

Regular Meeting
April 16, 2019
6:00 p.m.



1

NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS

April 16, 2019

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public that is within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

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

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-2114 (Govt. Code Section 94594.1 and 94594.2 (a))

Agenda

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

1. Roll Call

2. Approval of Minutes March 19, 2019, Regular Meeting

3. Public Comments

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

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

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

4. Financial Matters

- **Approval of Payroll and Payables from February 16, 2019 to March 15, 2019 in the amount of:**

Payables – \$ 106,022.05

Payroll – \$ 31,997.66

Total – \$ 138,019.71

5. Board Discussion and/or Action

- a) Discussion/Approval of will serve letter for 211 N. La Luna
- b) Discussion/Approval of draft Interim Policy New Meter and Expansion of Service Policy
- c) Discussion/Approval of draft Comprehensive Employee Manual
- d) Discussion of how to apportion the upcoming GSA pumping fees MOWD customers into the future
- e) Discussion of 3 year budget comparison
- f) Discussion/Approval of District loan to UVRGSA in an amount not to exceed \$45,000 to help benefit extraction fee
- g) Property at 260 E. El Roblar/Cozy Dell Property
- h) Highway leak #2/Discussion of relocating water line altogether
- i) 125 N. Alvarado will serve request.

6. General Manager's Report

- District O& M Report
- Updated Board Committees

7. Board Committee Reports

- GSA Report
- Executive Committee Report
- Budget/Rate Committee Report
- Allocation Program committee report
- New meters and expansion committee Meeting date of 3/20/2019 @ 10 am

8. Old Business

- State Water
- Ojai, Ventura Water Partnership – no meeting in February
- Matilija Dam Removal Update

- Cold Water Formation
- Generators
- Special Districts Grand Jury Report

9. Board of Directors Reports/Comments

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

- Conference with Legal Counsel – Personnel 54957 (b)(4)
- Meiners Oaks Water District vs Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/
- State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875

11. Meeting Adjournment.

Regular Meeting
March 19, 2019

Meiners Oaks Water District
202 West El Roblar Drive
Ojai, CA 93023-2211
Phone 646-2114

MINUTES

The meeting was called to order at 8:35 am.

1. Roll Call

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

Present were: Board President Mike Etchart, Board Directors, James Kentosh (Via Phone), Mike Krumpschmidt, Diana Engle and Larry Harrold. Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward and Attorney's, Lindsay Nielson and Greg Jones were also present.

Absent: None

2. Approval of the minutes: Approval of March 19, Regular Meeting:

Mr. Krumpschmidt made the motion to approve the March 19, 2019, Regular Meeting Minutes. Mr. Harrold seconded the motion.

Director Engle has requested clarification to Director Kentosh's comments on Page 5, item H, the last sentence should read; "Mr. Kentosh added that draft allocations would not be ready in March."

Item 10: "The BOD held a closed session."

Director Krumpschmidt would like to see changes to page 9, item g – Should say "Updates; these include at-will employment, grievance procedures, and more to be determined."

Krumpschmidt/Harrold
All Ayes
M/S/C

3. Public Comments: Ms. Von Gunten - was present.

To keep the continuity of the meeting, item 5 b was heard by the BOD out of its normal order.

The BOD was presented a letter from Ventura River Water District (VRWD) proposing an alternative to adjudication. Bruce Kuebler, a member of VRWD BOD and Bert Rapp, G.M. of VRWD spoke to this proposal and answered questions by the BOD.

4. Financial Matters

- Approval of Payroll and Payables from February 16, to March 15, 2019, in the amount of \$ 86,840.18

Director Krumpschmidt made the motion to approve the payables. Mr. Harrold seconded the motion.

There were some comments and discussion about the provided financial tables and how they could be improved for the next meeting. Further discussion was had about lab services, the expense of that line item, the Order (R-4-2018-0075) from the Regional Water Quality Control Board (RWQCB) which outlined sampling frequency and recommended testing. After further clarification by the G.M. director Krumpschmidt asked that another letter is sent to the RWQCB asking for an end date to this expensive sample mandate. The G.M. even read the last correspondence from the regional board that was very unclear. It was agreed that the G.M. would write a third letter to the regional board requesting an end date to the expensive required sampling.

Krumpschmidt/Harrold
All Ayes
M/S/C

5. Board Discussion/Actions

- a) CSDA Board of Directors call for nominations Seat B: No directors showed interest in seat b.
- b) Settlement of the Ventura/ChannelKeepers lawsuit, proposed by VRWD and letter of support: The item was discussed, and the BOD agreed that a letter is to be

drafted by the G.M. and shared with Directors Engle and Krumpschmidt before submittal.

- c) Approval of Resolution 031919 appointing a Director and Alternate Director for the UVRGSA: Director Krumpschmidt made a motion to approve Resolution 031919 as written, and Director Engle seconded.

Roll Call Vote:

Etchart, aye

Kentosh, aye

Krumpschmidt, aye

Harrold, aye

Engle, aye

M/S/C

6. General Manager's Report

The G.M. briefed the BOD's on the status of well production as it pertains to wells 4 and 7 as well as additional information on wells 1 and 2. The G.M. also let the BOD's know about a leak on Hwy 33 that the district is prohibited from fixing until a Red Shouldered Hawk abandones its nest. Orders from CDFW and Cal -Trans prohibit any work to be done within a 500 - foot radius of the tree where the nest resides.

7. Board Committee Reports

GSA – Director Engle had nothing further to add.

Exec. – The G.M. has completed the first draft of the Employee Manual and sent it to the committee earlier today for comments.

Budget – Director Engle had some comments, questions, and concerns about projecting an approved budget out three years that would run with the adopted rates.

Allocation Program – Director Engle stated that her work continues and that hours upon hours have been spent fixing unique situations. Director Engle hopes to have a template to the Board in the April meeting.

New meter and expansion of service policy – This committee will meet tomorrow at 10 am to discuss this policy further.

8. Old Business

State Water – Director Kentosh stated that the draft EIR is out for public review and comment. Director Kentosh also asked for permission to draft a comment after discussion with a committee and submit it to the City of Ventura. The board agreed that it would be very satisfactory for Director Kentosh to do that. No further comments were heard on the subject of old business.

9. Board of Director Reports/Comments

There was some discussion about the Land Conservancy's interest in some District property near wells 1 and 2. The Board did not decide on the property in question. Director Harrold wanted to know if any District property was within the wildlife corridor. Director Engle stated that Ventura Watershed was granted a large sum of money for projects.

Director Etchart mentioned the effectiveness of spraying the Arundo in the river basin. Director Kentosh had no comments.

10. Closed Session: The Board of Director's held a closed session; after a briefing from the present attorney's no action was taken by the BOD's.

There being no further business to conduct at this time, Mr. Etchart adjourned the meeting at 9:43 p.m.

President

Secretary

Fiscal Year AT-A-Glance
2018-19

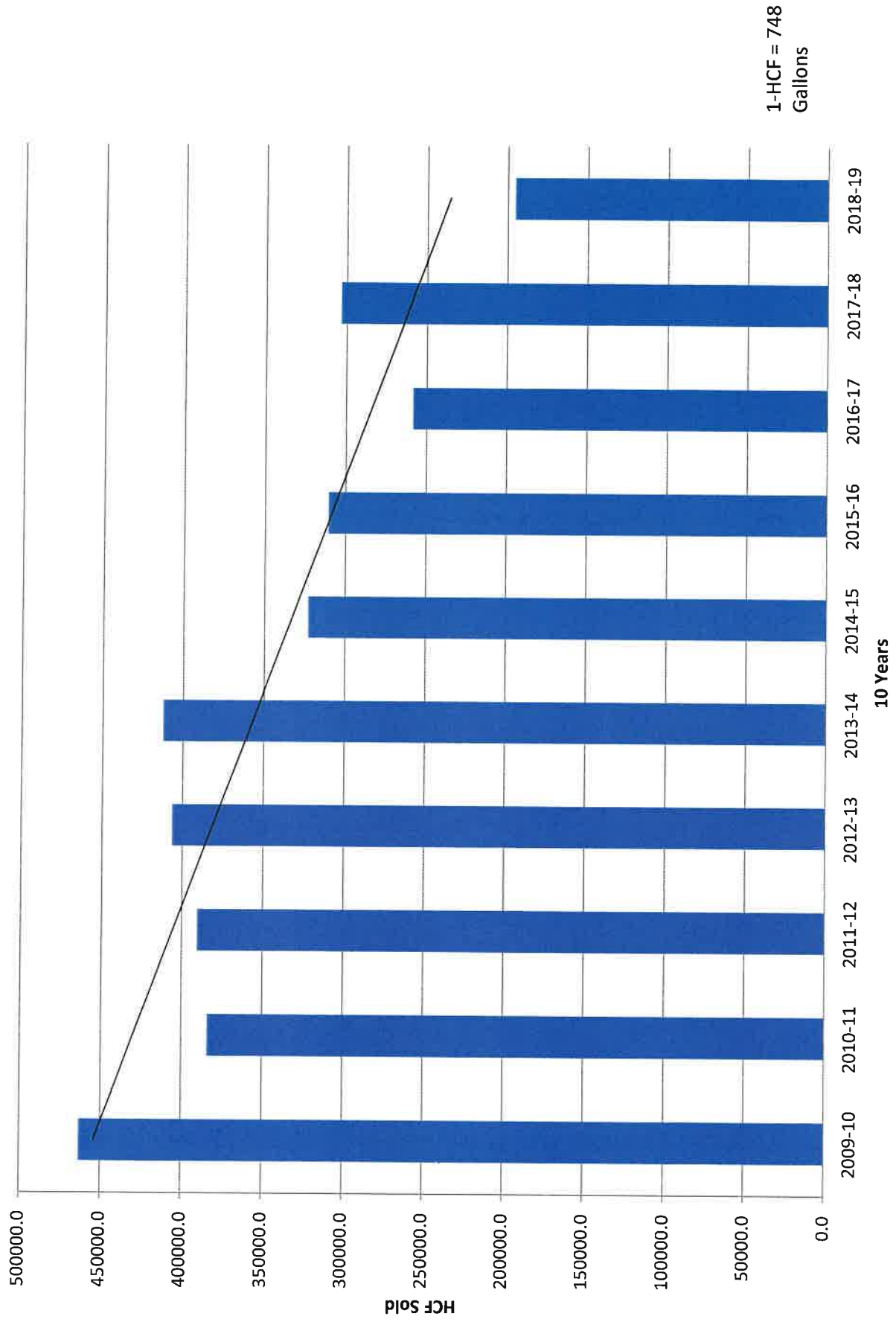
| CIP | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | To Date | Budgeted | % of Budgeted |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----|-----|-----|----------------|----------------|---------------|
| Expenditures | | | | | | | | | | | | | | | |
| Budgeted | \$15,593.35 | \$54,641.74 | \$76,592.27 | \$4,345.11 | \$50,258.22 | \$65,881.92 | \$8,254.89 | \$5,818.69 | \$36,922.77 | | | | \$318,308.96 | \$705,000.00 | 45.15% |
| Unbudgeted | \$142,621.10 | \$156,626.46 | \$135,420.60 | \$125,905.73 | \$124,226.95 | \$115,174.35 | \$102,005.89 | \$119,806.13 | \$105,242.79 | | | | \$1,127,030.00 | \$1,251,100.00 | 90.08% |
| Income | \$0.00 | \$42,368.36 | \$0.00 | \$64,813.36 | \$72,313.36 | \$19,550.00 | \$23,820.25 | \$0.00 | \$6,863.91 | | | | \$229,729.24 | \$100,000.00 | 229.73% |
| | \$126,090.80 | \$143,418.24 | \$151,236.03 | \$162,053.25 | \$162,514.78 | \$232,280.70 | \$121,790.38 | \$111,735.77 | \$97,150.25 | | | | \$1,308,270.20 | \$1,542,268.00 | 84.83% |

| 2018-19 | Budgeted | Capital Improvement Schedule | Spent To Date | % CMPLT |
|--------------------------------------|--------------|------------------------------|---------------|---------|
| Upgrade 2" Blow offs to 6" hydrants | \$0.00 | \$45,000.00 | \$0.00 | 0 |
| Treatment Plant EDR 35% design | \$80,000.00 | \$0.00 | \$12,178.00 | 15.22% |
| Replace 18 Valves District Wide | \$0.00 | \$80,000.00 | \$78,186.77 | 97.73% |
| Cold water well pilot hole | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Well 4 completion | \$150,000.00 | \$0.00 | \$84,238.09 | 56.16% |
| Zone 1 MCC and Pumps (Oil Field) | \$0.00 | \$7,818.37 | \$7,818.37 | 100.00% |
| Wells 1 and 2 Rehab. and S.S. Liners | \$185,098.00 | \$0.00 | \$130,499.00 | 70.50% |
| Total | \$415,098.00 | \$132,818.37 | \$312,920.23 | |

Report of Income as of 3/31/2019

| Income | Month of March | Year To Date | Budget Approp | Approp Bal 07/31/18 |
|--------------------------|-------------------|---------------------|---------------------|------------------------|
| Interest | 3,524.31 | 21,078.21 | 10,000.00 | (11,078.21) |
| Taxes | 403.35 | 92,179.18 | 150,000.00 | 57,820.82 |
| Pumping Charges | 132.11 | 2,570.64 | 3,300.00 | 729.36 |
| Fire Protection | 45.93 | 1,163.75 | 1,500.00 | 336.25 |
| Meter & Inst. Fees | -- | -- | -- | -- |
| Water Sales | 29,094.69 | 494,700.65 | 471,744.00 | (22,956.65) |
| Casitas Water Sales/Stby | 2,950.13 | 93,210.57 | 4,000.00 | (89,210.57) |
| MWAC Charges | 51,661.60 | 481,829.79 | 721,424.00 | 239,594.21 |
| MCC Chg. | 6,201.17 | 57,608.63 | 80,000.00 | 22,391.37 |
| Misc. Income | 107.66 | 2,245.80 | 20,000.00 | 17,754.20 |
| Late & Delinquent Chgs. | 2,007.50 | 15,742.41 | 20,000.00 | 4,257.59 |
| Conservation Penalty | -- | 100.00 | 300.00 | 200.00 |
| Capital Improvement | -- | -- | -- | -- |
| Drought Surcharge | 1,021.80 | 45,840.57 | 60,000.00 | 14,159.43 |
| | -- | -- | -- | -- |
| | -- | -- | -- | -- |
| | -- | -- | -- | -- |
| TOTAL INCOME | 97,150.25 | 1,308,270.20 | 1,542,268.00 | 233,997.80 |

