

Regular Meeting
December 17, 2019
6:00 p.m.



1

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

December 17, 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 November 19, 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. Closed Session: The Board of Directors will hold a closed session to discuss personnel matters or litigation, pursuant to attorney/client privilege, as authorized by Government Code Section 54957, 54956.8, & 54956.9 and 54957.

- **State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875**
- **Meiners Oaks Water District vs Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/**

5. Financial Matters

- Approval of Payroll and Payables from November 16, 2019 to December 15, 2019 in the amount of:

Payables – \$ 83,075.30

Payroll – \$ 40,244.11

Total – \$ 123,319.41

6. Board Discussion and/or Action

a) Discussion of Allocation Program

- Open Public Comment -
- Close Public Comment -

Recommended Action: Discussion Only

b) Discussion and Approval - Authorize Sam Hill and Sons to replace fire a hydrant at 245 N. Poli St in the amount of \$ 6,900.00

- Open Public Comment -
- Close Public Comment -

Recommended Action: Motion approving work

c) Discussion and Approval – Authorize Byrd Electronics to replace the treatment plant computer and install new configuration software in the amount of \$ 14,344.97

- Open Public Comment -
- Close Public Comment -

Recommended Action: Motion to approve per CIP

7. General Manager's Report

- District O& M Report

8. Board Committee Reports

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

9. Old Business

- State Water
- Ojai, Ventura Water Partnership –
- Matilija Dam Removal Update
- Cold Water Formation
- Grant Projects: Nitrate removal and Blending
Cold Water Formation

10. Board of Directors Reports/Comments**11. 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) G.M. Review

12. Meeting Adjournment.

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

Meiners Oaks Water District

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

MINUTES

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

1. Roll Call

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

Present were: Board President Mike Etchart (by phone), Board Directors, James Kentosh, Mike Krumpschmidt, Larry Harrold and Diana Engle. Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward, and Attornies, Lindsay Nielson and Greg Jones.

2. Approval of the minutes

Approval of October 15, 2019, Regular Meeting minutes:

Ms. Engle made the motion to approve the September 17, 2019, Regular Meeting minutes. Mr. Krumpschmidt seconded the motion.

No public comments.

Mr. Krumpschmidt noted the overall quality of the minutes.

Ms. Engle requested a change in wording on page 4 paragraph 2 related to the residential meter situations. Ms. Ward to complete the requested revision before posting approved minutes to the website.

Krumpschmidt/Engle

All Ayes

1 Abstain (Harrold – Absent October Meeting)

M/S/C

3. Public Comments

A total of three members of the public were present.

Beth Von Gunten – was present at the meeting, requested reasonable accommodations for a fragrance-free public meeting space.

**** Agenda Order Changed****

The Board went into closed session at 6:11 p.m.

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

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

The board adjourned closed session at 6:44 pm.

Attorney Nielson stated that in closed session, Mr. Jones reported updates on the Moll case. No actions were taken and no decisions were made during the closed session.

5. Financial Matters

- Approval of Payroll and Payables from October 16 to November 15, 2019 in the amount of:

Payables -	\$ 55,828.30
Payroll -	<u>\$ 39,279.10</u>
Total -	\$ 95,107.40

Mr. Krumpschmidt made the motion to approve the Payroll and Payables from October 16 to November 15, 2019. Ms. Engle seconded the motion.

Public Comment – None.

Mr. Harrold asked for clarification on the expense wording for Attorney Fees, some have case name and others don't, should be standardized.

Mr. Kentosh requested clarification on the expense for Associated Transportation Engineers, Mr. Hollebrands explained this is the WREA project for moving the mainline by Meiners Rd. Mr. Kentosh also asked what Uline supplies the District, Ms. Ward clarified that Uline purchases were for Safety equipment. The GSA reimbursement for Ms. Ward is invoiced monthly and deposited in the general ledger, calculated in advance to assure there is no financial impact to MOWD.

Kentosh/Engle
All Ayes
M/S/C

6. Board Discussion/Actions

a) Cost of living consideration of 3%

Mr. Hollebrands presented the Consumer Price Index for the Los Angeles area, with a recommended cost of living increase of 3.0%, supported by the Executive Committee. The last COLA increase staff received was in September of 2018.

Mr. Krumpschmidt asked how the 3% increase is accounted for in the budget, we should ensure that future budget considerations account for an estimated COLA.

Public Comment:

Ms. Von Gunten supports the 3% cost of living increase for staff.

Ms. Engle asked when the increase will be effective, given that it is occurring later in the year than usual. Mr. Hollebrands stated if approved it would go into effect the next pay period. Ms. Engle recommended making the increase retroactive to October 1, 2019, for all staff.

Mr. Krumpschmidt made the motion to approve the 3% cost of living increase retroactive to October 1, 2019, for staff. Mr. Harrold seconded the motion.

**Krumpschmidt/Harrold
All Ayes
M/S/C**

b) Company Christmas Dinner Location, Date and Cost

Mr. Hollebrands shared that this year the Holiday Dinner is being planned for Friday, December 13th at 7:00 pm at the 2686 Kitchen, 2686 Loma Vista, Ventura. The restaurant is owned by the same local family that owns OBC in Ojai and Barrelhouse in Ventura. The space can accommodate our size group and serves a family-style dinner for the same cost as last year, \$80 per Director to cover the cost of dinner.

Mr. Krumpschmidt expressed concern regarding the expense to Directors, to bring their spouse costs \$160. Ms. Ward clarified that the historical intent was \$80 per Director to cover the cost of the entire dinner, not for each attendee. The Board discussed the intention of Directors paying for the Dinner versus the District.

Public Comment:

Ms. Von Gunten supports the District paying for the Holiday Dinner.

The Board consensus was that the Holiday Dinner is an appropriate expense and should be paid by the District.

c) Discussion of Allocation Program

Ms. Engle presented materials for the draft allocation program, based on last month's discussions. Part I of Ms. Engle's discussion focused on MOWD's practice/policy regarding illegal lots eligibility or lack of eligibility for stand-alone water service. Board discussed the different documentation sources that could be used to verify lot compliance, for example, County Legal Lot Determination Letter or a copy of a recorded Certificate of Compliance. Of note, Ms. Engle coined the term "ownership" in her reference materials, to reference one or more contiguous parcels owned by the same individual.

Part II of the Allocation Program discussions focused on Commercial accounts that board horses. Animal arenas were captured in the 2016 Eagle Aerial data. Staff will help identify the commercial boarding accounts, to assist Ms. Engle in assessing which accounts can be reclassified to residential. Ms. Engle posed the question, if the commercial meter is attached to a dwelling, should the com meter get a fixed allocation of 10 and the remainder to be an adjusted historical drought allocation amount. The Board was in agreement with this method; and, reiterated no new Agriculture accounts.

