

Regular Meeting  
November 21<sup>st</sup>, 2017  
6:00 p.m.



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

*November 21st, 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.**

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**1. Roll Call**

**2. Approval of Minutes**

**Approval of the minutes of the October 17<sup>th</sup>, 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**
- Warehouse (CUP)**
- District O&M Report**
- Fencing Update**
- Casitas MOU**
- State Permits**
- Board Member ID Cards**

- Well 4 rehabilitation/MCC/VFD

## 5. Board Committee Reports

- Summary of November 9<sup>th</sup>, 2017 GSA Board Meeting and Stakeholder meeting (Diana)
- Drought Committee Meeting November 2, 2017
- Executive Committee Meeting November 7, 2017

## 6. Old Business

- District Christmas Party reminder (12/15/2017)
- Safety

## 7. Board of Directors Reports

## 8. Financial Matters

1. Approval of Payroll and Payables from October 16<sup>th</sup>, 2017 to November 15<sup>th</sup>, 2017 in the amount of;

Payables -	\$ 26,447.04
Payroll -	\$ 34,396.08
<u>Total -</u>	<u>\$ 60,843.12</u>

**9. Board Discussion and/or Action**

**a) Board member email pricing**

**b) Approval of bid from Bob's Fence to relocate lower gate and add fencing to the lower portion of property. Bid amount \$ 17,060.00**

**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**

**b) General Manager's Performance review and possible salary adjustment: Government Code sections, (§54957.6)**

**11. Meeting Adjournment.**

## **MINUTES**

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

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### **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, Larry Harrold, Diana Engle, and Mike Etchart. Staff Present: General Manager Mike Hollebrands and Board Secretary Summer Ward. Attorney Lindsay Nielson was also present.

### **2. Approval of the minutes**

Approval of the September 19, 2017 Regular Meeting minutes:

Mr. Etchart made the motion to approve the September 19, 2017, Regular Meeting minutes with noted spelling corrections. Mr. Krumpschmidt seconded the motion.

Etchart/Krumpschmidt  
All Ayes  
M/S/C

### **3. Public Comments**

Elizabeth Anne Von Gunten was present. Ms. Von Gunten stated that she would email Mr. Hollebrands her public statement.

### **4. General Manager's Report**

- Production of Wells – Wells continue to run efficiently and meet the current customer demand. It was noted that the wells refill the tanks every other day despite Well 4 being offline.
- Warehouse (CUP) – Progress is being made; recently the Fire Department had made a requirement for a 24 ft. wide all-weather road leading up to the gate. Mr. Hollebrands presented photos, maps, and documents of existing conditions to the department; the 24 ft. requirement has been removed from the permit conditions. Additionally, three complaints had been filed with the County of Ventura regarding the

District, including construction debris, inaccessible hydrant and connecting gate blocking drainage of customer property. All filed complaints will be addressed and resolved prior to the County issuance of the requested permit.

- **District O&M Report** – The District Board has requested that the new report include conservation statistics, as well as any action(s) taken. Additionally, the Earth Systems compaction evaluation results were received and indicated that the area in question is not adequately compacted. Earth Systems will be providing Mr. Hollebrands with some recommendations for addressing that area of the property.
- **SDRMA Safety Award** – Mr. Hollebrands shared that the MOWD has received its second SDRMA Safety Award for having no workplace injury claims. The award recognizes members that have had zero paid claims in the prior five program years, this being MOWD's second consecutive; no paid claims in prior ten years. This safety record results in significant cost savings to the District.
- **Casitas MOU** – The District is continuing conversations with Steve, finalizing allotment amounts. It was further clarified that MOWD's base allocation would be representative of 2013 averages rather than 2010-2012 averages, with an expected allotment of >1,000-acre feet. The District Drought Committee will review the allocation and develop a hybrid model.

## **5. Board Committee Reports**

- **GSA Board meeting September 12, 2017** – Ms. Engle summarized the most recent meeting, including:
  - Ms. Engle sworn in as a Director and GSA Board Secretary;
  - Consensus on the grant proposal, DWR for half the cost of the GSP. November 11, 2017, is the proposal deadline;
  - Discussion of the methodology and monitoring of the river and discharge measurements to be implemented;
  - GSA Board discussion of implementing unique Director email accounts. MOWD Board has requested Mr. Hollebrands obtain cost and time requirements from MITECH for implementing a similar email setup for MOWD Board Directors;
  - GSA Public Stakeholder meeting held on the same day, not well attended but a positive initial meeting.
  - Ms. Engle will request that Mr. Krumpschmidt and Mr. Hollebrands be added to the GSA agenda email distribution group.

## **6. Old Business**

- **Salaries and Benefits** – Update will be discussed in section 9.
- **MOU with Casitas** – Update provided in section 4.
- **Eagle Aerial** – Mr. Hollebrands received the initial file, and the ESRI was converted to Google Earth for ease of use by the MOWD office. The file

contained tabular data as well as vectors and parcel images. Mr. Kentosh will work with Mr. Hollebrands to run some sample data comparisons to validate the Eagle Aerial file and contract terms. The District Board has requested that the application of aerial data and the allocation matrix be reviewed.

## **7. Board of Directors Reports**

- Mr. Kentosh reminded attendees that Ojai Day is Saturday, October 21, 2017.

## **8. Financial Matters**

- Approval of Payroll and Payables from September 16<sup>th</sup> to October 15<sup>th</sup>, 2017 in the amount of:

Payables -	\$97,497.97
Payroll -	\$31,175.78
Total -	\$128,673.75

There was clarification on two payables: (1) \$53,000 was authorized in May for Well 4 to cover the cost of pulling the well and rebuilding the pump; (2) \$11,000 for Bob's Fence is the 50% required up front for the tank farm, the project is slated to start November 14, 2017.