Water Sales





Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 03/16/2019 - 04/15/2019

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------|---|--------------|-----------------------------------|-----------------|----------------|------------|
| Payable # | Payable Type | Post Date | Payable Description | Discount Amount | Payable Amount | |
| Bank Code: AP Bank-AP Bank | | | | | | |
| AQUA-F | Aqua-Flo Supply | 04/11/2019 | Regular | 0.00 | 221.71 | 8587 |
| SI1333209 | Invoice | 03/11/2019 | 8" Gasketed PVC | 0.00 | 117.92 | |
| SI1340233 | Invoice | 03/27/2019 | 4" Slip PVC Cap | 0.00 | 32.92 | |
| SI1340897 | Invoice | 03/28/2019 | 4" Slip Cap, 4" Schedule PVC Pipe | 0.00 | 70.87 | |
| AWAVC | Association of Water Agencies | 04/11/2019 | Regular | 0.00 | 50.00 | 8588 |
| 06-11619 | Invoice | 03/21/2019 | Breakfast Meeting | 0.00 | 50.00 | |
| AT&T | AT&T | 03/27/2019 | Regular | 0.00 | 163.38 | 8573 |
| 01840319 | Invoice | 03/13/2019 | Office Phones | 0.00 | 163.38 | |
| AT&T | AT&T | 04/11/2019 | Regular | 0.00 | 551.65 | 8589 |
| 08330319 | Invoice | 03/19/2019 | Office Phones | 0.00 | 551.65 | |
| AAS | Attitude Adjustment Shoppe | 04/11/2019 | Regular | 0.00 | 24.86 | 8590 |
| 85064 | Invoice | 03/13/2019 | Mailing | 0.00 | 8.02 | |
| 85083 | Invoice | 03/18/2019 | Mailing | 0.00 | 8.82 | |
| 85459 | Invoice | 03/29/2019 | Mailing | 0.00 | 8.02 | |
| CALPERS | California Public Employees' Retirement | 03/27/2019 | Regular | 0.00 | -409.30 | 8574 |
| CALPERS | California Public Employees' Retirement | 03/27/2019 | Regular | 0.00 | 409.30 | 8574 |
| 032619 | Invoice | 03/26/2019 | Retired Premium | 0.00 | 409.30 | |
| CALPERS | California Public Employees' Retirement | 03/31/2019 | Bank Draft | 0.00 | 2,946.92 | DFT0000636 |
| INV0001129 | Invoice | 03/15/2019 | Health | 0.00 | 2,946.92 | |
| CALPERS | California Public Employees' Retirement | 03/31/2019 | Bank Draft | 0.00 | 2,946.88 | DFT0000645 |
| INV0001140 | Invoice | 03/29/2019 | Health | 0.00 | 2,946.88 | |
| CALPERS | California Public Employees' Retirement | 03/28/2019 | Bank Draft | 0.00 | 409.30 | DFT0000653 |
| 032619 | Invoice | 03/26/2019 | Retired Premium | 0.00 | 409.30 | |
| CAL-STATE | Cal-State | 04/11/2019 | Regular | 0.00 | 101.36 | 8591 |
| 124493 | Invoice | 03/30/2019 | Portable Toilet | 0.00 | 101.36 | |
| CMWD | Casitas Municipal Water District | 04/11/2019 | Regular | 0.00 | 21,599.56 | 8592 |
| 261150319 | Invoice | 03/29/2019 | Fairview Standby | 0.00 | 1,188.76 | |
| 261150319-2 | Invoice | 03/29/2019 | Fairview Purchased Water | 0.00 | 19,681.64 | |
| 262000319 | Invoice | 03/29/2019 | Hartmann Allocation | 0.00 | 134.78 | |
| 300650319 | Invoice | 03/29/2019 | Tico & La Luna Standby | 0.00 | 594.38 | |
| CLEANCO | Cleancoast Janitorial | 04/11/2019 | Regular | 0.00 | 300.00 | 8593 |
| 1093 | Invoice | 03/29/2019 | March Janitorial | 0.00 | 300.00 | |
| CVTDEP | County of Ventura Transport. Dept. | 04/11/2019 | Regular | 0.00 | 315.00 | 8594 |
| 276961 | Invoice | 03/25/2019 | 1170 La Luna | 0.00 | 315.00 | |
| EJHAR | E. J. Harrison Rolloffs, Inc. | 03/27/2019 | Regular | 0.00 | 266.59 | 8575 |
| 28130319 | Invoice | 03/14/2019 | Office Trash | 0.00 | 51.60 | |
| 99420319 | Invoice | 03/14/2019 | 3 Yard Dumpster | 0.00 | 214.99 | |
| FAMCON | Famcon Pipe and Supply, Inc | 04/11/2019 | Regular | 0.00 | 550.19 | 8595 |
| 216658 | Invoice | 03/01/2019 | Parts for Flash Mixers | 0.00 | 271.34 | |
| 216894 | Invoice | 03/12/2019 | Valves, Lids | 0.00 | 278.85 | |
| CFANN | Fanning & Karrh | 03/27/2019 | Regular | 0.00 | 6,000.00 | 8576 |
| 031519 | Invoice | 03/15/2019 | Progress Billing for Audit | 0.00 | 6,000.00 | |

Check Report

Date Range: 03/16/2019 - 04/15/2019

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|------------------------------|-------------------------------------|--------------|-------------------------------------|-----------------|----------------|--------|
| Payable # | Payable Type | Post Date | Payable Description | Discount Amount | Payable Amount | |
| FGLENV | FGL Environmental | 03/27/2019 | Regular | 0.00 | 752.00 | 8577 |
| 901595A | Invoice | 03/07/2019 | Samples | 0.00 | 523.00 | |
| 902988A | Invoice | 03/21/2019 | Samples | 0.00 | 59.00 | |
| 902989A | Invoice | 03/20/2019 | Samples | 0.00 | 85.00 | |
| 903316A | Invoice | 03/20/2019 | Samples | 0.00 | 85.00 | |
| FGLENV | FGL Environmental | 04/11/2019 | Regular | 0.00 | 141.00 | 8596 |
| 903738A | Invoice | 03/27/2019 | Samples | 0.00 | 56.00 | |
| 904033A | Invoice | 04/03/2019 | Samples | 0.00 | 85.00 | |
| GREG RENTS | Greg Rents | 04/11/2019 | Regular | 0.00 | 146.42 | 8597 |
| 6435 | Invoice | 03/14/2019 | Gravel | 0.00 | 146.42 | |
| GUARDIAN | Guardian | 03/27/2019 | Regular | 0.00 | 562.56 | 8571 |
| INV0001130 | Invoice | 03/15/2019 | Dental | 0.00 | 281.28 | |
| INV0001141 | Invoice | 03/29/2019 | Dental | 0.00 | 281.28 | |
| GUARDIAN | Guardian | 03/27/2019 | Regular | 0.00 | 9.99 | 8578 |
| 7690460319 | Invoice | 03/14/2019 | Administration Fee | 0.00 | 9.99 | |
| HPWP&C | Hathaway, Perrett, Webster, Powers | 03/27/2019 | Regular | 0.00 | 4,586.21 | 8579 |
| 103708 | Invoice | 03/01/2019 | Attorney Fees | 0.00 | 4,586.21 | |
| HLTHNE | Health Net Life Insurance Company | 03/27/2019 | Regular | 0.00 | 25.80 | 8580 |
| 61790319 | Invoice | 03/07/2019 | Life Insurance | 0.00 | 25.80 | |
| HSBS | HealthSmart Benefit Solutions, Inc. | 03/27/2019 | Regular | 0.00 | 122.92 | 8572 |
| INV0001132 | Invoice | 03/15/2019 | HSBS | 0.00 | 61.47 | |
| INV0001143 | Invoice | 03/29/2019 | HSBS | 0.00 | 61.45 | |
| HCS | Herum/Crabtree/Suntag | 04/11/2019 | Regular | 0.00 | 357.00 | 8598 |
| 92415 | Invoice | 03/25/2019 | SBCK vs VTA | 0.00 | 357.00 | |
| NEILSON | Law Offices of Lindsay F. Nielson | 03/27/2019 | Regular | 0.00 | 2,900.00 | 8581 |
| 34880319 | Invoice | 03/12/2019 | Attorney Fees | 0.00 | 2,480.00 | |
| 36600319 | Invoice | 03/12/2019 | Attorney Fees | 0.00 | 420.00 | |
| MOHARD | Meiners Oaks Hardware | 04/11/2019 | Regular | 0.00 | 74.28 | 8599 |
| 668791 | Invoice | 03/14/2019 | File Chain Saw | 0.00 | 3.89 | |
| 867507 | Invoice | 03/04/2019 | Plug | 0.00 | 2.98 | |
| 867787 | Invoice | 03/06/2019 | Elbow, Adapter, Bushing | 0.00 | 1.28 | |
| 867797 | Invoice | 03/06/2019 | Elbow, Thread Seal Tape | 0.00 | 6.99 | |
| 867846 | Invoice | 03/07/2019 | Clamp, Bushing, Hose | 0.00 | 6.99 | |
| 867854 | Invoice | 03/07/2019 | Spring | 0.00 | 2.67 | |
| 867913 | Invoice | 03/07/2019 | Marking Paint | 0.00 | 30.50 | |
| 868396 | Invoice | 03/11/2019 | Wire | 0.00 | 18.98 | |
| MERRIMAN | Merriman Paving & Excavating | 03/27/2019 | Regular | 0.00 | 1,470.00 | 8582 |
| 031819 | Invoice | 03/18/2019 | Tree Stump Removal and Repairs | 0.00 | 1,470.00 | |
| MITEC | MiTec Solutions LLC | 03/27/2019 | Regular | 0.00 | 10.00 | 8583 |
| 53364 | Invoice | 03/15/2019 | Splashtop User Account | 0.00 | 10.00 | |
| MITEC | MiTec Solutions LLC | 04/11/2019 | Regular | 0.00 | 358.90 | 8600 |
| 1051718 | Invoice | 03/28/2019 | Monthly Maintenance | 0.00 | 120.00 | |
| 53536 | Invoice | 04/01/2019 | Exchange/Web Hosting | 0.00 | 189.90 | |
| 53588 | Invoice | 04/01/2019 | Off Site Back Up | 0.00 | 49.00 | |
| OFFDEP | Office Depot | 04/11/2019 | Regular | 0.00 | 80.07 | 8601 |
| 290273112001 | Invoice | 03/19/2019 | Paper, Binder Clips, Dividers, etc. | 0.00 | 80.07 | |
| OBC | Ojai Business Center, Inc. | 04/11/2019 | Regular | 0.00 | 62.63 | 8602 |
| 14205 | Invoice | 03/31/2019 | Door Hangers | 0.00 | 62.63 | |

Check Report

Date Range: 03/16/2019 - 04/15/2019

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|--------------------------------|---------------------------------------|--------------|------------------------------------|-----------------|----------------|------------|
| Payable # | Payable Type | Post Date | Payable Description | Discount Amount | Payable Amount | |
| PERS | Public Employees' Retirement System | 03/31/2019 | Bank Draft | 0.00 | 375.00 | DFT0000635 |
| INV0001128 | Invoice | 03/15/2019 | 457 Withholdings | 0.00 | 375.00 | |
| PERS | Public Employees' Retirement System | 03/31/2019 | Bank Draft | 0.00 | 2,287.32 | DFT0000637 |
| INV0001131 | Invoice | 03/15/2019 | PERS | 0.00 | 2,287.32 | |
| PERS | Public Employees' Retirement System | 03/31/2019 | Bank Draft | 0.00 | 375.00 | DFT0000644 |
| INV0001139 | Invoice | 03/29/2019 | 457 Withholdings | 0.00 | 375.00 | |
| PERS | Public Employees' Retirement System | 03/31/2019 | Bank Draft | 0.00 | 2,095.72 | DFT0000646 |
| INV0001142 | Invoice | 03/29/2019 | PERS | 0.00 | 2,095.72 | |
| PERS | Public Employees' Retirement System | 04/10/2019 | Bank Draft | 0.00 | 1,297.04 | DFT0000654 |
| 10000001562743 | Invoice | 04/01/2019 | Unfunded Accrued Liability | 0.00 | 1,297.04 | |
| PERS | Public Employees' Retirement System | 04/10/2019 | Bank Draft | 0.00 | 24.33 | DFT0000655 |
| 10000001562744 | Invoice | 04/01/2019 | Unfunded Accrued Liability | 0.00 | 24.33 | |
| SAMHIL | Sam Hill & Sons, Inc. | 03/27/2019 | Regular | 0.00 | 35,500.00 | 8584 |
| 2885 | Invoice | 03/01/2019 | Valve Replacement La Luna/Lomita | 0.00 | 35,500.00 | |
| SAMHIL | Sam Hill & Sons, Inc. | 04/11/2019 | Regular | 0.00 | 6,863.91 | 8603 |
| 2910 | Invoice | 03/26/2019 | Fire Hydrant Replacement | 0.00 | 6,863.91 | |
| SCE | Southern California Edison Co. | 04/11/2019 | Regular | 0.00 | 960.69 | 8604 |
| OFFELE0419 | Invoice | 04/10/2019 | Office Electricity | 0.00 | 86.38 | |
| TNKFRM0419 | Invoice | 04/10/2019 | Tank Farm | 0.00 | 17.69 | |
| WELL1-0419 | Invoice | 04/10/2019 | Well 1 | 0.00 | 317.90 | |
| WELL2-0419 | Invoice | 04/10/2019 | Well 2 | 0.00 | 46.74 | |
| WELL80419 | Invoice | 04/10/2019 | Well 8 | 0.00 | 135.09 | |
| Z-20419 | Invoice | 04/10/2019 | Zone 2 | 0.00 | 56.89 | |
| Z-2FIR0419 | Invoice | 04/10/2019 | Zone 2 Fire | 0.00 | 44.66 | |
| Z-2PWR0419 | Invoice | 04/10/2019 | Zone 2 Power | 0.00 | 240.76 | |
| Z-3FIR0419 | Invoice | 04/10/2019 | Zone 3 Fire | 0.00 | 14.58 | |
| SCGAS | Southern California Gas Co. | 04/11/2019 | Regular | 0.00 | 67.25 | 8605 |
| 0144 | Invoice | 04/01/2019 | Office Heat | 0.00 | 67.25 | |
| SWRCB | State Water Resources Board | 03/27/2019 | Regular | 0.00 | 100.00 | 8585 |
| G5608532018 | Invoice | 03/01/2019 | Groundwater Extraction & Diversion | 0.00 | 50.00 | |
| G5608542018 | Invoice | 03/01/2019 | Groundwater Extraction & Diversion | 0.00 | 50.00 | |
| UAOFSC | Underground Service Alert of So.Ca. | 04/11/2019 | Regular | 0.00 | 41.41 | 8606 |
| 18dsbfee1542 | Invoice | 04/01/2019 | State Fee | 0.00 | 9.96 | |
| 320190430 | Invoice | 04/01/2019 | Digalert | 0.00 | 31.45 | |
| USBANK | US Bank Corporate Pmt. System | 04/11/2019 | Regular | 0.00 | 312.32 | 8607 |
| AMAZ031919 | Invoice | 03/19/2019 | Prime Membership | 0.00 | 13.93 | |
| AMAZ032019 | Invoice | 03/20/2019 | Prime Membership | 0.00 | 13.93 | |
| FGLENV031319 | Invoice | 03/13/2019 | Roundup | 0.00 | 130.31 | |
| LAXS030119 | Invoice | 03/01/2019 | LA Times | 0.00 | 7.96 | |
| LAXS030719 | Invoice | 03/07/2019 | LA Times | 0.00 | 0.99 | |
| LAXS032119 | Invoice | 03/21/2019 | LA Times | 0.00 | 15.96 | |
| OFFDEP0322 | Invoice | 03/22/2019 | Mouse & Keyboard | 0.00 | 80.80 | |
| VONS031119 | Invoice | 03/11/2019 | Water,Trash Bags, Paper Towels | 0.00 | 48.44 | |
| VERIZON | Verizon Wireless | 04/11/2019 | Regular | 0.00 | 280.95 | 8608 |
| 9827035376 | Invoice | 04/18/2019 | Cell Phones | 0.00 | 280.95 | |
| WREA | Water Resource Engineering Associates | 04/11/2019 | Regular | 0.00 | 6,609.50 | 8609 |
| 3259-2 | Invoice | 04/01/2019 | Pump Issues | 0.00 | 6,609.50 | |

