedience
- 21) Theft
- 22) Moral Turpitude

Harassment

- a. Purpose. The purpose of this policy is to establish a strong commitment to prohibit harassment in employment and to set forth a procedure for investigating and resolving internal complaints of harassment.
- b. Scope. This policy is applicable to all employees of MOWD.
- c. Policy. Harassment of an applicant or employee by a supervisor, management employee, or co-worker on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, sexual preference, or age will not be tolerated. This Policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

Disciplinary action up to and including termination will be instituted for the behavior described in the definition of harassment set forth below:

Any retaliation, coercion or intimidation of employees or job applicants for filing a harassment charge or making a harassment complaint is prohibited. Employees found to be retaliating against another employee shall be subject to disciplinary action up to and including termination.

- d. Definitions: Harassment includes, but is not limited to:
 - 1. Verbal Harassment. For example, epithets, derogatory comments or slurs on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, sexual preference or age. This might include inappropriate sex-oriented comments on appearance, including dress or physical features, or race oriented anecdotes.
 - 2. Physical Harassment. For example, assault, impeding or blocking movement by physical interference with work or movement when directed at an individual on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, age, sex or sexual preference. This could be conduct in the form of pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
 - 3. Visual Forms of Harassment. For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, medical conditions, marital status, sex, sexual preference, and age.
 - 4. Sexual Favors. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature which is conditioned upon an employment benefit, unreasonably interferes with an individual's work performance or creates an offensive work environment.

5. Any employee who believes they have been or are being harassed by a co-worker, supervisor or agent of the District, including any member of the Board of Directors, should promptly report the facts of the incident or incidents in writing to the General Manager. The names of all parties involved should be included in the report to the General Manager, and this report will be forwarded to the Board of Directors.
6. Upon notification of a harassment complaint, the General Manager shall immediately investigate the complaint, with confidentiality and discretion in mind, to determine whether the complaint is valid. In conducting the required investigation, interviews are to be held with the complainant, the accused harasser and any other persons believed to have relevant knowledge concerning the complaint. This may include victims of similar conduct.
7. The General Manager shall review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incidents occurred.
8. The General Manager shall report the results of the investigation and the determinations to the complainant, and the alleged harasser.
9. The General Manager shall meet with all the principals involved and notify them of the results of the investigation. If the complaint is found to have merit, prompt corrective actions, as provided for herein, shall be implemented. The action will be commensurate with the severity of the offense.
10. The District will take reasonable steps as provided herein to protect the victim and other potential victims from further harassment.
11. The District will take reasonable steps as provided herein to protect the victim from any retaliation as a result of communicating the complaint.
12. If the General Manager is accused of being involved, employees are encouraged to discuss the matter with the President of the Board of Directors.

Dissemination of Policy - All employees shall be provided with copies of this Policy.

All management and supervisory employees of MOWD are expected to avoid any behavior or conduct which could be interpreted as harassment toward any employee.

All management and supervisory employees of MOWD are expected to immediately report any harassment of an employee to the General Manager. (See appendix c)

Whistleblowing Policy

It is the policy of Meiners Oaks Water District (District) that its employees should be free to report violations of law, abuse of authority, fraud, economic waste, or gross misconduct, incompetence or inefficiency without fear of retaliation or retribution. This policy is based on a finding that the District best serves itself and its customers when it can be candid and honest without reservation in conducting the business of the District. The District prohibits retaliation by employees against any staff member, Board member or volunteer for making good faith complaints, reports or inquiries regarding illegal or improper activities under this policy to the District or any law enforcement agency, or for participating in a review or investigation of any such complaints under this policy. This protection extends to those whose allegations are made in good faith, but prove to be mistaken. The District's reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints or reports regarding alleged illegal or improper activities, or who otherwise abuse this policy.

Therefore, the purpose of this policy is to: (1) encourage staff, Board members and volunteers to report to the District any credible information in their possession regarding illegal or improper activities and/or retaliation as defined herein, including violations of the District policies, promptly to those members of the District specified in this policy; and (2) prohibit the District's Board of Directors, Chief Executive Officer (General Manager) and supervising employees from retaliating against any employee who reports illegal or improper activities to the Districts or law enforcement agencies as provided herein; and (3) specify a procedure by which information regarding illegal or improper activities of or retaliation by members of the Board of Directors or employees can be reported to the District and investigated; and (4) provide a hearing process to any employee or Board member who has filed a written complaint with the District alleging actual or attempted acts of retaliation in response to having made a Protected Disclosure to the District or law enforcement protected by this policy.

Definitions:

a. "Illegal Order"

Means a directive to violate or assist in violating a federal, state or local law, rule or regulation, or an order to an employee to work or cause others to work in conditions outside of their scope of duty that could unreasonably threaten the health and safety of employees or the public.

b. "Illegal or Improper Activity"

Means an activity by a member of the Board of Directors, an employee, or a volunteer of the District that is undertaken in the performance of that person's duties that is either: (1) a violation of any state or federal laws or regulation including, but not limited to, corruption, malfeasance, bribery, theft of property, fraud, coercion, conversion, abuse of property or willful omission to perform a duty; or (2) violates District policies, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. Illegal or Improper Activity includes alleged financial, accounting or audit improprieties and alleged ethical violations by employees of Board members.

c. "Protected Disclosures"

Means a good faith communication from an employee or Board member of the District to the District or law enforcement agencies that discloses information that may be evidence of illegal or improper activity.

d. "Retaliation"

Means an employee or Director using or attempting to use his or her official authority or influence over an employee to intimidate, threaten or coerce any employee in order to interfere with the rights of employees to freely report illegal or improper activity to the District or a law enforcement agency. Retaliation includes, but is not limited to, promising to confer, or conferring any benefit; affecting or threatening to affect any reprisal; or taking or directing others to take, recommend, or approve any personnel action against an employee making a protected disclosure including, but not limited to, demotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action including termination.

Encouragement of reporting of Illegal or Improper Activity:

The District encourages employees and members of the Board to file complaints or reports about illegal orders or illegal or improper activity or alleged retaliation with the General Manager. All such complaints shall include specific facts supporting any allegation of illegal or improper activity, or retaliation, as defined by this policy. Complaints of illegal or improper activity or retaliation may be made anonymously, but such anonymity may impede the ability of the District to conduct a thorough investigation. If the General Manager is alleged to be involved in the complaint or report, then such complaint shall be filed with the President of the Board of Directors. If the President of the Board is also alleged to be involved in the complaint, then the complaint or report shall be filed with District's General Counsel.

This policy is not intended to provide a procedure for the filing of employee or Board member complaints regarding any employment issues other than whistleblowing activities and protection of employees from retaliation for making protective disclosures. Other allegations with respect to which the District has an existing complaint, grievance or appeal procedures as specified in the District's policies should be addressed pursuant to those procedures, such as issues of alleged discrimination or harassment which are processed by the District's standing executive committee or the General Manager.