Mr. Etchart made the motion to approve the Payroll and Payables from September 16<sup>th</sup> to October 15<sup>th</sup>, 2017. Mr. Harrold seconded the motion.

Etchart/Harrold  
All Ayes  
M/S/C

## **9. Board Discussion and/or Action**

- Emergency Response Plan – Mr. Hollebrands presented the updated Emergency Response Plan that is approved by the state annually. Additionally, the plan has been updated to reflect current contact information and resources. Updated EMS ID cards will be issued to each Director, based on their term dates. Requests were made and supported for the plan to be NIMS compliant, Mr. Hollebrands to obtain NIMS certification provided by FEMA; necessary drills of the plan will be performed as well as a review of public access to the documents. An ad hoc executive committee meeting will be scheduled and posted to review each of the recommendations.
- Well 4 Rehabilitation – Construction guidelines were created alongside a standardized bid sheet, once approved the General Manager will obtain three bids for Board review and approval.

Mr. Etchart made the motion to approve the Well 4 Bid form with the construction guidelines and specifications. Mr. Harrold seconded the motion.

Etchart/Harrold  
All Ayes  
M/S/C

- Approval of Job Classifications and Salaries – The Board reviewed the updated job descriptions with minor editing requested to remove duplicate bullet points.

Mr. Harrold made the motion to approve the Job Classification policy & salary table. Mr. Krumpschmidt seconded the motion.

Harrold/Krumpschmidt  
All Ayes  
M/S/C

- District Christmas Party – Mr. Hollebrands presented a quote for holding the party at Agave Maria's Restaurant in Ojai. The Board has agreed to the date of Friday, December 15<sup>th</sup>, at 7:00 pm for a group of approximately 25 people. The District office will also contact additional venues and receive pricing to present for selection and approval.

At this time the Board of Directors went into Closed Session at 7:25 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 54657 & 54956.8, 54956.9a)

- The Board went 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 (§54957.7) to discussion options regarding easements and property lines on parcels 010-0-102-290 and 010-0-102-090

Closed session ended at 9:05 pm

Open session re-opened at 9:06 pm

Item 9 f was discussed further; as a result, the Board approved the additional amount of \$480.00 for Bob's Fence. Director Etchart made the motion, Director Harrold second. All Ayes M/S/C

## **11. Meeting Adjournment**

There being no further business to conduct at this time, Board President James Kentosh adjourned the **meeting at 9:10 PM.**

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**President**

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**Secretary**



Meiners Oaks County Water District, CA

# Check Report

By Vendor Name

Date Range: 10/16/2017 - 11/15/2017

Vendor Number Payable #	Vendor Name Payable Type	Payable Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>							
AQUA-F	Aqua-Flo Supply		11/13/2017	Regular	0.00	44.19	7805
<a href="#">SI1113286</a>	Invoice	10/16/2017	Brass Strainer		0.00	33.61	
<a href="#">SI1119715</a>	Invoice	10/30/2017	Brass Nipple		0.00	10.58	
AWAVC	Association of Water Agencies		10/27/2017	Regular	0.00	50.00	7789
<a href="#">06-10267</a>	Invoice	10/19/2017	Breakfast Meeting		0.00	50.00	
AWAVC	Association of Water Agencies		11/13/2017	Regular	0.00	105.00	7806
<a href="#">06-10293</a>	Invoice	10/25/2017	CCWUC Luncheon		0.00	105.00	
U-VERSE	AT&T U-verse		10/27/2017	Regular	0.00	70.00	7791
<a href="#">294601017</a>	Invoice	10/04/2017	Internet		0.00	70.00	
AT&T	AT&T		10/27/2017	Regular	0.00	108.52	7790
<a href="#">01841017</a>	Invoice	10/13/2017	Office Phones		0.00	108.52	
AT&T	AT&T		11/13/2017	Regular	0.00	659.58	7807
<a href="#">21141017</a>	Invoice	10/20/2017	Office Phones		0.00	659.58	
AAS	Attitude Adjustment Shoppe		11/13/2017	Regular	0.00	6.90	7808
<a href="#">81255</a>	Invoice	10/05/2017	Mailing		0.00	6.90	
AUTOSU	Automotive Supply - Ojai		11/13/2017	Regular	0.00	16.06	7809
<a href="#">415537</a>	Invoice	10/06/2017	Tubing,Trailer Connect Kit, Ring Terminal		0.00	16.06	
CALPERS	California Public Employees' Retirement		10/27/2017	Regular	0.00	4,867.06	7785
<a href="#">INV0000767</a>	Invoice	10/13/2017	Health		0.00	2,433.54	
<a href="#">INV0000778</a>	Invoice	10/31/2017	Health		0.00	2,433.52	
CALPERS	California Public Employees' Retirement		10/27/2017	Regular	0.00	266.15	7792
<a href="#">102617</a>	Invoice	10/16/2017	Retired Premium		0.00	266.15	
CAL-STATE	Cal-State		10/27/2017	Regular	0.00	101.36	7793
<a href="#">90870</a>	Invoice	10/14/2017	Portable Toilet		0.00	101.36	
CANON	Canon Financial Services, Inc.		10/27/2017	Regular	0.00	108.28	7794
<a href="#">17850298</a>	Invoice	10/13/2017	Contract Charge		0.00	108.28	
CMWD	Casitas Municipal Water District		11/13/2017	Regular	0.00	1,034.40	7810
<a href="#">261151017</a>	Invoice	10/31/2017	Fairview Standby		0.00	530.70	
<a href="#">262001017</a>	Invoice	10/31/2017	Hartmann Allocation		0.00	134.78	
<a href="#">911321017</a>	Invoice	10/31/2017	Tico & La Luna Standby		0.00	368.92	
CLEANCO	Cleanco Services		11/13/2017	Regular	0.00	240.00	7811
<a href="#">3123</a>	Invoice	10/27/2017	October Janitorial		0.00	240.00	
VCRMA	County of Ventura, RMA		11/13/2017	Regular	0.00	1,355.07	7812
<a href="#">038539</a>	Invoice	10/24/2017	CUP for Public Utility Yard		0.00	1,091.63	
<a href="#">IN0169494</a>	Invoice	10/26/2017	Cross Connection Contract		0.00	263.44	
DATAP	Dataprose LLC		11/13/2017	Regular	0.00	769.63	7813
<a href="#">DP1703451</a>	Invoice	10/31/2017	Bulk Mailing and Postage		0.00	769.63	
DOCUPRO	DocuProducts Corporation		11/13/2017	Regular	0.00	407.90	7814
<a href="#">149704</a>	Invoice	11/02/2017	Maintenance Contract		0.00	407.90	
DRAGANCHUK	Draganchuk		11/13/2017	Regular	0.00	89.85	7815
<a href="#">140466</a>	Invoice	11/01/2017	Security Alarm		0.00	89.85	