Check Report

Date Range: 03/16/2019 - 04/15/2019

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------|--------------|--------------|---------------------|-----------------|----------------|--------|
| Payable # | Payable Type | Post Date | Payable Description | Discount Amount | Payable Amount | |
| WRIGHT EXP | WEX Bank | 03/27/2019 | Regular | 0.00 | 724.43 | 8586 |
| <u>58348124</u> | Invoice | 03/15/2019 | Fuel | 0.00 | 724.43 | |

Bank Code AP Bank Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 81 | 39 | 0.00 | 93,673.84 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 1 | 0.00 | -409.30 |
| Bank Drafts | 9 | 9 | 0.00 | 12,757.51 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 90 | 49 | 0.00 | 106,022.05 |

PR \$31,997.66

Meiners Oaks Water District

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

| Expenditures | Month of March | Year To Date | Budget Approp | Approp Bal 03/31/19 | Current April | Approp Bal To Date |
|-----------------------------------|-------------------|---------------------|---------------------|------------------------|------------------|-----------------------|
| Salary | 38,787.52 | 324,568.93 | 448,000.00 | 123,431.07 | - | 123,431.07 |
| Payroll Taxes | 3,087.40 | 27,557.90 | 37,500.00 | 9,942.10 | - | 9,942.10 |
| Retirement Contributions | 3,608.92 | 33,332.64 | 38,000.00 | 4,667.36 | - | 4,667.36 |
| Group Insurance | 5,878.69 | 48,862.67 | 70,000.00 | 21,137.33 | - | 21,137.33 |
| Company Uniforms | - | 312.53 | 1,500.00 | 1,187.47 | - | 1,187.47 |
| Phone Office | 715.03 | 5,631.73 | 9,000.00 | 3,368.27 | - | 3,368.27 |
| Janitorial Service | 502.72 | 3,413.60 | 4,500.00 | 1,086.40 | - | 1,086.40 |
| Refuse Disposal | 266.59 | 3,262.19 | 3,100.00 | (162.19) | - | (162.19) |
| Liability Insurance | - | 25,003.90 | 25,000.00 | (3.90) | - | (3.90) |
| Workers Compensation | - | 12,167.92 | 17,500.00 | 5,332.08 | - | 5,332.08 |
| Wells | - | 16,437.59 | 20,000.00 | 3,562.41 | - | 3,562.41 |
| Truck Maintenance | - | 3,694.34 | 3,000.00 | (694.34) | - | (694.34) |
| Office Equip. Maintenance | - | 3,141.81 | 7,500.00 | 4,358.19 | - | 4,358.19 |
| Cell Phones | - | 2,248.34 | 4,000.00 | 1,751.66 | 280.95 | 1,470.71 |
| System Maintenance | 754.66 | 56,693.19 | 55,000.00 | (1,693.19) | - | (1,693.19) |
| Safety Equipment | - | 401.56 | 3,000.00 | 2,598.44 | - | 2,598.44 |
| Laboratory Services | 893.00 | 17,060.00 | 8,000.00 | (9,060.00) | 85.00 | (9,145.00) |
| Membership and Dues | - | 7,857.00 | 7,500.00 | (357.00) | - | (357.00) |
| Printing and Binding | 62.63 | 186.66 | 1,500.00 | 1,313.34 | - | 1,313.34 |
| Office Supplies | 262.08 | 3,880.06 | 5,000.00 | 1,119.94 | - | 1,119.94 |
| Postage and Express | 24.86 | 8,183.58 | 13,500.00 | 5,316.42 | - | 5,316.42 |
| B.O.D. Fees | 1,500.00 | 10,150.00 | 13,500.00 | 3,350.00 | - | 3,350.00 |
| Engineering & Technical Services | 1,470.00 | 13,020.89 | 35,000.00 | 21,979.11 | - | 21,979.11 |
| Computer Services | 7,210.23 | 13,191.10 | 15,000.00 | 1,808.90 | 238.90 | 1,570.00 |
| Other Prof. & Regulatory Fees | 134.81 | 15,870.54 | 25,000.00 | 9,129.46 | 41.41 | 9,088.05 |
| Public and Legal Notices | - | - | 1,500.00 | 1,500.00 | - | 1,500.00 |
| Attorney Fees | 7,066.21 | 44,569.51 | 40,000.00 | (4,569.51) | - | (4,569.51) |
| GSA Fees | - | 50,000.00 | 50,000.00 | - | - | - |
| VR/SBC/City of VTA Law Suit | 777.00 | 24,876.69 | 25,000.00 | 123.31 | - | 123.31 |
| State Water | - | - | 25,000.00 | 25,000.00 | - | 25,000.00 |
| Audit Fees | 6,000.00 | 14,700.00 | 20,000.00 | 5,300.00 | - | 5,300.00 |
| Small Tools | 3.89 | 719.63 | 2,000.00 | 1,280.37 | - | 1,280.37 |
| Election Supplies | - | 518.77 | 2,500.00 | 1,981.23 | - | 1,981.23 |
| Water Purchase | 19,681.64 | 281,331.36 | 75,000.00 | (206,331.36) | - | (206,331.36) |
| CMWD Standby Charges | 1,917.92 | 11,171.80 | 15,000.00 | 3,828.20 | - | 3,828.20 |
| Treatment Plant | 282.59 | 5,943.13 | 20,000.00 | 14,056.87 | - | 14,056.87 |
| Fuel | 724.43 | 7,613.43 | 11,000.00 | 3,386.57 | - | 3,386.57 |
| Travel Exp./Seminars | 50.00 | 455.00 | 2,000.00 | 1,545.00 | - | 1,545.00 |
| Utilities | 184.04 | 1,837.45 | 3,500.00 | 1,662.55 | 153.63 | 1,508.92 |
| Power and Pumping | 3,395.93 | 17,689.63 | 80,000.00 | 62,310.37 | 874.31 | 61,436.06 |
| Meters | - | 7,472.93 | 8,000.00 | 527.07 | - | 527.07 |
| Total Expenditures | 105,242.79 | 1,125,030.00 | 1,251,100.00 | 126,070.00 | 1,674.20 | 124,395.80 |
| | | | | | | |
| Water Distribution System | - | - | - | - | - | - |
| Wells 4&7 | - | 84,238.09 | 150,000.00 | 65,761.91 | 1,631.00 | 64,130.91 |
| Well 1&2 Rehab | - | 130,499.00 | 100,000.00 | (30,499.00) | 4,978.50 | (35,477.50) |
| 18 Valve Replacements | 35,896.77 | 42,686.77 | 80,000.00 | 37,313.23 | - | 37,313.23 |
| | | | | | | |
| Structures and Improvements | - | - | - | - | - | - |
| Generator Z-2 | - | - | 75,000.00 | 75,000.00 | - | 75,000.00 |
| Treatment Plant EDR/CEQA | 1,026.00 | 13,204.00 | 80,000.00 | 66,796.00 | - | 66,796.00 |
| Zone 1 Booster/MCC Upgrade | - | 3,203.92 | 40,000.00 | 36,796.08 | - | 36,796.08 |
| Well 1,2 VFD Upgrade | - | 7,818.37 | 75,000.00 | 67,181.63 | - | 67,181.63 |
| Furniture and Fixtures | - | - | - | - | - | - |
| General Managers Desk | - | - | 2,000.00 | 2,000.00 | - | 2,000.00 |
| Office Machines | - | - | - | - | - | - |
| New Computer GM | - | 1,959.83 | 2,500.00 | 540.17 | - | 540.17 |
| New Laptop GM | - | 979.98 | 1,000.00 | 20.02 | - | 20.02 |
| Field Equipment | - | - | - | - | - | - |
| | | | | | | |
| Appropriations for Contingencies | 6,863.91 | 158,246.16 | 100,000.00 | (58,246.16) | - | (58,246.16) |
| Total Capital Expenditures | 43,786.68 | 442,836.12 | 705,500.00 | 262,663.88 | 6,609.50 | 256,054.38 |
| | | | | | | |
| GRAND TOTAL | 149,029.47 | 1,567,866.12 | 1,956,600.00 | 388,733.88 | 8,283.70 | 380,450.18 |



April 16, 2019,

RE: Will Serve for ADU located at 211 N. La Luna

APN: 017-0-040-16

Address: 211 N. La Luna

Ojai, Ca 93023

To whom it may concern:

Meiners Oaks Water District organized under Chapter 592 of the Acts of the Fortieth Session of the California Legislature and Amendments and California Water Code Section 30500.1 for the purpose of storing, distribution and selling water.

Property of land is comprised of approximately 1.0 acres bearing the Assessor's Parcel No. 017-0-040-16 located in the unincorporated portion of Ventura County.

Said parcel currently has an allocation of 26 Hcf/Month.

The primary service is provided through a one (5/8x3/4") meter with a maximum flow of 30 gallons per minute (GPM) and subject to the following guidelines and restrictions:

- All County approvals shall be obtained for the second dwelling
- A second meter, paid by the applicant, shall be installed to serve the second dwelling unit
- The baseline allocation for the primary residence shall be decreased from 26 Hcf/Mo to 19 Hcf/Mo.
- The baseline allocation for the second dwelling shall be 7 Hcf/Mo.
- Outdoor irrigation shall be the burden of the primary dwelling.
- This Will Serve Letter is conditional to the full payment of Capital improvement fees to MOWD as per MOWD's Rates and Regulations for Water Services.
- Water use for the property will be subject to the same rates, fees and restrictions as for any other MOWD residential customer.

When MOWD adopts its new Allocation Program, the above stated customer's baseline allocation will be adjusted as follows:

- The baseline fixed allocation for the primary residence shall be changed to 120 Hcf/Yr.
- The primary residence variable allocation shall be 233 Hcf/Yr.
- The baseline fixed allocation for the second dwelling/ADU shall be set at 84 Hcf/Yr.
- No variable allocation shall be assigned to the second dwelling/ADU

This will serve letter will expire 1 year after the signature date

It is also Meiners Oaks Water's understanding that there is no further need to increase flow to meet any further domestic or agriculture uses or Ventura County Fire protection District requirements for any proposed or existing building.

There shall be no additional water allocated for ADU's detached or attached to the primary dwelling under SB 1069.

Any lot splits applied for in the County of Ventura after this will serve letter is submitted that intend to use the ADU as a primary dwelling as a result of a lot split shall have no additional water assigned to the new lot/APN.

By this letter, Meiners Oaks Water certifies that the subject parcel is within the service area of Meiners Oaks Water District. Said certification is subject to all applicable terms and conditions contained within Meiners Oaks Water Districts' Rates and Regulations for water service and Meiners Oaks Water Districts water service policy for water service as amended from time to time.

Date

Mike Hollebrands, General Manager

Meiners Oaks Water District



MEINERS OAKS WATER DISTRICT

April 12, 2019

Minutes of “New Meters & Expansion” Committee Meeting

| | |
|---------------------|--|
| Committee | Ad-Hoc New Meters & Expansion of Service Committee |
| Meeting Date | March 20, 2019, at 11:00 AM at the District’s office |
| Attendance | Mike Hollebrands – General Manager Mike Krumpschmidt – Director Jim Kentosh – Director |
| Topics | Committee Recommends Issuing a Will-Serve Letter for a second dwelling at 211 N La Luna Avenue |

The committee met to continue development of an Interim Policy on New Meters and Expansion of Service. Consistent with that draft policy, the committee discussed a Will-Serve Letter request from Mr. Cornejo, a MOWD customer living at 211 N. La Luna Avenue.

Background

To help alleviate California’s housing shortage, the State recently passed a law easing local restrictions on the permitting and construction of second dwellings, or “granny flats.” As a consequence, the County of Ventura passed Ordinance No. 4519, which governs second dwellings. In the Ojai area, the ordinance allows second dwellings to be built on lots of at least 20,000 SF of area.

Mr. Cornejo of 211 N. La Luna Avenue contacted MOWD in 2018 with a request for a Will-Serve Letter for a proposed second dwelling unit on his 1.1 acre property. His current monthly baseline allocation is 26 Units, or 312 Units/Yr. Under our proposed new Allocation Program, his allocation – based on irrigable area – would increase to 120 Units per year of fixed allocation plus 317 Units per year variable allocation, for a total of 437 Units/yr of baseline allocation (before drought stage reductions).

At the time, we advised Mr. Cornejo that we were in the process of developing a policy on new meters. Though we are not ready to finalize that policy, we are fairly confident of our approach for second dwellings. Therefore, to minimize financial hardship on Mr. Cornejo, the committee deliberated on his request, and we make the following recommendations:

Board Recommendations

Authorize the general manager to issue a Will-Serve Letter to Mr. Cornejo, subject to the the following conditions:

- 1) All County approvals shall be obtained for the second dwelling.
- 2) A second meter, paid by the applicant, shall be installed to serve the second dwelling unit.
- 3) Outdoor irrigation should be supplied primarily by the meter to the primary residence.

The customer's current baseline water allocation shall be distributed among the two meters as follows:

- 1) The baseline allocation for the primary residence shall be decreased from 26 Units/Mo to 19 Units/Mo.
- 2) The baseline allocation for the second dwelling shall be 7 Units/Mo.

When MOWD adopts its new Allocation Program, the customer's baseline allocation will be adjusted as follows:

- 1) The baseline allocation for the primary residence shall be changed to 120 Units/Yr of fixed allocation and 197 Units/Yr of variable allocation.
- 2) The baseline allocation for the second dwelling shall be set at 84 Units/Yr, with no variable allocation.

Effects of this proposal

The customer's overall baseline allocation for the two dwellings and landscaping will not increase under this method. Instead, landscape irrigation must be reduced to provide water for the second dwelling. Net demand on MOWD's water supply should not increase over the long-term.

In the event MOWD does not adopt the new allocation program as presently envisaged, the customer's allocation would be "grandfathered in" as described above.

Another topic we discussed at our committee meetings is the potential effect on allocations if a landowner does a lot split after building a second dwelling. That could possibly increase the total allocation. For that reason, our draft policy prohibits awarding additional allocations for future lot splits.

No Precedent Intended

MOWD has not yet adopted a formal policy on new meters and expansion of service in response to the continuing drought. The Committee's recommendations in this unique instance are not intended to establish any precedents for future customers' requests. Such requests will be evaluated based on their merits and in consideration of MOWD and CMWD policies then in effect.