Investigations of Allegations of Illegal and Improper Activity:

The General Manager may request that a person submitting a complaint alleging illegal or improper activity provide his or her name and contact information and provide the names and contact information for any persons who could help substantiate the claim. However, this information is not required in order to submit a complaint. If found useful, employees or Board members may use for the purposes of submitting a report the forms used for complaints and grievances that are shown in the Grievance and Complaint Policy Procedures. However, it should be clearly noted on the form that the form, in this case, is intended for reporting "illegal or improper action."

Upon receiving a complaint form from any employee or member of the Board that an employee or Board member has engaged in an illegal or improper activity, the General Manager will conduct an investigation of the allegations in the complaint. The identity of the person filing the complaint, or of any person providing information in confidence regarding the facts in the complaint shall not be disclosed without the express permission of the person providing the information. However, the General Manager may disclose the facts in the complaint to a law enforcement agency in the event that an allegation of criminal conduct is contained in the complaint filed with the District. The General Manager may request the assistance of the Districts General Counsel and/or any outside consultant for assistance in evaluating an allegation of illegal or improper activity or

conducting an investigation of Illegal or Improper Activity as authorized by this policy. The General Manager shall investigate the allegations in the complaint and prepare a report of the results of the investigation within sixty (60) days of the date of the complaint.

If upon completion of the investigation, the General Manager finds that an employee or Board member may have engaged or participated in an Illegal or Improper Activity, the General Manager shall make such findings in an investigative report and include recommended actions to prevent the continuation or recurrence of the illegal or improper activity. Such recommendations may include taking disciplinary action against those employees found to have violated this policy, which action may be taken by the General Manager. The investigative report may also recommend imposing sanctions, including loss of office, on those Board members found to have violated this policy. In that event, the report shall be filed with the Executive Committee of the Board of Directors which shall comply with the policies of the District in initiating discipline against a member of the Board of Directors. The District shall keep confidential all investigation work product including the investigative report.

Complaints of Retaliation and Investigation:

An employee or volunteer who believes he or she has been subjected to Retaliation as defined and prohibited by this policy shall file a written complaint with the General Manager which specifies the alleged retaliatory conduct and identifies the individuals allegedly engaged in such conduct. The complainant must use and complete the Grievance and Complaint Form outlined in the District's Grievance and Complaint Procedures.

If the alleged retaliation is charged against the General Manager, the complainant can file their complaint or grievance with the Executive Committee of the Board. The Executive Committee will then investigate the allegation or complaint as described in the process for an investigation led by the General Manager.

Upon receipt of the complaint, the General Manager, or Executive Committee shall commence an investigation of the allegations contained in the complaint of retaliation, which shall include interviews of the complainant and any potential witnesses. The Committee or the General Manager may utilize the services of the District's General Counsel and/or other consultants in conducting such investigation and preparing an investigation report. A written investigation report regarding the alleged retaliation shall be completed within thirty (30) days of receipt of a complaint of Retaliation.

Based on the investigation, the General Manager shall make a determination as to whether retaliation occurred in violation of this policy and, if so, what steps should be taken to remedy the situation. The General Manager's decision shall be communicated to the complaining employee. In making his or her determination, if it is alleged that improper disciplinary action was taken against the complaining employee in retaliation for having made a protected disclosure, the General Manager shall consider whether the taking or failing to take any personnel actions with respect to an employee, the burden of proof shall be on the supervisor or other employee imposing the discipline to demonstrate by clear and convincing evidence that the alleged personnel action would have occurred for legitimate independent reasons even if the complaining employee had not engaged in protected disclosures of illegal or improper activity.

The investigation report of the alleged Retaliation prepared by the General Manager shall include a written decision as to whether this policy has been violated. If the investigation report concludes that this policy has not

been violated and the complaining employee disagrees with the determination of the General Manager, the complaining employee may appeal in writing the decision to the Executive Committee of the Board of Directors. That appeal must be filed within ten (10) business days of receipt of the investigation report and decision of the General Manager. The complaining employee must use and complete the District's Grievance and Complaint Appeals Form outlined in the District's Grievance and Complaint Procedures.

If an appeal is filed, the Executive Committee of the Board of Directors shall conduct a hearing of the complaining employee's appeal and hear and receive all evidence submitted by the complaining employee. In hearing the appeal, the Executive Committee may take evidence, and hear testimony from the complaining employee and other witnesses. The Executive Committee shall consider whether an activity protected by this policy was a contributing factor in the alleged Retaliation against the complaining employee and if the alleged retaliation action could have occurred for legitimate, independent business reasons even if the complaining employee had not made Protected Disclosures. The Executive Committee shall render a final decision in writing to the complaining employee within thirty (30) days after completing the hearing which concludes whether Retaliation prohibited by this policy has occurred or not. If the Executive Committee finds that the provisions of this policy have been violated, it shall order that any personnel action taken against the complaining employee be reversed and that a memorandum is placed in the employee's personnel file indicating the results of the decision of the Executive Committee of the Board of Directors on appeal.

A complaining employee shall be required to exhaust his or her administrative remedies by filing an appeal with the Executive Committee of the Board of Directors regarding any alleged violation of this policy before being entitled to commence a civil action in the Superior Court.

Grievance and Complaint Policy and procedures

- A. This policy shall apply to all regular employees in all classifications.
- B. The purpose of this policy is to provide a procedure by which an employee may formally claim that he or she has been affected by a violation, misapplication, or misinterpretation of law, District policy, rule, regulation, or instruction.
- C. **Specifically excluded from the Grievance and Complaint Procedure:** subjects involving the amendment of State or Federal law, resolutions adopted by the District's Board of Directors, ordinances, and claims or complaints of alleged discrimination or harassment. Claims of discrimination or harassment must be filed through the District's Discrimination & Harassment Policy Process.

Grievance and Complaint steps:

Level I:

Preliminary Informal Resolution: Any employee who believes he or she has a grievance or complaint shall

present the evidence thereof orally to the General Manager within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance or complaint. The General Manager shall hold discussions and attempt to resolve the matter within ten (10) working days after the discussions. It is the intent of this informal meeting that at least one (1) personal conference be held between the employee and the General Manager. If the grievance or complaint is against the General Manager, the employee may skip Level I and advance to Level II, provided he or she complies with all applicable time limits and other requirements for Level I.

Level II:

General Manager Formal Resolution:

If the grievance or complaint has not been resolved at Level I, or Level I is skipped, the employee may present his or her grievance or complaint in writing on a form provided by the District to the General Manager within ten (10) working days after the occurrence of the act or omission giving rise to the grievance or complaint, or five (5) working days after informal discussions held between the employee and the General Manager about the grievance or complaint.