## Check Report

Date Range: 10/16/2017 - 11/15/2017

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.	10/27/2017	Regular	0.00	169.75	7795
<a href="#">281301017</a>	Invoice	10/12/2017	Office Trash	0.00	42.24	
<a href="#">994261017</a>	Invoice	10/12/2017	3 Yard Dumpster	0.00	127.51	
ERTHSYS	Earth Systems Southern California, Inc.	10/27/2017	Regular	0.00	338.00	7796
<a href="#">753906</a>	Invoice	10/13/2017	Tank Work	0.00	338.00	
FAMCON	Famcon Pipe and Supply, Inc	11/13/2017	Regular	0.00	160.88	7816
<a href="#">198227</a>	Invoice	10/18/2017	Boxes,Covers,Read Lids	0.00	160.88	
FGLENV	FGL Environmental	10/27/2017	Regular	0.00	238.00	7797
<a href="#">712121A</a>	Invoice	10/10/2017	Samples	0.00	81.00	
<a href="#">712122A</a>	Invoice	10/10/2017	Samples	0.00	58.00	
<a href="#">712123A</a>	Invoice	10/10/2017	Samples	0.00	99.00	
FGLENV	FGL Environmental	11/13/2017	Regular	0.00	255.00	7817
<a href="#">712453A</a>	Invoice	10/31/2017	Samples	0.00	81.00	
<a href="#">712818A</a>	Invoice	10/31/2017	Samples	0.00	56.00	
<a href="#">712845A</a>	Invoice	10/31/2017	Samples	0.00	33.00	
<a href="#">713116A</a>	Invoice	11/01/2017	Samples	0.00	85.00	
GUARDIAN	Guardian	10/27/2017	Regular	0.00	408.34	7786
<a href="#">INV0000768</a>	Invoice	10/13/2017	Dental	0.00	204.17	
<a href="#">INV0000779</a>	Invoice	10/31/2017	Dental	0.00	204.17	
GUARDIAN	Guardian	10/27/2017	Regular	0.00	10.00	7798
<a href="#">7690461017</a>	Invoice	10/17/2017	Admin Fee	0.00	10.00	
HLTHNE	Health Net Life Insurance Company	10/27/2017	Regular	0.00	22.05	7799
<a href="#">61791017</a>	Invoice	10/09/2017	Life Insurance	0.00	22.05	
HSBS	HealthSmart Benefit Solutions, Inc.	10/27/2017	Regular	0.00	99.06	7787
<a href="#">INV0000770</a>	Invoice	10/13/2017	HSBS	0.00	49.54	
<a href="#">INV0000781</a>	Invoice	10/31/2017	HSBS	0.00	49.52	
HSBS	HealthSmart Benefit Solutions, Inc.	10/27/2017	Regular	0.00	16.78	7800
<a href="#">IN39351000023</a>	Invoice	10/16/2017	Payment for Difference	0.00	16.78	
NEILSON	Law Offices of Lindsay F. Nielson	10/27/2017	Regular	0.00	1,780.00	7801
<a href="#">34881017</a>	Invoice	10/12/2017	Attorney Fees	0.00	1,780.00	
LARWQCB	Los Angeles Regional Water Quality Control Bo	10/16/2017	Regular	0.00	2,088.00	7784
<a href="#">File No. 17-107</a>	Invoice	10/16/2017	Well 4	0.00	2,088.00	
MAGNUM	Magnum Fence & Security	10/27/2017	Regular	0.00	85.07	7788
<a href="#">Z-20917</a>	Invoice	09/12/2017	Zone 2	0.00	85.07	
MAGNUM	Magnum Fence & Security	10/27/2017	Regular	0.00	-85.07	7788
MOHARD	Meiners Oaks Hardware	11/13/2017	Regular	0.00	154.92	7818
<a href="#">794082</a>	Invoice	10/01/2017	Ultra Dawn	0.00	3.70	
<a href="#">795278</a>	Invoice	10/06/2017	Aqua Flux,Cable Ties,Flex Tubing,etc.	0.00	16.11	
<a href="#">795536</a>	Invoice	10/09/2017	Inner Tube	0.00	11.79	
<a href="#">795546</a>	Credit Memo	10/09/2017	Inner Tube Return	0.00	-11.79	
<a href="#">795582</a>	Invoice	10/09/2017	Bolts & Screws	0.00	0.59	
<a href="#">795643</a>	Invoice	10/10/2017	Tiedown,Eye Bolt,Bolts & Screws,etc.	0.00	28.62	
<a href="#">796038</a>	Invoice	10/12/2017	Fuel Hose,Handle,Rat Trap,etc.	0.00	56.67	
<a href="#">796505</a>	Invoice	10/16/2017	Tube Braid,Clamp Hose,Valveball,etc.	0.00	25.21	
<a href="#">796731</a>	Invoice	10/17/2017	"O" Rings	0.00	1.58	
<a href="#">797789</a>	Invoice	10/24/2017	Bolt Cutter	0.00	22.44	