Ms. Engle stated she will take all of the notes and updates and prepare revised materials for the December Regular meeting.

d) Set Date and Time for Expansion of Service Committee Meeting

Mr. Hollebrands requested that Directors Kentosh and Krumpschmidt schedule the next Expansion of Services Committee meeting, as customers are awaiting will-serve letters. The meeting is scheduled for Wednesday, December 4, 2019, at 10:00 am at the District Office.

7. General Manager's Report

- Mr. Hollebrands thanked Ms. Ward for all her work getting MOWD setup with the online bill pay portal.
- **District Operations & Maintenance Report**
Mr. Hollebrands reported that demand has slowed, the full tanks last approximately 30 hours. Mr. Hollebrands reported a main leak that occurred Friday, November 15th at N. Rice and Oso Rd. The plastic mainline was bedded on rocks and split. Mr. Hollebrands reported that when he attempted to isolate the leak, the valves were allowing water to leak by still, so water service was temporarily shut-off to the neighboring

customers during the repair. Those two valves will be replaced. As a result of the water runoff from the leak, a neighboring customer's yard had some clean up required. Sam Hill & Sons were contracted to assist with completing the repair. A second leak was reported by a customer phone call, found to be a customer leak on Fernando, customer notified and homeowner stated a plumber will be scheduled to come fix the leak.

Ms. Engle asked how the well levels are performing. Mr. Hollebrands stated that well levels have improved from October to November, by slowing down Well #2, less air is being produced.

Ms. Engle asked for an update on the development of Well #4. Mr. Hollebrands stated he is waiting for the scope of work from General Pump. Ms. Engle requested the GM Report table be modified to add dates of well rehabs.

Ms. Engle requested clarification on the abnormal spike in January 2019 on the Consumption Graph. Ms. Ward to analyze the data and bring findings to the December board meeting.

8. Board Committee Reports

- Upper Ventura River GSA – Ms. Engle reported that the GSA has been working on the GSP schedule of work; Bryan Bondy met with Intera and executed an MSA and Task Work Orders. A webcast for non-modelers will be held at noon at VRWD.
- Executive Committee – Mr. Kentosh reported that they met on 10/25 to discuss the 3% COLA and WREA assistance with design criteria for standby generator needs; the minutes will be provided at the December meeting.
- Budget/Rate Committee – No update.
- Allocation Program Committee – Reported Item 5(c)
- New Meters and Expansion Committee- Scheduled for 12/4/19 @ 10 am
- Emergency Management Committee – To be scheduled after receipt of the report from WREA.

9. Old Business

- State Water – No update. Customer Opinion Survey results were shared at the last Casitas meeting, currently low support and will re-evaluate after next April.
- Ojai, Ventura Water Partnership – No update.
- Matilija Dam Removal Update – No update.
- Grant Projects: Nitrate Removal & Blending and Cold Water Formation – No update, Mr. Kentosh stated that the VRCD will be sending information in November.

10. Board of Directors' Reports/Comments

Mr. Etchart – None.

Mr. Krumpschmidt – None.

Mr. Kentosh – (1) Hiking down in the Ventura River Preserve, still some water running! (2) GM evaluation postponed for Board President, so he can be physically present. (3) Ventura Watershed Council is coming up, do we need a Director to attend, Mr. Hollebrands to attend.

Mr. Harrold – None.

Ms. Engle – None.

The Board went into closed session at 8:41 p.m.

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

- Conference with Legal Counsel – Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9)**
 - State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875**

The board adjourned closed session at 9:26 pm.

Attorney Nielson stated that in closed session, he reported on updates for ChannelKeeper cases. No actions were taken and no decisions were made during this closed session.

12. Meeting Adjournment

There being no further business to conduct at this time, Board Vice President Jim Kentosh adjourned the meeting at 9:26 pm.

President

Secretary



Meiners Oaks County Water District, CA

Check Report

By Vendor Number

Date Range: 11/16/2019 - 12/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank-AP Bank						
AQUA-F	Aqua-Flo Supply	12/12/2019	Regular	0.00	49.42	8953
S11454214	Invoice	11/05/2019	Pressure Gauge	0.00	49.42	
AT&T	AT&T	11/25/2019	Regular	0.00	187.69	8941
01841119	Invoice	11/13/2019	Office Phones	0.00	187.69	
AT&T	AT&T	12/12/2019	Regular	0.00	558.43	8954
08331219	Invoice	11/19/2019	Office Phones	0.00	558.43	
CALPERS	California Public Employees' Retirement	11/30/2019	Bank Draft	0.00	3,281.80	DFT0000813
INV0001302	Invoice	11/15/2019	Health	0.00	3,281.80	
CALPERS	California Public Employees' Retirement	11/22/2019	Bank Draft	0.00	413.62	DFT0000823
112219	Invoice	11/22/2019	Reitred Premium	0.00	413.62	
CALPERS	California Public Employees' Retirement	11/30/2019	Bank Draft	0.00	3,281.75	DFT0000826
INV0001313	Invoice	11/30/2019	Health	0.00	3,281.75	
CAL-STATE	Cal-State	12/12/2019	Regular	0.00	206.09	8955
143312	Invoice	12/02/2019	Portable Toilet	0.00	104.73	
143713	Invoice	12/07/2019	Portable Toilet	0.00	101.36	
CLEANCO	Cleancoast Janitorial	12/12/2019	Regular	0.00	240.00	8957
1153	Invoice	11/25/2019	November 2019 Janitorial	0.00	240.00	
CMWD	Casitas Municipal Water District	12/12/2019	Regular	0.00	1,500.48	8956
261151219	Invoice	11/27/2019	Fairview Standby	0.00	665.71	
262001219	Invoice	11/27/2019	Hartmann Allocation	0.00	169.06	
300651219	Invoice	11/27/2019	Tico & La Luna	0.00	665.71	
DATAP	Dataprose LLC	12/12/2019	Regular	0.00	134.06	8958
3P46252	Invoice	11/26/2019	Flyer Insert	0.00	134.06	
DIENER	DIENER'S ELECTRIC, Inc.	11/25/2019	Regular	0.00	1,191.52	8942
29753	Invoice	11/12/2019	Check Water Pumps	0.00	1,191.52	
EDLINGER	Susan Edlinger, M. Ed	12/12/2019	Regular	0.00	5,333.32	8966
05	Invoice	11/07/2019	Leadership Coaching	0.00	5,333.32	
EJHAR	E. J. Harrison Rolloffs, Inc.	11/25/2019	Regular	0.00	266.59	8943
281301119	Invoice	11/15/2019	Office Trash	0.00	51.60	
994261119	Invoice	11/15/2019	3 Yard Dumpster	0.00	214.99	
FAMCON	Famcon Pipe and Supply, Inc	12/12/2019	Regular	0.00	1,649.50	8959
S100016209.001	Invoice	11/01/2019	Gate Valve	0.00	1,051.05	
S100016423.001	Credit Memo	11/05/2019	Valve Return	0.00	-525.53	
S100017186.001	Invoice	11/15/2019	Yard Stock	0.00	1,123.98	
FGLENV	FGL Environmental	11/25/2019	Regular	0.00	170.00	8944
914991A	Invoice	11/14/2019	Samples	0.00	85.00	
915326A	Invoice	11/19/2019	Samples	0.00	85.00	
FGLENV	FGL Environmental	12/12/2019	Regular	0.00	148.00	8960
915327A	Invoice	11/19/2019	Samples	0.00	33.00	
915328A	Invoice	11/27/2019	Samples	0.00	30.00	
915737A	Invoice	11/26/2019	Samples	0.00	85.00	