2.a. The statement shall include the following:

2.a.1 A concise statement of the grievance or complaint including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;

2.a.2 The circumstances involved;

2.a.3 The decision rendered by the General Manager at level I (if any);

2.a.4 The dates when:

- (i) the grievance or complaint was first discussed with the General Manager,
- (ii) the Level I response was issued, and
- (iii) the employee submitted the grievance or complaint to Level II;

2.a.5 Stated specific remedy sought;

2.b. The General Manager shall communicate his/her decision within ten (10) working days after receiving the grievance or complaint. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties involved. If the General Manager does not respond within the time limits, the employee may appeal to the next level. Time limits for appeal shall begin on the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

Level III:

Board of Directors' Executive Committee

In the event the employee is not satisfied with the decision at Level II, the employee may appeal the decision in writing (on a form provided herein) to the District Board of Directors' standing Executive Committee within five (5) working days of receiving the Level II decision from the General Manager. The statement shall include a copy of the original grievance form, a copy of the written decision by the General Manager and, a clear, concise statement of the reasons for the appeal to Level III.

3. (a) The Board's Standing Executive Committee shall, as soon as feasible, schedule a hearing in closed session to formally receive the written grievance or complaint and the answers thereto at each step, and to hear evidence regarding the issue(s). The Committee's decision shall be announced in open session immediately after the closed session in which it was made.

4. Basic Rules:

- 4.(a) If an employee does not present the grievance or complaint, or does not appeal the decision rendered regarding the grievance or complaint within the time limits specified above, the grievance or complaint shall be considered resolved.
- 4.(b) By mutual agreement in writing, the parties may extend any and all time limitations specified above.
- 4.(c) The General Manager may temporarily suspend grievance or complaint processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors' Executive Committee.
- 4.(d) A copy of all formal grievance or complaint decisions shall be placed in the employee's permanent personnel file.

5. Expungement of Written Reprimands:

A written reprimand may be expunged upon sustained corrective behavior, as determined by the General Manager, after a period of three (3) years from the date of the reprimand. It is the responsibility of the employee to request that his or her personnel file be purged of the written reprimand.

A. The General Manager will consider the following factors in making his or her decision to expunge a written reprimand:

1. Whether the employee received further discipline of any kind;
2. Employee's performance evaluation reviews are a least satisfactory in all categories;
3. Only one (1) expungement can occur during their employment with the District.

Substance Abuse Policy

MOWD will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. **Substance abuse** imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks. To mitigate these risks, the District has developed this substance abuse policy to prohibit the use, possession or sale of drugs on company premises and strictly regulate the consumption of alcohol.

Scope:

All job applicants, employees, contractors, and part-time employees should abide by the provisions of this policy.

Policy elements:

Illegal drugs, inhalants, and prescription, as well as over-the-counter drugs, fall into the “substances” category. We will also place restrictions on alcohol consumption.

While working, you must not:

- Possess, use or be under the influence of alcohol, inhalants or drugs. You can consume alcohol in moderation while in approved business meetings or social gatherings.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.
- Use prescription drugs (e.g., medical marijuana) while working or being on company premises.

To prevent accidents and productivity losses, we implemented drug and alcohol tests for employees/candidates when:

1. We have made a formal job offer to the final candidate or when we are about to promote a current employee.
2. The circumstances surrounding a workplace accident are unclear, and we want to ensure there was no substance abuse involved.
3. We want to test employees randomly (MOWD reserves the right to exercise this practice at any time.)

Especially if you are doing a safety-sensitive job (e.g., machine operator), we reserve the right to withdraw our job offer, alter your job duties or send you home for the day if you're under the influence of drugs (e.g., muscle relaxants.) We may also terminate you if your actions create safety risks. We will determine the best disciplinary action on a case-by-case basis.

Depending on the law, you may still clear a random drug test if you test positive for prescription drugs (e.g., medical marijuana.) If your job is safety-sensitive though, you must show that you can perform your duties without problems. Your supervisor will be responsible for spotting and reporting any impairment resulting from drug use.

Disciplinary Consequences: MOWD will invoke disciplinary action up to termination when an employee,

- Tests positive for hard drugs (e.g., cocaine);
- Sells, or attempts to sell, any form of substance;
- Uses any kind of drug on company premises;
- Refuses to take company mandated drug test.

The General Manager will decide on the appropriate disciplinary action depending on the circumstances.

Intellectual Property Policy.

- a. Purposes. To avoid conflicts between employees and MOWD regarding the right to use intellectual property created by MOWD employees.
- b. Scope. This policy applies to all employees of MOWD.
- c. Policy. All work completed as part of one's employment by MOWD or that involves a substantial use of MOWD's resources is part of the public domain. The District reserves the right to use, without limitation, any potentially copyrightable materials or patentable concepts developed by its employees using MOWD's resources.
- d. Procedure. If an employee is considering developing a copyrightable or patentable product that may relate to the employee's job duties with MOWD, the employee should contact the General Manager to determine the relative rights of the employee and the District concerning the proposed product.

Communications Policy

- a. Purpose. To set guidelines on the use of all forms of communication available to MOWD employees.
- b. Scope. This policy covers all forms of District communication including the U.S. Postal Service mail, telephones (both land-line and cellular) e-mail (both internal and external), internet access and computer file transfer capability and applies to all employees of MOWD.
- c. Policy. Communications services are provided to conduct the business of the District; the use of these capabilities must conform to District policy. Occasional personal use of local telephones, e-mail and internet access, is acceptable as long as the use does not impede the timely completion of assigned duties and as long as that use does not create additional expense to the District.
- d. The District pays for all incoming and outgoing telephone calls on a per-minute basis. Airtime for cellular phones is an even greater expense to the District.
- e. Employees must be aware that e-mail contained in their mailbox, whether generated internally or externally, is neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access all e-mail should the need arise. The District shall not be held liable for the disclosure of any information contained in an employee's mailbox. Employees should refrain from storing personal information such as credit card numbers, bank account numbers, and personal identification numbers (PIN's) in e-mail correspondence or in digital files on District computers. Because the District does not maintain a secure connection to all destinations on the Internet, the District's Internet access should never be used for the purchase of personal items using personal credit or debit cards nor should personal information be provided in any e-mail communication.

- f. Employees should remain aware that the personal use of e-mail and internet access during regular working hours gives the general impression of wasting District resources and this practice should be avoided.
- g. Use of the District's communications facilities, including telephones, e-mail and internet access, for commercial purposes is not authorized.

Computer Network Policy

- a. Purpose: To set guidelines for the use of the District's computer network.
- b. Scope: This policy applies to all employees of MOWD.

Passwords:

Network password security is a top priority. Under no circumstances should the employee disclose his/her network logon password to anyone. The option of "saving your password" to make future logons easier should never be used. (This option is offered by Windows Dialup Networking and some other commercial software including browser software distributed by some Internet Service Providers). If the employee suspects that someone knows his/her network login password, the employee should change that password immediately. All passwords should be changed at least quarterly. Passwords for application programs (such as MOM, PCAnywhere for MMI, and Bank Account transfers) should never be the same as the employee's network login password in order to provide at least two levels of security. Passwords should be at least 8 characters and should never be names, dates, social security numbers or actual words. It is a good idea to include a number in the employee's password (i.e., "love2ski1") to reduce the likelihood of guessing through repetition.