This draft policy was developed by the Ad-Hoc Policy Committee based on prior Board discussions. A legal review is also required.

Meiners Oaks Water District

Interim Policy on New Meters and Expansions of Service

DRAFT

March 27, 2019

Introduction

MOWD is still experiencing the most severe drought in its history. Since 2013, MOWD has, at times, taken 100% of its water supply from its backup water supplier, Casitas MWD. MOWD has no additional water supply to support increased demands, except through the auspices of Casitas MWD.

The current drought has called into question the former estimate of the safe yield of Lake Casitas. To address this problem, Casitas MWD has decided to re-calculate the safe yield of Lake Casitas. That information will presumably be used by Casitas MWD to develop new drought protection measures, including limitations on new meters and Will-Serve letters. Until this new information becomes available, MOWD will not be assured of its future water supply reliability. Therefore, MOWD adopts the interim measures in this policy document until the new information becomes available.

Categories of meters within MOWD

MOWD's interim policy for will-serve letters, new meters, and expansion of service is discussed below for each meter category.

Existing Residential Meters (Including Those Serving Existing Second Dwellings Units)

Residential allocations are determined as specified in the Allocation Program, AP. Any modification to allocation amounts shall be approved by the Board using the waiver process provided in the AP. Except as provided through the waiver process, no additional allocations may be acquired from MOWD or purchased from Casitas MWD by existing residential customers, until we can be assured of an adequate, secure water supply in times of drought.

Existing Commercial Meters

Commercial allocations are determined as specified in the AP. Any modifications to allocation amounts to meet current demands are to be approved by the Board using the waiver process provided in the AP. Except as provided through the waiver process, no additional allocations

may be acquired from MOWD or purchased from Casitas MWD by existing commercial customers, until we can be assured of an adequate, secure water supply in times of drought.

Existing Agricultural Meters

Agricultural allocations are determined as specified in the AP. Any modifications to allocation amounts shall be approved by the Board using the waiver process provided in the AP. Except as provided through the waiver process, no additional allocations may be acquired from MOWD or purchased from Casitas MWD by existing agricultural customers, until we can be assured of an adequate, secure water supply in times of drought.

New Residential Meters for New Primary Dwellings

No new Will-Serve Letters will be issued and no new residential meters will be installed for new primary dwellings within MOWD, until we can be assured of an adequate, secure water supply in times of drought.

New Meters for New Second Dwelling Units

Until Casitas MWD declares that an adequate water supply from Lake Casitas cannot be demonstrated, in accordance with County of Ventura Ordinance No. 4519 Sec. 8107-1.7.2q, MOWD will issue Will-Serve letters for new second dwelling units, when built on property with an existing primary residence served by an existing MOWD meter. The second dwelling unit must be permitted by the County. It is MOWD's policy that new, separate meters are required for each new, detached accessory dwelling. MOWD will install the new meter after all requirements of the Will-Serve Letter have been met. The monthly fixed baseline allocation for the second dwelling will be set at 7 Units/mo; no variable baseline allocation will be allowed. At the same time, the variable baseline allocation for the primary residence will be reduced by 120 Units/yr. (The fixed baseline allocation of 10 Units/mo for the primary residence will not be reduced.) A Will-Serve Letter will be issued only if the existing meter for the primary residence has sufficient allocation to support the second dwelling without a net increase in water usage.

In accordance with the County ordinance, this policy applies only to lots with at least 20,000 SF of total area. That ensures that the variable allocation of the primary residence is large enough to support the second dwelling unit without an overall increase in water demands. In addition, there is a limit of one additional dwelling unit for each customer's lot with an existing primary dwelling unit on a single lot.

It is also MOWD's policy that additional allocations will not be provided to a customer who has completed a lot split after the adoption of this policy and the Allocation Program. Note that the County does not normally notify MOWD of lot splits. This issue would normally be brought to MOWD's attention by a customer requesting additional allocation for the new amended lot(s).

New Tiny Homes

New tiny homes (under 500 SF) with permanent foundations will be treated the same as other types of homes, whether existing or new, primary or secondary residences, etc., except that the monthly fixed baseline allocation will be set at 5 Units/mo. This allocation amount is applicable only for County-permitted tiny homes.

New Commercial Meters

No Will-Serve Letters will be issued and no new commercial meters will be installed, until we can be assured of an adequate, secure water supply in times of drought.

New Agricultural Meters

It is MOWD's policy that no new agricultural meters will be installed by MOWD. An exception may be allowed when the new meter is a replacement for convenience only and will not support additional water demands (above pre-drought levels) and will not support increases to planted acreage. Any new agriculture within MOWD would have to be supplied from private wells, until we can be assured of an adequate, secure water supply in times of drought.

Other Policy Issues**Allocations Subject to Change**

All allocations are subject to change by Board action, if required due to worsening drought, new State laws, changes to the policies of Casitas MWD, etc.

Net Zero Impact of New Development

As a condition for obtaining approvals for new development, the County of Ventura may require a "Net Zero Impact" for the development. Under that requirement, the developer must retrofit other facilities and provide water conservation off-site to compensate for proposed water use by the development.

Before MOWD will issue a Will-Serve Letter to a developer who has a Net-Zero Impact requirement, the developer must commit to implementing the associated mitigation within the boundaries of MOWD in a way that reduces water demands on MOWD. The Will-Serve Letter will include a condition that the meter will not be installed until the mitigations within MOWD have been completed and certified by the County.

Validity Dates of Outstanding Will-Serve Letters

Prior to the current drought, MOWD issued some Will-Serve Letters without expiration dates. With current water supply limitations, those letters committed MOWD to deliver water it does not have available. Therefore, MOWD hereby adopts a policy that all outstanding Will-Serve

Letters without expiration dates will expire 5 years after the date of issuance. If a Will-Serve Letter does not have an issue date on it, an issue date will be assigned based on associated correspondence.

Once a Will-Serve letter has expired, the Board will consider issuing a new Will-Serve letter to that customer with updated terms and conditions that incorporate the latest information on drought reliability, water allocations, and the requirements of Casitas MWD. The customer should apply for the replacement Will-Serve letter and provide all relevant project information. The Board would use its discretion whether or not to issue a new letter.

DRAFT



Meiners Oaks Water District

DRAFT Comprehensive Employee Manual DRAFT

THE MISSION 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

DRAFT

Contents

| | |
|--|----|
| MEINERS OAKS WATER DISTRICT | 3 |
| RESOLUTION NO. 05212019 | 3 |
| A Resolution of the Board of Directors of..... | 3 |
| Meiners Oaks Water District | 3 |
| Approving the Employee Manual 2019 as a Fair Representation | 3 |
| of the Current Policies, Procedures, Types of Compensation and | 3 |
| General Conditions of Employment at the District | 3 |
| Mike Etchart, President | 4 |
| Board of Directors | 4 |
| ATTEST: | 4 |
| Summer Ward, Secretary, Board of Directors..... | 4 |
| WELCOME | 5 |
| INTRODUCTION TO EMPLOYMENT | 7 |
| Employment Policy –At-Will Employment | 7 |
| Equal Employment Opportunity | 9 |
| Requirements for Employment..... | 9 |
| Employee Classifications..... | 10 |
| PAYROLL ADMINISTRATION | 11 |
| Time Sheets | 11 |
| Paydays | 12 |
| Payroll Deductions..... | 12 |
| Changing Employee Information | 12 |
| Retirement Benefits | 12 |
| Medicare | 12 |
| EMPLOYEE BENEFITS | 13 |
| Introduction..... | 13 |
| Group Insurance Plan | 13 |
| Sick Leave | 16 |
| Bereavement Leave | 16 |
| Holidays | 18 |
| New Year's Day | 18 |
| Cal Pers Retirement | 18 |
| Additional Benefits..... | 18 |
| EMPLOYEE RELATIONS..... | 19 |
| Attendance and Tardiness..... | 19 |
| Standards of Conduct..... | 21 |
| Harassment | 22 |

| | |
|---|----|
| Whistleblowing Policy..... | 24 |
| Grievance and Complaint Policy and procedures..... | 27 |
| Substance Abuse..... | 31 |
| Intellectual Property Policy. | 32 |
| Communications Policy..... | 32 |
| Computer Network Policy..... | 33 |
| Jury Duty/Witness Leave..... | 35 |
| Military Leave..... | 35 |
| Maternity and Paternity Leave..... | 36 |
| Leave of Absence..... | 37 |
| Second or Outside Employment Authorization..... | 39 |
| Employee Suggestion Program..... | 40 |
| END OF EMPLOYMENT..... | 42 |
| Retirement..... | 42 |
| Resignation..... | 42 |
| Dismissals..... | 42 |
| Exit Interview..... | 42 |
| Benefits..... | 43 |
| Final Paycheck..... | 43 |
| Appendix A Employee Grievance or Complaint Appeals Form..... | 44 |
| Appendix B Second or outside Employment Authorization Form..... | 45 |
| Appendix C Grievance or Complaint Form..... | 46 |
| Appendix D Health Insurance OPT-OUT Form..... | 47 |
| Appendix E Employee Suggestion Form..... | 49 |

MEINERS OAKS WATER DISTRICT

RESOLUTION NO. 05212019

A Resolution of the Board of Directors of
Meiners Oaks Water District

Approving the Employee Manual 2019 as a Fair Representation
of the Current Policies, Procedures, Types of Compensation and
General Conditions of Employment at the District

WHEREAS, the Meiners Oaks Water District employees carry out the business of supplying
water services to the Meiners Oaks Water District service area; and,

WHEREAS, the Meiners Oaks Water District offers both compensation in the form of wages and
benefits for the services provided by Meiners Oaks Water District employees; and,

WHEREAS, the Meiners Oaks Water District has established personnel policies and procedures
for the administration of employee compensation and the general conditions of employment with Meiners Oaks
Water District; and,

WHEREAS, the Meiners Oaks Water District, from time to time amends, the type, and level of
employee benefits offered as part of that compensation; and,

WHEREAS, the Meiners Oaks Water District, from time to time, amends the personnel policies
and procedures in effect within the District; and,

WHEREAS, the Meiners Oaks Water District recruits and hires new employees from time to
time; and,

WHEREAS, the Board of Directors has developed an Employee Handbook for the purpose of communicating Meiners Oaks Water District's current personnel benefits, policies, and procedures to both those employed by Meiners Oaks Water District, and to those who may consider employment with Meiners Oaks Water District;

NOW, THEREFORE, BE IT RESOLVED by the Meiners Oaks Water District Board of Directors that the Employee Handbook 2019 is a fair representation of the current policies, procedures, types of compensation, and general conditions of employment by the Meiners Oaks Water District and approves it for use in representing same to the current and new employees of the District; and

BE IT FURTHER RESOLVED that the Board of Directors may amend the Employee Handbook, from time to time, to reflect new or revised Meiners Oaks Water District personnel policies, procedures and types, and levels of compensation.

ADOPTED, SIGNED AND APPROVED this 21st day of May, 2019.

Mike Etchart, President
Board of Directors
Meiners Oaks Water District

ATTEST:

Summer Ward, Secretary, Board of Directors
Meiners Oaks Water District

WELCOME

Welcome to the Meiners Oaks Water District (hereinafter referred to as "MOWD" or as "District"), The mission of 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. You are now a member of a very special team of people. The employees of MOWD have created a very dynamic work environment where individual expertise and innovation are both utilized and rewarded, and personal growth is encouraged. Here you will see your ideas welcomed and given proper consideration. At MOWD we believe in personal responsibility and accountability. All employees are expected to perform their duties with minimal supervision. Contained in these pages are the policies governing employee conduct, regulating the use of District resources, and enumerating employee privileges and benefits.

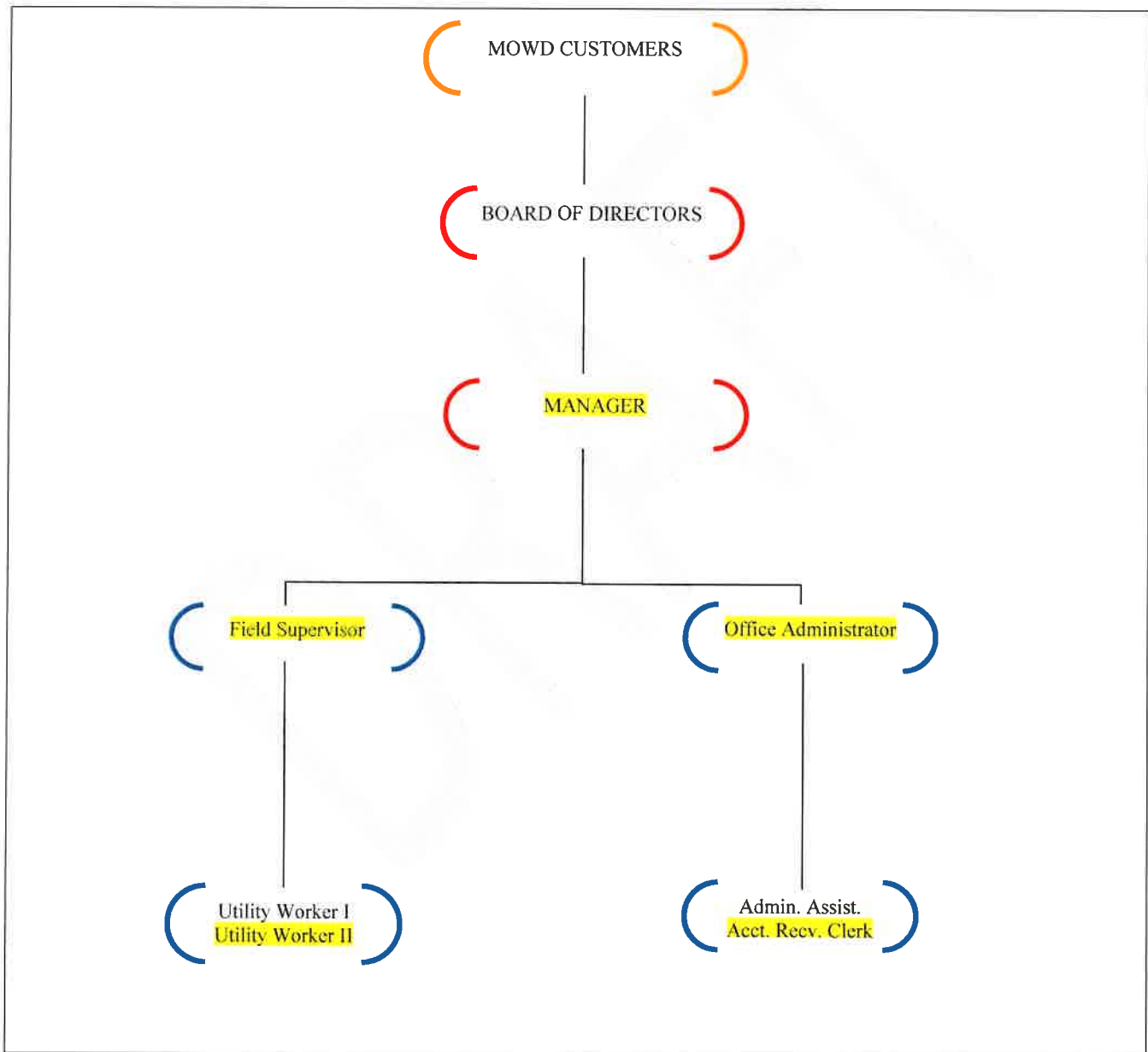
You will find that our policies regarding employee conduct follow the rules of common sense. These policies must, however, be written down and reviewed by all. Since it would be impossible to foresee every different situation and circumstance, it is assumed that the employee will defer to the rules of common sense or ask a superior when in doubt.

