

Regular Meeting
March 24, 2020
6:00 p.m. - CLOSED SESSION
8:00 p.m. – OPEN SESSION



1

NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS

March 24, 2020

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))

In accordance with California Executive Order N-29-20, Section 3: A local legislative body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. A physical location accessible for the public to participate in the teleconference is not required.

OPEN SESSION DIAL-IN/JOIN INFORMATION (Starts at 8:00 pm):

Please join our meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/MOWD/opensession>

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

1. Roll Call

- 2. 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/**
- **Conference with Legal Counsel – Personnel 54957 (b)(4)**

**** TIME CERTAIN- OPEN SESSION BEGINS AT 8:00 PM****

3. Call Open Session to Order

4. Approval of Minutes February 18, 2020, Regular Meeting

5. 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.

6. Financial Matters

- Approval of Payroll and Payables from January 16, 2020 to February 15, 2020 in the amount of:

Payables – \$ 104,571.67

Payroll – \$ 36,019.60

Total – \$ 140,591.27

6. Board Discussion and/or Action

a) Allocation Program – Discussion of Implementation of New AP

- Open Public Comment

-Close Public Comment

Recommended Action: Board direction to committee and staff

b) Approval of rescinding resolution 121509 Policies for Water Service and the approval of revised resolution 20200317 Policies for Water Service

- Open Public Comment -

- Close Public Comment -

Recommended Action: Approval of resolution

c) Discussion – Approval of resolution 20200317-1 in compliance of SB 998 for disconnecting water services

- Open Public Comment -

- Close Public Comment -

Recommended Action: Approval of Resolution

d) Discussion and/or Approval – Reorganization of Job Descriptions

-Open Public Comment

-Close Public Comment

Recommended Action: Vote in Board Secretary & Treasurer

e) Discussion and Approval – Election of Board Secretary /Treasurer

-Open Public Comment

-Close Public Comment

Recommended Action: Vote in Board Secretary & Treasurer

f) COVID-19 Emergency Order & Safety Protocol

-Open Public Comment

-Close Public Comment

Recommended Action: Approve protocol

7. General Manager's Report

- District O& M Report

8. Board Committee Reports

- GSA Report
- Executive Committee Report –
- Budget/Rate Committee Report – 3/11/2020
- Allocation Program committee report
- New meters and expansion committee – 3/1/2020
- Emergency Preparedness Committee

9. Old Business

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

10. Board of Directors Reports/Comments

11.Meeting Adjournment.

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 6:02 pm at the District Office.

Present: Board President, Mike Etchart; Board Directors, James Kentosh, Mike Krumpschmidt, and Larry Harrold. Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward, and Attorney, Lindsay Nielson.

Absent: Diana Engle

2. Approval of the minutes

Approval of January 21, 2020, Regular Meeting minutes:

Mr. Kentosh made the motion to approve the January 21, 2020, Regular Meeting minutes. Mr. Krumpschmidt seconded the motion.

No public comments.

Kentosh/Krumpschmidt
All Ayes
M/S/C

3. Public Comments

- Mr. Wyreck was present and shared a statement regarding the water rights adjudication, requested a policy position on a future agenda for discussion. He believes the City of Ventura is on the wrong side of history.
- Beth Von Gunten was present and provided her statement of attendance.
- Ms. Leiterman was present.
- Anonymous – stated that it appears two pumps are missing from the river bottom. Mr. Hollebrands explained that the old well 4 was abandoned last year, and the new well 4 pump was recently pulled to investigate mechanical issues.
- Bob Daddi – was present and offered the Ojai Valley News as a platform for communicating with customers; the paper is here to protect and inform the public and would like to run any related articles.

****Agenda change in order to accommodate public present for item 6d****

6. Board Discussion/Actions

d) Action – Approval of Resolution 20200218 MOWD Allocation Program.

Director Kentosh made a short presentation on the existing and proposed Allocation Programs. The Board fielded several questions from the public regarding the new method of calculating allocations and the intent for changing methods. The public expressed concern over-focus on penalties and not rewards for customers that remain below their allocation. Additionally, customers expressed concern regarding their ability to monitor their water use in real-time, to avoid potential over-allocation fees, no allowance for carryover of unused allocations, and changes to the parcel after the aerial footage was taken in 2016. The Board explained that the waiver process would remain in effect for any case by case scenarios. The public was eager to receive their new allocations and requested time after they are received before implementation in July. Mr. Hollebrands explained that bill stuffers and a tool on the District website would be provided to customers as soon as the data is finalized.

Public Comment:

Ms. Von Gunten stated that the Allocation Program does not address those over-users that can afford to pay the penalties and do not change their practices. Ms. Von Gunten requested that a copy of the PowerPoint presentation be made available, Ms. Ward to post on the District website on the meeting agenda page.

Directors Krumpschmidt and Kentosh noted that the resolution language item 3 regarding no new meters should be removed, as it is covered by the Expansion of Services and New Meters policy.

Mr. Kentosh made the motion to approve Resolution 20200218 Allocation Program with item 3 language removed. Mr. Krumpschmidt seconded the motion.

Roll Call: Etchart – Y Kentosh – Y Krumpshmidt – Y Harrold – Y Engle – A

Ayes – 4

Absent – 1

M/S/C

****Resume regular Agenda order****

4. Financial Matters

- **Approval of Payroll and Payables from January 16 to February 15, 2020 in the amount of:**

Payables -	\$ 98,887.48
Payroll -	\$ 39,478.82
Total -	\$ 138,366.30

Mr. Harrold requested an update of reserve levels. Mr. Hollebrands submitted that the District had approximately 1.5 m.

Mr. Krumpschmidt made the motion to approve the Payroll and Payables from December 16 to January 15, 2020. Mr. Kentosh seconded the motion.

Public Comment:

No Public Comments.

