

Regular Meeting
January 16, 2018
6:00 p.m.



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

January 16, 2018

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.

Agenda

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

1. Roll Call

2. Approval of Minutes

Approval of the minutes of the December 19th, regular meeting

3. Public Comments

Guidelines for public comments.

The Board will receive comments from the public at this time on any item of interest to the public that is not on the agenda that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. Matters raised by public comment requiring Board action will be referred to staff or placed on a subsequent agenda where appropriate.

When addressing the Board, please state your name and address and limit your comments to three (3) minutes.

Please Note: If you have comments on specific agenda items, please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

4. Financial Matters

- **Approval of Payroll and Payables from December 16th, 2017 to January 15th, 2018 in the amount of:**

Payables -	\$ 44,510.25
Payroll -	\$ 36,498.12
<u>Total -</u>	<u>\$ 81,008.37</u>

- **Public Comments**

5. Board Discussion and/or Action

(A public comment period will be allowed for each item below)

- A. Benner & Carpenter – Larry Frager Presenting**
- B. Tank Farm Fence Location**
- C. Damage to Tank Farm Property**
- D. Moll Allocation Request**
- E. Replacement of Well 4**
- F. Board Email Policy**
- G. MOWD Officer elections for 2018**
- H. Presentation on Thomas Fire**

6. General Manager's Report

- **Highway Bids**
- **District O & M Report**
- **Thomas Fire – Recovery Updates**
- **District Generators – Table to February 2018**
- **Public Comments on GM's report**

7. Board Committee Reports

- **Executive Committee – January 5, 2018**

8. Old Business

- **Financial: CA Special District Training Expense - Tabled to March 2018.**

9. Board of Directors Reports

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

No closed session items to discuss

11. Meeting Adjournment.

MINUTES

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

1. Roll Call

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

Present were: Board President James Kentosh, Board Directors Mike Krumpschmidt, Diana Engle, Larry Harrold and Mike Etchart. Staff Present: General Manager Mike Hollebrands and Board Secretary Summer Ward. Attorney Stuart Nielson was also present, on behalf of Lindsay Nielson.

Absent: None.

2. Approval of the minutes

Approval of the November 21, 2017, Regular Meeting minutes:

Mr. Etchart made the motion to approve the November 21, 2017, Regular Meeting minutes with a minor wording correction on page 3. Mr. Harrold seconded the motion.

Etchart/Harrold
All Ayes
M/S/C

3. Public Comments

Elizabeth Anne Von Gunten was present. Ms. Von Gunten stated that she has concerns that the Board Committees were not noticed at Ace Hardware or Farmer & the Cook. Ms. Von Gunten stated that she will bring this matter of proper notice to the DA office. Ms. Von Gunten will email Mr. Hollebrands her public statement. Mr. Krumpschmidt requested that the District website be amended to have standardized formatting for all meeting agendas and minutes posted. The Board agreed that all meetings will be noticed at least 72 hours in advance and noticed online and in the 3 designated locations.

Susan Moll was present. Ms. Moll is concerned regarding the previous months' closed sessions regarding property negotiations. She stated that her name should be included on the agenda not just the parcel number,

further that there were no negotiations to be taken place without the property owner present. Mr. Kentosh stated that the Board will request that Mr. Nielson review the agenda items. If changes need to be made they will do so as required.

Wilma B. Foley was also present. Ms. Foley thanked the District for their hard work during the Thomas Fire.

4. General Manager's Report

- **Thomas Fire Events** – Mr. Hollebrands will share a PowerPoint of images and timelines during the January 16, 2018, Board meeting. This was a major event that began on the night of Monday, December 4th. MOWD crew was on alert, all systems were online, and tanks were observed; we had constant communication with OES, media outlets, contractors and emergency personnel. MOWD never lost pressure; we had a rented generator from Quinn in place for backup power. Damage was sustained Wednesday, December 6th to the Treatment Plant motor controls, and SCADA panels affecting wells 1 & 2. Power was restored to well 7 on Wednesday. MOWD responded accordingly, and the Board members were kept updated throughout the event. We are still in the recovery phase. Edison has assisted with two backup generators and approximately 100 gals/day of fuel, as well as set a new pole on 12/10/2017. Oil Field Electric built two panels and installed them on 12/11/2017.

Ms. Von Gunten noted that purchasing a generator was on the priority list back when she was on the MOWD Board. Mr. Krumpschmidt stated that it has remained a priority and that due diligence is being done to ensure the appropriate equipment and location decisions are made regarding purchasing a generator. Ms. Moll noted that during the Thomas Fire, the fire crews left her Ag water running; Mr. Etchart stated they did the same with his property as well.

- **SDRMA Insurance Claim #7238** – Mr. Hollebrands filed the claim on 12/8/2017, current expenses are >\$100,000.
- **FEMA Claim** – Mr. Hollebrands filed the FEMA claim on 12/8/2017.
- **Warehouse (CUP)** – Hearing before the Planning Commission scheduled for 2/22/2018.
- **District O&M Report** – The District Board reviewed the report and asked for clarification on when Casitas would declare Stage 4 drought, Mr. Hollebrands replied at 30% or below, Stage 4 would be declared.
- **Fencing Update** – Postponed lower portion to 1/29/2018. More discussion under item 9a.
- **Casitas MOU** – No update.
- **Well 4 Rehab** – All job bids will be presented at the December 19th meeting for review. WREA meeting to review the site plan for the new motor controls, the District personnel will perform the line extension work.

- District Generators – The Board requested that Mr. Hollebrands report in February 2018 data related to the type of generator and approximate cost.