The most useful function of this manual will be as a reference to you, the employee when you have a question as to your rights and benefits. Contained herein are the policies regulating benefits such as vacation time, holidays, and benefits.

Finally, this manual will list policies that govern the use of District resources such as telephones, computers, and vehicles.

Please keep a copy of this manual handy for your reference and once again. Welcome!

Management flow chart



INTRODUCTION TO EMPLOYMENT

This Handbook exclusively sets forth the MOWD's employment policies and procedures. None of these policies or procedures can be amended or altered in any way by oral statements or conduct, but can only be altered by the written amendment of the Board of Directors.

The contents of this Handbook are presented as a matter of information only and are not intended to create any contractual rights between the employee and MOWD. The contents do not describe the conditions of employment. None of the benefits or policies in this Handbook entitles the employee to be or remain employed by MOWD for any specific duration. Either the employee or MOWD may terminate this relationship at any time, for any reason, with or without cause or notice. MOWD specifically reserves the right to amend this Handbook at any time.

It is the responsibility of each employee to read and understand this Handbook. If any part of this Handbook is not clear, please ask for clarification.

This Handbook supersedes all previous Handbooks and supplements to previous Handbooks distributed by MOWD and takes precedence over all memoranda and all oral descriptions of the terms and conditions of employment.

Employment Policy –At-Will Employment

My signature below is confirmation that I have received a copy of the Meiners Oaks Water District's Personnel Policies and Procedures. I understand that these policies and procedures are not exhaustive and are intended to supplement other personnel policies that govern rules of conduct and performance in the workplace. I also acknowledge and understand that this personnel policy is a guide, and not a contract of employment. I further understand and agree that it is my responsibility to read and familiarize myself with these policies and procedures and to contact my supervisor in the event that I have questions or need clarification regarding this information. I understand that not following District policies and procedures may result in disciplinary action up to and including termination. I also acknowledge that the District reserves the right to revise and update these policies and procedures at any time. I understand that these personnel policies are not intended to be a contract of employment or a legal document.

I also agree that my employment with the District is voluntary and at-will and is subject to termination by me, or the District at-will as described in California Labor Code Section 2922, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of District employees or to create an agreement to terminate me only for "good cause."

I agree and understand that the at-will nature of my employment may not be modified by any officer or employee of the District except by an agreement in writing signed by the General Manager and Board President, and shall not be modified by any publication or document.

Employee's Signature

Date

Employee - Print Name

Meiners Oaks Water District
Personnel Policy and Procedures

All members of the staff are subject to dismissal after 1) a verbal warning 2) a written reprimand 3) Dismissal (for the same offense)

MOWD reserves the right to deviate from the previously stated process to implement the at-will employment relationship.

MOWD also acknowledges that situations may exist that would dictate quicker resolve by the General Manager (immediate termination) to instances such as violence in the workplace or threats to public health and safety.

No one, other than the Board of Directors of MOWD, can enter into an agreement or make representations contrary to this policy. Further, any such agreement must be in writing and signed by the Board of Directors. MOWD's policy of at-will employment may be changed only in writing, signed by the Board of Directors. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment which are within the sole discretion of the District include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation or expansion of operations; sale, relocation, merger or consolidation of operations; determinations concerning the use of equipment, methods or facilities; or any other terms and conditions that the District may determine to be necessary for the safe, efficient and economic operation of the business.

In deciding to work for MOWD, or to continue working for MOWD, the employee must understand and accept these terms of employment.

Equal Employment Opportunity

MOWD believes that an objective evaluation of each person's qualifications and performance is basic to a workplace that calls forth the best in each of us for the good of MOWD. Such a situation exists only under equal opportunity personnel policies. It is the policy of MOWD to provide equal employment opportunity on the basis of merit, qualifications, potential and competency to all persons without regard to race, religion, color, natural origin, ancestry, sex, age, marital status, physical handicap, except where physical fitness is a valid occupational qualification, or special disabled veteran in accordance with applicable federal laws.

This policy applies to all personnel actions, including, but not limited to hiring, evaluation, promotion, compensation, benefits, training, and return from layoff or termination.

Improper interference with the ability of MOWD employees to perform their expected job duties is not tolerated. Violation of this policy or the making of derogatory statements regarding any individual's race, religion, color, creed, sex, ancestry or national origin by any employee of MOWD shall be grounds for immediate discipline up to and including termination.

Requirements for Employment

Before anyone can be hired by MOWD, the candidate must meet the following requirements:

- a. Must have a valid social security number.
- b. Must complete a W-4 form.
- c. Must have completed and signed an employment application.
- d. Must assure that the candidate is in a physical condition appropriate to perform the job for which he/she applies.
- e. Must have appropriate documentation establishing the right to work in the United States in compliance with Federal and State law.
- f. Must be willing to submit to a pre-employment physical, including drug and alcohol testing. Must be willing to submit to a physical while employed, including drug and alcohol testing.
- g. Must agree that the candidate has an "at-will" relationship with MOWD as described in California Labor

Code, Section 2922 and that either the candidate or MOWD may terminate the relationship for any reason, at any time, with or without cause or notice.

- h. Must have a valid California Driver's License and an acceptable driving record with 2 points or less.

Employee Classifications

- a. Full-Time Employees: Employees work at least **thirty-two (32)** hours per week or are on a fixed salary and are expected to remain MOWD employees for an indefinite amount of time.
- b. Hourly/Non-Exempt Employees: Exempt Employees have minimum wage rights under Federal and State laws, over-time rights, meal break rights, and rest break rights:
 - 1) Overtime pay must be approved by the General Manager in advance of being worked. Non-hourly/Non-exempt employees who continue to make a practice of working unauthorized overtime will be subject to discipline up to and including termination.
 - 2) The General Manager will attempt to schedule work hours in a fair and consistent manner; however, there may be peak periods when employees are required to work overtime and/or unusual hours. Hourly/Non-exempt employees will be paid overtime premiums in accordance with applicable State and Federal regulations.
 - 3) Employee hours shall be based on the customer's needs and the needs of MOWD. This may entail the routine adjustments of workdays, starting time and quitting time.
 - 4) The on-call schedule will run from Friday @ 5 p.m. through the following Friday @ 8 a.m. The person who is on call shall retain the company vehicle at all times and stay within ½ hr response time to the District. Additionally, on a day that the person has worked their normal 8-hour shift, the person who is on call shall receive 1-hour min. paid at 1 ½ times their normal rate of pay for call outs between the hours of 5 p.m. and 7 a.m. Also, 1 ½ times the normal rate at one-hour min. will be paid for any call outs on Saturdays, Sundays or Holidays.

Any time worked for a consecutive 12 hours shall be compensated at double the hourly rate of pay. No more than 24 consecutive hours will be worked without an 8-hour break.
 - 5) Public employees are considered disaster service workers and therefore are subject to extended work hours during such declared emergencies.
 - 6) **Company vehicles are to be used for District purposes only. Insurance does not cover family members or pets in District vehicles.**
- c. Exempt Employees: Employees who are paid on a salary basis for work performed with no overtime

pay. Exempt employees are expected to work those hours necessary to complete their duties and responsibilities.

- d. Exempt Employees: Exempt employees are those on salary and are also subject to other aspects of compensation including health and retirement benefits, other insurances, use of District vehicles, travel and other allowances including time/funds for courses and conferences.
- e. Part-Time Employees: Employees who are assigned a variable work schedule that may extend up to thirty (30) hours per week. Part-time employees are ineligible for District sponsored benefits but are eligible for Social Security and PERS benefits after working 125 days or 1000 hours on the District's payroll.
- f. Temporary Employees: Employees who hold jobs intended to be of limited duration developed from special projects, abnormal workloads or emergencies. Temporary employees are ineligible for District sponsored benefits but are eligible for Social Security and PERS benefits after working 125 days or 1000 hours on the District's payroll.
- g. Probationary Period: A trial period during which an employee is required to demonstrate his/her ability to competently perform all the essential duties, functions and responsibilities of the employee's position. Generally, this period will not exceed six months. However, the General Manager may extend the probationary period.

PAYROLL ADMINISTRATION

Time Sheets

All Employees are required to keep an accurate record of their time on the forms provided by MOWD. The use of time sheets assures proper cost accounting. The employees must submit a signed timesheet 2 working days prior to the 15th of each month, and before to the last day of each month, or as requested. The time sheet should be completed in a neat and orderly manner (so that all entries are easily read) and submitted at the request of the District Secretary. Timesheets are to be pre-approved by the General Manager.

Paydays

The employees are paid on the 15th of each month or on the Friday before, if the 15th falls on a weekend or holiday; and the last working day of each month. Paychecks are distributed by 5 p.m. on the date paid.

Payroll Deductions

State and Federal laws require MOWD to make proper deductions on the employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed.

Required deductions include Federal Income Tax, FICA contribution, Medicare contribution, State Income Tax, PERS, and any valid court ordered withholding order.

Changing Employee Information

The employee is to advise MOWD as soon as possible of any changes to the employee's information such as name, address, telephone number, marital status, tax withholding information, or emergency contact information.

Retirement Benefits

MOWD is a member of the California Public Employees Retirement System (CalPERS). MOWD pays the appropriate contractual percentage to PERS as part of full-time and part-time employees' regular salaries. Accumulated sick leave may be applied to an employee's retirement calculation. (See page 14, section J (a))

Medicare

Required Medicare deductions will be made to all employee paychecks.

EMPLOYEE BENEFITS

Introduction

MOWD has developed a broad, comprehensive set of employee benefit programs to supplement the employee's regular wages. MOWD is continually investigating opportunities to improve benefits to employees.

These employee benefit programs consist of two categories: insured and uninsured. Insured benefits are those that MOWD pays for through an outside source. Examples of these benefits are Medical, Dental and Life Insurance.

Examples of uninsured benefits are annual sick leave and holiday pay. These are benefits that are paid for directly by MOWD and are available to you with conditions and specifications summarized in the following pages.

These benefits on average represent a significant percentage of an employee's total compensation.

Group Insurance Plan

MOWD provides group major medical, dental and life insurance at no cost to the employee only. The benefits for eligible family members may also be available to the employee. The candidate will receive further information, brochures and enrollment forms during orientation.

The employee may have premiums deducted for coverage for:

- Spouse
- Unmarried children to the 26th birthday including children placed in the home for adoption
- Unmarried children through the age of 26th who qualify as dependents of the employee or eligible spouse who are full-time students or who are considered legally handicapped, subject to carrier approval. (Reference Obama plan 2011)
- Children eligible for coverage as a result of a valid qualified medical child support order.

The following is a brief description of the plans available and is not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided. The specific plans and carriers may change from time to time.

Medical

- a. Persons Eligible:
Regular full-time employees and their eligible family members
- b. Waiting Period:
The first day of the month following the first day of full-time employment
- c. Employee Contribution:
For eligible family members
- d. Employer Contribution:
The total cost of the employee's benefit
- e. Benefits Provided:
See information booklet provided at the time of employment or during employment orientation
- f. Where to File Claims:
Claim forms for insurance may be obtained from your physician
- g. Family Members/Dependents:
MOWD pays 75% of all eligible family members/dependents premium
- h. OPT-OUT Benefit:
MOWD will pay out 50% of the employer's annual premium for medical insurance only as a cash benefit to the employee if said employee opts-out of the District provided medical plan

Dental

- a. Persons Eligible:
Same as medical above
- b. Waiting Period:
Same as medical above
- c. Employee Contribution:
Same as medical above
- d. Employer Contribution:
Same as medical above
- e. Benefits Provided:

See information booklet provided at the time of employment or during your employment orientation

- f. Where to File Claims:
All participating dentist's offices have claim forms and will file directly with the provider. A list of participating dentists is available at the District office

Vision Insurance

- i. Persons Eligible:
Regular full-time employees and their eligible family members
- j. Waiting Period:
The first day of the month following the first day of full-time employment
- k. Employee Contribution:
The total cost of the employee's benefit
- l. Employer Contribution:
None
- m. Benefits Provided:
See information booklet provided at the time of employment or during employee orientation
- n. Where to File Claims:
Claim forms for insurance may be obtained from your physician

Life insurance

- a. Persons Eligible:
Regular full-time employees
- b. Waiting Period:
The first day of the month following full-time employment
- c. Employer Contribution:
The total cost of employee's benefit
- d. Benefits Provided:
\$15,000 term life policy, plus \$15,000 accidental death benefit
- e. Where to File Claims:
Surviving family members should contact the District office

Sick Leave

- a. Purpose. To allow District employees paid time away from work when the employee is sick or injured.
- b. Time. Each employee is entitled to 1-1/4 days (10 hours) of paid leave due to being sick or injured, for each full month of employment. If the employee does not utilize the full amount of sick leave allowed, the unused time not taken is accumulated so long as the employee remains employed by MOWD.
- c. The definition of sick includes illness in the immediate family. Definition of "immediate family Member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle). Sections 55, 59, 95 and 98.8, Labor Code. Reference: Section 2066(d), Labor Code.
- d. If the employee is absent from duty due to injury caused by accident, or illness contracted in the performance of duty, the amount deducted for such absence shall be the actual amount paid on account of such absence by the State Compensation Insurance Fund to said employee, not including payment for medical service, permanent disability, etc., and there shall be no loss of sick leave benefits because of such absence; provided that the absence shall be considered as due to injury caused by accident or illness contracted in the performance of duty, only if it is determined by the State Compensation Insurance Fund.
- e. Any employee absent on account of illness or injury for a duration of three (3) days or more shall; i) file a statement certifying the cause of such absence; (ii) this statement shall be verified by the family physician; and (iii) submitted to the General Manager prior to returning to work. If no such statement is filed, a salary deduction shall be made.
- f. When accumulated sick leave has been used up, deductions shall be enforced in accordance with the Family Leave Act.
- g. To be eligible for the 10 hours of sick time awarded by the agency the employee must be in attendance for the full month prior. Example; if an employee starts the month with 10 hours and uses the 10 hours during that month, another 10 hours is not automatically awarded for that following month. The employee must be in attendance for another full month before another 10 hours is added.

Bereavement Leave

Every employee is entitled to three (3) days of absence for the death of any member of his/her immediate family. 3 days need not be taken consecutively. Immediate family is defined as; (spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or

first cousin (that is, a child of an aunt or uncle). Sections 55, 59, 95 and 98.8, Labor Code. Reference: Section 2066(d), Labor Code.)

No deduction shall be made from the salary of such employee on account of this leave of absence. Additional time may be granted subject to the General Managers approval.