There was Board discussion regarding payables for the Quinn Rentals for \$115,967.53, the large generator staged at the MOWD yard, SWRCB annual fees for \$7,547.10, and WREA's work on the pipeline relocation project at Meiners Rd and Highway 33 for \$1,433.25. Mr. Hollebrands to clarify with Ms. Malone the payable descriptions to assist with the Board's review process.

Krumpschmidt/Kentosh
All Ayes
M/S/C

6. Board Discussion/Actions

a) Election of Board Officers- The Board will elect President and Vice-Presidents of the Board

Mr. Kentosh nominated Mr. Etchart for President of the Board through to January 2021.

Mr. Kentosh made the motion to elect Mike Etchart to the position of Board President effective through to January 2021. Mr. Harrold seconded the motion.

Roll Call: Etchart – Y Kentosh – Y Krumpshmidt – Y Harrold – Y Engle – A
Ayes – 4
Absent – 1
M/S/C

Mr. Etchart nominated Mr. Kentosh for Vice President of the Board through January 2021.

Mr. Etchart made the motion to elect James Kentosh to the position of Board Vice President effective through to January 2021. Mr. Krumpschmidt seconded the motion.

Roll Call: Etchart – Y Kentosh – Y Krumpshmidt – Y Harrold – Y Engle – A
Ayes – 4
Absent – 1
M/S/C

The Board discussed the need to elect Board Secretary and Treasurer next month.

b) Approval of General Pumps proposal to restore well 4 in the amount of \$86,425.15

Mr. Hollebrands reviewed the findings from General Pump's evaluation of Well 4. He highlighted that the bowl shaft reflected wear at each bearing journal generally associated with abrasive or vibration wear. The recorded issue of vibration in this unit is likely to have come from the 10-stage pump assembly as the bowl shaft had some run out that exceed tolerances at .011 over the allowable .04. Combined with the improper lateral setting, this allowed the rotating elements of the pump (Impellers and shaft) to rotate without adequate support, especially during the starting and stopping of the pump equipment. The bowl shaft is recommended for replacement. The planned start for repairs, if approved, would begin March 2nd.

The Board discussed legal options for cost recovery from Layne Christiansen, which was recently bought out by Granite. The Board requested Mr. Hollebrands provide Attorney Nielsen with the Layne contract and related correspondence for preparing a letter to Layne/Granite.

Mr. Kentosh made the motion to approve General Pump's Well 4 Restoration Proposal for \$86,425.15. Mr. Krumpschmidt seconded the motion.

Public Comments:

None

Ayes – 4

Absent – 1

M/S/C

c) Discussion – DRAFT Interim Policy on New Meters and Expansion of Services

Mr. Kentosh introduced the Draft Policy for New Meters and Expansion of Services. The Ad-hoc Committee met on Monday to discuss the policy and preparation of a response to Ted Moore regarding his proposed affordable housing project on E. El Roblar. Mr. Kentosh's position is to do our part to help with the housing crisis, by proposing new meters for multi-family affordable housing (5 or more units) with 100% of the units meeting CA Health & Safety Code. Additionally, Mr. Kentosh recommended creating a draft procedure for developers, with the list of required elements, and a limit of 1 new affordable housing multi-family development per year.

Mr. Krumpschmidt stated that this requires mindfulness about adding another allocation when current customers are asked to reduce; we need a net-zero program with sustainable efforts.

Attorney Nielson recommended requiring deed restrictions to be designated for affordable housing current and always.

The Board agreed to the creation of a "punch list" of required elements to be completed prior to receiving a will-serve letter and before purchasing Casitas water.

Public Comments:

Ms. Von Gunten noted the Self-Help Association, a non-profit, encouraged finding a way to help people get housing.

The Board discussed revisions to the draft policy, precisely, page 4 item 7, add "from date of issuance" to the end of the second sentence. The Committee will continue to work through the policy.

No motion.

d) Action – Approval of Resolution 20200218 MOWD Allocation Program – (Discussed out of agenda order)

e) Discussion and Approval – DRAFT notice to MOWD customers

Mr. Krumpschmidt drafted the MOWD notice to customers regarding the water rights adjudication lawsuit. Attorney Nielsen has reviewed and approved the content. Ms. Engle requested the removal of "MOWD prefers using local experts and local water agency GMs to collaboratively work on solutions." Mr. Kentosh noted an error in paragraph 3, "verses" rather than "versus."

Public Comments:

None

Mr. Etchart made the motion to authorize staff to publish the notice to MOWD customers. Mr. Harrold seconded the motion.

Ayes – 4

Absent – 1

M/S/C

f) Discussion – Structure of Over-Allocation Fee while on MOWD wells vs. Casitas

Mr. Kentosh reported that the Committee has new proposed over-allocation fee rates. The Committee is working to simplify the rate structure by merging the MWAC and MCC charges into one fee determined by meter size. Mr.

Krumpshmidt added that this is a more fundamental concept to understand. The Committee has been discussing the option to have varied over-allocation rates for when the District is on its wells versus receiving water from Casitas. Mr.

Krumpschmidt stated that a sliding scale would create unnecessary work, the goal being to encourage conservation and to follow the Casitas WEAP.

Public Comments:

None

The Committee will bring for discussion at the March Regular meeting.

No motion.

g) Discussion – Preliminary Treatment Plant Design Report 35% Conceptual Level

Mr. Hollebrands reported that an enormous amount of work has already been completed in the design, the project cost estimate is on page 14, \$2,060,000.00; a CEQA exemption will be sought for “in-kind” project, it will also require some earthwork and some mitigating factors due to the planned Matilija Dam removal. Mr. Hollebrands discussed the New Treatment Plant at the Dam removal meeting; it is projected that there could be a 3-5 meter rise from the release of the silt and could last for up to 10 years.

The Board discussed other potential sites and the rationale for the location of the Treatment Plant. The Dam Removal project has assured Mr. Hollebrands that mitigations will be implemented and funded by the project, possibly including a cement levee to deflect the flow of water and silt from impacting the plant and wells.