Check Report

Date Range: 11/16/2019 - 12/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
GUARDIAN	Guardian	11/25/2019	Regular	0.00	652.49	8939
INV0001303	Invoice	11/15/2019	Dental	0.00	326.28	
INV0001314	Invoice	11/30/2019	Dental	0.00	326.21	
GUARDIAN	Guardian	11/25/2019	Regular	0.00	10.00	8945
7690461119	Invoice	11/13/2019	Administration Fee	0.00	10.00	
HLTHNE	Health Net Life Insurance Company	11/25/2019	Regular	0.00	41.10	8947
61791119	Invoice	11/07/2019	Life Insurance	0.00	41.10	
HPWP&C	Hathaway, Perrett, Webster, Powers	11/25/2019	Regular	0.00	2,800.00	8946
106821	Invoice	11/01/2019	Attorney Fees	0.00	2,800.00	
MITEC	MiTec Solutions LLC	11/25/2019	Regular	0.00	160.00	8949
1054055	Invoice	11/18/2019	Monthly Maintenance	0.00	150.00	
57758	Invoice	11/15/2019	Splashtop User Account	0.00	10.00	
MITEC	MiTec Solutions LLC	12/12/2019	Regular	0.00	238.90	8963
58072	Invoice	12/01/2019	Exchange/Web Hosting	0.00	189.90	
58131	Invoice	12/01/2019	Off-Site Back Up	0.00	49.00	
MOHARD	Meiners Oaks Hardware	12/12/2019	Regular	0.00	684.26	8961
900565	Invoice	11/01/2019	Auto Cloth	0.00	10.70	
900705	Invoice	11/01/2019	Brass 90 Street Ell	0.00	4.58	
900737	Credit Memo	11/01/2019	Return	0.00	-0.88	
900916	Invoice	11/01/2019	Wrench Gear & Torque	0.00	291.53	
900943	Invoice	11/01/2019	Battery	0.00	195.18	
901041	Invoice	11/01/2019	Term Ring	0.00	5.83	
901468	Invoice	11/04/2019	Latching Tote	0.00	12.85	
901552	Invoice	11/04/2019	Battery	0.00	14.63	
902011	Invoice	11/07/2019	Ace Bag	0.00	9.64	
902775	Invoice	11/13/2019	Black Oxide & Tap Plug	0.00	9.75	
902869	Invoice	11/14/2019	Bolts & Screws, Steel Angle, Hornett Killer,	0.00	38.99	
903385	Invoice	11/18/2019	Leather Gloves	0.00	14.63	
903861	Invoice	11/21/2019	Push Broom, Outdoor Angler	0.00	46.81	
904123	Invoice	11/22/2019	Brominating Tab	0.00	30.02	
NEILSON	Law Offices of Lindsay F. Nielson	11/25/2019	Regular	0.00	1,740.00	8948
34881119	Invoice	11/11/2019	Attorney Fees	0.00	1,360.00	
36601119	Invoice	11/11/2019	Attorney Fees	0.00	380.00	
PATHIAN	Pathian Administrators	11/25/2019	Regular	0.00	122.92	8940
INV0001305	Invoice	11/15/2019	HSBS	0.00	61.47	
INV0001316	Invoice	11/30/2019	HSBS	0.00	61.45	
PERS	Public Employees' Retirement System	11/30/2019	Bank Draft	0.00	425.00	DFT0000812
INV0001301	Invoice	11/15/2019	457 Withholdings	0.00	425.00	
PERS	Public Employees' Retirement System	11/30/2019	Bank Draft	0.00	2,334.06	DFT0000814
INV0001304	Invoice	11/15/2019	PERS	0.00	2,334.06	
PERS	Public Employees' Retirement System	11/30/2019	Bank Draft	0.00	475.00	DFT0000825
INV0001312	Invoice	11/30/2019	457 Withholdings	0.00	475.00	
PERS	Public Employees' Retirement System	11/30/2019	Bank Draft	0.00	2,259.08	DFT0000827
INV0001315	Invoice	11/30/2019	PERS	0.00	2,259.08	
PERS	Public Employees' Retirement System	12/12/2019	Bank Draft	0.00	1,694.90	DFT0000844
10000001587732	Invoice	12/01/2019	Unfunded Accrued Liability	0.00	1,694.90	
PERS	Public Employees' Retirement System	12/12/2019	Bank Draft	0.00	72.79	DFT0000845
10000001587734	Invoice	12/01/2019	Unfunded Accrued Liability	0.00	72.79	