5. Board Committee Reports

- GSA Board December 14, 2017 – Ms. Engle summarized the most recent meeting, including:
 - Bylaws were adopted;
 - TAC meeting- Work plan comment period. Ms. Engle recommends MOWD comment letter to address concerns of the District. Ms. Engle to draft letter, review by Board before submittal.
 - GSA funding for a local study for monitoring the well at San Antonio Creek into the basin. QUAPP standard operating procedures will be created for the types of studies being done.
 - GSA email policy template was shared with MOWD Board for review and consideration in the development of our MOWD email policy.
- Executive Committee December 13, 2017 – Mr. Kentosh stated that he, Mr. Krumpschmidt and Hollebrands were present for this special meeting of the Executive Committee. The meeting was noticed 24 hrs prior, as required by the Brown Act; however, future committee meetings will be noticed with 72 hrs or greater for the convenience of the public.
 - Previous closed session item GM performance evaluation and possible salary adjustment was discussed. The performance evaluation was then reviewed with Mr. Hollebrands.

6. Old Business

- Safety/Emergency Preparedness - Actual response Thomas Fire.
- Zone 2 Generator Budget Allocation – There was discussion regarding the process and implementation of the Zone 2 generator. Purchase will be made from the General Fund and then a Zone 2 incremental fee will be applied to repay the general fund over-time. Three phases were discussed: a) Engineering (now); b) budget; c) notice to Zone 2 customers (prop 218).

7. Board of Directors Reports

- Mr. Etchart – shared photos of the Thomas Fire.
- Mr. Krumpschmidt – None.
- Mr. Harrold – shared devastation caused by the Thomas Fire in upper Ojai.
- Ms. Engle – None.
- Mr. Kentosh – None.

8. Financial Matters

- Approval of Payroll and Payables from November 16th to December 15th, 2017 in the amount of:

Payables -	\$99,513.56
Payroll -	\$34,962.05
Total -	\$134,475.61

There was clarification on three payables: (1) Report of Income "Taxes" – MOWD receives a portion of county property tax dollars; (2) CA Special District 2018 Membership \$4,102.00, Board requested Mr. Hollebrands gather completed trainings for last 2 years and accumulative training cost compared to membership fees by April for the next budget cycle; (3) Mr. Hollebrands clarified that all Thomas Fire related expenses would be marked on a "Fire" line item.

Mr. Harrold made the motion to approve the Payroll and Payables from November 16th to December 15th, 2017. Mr. Etchart seconded the motion.

Harrold/Etchart

All Ayes

M/S/C

9. Board Discussion and/or Action

- Tank Farm Fence Location – Mr. Kentosh reviewed the meeting that was held on November 28, 2017, with himself, Mr. Hollebrands, Lindsay Nielson, Ms. Moll brought her sister, a friend and one local resident. The meeting was aimed at addressing past differences and creating an action plan of possible resolutions. Mr. Kentosh requested a delay to the January start of the fencing to allow the group to continue working together so they can explore alternatives such as additionally insured, for a mutual benefit. Mr. Krumpschmidt expressed concerns regarding ongoing potential liability on MOWD property during the postponement period. Mr. Etchart and Ms. Engle added that they would not want this delayed past the February Board meeting. Mr. Harrold requested that a written statement of all the recommendations and action items be provided to the Board for review and consideration. It was the opinion of the Board that they would be willing to consider alternatives to fencing the smaller portion of the fence in question and move forward with the larger portion of the fencing; if the alternative actions are not satisfactory to the Board they will continue with fencing the entire property. Ms. Moll requested an opportunity to speak on the matter. Before addressing the matter, Ms. Moll reiterated that they had a good meeting in November and she brought Christmas gift bags. The Board thanked her for the gesture but explained that they could not be accepted. Ms. Moll then displayed an overlay of property lines that she had prepared on top of the Assessor Map of the property; she stated that

it is her belief that the Assessor Map is wrong and that the property in question belongs to her and not to MOWD. Ms. Moll stated that if the District continues forward with fencing off the property that it is a form of taking and that the District should pay her fair market value for that part of her property, about an acre, that she would not be able to drive down or use. Mr. Kentosh summarized the steps in a survey of record with the county and how surveyors determine the property lines based on various points of data and deeds. Adjustments may be made based on the County surveyor recommendations. Once the property boundaries are agreed upon by the hired surveyor and the County surveyor, they are filed and become a legal document of sorts. The District does not dispute the record of survey. The District survey was to set markers based on the record of survey. Mr. Neilson clarified that surveyors are legally allowed to set markers for reference points without recording the survey. Mr. Krumpschmidt stated that the District has done due diligence to assess the property lines and they are in congruent with the record of survey and that the District should move forward with its best interests. Anyone in disagreement with the survey of record will have the responsibility to hire a surveyor to challenge the county record. Based on the discussions with Mr. Moll at the board meeting, it appeared that most of the progress made at the November 28th meeting has been lost. Mr. Kentosh apologized to the Board for the apparent lack of progress made on this matter.

- SDRMA Resolution 20171219 Worker's Compensation – The resolution is to allow Workers Compensation coverage to Board Members and any MOWD volunteers while conducting MOWD related business. Mr. Krumpschmidt made the motion to adopt Resolution 20171219. Ms. Engle seconded the motion. There was no discussion. The motion went to a Roll Call Vote – Kentosh – Aye, Krumpschmidt – Aye, Engle – Aye, Harrold – Aye, Etchart – Aye. Resolution 20171219 passes unanimously.
- Earth Systems Report – The compaction report for the Tank Farm indicate unacceptable compaction of the 10'x18" area. Mr. Hollebrands will request job bids and WREA recommendations. Ms. Moll will be notified when the work is scheduled to be done on the property.
- Board Email Policy – Executive Committee will be scheduled in January 2018 to review the draft email and retention policies and an update will be provided to the Board January 16, 2018.
- Well 4 Bids – Tabled to January 16, 2018.
- Highway Bids – Tabled to January 16, 2018.
- GM Evaluation & Compensation – Mr. Kentosh stated that a comparison with other GM salaries was reviewed and that it would be appropriate to recommend a 2% cost of living and 5% merit salary, for a total increase of 7% retroactive to August 1, 2017.

Mr. Etchart made the motion to approve GM salary increase of 7% retroactive to August 1, 2017. Mr. Krumpschmidt seconded the motion.