Mr. Harrold asked how long Mr. Hollebrands thinks the existing plant will last; Mr. Hollebrands stated every day we are grateful, replacement is critical. The Board also recommended trying to get a variance for the fixed generator requirement. Mr. Krumpschmidt requested a timeline be provided. Mr. Etchart asked Mr. Hollebrands to discuss the project with Regina Hirsch for potential grant opportunities.

Public Comments:

None.

No motion.

7. General Manager’s Report

- **District Operations & Maintenance Report**

Mr. Hollebrands provided a summary of operations and maintenance activities. Mr. Hollebrands reported that he attended the Matilija Ecosystem Restoration meeting at the County Yard, they determined that they could successfully drill two-12 foot holes into the dam without impacting its integrity. A portable rig was brought out to take bore samples of the sediment, and values fell within safe levels for fish and humans. It will require 850-1200 cfs flow to carry the sediment downstream to the ocean; experts anticipate 6-16 ft of silt will deposit in the Cozy Dell area, which may last up to 10 years. This project will also require lengthening the Santa Ana bridge, set for September 2020. The plan includes three levees, in Meiners Oaks, Live Oaks, and Casitas Springs. The current timeline shows the EIR in May 2021, with a start date of 2026-2027.

8. Board Committee Reports

- **Upper Ventura River GSA** – No report, Ms. Engle absent.
- **Executive Committee** – The Committee met regarding the customer at 316 N. La Luna, request for remedy related to damaged pool equipment after a mainline leak in front of their property. Mr. Etchart left the Board Room during

this discussion, due to potential conflict of interest. The Board discussed at length the timeline, reports, findings from the pool servicemen, and site visit with the homeowners. It was recommended by the District Counsel not to reimburse for homeowner labor, as it is not paid out in wages. The Board felt compelled to address some of the labor, as it was already discussed with the homeowners. The Board decided on a compromise of \$3,000.00 (\$2,000- equipment + \$1,000- labor) for total satisfaction of this occurrence, letter to homeowners to be drafted by Attorney Nielsen, and mailed by District staff.

- **Budget/Rate Committee** – Reported under item 6(f).
- **Allocation Program Committee** – Reported under item 6(d).
- **New Meters and Expansion Committee**- Reported under item 6(c).
- **Emergency Management Committee** – No report.

9. Old Business

- **State Water** – No update.
- **Ojai, Ventura Water Partnership** – Next meeting in March.
- **Matilija Dam Removal Update** – Reported under item 7.
- **Grant Projects: Nitrate Removal & Blending and Cold Water Formation** – Attorney Nielsen will review the agreement and will send it off to Regina Hirsch.

10. Board of Directors' Reports/Comments

Ms. Engle – Absent.

Mr. Harrold – No report.

Mr. Krumpschmidt – (1) Feasibility for berm at Well 4 site – Mr. Hollebrands will research; (2) Is the backhoe still available for purchase? Mr. Harrold stated it sold fast; (3) On-call rotation schedule – Mr. Hollebrands said currently in a three-person rotation, one-week on and two-weeks off. Mr. Krumpschmidt requested that Mr. Hollebrands create some alternate schedules that would reduce OT expenses for the District by restructuring the call schedule, bring to March meeting; (4) VRWD has implemented smart meters that have leak detection and can direct message homeowners and the District if it detects an issue. Mr. Krumpschmidt requested that Mr. Hollebrands evaluate the feasibility of converting MOWD meters to smart meters.

Mr. Kentosh – Wrote an op-ed on the History of the Steelhead, he would like to publish and requested opinion on if he should include his title as a MOWD Director, noting that the op-ed is his own personal opinion and not that of the District.

Mr. Etchart – No report.

The Board went into closed session at 10:17 pm.

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 – Personnel 54957 (b)(4) G.M. Review**

- **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/**

The Board adjourned closed session at 10:34 pm.

Attorney Nielson stated that in closed session, the Board discussed current ongoing litigation and personnel matters. 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 President Mike Etchart adjourned the meeting at 10:36 pm.

President

Secretary

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	\$120,186.53	\$133,732.50	\$15,821.41					\$332,468.07	\$637,000.00	52.19%
Unbudgeted	\$155,577.97	\$87,041.90	\$104,933.37	\$97,743.35	\$78,399.85	\$110,793.36	\$115,323.30	\$100,285.61					\$850,098.71	\$1,512,100.00	56.22%
Expenditures	\$13,424.44	\$3,850.00	\$0.00	\$3,512.52	\$8,158.85	\$0.00	\$0.00	\$10,894.91					\$39,840.72	\$100,000.00	39.84%
Income	\$127,483.94	\$138,756.85	\$141,252.77	\$155,567.92	\$152,114.54	\$241,325.30	\$115,135.80	\$114,352.77					\$1,185,989.89	\$1,542,741.20	76.88%

2019-20	Capital Improvement Schedule			
	Budgeted	Capital Improvement		% CMPLT
	Capital Rpl.	Capital Impr.	Spent To Date	
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	\$6,500.00	6.50%
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	\$15,207.00	10.14%
Generator/Panels Emergency		\$155,000.00	\$151,787.28	97.93%
Total	\$315,000.00	\$145,000.00	\$0.00	

Report of Income as of 2/29/2020

Income	Month of February	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	0.52	25,445.70	--	25,445.70
Taxes	--	95,661.76	--	95,661.76
Pumping Charges	665.73	2,757.60	--	2,757.60
Fire Protection	49.47	1,353.30	--	1,353.30
Meter & Inst. Fees	--	--	--	--
Water Sales	49,484.30	483,669.73	692,256.00	208,586.27
¹ Casitas Water/Standby	807.19	6,098.44	--	6,098.44
MWAC Charges	53,286.55	440,392.59	770,484.00	330,091.41
MCC Chg.	6,310.99	51,412.95	80,000.00	28,587.05
² Misc. Income	2,365.17	23,429.74	--	23,429.74
Late & Delinquent Chgs.	1,382.85	22,219.42	--	22,219.42
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	--	33,548.66	--	33,548.66
	--	--	--	--
		--	--	--
		--	--	--
TOTAL INCOME	114,352.77	1,185,989.89	1,542,740.00	356,750.11