Check Report

Date Range: 11/16/2019 - 12/15/2019

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Post Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
QUINNNTL	Quinn Rental Services	11/25/2019	Regular	0.00	19,845.68	8950
12366401	Invoice	11/13/2019	Backhoe	0.00	1,297.01	
E1826001	Invoice	11/13/2019	Diesel Generator	0.00	18,548.67	
SAMHIL	Sam Hill & Sons, Inc.	11/25/2019	Regular	0.00	8,158.85	8951
3153	Invoice	11/15/2019	Oso & Meiners Rd.	0.00	8,158.85	
SCE	Southern California Edison Co.	12/12/2019	Regular	0.00	14,084.52	8964
OFFELE1219	Invoice	12/11/2019	Office Electricity	0.00	98.48	
TNKFRM1219	Invoice	12/11/2019	Tank Farm	0.00	40.66	
WELL1-1219	Invoice	12/11/2019	Well 1	0.00	680.13	
WELL2-1219	Invoice	12/11/2019	Well 2	0.00	608.78	
WELL4-71219	Invoice	12/11/2019	Well 4 & 7	0.00	12,114.98	
WELL81219	Invoice	12/11/2019	Well 8	0.00	98.12	
Z-21219	Invoice	12/11/2019	Zone 2	0.00	59.77	
Z-2FIR1219	Invoice	12/11/2019	Zone 2 Fire	0.00	89.97	
Z-2PWR1219	Invoice	12/11/2019	Zone 2 Power	0.00	281.15	
Z-3FIR1219	Invoice	12/11/2019	Zone 3 Fire	0.00	12.48	
SCGAS	Southern California Gas Co.	12/12/2019	Regular	0.00	7.22	8965
0178	Invoice	11/27/2019	Office Heat	0.00	7.22	
UAOFSC	Underground Service Alert of So.Ca.	12/12/2019	Regular	0.00	66.16	8967
1120190431	Invoice	12/01/2019	Digalert	0.00	56.20	
18dsbfe6416	Invoice	12/01/2019	CA State Fee	0.00	9.96	
USBANK	US Bank Corporate Pmt. System	12/12/2019	Regular	0.00	633.68	8968
AMAZON110119	Invoice	11/01/2019	Screen Protectors	0.00	9.64	
AMAZON110719	Invoice	11/07/2019	Warrick Switches	0.00	366.80	
AMAZON112019	Invoice	11/20/2019	Prime Membership	0.00	13.93	
FSIGNS110619	Invoice	11/06/2019	Stickers for Generators	0.00	48.49	
GOOGLEAPP1120	Invoice	11/20/2019	Google App	0.00	4.99	
TYLER112019	Invoice	11/20/2019	Tax Forms	0.00	119.20	
VONS103019	Invoice	11/01/2019	Water & Toilet Paper	0.00	25.14	
WTECH110619	Invoice	11/06/2019	Cup Phone Holder	0.00	45.49	
VERIZON	Verizon Wireless	12/12/2019	Regular	0.00	320.97	8969
9843046071	Invoice	11/26/2019	Cell Phones	0.00	320.97	
WREA	Water Resource Engineering Associates	12/12/2019	Regular	0.00	6,116.35	8970
3081-11	Invoice	12/02/2019	New Filter	0.00	1,563.50	
3295-8	Invoice	12/02/2019	Hwy 33 Pipeline Relocation/Replacement	0.00	3,773.00	
3354-1	Invoice	12/02/2019	Zone 2 Compliance	0.00	779.85	
WRIGHT EXP	WEX Bank	11/25/2019	Regular	0.00	1,519.10	8952
112519	Invoice	11/25/2019	Fuel	0.00	1,519.10	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	78	31	0.00	68,837.30
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	14,238.00
EFT's	0	0	0.00	0.00
	87	40	0.00	83,075.30



Meiners Oaks Water District

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

Expenditures	Month of November	Year To Date	Budget Approp	Approp Bal 11/30/19	Current December	Approp Bal To Date
Salary / Taxes	39,312.79	189,805.34	500,000.00	310,194.66	-	310,194.66
Payroll Taxes	2,788.43	14,848.31	45,000.00	30,151.69	-	30,151.69
Retirement Contributions	4,173.00	21,873.61	42,000.00	20,126.39	-	20,126.39
Group Insurance	6,581.82	33,181.56	78,000.00	44,818.44	-	44,818.44
Company Uniforms	-	1,475.11	2,000.00	524.89	-	524.89
Phone Office	746.12	4,410.10	9,000.00	4,589.90	-	4,589.90
Janitorial Service	446.09	2,526.07	4,500.00	1,973.93	206.09	1,767.84
Refuse Disposal	266.59	1,332.95	3,100.00	1,767.05	-	1,767.05
Liability Insurance	-	27,225.13	27,000.00	(225.13)	-	(225.13)
Workers Compensation	-	13,984.93	18,000.00	4,015.07	-	4,015.07
Wells	-	3,443.47	10,000.00	6,556.53	-	6,556.53
Truck Maintenance	-	442.10	3,000.00	2,557.90	-	2,557.90
Office Equip. Maintenance	630.95	1,114.31	6,000.00	4,885.69	-	4,885.69
Cell Phones	320.97	1,602.28	4,000.00	2,397.72	-	2,397.72
System Maintenance	4,720.97	23,512.98	75,000.00	51,487.02	-	51,487.02
Safety Equipment	-	1,797.39	3,000.00	1,202.61	-	1,202.61
Laboratory Services	318.00	2,766.00	12,000.00	9,234.00	-	9,234.00
Membership and Dues	-	2,205.00	8,000.00	5,795.00	-	5,795.00
Printing and Binding	-	3,001.99	500.00	(2,501.99)	-	(2,501.99)
Office Supplies	187.53	3,823.33	5,000.00	1,176.67	-	1,176.67
Postage and Express	268.12	3,492.73	13,000.00	9,507.27	-	9,507.27
B.O.D. Fees	900.00	4,350.00	15,000.00	10,650.00	-	10,650.00
Engineering & Technical Services	803.00	15,671.00	50,000.00	34,329.00	4,552.85	29,776.15
Computer Services	398.90	4,593.84	15,000.00	10,406.16	238.90	10,167.26
Other Prof. & Regulatory Fees	5,517.88	15,411.54	45,000.00	29,588.46	66.16	29,522.30
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	6,015.00	12,625.28	90,000.00	77,374.72	-	77,374.72
GSA Fees	-	51,107.41	50,000.00	(1,107.41)	-	(1,107.41)
VR/SBC/City of VTA Law Suit	380.00	8,157.46	100,000.00	91,842.54	-	91,842.54
State Water	-	-	35,000.00	35,000.00	-	35,000.00
Audit Fees	-	-	22,000.00	22,000.00	-	22,000.00
Small Tools	596.89	1,428.99	2,500.00	1,071.01	-	1,071.01
Election Supplies	-	-	-	-	-	-
Water Purchase	-	-	75,000.00	75,000.00	-	75,000.00
CMWD Standby Charges	1,500.48	7,325.46	17,000.00	9,674.54	-	9,674.54
Treatment Plant	-	2,296.35	20,000.00	17,703.65	-	17,703.65
Fuel	1,519.10	5,876.12	10,000.00	4,123.88	-	4,123.88
Travel Exp./Seminars	-	135.00	2,000.00	1,865.00	-	1,865.00
Utilities	7.22	1,047.52	3,500.00	2,452.48	98.48	2,354.00
Power and Pumping	-	28,155.27	80,000.00	51,844.73	13,986.04	37,858.69
Meters	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditures	78,399.85	516,045.93	1,512,100.00	996,054.07	19,148.52	976,905.55
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" Main for Z-2	-	4,225.00	100,000.00	95,775.00	-	95,775.00
El Sol to Lomita Tie-In	-	-	50,000.00	50,000.00	-	50,000.00
R1 & 2 Well Conditions Report	-	-	25,000.00	25,000.00	-	25,000.00
Structures and Improvements	-	-	-	-	-	-
Generator/Panel Upgrades	18,548.67	-	155,000.00	155,000.00	-	155,000.00
T.P. Final Eng/Permitting/PH-2	783.00	10,593.50	150,000.00	139,406.50	1,563.50	137,843.00
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
Field Equipment	-	-	-	-	-	-
T.P. Computer/Programming	-	-	15,000.00	15,000.00	-	15,000.00
Appropriations for Contingencies	8,158.85	28,945.81	100,000.00	71,054.19	-	71,054.19
Total CIP Spending	27,490.52	43,764.31	717,000.00	673,235.69	1,563.50	671,672.19
GRAND TOTAL	105,890.37	559,810.24	2,229,100.00	1,669,289.76	20,712.02	1,648,577.74

