

Regular Meeting
July 18th, 2017
6:00 p.m.



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

July 18th, 2017

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

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

1. Roll Call

2. Approval of Minutes

Approval of the minutes of the June 20th, 2017 regular meeting

3. Public Comments

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

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

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

4. General Managers Report

- Production of Wells**
- Eagle Aerial - Fly over took place Wednesday June 28th, 2017**

5. Board Committee Reports

- No committees met this month**

6. Old Business

- **Salaries and Benefits**
- **State Water**
- **Lead & Copper sampling**

7. Board of Directors Reports

8. Financial Matters

1. Approval of Payroll and Payables from June 16th, 2017 to July 15th, 2017 in the amount of;

Payables -	\$ 73,558.58
Payroll -	\$ 24,107.09
<u>Total -</u>	<u>\$ 97,665.67</u>

9. Board Discussion and/or Action

- a) **Approval of Resolution 20170718 Approval of the budget for fiscal year 2017-2018**
- b) **Ms. Moll at 2800 Maricopa Hwy would like to discuss a Settlement Agreement**
- c) **Discussion of Job Classification, Salary Ranges COLA, and short-term adjustments**
- d) **Well 4 rehabilitation – Well Jetting to be performed in place of Sonar Jetting due to the condition of the well casing. \$14,853 increase for repairs – Total cost to date for well 4 repair = \$ 65,418.74**

- e) Cyber security for office computers Cost for anti-virus, off-site back-up and external hard drive for the server – Cost for these services is \$ 506.36
- f) Discussion of asphalt paving for the warehouse area (Mike)

10. Closed Sessions: The Board of Directors may go into 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 54957a)

- a) The Board will go into closed session under the Real Property Negotiations Exception and Pending litigation; Lawyer-client privilege Government Code Sections (§54956.8), (§54956.9 (b)(3)(c) and (§54957.1) to discuss options regarding easements and property lines on parcels 010-0-102-290 and 010-0-102-090

11. Meeting Adjournment.

MINUTES

The meeting was called to order at 6:01 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 Vice-President Mike Krumpschmidt, Board Directors Larry Harrold, Diana Engle, and Mike Etchart. Staff Present: General Manager Mike Hollebrands and Board Secretary Stacey Gilbert. Attorney Lindsay Nielson was also present.

2. Approval of the minutes

Approval of the May 16th, 2017 Regular Meeting minutes:

Mr. Etchart made the motion to approve the May 16th, 2017 Regular Meeting minutes. Mr. Krumpschmidt seconded the motion.

Discussion: Mr. Krumpschmidt asked to omit the word "not" on page 3.

Harrold/Krumpschmidt
All Ayes
M/S/C

3. Public Comments

Elizabeth Anne Von Gunten was present.

4. General Manager's Report

- Production of wells – Levels are still good and should continue to be through the summer.
- Well #4 – This well is offline at this time. Well was pulled a week ago. This was a necessary repair due to the past leak it had and because the water pressure had pushed the whole well casing over and damaged the motor and pump. The well motor has been checked and there were some minor repairs made. The whole pump has to be replaced. The work is to begin 6/28/17. It was discussed on whether our insurance covers something like this or things like this in the future. The repairs

will cost about \$50,000. It was requested that we find out what our insurance covers when damage is done.

- A/R computer replacement – During our monthly maintenance by MiTech it was discovered that the A/R computer was very close to failing. We received a quote to replace and upgrade the computer. It has been upgraded to a new one.
- Eagle Aerial – The flyover has been pushed to July
- Leak on Maricopa Hwy – A leak was discovered and repaired for the time being, however, to fix it permanently, it will take getting a permit from the state to cross the highway. In the meantime, a new leak has surfaced in the same area.
- CUP – Our 2015 Conditional Use Permit has expired, and unfortunately, we were reported. This is being taken care of now.

5. Board Committee Reports

- No committees met this month

6. Old Business

- District Lead Testing – We received the results back from the resampling, and they are all non-detect.

7. Board of Directors Reports

- Mr. Krumpschmidt – Stated he would be gone for the next two board meetings due to being on vacation. June 8th GSA meeting update – Mr. Krumpschmidt summarized the minutes and pointed out the following items:
 - There is an AD/HOC committee created in efforts to find outside funding
 - The GSA approved engaging the Eagle Aerial flyover and data
 - The Conflict of Interest was passed and now just needs the City's approval
 - There is an AD/HOC committee to put the stakeholder's engagement letter together
 - GSA will reconvene in September
- Mr. Etchart – Asked that now that Golden State Water District has been absorbed by Casitas Municipal Water District and will be hiring new people is there a chance we may lose our guys. Mr. Hollebrands stated that we could.
- Mr. Harrold had nothing
- Ms. Engle – Had a talk with Bryan Bondy about State Water and “in lieu” agreements. Mr. Kentosh is going to research these agreements a little more and report back.
- Mr. Kentosh – Attended the Drought meeting on 6/17/17 at CMWD. CMWD has pledged \$200,000 for studies in obtaining State water, but it

could take up to a year for any results. Mr. Kentosh felt optimistic that CMWD will obtain State water.

8. Financial Matters

Approval of Payroll and Payables from May 16th, 2017 to June 15th, 2017 in the amount of:

Payables -	\$ 30,385.26
Payroll -	\$ 28,595.37
Total -	\$ 58,980.63

Mr. Etchart made the motion to pay the monthly expenses. Mr. Harrold seconded the motion.

Etchart/Harrold
All Ayes
M/S/C

9. Board Discussion and/or Action

- a) Approval of the draft budget for the fiscal year 2017- 2018 – There is not much more to comment on. The only difference is that the rate structure went back to the pre-approved rates from last Prop 218 hearing which allows us calculate the revised allocations and to give the Drought committee more time to configure the new rate structure.
Mr. Etchart made the motion to approve the Budget for Fiscal Year 2017-2018. Ms. Engle seconded the motion.

Etchart/Engle
All Ayes
M/S/C

- b) Discussion and Approval of revised payroll tiers for staff – Let the minutes reflect that Mr. Etchart left the meeting during this discussion. – Mr. Hollebrands presented new payroll tiers to the Board to update the pay scale and to be more aligned with the AWWA suggestions and industry standards. After much discussion, it was determined that more information was needed to approve the tiers at this time. Mr. Hollebrands stated that he was hoping to have this approved tonight due to possibly losing our Utility Workers to new endeavors. After much discussion regarding the Utility Workers, Mr. Krumpschmidt made the motion to offer an up to 10% raise to the Utility Workers effective immediately to their existing salaries as a counter offer in the event they are offered employment elsewhere, with the understanding that we may be reconfiguring the payroll tiers. Mr. Harrold seconded the motion.

Krumpschmidt/Harrold
4 Ayes, 1 absent
M/S/C

After the motion, Mr. Krumpschmidt stated that is important to let the rest of the staff know that the Board will be increasing salaries, but they need a little bit of time to reconfigure the payroll tiers. Mr. Kentosh assured that he and Mr. Hollebrands would look at these numbers and report back to the Board with an understandable payroll scale and actual job descriptions by the next board meeting.

- c) Approval of Bob's Fence Company proposal for tank farm fencing (total enclosure of property) – Mr. Nielson suggested that, due to a request by Ms. Moll's attorney, we table this item at this time. The Board agreed.

At this time the Board of Directors went into Closed Session at 8:26 PM

10. Closed Session: The Board of Directors may go into 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 54957a.

- a) The Board went into closed session under the Real Property Negotiations Exception Government Code Sections (§54956.8), (§54956.9 (b)(3)(c) and (§54957.1) to discuss options regarding easements and property lines on parcels 010-0-102-290 and 010-0-102-090

Closed Session was closed at 9:00 PM

11. Meeting Adjournment

There being no further business to conduct at this time, Board President James Kentosh adjourned the meeting at 9:01 PM.

President

Secretary

June 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)

27.96" of rain

LAKE CASITAS LEVEL

41.6%

Board Committees

GSA was dark this month.