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

Meiners Oaks Water District

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

Expenditures	Month of February	Year To Date	Budget Approp	Approp Bal 02/29/20	Current March	Approp Bal To Date
Salary / Taxes	36,662.54	301,565.30	500,000.00	198,434.70	-	198,434.70
Payroll Taxes	3,096.58	25,247.51	45,000.00	19,752.49	-	19,752.49
Retirement Contributions	4,204.51	34,523.44	42,000.00	7,476.56	-	7,476.56
Group Insurance	8,220.37	60,267.37	78,000.00	17,732.63	-	17,732.63
Company Uniforms	161.09	1,780.23	2,000.00	219.77	-	219.77
Phone Office	744.69	6,644.40	9,000.00	2,355.60	-	2,355.60
Janitorial Service	547.45	4,190.43	4,500.00	309.57	-	309.57
Refuse Disposal	283.84	2,167.22	3,100.00	932.78	-	932.78
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	-	3,511.04	10,000.00	6,488.96	-	6,488.96
Truck Maintenance	600.45	1,729.82	3,000.00	1,270.18	-	1,270.18
Office Equip. Maintenance	2,513.41	3,758.77	6,000.00	2,241.23	-	2,241.23
Cell Phones	316.25	2,555.75	4,000.00	1,444.25	-	1,444.25
System Maintenance	5,885.87	35,822.17	75,000.00	39,177.83	-	39,177.83
Safety Equipment	-	1,797.39	3,000.00	1,202.61	-	1,202.61
Laboratory Services	432.00	4,563.00	12,000.00	7,437.00	-	7,437.00
Membership and Dues	750.00	7,720.00	8,000.00	280.00	-	280.00
Printing and Binding	-	3,009.01	500.00	(2,509.01)	-	(2,509.01)
Office Supplies	415.16	6,226.59	5,000.00	(1,226.59)	-	(1,226.59)
Postage and Express	1,810.31	6,890.66	13,000.00	6,109.34	-	6,109.34
B.O.D. Fees	1,550.00	10,250.00	15,000.00	4,750.00	-	4,750.00
Engineering & Technical Services	-	23,940.57	50,000.00	26,059.43	-	26,059.43
Computer Services	7,699.78	14,776.67	15,000.00	223.33	465.89	(242.56)
Other Prof. & Regulatory Fees	1,145.57	28,568.43	45,000.00	16,431.57	150.50	16,281.07
Public and Legal Notices	8,815.21	8,815.21	2,000.00	(6,815.21)	-	(6,815.21)
Attorney Fees	1,720.00	48,724.75	90,000.00	41,275.25	-	41,275.25
GSA Fees	-	51,107.41	50,000.00	(1,107.41)	21,107.41	(22,214.82)
VR/SBC/City of VTA Law Suit	-	9,397.46	100,000.00	90,602.54	-	90,602.54
State Water	-	-	35,000.00	35,000.00	-	35,000.00
Audit Fees	6,200.00	13,700.00	22,000.00	8,300.00	-	8,300.00
Small Tools	480.66	2,243.78	2,500.00	256.22	-	256.22
Election Supplies	-	-	-	-	-	-
Water Purchase	-	-	75,000.00	75,000.00	-	75,000.00
CMWD Standby Charges	1,500.48	11,826.90	17,000.00	5,173.10	-	5,173.10
Treatment Plant	75.65	3,671.76	20,000.00	16,328.24	-	16,328.24
Fuel	871.78	8,185.93	10,000.00	1,814.07	-	1,814.07
Travel Exp./Seminars	105.00	690.51	2,000.00	1,309.49	-	1,309.49
Utilities	160.95	1,591.80	3,500.00	1,908.20	102.67	1,805.53
Power and Pumping	3,316.01	48,752.77	80,000.00	31,247.23	3,278.87	27,968.36
Meters	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditures	100,285.61	841,424.11	1,512,100.00	670,675.89	25,105.34	645,570.55
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	-	6,500.00	100,000.00	93,500.00	-	93,500.00
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	42.88	151,787.28	155,000.00	3,212.72	-	3,212.72
T.P. Final Eng/Permitting/PH-2	1,488.50	15,207.00	150,000.00	134,793.00	-	134,793.00
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	14,290.03	-	14,290.03	14,290.03	-	14,290.03
	-	-	-	-	-	-
Appropriations for Contingencies	10,894.91	39,840.72	100,000.00	60,159.28	-	60,159.28
	-	-	-	-	-	-
Total CIP Spending	26,716.32	213,335.00	716,290.03	502,955.03	-	502,955.03
GRAND TOTAL	127,001.93	1,054,759.11	2,228,390.03	1,173,630.92	25,105.34	1,148,525.58