## Check Report

Date Range: 10/16/2017 - 11/15/2017

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
MITEC	MiTec Solutions LLC	10/27/2017	Regular	0.00	462.80	7802
<a href="#">1046254</a>	Invoice	10/26/2017	Monthly Maint. & New Battery Backup fo	0.00	287.74	
<a href="#">46496</a>	Invoice	10/01/2017	Splashtop User Account	0.00	10.00	
<a href="#">46549</a>	Invoice	10/01/2017	WebDev & Updating Services	0.00	25.00	
<a href="#">46551</a>	Invoice	10/26/2017	Replacement Battery for Laptop	0.00	140.06	
MITEC	MiTec Solutions LLC	11/13/2017	Regular	0.00	125.46	7819
<a href="#">46661</a>	Invoice	11/01/2017	Exchange/Web Hosting	0.00	87.96	
<a href="#">46690</a>	Invoice	11/01/2017	Remote Labor	0.00	37.50	
OBC	Ojai Business Center, Inc.	11/13/2017	Regular	0.00	41.83	7820
<a href="#">12725</a>	Invoice	10/31/2017	Copies	0.00	41.83	
PERS	Public Employees' Retirement System	11/13/2017	Regular	0.00	942.91	7821
<a href="#">10000001510533</a>	Invoice	11/01/2017	Unfunded Accrued Liability	0.00	922.01	
<a href="#">10000001510534</a>	Invoice	11/01/2017	Unfunded Accrued Liability	0.00	20.90	
SCE	Southern California Edison Co.	11/13/2017	Regular	0.00	2,555.46	7822
<a href="#">OFFELE1117</a>	Invoice	11/09/2017	Office Electricity	0.00	153.03	
<a href="#">PMP1-1117</a>	Invoice	11/09/2017	Pump 1	0.00	979.32	
<a href="#">PMP2-1117</a>	Invoice	11/09/2017	Pump 2	0.00	727.70	
<a href="#">TNKFRM1117</a>	Invoice	11/09/2017	Tank Farm	0.00	26.00	
<a href="#">Well81117</a>	Invoice	11/09/2017	Well 8	0.00	157.13	
<a href="#">Z-21117</a>	Invoice	11/09/2017	Zone 2	0.00	71.95	
<a href="#">Z-2FIR1117</a>	Invoice	11/09/2017	Zone 2 Fire	0.00	130.58	
<a href="#">Z-2PWR1117</a>	Invoice	11/09/2017	Zone 2 Power	0.00	283.06	
<a href="#">Z-3FIR1117</a>	Invoice	11/09/2017	Zone 3 Fire	0.00	26.69	
SCGAS	Southern California Gas Co.	11/13/2017	Regular	0.00	1.68	7823
<a href="#">6567</a>	Invoice	10/27/2017	Office Heat	0.00	1.68	
TYLER	Tyler Technologies, Inc.	10/27/2017	Regular	0.00	1,453.87	7803
<a href="#">025-204820</a>	Invoice	10/01/2017	Incode Personnel Management Suite Mai	0.00	1,453.87	
UAOFSC	Underground Service Alert of So.Ca.	11/13/2017	Regular	0.00	21.55	7824
<a href="#">1020170431</a>	Invoice	11/01/2017	Digalert	0.00	21.55	
USBANK	US Bank Corporate Pmt. System	11/13/2017	Regular	0.00	1,619.61	7825
<a href="#">BENF1019</a>	Invoice	10/19/2017	Stationary	0.00	38.59	
<a href="#">CUSTOM1019</a>	Invoice	10/19/2017	Name Plaque	0.00	16.70	
<a href="#">FEDEX1019</a>	Invoice	10/19/2017	Copies of Plans	0.00	16.98	
<a href="#">LATIMES1017</a>	Invoice	10/04/2017	Monthly Subscription	0.00	48.88	
<a href="#">LINK1002</a>	Invoice	10/02/2017	Job Posting	0.00	125.00	
<a href="#">LINK1012</a>	Invoice	10/12/2017	Job Posting	0.00	17.50	
<a href="#">OPC1009</a>	Invoice	10/09/2017	CUP/Permits	0.00	20.33	
<a href="#">OPC100917</a>	Invoice	10/09/2017	CUP/Permits	0.00	865.00	
<a href="#">OPC1020</a>	Invoice	10/20/2017	CUP/Permits	0.00	3.95	
<a href="#">OPC102017</a>	Invoice	10/20/2017	CUP/Permit	0.00	5.95	
<a href="#">OPC1020172</a>	Invoice	10/20/2017	CUP/Permit	0.00	167.00	
<a href="#">OPC1020173</a>	Invoice	10/20/2017	CUP/Permit	0.00	253.29	
<a href="#">VONS1004</a>	Invoice	10/04/2017	Water, Toilet Paper	0.00	40.44	
VERIZON	Verizon Wireless	11/13/2017	Regular	0.00	239.30	7827
<a href="#">9795283456</a>	Invoice	10/26/2017	Cell Phones	0.00	239.30	
WREA	Water Resource Engineering Associates	11/13/2017	Regular	0.00	2,460.03	7828
<a href="#">3128-2</a>	Invoice	11/01/2017	Tank Site CUP	0.00	971.60	
<a href="#">3131-2</a>	Invoice	11/01/2017	WDR for Well Drilling	0.00	1,488.43	

## Check Report

Date Range: 10/16/2017 - 11/15/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
WRIGHT EXP	WEX Bank	10/27/2017	Regular	0.00	481.81	7804
<u>51688414</u>	Invoice	10/15/2017	Fuel	0.00	481.81	