Current Well levels and specific capacity

Well 1	June	July	Well 2	June	July	Well 4	June	July	Well 7	June	July
Static	22.6'	23.5'	Static	21.3'	22.8'	Static	25.6'	34.5'	Static	25.0'	34.0'
Running	28.2'	30.9'	Running	24.2'	28.5'	Running	34.4'	0.0'	Running	29.3'	37.9'
Drawdown	5.6'	7.4'	Drawdown	2.9'	5.7'	Drawdown	8.8'	0.0'	Drawdown	4.3'	3.9'
Specific Cap.	62.7 gal/ft	48.5 gal/ft	Specific Cap.	75.8 gal/ft	37.3 gal/ft	Specific Cap.	66.6 gal/ft	0.0 gal/ft	Specific Cap.	73.2 gal/ft	101 gal/ft

Water Production

Water production and sold values are based on a calendar year

Total Pumped in June:			
Wells	AF	Average GPM	Typical GPM
1.	21.25	351	375
2.	10.54	220	250
4.	11.83	575	750
7.	18.68	396	450
8.	0.00	Off	330

Total Pumped for June	62.30 AF
Total Pumped 2016:	305.45 AF
Total Pumped YTD 2017:	223.4 AF

June 2017

Total Sold:

Total Sold for June 2017:	60.07 AF
Total Sold YTD 2017:	232.45 AF
Total Sold 2016:	608.21 AF
Total Purchased from CMWD 2016	323.91 AF
Total Purchased for June	0 AF
Total Purchased YTD 2017	83.91AF

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)

June 2016:	\$ 42,872.10
June 2017:	\$ 57,493.35

Reserve Funds

Balance at the County of Ventura	\$ 1,040,605.63
Total Taxes*	\$ 5,082.44
Total Interest from reserve account#	\$ 956.87

Fiscal Year Total Revenues

July 1 st – June 30 th	2016	\$ 1,208,824.29
July 1 st – May 31 st	2017	\$ 1,332,165.27

Bank Balances

LAIF Balance	\$ 5,225.83
(#) Quarterly Interest from LAIF	\$ 0.00
Money Market (RABO)	\$ 473,570.17
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	\$ 77.84
General Fund Balance	\$ 297,204.83
Trust Fund Balance	\$ 13,862.35
Capital Improvement Fund	\$ 14,405.29
(#) Quarterly Interest from Capital Account	\$.23
Total Interest accrued	\$ 78.07

Water Quality

No water quality issues to report this month

Capital Improvement Projects for 2016-2017
Budgeted capital funds \$ 473,500 FY 2016-2017

1. Continue with tank replacement project (Completed)
2. Acquire scope of work for bid on new well (Completed)

Unscheduled Work

Warfhead replacement and new hydrant valve S. Poli	\$ 3,259.53
Hydrant replacement at Fernando and N. Encinal	\$ 1,500.00
Main Leak on S. Padre Juan	\$ 3,000.00
Service repair S. Pueblo	\$ 1,000.00
Service repair Mesa	\$ 1,000.00
Valve replacement Encinal/El Conejo	\$ 1,000.00
Valve replacement Fernando/N. La Luna	\$ 2,000.00
Fire hydrant replacement S. La Luna	\$ 4,126.09
This item has been reimbursed by the company that hit it	\$ - 4,126.09
Main Leak 110 Besant Rd	\$ 2,000.00
Paving	\$ 6,000.00
Move wharf-head at Encinal and El Roblar	\$ 4,000.00
Paving for street repairs	\$ 4,300.00
Main Leak El Roblar and N. Pueblo	\$ 4,318.00
Paving for street repairs	\$ 9,275.00
<u>Total</u>	<u>\$ 42,652.53</u>

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

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

Meiners Oaks Water District

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

Expenditures	Month of June	Year To Date	Budget Approp	Approp Bal 06/30/17	Current July	Approp Bal To Date
Salary / Taxes	32,023.77	379,349.57	410,000.00	30,650.43		30,650.43
Retirement Contributions	2,569.26	32,715.10	35,000.00	2,284.90		2,284.90
Group Insurance	4,468.56	49,937.72	70,000.00	20,062.28		20,062.28
Company Uniforms	-	1,022.64	1,500.00	477.36		477.36
Phone Office	813.09	9,550.66	7,600.00	(1,950.66)		(1,950.66)
Janitorial Service	341.36	4,437.86	5,200.00	762.14		762.14
Refuse Disposal	169.75	2,015.16	2,500.00	484.84		484.84
Liability Insurance	-	21,864.28	22,500.00	635.72		635.72
Workers Compensation	-	10,086.48	17,500.00	7,413.52		7,413.52
Wells	-	6,669.88	20,000.00	13,330.12		13,330.12
Truck Maintenance	1,012.53	4,451.53	4,000.00	(451.53)		(451.53)
Office Equip. Maintenance	96.53	6,810.43	5,000.00	(1,810.43)		(1,810.43)
Cell Phones	239.15	3,522.41	4,500.00	977.59		977.59
System Maintenance	96.97	42,001.97	60,000.00	17,998.03		17,998.03
Safety Equipment	-	1,671.88	3,500.00	1,828.12		1,828.12
Laboratory Services	1,087.00	8,490.00	8,000.00	(490.00)		(490.00)
Membership and Dues	-	6,847.00	7,000.00	153.00		153.00
Printing and Binding	-	140.59	1,000.00	859.41		859.41
Office Supplies	142.72	5,655.25	6,000.00	344.75		344.75
Postage and Express	243.99	12,405.77	13,500.00	1,094.23		1,094.23
B.O.D. Fees	800.00	10,550.00	15,000.00	4,450.00		4,450.00
Engineering & Technical Services	5,752.25	7,322.25	35,000.00	27,677.75		27,677.75
Computer Services	455.97	11,720.10	12,000.00	279.90		279.90
Other Prof. & Regulatory Fees	24.00	19,614.27	17,500.00	(2,114.27)		(2,114.27)
Public and Legal Notices	-	-	1,500.00	1,500.00		1,500.00
Attorney Fees	1,660.00	17,394.50	15,000.00	(2,394.50)		(2,394.50)
GSA Fees	6,839.40	27,299.02	25,000.00	(2,299.02)		(2,299.02)
VR/SBC/City of VTA Law Suit	-	-	40,000.00	40,000.00		40,000.00
Audit Fees	-	11,925.00	12,000.00	75.00		75.00
Small Tools	-	2,950.57	3,000.00	49.43		49.43
Election Supplies	-	769.12	3,000.00	2,230.88		2,230.88
Water Purchase	860.53	230,609.16	250,000.00	19,390.84		19,390.84
Treatment Plant	1,395.91	13,776.09	10,000.00	(3,776.09)		(3,776.09)
Fuel	784.94	8,223.04	12,000.00	3,776.96		3,776.96
Travel Exp./Seminars	155.00	1,565.50	2,000.00	434.50		434.50
Utilities	130.20	2,030.46	3,500.00	1,469.54		1,469.54
Power and Pumping	4,196.02	4,196.02	80,000.00	75,803.98		75,803.98
Meters	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditures	66,358.90	979,591.28	1,250,800.00	271,208.72	-	271,208.72

Water Distribution System	-	-	-	-	-	-
Cold Water Well	-	-	250,000.00	250,000.00	-	250,000.00
	-	-	-	-	-	-
Structures and Improvements	-	-	-	-	-	-
Generator Z-2	-	-	120,000.00	120,000.00	-	120,000.00
	-	-	-	-	-	-
Trucks/Carts	-	-	-	-	-	-
Furniture and Fixtures	-	-	-	-	-	-
Office Machines	-	-	-	-	-	-
	-	-	-	-	-	-
Field Equipment	-	-	-	-	-	-
Pipe Freezing Machine	-	3,335.74	3,500.00	164.26	-	164.26
	-	-	-	-	-	-
Appropriations for Contingencies	-	9,058.46	100,000.00	90,941.54	-	90,941.54
Total Assets	-	12,394.20	473,500.00	461,105.80	-	461,105.80

GRAND TOTAL	66,358.90	991,985.48	1,724,300.00	732,314.52	-	732,314.52
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Report of Income as of 6/30/2017