Etchart/Krumpschmidt
All Ayes
M/S/C

10. Closed Session: None.

11. Meeting Adjournment

There being no further business to conduct at this time, Board President James Kentosh adjourned the meeting at 8:21 PM.

President

Secretary

Meiners Oaks Water District

Guide to Providing Public Comments at MOWD Board Meetings

DRAFT

January 11, 2018

Meiners Oaks Water District welcomes comments from its customers and constituents, as well as the public at large. It is our intention to comply with the Brown Act.

After the meeting is opened, members of the public will be allowed to speak on any topic not on the agenda for the current meeting, so long as the topic is within the subject matter jurisdiction of the MOWD board. Comments will be limited to 3 minutes per speaker. At its discretion the board may briefly respond to comments or questions. Providing such a response does not entitle the speaker to further comments or questions, unless authorized by the presiding officer of the board.

We ask speakers to stand at the podium when making comments or asking questions. Please state your name and place of residence.

The public will be provided with an opportunity to speak on specific, substantive items of business before or during the board's consideration of it. The public comment period for each item may occur after any motion is made, but before a vote is taken. Public comments on specific agenda items must be related to that item. Comments and questions will be limited to a single 3 minute period per speaker, for each agenda item. It will be at the board's discretion whether to answer any questions or respond to comments. Such a response does not entitle the speaker to further comments or questions, unless authorized by the presiding officer of the board.

In the interest of expediting board meetings, once an individual speaker reaches a total comment time of approximately 12 minutes, that speaker will be limited to 1 minute of comments on each of any subsequent items. Each speaker is requested to allot his/her time accordingly. A speaker may not assign his/her speaking time to another party unless a designated speaker represents a larger interest group.

The above procedure meets California law. At the sole discretion of the presiding officer of the board, additional time and question/comment periods may be allowed for a specific speaker when that would be useful for conducting the business of the board.

The Board welcomes written comments on agenda items. Such comments will be distributed to directors in a subsequent agenda packet, and become part of the District's administrative record. Anyone who feels that they have not been heard is encouraged to submit written comments.

Meiners Oaks Water District

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

Expenditures	Month of December	Year To Date	Budget Approp	Approp Bal 12/31/17	Current January	Approp Bal To Date
Salary	36,571.98	190,483.54	382,000.00	191,516.46	-	191,516.46
Payroll Taxes	2,824.29	14,958.06	30,000.00	15,041.94	-	15,041.94
Retirement Contributions	3,137.90	18,198.82	30,000.00	11,801.18	-	11,801.18
Group Insurance	4,272.96	26,146.93	70,000.00	43,853.07	-	43,853.07
Company Uniforms	-	660.51	1,500.00	839.49	-	839.49
Phone Office	856.45	5,029.87	7,600.00	2,570.13	-	2,570.13
Janitorial Service	341.36	2,108.16	5,500.00	3,391.84	101.36	3,290.48
Refuse Disposal	169.75	1,188.25	2,700.00	1,511.75	-	1,511.75
Liability Insurance	-	24,649.65	25,000.00	350.35	-	350.35
Workers Compensation	-	10,200.26	17,500.00	7,299.74	-	7,299.74
Wells	-	8,538.84	25,000.00	16,461.16	-	16,461.16
Truck Maintenance	844.89	1,107.32	4,000.00	2,892.68	546.55	2,346.13
Office Equip. Maintenance	106.53	1,953.30	7,500.00	5,546.70	-	5,546.70
Cell Phones	239.30	1,441.01	4,500.00	3,058.99	-	3,058.99
System Maintenance	9,201.40	27,225.70	55,000.00	27,774.30	-	27,774.30
Safety Equipment	-	598.21	3,500.00	2,901.79	-	2,901.79
Laboratory Services	528.00	4,317.00	8,000.00	3,683.00	85.00	3,598.00
Membership and Dues	-	6,420.00	7,500.00	1,080.00	-	1,080.00
Printing and Binding	938.44	1,285.82	1,000.00	(285.82)	-	(285.82)
Office Supplies	804.28	1,978.38	6,000.00	4,021.62	-	4,021.62
Postage and Express	1,537.02	5,807.90	13,500.00	7,692.10	-	7,692.10
B.O.D. Fees	1,000.00	5,700.00	13,000.00	7,300.00	-	7,300.00
Engineering & Technical Services	862.40	22,726.85	35,000.00	12,273.15	-	12,273.15
Computer Services	435.46	4,840.79	15,000.00	10,159.21	205.46	9,953.75
Other Prof. & Regulatory Fees	6,892.25	14,702.41	15,000.00	297.59	19.90	277.69
Public and Legal Notices	-	-	1,000.00	1,000.00	-	1,000.00
Attorney Fees	2,460.00	12,497.00	15,000.00	2,503.00	-	2,503.00
GSA Fees	-	7,697.06	40,000.00	32,302.94	-	32,302.94
VR/SBC/City of VTA Law Suit	207.50	207.50	15,000.00	14,792.50	-	14,792.50
State Water	-	-	25,000.00	25,000.00	-	25,000.00
Audit Fees	-	6,500.00	18,000.00	11,500.00	-	11,500.00
Small Tools	305.87	389.74	3,000.00	2,610.26	-	2,610.26
Election Supplies	-	-	-	-	-	-
Water Purchase	-	8.93	75,000.00	74,991.07	-	74,991.07
CMWD Standby Charges	1,034.40	5,995.33	10,000.00	4,004.67	-	4,004.67
Treatment Plant	1,913.63	10,013.16	10,000.00	(13.16)	-	(13.16)
Fuel	1,270.78	4,922.80	12,000.00	7,077.20	-	7,077.20
Travel Exp./Seminars	30.32	410.32	2,000.00	1,589.68	-	1,589.68
Utilities	173.59	1,335.78	3,500.00	2,164.22	109.26	2,054.96
Power and Pumping	4,898.55	4,898.55	110,000.00	105,101.45	3,326.55	101,774.90
Meters	906.91	906.91	10,000.00	9,093.09	-	9,093.09
Total Expenditures	84,766.21	458,050.66	1,134,800.00	676,749.34	4,394.08	672,355.26
Water Distribution System	-	-	-	-	-	-
Cold Water Well	-	-	100,000.00	100,000.00	-	100,000.00
Well 4 Rehab	2,245.05	57,769.32	50,000.00	(7,769.32)	-	(7,769.32)
18 Valve Replacements	744.00	5,277.83	103,900.00	98,622.17	-	98,622.17
Fencing at Tank Farm	-	29,851.00	40,000.00	10,149.00	-	10,149.00
Structures and Improvements	-	-	-	-	-	-
Generator Z-2	-	-	75,000.00	75,000.00	-	75,000.00
Treatment Plant EDR/CEQA	-	-	80,000.00	80,000.00	-	80,000.00
Zone 1 Booster/MCC Upgrade	-	-	30,000.00	30,000.00	-	30,000.00
Well 4 MCC/VFD Upgrade	-	-	-	-	-	-
Furniture and Fixtures	-	-	-	-	-	-
General Managers Desk	-	-	1,500.00	1,500.00	-	1,500.00
Office Machines	-	-	-	-	-	-
Copy Machine	-	-	4,500.00	4,500.00	-	4,500.00
Field Equipment	-	-	-	-	-	-
Weed Sprayer Trailer	-	553.57	1,500.00	946.43	-	946.43
Appropriations for Contingencies	4,090.53	25,093.46	100,000.00	74,906.54	2,981.11	71,925.43
Total Assets	7,079.58	118,545.18	586,400.00	467,854.82	2,981.11	464,873.71
GRAND TOTAL	91,845.79	576,595.84	1,721,200.00	1,144,604.16	7,375.19	1,137,228.97