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 02/16/2020 - 03/15/2020

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 SI1498498	Aqua-Flo Supply Invoice	02/24/2020	03/11/2020 Shovel	Regular	0.00 0.00	39.37 39.37	9085
AWAVC 06-12469	Association of Water Agencies Invoice	02/26/2020	03/11/2020 CCWUC Training	Regular	0.00 0.00	105.00 105.00	9086
AT&T 01840220	AT&T Invoice	02/13/2020	02/26/2020 Office Phone	Regular	0.00 0.00	186.45 186.45	9068
AT&T 08330320	AT&T Invoice	02/19/2020	03/11/2020 Office Phone	Regular	0.00 0.00	558.24 558.24	9087
AUTOSU 485319 485622	Automotive Supply - Ojai Invoice Invoice	02/21/2020 02/25/2020	03/11/2020 Additive for Generators Starting Fluid	Regular	0.00 0.00 0.00	40.71 38.58 2.13	9088
ERICKSON 79499	Bradley Erickson Invoice	02/25/2020	03/11/2020 Reimburse Brad - Paint Pens	Regular	0.00 0.00	8.36 8.36	9089
BYRD 50448	Byrd Industrial Electronics Invoice	02/12/2020	02/26/2020 Computer/Software for Treatment Plant	Regular	0.00 0.00	14,144.97 14,144.97	9069
CALPERS INV0001373	California Public Employees' Retirement Invoice	02/15/2020	02/29/2020 Health	Bank Draft	0.00 0.00	4,458.40 4,458.40	DFT0000890
CALPERS INV0001385	California Public Employees' Retirement Invoice	02/28/2020	02/29/2020 Health	Bank Draft	0.00 0.00	4,458.32 4,458.32	DFT0000902
CAL-STATE 149469 149914	Cal-State Invoice Invoice	02/24/2020 02/29/2020	03/11/2020 Portable Toilet Portable Toilet	Regular	0.00 0.00 0.00	206.09 104.73 101.36	9090
CMWD 261150220 262000220 300650220	Casitas Municipal Water District Invoice Invoice Invoice	02/28/2020 02/28/2020 02/28/2020	03/11/2020 Fairview Standby Hartmann Allocation Tico & La Luna Standby	Regular	0.00 0.00 0.00 0.00	1,500.48 665.71 169.06 665.71	9091
CLEANCO 1172	Cleancoast Janitorial Invoice	02/24/2020	02/26/2020 February Janitorial	Regular	0.00 0.00	240.00 240.00	9070
CVTDEP 295057	County of Ventura Transport. Dept. Invoice	02/28/2020	03/11/2020 239 N. Poli	Regular	0.00 0.00	350.00 350.00	9092
VCRMA IN199186	County of Ventura, RMA Invoice	02/26/2020	03/11/2020 Annual Permits	Regular	0.00 0.00	985.07 985.07	9093
DATAP DP2000674	Dataprose LLC Invoice	02/29/2020	03/11/2020 Billing & Postage	Regular	0.00 0.00	1,621.25 1,621.25	9094
DIENER 30114	DIENER'S ELECTRIC, Inc. Invoice	02/24/2020	03/11/2020 Electrician for Zone 1	Regular	0.00 0.00	1,081.77 1,081.77	9095
EJHAR 281300220 994260220	E. J. Harrison Roloffs, Inc. Invoice Invoice	02/13/2020 02/13/2020	02/26/2020 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	283.84 64.15 219.69	9071

Check Report

Date Range: 02/16/2020 - 03/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FAMCON	Famcon Pipe and Supply, Inc	03/11/2020	Regular	0.00	2,814.24	9096
5100019706.001	Invoice	02/04/2020	Parts for Zone 1	0.00	1,385.67	
5100023744.001	Invoice	02/26/2020	Meter Boxes,Covers	0.00	1,428.57	
FGLENV	FGL Environmental	02/26/2020	Regular	0.00	85.00	9072
001604A	Invoice	02/19/2020	Samples	0.00	85.00	
FGLENV	FGL Environmental	03/11/2020	Regular	0.00	203.00	9097
002006A	Invoice	02/26/2020	Samples	0.00	85.00	
002306A	Invoice	02/26/2020	Samples	0.00	33.00	
002308A	Invoice	02/26/2020	Samples	0.00	85.00	
GUARDIAN	Guardian	02/26/2020	Regular	0.00	652.49	9066
INV0001374	Invoice	02/15/2020	Dental	0.00	326.28	
INV0001386	Invoice	02/28/2020	Dental	0.00	326.21	
HLTHNE	Health Net Life Insurance Company	02/26/2020	Regular	0.00	38.25	9073
617902220	Invoice	02/10/2020	Life Insurance	0.00	38.25	
HCS	Herum/Crabtree/Suntag	02/26/2020	Regular	0.00	8,495.21	9074
94953	Invoice	02/01/2020	SBCK vs VTA	0.00	3,538.70	
95470	Invoice	02/01/2020	SBCK vs VTA	0.00	4,956.51	
ITRON	Itron, Inc.	02/26/2020	Regular	0.00	1,860.97	9075
546658	Invoice	02/10/2020	Handheld Annual Maintenance Contract	0.00	1,860.97	
NEILSON	Law Offices of Lindsay F. Nielson	02/26/2020	Regular	0.00	2,040.00	9076
34880220	Invoice	02/11/2020	Attorney Fees	0.00	1,720.00	
36600220	Invoice	02/11/2020	Attorney Fees	0.00	320.00	
LEVI	Levi Maxwell	02/26/2020	Regular	0.00	60.00	9077
1129806690	Invoice	02/14/2020	Operator Cert. Renewal	0.00	60.00	
LIGHTNING	Lightning Ridge Screen Printing, Inc.	02/26/2020	Regular	0.00	161.09	9078
02032001A	Invoice	02/03/2020	Hoodies & T-Shirts	0.00	161.09	
MOAR	Meiners Oaks Auto Repair	02/26/2020	Regular	0.00	70.43	9079
042762	Invoice	02/18/2020	Oil Change	0.00	70.43	
MOHARD	Meiners Oaks Hardware	03/11/2020	Regular	0.00	170.18	9098
912215	Invoice	02/01/2020	Pipe Wrench,Hand Trowel	0.00	48.28	
912390	Invoice	02/01/2020	Towels,Glass Cleaner	0.00	6.77	
912469	Invoice	02/01/2020	Male Hose Mender	0.00	5.85	
912672	Invoice	02/01/2020	Nipples and Adapters	0.00	5.26	
912942	Invoice	02/01/2020	Gopher Wire	0.00	21.44	
913274	Invoice	02/04/2020	Fuse Type Cable	0.00	8.77	
913360	Invoice	02/04/2020	Bolts & Screws	0.00	25.57	
914478	Invoice	02/12/2020	Household Sprayer	0.00	2.82	
915172	Invoice	02/18/2020	Household Sprayer	0.00	2.82	
915332	Invoice	02/19/2020	Marking Paint	0.00	25.74	
915901	Invoice	02/24/2020	Gloves	0.00	6.34	
915963	Invoice	02/25/2020	ABS Cap	0.00	10.12	
916006	Invoice	02/25/2020	ABS Cap Exchange	0.00	0.40	
MITEC	MiTec Solutions LLC	02/26/2020	Regular	0.00	10.00	9080
59683	Invoice	02/15/2020	Splashtop User Account	0.00	10.00	
MITEC	MiTec Solutions LLC	03/11/2020	Regular	0.00	515.89	9100
1055099	Invoice	02/28/2020	Domain Name	0.00	50.00	
1055198	Invoice	03/09/2020	Monthly Maintenance	0.00	210.00	
60025	Invoice	03/01/2020	Exchange,Web Hosting	0.00	206.89	
60087	Invoice	03/01/2020	Off-Site Back Up	0.00	49.00	