Authorized Leave

- a. Leave other than vacation, sick, bereavement, or obligatory must be authorized by the General Manager in advance of taking such leave.
- b. The amount of salary deduction for employees who are absent for business or other reasons will be the regular rate in accordance with the Family Leave Act.
- c. In exceptional cases where the absence is obligatory, such as jury duty, military order, or trials and upon the request of the employee, the facts shall be submitted to the General Manager for special consideration. (See page 35, H. Jury Duty/Witness Leave)

Vacations

All vacation time must be earned before it can be taken.

Every full-time employee after having served the following:

- 1 year = 10 working days of vacation with pay
- 5 years = 15 working days of vacation with pay
- 15 years = 20 working days of vacation with pay
- If circumstances prevent the employee from taking his/her vacation during the calendar year it is due, he/she may roll-over that earned vacation into the following year not to exceed 4 weeks. This only applies to non-exempt employees.
- No employee shall have the ability to transfer more than four (4) weeks of vacation time from one calendar year to the next. Any vacation time accrued in excess of four (4) weeks (160 Hrs) in one calendar year shall be forfeited by the employee. This only applies to non-exempt employees.
- The General Manager shall accrue paid vacation time in the following manner as an exempt employee;
 - 1 year = 15 working days 10.0 Hrs. /month
 - 5 years = 20 working days 13.34 Hrs. / month
 - 15 years = 30 working days 20.0 Hrs. / month

Approved in the regular meeting of 9/16/2015

Holidays

The following Holidays are observed by the District:

New Year's Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and day after
Christmas Day and the day after
One (1) floating holiday per year (at Employee's discretion)

District Holidays which fall on a Saturday or Sunday shall be observed on the preceding or the following workday.

Cal Pers Retirement

The District participates in (2) two California Public Employees' Retirement Systems:

- 2%@60 with the member contribution rate of 7%
- 2%@62 with the member contribution rate of 6.25% (All full-time employees enrolled after January 1, 2013)
- District's contribution varies each year
- MOWD pays the appropriate contractual percentage to PERS as part of full-time employees' regular salaries
- Accumulated sick leave will be applied to an employee's retirement calculation
- To be eligible for service retirement, you must be at least age 50 and have 5 years of CalPERS credited service. An optional benefit included in MOWD's contract with CalPERS allows for the inclusion of Military Service in the service credit calculations in some instances.
- All employees (except part-time employees with less than 1000 hours per year and Board Members) are covered under this plan.

Additional Benefits

- a. The District also offers all full-time employees an additional 457 supplementary retirement plan
- b. All tools required by an employee to complete their work assignments are furnished by the District
- c. All classes taken by staff must be approved by the General Manager prior to enrollment

- d. The District will pay for tuition, books, and campus parking permit at an amount not to exceed \$1,200.00/year/staff member
- e. Employees are urged to improve their knowledge as it applies to the employee's job. The employee shall provide a copy of the official grade report, (minimum "C" grade required) certification of completion or diploma accompanied by receipts for eligible reimbursement to the General Manager for processing of payment.
- f. Salary personnel is exempt from this portion of the Employee Manual. All education or conferences attended by salary personnel must be approved by the Board of Directors prior to enrollment.
- g. If any employee's employment ends for any reason prior to completing a course and/or receiving a grade, there shall be no obligation on the part of the District to reimburse any part of the expense.
- h. Clothing allowances will include \$200.00 per field person per year, work shirts and jackets and/or sweatshirts shall be provided by the District.
- i. Employees that are required to travel greater than a 60-mile radius for District business shall be paid a Per-Diem of \$66.00/day supported by receipts. (IRS Per-Diem Rate 2019) The District will not reimburse for alcoholic beverages. Accommodation's for lodging shall be approved by the G.M. and made in advance by the District.

EMPLOYEE RELATIONS

Attendance and Tardiness

- a. Purpose. The customers of MOWD expect good quality water at a reasonable price with a minimum of service outages. Unscheduled employee absenteeism and tardiness directly increases the cost to the customers and lowers the level of service.
- b. Scope. The policy is applicable to all temporary and regular, part and full-time employees.
- c. Policy. It is the policy of the District to expect all employees to complete their job elements and assignments on or ahead of time. Frequently, the completion of these job elements and assignments depend upon interactive teamwork, and an employee who is absent may delay the timely completion of the District's mission.

d. Definitions:

1) Leave, Approved:

Whenever an employee has obtained prior approval from the General Manager, the absence will be defined as approved. The approval should be sought as far in advance as practical and short or "last minute" requests may not be approved. The employee may use vacation benefits for their approved leave days.

2) Tardiness, Excused:

Whenever an employee notifies the General Manager before the beginning of their daily work schedule, the tardiness will be defined as excused. The approval should be sought as far in advance as practical and short or "last minute" requests may not be approved. The employee may use their vacation benefits for their excused tardiness.

3) Job Abandonment:

MOWD considers your job abandoned if for a period of three (3) consecutive days there is no-call/no-show.

e. Procedure:

1) When an employee is going to be late for work or absent, the employee must:

- a) Notify the General Manager, or in the case of the General Manager not being available, then notify their appropriate co-workers. If a message is left with either the telephone answering service or the District's voice mail system, then a follow-up telephone call must be made to the General Manager.
- b) Provide a time and date when the employee expects to return to work.
- c) Identify all important tasks that need to be completed during the absence.

2) When an employee is on approved leave, due to personal illness, for more than three (3) consecutive work days, the employee will be required to obtain a written release from their physician stating that the employee is able to return to work. Failure to provide the release may result in the leave being considered as unapproved and the employee may not be eligible for full-time employee benefits.

Standards of Conduct

- a. Purpose. Employees must understand what actions or behavior is not acceptable at MOWD and will end their continued employment with the District. It is expected that employees will conduct themselves in a manner that will further the goals of the District. The purpose of this policy is to describe generally the basic standards of conduct that are required of all employees at all times.
- b. Scope. The policy applies to all employees of MOWD.
- c. Policy. The District recognizes that certain employee actions and behaviors are inconsistent with continued employment by the District. The standards contained in this policy generally describe those actions but do not limit the District's right to discipline or dismiss employees for actions found to be inconsistent with continued service to the District.
- d. Procedure. If an employee participates in activities of the nature listed below, that employee shall be sent home. The District shall conduct an investigation into the incident. Based upon the outcome of the investigation and considering the best interest of the District, the General Manager will take an appropriate action that may include dismissal of the employee. **The following are considered impermissible conduct:**
 - 1) Physical violence or the threat of physical violence
 - 2) Possession of firearms, explosive, or any weapon while at work
 - 3) Blatant disregard for duly noticed District safety policies, or engaging in actions that unreasonably places the employee or others in danger
 - 4) Possession, use, or being under the influence of alcohol or illegal drugs while at work
 - 5) Engaging in illegal activities whether or not that activity results in a legal conviction
 - 6) Deliberate actions that obstruct District operations or damage District property (including, but not limited to, falsifying records, sabotage, or misuse of District property)
 - 7) Theft (including, but not limited to, unauthorized removal of District property, embezzlement, taking the property of fellow employees or customers)
 - 8) Falsifying timekeeping or payroll records
 - 9) Use of District time or resources to conduct private enterprise, political activities, or service to non-profit enterprises
 - 10) Unauthorized use of District buildings or vehicles

- 11) Falsifying or making material omissions on the MOWD's employment application
- 12) Insubordination or refusal to perform tasks assigned by a supervisor
- 13) Failure to comply with the District's harassment policy following counseling as prescribed by that policy
- 14) Inability to operate motor vehicles due to license suspension, loss of insurability, or inability to maintain a valid driver's license
- 15) Substance abuse of any kind while at work including marijuana
- 16) Habitual absence or tardiness
- 17) Abuse of sick leave
- 18) Being wasteful of material, property, or working time
- 19) Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor or manager
- 20) Willful disobedience
- 21) Theft
- 22) Turpitude

Harassment

- a. Purpose. The purpose of this policy is to establish a strong commitment to prohibit harassment in employment and to set forth a procedure for investigating and resolving internal complaints of harassment.
- b. Scope. This policy is applicable to all employees of MOWD.
- c. Policy. Harassment of an applicant or employee by a supervisor, management employee, or co-worker on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, sexual preference, or age will not be tolerated. This Policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training.

Disciplinary action up to and including termination will be instituted for the behavior described in the definition of harassment set forth below.

Any retaliation, coercion or intimidation of employees or job applicants for filing a harassment charge or making a harassment complaint is prohibited. Employees found to be retaliating against another employee shall be subject to disciplinary action up to and including termination.

d. Definitions: Harassment includes, but is not limited to:

- 1) Verbal Harassment. For example, epithet, derogatory comments or slurs on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, sexual preference or age. This might include inappropriate sex-oriented comments on appearance, including dress or physical features or race oriented anecdotes.
- 2) Physical Harassment. For example, assault, impeding or blocking movement, by physical interference with work or movement, when directed at an individual on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, age, sex or sexual preference. This could be conduct in the form of pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
- 3) Visual Forms of Harassment. For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, medical conditions, marital status, sex, sexual preference, and age.
- 4) Sexual Favors. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature which is conditioned upon an employment benefit, unreasonably interferes with an individual's work performance or creates an offensive work environment.

All management and supervisory employees of MOWD are expected to avoid any behavior or conduct which could be interpreted as harassment toward any employee.

All management and supervisory employees of MOWD are expected to immediately report any harassment of an employee to the General Manager. (See appendix c)

Whistleblowing Policy

It is the policy of Meiners Oaks Water District (District) that its employees should be free to report violations of law, abuse of authority, fraud, economic waste, or gross misconduct, incompetence or inefficiency without fear of retaliation or retribution. This policy is based on a finding that the District best serves itself and its customers when it can be candid and honest without reservation in conducting the business of the District. The District prohibits retaliation by employees against any staff member, Board member or volunteer for making good faith complaints, reports or inquiries regarding illegal or improper activities under this policy to the District or any law enforcement agency, or for participating in a review or investigation of any such complaints under this policy. This protection extends to those whose allegations are made in good faith, but prove to be mistaken. The District's reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints or reports regarding alleged illegal or improper activities, or who otherwise abuse this policy.

Therefore, the purpose of this policy is to: (1) encourage staff, Board members and volunteers to report to the District any credible information in their possession regarding illegal or improper activities and/or retaliation as defined herein, including violations of the District policies, promptly to those members of the District specified in this policy; and (2) prohibit the District's Board of Directors, Chief Executive Officer (General Manager) and supervising employees from retaliating against any employee who reports illegal or improper activities to the Districts or law enforcement agencies as provided herein; and (3) specify a procedure by which information regarding illegal or improper activities or retaliation by members of the Board of Directors or employees can be reported to the District and investigated; and (4) provide a hearing process to any employee or Board member who has filed a written complaint with the District alleging actual or attempted acts of retaliation in response to having made a Protected Disclosure to the District or law enforcement protected by this policy.

Definitions:

a. "Illegal Order"

Means a directive to violate or assist in violating a federal, state or local law, rule or regulation, or an order to an employee to work or cause others to work in conditions outside of their scope of duty that could unreasonably threaten the health and safety of employees or the public.

b. "Illegal or Improper Activity"

Means an activity by a member of the Board of Directors, an employee, or a volunteer of the District that is undertaken in the performance of that person's duties that is either: (1) a violation of any state or federal laws or regulation including, but not limited to, corruption, malfeasance, bribery, theft of property, fraud, coercion, conversion, abuse of property or willful omission to perform a duty; or (2) violates District policies, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. Illegal or Improper Activity includes alleged financial, accounting or audit improprieties and alleged ethical violations by employees of Board members.

c. "Protected Disclosures"

Means a good faith communication from an employee or Board member of the District to the District or law enforcement agencies that discloses information that may be evidence of illegal or improper activity.

d. "Retaliation"

Means an employee or Director using or attempting to use his or her official authority or influence over an employee to intimidate, threaten or coerce any employee in order to interfere with the rights of employees to freely report illegal or improper activity to the District or a law enforcement agency. Retaliation includes, but is not limited to, promising to confer, or conferring any benefit; affecting or threatening to affect any reprisal; or taking or directing others to take, recommend, or approve any personnel action against an employee making a protected disclosure including, but not limited to, demotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action including termination.

Encouragement of reporting of Illegal or Improper Activity:

The District encourages employees and members of the Board to file complaints or reports about illegal orders or illegal or improper activity or alleged retaliation with the General Manager. All such complaints shall include specific facts supporting any allegation of illegal or improper activity, or retaliation, as defined by this policy. Complaints of illegal or improper activity or retaliation may be made anonymously, but such anonymity may impede the ability of the District to conduct a thorough investigation. If the General Manager is alleged to be involved in the complaint or report, then such complaint shall be filed with the President of the Board of Directors. If the President of the Board is also alleged to be involved in the complaint, then the complaint or report shall be filed with District's General Counsel.

This policy is not intended to provide a procedure for the filing of employee or Board member complaints regarding any employment issues other than whistleblowing activities and protection of employees from retaliation for making protective disclosures. Other allegations with respect to which the District has an existing complaint, grievance or appeal procedures as specified in the District's policies should be addressed pursuant to those procedures, such as issues of alleged discrimination or harassment which are processed by the District's standing executive committee or the General Manager.

Investigations of Allegations of Illegal and Improper Activity:

The General Manager may request that a person submitting a complaint alleging illegal or improper activity provide his or her name and contact information and provide the names and contact information for any persons who could help substantiate the claim. However, this information is not required in order to submit a complaint. If found useful, employees or Board members may use for the purposes of submitting a report the forms used for complaints and grievances that are shown in the Grievance and Complaint Policy Procedures. However, it should be clearly noted on the form that the form, in this case, is intended for reporting "illegal or improper action."

Upon receiving a complaint form from any employee or member of the Board that an employee or Board member has engaged in an illegal or improper activity, the General Manager will conduct an investigation of the allegations in the complaint. The identity of the person filing the complaint, or of any person providing information in confidence regarding the facts in the complaint shall not be disclosed without the express permission of the person providing the information. However, the General Manager may disclose the facts in

the complaint to a law enforcement agency in the event that an allegation of criminal conduct is contained in the complaint filed with the District. The General Manager may request the assistance of the Districts General Counsel and/or any outside consultant for assistance in evaluating an allegation of illegal or improper activity or conducting an investigation of Illegal or Improper Activity as authorized by this policy. The General Manager shall investigate the allegations in the complaint and prepare a report of the results of the investigation within sixty (60) days of the date of the complaint.

If upon completion of the investigation, the General Manager finds that an employee or Board member may have engaged or participated in an Illegal or Improper Activity, the General Manager shall make such findings in an investigative report and include recommended actions to prevent the continuation or recurrence of the illegal or improper activity. Such recommendations may include taking disciplinary action against those employees found to have violated this policy, which action may be taken by the General Manager. The investigative report may also recommend imposing sanctions, including loss of office, on those Board members found to have violated this policy. In that event, the report shall be filed with the Executive Committee of the Board of Directors which shall comply with the policies of the District in initiating discipline against a member of the Board of Directors. The District shall keep confidential all investigation work product including the investigative report.