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 12/16/2017 - 01/15/2018

Vendor Number Payable #	Vendor Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Bank-AP Bank							
U-VERSE 294601217	AT&T U-verse Invoice	12/04/2017	12/28/2017 Internet	Regular	0.00 0.00	70.00 70.00	7885
AT&T 01841217	AT&T Invoice	12/13/2017	12/28/2017 Office Phone	Regular	0.00 0.00	108.47 108.47	7884
AT&T 21141217	AT&T Invoice	12/20/2017	01/11/2018 Office Phones	Regular	0.00 0.00	677.98 677.98	7905
CAL-STATE 94161	Cal-State Invoice	12/09/2017	12/28/2017 Portable Toilet	Regular	0.00 0.00	101.36 101.36	7886
CAL-STATE 95729	Cal-State Invoice	01/06/2018	01/11/2018 Portable Toilet	Regular	0.00 0.00	101.36 101.36	7906
CANON 18070582	Canon Financial Services, Inc. Invoice	12/13/2017	12/28/2017 Copier Contract	Regular	0.00 0.00	106.53 106.53	7887
CMWD 261151217 262001217 911321217	Casitas Municipal Water District Invoice Invoice Invoice	12/29/2017 12/29/2017 12/29/2017	01/11/2018 Fairview Rd Standby Hartmann Allocation Tico/La Luna Standby	Regular	0.00 0.00 0.00 0.00	1,034.40 530.70 134.78 368.92	7907
CLEANCO 3137	Cleanco Services Invoice	12/22/2017	12/28/2017 December Janitorial	Regular	0.00 0.00	240.00 240.00	7888
CVTDEP PE17-0497	County of Ventura Transport. Dept. Invoice	12/07/2017	01/11/2018 Encroachment Permit	Regular	0.00 0.00	1,290.00 1,290.00	7908
DATAP DP1704156	Dataprose LLC Invoice	12/31/2017	01/11/2018 Postage/Bulk Billing	Regular	0.00 0.00	1,537.02 1,537.02	7909
EJHAR 281301217 994261217	E. J. Harrison Rolloffs, Inc. Invoice Invoice	12/13/2017 12/13/2017	12/28/2017 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	169.75 42.24 127.51	7889
ERTHSYS 754386	Earth Systems Southern California, Inc. Invoice	12/14/2017	12/28/2017 Geotechnical Recommendations Report	Regular	0.00 0.00	637.50 637.50	7890
EVANS 2228 2230	Evans Excavating Invoice Invoice	12/22/2017 12/22/2017	01/11/2018 Fuel Delivery for Generator's Road Plarte Rental/Valve Work	Regular	0.00 0.00 0.00	2,333.00 2,189.00 144.00	7910
FGLENV 714469A 714470A 714771A 715015A	FGL Environmental Invoice Invoice Invoice Invoice	12/12/2017 12/12/2017 12/14/2017 12/20/2017	12/28/2017 Samples Samples Samples Samples	Regular	0.00 0.00 0.00 0.00	292.00 56.00 62.00 85.00 89.00	7891
FGLENV 715219A 715220A 715573A 715577A 715866A	FGL Environmental Invoice Invoice Invoice Invoice Invoice	12/26/2017 12/26/2017 12/26/2017 12/26/2017 01/04/2018	01/11/2018 Samples Samples Samples Samples Samples	Regular	0.00 0.00 0.00 0.00 0.00	321.00 33.00 85.00 62.00 56.00 85.00	7911