Income	Month of June	Year To Date	Budget Approp	Approp Bal 07/31/15
Interest	1,034.94	7,283.93	--	(7,283.93)
Taxes	5,082.44	146,848.13	--	(146,848.13)
Pumping Charges	237.24	3,286.03	--	(3,286.03)
Fire Protection	111.11	1,275.83	--	(1,275.83)
Meter & Inst. Fees		542.50	--	(542.50)
Water Sales	57,493.35	581,226.80	659,439.00	78,212.20
Casitas Standby Fees	337.05	6,196.54	--	(6,196.54)
MWAC Charges	50,008.99	566,311.49	666,997.00	100,685.51
MCC Chg.	6,304.24	77,490.92	125,408.00	47,917.08
Misc. Income	191.70	16,056.10	8,000.00	(8,056.10)
Late & Delinquent Chgs.	2,298.58	34,824.71	--	(34,824.71)
Conservation Penalty		300.00	--	(300.00)
Capital Improvement		3,567.60	--	(3,567.60)
Drought Surcharge	5,323.68	41,086.75	--	(41,086.75)
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		--	--	--
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TOTAL INCOME	128,423.32	1,486,297.33	1,459,844.00	(26,453.33)



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 06/16/2017 - 07/15/2017

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Bank-AP Bank						
AWWA 7001367339	American Water Works Association Invoice	07/03/2017 07/01/2017	Regular Membership Renewal 2017-18	0.00 0.00	420.00 420.00	7627
AQUA-F SC0010700 SI1047349	Aqua-Flo Supply Invoice Invoice	07/12/2017 06/01/2017 06/05/2017	Regular ??? 2.5" Repair Clamps	0.00 0.00 0.00	58.79 5.26 53.53	7631
AWAVC 06-10035	Association of Water Agencies Invoice	06/29/2017 06/15/2017	Regular Breakfast Meeting	0.00 0.00	50.00 50.00	7611
AWAVC 06-10053 06-10067	Association of Water Agencies Invoice Invoice	07/12/2017 06/22/2017 06/28/2017	Regular Confined Space Workshop CCWUC Luncheon	0.00 0.00 0.00	105.00 70.00 35.00	7632
U-VERSE 7294600617	AT&T U-verse Invoice	06/29/2017 06/04/2017	Regular Internet	0.00 0.00	70.00 70.00	7613
AT&T 01840617	AT&T Invoice	06/29/2017 06/13/2017	Regular Office Phones	0.00 0.00	91.25 91.25	7612
AT&T 21140617	AT&T Invoice	07/12/2017 06/20/2017	Regular Office Phones	0.00 0.00	651.84 651.84	7633
BENNER 12742	Benner And Carpenter Invoice	06/29/2017 06/13/2017	Regular Surveying	0.00 0.00	3,001.25 3,001.25	7614
CALPERS INV0000675 INV0000686	California Public Employees' Retirement Invoice Invoice	06/29/2017 06/15/2017 06/30/2017	Regular Health Health	0.00 0.00 0.00	4,867.06 2,433.54 2,433.52	7608
CALPERS 18000617	California Public Employees' Retirement Invoice	06/29/2017 06/14/2017	Regular Retired Premium	0.00 0.00	265.10 265.10	7615
CRWA 0717	California Rural Water Association Invoice	07/03/2017 07/01/2017	Regular Membership Dues 2017-18	0.00 0.00	718.00 718.00	7628
CAL-STATE 84642	Cal-State Invoice	07/12/2017 06/24/2017	Regular Portable Restroom	0.00 0.00	101.36 101.36	7634
CANON 17423990	Canon Financial Services, Inc. Invoice	06/29/2017 06/12/2017	Regular Contract Charge	0.00 0.00	96.53 96.53	7616
CMWD 261150617 262000617 911320617	Casitas Municipal Water District Invoice Invoice Invoice	07/12/2017 06/30/2017 06/30/2017 06/30/2017	Regular Fairview Purchased and Standby Hartmann Allocation Tico & La Luna Standby	0.00 0.00 0.00 0.00	860.53 406.12 85.49 368.92	7635
CLEANCO 3094	Cleanco Services Invoice	06/29/2017 06/24/2017	Regular June Janitorial	0.00 0.00	240.00 240.00	7617
C I T 17-014	Coastal Instrumentation & Telemetry Invoice	07/12/2017 06/30/2017	Regular SCADA Programming after loss of commu	0.00 0.00	1,264.00 1,264.00	7636
VCRMA CUP062017	County of Ventura, RMA Invoice	06/20/2017 06/20/2017	Regular Conditional Use Permit 2017	0.00 0.00	2,751.00 2,751.00	7607
DATAP DP1702038	Dataprose LLC Invoice	07/12/2017 06/30/2017	Regular Bulk Mailing and Postage	0.00 0.00	243.99 243.99	7637

Check Report

Date Range: 06/16/2017 - 07/15/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
EJHAR	E. J. Harrison Rolloffs, Inc.	06/29/2017	Regular	0.00	169.75	7618
281300617	Invoice	06/13/2017	Office Trash	0.00	42.24	
994260617	Invoice	06/13/2017	3 Yard Dumpster	0.00	127.51	
FGLENV	FGL Environmental	06/29/2017	Regular	0.00	288.00	7619
706211A	Invoice	06/13/2017	Samples	0.00	85.00	
706752A	Invoice	06/19/2017	Samples	0.00	85.00	
706753A	Invoice	06/19/2017	Samples	0.00	33.00	
707068A	Invoice	06/22/2017	Samples	0.00	85.00	
FGLENV	FGL Environmental	07/12/2017	Regular	0.00	1,644.00	7638
706750A	Invoice	07/05/2017	Samples	0.00	930.00	
707364A	Invoice	06/30/2017	Samples	0.00	714.00	
FRED'S	Fred's Tire Man	06/29/2017	Regular	0.00	888.81	7620
100554	Invoice	06/06/2017	2013 Dodge Tires	0.00	888.81	
GUARDIAN	Guardian	06/29/2017	Regular	0.00	339.64	7609
INV0000676	Invoice	06/15/2017	Dental	0.00	169.82	
INV0000687	Invoice	06/30/2017	Dental	0.00	169.82	
GUARDIAN	Guardian	06/29/2017	Regular	0.00	8.00	7621
7690460617	Invoice	06/15/2017	Administration Fee	0.00	8.00	
HACHCO	Hach Company	06/29/2017	Regular	0.00	129.73	7622
10505022	Invoice	06/19/2017	Chlorine Reagent	0.00	129.73	
HSBS	HealthSmart Benefit Solutions, Inc.	06/29/2017	Regular	0.00	99.06	7610
INV0000678	Invoice	06/15/2017	HSBS	0.00	49.54	
INV0000689	Invoice	06/30/2017	HSBS	0.00	49.52	
NEILSON	Law Offices of Lindsay F. Nielson	06/29/2017	Regular	0.00	1,660.00	7623
34880617	Invoice	06/09/2017	Attorney Fees	0.00	1,660.00	
LAFCO	Local Agency Formation Committee	07/12/2017	Regular	0.00	1,030.00	7639
20172018	Invoice	07/01/2017	LAFCO Payment	0.00	1,030.00	
MOHARD	Meiners Oaks Hardware	07/12/2017	Regular	0.00	38.18	7640
776496	Invoice	06/06/2017	Tiedown Ratchet	0.00	23.58	
777047	Invoice	06/09/2017	Sandpaper, Couple, Nipple	0.00	14.60	
MITEC	MiTec Solutions LLC	06/29/2017	Regular	0.00	385.00	7624
44243	Invoice	06/09/2017	Installed New Workstation and Monitor	0.00	166.25	
44270	Invoice	06/14/2017	Remote Session w/Itron	0.00	190.00	
44314	Invoice	06/15/2017	Splashtop User Account	0.00	10.00	
44459	Invoice	06/08/2017	Remote Assistance	0.00	18.75	
MITEC	MiTec Solutions LLC	07/12/2017	Regular	0.00	213.47	7641
44627	Invoice	07/01/2017	July Exchange/Web Hosting	0.00	70.97	
44719	Invoice	07/03/2017	On-Site Labor	0.00	142.50	
OFFDEP	Office Depot	07/12/2017	Regular	0.00	105.02	7642
937832940001	Invoice	06/23/2017	Paper, Pads, Calculator, etc.	0.00	55.22	
937833997001	Invoice	06/23/2017	Money Receipt Books	0.00	49.80	
PERS	Public Employees' Retirement System	07/12/2017	Regular	0.00	942.91	7643
10000001499508	Invoice	07/01/2017	Unfunded Accrued Liability	0.00	922.01	
10000001499508	Invoice	07/01/2017	Unfunded Accrued Liability	0.00	20.90	
PERS	Public Employees' Retirement System	06/30/2017	Bank Draft	0.00	1,854.48	DFT0000242
INV0000688	Invoice	06/30/2017	PERS	0.00	1,854.48	