Virus Software:

Downloading data files from the Internet and importing data from other sources (with thumb drives, zip files, and CD-ROM disks) exposes the District's computer system to viruses. It is the policy of the District that every computer accessing the District's network be provided with functional and up-to-date virus scanning software to detect incoming viruses. It is the system administrator's responsibility to periodically update the virus profiles used by the software on District computers. It is the responsibility of the employee to ensure up-to-date virus profiles are installed on any personal machine used to access the District's network. Disabling virus scanning software on any machine connected to the District's network is not authorized.

Personal Files:

While the existence of a small number of personal files on a District-owned computer is acceptable, employees must be aware that files contained on their computer and on the various servers, whether generated internally or externally, are neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access any file contained on District-owned computers should the need arise. Files containing

material of an objectionable nature may not be accessed by or stored on District-owned computers. The District reserves the right to direct removal of any files from its computers.

Disk Space Conservation:

Filling space, whether in the form of a filing cabinet or a hard disk, is expensive. It is the employee's responsibility to periodically review his/her digital files to eliminate files which no longer serve a useful purpose. Refer to the District's File Retention Procedures for guidelines.

Personal Security:

Because the District does not maintain a secure connection to all destinations on the Internet, the District's internet access should never be used for the purchase of personal items using personal credit or debit cards. Personal information should never be provided in any form of communication over the Internet.

District Software on Home Computers:

The District licenses software for use on its computers to conduct the business of the District. Occasionally, the District may determine it to be advantageous for an employee to work from a home computer and may provide software for use by that employee. However, unless specifically authorized by the systems administrator, District-owned software is not available for installation on home computers.

Personal Software on District Computers:

The District becomes liable to penalties if unlicensed software is used on District computers. The systems administrator is the only individual authorized to approve the installation of any software on District computers. This includes screen-savers, shareware, personally owned software and copies of software loaded elsewhere on the District's system.

Jury Duty/Witness Leave

- a. Purpose. MOWD recognizes its employees' responsibility to serve on a jury or to appear as a witness in court and does not want its employees to suffer financial hardship while on a jury/witness leave of absence.
- b. Scope. This policy is applicable to all regular full-time employees.
- c. Policy. It is the policy of the District to grant a paid leave of absence, to those employees who serve on jury/witness duty.
- d. Procedure. The base rate of pay shall be paid to all employees provided that:

The employee who receives a notice or summons in connection with jury/witness duty shall immediately bring the notice to the General Manager on the following scheduled work day.

The court provided a record of the employee's attendance is attached to the employee's timesheet.

The employee will report for work on those days or partial days when excused from jury/witness duty or when jury/witness duty does not conflict with the employee's work schedule. The employee and General Manager will determine the frequency that the employee should "check in" with the General Manager, and when the employee is released from jury/witness duty the employee will notify the General Manager as soon as possible.

The employee will be considered on a paid leave of absence while on jury/witness duty and for the leave to be approved, the employee must surrender the court provided pay for attendance to payroll. The employee is entitled to keep the daily court provided one-way mileage pay.

Time spent on jury/witness duty shall not be counted as hours worked for the purpose of computing overtime.

When the court releases the employee from jury/witness duty, the employee should report for work. Failure to do so shall be considered an abandonment of the employee's job and voluntary termination.

All benefits the employee is entitled to at the time of the jury/witness duty shall continue while the employee is on jury/witness duty leave.

Military Leave

- a. Purpose. To establish conditions under which leaves of absence may be granted to employees who enter military service, either voluntarily or involuntarily. This policy also applies to employees who are active members of military reserve units and who are required to participate in periodic training duty.
- b. Scope. This policy is applicable to all employees of MOWD.
- c. Policy. Under existing law, and herein authorized as MOWD's policy, Reservists and National Guardsmen shall be granted unpaid time off to participate in periodic training duty under the provisions of Short-Term Military Leave as provided for the California Military and Veterans Code, Section 394, et seq., and the Federal Uniform Services Employment and Reemployment Rights Act of 1994, as amended, 38 USC §§4301-4333.

Maternity and Paternity Leave

- a. Purpose. To define the leave of absence procedure due to the female employee's pregnancy, childbirth, and other related medical condition that prevents the employee from completing his or her assigned duties. For the purpose of this policy, the term pregnancy shall include childbirth, maternity, pregnancy, and other related medical conditions and shall comply with the Family and Medical Leave Act.

- b. Scope. This policy is applicable to all regular full-time male/female employees.
- c. Policy. MOWD recognizes that female employees may become temporarily unable to complete their assigned duties due to pregnancy and may be granted an unpaid leave of absence during this disability.
- d. Procedure.
 - 1. The employee shall notify the General Manager, at least 30 days prior to the time where she will be unable to work per her physician's instructions, provide the date when she expects to return to work, and identify all important tasks that need to be completed during her absence.
 - 2. Within three (3) business days she must.
 - 3. Submit a physician's statement stating the date that maternity leave will commence.
 - 4. The estimated length of the disability, and the estimated date that she may return to work.
 - 5. Submit a Request for Leave form requesting an unpaid leave of absence for a period not exceeding 12 weeks, including both paid and unpaid time.

Note: The employee will use their accrued sick leave before starting her unpaid leave of absence. Whenever the employee is on leave of absence all employee benefits stop. She must send a check each month to the District for the full cost of her normal health insurance benefits, i.e., medical, dental, and life. Failure to pay benefits will result in the termination of her and her dependents', if applicable, insurance policy.
 - 6. Should the leave, including both paid and unpaid time from the date of disability exceed 12 weeks, the employee must submit a new Request for Leave form and a new physician's statement stating that she is still unable to work, the progress of her pregnancy, and the estimated date that she may return to work. The total leave time may not exceed 120 calendar days.
 - 7. The employee must inform the General Manager two weeks in advance when she will be returning to work, and must submit a physician's statement that she may return to work and the date that she is no longer disabled.
 - 8. During the initial 12 weeks leave, the employee's position will not be permanently filled. However, should the leave extend beyond the initial period, the position may be permanently filled and when the employee has been released by the physician, the District will offer the employee another position without any reduction in neither wages nor benefits.