Complaints of Retaliation and Investigation:

An employee or volunteer who believes he or she has been subjected to Retaliation as defined and prohibited by this policy shall file a written complaint with the General Manager which specifies the alleged retaliatory conduct and identifies the individuals allegedly engaged in such conduct. The complainant must use and complete the Grievance and Complaint Form outlined in the Districts Grievance and Complaint Procedures.

If the alleged retaliation is charged against the General Manager, the complainant can file their complaint or grievance with the Executive Committee of the Board. The Executive Committee will then investigate the allegation or complaint as described in the process for an investigation led by the General Manager.

Upon receipt of the complaint, the General Manager, or Executive Committee shall commence an investigation of the allegations contained in the complaint of retaliation, which shall include interviews of the complainant and any potential witnesses. The Committee or the General Manager may utilize the services of the District's General Counsel and/or other consultants in conducting such investigation and preparing an investigation report. A written investigation report regarding the alleged retaliation shall be completed within thirty (30) days of receipt of a complaint of Retaliation.

Based on the investigation, the General Manager shall make a determination as to whether retaliation occurred in violation of this policy and, if so, what steps should be taken to remedy the situation. The General Manager's decision shall be communicated to the complaining employee. In making his or her determination, if it is alleged that improper disciplinary action was taken against the complaining employee in retaliation for having made a protected disclosure, the General Manager shall consider whether the taking or failing to take any personnel actions with respect to an employee, the burden of proof shall be on the supervisor or other employee imposing the discipline to demonstrate by clear and convincing evidence that the alleged personnel action would have occurred for legitimate independent reasons even if the complaining employee had not engaged in protected disclosures of illegal or improper activity.

The investigation report of the alleged Retaliation prepared by the General Manager shall include a written decision as to whether this policy has been violated. If the investigation report concludes that this policy has not been violated and the complaining employee disagrees with the determination of the General Manager, the complaining employee may appeal in writing the decision to the Executive Committee of the Board of Directors. That appeal must be filed within ten (10) business days of receipt of the investigation report and decision of the General Manager. The complaining employee must use and complete the District's Grievance and Complaint Appeals Form outlined in the District's Grievance and Complaint Procedures.

If an appeal is filed, the Executive Committee of the Board of Directors shall conduct a hearing of the complaining employee's appeal and hear and receive all evidence submitted by the complaining employee. In hearing the appeal, the Executive Committee may take evidence, and hear testimony from the complaining employee and other witnesses. The Executive Committee shall consider whether an activity protected by this policy was a contributing factor in the alleged Retaliation against the complaining employee and if the alleged retaliation action could have occurred for legitimate, independent business reasons even if the complaining employee had not made Protected Disclosures. The Executive Committee shall render a final decision in writing to the complaining employee within thirty (30) days after completing the hearing which concludes whether Retaliation prohibited by this policy has occurred or not. If the Executive Committee finds that the provisions of this policy have been violated, it shall order that any personnel action taken against the complaining employee be reversed and that a memorandum is placed in the employee's personnel file indicating the results of the decision of the Executive Committee of the Board of Directors on appeal.

A complaining employee shall be required to exhaust his or her administrative remedies by filing an appeal with the Executive Committee of the Board of Directors regarding any alleged violation of this policy before being entitled to commence a civil action in the Superior Court.

Grievance and Complaint Policy and procedures

A. This policy shall apply to all regular employees in all classifications.

B. The purpose of this policy is to provide a procedure by which an employee may formally claim that he or she has been affected by a violation, misapplication, or misinterpretation of law, District policy, rule, regulation, or instruction.

C. **Specifically excluded from the Grievance and Complaint Procedure:** subjects involving the amendment of State or Federal law, resolutions adopted by the District's Board of Directors, ordinances, and claims or complaints of alleged discrimination or harassment. Claims of discrimination or harassment must be filed through the District's Discrimination & Harassment Policy Process.

Grievance and Complaint steps:

Level I:

Preliminary Informal Resolution: Any employee who believes he or she has a grievance or complaint shall present the evidence thereof orally to the General Manager within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance or complaint. The General Manager shall hold discussions and attempt to resolve the matter within ten (10) working days after the discussions. It is the intent of this informal meeting that at least one (1) personal conference be held between the employee and the General Manager. If the grievance or complaint is against the General Manager, the employee may skip Level I and advance to Level II, provided he or she complies with all applicable time limits and other requirements for Level I.

Level II:

General Manager Formal Resolution:

If the grievance or complaint has not been resolved at Level I, or Level I is skipped, the employee may present his or her grievance or complaint in writing on a form provided by the District to the General Manager within ten (10) working days after the occurrence of the act or omission giving rise to the grievance or complaint, or five (5) working days after informal discussions held between the employee and the General Manager about the grievance or complaint.

2.a. The statement shall include the following:

2.a.1 A concise statement of the grievance or complaint including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;

2.a.2 The circumstances involved;

2.a.3 The decision rendered by the General Manager at level I (if any);

2.a.4 The dates when:

(i) the grievance or complaint was first discussed with the General Manager,

(ii) the Level I response was issued, and

(iii) the employee submitted the grievance or complaint to Level II;

2.a.5 The specific remedy sought

2.b. The General Manager shall communicate his or her decision within ten (10) working days after receiving the grievance or complaint. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the General Manager does not respond within the time limits, the employee may appeal to the next level. Time limits for appeal shall begin in the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

Level III:

Board of Directors' Executive Committee. In the event the employee is not satisfied with the decision at Level II, the employee may appeal the decision in writing on a form provided by the District to the District Board of Directors' standing Executive Committee within five (5) working days of receiving the Level II decision from the General Manager. The statement shall include a copy of the original grievance form, a copy of the written decision by the General Manager and, a clear, concise statement of the reasons for the appeal to Level III.

3. (a) The Board's Standing Executive Committee shall, as soon as feasible, schedule a hearing in closed session to formally receive the written grievance or complaint and the answers thereto at each step and to hear evidence regarding the issue(s). The Committee's decision shall be announced in open session immediately after the closed session in which it was made.

4. Basic Rules:

- 4.(a) If an employee does not present the grievance or complaint, or does not appeal the decision rendered regarding the grievance or complaint within the time limits specified above, the grievance or complaint shall be considered resolved.
- 4.(b) By mutual agreement in writing, the parties may extend any and all time limitations specified above.
- 4.(c) The General Manager may temporarily suspend grievance or complaint processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors' Executive Committee.
- 4.(d) A copy of all formal grievance or complaint decisions shall be placed in the employee's permanent personnel file.

5. Expungement of Written Reprimands:

A written reprimand may be expunged upon sustained corrective behavior, as determined by the General Manager, after a period of three (3) years from the date of the reprimand. It is the responsibility of the employee to request that his or her personnel file be purged of the written reprimand.

5. (a) The General Manager will consider the following factors in making his or her decision to expunge a written reprimand
5. (b) Whether the employee received further discipline of any kind
5. (c) Employee's performance evaluation reviews are a least satisfactory in all categories
5. (d) That only one (1) expungement can occur during their employment with the District
 - 1) Any employee who believes they have been or are being harassed by a co-worker, supervisor or agent of the District, including any member of the Board of Directors, should promptly report the facts of the incident or incidents in writing. Include the names of the individuals involved to the

General Manager who will forward such information to the Board of Directors.

- 2) Upon notification of a harassment complaint, the General Manager shall immediately investigate the complaint, with confidentiality and discretion in mind, to determine whether the complaint is valid. In conducting the required investigation, interviews are to be held with the complainant, the accused harasser and any other persons believed to have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- 3) The General Manager shall review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment; giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incidents occurred.
- 4) The General Manager shall report the results of the investigation and the determinations as to whether harassment occurred to the complainant, and the alleged harasser. If discipline is imposed, the discipline will not be communicated to the complainant.
- 5) The General Manager shall meet with all the principals involved and notify them of the results of the investigation. If the complaint is found to have merit, prompt corrective actions, as provided for herein, shall be implemented. The action will be commensurate with the severity of the offense.
- 6) Take reasonable steps to protect the victim and other potential victims from further harassment.
- 7) Take reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.
- 8) If appropriate, take action to remedy the victim's loss, if any, which resulted from the harassment.
- 9) If the General Manager is accused of being involved, employees are encouraged to discuss the matter with the President of the Board of Directors.

Dissemination of Policy - All employees shall be provided with copies of this Policy.

Substance Abuse

Policy brief & purpose

MOWD will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. **Substance abuse** imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks.

To mitigate these risks, we have developed this substance abuse policy to prohibit the use, possession or sale of drugs on company premises and strictly regulate the consumption of alcohol.

Scope

All job applicants, employees, contractors, and part-time employees should abide by the provisions of this policy.

Policy elements

Illegal drugs, inhalants, and prescription, as well as over-the-counter drugs, fall into the “substances” category. We will also place restrictions on alcohol consumption.

While working, you must not:

- Possess, use or be under the influence of alcohol, inhalants or drugs. You can consume alcohol in moderation while in approved business meetings or social gatherings.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.
- Use prescription drugs (e.g., medical marijuana) while working or being on company premises.

To prevent accidents and productivity losses, we implemented drug and alcohol tests for employees/candidates when:

1. We have made a formal job offer to the final candidate or when we are about to promote a current employee.
2. The circumstances surrounding a workplace accident are unclear, and we want to ensure there was no substance abuse involved.
3. We want to test employees randomly (MOWD reserves the right to exercise this practice at any time.)

Especially if you are doing a safety-sensitive job (e.g., machine operator), we reserve the right to withdraw our job offer, alter your job duties or send you home for the day if you're under the influence of drugs (e.g., muscle relaxants.) We may also terminate you if your actions create safety risks. We will determine the best disciplinary action on a case-by-case basis.

Depending on the law, you may still clear a random drug test if you test positive for prescription drugs (e.g., medical marijuana.) If your job is safety-sensitive though, you must show that you can perform your duties without problems. Your supervisor will be responsible for spotting and reporting any impairment resulting from drug use.

Disciplinary Consequences

MOWD will invoke disciplinary action up to termination when you:

- Test positive for hard drugs (e.g., cocaine.)
- Sell, or attempt to sell, any form of substance.
- Use any kind of drug on company premises.
- Refuse to take company mandated drug test.

Managers will decide on the appropriate disciplinary action depending on the circumstances.

Intellectual Property Policy.

- a. Purposes. To avoid conflicts between employees and MOWD regarding the right to use intellectual property created by MOWD employees.
- b. Scope. This policy applies to all employees of MOWD.
- c. Policy. All work completed as part of one's employment by MOWD or that involves a substantial use of MOWD's resources is part of the public domain. The District reserves the right to use, without limitation, any potentially copyrightable materials or patentable concepts developed by its employees using MOWD's resources.
- d. Procedure. If an employee is considering developing a copyrightable or patentable product that may relate to the employee's job duties with MOWD, the employee should contact the General Manager to determine the relative rights of the employee and the District concerning the proposed product.

Communications Policy

- a. Purpose. To set guidelines on the use of all forms of communication available to MOWD employees.
 - b. Scope. This policy covers all forms of District communication including the U.S. Postal Service mail, telephones (both land-line and cellular) e-mail (both internal and external), internet access and computer file transfer capability and applies to all employees of MOWD.
 - c. Policy. Communications services are provided to conduct the business of the District; the use of these capabilities must conform to District policy. Occasional personal use of local telephones, e-mail and internet access, is acceptable as long as the use does not impede the timely completion of assigned duties and as long as that use does not create additional expense to the District.
-
- 1) The District pays for all incoming and outgoing telephone calls on a per-minute basis. Airtime for cellular phones is an even greater expense to the District.
 - 2) Employees must be aware that e-mail contained in their mailbox, whether generated internally or externally, is neither private nor secure. While it is not a regular practice of the District, the District

reserves the right to access all e-mail should the need arise. The District shall not be held liable for the disclosure of any information contained in an employee's mailbox. Employees should refrain from storing personal information such as credit card numbers, bank account numbers, and personal identification numbers (PIN's) in e-mail correspondence or in digital files on District computers. Because the District does not maintain a secure connection to all destinations on the Internet, the District's Internet access should never be used for the purchase of personal items using personal credit or debit cards nor should personal information be provided in any e-mail communication.

- 3) Employees should remain aware that the personal use of e-mail and internet access during regular working hours gives the general impression of wasting District resources and this practice should be avoided.
- 4) Use of the District's communications facilities, including telephones, e-mail and internet access, for commercial purposes is not authorized.

Computer Network Policy

- a. Purpose. To set guidelines for the use of the District's computer network.
- b. Scope. This policy applies to all employees of MOWD.
- c. Policy:

1) Passwords:

Network password security is a top priority. Under no circumstances should the employee disclose his/her network logon password to anyone. The option of "saving your password" to make future logons easier should never be used. (This option is offered by Windows Dialup Networking and some other commercial software including browser software distributed by some Internet Service Providers). If the employee suspects that someone knows his/her network login password, the employee should change that password immediately. All passwords should be changed at least quarterly. Passwords for application programs (such as MOM, PCAnywhere for MMI, and Bank Account transfers) should never be the same as the employee's network login password in order to provide at least two levels of security. Passwords should be at least 8 characters and should never be names, dates, social security numbers or actual words. It is a good idea to include a number in the employee's password (i.e., "love2ski1") to reduce the likelihood of guessing through repetition.

2) Virus Software:

Downloading data files from the Internet and importing data from other sources (with thumb drives, zip files, and CD-ROM disks) exposes the District's computer system to viruses. It is the policy of the District that every

computer accessing the District's network be provided with functional and up-to-date virus scanning software to detect incoming viruses. It is the system administrator's responsibility to periodically update the virus profiles used by the software on District computers. It is the responsibility of the employee to ensure up-to-date virus profiles are installed on any personal machine used to access the District's network. Disabling virus scanning software on any machine connected to the District's network is not authorized.

3) Personal Files:

While the existence of a small number of personal files on a District-owned computer is acceptable, employees must be aware that files contained on their computer and on the various servers, whether generated internally or externally, are neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access any file contained on District-owned computers should the need arise. Files containing material of an objectionable nature may not be accessed by or stored on District-owned computers. The District reserves the right to direct removal of any files from its computers.

4) Disk Space Conservation:

Filling space, whether in the form of a filing cabinet or a hard disk, is expensive. It is the employee's responsibility to periodically review his/her digital files to eliminate files which no longer serve a useful purpose. Refer to the District's File Retention Procedures for guidelines.

5) Personal Security:

Because the District does not maintain a secure connection to all destinations on the Internet, the District's internet access should never be used for the purchase of personal items using personal credit or debit cards. Personal information should never be provided in any form of communication over the Internet.

6) District Software on Home Computers:

The District licenses software for use on its computers to conduct the business of the District. Occasionally, the District may determine it to be advantageous for an employee to work from a home computer and may provide software for use by that employee. However, unless specifically authorized by the systems administrator, District-owned software is not available for installation on home computers.

7) Personal Software on District Computers:

The District becomes liable to penalties if unlicensed software is used on District computers. The systems administrator is the only individual authorized to approve the installation of any software on District computers. This includes screen-savers, shareware, personally owned software and copies of software loaded elsewhere on the District's system.