Check Report

Date Range: 02/16/2020 - 03/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
NS&G	Nielsen Sand & Gravel	03/11/2020	Regular	0.00	994.17	9101
29590	Invoice	02/27/2020	Fill Sand	0.00	509.03	
29591	Invoice	02/28/2020	Fill Sand	0.00	485.14	
OFFDEP	Office Depot	03/11/2020	Regular	0.00	172.06	9102
447997437001	Invoice	02/25/2020	Money Receipt Book, Writing Pads	0.00	54.55	
448005759001	Invoice	02/26/2020	Expandable File	0.00	31.72	
448005760001	Invoice	02/26/2020	Printer	0.00	85.79	
OVIMPORT	Ojai Valley Imports	03/11/2020	Regular	0.00	492.35	9103
0083134	Invoice	02/27/2020	Ignition Switch	0.00	386.35	
0083591	Invoice	02/27/2020	Check Engine Light	0.00	106.00	
PATHIAN	Pathian Administrators	02/26/2020	Regular	0.00	102.38	9067
INV0001376	Invoice	02/15/2020	HSBS	0.00	51.20	
INV0001388	Invoice	02/28/2020	HSBS	0.00	51.18	
PERS	Public Employees' Retirement System	02/29/2020	Bank Draft	0.00	475.00	DFT0000889
INV0001372	Invoice	02/15/2020	457 Withholdings	0.00	475.00	
PERS	Public Employees' Retirement System	02/29/2020	Bank Draft	0.00	2,327.76	DFT0000891
INV0001375	Invoice	02/15/2020	PERS	0.00	2,327.76	
PERS	Public Employees' Retirement System	02/29/2020	Bank Draft	0.00	475.00	DFT0000901
INV0001384	Invoice	02/28/2020	457 Withholdings	0.00	475.00	
PERS	Public Employees' Retirement System	02/29/2020	Bank Draft	0.00	2,327.76	DFT0000903
INV0001387	Invoice	02/28/2020	PERS	0.00	2,327.76	
PERS	Public Employees' Retirement System	03/10/2020	Bank Draft	0.00	72.79	DFT0000911
26446-0320	Invoice	03/02/2020	Unfunded Accrued Liability	0.00	72.79	
PERS	Public Employees' Retirement System	03/10/2020	Bank Draft	0.00	1,694.90	DFT0000912
3050-0320	Invoice	03/02/2020	Unfunded Accrued Liability	0.00	1,694.90	
SAMHIL	Sam Hill & Sons, Inc.	02/26/2020	Regular	0.00	10,894.91	9081
3222	Invoice	02/01/2020	Tico & Lomita	0.00	10,894.91	
SCE	Southern California Edison Co.	02/26/2020	Regular	0.00	1,500.01	9082
0220ADJ	Invoice	02/25/2020	Difference Paid from No Access to Bill	0.00	1,632.88	
0220ADJ-2	Credit Memo	02/25/2020	Difference from No Access to Bill	0.00	-132.87	
SCE	Southern California Edison Co.	03/11/2020	Regular	0.00	3,381.54	9104
OFFELE0320	Invoice	03/11/2020	Office Electricity	0.00	102.67	
TNKFRM0320	Invoice	03/11/2020	Tank Farm	0.00	26.57	
WELL1-0320	Invoice	03/11/2020	Well 1	0.00	704.30	
WELL2-0320	Invoice	03/11/2020	Well 2	0.00	643.53	
WELL80320	Invoice	03/11/2020	Well 8	0.00	96.57	
WELLS4&70320	Invoice	03/11/2020	Wells 4&7	0.00	1,352.12	
Z-20320	Invoice	03/11/2020	Zone 2	0.00	87.11	
Z-2FIR0320	Invoice	03/11/2020	Zone 2 Fire	0.00	73.83	
Z-2PWR0320	Invoice	03/11/2020	Zone 2 Power	0.00	281.87	
Z-3FIR0320	Invoice	03/11/2020	Zone 3 Fire	0.00	12.97	
SCGAS	Southern California Gas Co.	03/11/2020	Regular	0.00	62.95	9105
0283	Invoice	02/28/2020	Office Heat	0.00	62.95	
SWRCB	State Water Resources Board	03/11/2020	Regular	0.00	100.00	9106
G5608532019	Invoice	03/02/2020	Extraction & Diversion for 2019	0.00	50.00	
G5612872019	Invoice	03/05/2020	Extraction & Diversion for 2019	0.00	50.00	
TYLER	Tyler Technologies, Inc.	02/26/2020	Regular	0.00	6,973.09	9083
025-287759	Invoice	02/01/2020	Incode Maintenance Suite	0.00	6,973.09	