Leave of Absence

- a. Purpose. To define the leave of absence procedure at the employee's request in the event of a temporary suspension with MOWD.
- b. Scope. This policy is applicable to all regular full-time employees.
- c. Policy. MOWD recognizes that employees may become temporarily unable to complete their assigned duties due to their personal or family illness, **and**, if the unforeseen absence exceeds ten (10) business days, the employee may be granted an unpaid medical leave of absence during this disability.
- d. Procedure
 - 1) Whenever the employee becomes ill or injured and is unable to work, the employee must:
 - a) Notify the General Manager of the illness or injury, provide the date when the employee expects to return to work, and identify all important tasks that need to be completed during the employee's absence.
 - b) If the General Manager is not available, then notify their appropriate co-workers of the illness or injury provide the date when the employee expects to return to work, and identify all important tasks that need to be completed during the employee's absence.
 - c) If a message is left with the co-workers, the telephone answering service, or the voice mail system, then a follow-up telephone call must be made to the General Manager.
 - 2) Within three (3) business days, the employee must:
 - a) Submit a physician's statement stating the date of the disability, that the employee is unable to work, the estimated length of the disability, and the estimated date that the employee may return to work.
 - b) Submit a Request for Leave form requesting an unpaid leave of absence for a period not exceeding 60 calendar days, including both paid and unpaid time.

Note: When accumulated sick/vacation leave has been used up, PTO shall be made in accordance with the Family Leave Act. (See 29 CFR 825.207)

Whenever the employee is on leave of absence, all employee benefits will stop. If the leave exceeds ten (10) business days, the employee must send a check each month to the District for the full cost of their normal health insurance benefits, i.e., medical, dental, and life. Failure to pay for these benefits will result in the termination of the employee's and dependent's insurance policy.

- 3) Should the leave, including both paid and unpaid time from the date of the disability, exceed 60 calendar days, the employee must submit a new Request for Leave form and a new physician's statement stating that the employee is still unable to work, the progress of the treatment and the estimated date that the employee may return to work. The total leave time may not exceed 120 calendar days.
- 4) The employee must inform the General Manager, two weeks in advance, when the employee will be returning to work and must submit a physician's statement stating that the employee may return to work and the date that the employee is no longer disabled.
- 5) During the initial 60-day leave, the employee's position will not be permanently filled. However, should the leave extend beyond the initial period, the position may be permanently filled, and when the employee has been released by the physician, the District will offer the employee another position without any reduction in neither wages nor benefits. (Notwithstanding Layoffs)

Second or Outside Employment Authorization

No District employee shall be permitted to accept employment in addition to or outside of District service if:

- * The additional or outside employment leads to a conflict or potential conflict of interest for said employee; or,
- * The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,
- * The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service. An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment unless specific written arrangements are made by the district manager and approved by the District's board president. Any written arrangements made by the district manager will include the completed District's Second Employment Authorization Form. See appendix B

Employee Suggestion Program

Background:

Meiners Oaks Water District has talented and committed employees. Our employees are the foundation of our ability to deliver our services and we believe our employees have ideas for streamlining how we work which will result in reducing expenditures and /or increasing revenue. We want to encourage our employees to come

forward with their ideas so that we can continuously improve our productivity and effectiveness. This employee suggestion program is one vehicle for soliciting ideas for improvement.

Program Purpose:

Identify organizational and operational improvements that would save money, increase revenue and /or improve safety.

Guidelines:

The District's Board and management staff encourages all employees to participate in this program.

All suggestions will be evaluated and a response will be given to the employee(s) who submitted an idea(s). An initial acknowledgement of the suggestion received will be given to the employee(s) within two weeks of submitting the suggestion.

Ideas may be submitted by an individual or team of employees. All suggestions must be signed so that the employee(s) offering the suggestions may be contacted as part of the evaluation process.

Suggestions shall be:

- * Practical - ones that can be implemented with current resources
- * Specific - about what the improvement would be if the change were made and in describing the specific change that is recommended
- * Timely - pertaining to current or planned operations and policies

Suggestions shall not:

- Be for changes within the employee's authority or responsibility to implement - we expect individuals to act within their authority to continuously improve operations, in consultation with their superiors
- Be concerning personal grievances or complaints; policies or procedures concerning grievances or complaints should be taken up with the employee's supervisor or Board President via the District's Grievance or Complaint Process.

Recognition:

The District will recognize employees for the suggestions that are implemented; some methods are:

- a. Press releases, if there is a significant community benefit or large cost savings;
- b. District Board recognition of the employee(s) at a Board meeting;
- c. Annual employee dinner or other recognition event;

- d. Monetary Award determined by the Board of Directors as suggested by the General Manager.

(The suggestion form is supplied under appendix E)

END OF EMPLOYMENT

Retirement

An employee wishing to retire and end their employment with the District shall submit a letter of resignation stating the effective date of his/her retirement at least two weeks before the employee's final day of employment. Since District employees are members of CalPERS, an employee wishing to retire must complete and submit the documents required by CalPERS.

Resignation

An employee wishing to end his/her employment with the District shall submit a letter of resignation stating the effective date of his/her resignation at least two weeks before leaving. The time limit may be waived by the General Manager. The District will pay an employee for all hours worked and all accumulated reimbursable benefits within five days. Failure to report to work for a scheduled shift for more than three days without approval shall be considered as a voluntary resignation of employment by the employee to the extent permitted by Law.

Dismissals

As a MOWD employee, you have the status of an "employee-at-will," meaning that you have no contractual right, expressed or implied, to remain in MOWD's employ. MOWD may terminate your employment, or you may terminate your employment, with or without cause, and with or without notice, at any time. No manager or other representative of the District has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Exit Interview

The General Manager is responsible for scheduling an exit-interview with you on your last day of employment and for arranging the return of any District property.

Benefits

Medical, dental and life insurance end on the last day of the month of your employment.

COBRA notification will be sent directly to your home so that you can continue your medical and dental coverage at your cost.

Final Paycheck

You will receive your final paycheck on the next regularly scheduled payday or earlier if the law requires it. Unused vacation will be paid and calculated in accordance with the District's vacation policy.

Appendix A. Employee Grievance or Complaint Appeals Form

Employee's Name: _____ Date: _____

Statement of grievance or complaint, including specific reference to any law, policy, rule regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Employee's understanding of the decision rendered by the General Manager at Level II of Process:

Other circumstances involved (if any):

The specific remedy sought:

Employee's signature: _____ Date: _____

Add additional pages if necessary, to fully explain your concerns. When complete, return this form to the General Manager or Board President as appropriate.

Appendix B. Second or outside Employment Authorization Form

Meiners Oaks Water District

This form must be completed by all employees who plan or are working second or outside jobs. The general manager shall approve second, or outside employment so long as the second job does not interfere with District responsibilities and is not inconsistent with District guidelines listed and enumerated in the District's Second, or Outside Employment Policy. This form will be retained in your permanent personnel file and must be updated annually.