Report of Income as of 11/30/2019

Income	Month of November	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	1.45	16,016.99	--	16,016.99
Taxes	4,262.81	5,297.14	--	5,297.14
Pumping Charges	389.58	1,598.89	--	1,598.89
Fire Protection	342.69	1,084.39	--	1,084.39
Meter & Inst. Fees	--	--	--	--
Water Sales	63,844.61	314,120.83	692,256.00	378,135.17
¹ Casitas Water/Standby	829.45	3,588.54	--	3,588.54
MWAC Charges	57,113.48	276,274.78	770,484.00	494,209.22
MCC Chg.	6,281.02	32,561.70	80,000.00	47,438.30
² Misc. Income	7,225.41	17,717.01	--	17,717.01
Late & Delinquent Chgs.	4,819.48	15,258.23	--	15,258.23
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	7,004.56	31,657.52	--	31,657.52
	--	--	--	--
		--	--	--
		--	--	--
TOTAL INCOME	152,114.54	715,176.02	1,542,740.00	827,563.98

Note:

¹ This line item is necessary because these sales are tracked in the expenditures

² This line item could includes things such as:

Recycled meters and scrap metal

Employee payments for insurance payouts

Fiscal Year AT-A-Glance
2019-20

CIP	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	To Date	Budgeted	% of Budgeted
Budgeted	\$6,066.00	\$1,270.50	\$1,237.00	\$34,822.46	\$19,331.67								\$62,727.63	\$637,000.00	9.85%
Unbudgeted	\$155,577.97	\$87,041.90	\$104,933.37	\$97,743.35	\$78,399.85								\$523,696.44	\$1,512,100.00	34.63%
Income	\$127,483.94	\$138,756.85	\$141,252.77	\$155,567.92	\$152,114.54								\$715,176.02	\$1,542,741.20	46.36%

2019-20	Budgeted	Capital Improvement Schedule	Spent To Date	% CMPLT
Automation of Fairview Connection Design	\$0.00	\$20,000.00	\$0.00	0.00%
Well 8 Nitrate Removal	\$0.00	\$25,000.00	\$0.00	0.00%
4 Valve Replacement/Deadends	\$0.00	\$50,000.00	\$0.00	0.00%
Relocate 6 inch main for zone 2	\$0.00	\$0.00	\$4,225.00	4.23%
El Sol to Lomita Tie-in	\$50,000.00	\$0.00	\$0.00	0.00%
R1 and R2 well conditions report	\$0.00	\$0.00	\$0.00	0.00%
Final design and Permitting	\$150,000.00	\$25,000.00	\$10,593.50	7.06%
Generator/Panels Emergency		\$155,000.00	\$18,548.67	11.97%
Total	\$300,000.00	\$145,000.00	\$0.00	



"Keeping You in Control"

Quote 5044B

Byrd Industrial Electronics
36 N. Central Ave.
Upland, CA 91786
909 985 9191
www.byrdelectronics.com

To: **Meiners Oak**

Attn: Mike

October 12, 2019

Treatment Plant Computer

Overview

This quotation provides for the installation and configuration of a new Dell Computer at the Treatment Plant

Implementation

The following general scope-of-work will be required to accomplish the project objectives:

- Back-Up Current HMI Databases
- Provide and install new Dell Precision Computer System, including monitor, keyboard and mouse
- Transfer and restore previous data to new Workstation
- Install and configure upgraded Wonderware In Touch License.
- Install new Microsoft Excel on new Treatment Plant Computer
- Recover HMI, reports and data from previous computer
- Migrate Treatment Plant Reports to operate with the new version of Excel
- Test and Verify Scripts
- Complete System Start-Up and Shutdown

Assumptions & Comments

- Pricing based on Wonderware Modernization Program. Program/pricing will expire in 1/01/2020
- Both Office and Treatment Plant Wonderware Licenses' will be upgrade.
- To upgrade the computer at the Office concurrently it would be an additional \$4,166.33

Financial

Total price to accomplish the general scope-of-work indicated above is \$14,344.97 including applicable tax and one-year warranty.

Freight
Included

Delivery
30 Days

Terms
Net 30

Valid for
30 Days

November 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)

5.50" of rain Matilija Canyon

4.28" of rain Meiners Oaks Fire station

LAKE CASITAS LEVEL

41.4%

Board Committees

Expansion of services met on Dec. 4, 2019 (minutes from this meeting and the Executive/Emergency Committee Meeting held on October 25th are included)

Current Well levels and specific capacity

Well 1	Nov	Dec	Well 2	Nov	Dec	Well 4	Nov	Dec	Well 7	Nov	Dec
Static	31.1'	25.5'	Static	33.4'	26.0'	Static	48.5'	44.7'	Static	52.2'	52.6'
Running	40.2'	33.5'	Running	42.0'	40.9'	Running	77.8'	73.9'	Running	55.1'	49.9'
Drawdown	7.1'	8.16'	Drawdown	8.6'	14.9'	Drawdown	29.3'	29.2'	Drawdown	2.9'	2.7'
Specific Cap.	34.6 gal/ft	30.2 gal/ft	Specific Cap.	16.5 gal/ft	15.0 gal/ft	Specific Cap.	14.0 gal/ft	13.4 gal/ft	Specific Cap.	99.6 gal/ft	102.5 gal/ft

Water Production

Water production and sold values are based on a calendar year

Total Pumped

Total Pumped for Nov.	64.42 AF
Total Pumped 2018:	667.54 AF
Total Pumped YTD 2019:	572.53 AF

Total Sold/Purchased:

Total Sold for Nov. 2019:	58.39 AF
Total Sold YTD 2019:	532.48 AF
Total Sold 2018:	289.57 AF
Total Purchased	
Total Purchased from CMWD 2019	33.58 AF
Total Purchased Nov	0.00 AF
Total Purchased YTD 2018	314.91 AF

Total Capacity:

1,600 Gallons per Minute (GPM) with all current wells on line 1, 2, 4, 7)

3,600 Gallons per minute (GPM) with all current wells on line 1, 2, 4, 7) + Casitas

Water Sales:

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

Nov	2018:	\$ 62,761.03
Nov	2019:	\$ 63,844.61

Reserve Funds

Balance at the County of Ventura	\$ 1,264,778.93
Total Taxes*	\$ 4,262.81
Total Interest from reserve account#	\$ 0.00

Fiscal Year Total Revenues

July 1 st – Nov 30 th	2018	\$ 745,313.10
July 1 st – Nov 30 th	2019	\$ 715,176.02

Bank Balances

LAIF Balance	\$ 225,366.35
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
Money Market (RABO)	\$ 7,665.58
Amount Transferred to Rabo from County this month	\$ 0.00
Amount Transferred to General Fund from Money Market	\$ 0.00
(*) Monthly Interest received from Money Market	\$ 1.22
General Fund Balance	\$ 303,613.85
Trust Fund Balance	\$ 15,905.93
Capital Improvement Fund	\$ 14,412.26
(#) Quarterly Interest from Capital Account	\$.23
Total Interest accrued	\$ 1.45

Summary Update

- District O&M Report – Static well levels have begun to rise finally at all the wells, exact amounts can be seen above.
- Well #2 gpm's were increased to 100% with the rise in water levels
- Well #4 gpm's were increased as well

- Tank levels have been lasting us approx. 48 hours before they need to be refilled again
- Wells refill the tanks in 14 hours
- Deiner's Electric has begun doing their work on our panels throughout the district.
- Both emergency generators are in the district's possession and put inside in our warehouse. Training and testing will be scheduled once our panel work is done by Deiner's.
- Engineering work on the new treatment plant is almost complete.
- Engineering is completed for the new water line across the Hwy 33 to Meiners Rd, we are just waiting for State permitting.