Check Report

Date Range: 02/16/2020 - 03/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
UAOFSC	Underground Service Alert of So.Ca.	03/11/2020	Regular	0.00	50.50	9107
220200442	Invoice	03/01/2020	Digalert	0.00	33.10	
dsb20190963	Invoice	03/01/2020	CA State Fee	0.00	17.40	
UVRGA	Upper Ventura River Groundwater Agency	03/11/2020	Regular	0.00	21,107.41	9108
141	Invoice	03/09/2020	Groundwater Extractions Jan - Jun 2020	0.00	21,107.41	
USBANK	US Bank Corporate Pmt. System	03/11/2020	Regular	0.00	1,360.79	9109
AIRGAS020320	Invoice	02/03/2020	Acetylene	0.00	75.65	
AMAZ012920	Invoice	02/01/2020	Second Toolbox for Generators	0.00	171.56	
AMAZ022020	Invoice	02/20/2020	Prime	0.00	13.93	
AMAZ022420	Invoice	02/24/2020	Office Phones	0.00	161.94	
AMAZ20124	Invoice	02/01/2020	UVRGA - Flash Drive	0.00	10.71	
BEN012320	Invoice	02/01/2020	Stationary	0.00	8.02	
ETRAILER20120	Invoice	02/01/2020	Toolbox for Generators	0.00	321.17	
PREC012420	Invoice	02/01/2020	Starter Assembly	0.00	191.41	
SHELL020320	Invoice	02/03/2020	Fuel	0.00	115.30	
SHELL022420	Invoice	02/24/2020	Peak Blue Def	0.00	42.88	
TARGET021320	Invoice	02/13/2020	Computer Monitor	0.00	145.06	
USPS012720	Invoice	02/01/2020	Stamps	0.00	55.00	
VONS022020	Invoice	02/20/2020	Water & Toilet Paper	0.00	25.14	
VONS022420	Invoice	02/24/2020	Garbage Bags, Toilet Paper, Cleaner	0.00	23.02	
VERIZON	Verizon Wireless	03/11/2020	Regular	0.00	316.25	9111
9849265354	Invoice	02/26/2020	Cell Phone	0.00	316.25	
WREA	Water Resource Engineering Associates	03/11/2020	Regular	0.00	1,488.50	9112
3081-14	Invoice	02/28/2020	New Filter	0.00	1,488.50	
WRIGHT EXP	WEX Bank	02/26/2020	Regular	0.00	756.48	9084
63901868	Invoice	02/15/2020	Fuel	0.00	756.48	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	101	45	0.00	88,281.74
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	16,289.93
EFT's	0	0	0.00	0.00
	109	53	0.00	104,571.67

PR \$36,019.60



Resolution No. 20200317

Policies for Water Service

WHEREAS, the Board of Directors of MOWD wishes to rescind Resolution No. 121509 in favor of a new resolution on the issue of water service billing;

WHEREAS, in 2020, MOWD will be transitioning to new guidelines in compliance with Senate Bill 998, related to the disconnection of water service for non-payment (Resolution 20200317-1).

WHEREAS, Meiners Oaks Water District water bills are sent out monthly and are to be paid in full by 5:00 pm on the 25th of each month (WHETHER IT FALLS ON A WEEKEND OR HOLIDAY) or be through the secure District Office drop-slot box or paid on the District's online payment portal before 8:00 am the first working day after the 25th. If this bill is still not paid in full by 5:00 pm on the 25th of the same month or before 8:00 am the first working day thereafter, a **Late Penalty of 25% of bill balance** will be added, and your water may be turned off pending a letter of termination in accordance with Senate Bill 998; and

WHEREAS, The District has a secure payment drop-slot in the District Office door, as well as a secure online payment portal, available through the District website. If at any time customers have trouble making the payment or will be out of the area, they are to contact the District Office ahead of time and make payment arrangements. If customers do not receive a bill by the 15th of each month, call the office and request a copy of the billing statement; and

WHEREAS, When customers receive a letter of termination by the District, it will include the total amount to be paid, including the 25% late penalty. No customer shall be shut off for non-payment less than 60 days after payment due date, in accordance with Senate Bill 998, Resolution No. 20200317-1. If service has been shut-off for non-payment, a \$50/\$150 (normal hours/after-hours) reconnect fee will be added; and

WHEREAS, The District has personnel on-call 24 hours a day, 7 days a week. All valves on the District side of the meter are to be worked by District personnel only. If a customer needs the water shut-off, please call the District. (This service is at no cost to the customer); and

WHEREAS, The District Office is open 8:00 am – 5:00 pm, Monday through Friday, excluding weekends and holidays; and

WHEREAS, Board meetings are open to the public and are held every third Tuesday of each month at 6:00 pm at the District Office; and

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

1. The Board of Directors fully rescinds Resolution 121509
2. That the new guidelines under SB 998 shall be followed as submitted
3. Water bills are due on the 25th of each month
4. A 25% Late Penalty shall be assessed the first working day thereafter
5. A drop box is provided for after-hours payments
6. The District maintains 24/7 on-call personnel
7. This resolution shall take effect immediately upon passage and adoption

PASSED, APPROVED, AND ADOPTED this 17th day of March 2020.

Board President
Michel Etchart

ATTEST:

Secretary to the Board of Directors
Summer Ward

SB 998

Discontinuation of residential water service: urban and community water systems, “Water Shutoff Protection Act”

Approved by Governor September 28, 2018

Why?

Intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.

This bill requires:

Written policy on disconnection of service

- English (MOWD demographics 93.6% white, 6.4% Other)
- Offer alternative payment schedules
- Formal appeal process
- Posted on website

Delayed disconnection of service

- Disconnection 60 days after bill due date
- 7 days notice prior to disconnection

Offer payment alternative options

Requirements, continued

Exceptions for low income

- No disconnection if on State program or 200% of federal poverty level. (HHS Poverty Guidelines)
- Can only disconnect if payment arrangement is broken.
- Limits the disconnection fee to \$50/\$150

Landlord/Tenants

- Provide occupant 10 days notice before disconnection
- Allows tenant to become a customer to avoid disconnection
Allows District to establish terms & conditions for service

Next Steps:

- Finalize ordinance revisions, policy & eligibility forms
- Board approval & adopt policy resolution
- Modify bill, reminder notice, intent to disconnect templates
- Update website with additional language information & policy
- Be ready for April 1, 2020 effective date