Check Report

Date Range: 12/16/2017 - 01/15/2018

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
FRED'S 104902 105042	Fred's Tire Man Invoice Invoice	12/14/2017 12/20/2017	12/28/2017 Tires Truck Alignment	Regular 0.00 0.00	0.00 644.94 89.95	7892
GREG RENTS 48209 POS48194	Greg Rents Invoice Invoice	12/26/2017 12/26/2017	01/11/2018 Cart Away Mixer/Slurry Cart Away Mixer/Cement	Regular 0.00 0.00	0.00 193.58 102.95 90.63	7912
GUARDIAN INV0000812 INV0000823	Guardian Invoice Invoice	12/15/2017 12/29/2017	12/27/2017 Dental Dental	Regular 0.00 0.00	0.00 408.34 204.17 204.17	7882
GUARDIAN 7690461217	Guardian Invoice	12/14/2017	12/28/2017 Administration Fee	Regular 0.00	0.00 10.00 10.00	7893
HLTHNE 61791217	Health Net Life Insurance Company Invoice	12/08/2017	12/28/2017 Life Insurance	Regular 0.00	0.00 25.80 25.80	7894
HSBS INV0000814 INV0000825	HealthSmart Benefit Solutions, Inc. Invoice Invoice	12/15/2017 12/29/2017	12/27/2017 HSBS HSBS	Regular 0.00 0.00	0.00 99.06 49.54 49.52	7883
HOLLIDAY 945004	HOLLIDAY ROCK CO., Inc. Invoice	12/18/2017	01/11/2018 Sand Slurry	Regular 0.00	0.00 471.90 471.90	7913
JCI 744004 744038	JCI Jones Chemical, Inc. Invoice Credit Memo	12/26/2017 12/26/2017	01/11/2018 Chorine Container Return	Regular 0.00 0.00	0.00 1,913.63 2,663.63 -750.00	7914
NEILSON 34881217 36601217	Law Offices of Lindsay F. Nielson Invoice Invoice	12/11/2017 12/11/2017	12/28/2017 Attorney Fees Channelkeepers	Regular 0.00 0.00	0.00 2,580.00 2,460.00 120.00	7895
MOHARD 803150 804028 804124 804201 804397 804568	Meiners Oaks Hardware Invoice Invoice Invoice Invoice Invoice Invoice	12/01/2017 12/06/2017 12/08/2017 12/08/2017 12/11/2017 12/12/2017	01/11/2018 Asphalt Patch Fuel Can Spout/Pump Dust Mask/Bug Wash Soapstone Shackle Air Filter	Regular 0.00 0.00 0.00 0.00 0.00 0.00	0.00 125.22 78.19 25.72 6.91 3.01 6.04 5.35	7915
HOLL-1 2213	Mike Hollebrands Invoice	12/26/2017	12/28/2017 Truck Wash - Petty Cash	Regular 0.00	0.00 10.00 10.00	7896
MITEC 47107	MiTec Solutions LLC Invoice	12/15/2017	12/28/2017 Splashtop User Account	Regular 0.00	0.00 10.00 10.00	7897
MITEC 1046755 47308 47329 47366	MiTec Solutions LLC Invoice Invoice Invoice Invoice	12/27/2017 01/01/2018 01/01/2018 01/01/2018	01/11/2018 Monthly Maintenance Exchange/Web Hosting Domain Remote Labor	Regular 0.00 0.00 0.00 0.00	0.00 385.46 180.00 87.96 80.00 37.50	7916
NATMETER S1093501.001	National Meter & Automation, Inc. Invoice	12/28/2017	01/11/2018 Meters	Regular 0.00	0.00 906.91 906.91	7917
NS&G 26260	Nielsen Sand & Gravel Invoice	12/01/2017	12/28/2017 Fill Sand	Regular 0.00	0.00 453.52 453.52	7898
OFFDEP 989472977001 989477810001	Office Depot Invoice Invoice	12/14/2017 12/14/2017	12/28/2017 Money Receipt Books Calendars,Calcultor Spool,Paper,etc.	Regular 0.00 0.00	0.00 251.17 48.01 203.16	7899

Check Report

Date Range: 12/16/2017 - 01/15/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
OILELE	Oilfield Electric Company, Inc.	12/28/2017	Regular	0.00	913.00	7900
2024450	Invoice	12/15/2017	Change Out Capacitors	0.00	237.00	
2024523	Invoice	12/21/2017	FIRE-Foreman Electrician	0.00	676.00	
OBC	Ojai Business Center, Inc.	01/11/2018	Regular	0.00	938.44	7918
12893	Invoice	12/31/2017	Boil Water Notices	0.00	938.44	
OVO	Ojai Valley Organics	12/28/2017	Regular	0.00	23.00	7901
32374	Invoice	12/01/2017	Green Waste	0.00	23.00	
QUINNNTL	Quinn Rental Services	12/28/2017	Regular	0.00	1,225.53	7902
04162701	Invoice	12/19/2017	Generator	0.00	1,225.53	
QUINNNTL	Quinn Rental Services	01/11/2018	Regular	0.00	3,130.22	7919
04066401	Invoice	12/25/2017	Backhoe	0.00	3,130.22	
RMM	Remy Moose Manley, LLP	01/11/2018	Regular	0.00	87.50	7920
107399	Invoice	12/07/2017	SBCK vs VTA	0.00	87.50	
ROCK	Rock Long's Automotive	01/11/2018	Regular	0.00	546.55	7921
22631	Invoice	01/03/2018	Water Pump/Oil Change	0.00	546.55	
SCE	Southern California Edison Co.	01/11/2018	Regular	0.00	3,435.81	7922
OFFELE0118	Invoice	01/11/2018	Office Electricity	0.00	109.26	
PMP1-0118	Invoice	01/11/2018	Pump 1	0.00	772.59	
PMP2-0118	Invoice	01/11/2018	Pump 2	0.00	576.84	
PMP4&70118	Invoice	01/11/2018	Pumps 4 & 7	0.00	1,265.27	
TNKFRM0118	Invoice	01/11/2018	Tank Farm	0.00	32.21	
WELL80118	Invoice	01/11/2018	Well 8	0.00	135.41	
Z-20118	Invoice	01/11/2018	Zone 2	0.00	72.30	
Z-2FIR0118	Invoice	01/11/2018	Zone 2 Fire	0.00	158.71	
Z-2PWR0118	Invoice	01/11/2018	Zone 2 Power	0.00	285.20	
Z-3FIR0118	Invoice	01/11/2018	Zone 3 Fire	0.00	28.02	
SCGAS	Southern California Gas Co.	01/11/2018	Regular	0.00	54.15	7923
6586	Invoice	12/27/2017	Office Heat	0.00	54.15	
SWRCB	State Water Resources Board	01/11/2018	Regular	0.00	6,857.50	7924
LW-1017285	Invoice	12/26/2017	Water System Fees	0.00	6,857.50	
TALLEY	TALLEY	01/11/2018	Regular	0.00	2,981.11	7925
10293372	Invoice	01/02/2018	Towers	0.00	1,996.49	
10293451	Invoice	01/03/2018	Tower Sections	0.00	984.62	
TRENCH	Trench Shoring Company	01/11/2018	Regular	0.00	2,670.53	7926
1127767-0000	Invoice	12/27/2017	Road Plates	0.00	2,670.53	
UAOFSC	Underground Service Alert of So. Ca.	01/11/2018	Regular	0.00	19.90	7927
1220170435	Invoice	01/01/2018	Digalert	0.00	19.90	
USBANK	US Bank Corporate Pmt. System	01/11/2018	Regular	0.00	958.23	7928
AMAZON1214	Invoice	12/14/2017	Sign Board	0.00	314.96	
AMAZON1221	Invoice	12/21/2017	Digital Timer	0.00	12.86	
COMPCONN1218	Invoice	12/18/2017	2018 FMLA Compliance Special Report	0.00	169.00	
HOSE1207	Invoice	12/07/2017	Fire Hose	0.00	280.15	
INT1201	Invoice	12/01/2017	Battery	0.00	100.00	
J&R1211	Invoice	12/11/2017	Lunch	0.00	30.32	
LOWES1213	Invoice	12/13/2017	Filter	0.00	25.80	
VONS1214	Invoice	12/14/2017	Water & Toilet Paper	0.00	25.14	
VERIZON	Verizon Wireless	01/11/2018	Regular	0.00	239.30	7929
9798865056	Invoice	12/26/2017	Cell Phones	0.00	239.30	