Capital Improvement Projects for 2019-2020
Budgeted capital funds \$ 637,000 FY 2019-2020

1. Well 4 Development (Winter)
2. Engineer design report for the treatment plant (In process)
3. Replace 6 inch main for Zone 2 (In Process)
4. El Sol and Lomita Tie-in
5. R1 and R2 well condition report
6. Automate Casitas connection at Fairview and Hwy 33

Unscheduled Work

<u>Type of Repair</u>	<u>Cause</u>	<u>Date</u>	<u>Leak Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Main Leak	Edison	7/11	1450 S. Rice	Sam Hill/Staff	\$10,885.10
Main Leak	Poor bedding	7/14	Rice and Myer	Sam Hill/Staff	\$3,850.00
Service Leak	Edison	7/29	150 N. Encinal	Sam Hill	\$ 2,539.34
Valve replacement	Age	8/5	181 N. Encinal	Sam Hill	\$ 8,181.25
Main Leak	Pipe Settle	10/13	1878 Meiners Rd	Sam Hill/Staff	\$ 3,488.00
Main Leak	Poor Bedding	11/15	980 Oso Rd	Sam Hill/Staff	\$ 8,158.85

				Total	\$ 37,102.54

Tanks

1. 250k gallon was installed in 1958 age = 57 (Removed 2015)
2. 80k gallon was installed in 1983 age = 36 (Zone -2)
3. 500k gallon was installed in 1988 age = 28 (Removed 2015)
4. 500k gallon was installed in 1973 age = 46 (Put back into service 2011)
5. 500k gallon was installed in 2003 age = 16
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	65 feet Rehabilitated 2018
2. Well # 2	1969	110 feet Rehabilitated 2018
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 (NON-OP.)

Board of Directors

President – Michel 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

November 2019

Board Member – Diana Engle
Elected 2016

Term Ends 2020

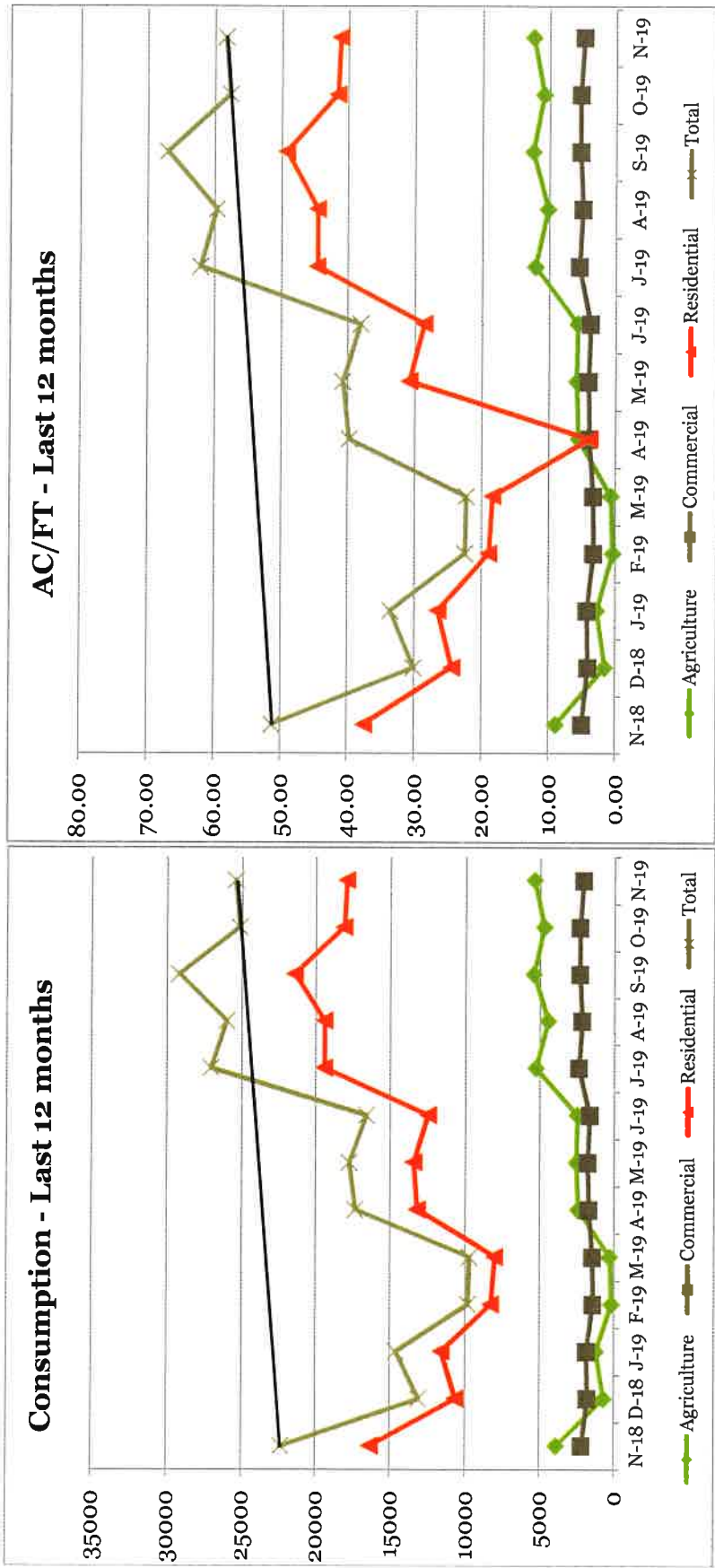
Long Term

GM Consumption Report

Billed Consumption for November 2019

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	31	5401	748	12.40
Commercial	55	2098	748	4.82
Residential	1191	17937	748	41.18

Total Consumption	1277	25436	Grand total	58.39
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Note: Previous report showed spike in January 2019, two factors contributed to high value: (1) Oso Rd. Leak 799 units (Res); (2) Meter Misread, corrected customer account and billing but the output report had not updated, erroneous 9,997 Res units removed from January Residential Consumption.