Check Report

Date Range: 06/16/2017 - 07/15/2017

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
SCE	Southern California Edison Co.	07/12/2017	Regular	0.00	6,423.37	7644
OFFELE0717	Invoice	07/12/2017	Office Electricity	0.00	247.08	
PMP1-0717	Invoice	07/12/2017	Pump 1	0.00	992.92	
PMP2-0717	Invoice	07/12/2017	Pump 2	0.00	737.77	
PMP4&70717	Invoice	07/12/2017	Pumps 4&7	0.00	3,571.56	
TNKFRM0717	Invoice	07/12/2017	Tank Farm	0.00	34.96	
WELL80717	Invoice	07/12/2017	Well 8	0.00	91.29	
Z-20717	Invoice	07/12/2017	Zone 2	0.00	116.20	
Z-2FIRO717	Invoice	07/12/2017	Zone 2 Fire	0.00	147.84	
Z-2PWR0717	Invoice	07/12/2017	Zone 2 Power	0.00	456.07	
Z-3FIRO717	Invoice	07/12/2017	Zone 3 Fire	0.00	27.68	
SCGAS	Southern California Gas Co.	06/29/2017	Regular	0.00	3.82	7625
6552	Invoice	05/31/2017	Office Heat	0.00	3.82	
SCGAS	Southern California Gas Co.	07/12/2017	Regular	0.00	6.76	7645
6555	Invoice	06/29/2017	Office Heat	0.00	6.76	
SDRMA	Special District Risk Management Auth.	07/03/2017	Regular	0.00	24,649.65	7629
60568	Invoice	07/01/2017	Liability Ins. 2017-18	0.00	24,649.65	
SDRMA	Special District Risk Management Auth.	07/03/2017	Regular	0.00	8,772.14	7630
60139	Invoice	07/01/2017	Workers Comp. 2017-18	0.00	8,772.14	
UAOFSC	Underground Service Alert of So.Ca.	07/12/2017	Regular	0.00	24.00	7646
620170426	Invoice	07/01/2017	Digalert	0.00	24.00	
USBANK	US Bank Corporate Pmt. System	07/12/2017	Regular	0.00	163.60	7647
MOAUTO0523	Invoice	06/01/2017	Brakes and Oil Changes	0.00	123.72	
VERIZON0605	Invoice	06/05/2017	New Screen Protector	0.00	37.70	
VONS0619	Invoice	06/19/2017	Water	0.00	2.18	
VRCWD	Ventura River Water District	07/12/2017	Regular	0.00	6,839.40	7648
3896	Invoice	06/30/2017	GSA Fees	0.00	6,839.40	
VERIZO	Verizon Wireless-LA	07/12/2017	Regular	0.00	239.15	7649
9788269287	Invoice	06/26/2017	Cell Phones	0.00	239.15	
WRIGHT EXP	WEX Bank	06/29/2017	Regular	0.00	784.94	7626
50213681	Invoice	06/15/2017	Fuel	0.00	784.94	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	73	43	0.00	71,704.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,854.48
EFT's	0	0	0.00	0.00
	74	44	0.00	73,558.58

PR \$24,107.09



Meiners Oaks Water District
Resolution 20170718
Adoption of Annual Budget 2017 - 2018

The Board of Directors of Meiners Oaks Water District on this 18th Day of July 2017, the following resolution was proposed and approved by the Board:

WHEREAS, the mission of the Meiners Oaks Water District and its staff is to produce and deliver a reliable and sustainable supply of water to meet the needs of the residents and properties and the community within its boundaries, and

WHEREAS, it is the responsibility of the Board of Director to establish policy to uphold and support the mission statement and to agree and pass an annual budget for the Meiners Oaks Water District, and

NOW, therefore be it resolved by the Meiners Oaks Water District Board of Directors adopts the annual budget for the fiscal year of 2017 – 2018

Passed, Approved and adopted this 18th day of July 2017

Meiners Oaks Water District
President of the Board

Meiners Oaks Water District
Secretary of the Board

Meiners Oaks Job Classifications and Salary Survey

Maximum Annual Salaries

c:\Users\Mike\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\JGDHHEB\Salary Table

MOWD Job Classifications and Salary Ranges

A Policy of the MOWD Board of Directors

Adopted by the MOWD Board of Directors on _____

DRAFT FOR BOARD DISCUSSION

July 18, 2017

Introduction

The purpose of this policy is to define job classifications for employment by MOWD and to establish salary ranges for those positions. Our intent is to offer competitive salaries while maintaining the financial integrity of the District. Retaining good employees is essential to ensure the reliability of our water system.

These job classifications and salary ranges will be updated from time to time by MOWD's board.

Job Titles and Classifications

There are 8 possible job positions within MOWD that might be filled:

- Utility Worker Trainee
- Utility Worker I
- Utility Worker II
- Field Supervisor
- A/R Clerk
- Administrative Assistant
- Office Administrator
- General Manager

It is not intended to fill all of these positions at one time. For example, we could hire a Utility Worker I at some point, who could be promoted to a Utility Worker II after a few years, leaving the UW-I position vacant.

Salary Ranges in FY 2017-2018

The salary ranges shown in the Table apply to each of the 8 job positions. Each position is divided into 5 steps. Each step is 5% above or below the adjacent steps. The bottom step (Step 1) of a UW-II position is 5% higher than the top step of a UW-I position. [Since the salaries within and between positions are linked, the spreadsheet is set up so that only the 3 numbers within the solid border require adjustment; the rest are calculated automatically.]

Cost of Living Increase

It is intended that the Board will adopt an annual cost of living adjustment (COLA) each year along with the annual budget. The COLA will be selected based on published data and the Board's discretion. In that case, all of the salaries in the *MOWD Job Classifications and Salaries* Table will be increased by the same percentage. Employees will normally receive their COLA early in the fiscal year.

Whereas, in the past, it has been somewhat vague as to whether employees received salary increases based on merit or COLA, this method makes a clear separation between the two types of salary increases: COLA and merit.

Board Secretary

Either the Office Administrator, Administrative Assistant or A/R Clerk position may serve as Board Secretary, responsible for attending Board meetings and related tasks. While serving in that capacity, the Board Secretary will receive an additional 5% salary, above that shown in the Table. The Board Secretary will still remain eligible for overtime pay for that work.

Criteria for Advancing to the Next Step

An employccc may be promoted to the next step of the applicable salary range at the discretion of the general manager. Such a promotion will be based on factors reflecting improvement of an employee's abilities, such as training courses, certifications, increased knowledge, increased responsibility, performance above and beyond during special projects, etc. Step increases will not be considered to be automatic after any given interval of time. It is normally expected that at least one year or more will elapse between step increases.

Step increases are completely independent of COLA increases.

At the general manager's discretion, an employee may be given a partial step increase in salary, between steps, while remaining at his/her present step.

Promotions to New Positions

An employee may be promoted to another position at the discretion of the general manager. However, during the budgeting process each year, the general manager must advise the Board of his intentions for promoting employees the following year. The Board will decide whether or not to fund the new position.

TABLE 1
MOWD Job Classifications and Salaries
FY 2017-2018

Step	Utility		Utility		Field Supervisor	A/R Clerk	Admin Asst	Office	
	Worker Trainee	Worker I	Worker I	Worker II				Admin- strator	General Manager
1	\$38,481	\$42,426	\$42,426	\$54,147	\$65,816	\$35,355	\$45,123	\$57,589	
2	\$40,405	\$44,547	\$44,547	\$56,855	\$69,107	\$37,122	\$47,379	\$60,469	
3		\$46,774	\$46,774	\$59,697	\$72,562	\$38,979	\$49,748	\$63,492	
4		\$49,113	\$49,113	\$62,682	\$76,190	\$40,928	\$52,235	\$66,667	up to
5		\$51,569	\$51,569	\$65,816	\$80,000	\$42,974	\$54,847	\$70,000	\$136,000

Notes: Step 5 of a position/range is available but advancement is not automatic.
Steps within a range vary by 5%, compounded.