Check Report

Date Range: 12/16/2017 - 01/15/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
WREA	Water Resource Engineering Associates	01/11/2018	Regular	0.00	1,558.85	7930
3131-4	Invoice	12/31/2017	WDR for Well Drilling	0.00	290.40	
3144-2	Invoice	12/31/2017	Well Site Electrical & Plumbing	0.00	1,268.45	
WRIGHT EXP	WEX Bank	12/28/2017	Regular	0.00	1,270.78	7903
52452209	Invoice	12/15/2017	Fuel	0.00	1,270.78	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	93	48	0.00	44,510.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	93	48	0.00	44,510.25

PR 36,498.12

Fund Summary

Fund	Name	Period	Amount
10	OPERATING	12/2017	9,740.70
10	OPERATING	1/2018	34,769.55
			<u>44,510.25</u>

RECEIVED

NOV 22 2017

BY

Shall



Allocation Adjustment Request Form

The Meiners Oaks Water District's Drought Contingency Plan was developed and implemented to meet State mandated reduction measures and help manage our local supplies. If you believe that your allocation is not set at an appropriate amount and should be adjusted for the reasons stated below, you must complete this form. Allocations are based on the average use for your property minus the appropriate required reduction in that declared stage of drought, during the years 2010, 2011, 2012. Any allocation adjustment may be reviewed by MOWD staff or the board, and subject to periodic review and change due to drought conditions.

NAME: Susan Moll Account Number: _____

Email: SUSANMOLL1@aol.com Daytime Phone: 310-789-5515 Other: _____

Mailing address: (If different from service address): 2800 Maricopa Hwy

I have read the Guidelines for allocation adjustments (On the back page) and request an allocation adjustment for the following reason(s):

☐ Please explain reason(s) below; attach any additional sheets if needed. An inspection of your property will be required for verification.

Previous owners Chang San Yu.

- ① Did not manage FARM properly 2010-2011
- ② Water turned off in 2012
- ③ Lost home Due to Foreclosure 2012

* SEE TERMINATION LETTER

Note: Any request form submitted that is incomplete or has missing information, will be returned to the applicant. Any approval of an allocation does not relieve that customer from conserving water on their property, or from over allocation and conservation penalties. MOWD could take up to 30 days to respond to your request in writing. If approved, your new allocation will start at following billing cycle.

All applications can be sent to: Meiners Oaks Water District, 202 W. EL Roblar, Ojai Ca, 93023 (Fax) 805-646-2297 or by Email: moh2odist@sbcglobal.net

I have completed this form and affirm that I am the above account holder and the information contained herein, (including attachments), is complete and accurate. I further understand that all variances are subject to change and I may be liable for back charges for providing false information.

Print Name: Susan Moll

Signature: Susan Moll

Do not write below this line (District use only)

Date received: 10-22-17

Current Allocation: 666/month

Documentation submitted: Moll History - Miller - Chang San Yu History / notary - Nora Davis

Stage 3 Allocation 466 units/month

Guidelines for Adjustment

1. General Information

- Customers are responsible for requesting an allocation adjustment in writing to MOWD
- All documentation is subject to verification and review by MOWD staff
- Once verification is completed and your request is approved, your new allocation will be applied to the following billing cycle
- Failure to supply or the refusal to produce any documentation requested by MOWD may result in denial or revocation of request
- Any requests related to water waste will not be accepted
- All applications are subject to annual review

2. Qualifying reasons for an adjustment

- An increase of livestock weighing greater than 200 lbs. requiring 15 gallons of water per day
- Care facility (Adult or Child) operating 24/7
- Correction of number of dwelling units on a property

Upon submittal of your application, please understand the following:

As an applicant, you are agreeing to verification and/or audit of your request by MOWD staff and agree to provide all documentation and/or access to support your request. If the information you have supplied is false, all fees and charges will be adjusted retroactively as of the date of the application and additional administrative fees may apply. All appropriate fees and charges will be added to a subsequent water bill associated with the account number provided within the application.