Name: _____

Title: _____

Division: _____

Second or Outside Employment Information

General Employment _____ Self-Employment _____ Contract Employment _____

Employer/Business Name: _____

Position Title: _____

Description of responsibilities/duties: _____

My second job requires that I work on: _____

(days)

between the hours of _____ a.m. to _____ p.m. during the month(s) of _____

Second or Outside Employment Approved: _____

General Manager Signature Date: _____

MOWD Board President Signature Date: _____

Appendix C. Grievance or Complaint Form

Meiners Oaks Water District Employee's Name: _____ **Date** _____

1. A concise and clear statement of grievance or complaint. Include specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted. Also, include what you allege occurred and what was said:
2. Is it still occurring? If so, how often?
3. How did the alleged event or events affect you and how did you react?
4. Are there witnesses to the alleged event or events? If so, who?
5. Are there any other persons who have information regarding this?
6. Who did you tell about the alleged event?
7. Who do you suggest the District interview about this?
8. How do you want the situation resolved?
9. Is there anything else you think is important that the District should know about this event?

Employee's Signature: _____ **Date** _____

Appendix D. Health Insurance OPT-OUT Form

Election and Compensation Reduction Agreement

Company Name: _____

Employee Name: _____

Employee SSN: _____

Employee Address: _____

Plan Year: _____

In accordance with my rights under the plan, I elect to allocate from my Employer's Contribution as stated in this current Employee Policies and Procedures of the cash benefit. I understand that this allocation will become a taxable benefit to me.

OTHER TERMS AND CONDITIONS

I understand that:

- ☐ I cannot change or revoke any of my elections or this compensation reduction agreement at any time during the plan year unless I have a change in status and my election is consistent with such change.
- ☐ The Plan Administrator may reduce or cancel my compensation or otherwise modify this agreement in the event he/she believes it advisable in order to satisfy certain provisions of the Internal Revenue Code.
- ☐ Prior to the first day of each plan year, I will be offered the opportunity to change my benefit elections for the following plan year. If I do not complete and return a new election form at that time, I will be treated as having elected to continue my benefit coverage and amount of compensation reduction then in effect for the new plan year for insurance benefits only. For all others benefits, I will be deemed not to have elected any other benefits for this plan year.
- ☐ I must submit to the Plan Administrator all information required and follow the opt-out guidelines as specified on page 14, (h), 1,2,3 of this manual.
- ☐ That this benefit is to assist the employee in retention or acquisition of health insurance.

THIS AGREEMENT IS SUBJECT TO THE TERMS OF THE EMPLOYEE MANUAL, AS AMENDED FROM TIME TO TIME IN EFFECT, SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH APPLICABLE LAWS, AND REVOKES ANY PRIOR ELECTION AND COMPENSATION REDUCTION AGREEMENT RELATING TO SUCH PLAN.

Employees Signature

Date

Authorized Signature

Date

(Labor attorney to describe board options for the opt-out policy and cash back feature. If cash back is authorized, is it taxable?)

Appendix E. Employee Suggestion Form

Meiners Oaks Water District Employee Suggestion Form

Date: _____

Name of person submitting suggestion: _____

Title: _____

Email: _____ Work phone: _____

If a team is making the suggestion, state their names and titles:

Suggestion is intended to (check areas that apply below):

- ☐ Save money
- ☐ Increase revenue
- ☐ Streamline a process to increase staff efficiency and/or safety
- ☐ Improve service results for our customers
- ☐ Other: _____

Describe the change(s) you are suggesting:

What will be the benefits of these changes?

What would be needed to implement these changes? (Note: you may not know all of the implementation steps, but it will be helpful to understand what you think may be needed.). What might be the problems with or barriers to your suggestion?

Have you discussed this idea in the past? If so, with whom?

Who might be helpful in implementing your suggestion?

Signed: _____

Date: _____

Meiners Oaks Water District

PROP 218 NOTICE OF PUBLIC HEARING

**Proposed Water Rate Increase and
New Water Allocation Program**

Summary

Despite significant rains this winter, Lake Casitas remains under 50% of capacity and we are still in a Stage 3 Drought. Since 2013, there have been periods when we have been forced to take all of our water from Casitas MWD. To prepare for the possibility of a continuing drought, MOWD plans to

- 1) Adopt a new water allocation program in conformance with Casitas MWD's *Water Allocation and Efficiency Program* (WEAP). MOWD's residential customers will receive new monthly water allocations on July ____, 2019.
- 2) Adopt new water rates to maintain adequate revenues and to encourage more water conservation. We also propose annual increases over a 4-year period.

We will hold a public hearing to explain these steps to our customers.

New Customer Allocations

In 2016, MOWD implemented an allocation program based partly on historical water use. Those who exceed their allocations each month now pay \$1.00 for each HCF of water they use over their allocations (HCF = Hundred Cubic Feet = 748 gallons = one "unit" on your water bill). Overall, our customers have been doing a good job reducing their water use during the drought.

Meanwhile, Casitas MWD, our backup water supplier, adopted a *Water Efficiency and Allocation Program* (WEAP), which differs from MOWD's current program. To be more consistent with water conservation measures used throughout our area, MOWD is implementing a new Allocation Program, based on Casitas' WEAP. Like the WEAP, our program is based on irrigable area. Most commercial and agricultural allocations will not change. A draft of our new *Allocation Program* is posted on our web site. A summary of the plan is also attached.

Notice of Public Hearing on Water Rates and Allocations

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

We have calculated new allocations for our residential customers using aerial infrared imaging flown in 2016. Our new allocations will allow for more water use in the summer months. Our online Allocation Calculator is available on our website. You can enter your Customer Number and see your monthly allocation amounts, which vary with drought stage. We will continue our Waiver Program for customers who may have unique circumstances.

Proposed New Water Rates

We propose to revise our water rates to incorporate the following:

- ◆ Increase financial reserves to fund long-overdue capital projects (See Table below).
- ◆ Implement two rate levels utilizing Facilities-Based Unit Pricing.
- ◆ Increase penalties for exceeding customers' newly-assigned water allocations.

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

- The Water Availability Charge will remain at \$35.91/month.
- Monthly Meter Capacity Charges will remain the same. (See the attached table.)
- The cost of the first 10 HCF of water you use each month (7 HCF for apartments or mobile homes) will remain at \$2.34 per HCF.
- The cost for water you use over 10 HCF a month (7 HCF for apartments or mobile homes) will increase from \$2.34 to \$4.68 per HCF.
- Rates for agriculture will increase from \$2.34/HCF to \$4.68/HCF.
- An Over-Allocation Penalty of [\$2.50 to \$5.00?] will be charged for each HCF 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 all of our water from Casitas MWD.
- The purchase of Casitas water will continue to be paid via a "Casitas Surcharge."
- MOWD's water rates will increase by 8% in 2020-21 and 4% in 2021-22 and 2022-23.

More information on our budget and rates is provided on our website meinersoakswater.com.