Meiners Oaks Water District

Job Description Field Supervisor/Foreperson

Salary ranges from \$

Non-exempt

1) General Job Description

- Under the direction of the General Manager
- Works independently or as member of a crew. Be efficient and productive in the repair, replacement, operations and maintenance of district facilities
- Willingness to work rotating shifts including nights, weekends, holidays and overtime as assigned; Must be clean shaven at all times
- Must carry the District cell at all times when on-call
- When on-call must stay within 30 minutes response time to the District

2) Qualifications

- Knowledge of chemical water treatment and methods, tools and equipment used in mechanical repair work. Ability to assist in the repair and maintenance of water meters, valves, and related equipment. Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, databases, email and internet. Ability to deal tactfully and effectively with the public and fellow employees and maintain good working relationships. Make reports and record figures accurately. Follow oral and written instructions both for job functions and safety requirements of the District. Establish and maintain effective relationships with others.

3) Possession of the following:

- Valid Class C California driver's license
- State of California Department of Public Health
- Certified Water Treatment Operator Grade II
- Certified Water Distribution Operator Grade II

- High School Diploma or GED or equivalent
- The physical ability to pass a fit for duty test and urine analysis

4) Work Hours

- Monday through Friday 8AM to 5PM
- Assigned on call or standby time
- Compensation hourly

5) Essential Job Duties

Customer service

- Task- cleaning, repair, and maintenance of District facilities inside and out of all District properties.
- Repair any water leaks in water District distribution system, including meters
- Task- applies weed control chemically around above ground District facilities
- Complete CDPH reports
- Task- the maintenance, repair and/or replacement of pumps, motors, valves and water treatment facilities
- Task- maintains Districts tools and equipment including assigned vehicle
- Task- reading meters monthly; installs and removes meters; responds to office request for service turn on and turn off calls; locking or unlocking meters.
- Task- maintain, keep clean and orderly shop and areas around tanks and booster sites
- Task- responds to water leaks or call outs in the District within 1 hour of initial call.
- Social Skills- ability to relate cooperatively with members of the public and District personnel
- Must have the ability to assess possible problems with wells and/or boosters and calculate flow

5) Physical Demand, Work Environment or Environmental Elements

- Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
- Employee will need to be able to drive and/ or be a passenger in a truck driving over rough terrain which includes bouncing forces on their body.
- Employee will need to be able to sit for driving for up to 30 minutes at a time.
- Employee will need to be able to use office equipment such as computer terminals, copiers, and fax machines on occasion.
- Employee will need to be able to use a smart phone for communications with the office and telemetry.
- Employee must have hearing and vision in normal ranges for field work and driving.
- Employee must be able to perform heavy lifting of up to 255 lbs. for lifting chlorine bottles.
- Employee must be able to carry up to 122.5 lbs. up to 50 feet.
- Employee must be able to stand for up to 12 hours per day but typically only for two hours consecutively prior to having a break or lunch.
- Employee must be able to walk distances over terrains that are flat, hilly, uneven, and wet or muddy for up to 12 hours but typically only 3.5 hours per day and typically only 15 minutes at a time. The employee may have to walk in standing water as well.
- Employee must be able to bend, squat, stoop, kneel, climb stairs and ladders, climb on pipes, reach over-head, lie down, crawl, knee stand, push up to 70 lbs., pull up to 80

lbs., dig with a shovel, pick, weld, jackhammer, and use a cut-off saw on an occasional basis.

- Employee must be able to operate some heavy equipment including; backhoe, skid steer and skip loader.
- Employee needs to be able work heights, such as tanks and ladders.
- Employee must be able to perform weed spraying and other abatement activities for up to eight hours.

6) Personal Protective Equipment

Field supervisor must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and when required, be able don and be fitted for a respirator requiring to be clean shaven at all times.

- Rate of pay increases will vary upon yearly evaluations
- Beginning pay rate will DOQ

Revised 7/13/17

DWT W.L. INSPECTION REPORT



CUSTOMER: MEINERS OAKS WELL NAME: WELL #4 JOB # 46105 DATE: 6/8/2017

BOWL INFORMATION

MANUFACTURE: Christensen MODEL: 10RJMC SIZE: 10" STAGES: 10
 IMPELLER # B504-C TOP TRIM: 6.610 BOTTOM: 7.420 NO. OF VANES: 6
 SHAFT SIZE: 1.500 X 110" TURN DOWN: N/A THREADS: 10 TPI STICK-UP: 14" PIN LINE: 7.25
 DISCHARGE SIZE: 8" BUTT ☒ NPT ☐ SUCTION SIZE: 6" BUTT ☐ NPT ☒ PUMP O.A.L.: 100"

CONDITION OF BOWLS

STAGE	SUC.	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CASTING CONDITION	Good	Bad	Bad	Bad	Bad	Bad	Bad	Bad	Bad	Bad	N/A	N/A	N/A	N/A	N/A	N/A
IMP SKIRT O.D.	5.225	5.230	5.230	5.225	5.230	5.230	5.230	5.230	5.225	5.230	0.000	0.000	0.000	0.000	0.000	0.000
SKIRT HOUSING I.D.	5.250	5.250	5.250	5.270	5.250	5.250	5.250	5.250	5.250	5.250	0.000	0.000	0.000	0.000	0.000	0.000
TOTAL CLEARANCE	0.025	0.020	0.020	0.045	0.020	0.020	0.020	0.020	0.025	0.020	0.000	0.000	0.000	0.000	0.000	0.000
MANUFACTURE CLR'	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
BEARING I.D.	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
BEARING CLEARANCE	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####	#####
BEARING CONDITION	Good	Good	Good	Good	Good	Good	Good	Good	Good	Worn	Worn	N/A	N/A	N/A	N/A	N/A

IS BOWL ASSEMBLY REBUILDABLE? No BOLTING MATERIAL: GRD-5 REUSABLE? No

REMARKS: IMPELLER CLEARANCES GOOD. BOWLS LAYING HARD AGAINST THE SIDE OF WELL, CASTING GETTING THIN. NEED TO ADDRESS PROBLEM (CROOKED WELL).



MOTOR REPORT

MOTOR W/ PUMP? No BONNET W/ MOTOR? SERIAL# MODEL#
 MANUFACTURE: CD: DRIVER BORE: N/A BUSHING SIZE: N/A X
 KEY WAY: H.P. R.P.M. VOLTS: AMPS:
 PHASE: FRAME: NUMBER OF LEGS: MEG OHMS: PREM. EFF.? No

REMARKS: MOTOR TAKEN BY CUSTOMER

PIC 1

PIC 2

PIC 3

PIC 4

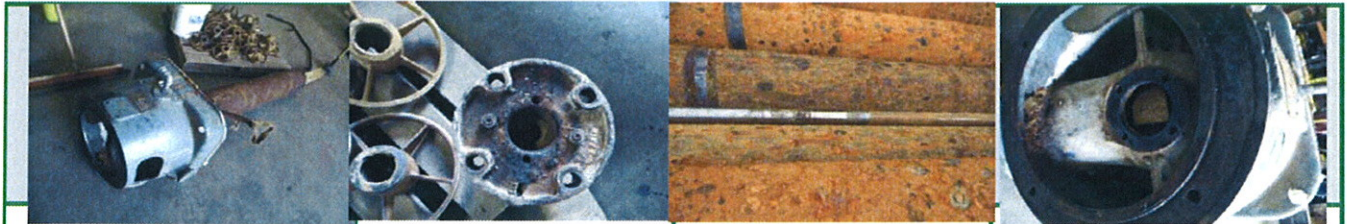
TOTAL PUMP SETTING: 200'

CUSTOMER: MEINERS OAKS WELL NAME: WELL # 4 JOB # 0 DATE: 6/8/2017

HEAD AND PARTS

DISCH. HEAD MAKE: Layne & Bowler (Cast Iron) DISCH. SIZE: 8" BASE SIZE: 22" SQR GOOD (CLEAN & PAINT) ☒ BAD ☐
 LANDING NIPPLE SIZE: 8" X 60" BUTT ☒ NPT ☐ CONDITION: Good, need to clean & recheck
 HEAD SHAFT: 1-1/2" X 96 1/2" MATERIAL: 416-SS THRS: 10 TPI KEY WAY: 3/8" CONDITION: Bad, Worn
 2PC. SHAFT? No SIZE: X MATERIAL: THRS: CONDITION:
 PACKING BOX MAKE: Layne & Bowler SIZE: 1-1/2" GOOD ☐ BAD ☒ REBUILDABLE? Yes
 PARTS BUCKET W/ PUMP? Yes SPECIFY:

REMARKS: REPLACE HEAD SHAFT. REBUSH AND REPACK PACKING BOX



COLUMN PIPE

PIPE SIZE:	8"	X	5'	BUTT <input checked="" type="checkbox"/>	NPT <input type="checkbox"/>	OTHER <input type="checkbox"/>	TOTAL:	1	#GOOD:	1	#BAD:	0
OTHER SIZE:	8"	X	10'	BUTT <input checked="" type="checkbox"/>	NPT <input type="checkbox"/>	OTHER <input type="checkbox"/>	TOTAL:	19	#GOOD:	19	#BAD:	0
OTHER SIZE:	N/A	X		BUTT <input type="checkbox"/>	NPT <input type="checkbox"/>	OTHER <input type="checkbox"/>	TOTAL:	0	#GOOD:		#BAD:	
OTHER SIZE:	N/A	X		BUTT <input type="checkbox"/>	NPT <input type="checkbox"/>	OTHER <input type="checkbox"/>	TOTAL:	0	#GOOD:		#BAD:	

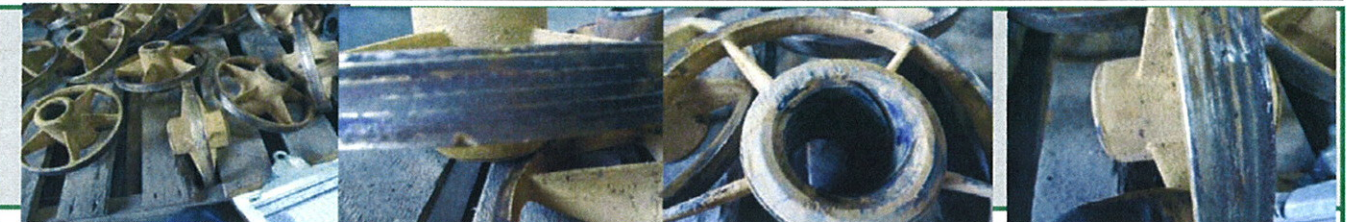
REMARKS: ALL COLUMN PIPE GOOD



RETAINERS

RETAINER SIZE:	8"	X	1-11/16"	TYPE:	Drop-in	TOTAL:	20	#GOOD:	0	#BAD:	20	#REBUSH:
OTHER SIZE:	N/A	X		TYPE:		TOTAL:	0	#GOOD:		#BAD:		#REBUSH:
OTHER SIZE:	N/A	X		TYPE:		TOTAL:	0	#GOOD:		#BAD:		#REBUSH:

REMARKS: REPLACE ALL RETAINERS



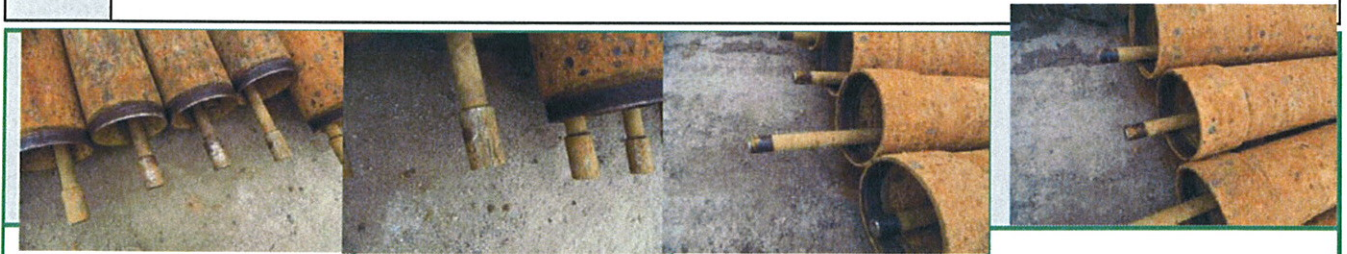
CUSTOMER: MEINERS OAKS **WELL NAME:** WELL # 4 **JOB #** 46105 **DATE:** 6/8/2017

LINE SHAFTS & COUPLINGS

SHAFT SIZE: 1-11-16"	X	5'	THRDS: 10 TPI	MATERIAL: 316-SS	TOTAL: 1	#GOOD: 0	#BAD: 1
SHAFT SIZE: 1-11-16"	X	10'	THRDS: 10 TPI	MATERIAL: 316-SS	TOTAL: 19	#GOOD: 0	#BAD: 19
SHAFT SIZE: N/A	X		THRDS:	MATERIAL:	TOTAL: 0	#GOOD:	#BAD:
SLEEVES ON SHAFTS? No	SIZE:		O.D. X	LONG @	STICK-UP	#GOOD:	#BAD:

COUPLING SIZE: 1-11-16"	THRDS: 10 TPI	MATERIAL: 304-SS	TOTAL: 20	#GOOD: 0	#BAD: 20
COUPLING SIZE: N/A	THRDS:	MATERIAL:	TOTAL: 0	#GOOD:	#BAD:
C/O's? Yes	SPECIFY: 1-1/2" 10THRD	X 1-11/16" 10THRD	MATERIAL: 304-SS	CONDITION:	REPLACE

REMARKS: REPLACE ALL SHAFTS AND COUPLINGS. REPLACE CHANGEOVER COUPLING



SUCTION PIPE & STRAINER

PIPE SIZE: 6"	X	10'	BUTT <input type="checkbox"/>	NPT <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>	TOTAL: 1	#GOOD: 1	#BAD: 0
PIPE SIZE: N/A	X		BUTT <input type="checkbox"/>	NPT <input type="checkbox"/>	OTHER <input type="checkbox"/>	TOTAL: 0	#GOOD:	#BAD:
PIPE SIZE: N/A	X		BUTT <input type="checkbox"/>	NPT <input type="checkbox"/>	OTHER <input type="checkbox"/>	TOTAL: 0	#GOOD:	#BAD:

STRAINER W/ PUMP? Yes **SIZE:** 6" **MATERIAL:** 316-SS **GOOD** ☒ **BAD** ☐ **CONDITION:**

REMARKS: ALL GOOD



OTHER PARTS

AIR-LINE W/ PUMP? Yes **SIZE:** 1/4" **MATERIAL:** Poly **GOOD** ☐ **BAD** ☒ **REMARKS:** REPLACE WITH S.S.

SOUNDING TUBE W/ PUMP? No	TYPE:	SIZE: X	TOTAL: 0	#GOOD:	#BAD:
SOUNDING TUBE (OTHER):	TYPE:	SIZE: X	TOTAL: 0	#GOOD:	#BAD:

REMARKS: REPLACE AIRLINE WITH S.S.

PIC 1	PIC 2	PIC 3	PIC 4

Oilfield Electric & Motor
1801 N Ventura Avenue, Ventura, CA 93001
(805) 643-6370 Fax: (805) 648-4806
www.oilfld.com e-mail: info@oilfld.com

Confirmation of Quotation

6/8/2017

Meiners Oaks County Water District

Phone
Fax Number:
Authorized By:
Authorized Date:

Re: Purchase Order No: n/a
Quote No: 4433
Quoted By: Guillermo Morales

Job No: 60790
Salesperson:

Dear :

We are pleased to quote the following

Class/Voltage: AC 3PH Thru 600V Random Wd
RPM: 1800
Motor Type: Open Drip Proof
Manufacturer: GE Co.
Additional Description:

HP: 75
Pricing Type: NEMA T Frame
Frame: 365T
Serial Number:

Qty	Work Code	Description	Unit Price	Extended
4	3430	Dismantle & reassembly only - AC motor	80.00	320.00
2	5020	Clean all parts	80.00	160.00
1	1100	Recondition - NEMA frame motor	495.60	495.60
1	4000	Dynamically balance rotor	224.25	224.25
2	2100	7219B High thrust bearing - furnish & install	310.36	620.72
1	2312	6212 ball bearing - furnish & install	46.56	46.56
1	9997	Turbo oil	26.97	26.97
1	9998	Environmental Disposal Fee	15.00	15.00

Subtotal: \$1,909.10

Tax: \$0.00

Total Order: **\$1,909.10**

OK *mm*
6-21-17



June 2, 2017

Mr. Mike Hollebrands
Meiners Oaks Water District
202 W. El Roblar Rd
Ojai, CA 93023

Subject: Well 4 Pull, Inspect and Video

Mr. Hollebrands,,

Layne Christensen Company is pleased to present this proposal to perform pump pull, material inspection and well video for Well 4. Layne will mobilize to site, pull motor and pump assembly, leave motor onsite, take back the pump assembly for inspection and teardown report, and provide a itemized list of parts and analysis of condition. A downhole video will also be performed to assess the condition of the casing and perforations. DVD and video report will also be provided with next step recommendations. This quote does not include any replacement materials which will be quoted separately.