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	44	0.00	26,532.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-85.07
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>92</b>	<b>45</b>	<b>0.00</b>	<b>26,447.04</b>

PR \$ 34,396.08

**Report of Income as of 10/31/2017**

<b>Income</b>	<b>Month of October</b>	<b>Year To Date</b>	<b>Budget Approp</b>	<b>Approp Bal 07/31/15</b>
Interest	155.09	2,480.01	7,000.00	4,519.99
Taxes	307.81	1,144.40	130,000.00	128,855.60
Pumping Charges	406.39	1,501.37	3,000.00	1,498.63
Fire Protection	171.32	636.78	1,000.00	363.22
Meter & Inst. Fees	--	--	--	--
Water Sales	81,678.29	284,967.34	451,584.00	166,616.66
Casitas Standby Fees	354.64	1,357.16	6,196.54	4,839.38
MWAC Charges	54,050.58	203,572.61	760,881.60	557,308.99
MCC Chg.	6,783.43	26,263.65	80,000.00	53,736.35
Misc. Income	95.66	406.64	8,000.00	7,593.36
Late & Delinquent Chgs.	3,504.28	10,317.02	30,000.00	19,682.98
Conservation Penalty	100.00	100.00	500.00	400.00
Capital Improvement	--	--	--	--
Drought Surcharge	12,800.31	40,996.14	40,000.00	(996.14)
	--	--	--	--
		--	--	--
		--	--	--
<b>TOTAL INCOME</b>	<b>160,407.80</b>	<b>573,743.12</b>	<b>1,518,162.14</b>	<b>944,419.02</b>

Meiners Oaks Water District

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

Expenditures	Month of October	Year To Date	Budget Approp	Approp Bal 10/31/17	Current November	Approp Bal To Date
Salary	31,373.71	119,978.13	382,000.00	262,021.87	-	262,021.87
Payroll Taxes	2,565.72	9,517.00	30,000.00	20,483.00	-	20,483.00
Retirement Contributions	2,967.47	12,078.97	30,000.00	17,921.03	-	17,921.03
Group Insurance	4,552.14	17,338.61	70,000.00	52,661.39	-	52,661.39
Company Uniforms	-	660.51	1,500.00	839.49	-	839.49
Phone Office	838.10	3,326.86	7,600.00	4,273.14	-	4,273.14
Janitorial Service	341.36	1,425.44	5,500.00	4,074.56	-	4,074.56
Refuse Disposal	169.75	848.75	2,700.00	1,851.25	-	1,851.25
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	33.61	8,538.84	25,000.00	16,461.16	-	16,461.16
Truck Maintenance	5.36	112.79	4,000.00	3,887.21	-	3,887.21
Office Equip. Maintenance	108.28	1,252.49	7,500.00	6,247.51	497.75	5,749.76
Cell Phones	239.30	957.41	4,500.00	3,542.59	-	3,542.59
System Maintenance	320.00	11,836.12	55,000.00	43,163.88	-	43,163.88
Safety Equipment	-	515.10	3,500.00	2,984.90	-	2,984.90
Laboratory Services	408.00	3,255.00	8,000.00	4,745.00	85.00	4,660.00
Membership and Dues	-	2,318.00	7,500.00	5,182.00	-	5,182.00
Printing and Binding	41.83	323.62	1,000.00	676.38	-	676.38
Office Supplies	144.61	873.35	6,000.00	5,126.65	-	5,126.65
Postage and Express	776.53	4,270.88	13,500.00	9,229.12	-	9,229.12
B.O.D. Fees	1,050.00	3,750.00	13,000.00	9,250.00	-	9,250.00
Engineering & Technical Services	1,657.87	5,214.42	35,000.00	29,785.58	2,460.03	27,325.55
Computer Services	2,042.13	4,059.87	15,000.00	10,940.13	125.46	10,814.67
Other Prof. & Regulatory Fees	5,290.82	7,221.77	15,000.00	7,778.23	21.55	7,756.68
Public and Legal Notices	-	-	1,000.00	1,000.00	-	1,000.00
Attorney Fees	1,780.00	9,337.00	15,000.00	5,663.00	-	5,663.00
GSA Fees	-	7,697.06	40,000.00	32,302.94	-	32,302.94
VR/SBC/City of VTA Law Suit	-	-	15,000.00	15,000.00	-	15,000.00
State Water	-	-	25,000.00	25,000.00	-	25,000.00
Audit Fees	-	-	18,000.00	18,000.00	-	18,000.00
Small Tools	22.44	79.78	3,000.00	2,920.22	-	2,920.22
Election Supplies	-	-	-	-	-	-
Water Purchase	-	8.93	75,000.00	74,991.07	-	74,991.07
CMWD Standby Charges	1,034.40	3,926.53	10,000.00	6,073.47	-	6,073.47
Treatment Plant	-	7,593.26	10,000.00	2,406.74	-	2,406.74
Fuel	481.81	2,724.85	12,000.00	9,275.15	-	9,275.15
Travel Exp./Seminars	155.00	330.00	2,000.00	1,670.00	-	1,670.00
Utilities	187.64	1,005.55	3,500.00	2,494.45	153.03	2,341.42
Power and Pumping	7,565.78	7,565.78	110,000.00	102,434.22	2,402.43	100,031.79
Meters	-	-	10,000.00	10,000.00	-	10,000.00
<b>Total Expenditures</b>	<b>66,153.66</b>	<b>294,792.58</b>	<b>1,134,800.00</b>	<b>840,007.42</b>	<b>5,745.25</b>	<b>834,262.17</b>