Well #4 Completion Bids

<u>Crown drilling Services</u>	<u>\$ 247,750.00</u>
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<u>Layne Christensen Company</u>	<u>\$ 365,861.10</u>
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<u>B&W Pumps</u>	<u>\$ 435,053.90</u>
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<u>Hansen Well-Do Service, Inc.</u>	<u>\$ 224,980.00</u>
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DRAFT

**ELECTRONIC COMMUNICATIONS POLICY FOR THE
MEINERS OAKS WATER DISTRICT**

BACKGROUND AND PURPOSE:

Meiners Oaks Water District (MOWD) hereby adopts the following policy regarding the conduct of MOWD business via electronic communications by MOWD directors, officials and employees. Specifically, this policy is adopted in light of the holding in *City of San Jose v. Superior Court* (2017) 2 Cal.5th 608, which held that a city employee's communications related to the conduct of public business do not cease to be public records under the California Public Records Act simply because they were sent or received using a personal account or personal device.

Existing and emerging electronic communications technologies have become an integral part of the ability of MOWD officials and staff members to efficiently and effectively conduct MOWD business. However, with such technology in the work environment, MOWD must ensure it continues to meet its legal obligations with respect to transparency in the conduct of the people's business, including in the area of public records disclosure requirements.

DEFINITIONS:

For purposes of this policy, the following definitions apply:

"District" means Meiners Oaks Water District.

"District official" shall mean any appointed director, official or employee of the District.

"District business" shall be construed broadly to mean information relating to the conduct of the public's business or communications concerning matters within the subject matter of the District's jurisdiction, including, but not limited to, pending or potential District projects, past or prospective District agenda items, or District budgets or expenditures involving District funds. Resolution of the question will involve an examination of several factors, including: (a) the content itself; (b) the context in, or purpose for which, it was written; (c) the audience to whom it was directed; (d) the purpose of the communication; and (e) whether the writing was prepared by a District official acting or purporting to act within the scope of his or her official role or employment.

"Electronic communications" includes any and all electronic transmission, and every other means of recording upon any tangible thing in any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Without limiting the nature of the foregoing, "electronic communications" include e-mails, texts, voicemails, and also includes communications on or within commercial applications (apps) such as Facebook Messenger, Twitter, WhatsApp, etc.

"Electronic messaging account" means any account that creates, sends, receives or stores electronic communications.

"General Manager" means the acting General Manager of the District.

POLICY:

All District officials shall be assigned a District electronic messaging account. District accounts shall be used to conduct District business. District officials shall not use personal accounts for the creation, transmission or

storage of electronic communications regarding District business.

The District account, along with the attendant access to the District's account server, are solely for the District and District official's use to conduct District business and shall not be used for personal business or political activities. Incidental use of District electronic messaging accounts for personal use by District officials is permissible, though not encouraged. District officials shall take reasonable precautions to prevent the use of District accounts by any person other than the account holder. If any District official has reason to believe a password has been lost or stolen, or that a District account is being accessed by someone without authorization, he or she shall notify the General Manager immediately.

If a District official receives an electronic message regarding District business on his/her non-District electronic messaging account, or circumstances require such person to conduct District business on a non-District account, the District official shall either: (a) copy ("cc") any communication from the District official's personal electronic messaging account to his/her District electronic messaging account; or (b) forward the associated electronic communication to his/her District account no later than 10 days after the original creation or transmission of the electronic communication.

District officials shall endeavor to ask persons sending electronic communications regarding District business to a personal account to instead utilize the official's District account, and likewise shall endeavor to ask a person sending an electronic communication regarding non-District business to use the District official's personal or non-District electronic messaging account.

District officials understand they have no expectation of privacy in the content of any electronic communication sent or received on a District account or communication utilizing District servers. District provided electronic devices, including devices for which the District pays a stipend or reimburses the District official, are subject to District review and disclosure of electronic communications regarding District business.

District officials understand that electronic communications regarding District business that are created, sent, received or stored on an electronic messaging account may be subject to the Public Records Act, even if created, sent, received, or stored on a personal account or personal device. In the event a Public Records Act request is received by the District seeking electronic communications of District officials, the General Manager shall promptly transmit the request to the applicable District official(s) whose electronic communications are sought. The General Manager shall communicate the scope of the information requested to the applicable District official(s), and an estimate of the time within which the General Manager intends to provide any responsive electronic communications to the requesting party.

It shall be the duty of each District official receiving such a request from the General Manager to promptly conduct a good faith and diligent search of his/her personal electronic messaging accounts and devices for responsive electronic communications. The District official shall then promptly transmit any responsive electronic communications to the General Manager. Such transmission shall be provided in sufficient time to enable the General Manager to adequately review and provide the disclosable electronic communications to the requesting party.

In the event a District official does not possess, or cannot with reasonable diligence recover, responsive electronic communications from the District official's electronic messaging account(s), the District official shall so notify the General Manager, by way of a written declaration in a form approved by the District's legal counsel. In addition, a District official who withholds any electronic communication identified as potentially responsive must submit a declaration, in a form approved by the District's legal counsel, with facts sufficient to show the information is "personal business" and not "public business" under the Public Records Act.

It shall be the duty of the General Manager, in consultation with the District's legal counsel, to determine whether a particular electronic communication, or any portion of that electronic communication, is exempt from disclosure. To that end, the responding District official shall provide the General Manager with all responsive electronic communications, and, if in doubt, shall err on the side of caution and should "over produce". If an electronic communication involved both public business and a personal communication, the responding District official may redact the personal communication portion of the electronic communication prior to transmitting the electronic communication to the General Manager. The responding District official shall provide facts sufficient to show that the information is "personal business" and not "public business" by declaration. In the event a question arises as to whether or not a particular communication, or any portion of it, is a public record or purely a personal communication, the District official should consult with the General Manager. The responding District official shall be required to sign a declaration, in a form acceptable to the District's legal counsel, attesting under penalty of perjury, that a good faith and diligent search was conducted and that any electronic communication, or portion thereof, not provided in response to the Public Records Act request is not District business.