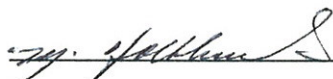
1. Pull Pump	Lump Sum	\$4,152.99
2. Teardown and Inspect	Lump Sum	\$726.71
3. Video Log	Lump Sum	\$1,470.00
	Sub-Total	\$6,672.99
	Tax	\$0.00
	Consumables	\$130.00
	Estimated Price	\$6,802.99

The total cost of this project based on the quote above is **\$6,802.99**. This proposal is subject to the attached terms and conditions and is valid for 30 days from the proposal date. By signing below, you authorize Layne Christensen Company to complete your project.

Sincerely,
Steve Zarcone

Approved By:

Account Manager
Western Region



Client

6-2-17

Date

WATER RESOURCES



WATER · MINERAL · ENERGY
Quote: C/O JN 46105

6/20/2017

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

Re: Meiners Oaks # 4 - Repair and Installation

Dear Mike,

We are pleased to present our project estimate for the referenced work to be performed at Well 4

Quote below reflects materials to be replaced based on the the attached inspection and teardown report. Installation is included per quote.

Our estimate is valid for 30 days and is subject to the attached Terms and Conditions. Applicable taxes, bonds, and special insurance requirements are not included with this estimate. Please contact your Layne Christensen Company representative if you have any questions.

Layne Christensen Company has been the industry leader in groundwater development since 1882. Our full range of water-related service encompasses: initial site selection; well field design and development; well drilling and development; pump installation and repair; water treatment; aquifer investigation and remediation; and well rehabilitation.

Thank you for choosing Layne Christensen Company and giving us the opportunity to be your water resource solution provider.

Sincerely,
Layne Christensen Company

Steve Zarcone
Account Manager, Western Regiona
805-620-8940

WATER RESOURCES



WATER MINERAL ENERGY
Quote: C/O JN 46105

6/20/2017

Meiners Oaks # 4

1. Rebuild and Repair	Qty	Units		
Labor				
New 10RJMC bowls	1	LS		
new head shaft	1	LS		
rebush and repack packing box	1	LS		
8"x1-11/16" retainers	20	EA		
1-11/16"x10' #10 316-ss shaft w/coupling	19	EA		
1-11/16"x5' #10 316-ss shaft w/coupling	1	EA		
1-1/2" #10 x 1-11/16" #10 CO coupling	1	EA		
S/S airline	1	LS		
Freight	1	LS		
			Sub-Total	\$21,051.11
2. Install pump			Lump Sum	\$5,258.22
			Sub-Total	\$26,300.52
			Tax	\$1,372.50
			Consumables	\$214.56
			Estimated Price	\$27,887.58

Our estimate is valid for 30 days and is subject to the attached Terms and Conditions. Our terms and conditions are hereby incorporated by reference and constitute a part of this estimate. Please contact your Layne representative if you have any questions.

WATER RESOURCES

1717 Park Ave, Redlands, CA 92373 | Office: 909-390-2833 | Fax: 909-390-6097 | layne.com



WATER · MINERAL · ENERGY

Quote: C/O JN 46105

6/20/2017

Meiners Oaks # 4

CONFIRMING ORDER

The undersigned Client instructs Layne Christensen Company to proceed with the work described with the understanding that Layne's Standard Terms and Conditions and attached documents are hereby incorporated as part of this Confirming Order.

Work to be performed per attached quote .

CLIENT

Meiners Oaks Water District

By:

Title:

General Manager

Date:

6-20-17

CONTRACTOR

Layne Christensen Company

By:

Title: Account Manager, Western Region

Date: 6-20-2017

WATER RESOURCES



WATER · MINERAL · ENERGY

6/20/2017

Meiners Oaks # 4

Quote: C/O JN 46105

Terms and Conditions

LIABILITY OF CONTRACTOR. Contractor shall not be liable for any bodily injury, death, or injury to or destruction of tangible property except, as the same may have been caused by the negligence of Contractor. In no event shall Contractor be liable for any delays or special, indirect, incidental or consequential damages. Purchaser agrees that the total limit of Contractor's liability (whether based on negligence, warranty, strict liability or otherwise) hereunder, shall not exceed the aggregate amount due Contractor for services rendered under this contract. All claims, including claims for negligence or any other cause whatsoever, shall be deemed waived unless made in writing and received by Contractor within one (1) year after Contractor's completion of work hereunder.

INSURANCE. Contractor shall provide worker's compensation insurance, public liability and property damage insurance covering its employees and operation. Purchaser, at its option, may maintain such insurance as will protect it against claims arising out of the work.

PRICE ADJUSTMENT. Any cost estimates or time frames stated herein are subject to equitable adjustment in the event of differing or unforeseeable conditions, changes in applicable laws after the date of this contract, unforeseeable delays or difficulties caused by acts of God, Purchaser or any third parties. Prices of goods acquired by Contractor from others shall be adjusted to reflect Contractor's price in effect at time of shipment. The price of Contractor's goods will be adjusted to the price in effect at time of shipment in accordance with Contractor's current escalation policies or as specifically covered in this contract.

TERMS. Due upon Receipt. For extended projects, Contractor shall submit invoices on a monthly basis for any and all work completed and materials or equipment provided during the previous month. Past due invoices shall be subject to a delinquency charge of one and one-half percent (1-1/2%) per month (eighteen percent (18%) per annum) unless a lower charge is required under applicable law, in which case the lower rate shall apply. Purchaser agrees to pay all collection fees, attorneys' fees and costs incurred in the collection of any past due amounts arising out of this contract. Contractor shall have the right to immediately terminate this contract without further liability if Purchaser fails to make timely payment or otherwise materially breaches this contract.

MATERIAL SHORTAGES AND COST INCREASES. If any portion of materials or equipment which Contractor is required to furnish becomes unavailable, either temporarily or permanently, through causes beyond the control and without the fault of Contractor, then in the case of temporary unavailability any completion time frames shall be extended for such period of time as Contractor shall be delayed by such above-described unavailability, and in the case of permanent unavailability Contractor shall be excused from the requirement of furnishing such materials or equipment. Purchaser agrees to pay Contractor any increase in cost between the cost of the materials or equipment, which become permanently unavailable and the cost of the closest substitute, which is then reasonably available.

DELAYS. If Contractor is delayed at any time in the progress of work by labor disputes, fire, unusual delays in transportation, unavoidable casualties, weather, or any cause beyond Contractor's reasonable control, then any completion time frames shall be extended by a reasonable period of time, at least equal to the period of delay.

CHANGED CONDITIONS. The discovery of any hazardous waste, substances, pollutants, contaminants, underground obstructions or utilities on or in the job-site which were not brought to the attention of Contractor prior to the date of this contract will constitute a materially different site condition entitling Contractor, at its sole discretion to immediately terminate this contract without further liability.

GUARANTEE AND LIABILITY. Contractor warrants that its labor supplied hereunder shall be free from defect and shall conform to the standards of care in effect in its industry at the time of performance of such labor for a period of twelve (12) months after substantial completion of Contractor's work. Contractor agrees, to the extent it is permitted, to pass on any warranties provided by the manufacturers of materials and/or equipment furnished under this contract. Contractor itself provides no warranty, express, implied or otherwise, on any such materials or equipment. Contractor will not be responsible for, work done, material or equipment furnished or repairs or alterations made by others.

For any breach hereunder, Contractor shall be liable only for the values of the installation work or, if it wrongfully fails to install, then its liability is limited to the difference between the contract price herein, and the value of other similar installation work. If Contractor's breach damages any materials or equipment furnished hereunder, Contractor shall only be liable for the value of such materials or equipment. Under no circumstances will Contractor be liable for consequential, special or indirect damages, including without limitation, any crop loss or damage to other equipment, structures or property, nor for any other similar or dissimilar damages or losses whether due to delay, failure to furnish or install, delay in installation, defective material or equipment, defective workmanship, defective installation, delay in replacing, nor for any cause or breach whatsoever. In any event, Contractor's total liability towards Purchaser for alleged faulty performance or nonperformance under this contract shall be limited to the total contract price. No materials, equipment or services contracted herein carries any guarantee not mentioned in this contract. THE ABOVE WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE HEREBY DISCLAIMED.