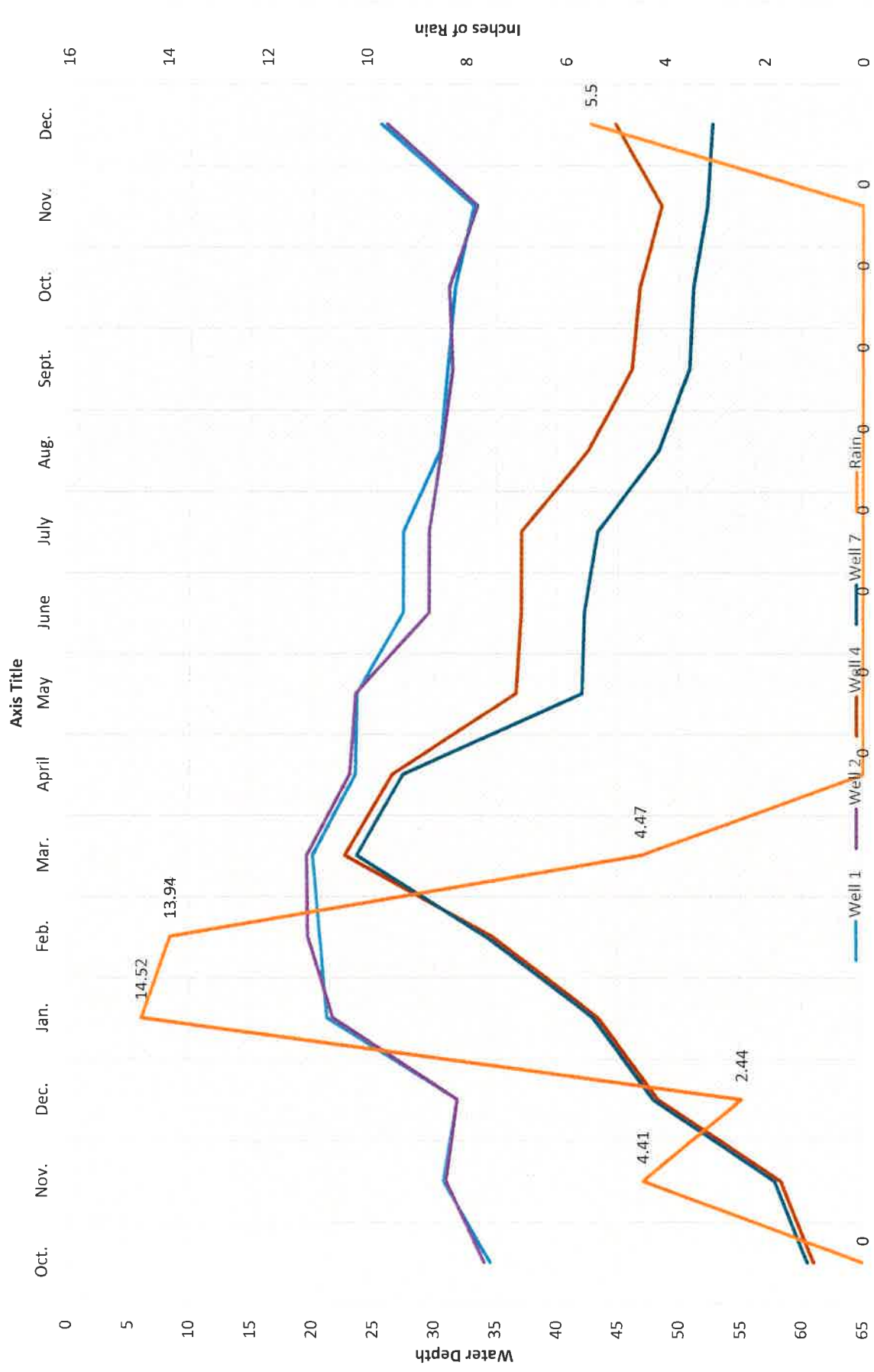
GM Report

AG	CONSUMPTION			AC/FT		
	2017	2018	2019	2017	2018	2019
JAN	605.00	3389.00	1212.00	1.39	7.78	2.78
FEB	195.00	4487.00	163.00	0.45	10.30	0.37
MAR	1593.00	881.00	288.00	3.66	2.02	0.66
APR	3436.00	3025.00	2415.00	7.89	6.94	5.54
MAY	5258.00	5511.00	2541.00	12.13	12.65	5.83
JUN	6523.00	4677.00	2470.00	14.97	10.74	5.67
JUL	8401.00	6047.00	5261.00	19.29	13.88	12.08
AUG	9793.00	6475.00	4447.00	22.48	14.86	10.21
SEP	10336.00	4846.00	5425.00	23.73	11.12	12.75
OCT	8686.00	3714.00	4726.00	19.94	8.53	10.85
NOV	5893.00	3875.00	5401.00	13.53	8.90	12.40
DEC	6606.00	681.00		15.17	24.44	