Water Distribution System	-	-	-	-	-	-
Cold Water Well	-	-	100,000.00	100,000.00	-	100,000.00
Well 4 Rehab	-	53,230.73	50,000.00	(3,230.73)	-	(3,230.73)
18 Valve Replacements	-	4,533.83	103,900.00	99,366.17	-	99,366.17
Fencing at Tank Farm	-	11,240.00	40,000.00	28,760.00	-	28,760.00
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	-	-	100,000.00	100,000.00	-	100,000.00
<b>Total Assets</b>	<b>-</b>	<b>69,558.13</b>	<b>586,400.00</b>	<b>516,841.87</b>	<b>-</b>	<b>516,841.87</b>

<b>GRAND TOTAL</b>	<b>66,153.66</b>	<b>364,350.71</b>	<b>1,721,200.00</b>	<b>1,356,849.29</b>	<b>5,745.25</b>	<b>1,351,104.04</b>
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October 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)

0.00" of rain

**LAKE CASITAS LEVEL**

**36.0%**

**Board Committees**

Minutes from the GSA meeting will be given verbally

**Current Well levels and specific capacity**

<b>Well 1</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Well 2</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Well 4</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Well 7</b>	<b>Sept.</b>	<b>Oct.</b>
Static	25.9'	29.8'	Static	28.4'	31.8'	Static	64.8'	66.7'	Static	64.4'	66.2'
Running	35.5'	38.2'	Running	36.4'	40.1'	Running	0.0'	0.0'	Running	70.6'	72.8'
Drawdown	9.6'	8.3'	Drawdown	8.0'	8.3'	Drawdown	0.0'	0.0'	Drawdown	6.2'	6.5'
Specific Cap.	35.8 gal/ft	41.5 gal/ft	Specific Cap.	24.2 gal/ft	22.8 gal/ft	Specific Cap.	0.0 gal/ft	0.0 gal/ft	Specific Cap.	50.7 gal/ft	50.2 gal/ft

**Water Production**

Water production and sold values are based on a calendar year

<b>Total Pumped in October:</b>			
<b>Wells</b>	<b>AF</b>	<b>Average GPM</b>	<b>Typical GPM</b>
1.	28.23	347	375
2.	15.46	190	250
4.	0.00	0	750
7.	26.94	329	450
8.	0.00	Off	330

Total Pumped for Oct.	70.63 AF
Total Pumped 2016:	305.45 AF
Total Pumped YTD 2017:	534.21 AF

**Total Sold:**

Total Sold for Oct. 2017:	70.95 AF
Total Sold YTD 2017:	561.62 AF
Total Sold 2016:	608.21 AF
Total Purchased from CMWD 2016	323.91 AF
Total Purchased for	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)

Oct. 2016:	\$ 61,735.39
Oct. 2017:	\$ 81,678.29

**Reserve Funds**

Balance at the County of Ventura	\$ 1,043,823.87
Total Taxes*	\$ 307.81
Total Interest from reserve account#	\$ 0.00

**Fiscal Year Total Revenues**

July 1 <sup>st</sup> – Oct. 31st	2016	\$ 471,786.14
July 1 <sup>st</sup> – Oct. 31st	2017	\$ 570,118.71

**Bank Balances**

LAIF Balance	\$ 155,305.01
Transferred from the general fund to L.A.I.F.	
(#) Quarterly Interest from LAIF	\$ 67.15
Money Market (RABO)	\$ 500,165.13
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	\$ 87.69
General Fund Balance	\$ 311,223.68
Trust Fund Balance	\$ 13,571.92
Capital Improvement Fund	\$ 14,406.26
(#)Quarterly Interest from Capital Account	\$ .25
Total Interest accrued	\$ 155.09

**Water Quality**

No water quality issues to report this month

October 2017

**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	\$
Replace main line lateral Maricopa Hwy	\$
<b><u>Total</u></b>	<b><u>\$ 0.00</u></b>

**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**

	<b><u>Date drilled</u></b>	<b><u>Drill Depth</u></b>
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

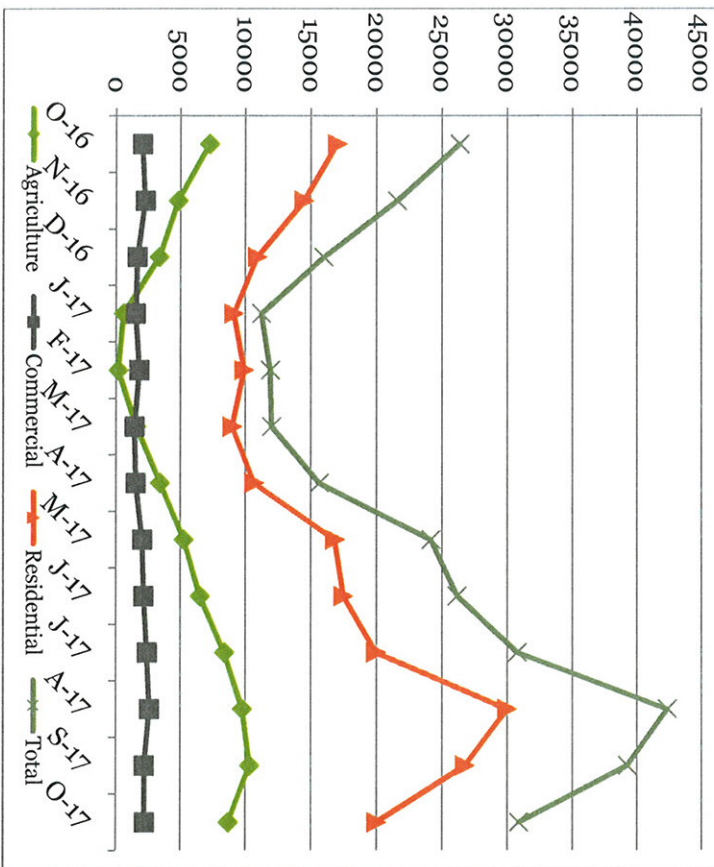
### Consumption

	O-16	N-16	D-16	J-17	F-17	M-17	A-17	M-17	J-17	J-17	A-17	S-17	O-17
Agriculture	7290	4845	3370	605	195	1593	3436	5283	6523	8401	9793	10336	8686
Commercial	2042	2255	1657	1531	1808	1441	1534	2037	2148	2409	2590	2202	2221
Residential	17044	14516	10963	9145	9934	9012	10693	16844	17499	19991	30012	26757	19998
Total	26376	21616	15990	11281	11937	12046	15663	24164	26170	30801	42395	39265	30905