TITLE AND OWNERSHIP. In case of default on Purchaser's part, Contractor shall have the right to enter the premises upon which any material or equipment furnished herein have been installed and retake such goods not then paid for and pursue any further remedy provided by law, including recovery of attorney's fees and any deficiency to the maximum extent and in the manner provided by law. Such materials and equipment shall retain their character as personal property of Contractor until Contractor receives payment in full, regardless of their mode of attachment. Unless prior specific written instructions are received to the contrary, surplus and replaced materials and equipment resulting from repair of installation work shall become the property of Contractor.

DELIVERY. Shipment schedules and dates, express or implied, are contingent on normal conditions. Contractor will not be responsible for any delays in shipment or completion caused by factors beyond its control such as, but not limited to, suppliers' failures, accidents, work stoppages or operation of or changes in the law. Shipments will be made as promptly as Contractor's ability to obtain materials and/or equipment and scheduling will permit. No delay in shipments or variances from shipping schedule shall be cause of cancellation or any claim for damage. Any changes in layout or design requested after acceptance of this contract will be made at Purchaser's additional cost. Any such change and/or time taken to supply engineering data or to approve drawings will automatically extend shipping schedules. Equipment will be shipped "knocked down" to the extent Contractor considers necessary, with small parts stripped from equipment and crated. On and after delivery to the carrier for transportation to the Purchaser's site, Purchaser shall be responsible for all loss or damage to materials or equipment due to any cause, including but not limited to loss or damage resulting from casualty.

INDEMNIFICATION. Purchaser agrees to indemnify and hold Contractor, its directors, officers, stockholders, employees, agents and subcontractors, harmless from and against any and all claims, demands, causes of action (including third party claims, demands or causes of action for contribution or indemnification), liability and costs (including attorneys' fees and other costs of defense) asserted and/or filed by Purchaser or any third party(ies), including without limitation Purchaser's employees, and arising out of or as a result of: (i) the presence of Contractor or its subcontractors at the job-site, (ii) the work performed by Contractor or its subcontractors, or (iii) any negligent act or omission of Purchaser, its employees, agents, consultants, or other contractors or any person or entity under Purchaser's control, except to the extent that such claims, demands, causes of action, liabilities or costs are caused by the negligence of Contractor or its subcontractors.

INTERPRETATION. This contract shall be governed by and construed in accordance with the laws of the state of the job-site location. In any term, provision or condition contained herein shall, to any extent, be invalid or unenforceable, pursuant to state law or otherwise, the remainder of the terms, provisions and conditions herein (or the application of such term, provision, or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each term, provision and condition of this contract shall be valid and enforceable to the fullest extent permitted by law.

ASSIGNMENT AND SUBLETTING. Purchaser shall not have the right to transfer or assign its rights and/or obligations under this contract to any third party, related or unrelated, without the express written consent of Contractor. Contractor shall have the right to transfer, assign or sublet all or any portion of its rights or obligations hereunder, but such transfer, assignment or subletting shall not relieve Contractor from its full obligations to Purchaser unless such transfer, assignment or subletting is pursuant to the sale of Contractor, or the division of Contractor responsible for this contract, to a third party.

FUEL. A fuel surcharge will be applied to all hourly charges (except for equipment rates stated without fuel). The fuel surcharge is a 0.75% increase in hourly rates for every \$0.10 cost increase in the average cost of diesel fuel above the \$3.75 baseline. The cost of fuel over the billing period is defined as the average Retail On-Highway Diesel Prices for the region where the work was completed, published by the Energy Information Administration, posted on eia.doe.gov.

OPERATING COST. An operating supply charge of 1.5% of the applicable rig operating hourly rates will be added to the invoice to cover daily expendable items (lubricants, rags).

MISCELLANEOUS. The terms and conditions set forth herein constitute the entire understanding of the parties relating to the work to be performed, and materials and equipment to be provided, by Contractor for the Purchaser. All previous proposals, offers and other communications relative to the provisions of the subject work, oral or written, are hereby superseded, except to the extent that they have been expressly incorporated herein. Any modifications or revisions of any provisions herein or any additional provisions contained in any purchase order, acknowledgement, or other form of the Purchaser are hereby expressly objected to by Contractor and shall not operate to modify this contract. This contract shall take effect upon acceptance and execution by both parties.



WATER · MINERAL · ENERGY

Quote:

7/7/2017

Mike Hollebrands
Meiners Oaks Water District
202 W. El Roblar
Ojai, CA 93023

Re: Meiners Oaks #4 - Well Jet, Bail Fill

Dear Mike,

We are pleased to present our project estimate for the referenced work to be performed at well #4.

Layne will mobilize to site and perform high pressure well jetting rehabilitation. Assumptions are; a water source that can supply 30-35 psi is available within 200 feet. Swab and bailing fill materials is proce for up to 12 hours. If more is required it will be priced at a pro rated hourly rate of \$180.00/hr.

Our estimate is valid for 30 days and is subject to the attached Terms and Conditions. Applicable taxes, bonds, and special insurance requirements are not included with this estimate. Please contact your Layne Christensen Company representative if you have any questions.

Layne Christensen Company has been the industry leader in groundwater development since 1882. Our full range of water-related service encompasses: initial site selection; well field design and development; well drilling and development; pump installation and repair; water treatment; aquifer investigation and remediation; and well rehabilitation.

Thank you for choosing Layne Christensen Company and giving us the opportunity to be your water resource solution provider.

Sincerely,
Layne Christensen Company

Steve Zarcone
Account Manager
805-620-8940

WATER RESOURCES

7/7/2017
Meiners Oaks #4

Quote:

1. CITM			Lump Sum	\$5,900
2. Well Jet			Lump Sum	\$20,606
3. Swab and Bail Labor	Qty 12	Units Hrs	Unit Price \$180 Sub-Total	Ext Price \$2,160 \$2,160
			Sub-Total	\$28,667
			Tax	\$0
			Consumables	\$152
			Estimated Price	\$28,819.07

Our estimate is valid for 30 days and is subject to the attached Terms and Conditions. Our terms and conditions are hereby incorporated by reference and constitute a part of this estimate. Please contact your Layne representative if you have any questions.

WATER RESOURCES



WATER · MINERAL · ENERGY

7/7/2017

Meiners Oaks #4

Quote:

CONFIRMING ORDER

The undersigned Client instructs Layne Christensen Company to proceed with the work described with the understanding that Layne's Standard Terms and Conditions and attached documents are hereby incorporated as part of this Confirming Order.

Work to be performed per attached quote .

CLIENT

Meiners Oaks Water District

By: *[Signature]*

Title: General Manager

Date: 7-10-17

CONTRACTOR

Layne Christensen Company

By: _____

Title: Account Manager

Date: 7/7/2017

WATER RESOURCES







Mitec Solutions
2110 E THOMPSON BLVD
VENTURA, CA 930013547
(805) 643-4375
billing@mitec.net
www.mitec.net

Estimate

Mitec

ADDRESS

Mike Hollebrands
Meiners Oaks Water District
202 West El Roblar
Ojai, CA 93023

ESTIMATE #	DATE
11302	07/06/2017

Please detach top portion and return with your payment.

SALES REP
JTG

ACTIVITY	QTY	RATE	AMOUNT
NOD32AV- 3 Year Nod32 Antivirus Software- 3 Years Antivirus protection for Mike's, Brandi's, and Mike's Laptop. (Stacey has this antivirus already)	3	59.99	179.97T
Software Special Order ESET File Security for Windows Server	1	129.99	129.99T
Software Special Order Managed Offsite data backup - Unlimited Cloud based storage Monthly	1	49.99	49.99T
Hardware Special Order 2TB Western Digital Portable External HDD - USB 3.0	1	109.99	109.99T

3 Year Manufacturer Warranty. 30 day Mitec Warranty.

Thank you for the opportunity to work with you.

We've attached the estimate you requested for your review and approval. If you have any questions or concerns please feel free to call the office or email us back.

SUBTOTAL	469.94
TAX (7.75%)	36.42
TOTAL	\$506.36

We look forward to working with you soon. Have a great day!

Accepted By

Accepted Date

All Mitec Internet subscribers automatically receive 20% off of any in-store labor. Sign up for Internet today and start saving!

Bundle your Internet service with our Mitec Cloud Data Backup service and save together.