District officials understand that electronic communications regarding District business are subject to the District's records retention policy, even if those electronic communications are or were created, sent, received or stored on an District official's personal electronic messaging account. As such, unless the District official has cc'd/transmitted electronic communications to his or her District electronic messaging account in accordance with this policy, that District official must retain all electronic communications regarding District business in accordance with the District's adopted records retention policy, regardless of whether such electronic communication is originally sent or received on a personal electronic messaging account.

This policy does not waive any exemption to disclosure that may apply under the California Public Records Act.

December 2017



To: Board of Directors of the Meiners Oaks Water District

From: General Manager

Subject: Monthly Manager's Report

Highlights

(Rainy season October thru April)

3.74" of rain

LAKE CASITAS LEVEL

35.2%

Board Committees

Minutes from the GSA meeting will be given verbally

1/5/18 – Executive committee meeting

Committee meet to discuss the proposed District email policy

Current Well levels and specific capacity

Well 1	Nov.	Dec.	Well 2	Nov.	Dec.	Well 4	Nov.	Dec.	Well 7	Nov.	Dec.
Static	24.7'	25.6'	Static	25.1'	25.9'	Static	69.3'	66.9'	Static	68.8'	66.4'
Running	33.8'	36.0'	Running	32.4'	32.75'	Running	0.0'	0.0'	Running	76.2'	73.8'
Drawdown	9.1'	10.4'	Drawdown	7.3'	6.85'	Drawdown	0.0'	0.0'	Drawdown	7.4'	7.45'
Specific Cap.	37.8 gal/ft	38.07 gal/ft	Specific Cap.	27.1 gal/ft	27.29 gal/ft	Specific Cap.	0.0 gal/ft	0.0 gal/ft	Specific Cap.	42.4 gal/ft	46.7 gal/ft

Water Production

Water production and sold values are based on a calendar year

Total Pumped in December:			
Wells	AF	Average GPM	Typical GPM
1.	24.46	347	375
2.	14.16	190	250
4.	0.00	0	750
7.	25.62	329	450
8.	0.00	Off	330

Total Pumped for Dec.	64.24 AF
Total Pumped 2016:	305.45 AF
Total Pumped YTD 2017:	667.54 AF

Total Sold:

Total Sold for Dec. 2017:	59.48 AF
Total Sold YTD 2017:	679.51 AF
Total Sold 2016:	608.21 AF
Total Purchased from CMWD 2016	323.91 AF
Total Purchased December	0 AF
Total Purchased YTD 2017	23.91AF

Total Capacity:

2083 Gallons per Minute (GPM) with all current wells on line 1, 2, 4, 7, 8)
 3,583 Gallons per minute (GPM) with all current wells on line 1, 2, 4, 7, 8) + Casitas

Water Sales:

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

Dec. 2016:	\$ 51,841.71
Dec. 2017:	\$ 59,571.83

Reserve Funds

Balance at the County of Ventura	\$ 1,131,068.59
Total Taxes*	\$ 80,733.54
Total Interest from reserve account#	\$ 1,218.62

Fiscal Year Total Revenues

July 1 st – Dec. 31 st	2016	\$ 713,220.63
July 1 st – Dec. 31 st	2017	\$ 837,786.58

Bank Balances

LAIF Balance	\$ 155,305.01
Transferred from the general fund to L.A.I.F.	
(#) Quarterly Interest from LAIF	\$ 0.00
Money Market (RABO)	\$ 500,326.84
Amount Transferred to RABO Money Market this month	\$ 0.00
Amount Transferred to General Fund from Money Market	\$ 0.00
(*) Monthly Interest received from Money Market	\$ 79.49
General Fund Balance	\$ 388,400.73
Trust Fund Balance	\$ 13,931.92
Capital Improvement Fund	\$ 14,406.73
(#) Quarterly Interest from Capital Account	\$.23
Total Interest accrued	\$ 79.72

Water Quality

No water quality issues to report this month

Capital Improvement Projects for 2017-2018
Budgeted capital funds \$ 586,400 FY 2017-2018

1. Rehabilitate well #4 / MCC VFD's (In Process)
2. Acquire scope of work for bid on new well (Completed)
3. Replace 18 system valves
4. Fencing at Tank Farm (In Process)
5. Treatment Plant EDR (In Process)
6. Zone 1 Booster/MCC

Unscheduled Work

Service leak at 609 Mesa	\$8,847.00
Replace main line lateral Maricopa Hwy	\$
Main Leak – 229 W. El Roblar Sam Hill and Sons Saturday work	\$10,806.82
Service Repair 144 S. Pueblo	\$1,000.00
Service Repair 388 S. Pueblo	\$1,000.00
Thomas Fire Well's 1&2	\$
Total	\$ 21,653.82

Tanks

1. 250k gallon was installed in 1958 age = 57 (Removed 2015)
2. 80k gallon was installed in 1983 age = 34
3. 500k gallon was installed in 1988 age = 27 (Removed 2015)
4. 500k gallon was installed in 1973 age = 44 (Put back into service 2011)
5. 500k gallon was installed in 2003 age = 14
6. 750k gallon welded tank 2015 age = 2

Life expectancy for a bolted tank is 30 – 40 years

Life expectancy for a welded steel tank 100 years

Well Drilled Dates & Depths

	<u>Date drilled</u>	<u>Drill Depth</u>
1. Well # 1	1969	60 feet
2. Well # 2	1969	116 feet
3. Well # 4	1969	240 feet
4. Well # 7	1961	156 feet
5. Well # 8	1968	144 feet

Board of Directors

President – Jim Kentosh Elected in 2014	Term ends 2018	Long Term
Vice-President – Mike Krumpschmidt Elected 2016	Term ends 2020	Long Term
Board Member – Larry Harrold Elected 2014	Term ends 2018	Long Term
Board Member – Michael Etchart Elected 2014	Term Ends 2018	Long Term
Board Member – Diana Engle Elected 2016	Term Ends 2020	Long Term