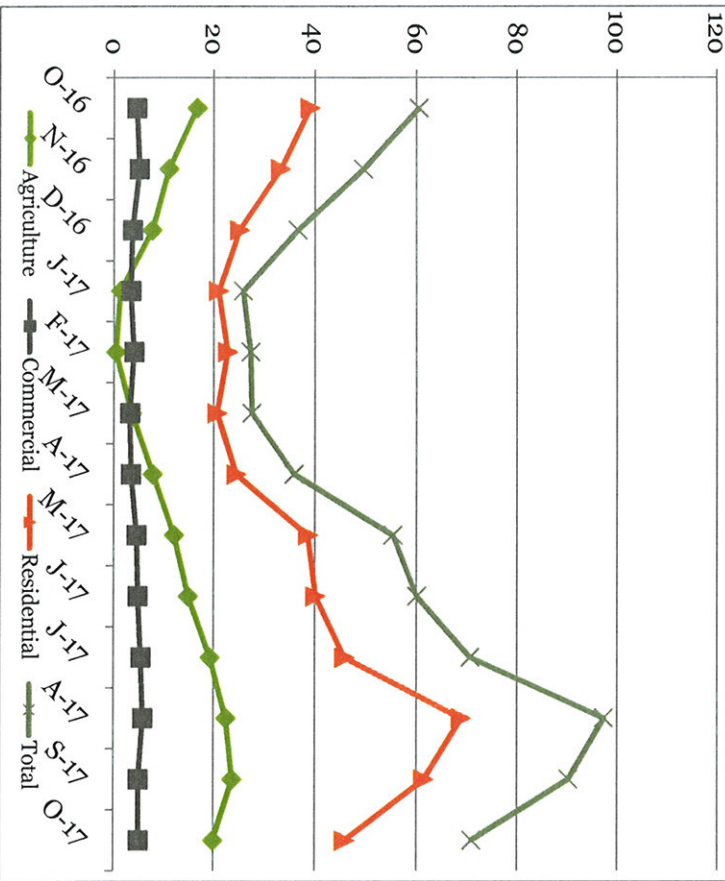
### AC/FT

	O-16	N-16	D-16	J-17	F-17	M-17	A-17	M-17	J-17	J-17	A-17	S-17	O-17
Agriculture	16.74	11.12	7.74	1.39	0.45	3.66	7.89	12.13	14.97	19.29	22.48	23.73	19.94
Commercial	4.69	5.18	3.8	3.51	4.15	3.31	3.52	4.68	4.93	5.53	5.95	5.055	5.10
Residential	39.13	33.32	25.17	20.99	22.81	20.69	24.55	38.67	40.17	45.89	68.9	61.43	45.91
Total	60.55	49.62	36.71	25.9	27.4	27.65	35.96	55.47	60.08	70.71	97.33	90.21	70.95

### Consumption - Last 12 months



### AC/FT - Last 12 months



**Distribution**

10/13 –Replace AMS and install customer service valve at 221 N. Alvarado. AMS had been operated and broke by customer. And Customer had to pay for the repair

10/20 –Another leak on the service line for The Ranch House. This line has had multiple repair clamps and sections replaced over the last year. It is time to replace the line.

-RDH Land Surveying in working in and around the district yard to find property lines for Mrs. Moll.

10/25 -1224 Meyer Rd had a stuck dial on a brand new meter.

10/26 -412 N. Rice Rd has called for a temp. off multiple times over the last few days. So Justin and Ian installed a customer service valve.

-Wells are being effected by the heat wave over the past week. The GPMs are droppiong off.

-Call Dig Alert to mark out 144 and 338 S. Pueblo. Both services have AMS leaks.

10/30 –Replace check valve on booster #3 at zone#2 hydro tank. Plumbing is starting to looked washed out inside. Might need to start thinking about replacing plumbing in the future. Multiple valves have been replaced over the last few years.

-Oilfield Electric replaced start capacitor on Booster #3 at hydro tank. This is our oldest motor at this sight. Motor may be going out and working harder at start up causing the capacitor to burn up over time.

11/6 –Service line leak at 520 Mesa. Long side service was replaced and repaved by Evans Excavating

11/9 –Rent skip loader to prep. Yard for perimeter fencing.

11/14 –Bob's Fence starts perimeter fencing at yard.

-Rent trenching machine to run power for the relocation of gate and motor at the yard.

**Treatment**

10/20 –Replace "Y" strainer and injector at Well #1. Injector was failing and allowing water to push into RotoMeter at well startup.



## **MITECH – BOARD OF DIRECTORS EMAIL ACCOUNTS**

**October 26, 2017**

**Proposal:** Create dedicated @meinersoakswater.com email addresses for each MOWD Board Director for business related purposes.

### **Estimated Cost:**

Current Monthly Expense (4 hosted exchange email accounts):	\$87.96
Proposed Monthly Expense (add 5 for total of 9 accounts):	<u>\$172.91</u>
Additional Ongoing Cost	\$84.95

### One-Time Cost:

Labor Cost (\$75/hr, est. 1 hr per account for initial setup): \$375.00

### **Description:**

Exchange email accounts could be setup on any smartphone, tablet or MAC/PC computer and it will sync all email, contacts, calendars and tasks. MITECH will setup each users account on the preferred devices.