Current vs SB 998 Schedule

Notice	Current Schedule	SB 998 Schedule
Bill Issuance	Last day of month	Last day of month
Bill Due Date	25 th of month	25 th of month
Reminder Notice	26 th of month	7 days after due date
Intent to Disconnect Notice	16 days after due date	50 days after due date
Disconnection/Door Hanger	18 days after due date	60 days after due date

Total days: 40 days from bill issuance 80 days from bill issuance



Resolution No. 20200317-1

Customer Water Disconnections

WHEREAS, The people of the State of California do enact as follows:

- a) All Californians have the right to safe, accessible, and affordable water, as declared by Section 106.3 of the Water Code.
- b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to the inability to pay.
- c) Water service discontinuation threatens human health and well-being and have a disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.
- d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.
- e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.
- f) It is the intent of the Legislature that this act provides additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections; and

WHEREAS, an urban and community water system shall have a written policy on discontinuation of service for non-payment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

- a) A plan for deferred or reduced payments.
- b) Alternative payment schedules
- c) A formal mechanism for a customer to contest or appeal a bill
- d) A telephone number for a customer to contact to discuss options for averting disconnection of service for non-payment.

WHEREAS, Meiners Oaks Water District has prepared a policy for water shutoffs that meet the standards set by SB 998.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors as follows:

1. No customer will be shut off for non-payment of less than 60 days. Customers who are delinquent by 60 days and have a balance of \$200 or more shall be given a termination notice.
2. Each customer will be contacted via phone, notice mail, or in-person regarding the shutoff no less than 7 days prior to the shutoff. The customer will be advised of the reconciliation agreement. The termination notice will include all the requirements listed in the Health and Safety Code 116908.
3. A customer may appeal the shutoff by requesting consideration from the General Manager or designee.
4. If the customer fails to contact the District by the eighth day after the notice, the service will be terminated, and the customer will be charged a shutoff fee.
5. To restore service to customers who are terminated, a reconnection fee will be charged to return service to the customer's location (during normal hours \$50 and after-hours \$150).
6. Delinquent fees may be dismissed once every twelve months
7. For those customers who demonstrate a household annual income that is 200% below the federal poverty of if any member of the customer's household is currently a recipient of CalWorks, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children.
8. The policy shall be available on the community water system's website and in writing upon request.

PASSED, APPROVED, AND ADOPTED this 17th day of March 2020.

Board President
Michel Etchart

ATTEST:

Secretary to the Board of Directors
Summer Ward

2020 Health & Human Services Poverty Guidelines/Federal Poverty Levels

48-Contiguous States

Persons in Household	200%
1	\$25,520
2	\$34,480
3	\$43,440
4	\$52,400
5	\$61,360
6	\$70,320
7	\$79,280
8	\$88,240
>8	Add \$4,480 for each addt'l person

<https://aspe.hhs.gov/poverty-guidelines> * updated annually

**Meiners Oaks Water District
COVID-19 EMERGENCY ORDER AND SAFETY PROTOCOLS**

March 24, 2020

In light of the recent health concerns relating to the COVID-19 virus, MOWD has instituted the following provisions to address the COVID-19 Health Emergency.

Emergency Order:

1. All billing delinquency fees and penalties identified in the MOWD Rules and Regulations are hereby waived until further notice.

Reason: This recognizes the confinement and financial hardship many customers are dealing with during this public health emergency.

2. Suspend all water service shutoffs for non-payment until further notice.

Reason: The public must have access to water during this public health emergency.

3. The General Manager or his designee adjust District staffing in his sole discretion to meet the needs of the District as well as the safety, health and ongoing availability of all MOWD employees. This includes, where the General Manager or his designee deems appropriate, use of paid administrative leave, work-from-home arrangements, and needed additional budgetary payroll discretion to meet the needs of the District and its employees during this MOWD-declared emergency. Employees placed on paid administrative leave shall be able to report for work with a 24-hour notice.

Reason: Allows staff members to operate on flexible schedules in order to minimize contact between staff members and helps avoid 'chain-reaction' quarantine events that may occur when a particular staff member becomes subject to a public health quarantine.

Additional Comments on Use of Paid Administrative Leave:

- a. You are only on Paid Administrative Leave if you are requested to not come to work during your regularly- scheduled shift, you are not sick and you are not working.
- b. If you are working from home during your regularly scheduled hours, you are NOT on Paid Administrative Leave, you are working. When you are working from home you shall differentiate on your timecard between working and not working hours with the 'not working' portion of the day being Paid Administrative Leave.
- c. If you are on Paid Administrative Leave, you are expected to be ready to report to work within 24-hours should your Supervisor contact you to do so.
- d. The Office Manager will provide instruction on how to enter your Paid Administrative Leave on your timesheet.
- e. At this time, if you are sick, you will be required to use your sick time or paid time off or request an advance paid time off if your paid time off and sick time have been exhausted. Changes to State and Federal rules in regard to sick time are being considered because of this crisis and we will implement those changes if they are adopted.

a kind manner, that you have to decline the handshake and that you are simply following MOWD, federal and state guidelines of social distancing for prevention of the spread COVID- 19 virus. Should you mistakenly shake anyone's hand, you must wash your hands immediately.

7. Do not go in to any customer's homes for any reason whatsoever and remain 6 feet from customers if approached in the Field.
8. Field Staff are required to conduct District business in separate vehicles until further notice to reduce contact in close quarters.
9. Staff who are required to interact with contractors or other work-related individuals that are not employees or customers will at all times maintain 6 feet from the individual to limit Staff's exposure.

ROUTINE ENVIRONMENTAL CLEANING:

1. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. All employees are to clean their work place area that is shared with others at least every 3 hours with disinfectant wipes or spray.
2. You will be provided disposable wipes or spray so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

Again, these guidelines are mandatory and are being instituted for the safety of yourself, your fellow employees and for that of our valued customers.

I hereby acknowledge receipt of these action measures and confirm that I will at all times follow these mandatory measures.

Name: _____

Signature