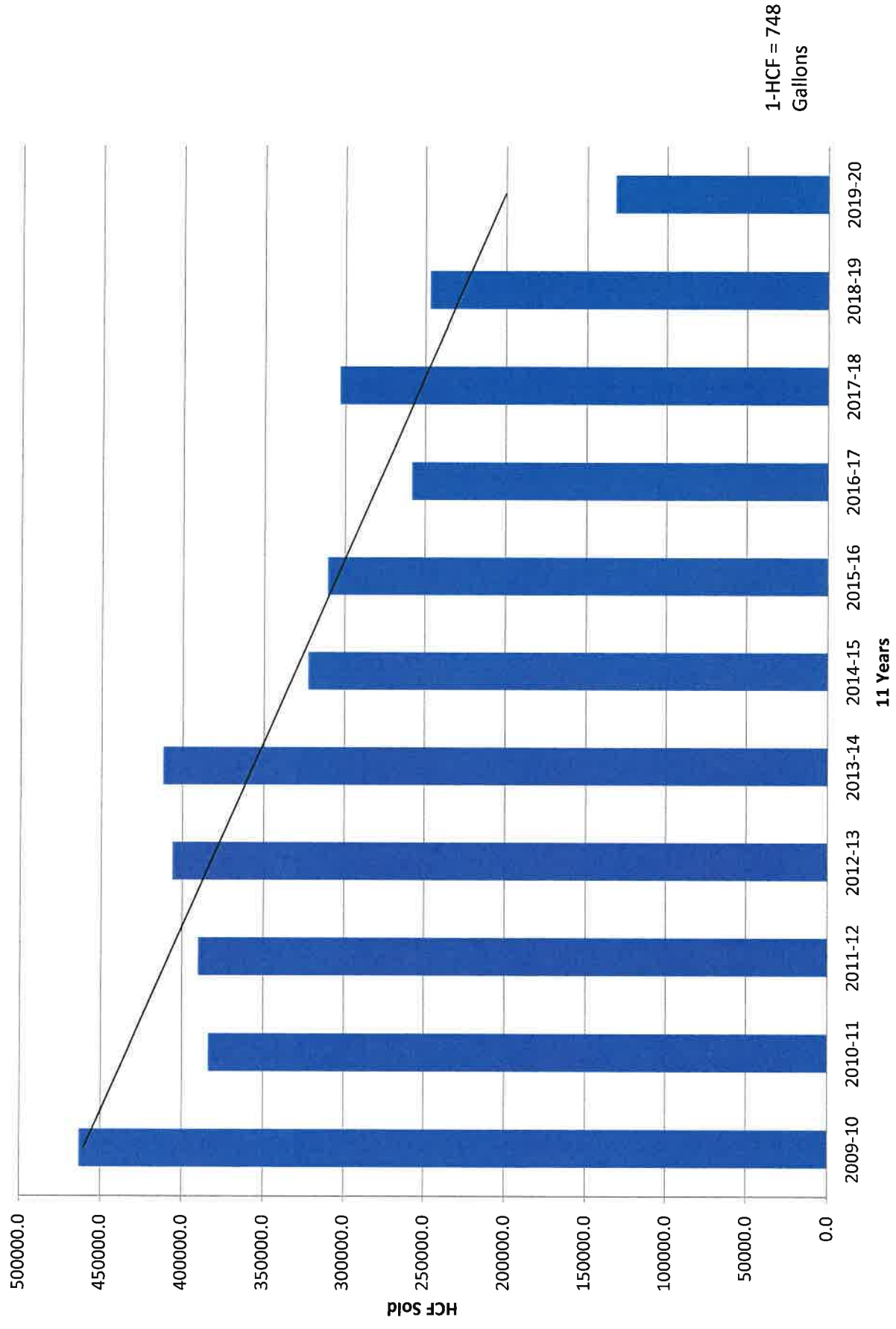
COM	CONSUMPTION			AC/FT		
	2017	2018	2019	2017	2018	2019
JAN	1531.00	2179.00	1582.00	3.51	5.00	4.25
FEB	1808.00	1750.00	1417.00	4.15	4.02	3.25
MAR	1441.00	1433.00	1447.00	3.31	3.29	3.32
APR	1534.00	1631.00	1712.00	3.52	3.74	3.93
MAY	2037.00	2137.00	1775.00	4.68	4.91	4.07
JUN	2148.00	2141.00	1640.00	4.93	4.92	3.76
JUL	2409.00	2384.00	2384.00	5.53	5.47	5.47
AUG	2590.00	2513.00	2165.00	5.95	5.77	4.97
SEP	2202.00	2183.00	2324.00	5.06	5.01	5.34
OCT	2221.00	2114.00	2326.00	5.10	4.85	5.34
NOV	2484.00	2167.00	2098.00	5.70	4.97	4.82
DEC	2159.00	1788.00		4.96	4.10	

RES	CONSUMPTION			AC/FT		
	2017	2018	2019	2017	2018	2019
JAN	9145.00	14041.00	11567.00	20.99	32.23	26.55
FEB	9934.00	14009.00	8243.00	22.81	32.16	18.92
MAR	9012.00	9375.00	8000.00	20.69	21.52	18.37
APR	10693.00	12018.00	13199.00	24.55	27.59	30.30
MAY	16844.00	16387.00	13427.00	38.67	37.62	30.82
JUN	17499.00	19252.00	12470.00	40.17	44.20	28.63
JUL	19982.00	21976.00	19416.00	45.87	50.45	44.57
AUG	21012.00	22974.00	19398.00	48.24	52.74	44.53
SEP	21428.00	19943.00	21446.00	49.19	45.78	49.23
OCT	19992.00	18079.00	18096.00	45.90	41.50	41.54
NOV	17067.00	16304.00	17937.00	39.18	37.43	41.18
DEC	17147.00	10645.00		39.36	24.44	

Static Well Levels and Rainfall



Water Sales





MEINERS OAKS WATER DISTRICT

October 25, 2019

Minutes of Executive/Emergency Committee Meeting

Committee	Joint meeting of Executive Committee and Emergency Preparedness Committee
Meeting Date	October 25, 2019, at 9:00 AM at the District's office
Attendance	Mike Hollebrands – General Manager Mike Krumpschmidt – Director Jim Kentosh – Director Elizabeth Von Guten – public attendee
Topics	Standby generators; COLA; and Personnel Issue

Note: Board President Mike Etchardt recused himself from the Executive Committee meeting because of a potential conflict on a topic that was ultimately left off the agenda because of a scheduling conflict.

- 1) Standby Generators. After wide-ranging discussions, we asked Mike H to have WREA prepare an analysis of fire flows and the need for a generator for the Meiners Road tank zone. This will be similar to, but more limited than, the *Water System Compliance Report* they amended in 2015. We also asked Mike to obtain a proposal from WREA for revising their 2015 report to incorporate any revised design criteria implemented since the Thomas Fire, to support the need for a third generator. This additional work would be considered for possible Board approval.
- 2) The committee supports adoption of a 3.0% COLA for MOWD staff for this fiscal year. This amount is from the Los Angeles area consumer price index (CPI) for the 12 months ending in September 2019, and was not rounded off.
- 3) Personnel issue for info only – no decision was made.

We will start a closed session performance evaluation of the General Manager at the November board meeting.



MEINERS OAKS WATER DISTRICT

December 4, 2019

Minutes of “New Meters & Expansion” Committee Meeting

Committee	Ad-Hoc New Meters & Expansion of Service Committee
Meeting Date	December 4, 2019, at 10:00 AM at the District’s office
Attendance	Mike Hollebrands – General Manager Mike Krumpschmidt – Director Jim Kentosh – Director
Topics	Proposed affordable housing project on El Roblar Drive

A) Ted Moore presented information on a proposed 40-unit Affordable Housing Project on El Roblar Drive. We explained our current moratorium on new water connections:

- ◆ During severe droughts our wells go dry and we are 100% dependent on Casitas MWD. Our allocation for water from Lake Casitas is limited. We do not have surplus water and must rely on Casitas. We must conform to their *Water Efficiency and Allocation Program*.
- ◆ Until the current drought ends, we will not be sure of the safe yield of our water supply. The GSP process and Ventura lawsuit may also reduce our supply.

We discussed several options for the proposed development. Each option, as a minimum, would require the developer to acquire additional allocation from Casitas MWD, and for MOWD to waive its current moratorium on new service connections. Methods for the developer to offset increased water use by the project include:

- 1) Fund water efficiency/conservation projects within MOWD’s service area.
- 2) Construct a new well on the site.
- 3) Fund an off-site well for use by MOWD.
- 4) Purchase water directly from Casitas MWD and wheel it through MOWD.
- 5) Fund some relevant capital project within MOWD.

These options will be discussed at the December board meeting.

B) We are receiving many requests for service to accessory dwelling units. We will research how we can place limits on those services under State law.