### **Task:**

Each Director will need to choose their preferred email pre-fix, all will be assigned to @meinersoakswater.com



Cont. Lic # 617300

The Chain link Fence Experts!

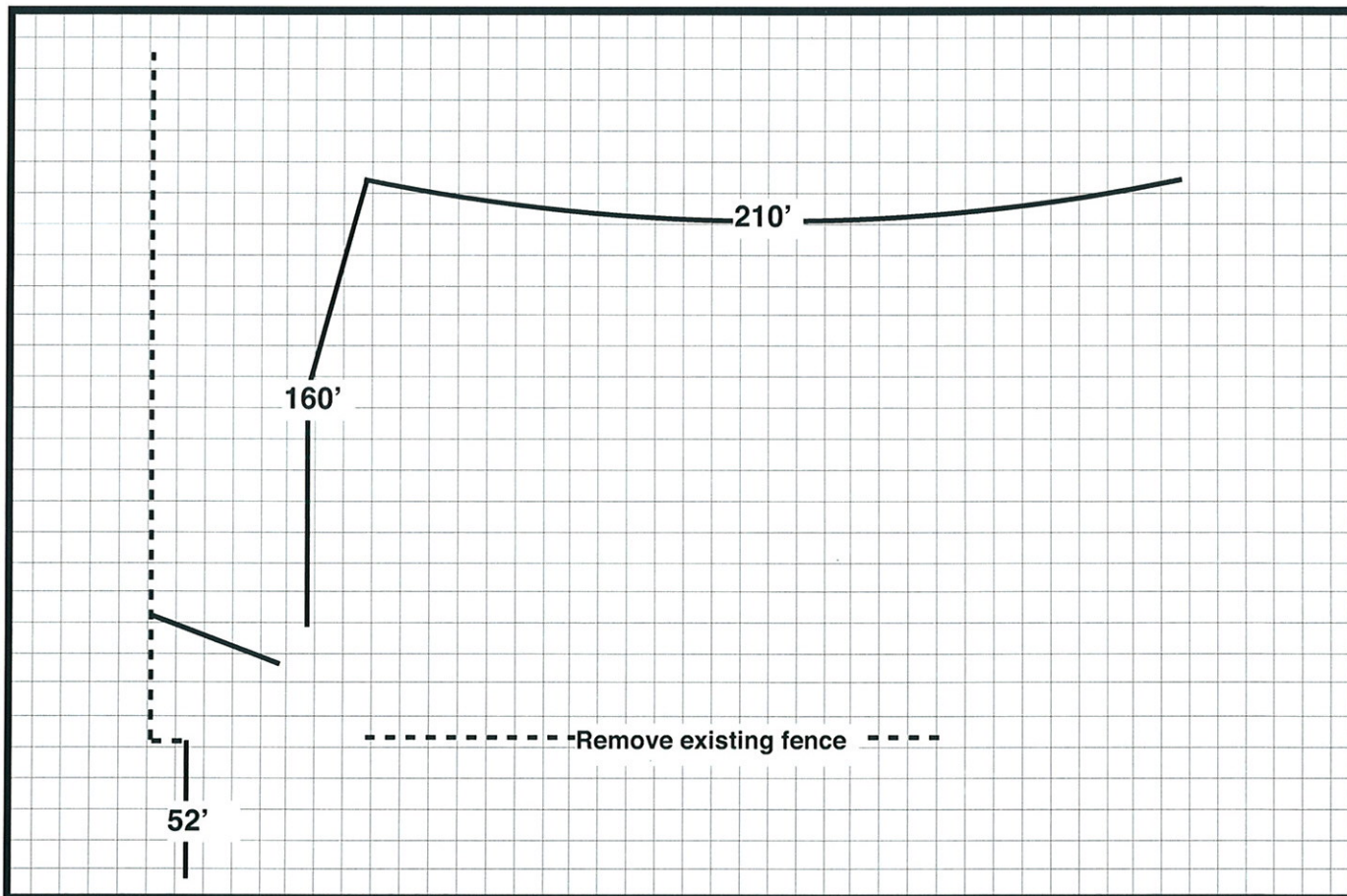
Bob Ghen (Owner)  
873 Oso Rd. Ojai Ca. 93023  
Santa Barbara & Ventura County  
(805) 983-3346 Fx# 646-8980

www.BobsFence.com

Meiners Oaks Water District	2680 Maricopa Highway	10-29-17
Ojai, 93023	Mike: 297-7240 646-2114	mikeh2o@meinersoakswater.com

**Description:**

Install 426' of 6' tall 9 ga. galvanized chain link fencing with three strand 4 point barbwire. To use 2 7/8 terminal post and 2 3/8 line post set in concrete. Fence to have 1 5/8 diagonal bracing and 7 Ga. coil tension wire along top and bottom. Removal of existing fence included if needed. To relocate 20' single swing gate with 6 5/8 post. To relocate 10 key entry and safety loops.



\*\*Contractor assumes no responsibility for building permits, damage or repair to underground utilities or water lines that cannot be seen. Contractor proposes hereby to furnish material and labor and to be in accordance with above specifications.

In consideration for the above described work, the above named party agrees to pay contractor the total sum as listed. Payment schedule as follows: 1/2 prepayment for material; balance due upon completion. This proposal is void if not accepted within 30 days

\$ 17,060.00

**Acceptance of Proposal/Contract** The above prices, specifications and conditions are satisfactory and are hereby accepted. Bob's Fence is authorized to do the work as specified. Payment schedule is as outlined above.

Customer's Signature

Contractor's Signature \_\_\_\_\_ Bob Ghen