MOWD Financial Reserves Assignments

Reserves Category	Amount
Emergency operating reserves	\$600,000
Water treatment plant upgrade	\$750,000
Emergency backup generators	\$80,000
New deep aquifer well – first phase	\$100,000
ADD	
ADD	
Total Reserves Needed	\$1,700,000

Proposed Water Rates 2019 - 2022

1) Monthly Water Availability Charge (WAC)

Meter size	Current	Proposed			
	2018-19	2019-20	2020-21	2021-22	2022-23
All	\$35.91	\$35.91	\$38.78	\$40.33	\$41.95

2) Monthly Meter Capacity Charge (MCC)

Meter size	2018-19	2019-20	2020-21	2021-22	2022-23
5/8" & 3/4"	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1"	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
1.5"	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00
2"	\$104.00	\$104.00	\$104.00	\$104.00	\$104.00
3"	\$256.00	\$256.00	\$256.00	\$256.00	\$256.00
4"	\$776.00	\$776.00	\$776.00	\$776.00	\$776.00
6"	\$1,576.00	\$1,576.00	\$1,576.00	\$1,576.00	\$1,576.00

3) Rate per HCF for First 10 HCF (First 7 HCF for apartments etc.)

Meter size	2018-19	2019-20	2020-21	2021-22	2022-23
All	\$2.34	\$2.34	\$2.53	\$2.63	\$2.73

4) Rate per HCF for Over 10 HCF (Over 7 HCF for apartments etc.)

Meter size	2018-19	2019-20	2020-21	2021-22	2022-23
All	\$2.34	\$4.68	\$5.05	\$5.26	\$5.47

5) Over-Allocation Penalty

Meter size	2018-19	2019-20	2020-21	2021-22	2022-23
All	\$1.00/Unit	A [\$2.50-\$5.00]/HCF 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/HCF).			

6) Casitas Surcharge

Meter size	2018-19	2019-20	2020-21	2021-22	2022-23
All	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)

7) Other Fees and Charges

See our website for special rates and conditions.

Why MOWD's Costs are Going Up

MOWD used to have among the lowest water rates in Ventura County. Some of you may recall \$8 monthly water bills. Unfortunately, those days are likely gone forever. Here are some of the factors that are driving up our water rates:

- 1) Groundwater Sustainability Agency The State passed a law requiring the development of groundwater management plans by local agencies. The Upper Ventura River Groundwater Agency was established a few years ago and has started that process, funded partly by MOWD. The plan is due in 2022.
- 2) The City of Ventura is suing 100 pumpers in our area, including MOWD, to adjudicate groundwater in the Upper Ventura River Basin, where we have our wells. This is a very costly process, and the City has authorized \$2.8 million for their own attorney expenses. We don't know where how this process will play out.
- 3) Our filtration plant near Friend's Ranch was built in 1991(?), and is nearing the end of its useful life. A plant upgrade will cost around a million dollars.
- 4) If the drought continues, we will consider a new deep-aquifer well near the Ventura River. We will wait for the results of Casitas MWD's "Vertical-Bore" test well before making a financial commitment. This could be another million dollar project. If Lake Casitas were to go dry, we would have no other source of water if our wells go dry again, as they have several times since 2013.

ADD MORE

Uncertainties in these projects have compelled MOWD to increase its reserves in response.

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. For example, those who use the least water often end up paying a higher net unit price for the water they use.

Therefore, to encourage water conservation during the drought, MOWD will implement *Facilities-Based Unit Pricing* for its customers, as described below.

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 maintain 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 HCF per month each) and 580 secondary dwellings (assuming 7 HCF 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. It is important to understand that it is these low water users who allow the rest of us to enjoy our orchards and landscaping while staying within the District-wide allocation from Casitas MWD.

Summary of Proposed MOWD Allocation Program

MOWD's new Allocation Program, based partly on Casitas MWD's *Water Efficiency and Allocation Program* (WEAP), is summarized below:

1) Residential "baseline allocations" as follows:

A "fixed portion" of 10 units/mo per residence (7 units/mo for 2nd homes, mobile homes, apartments, etc.)

A "variable portion" based on irrigable area of the property:

There is a 2 acre limit on irrigation allocation for residences.

Each residential customer will receive an annual variable baseline allocation based on square footage (SF) of irrigable area up to 1.99 acres, calculated as follows:

First 5,000 SF	15 gallons per SF
Next 10,000 SF	10 gallons per SF
Next 71,684 SF	3 gallons per SF
Over 86,684 SF	No additional allocation

2) Most commercial and agricultural baseline allocations would not change.

Allocations would be based on historical use during 2010-2012.

Some Ag allocations would be reduced if they used more than 2.5 AF/acre/yr.

Commercial meters would be assigned 10 units/month as their "fixed portion."

Ag use would be considered to be "variable" use.

3) Reduced allocations during drought stages:

The indoor portion of the baseline allocation (10 units/month) would normally not be reduced, unless required by Casitas MWD, State regulations or an amended WEAP.

The variable portion would be reduced 30% in Stage 3, 40% in Stage 4, etc.

4) Seasonal variations of water use would be allowed:

Residences would be allowed higher water use in the summer using a given formula.

Commercial/agriculture would manage their own seasonal use each year.

Water use exceeding monthly or annual limits would be subject to an Over-Allocation Penalty.

5) We will continue our waiver program for those who can justify a change to their allocations.

MOWD reserves the right to assign baseline allocations to individual customers based on site visits and actual audits of their water needs, on a case by case basis.

For more information please see the draft *Allocation Program* posted on our website, www.meinersoakswater.com.

**To Protest – Return this page by mail with information filled in
(No reply or action needed if you don't wish to protest)**

If you are the owner of record of a parcel or parcels subject to the proposed rate increases, you may submit a protest against any or all of the proposed rate increases by filing a **written** protest with MOWD on or before the time set for the public hearing **????, 2017 at 6:30pm**. If written protests are filed by a majority of these parcel owners, the proposed rate adjustments will not be imposed.

A written protest must contain your printed (or typed) name, signature, mailing address, and a description of the parcel or parcels in which the party signing the protest has an interest. A street address and/or parcel number shall be considered **sufficient** description. If the parcel owner signing the protest is not shown on the last certified Ventura County Assessor's tax roll as the owner of the parcel(s), the protest must contain, or be accompanied by, written evidence that such party is the owner of the parcel(s). Protests must be received no later than **????, 2019 (postmarks do not apply)** and be mailed to:

Meiners Oaks County Water District
202 W. El Roblar Drive, Meiners Oaks, CA 93023
Attn: Protest Ballot

2019 PROTEST BALLOT

Must be received no later than _____ – postmarks do not apply

☐ I protest the proposed rates.

Name (printed)

Signature

Address of property located in MOWD

Parcel number of property

Comments (optional):



Susan Edlinger, M.Ed

Executive Coaching & Consulting

Leadership Coaching Proposal

For

Mr. Mike Hollebrands

General Manager, Meiners Oaks Water District

May 21, 2019

Purpose: To continue 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: 6 months, with midway check in to assess progress. Beginning June 1, 2019-December 31, 2019.

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: \$8,000 (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.

Mike Hollebrands Date

Susan Edlinger, M.Ed. Date

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

April 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)

37.83" of rain Matilija Canyon (An additional 1.20" of rain fell on 5/16/19)

24.16" of rain Meiners Oaks Fire station (An additional .75" of rain fell 5/16/19)

LAKE CASITAS LEVEL

44.9%

Board Committees

April 2019

Current Well levels and specific capacity

Well 1	Mar.	April	Well 2	Mar.	April	Well 4	Mar.	April	Well 7	Mar.	April
Static	21.8'	23.7'	Static	21.8'	23.7'	Static	22.6'	29.2'	Static	23.6'	30.1'
Running	'	'	Running	'	'	Running	50.5'	96.0'	Running	28.0'	33.9'
Drawdown	'	'	Drawdown	'	'	Drawdown	27.9'	66.8'	Drawdown	4.4'	3.85'
Specific Cap.	0.00 gal/ft	0.00 gal/ft	Specific Cap.	0.00 gal/ft	0.00 gal/ft	Specific Cap.	12.3 gal/ft	6.7 gal/ft	Specific Cap.	89.0 gal/ft	83.8 gal/ft

Water Production

Water production and sold values are based on a calendar year

GPM'S for April:		
Wells	Average GPM	Typical GPM
1.	0	375
2.	0	250
4.	580	600
7.	391	450
8.	Off	330

Total Pumped

Total Pumped for April.	39.78 AF
Total Pumped 2018:	667.54 AF
Total Pumped YTD 2019:	243.73 AF

April 2019

Total Sold:

Total Sold for April 2019:	39.78 AF
Total Sold YTD 2019:	148.20 AF
Total Sold 2018:	531.65 AF
Total Purchased from CMWD 2019	33.58 AF
Total Purchased April	0.00 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)

April 2018:	\$ 31,943.84
April 2019:	\$ 29,425.41

Reserve Funds

Balance at the County of Ventura	\$ 1,383,094.79
Total Taxes*	\$ 66,566.49
Total Interest from reserve account#	\$ 0.00

April 2019

Fiscal Year Total Revenues

July 1 st – April 30 th	2018	\$ 1,492,966.15
July 1 st – April 30 th	2019	\$ 1,475,522.87

Bank Balances

LAIF Balance	\$ 262,239.23
Transferred from the general fund to L.A.I.F.	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 1,634.73
Money Market (RABO)	\$ 74,292.59
Amount Transferred to RABO Money Market this month	\$ 0.00
Amount Transferred to General Fund from Money Market	\$ 18,000.00
(*) Monthly Interest received from Money Market	\$ 13.32
General Fund Balance	\$ 20,054.91
Trust Fund Balance	\$ 15,782.93
Capital Improvement Fund	\$ 14,410.58
(#) Quarterly Interest from Capital Account	\$.26
Total Interest accrued	\$ 1,648.31

Water Quality

We are 100% on our wells

Distribution

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. Rehab. /install VFD's 1 and 2 (85% complete)
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 (85%)

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
Main Leak N. La Luna Evans Excavating Jan. 7	\$ 4,270.25
6" lateral at 2270 Maricopa Hwy Sam Hill and Sons 4/29/2019	\$ 642.00
Service Leak N. Lomita Sam Hill and Sons 5/8/019	\$

<u>Total</u>	<u>\$ 123,083.61</u>
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Tanks

1. 250k gallon was installed in 1958 age = 57 (Removed 2015)
2. 80k gallon was installed in 1983 age = 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)

April 2019

5. 500k gallon was installed in 2003 age = 15
6. 750k gallon welded tank 2015 age = 4

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 Re-elected in 2018	Term ends 2022	Long Term
Vice-President – James Kentosh Re-elected in 2018	Term ends 2022	Long Term
Board Member – Larry Harrold Re-elected in 2018	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

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	31	2415	748	5.54
Commercial	55	1712	748	3.93
Residential	1184	13199	748	30.30

Total Consumption	1270	17326	Grand total	39.78
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Casitas 2/1-2/13

Wells 2/14-2/28

GM Report

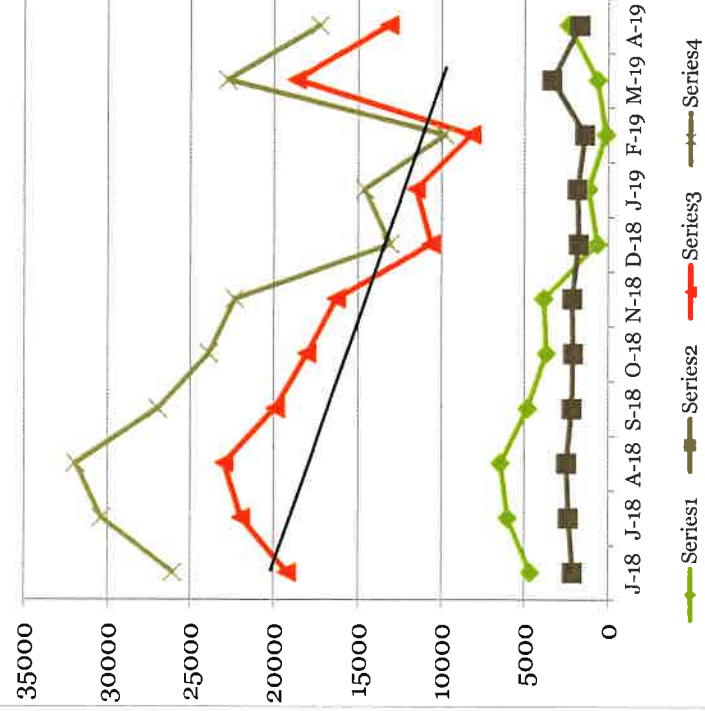
Consumption

	M-18	A-18	M-18	J-18	J-18	A-18	S-18	O-18	N-18	D-18	J-19	F-19	M-19	A-19
Agriculture	881	3025	5511	4677	6047	6475	4846	3714	3875	681	1212	163	674	2415
Commercial	1433	1631	2137	2141	2384	2513	2183	2114	2167	1788	1852	1417	3385	1712
Residential	9375	12018	16387	19252	21976	22974	19943	18079	16304	10645	11566	8243	18720	13199
Total	11689	16674	24035	26070	30407	31962	26972	23907	22346	13114	14630	9823	22779	17326

AC/FT

	M-18	A-18	M-18	J-18	J-18	A-18	S-18	O-18	N-18	D-18	J-19	F-19	M-19	A-19
Agriculture	2.02	6.94	12.65	10.74	13.88	14.86	11.12	8.53	8.90	1.56	2.78	0.37	1.55	5.54
Commercial	3.29	3.74	4.91	4.92	5.47	5.77	5.01	4.85	4.97	4.10	4.25	3.25	7.77	3.92
Residential	21.52	27.59	37.62	44.20	50.45	52.74	45.78	41.50	37.43	24.44	26.55	18.92	43	30.29
Total	26.83	38.28	55.18	59.85	69.81	73.37	61.92	54.88	51.30	30.11	33.59	22.55	52.29	39.75

Consumption - Last 12 months



AC/FT - Last 12 months