Jury Duty/Witness Leave

- a. Purpose. MOWD recognizes its employees' responsibility to serve on a jury or to appear as a witness in court and does not want its employees to suffer financial hardship while on a jury/witness leave of absence.
- b. Scope. This policy is applicable to all regular full-time employees.
- c. Policy. It is the policy of the District to grant a paid leave of absence, to those employees who serve on jury/witness duty.
- d. Procedure. The base rate of pay shall be paid to all employees provided that:

The employee who receives a notice or summons in connection with jury/witness duty shall immediately bring the notice to the General Manager on the following scheduled work day.

The court provided a record of the employee's attendance is attached to the employee's timesheet.

The employee will report for work on those days or part days when excused from jury/witness duty or when jury/witness duty does not conflict with the employee's work schedule. The employee and General Manager will determine the frequency that the employee should "check in" with the General Manager, and when the employee is released from jury/witness duty the employee will notify the General Manager as soon as possible.

The employee will be considered on a paid leave of absence while on jury/witness duty and for the leave to be approved, the employee must surrender the court provided pay for attendance to payroll. The employee is entitled to keep the daily court provided one-way mileage pay.

Time spent on jury/witness duty shall not be counted as hours worked for the purpose of computing overtime.

When the court releases the employee from jury/witness duty, the employee should report for work, failure to do so shall be considered an abandonment of the employee's job and voluntary termination.

All benefits the employee is entitled to at the time of the jury/witness duty shall continue while the employee is on jury/witness duty leave.

Military Leave

- a. Purpose. To establish conditions under which leaves of absence may be granted to employees who enter military service, either voluntarily or involuntarily. This policy also applies to employees who are active members of military reserve units and who are required to participate in periodic training duty.
- b. Scope. This policy is applicable to all employees of MOWD.

- c. Policy. Under existing law, and herein authorized as MOWD's policy, Reservists and National Guardsmen shall be granted unpaid time off to participate in periodic training duty under the provisions of Short-Term Military Leave as provided for the California Military and Veterans Code, Section 394, et seq., and the Federal Uniform Services Employment and Reemployment Rights Act of 1994, as amended, 38 USC §§4301-4333.

Maternity and Paternity Leave

- a. Purpose. To define the leave of absence procedure due to the female employee's pregnancy, childbirth, and other related medical condition that prevents the employee from completing his or her assigned duties. For the purpose of this policy, the term pregnancy shall include childbirth, maternity, pregnancy, and other related medical conditions and shall comply with the Family and Medical Leave Act.
- b. Scope. This policy is applicable to all regular full-time male/female employees.
- c. Policy. MOWD recognizes that female employees may become temporarily unable to complete their assigned duties due to pregnancy and may be granted an unpaid leave of absence during this disability.
- d. Procedure.
 - 1. The employee shall notify the General Manager, at least 30 days prior to the time where she will be unable to work per her physician's instructions, provide the date when she expects to return to work, and identify all important tasks that need to be completed during her absence.
 - 2. Within three (3) business days she must.
 - 3. Submit a physician's statement stating the date that maternity leave will commence.
 - 4. The estimated length of the disability, and the estimated date that she may return to work.
 - 5. Submit a Request for Leave form requesting an unpaid leave of absence for a period not exceeding 12 weeks, including both paid and unpaid time.

Note: The employee will use her accrued sick leave before starting her unpaid leave of absence. Whenever the employee is on leave of absence all employee benefits stop. She must send a check each month to the District for the full cost of her normal health insurance benefits, i.e., medical, dental, and life. Failure to pay benefits will result in the termination of her and her dependents', if applicable, insurance policy.

- 6. Should the leave, including both paid and unpaid time from the date of disability exceed 12 weeks, the employee must submit a new Request for Leave form and a new physician's statement stating that she is still unable to work, the progress of her pregnancy, and the estimated date that

she may return to work. The total leave time may not exceed 120 calendar days.

7. The employee must inform the General Manager two weeks in advance when she will be returning to work, and must submit a physician's statement that she may return to work and the date that she is no longer disabled.
8. During the initial 12 weeks leave, the employee's position will not be permanently filled. However, should the leave extend beyond the initial period, the position may be permanently filled and when the employee has been released by the physician, the District will offer the employee another position without any reduction in neither wages nor benefits.

Leave of Absence

- a. Purpose. To define the leave of absence procedure at the employee's request in the event of a temporary suspension with MOWD.
- b. Scope. This policy is applicable to all regular full-time employees.
- c. Policy. MOWD recognizes that employees may become temporarily unable to complete their assigned duties due to their personal or family illness, **and**, if the unforeseen absence exceeds ten (10) business days, the employee may be granted an unpaid medical leave of absence during this disability.
- d. Procedure
 - 1) Whenever the employee becomes ill or injured and is unable to work, the employee must:
 - a) Notify the General Manager of the illness or injury, provide the date when the employee expects to return to work, and identify all important tasks that need to be completed during the employee's absence.
 - b) If the General Manager is not available, then notify their appropriate co-workers of the illness or injury provide the date when the employee expects to return to work, and identify all important tasks that need to be completed during the employee's absence.
 - c) If a message is left with the co-workers, the telephone answering service, or the voice mail system, then a follow-up telephone call must be made to the General Manager.
 - 2) Within three (3) business days, the employee must:
 - a) Submit a physician's statement stating the date of the disability, that the employee is unable to work, the estimated length of the disability, and the estimated date that the employee may return to work.

- b) Submit a Request for Leave form requesting an unpaid leave of absence for a period not exceeding 60 calendar days, including both paid and unpaid time.

Note: The employee will use their accrued paid sick leave, less 40 hours, before starting their unpaid leave of absence. The remaining 40 hours of paid leave is to cover any post-leave doctor visits, etc.

Whenever the employee is on leave of absence, all employee benefits will stop. If the leave exceeds ten (10) business days, the employee must send a check each month to the District for the full cost of their normal health insurance benefits, i.e., medical, dental, and life. Failure to pay for these benefits will result in the termination of the employee's and dependent's insurance policy.

- 3) Should the leave, including both paid and unpaid time from the date of the disability, exceed 60 calendar days, the employee must submit a new Request for Leave form and a new physician's statement stating that the employee is still unable to work, the progress of the treatment and the estimated date that the employee may return to work. The total leave time may not exceed 120 calendar days.
- 4) The employee must inform the General Manager, two weeks in advance, when the employee will be returning to work and must submit a physician's statement stating that the employee may return to work and the date that the employee is no longer disabled.
- 5) During the initial 60-day leave, the employee's position will not be permanently filled. However, should the leave extend beyond the initial period, the position may be permanently filled, and when the employee has been released by the physician, the District will offer the employee another position without any reduction in neither wages nor benefits.

Second or Outside Employment Authorization

No District employee shall be permitted to accept employment in addition to or outside of District service if:

- * The additional or outside employment leads to a conflict or potential conflict of interest for the said employee; or,

- * The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

- * The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service. An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment unless specific written arrangements are made by the district manager and approved by the District's board president. Any written arrangements made by the district manager will include the completed District's Second Employment Authorization Form. See appendix B

Employee Suggestion Program

Background:

The Meiners Oaks Water District has talented and committed employees. Our employees are the foundation of our ability to deliver our services and we believe our employees have ideas for streamlining how we work which will result in reducing expenditures and /or increasing revenue. We want to encourage our employees to come forward with their ideas so that we can continuously improve our productivity and effectiveness. This employee suggestion program is one vehicle for soliciting ideas for improvement.

Program Purpose:

Identify organizational and operational improvements that would save money, increase revenue and /or improve safety.

Guidelines:

The District's Board and management staff encourages all employees to participate in this program.

All suggestions will be evaluated and a response given to the employee(s) who submitted an idea(s). An initial acknowledgement of the suggestion received will be given to the employee(s) within two weeks of submitting the suggestion.

Ideas may be submitted by an individual or team of employees. All suggestions must be signed so that the employee(s) offering the suggestions may be contacted as part of the evaluation process.

Suggestions shall be:

- * Practical - ones that can be implemented within current resources
- * Specific - about what the improvement would be if the change were made and in describing the specific change that is recommended
- * Timely - pertaining to current or planned operations and policies

Suggestions shall not:

- * Be for changes within the employee's authority or responsibility to implement - we expect individuals to act within their authority to continuously improve operations, in consultation with their superiors
- * Concerning personal grievances or complaints
- * Concerning policies or procedures that are not being followed or that are not being applied properly - any such issues should be taken up with the employee's supervisor or Board President via the District's Grievance or Complaint Process

Employee Suggestion Program cont.

The District will recognize employees for the suggestions that are implemented; some methods are:

- a. Press releases, if there is a significant community benefit or large cost savings
- b. District Board recognition of the employee(s) at a Board meeting
- c. Annual employee dinner or other recognition event
- d. Monetary Award determined by the Board of Directors as suggested by the General Manager

(The suggestion form is supplied under appendix F)

END OF EMPLOYMENT

Retirement

An employee wishing to retire and end their employment with the District shall submit a letter of resignation stating the effective date of his/her retirement at least two weeks before the employee's final day of employment. Since District employees are members of CalPERS, an employee wishing to retire must complete and submit the documents required by CalPERS.

Resignation

An employee wishing to end his/her employment with the District shall submit a letter of resignation stating the effective date of his/her resignation at least two weeks before leaving. The time limit may be waived by the General Manager. The District will pay an employee for all hours worked and all accumulated reimbursable benefits within five days. Failure to report to work for a scheduled shift for more than three days without approval shall be considered as a voluntary resignation of employment by the employee to the extent permitted by Law.

Dismissals

As a MOWD employee, you have the status of an "employee-at-will," meaning that you have no contractual right, expressed or implied, to remain in MOWD's employ. MOWD may terminate your employment, or you may terminate your employment, with or without cause, and with or without notice, at any time. No manager or other representative of the District has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Exit Interview

The General Manager is responsible for scheduling an exit-interview with you on your last day of employment and for arranging the return of any District property.

Benefits

Medical, dental and life insurance end on the last day of the month of your employment.

COBRA notification will be sent directly to your home so that you can continue your medical and dental coverage at your cost.

Final Paycheck

You will receive your final paycheck on the next regularly scheduled payday or earlier if the law requires it. Unused vacation will be paid and calculated in accordance with the District's vacation policy.

Revision date:

Appendix A Employee Grievance or Complaint Appeals Form

Employee's Name: _____ Date: _____

Statement of grievance or complaint, including specific reference to any law, policy, rule regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Employee's understanding of the decision rendered by the General Manager at Level II of Process:

Other circumstances involved (if any):

The specific remedy sought:

Employee's signature: _____ Date _____

Add additional pages if necessary, to fully explain your concerns. When complete, return this form to the General Manager or Board President as appropriate.

Appendix B Second or outside Employment Authorization Form

Meiners Oaks Water District

This form must be completed by all employees who plan or are working second or outside jobs. The general manager shall approve second, or outside employment so long as the second job does not interfere with District responsibilities and is not inconsistent with District guidelines listed and enumerated in the District's Second, or Outside Employment Policy. This form will be retained in your permanent personnel file and must be updated annually.

Name: _____

Title: _____

Division: _____

Second or Outside Employment Information

General Employment _____ Self-Employment _____ Contract Employment _____

Employer/Business Name: _____

Position Title: _____

Description of responsibilities/duties: _____

My second job requires that I work on: _____

(days)

between the hours of _____ a.m. to _____ p.m. during the month(s) of _____

Second or Outside Employment Approved:

Date: _____

General Manager Signature

Date: _____

MOWD Board President Signature

Appendix C Grievance or Complaint Form

Meiners Oaks Water District Employee's Name: _____ Date _____

1. A concise and clear statement of grievance or complaint. Include specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted. Also, include what you allege occurred and what was said:

2. Is it still occurring? If so, how often?

3. How did the alleged event or events affect you and how did you react?

4. Are there witnesses to the alleged event or events? If so, who?

5. Are there any other persons who have information regarding this?

6. Who did you tell about the alleged event?

7. Who do you suggest the District interview about this?

8. How do you want the situation resolved?

9. Is there anything else you think is important that the District should know about this event?

Employee's Signature: _____ Date _____

Appendix D Health Insurance OPT-OUT Form

Election and Compensation Reduction Agreement

Company Name: _____

Employee Name: _____

Employee SSN: _____

Employee Address: _____

Employee Email: _____

Plan Year: _____

In accordance with my rights under the plan, I elect to allocate from my Employer's Contribution as stated in this current Employee Policies and Procedures of 50% of the cash benefit. I understand that this allocation will become a taxable benefit to me.

OTHER TERMS AND CONDITIONS

I understand that:

☐ I cannot change or revoke any of my elections or this compensation reduction agreement at any time during the plan year unless I have a change in status and my election is consistent with such change.

☐ The Plan Administrator may reduce or cancel my compensation or otherwise modify this agreement in the event he believes it advisable in order to satisfy certain provisions of the Internal Revenue Code.

☐ Prior to the first day of each plan year, I will be offered the opportunity to change my benefit elections for the following plan year. If I do not complete and return a new election form at that time, I will be treated as having elected to continue my benefit coverage and amount of compensation reduction then in effect for the new plan year for insurance benefits only. For all others benefits, I will be deemed not to have elected any other benefits for this plan year.

THIS AGREEMENT IS SUBJECT TO THE TERMS OF THE EMPLOYEE MANUAL, AS AMENDED FROM TIME TO TIME IN EFFECT, SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH APPLICABLE LAWS, AND REVOKES ANY PRIOR ELECTION AND COMPENSATION REDUCTION AGREEMENT RELATING TO SUCH PLAN.

Employees Signature

Date

Authorized Signature

Date

Appendix E Employee Suggestion Form

Meiners Oaks Water District Employee Suggestion Form

Date: _____

Name of person submitting suggestion: _____

Title: _____

Email: _____ Work phone: _____

If a team is making the suggestion, state their names and titles:

Suggestion is intended to (check areas that apply below):

- ☐ Save money
- ☐ Increase revenue
- ☐ Streamline a process to increase staff efficiency and/or safety
- ☐ Improve service results for our customers
- ☐ Other: _____

Describe the change(s) you are suggesting:

What will be the benefits of these changes?

What would be needed to implement these changes? (Note: you may not know all of the implementation steps, but it will be helpful to understand what you think may be needed.)

What might be the problems with or barriers to your suggestion?

Have you discussed this idea in the past? If so, with whom?

Who might be helpful in implementing your suggestion?

Signed: _____

Date: _____

Meiners Oaks Water District

Adopted/Proposed Budgeted Expenses for FY 2018-2019

3 PRIOR YEARS

| Budgeted Expenses | Adopted Budget for FY 2016-17 | Adopted Budget for FY 2017-18 | Adopted Budget for FY 2018-19 | YTD FY 2018-19 | Proposed Budget for FY 2019-20 | % increase |
|---|-------------------------------------|-------------------------------------|-------------------------------------|------------------------|--------------------------------------|---------------|
| Operating Expenses | | | | | | |
| Salary | \$ 410,000.00 | \$ 382,000.00 | \$448,000.00 | \$ 285,781.41 | \$500,000.00 | 10.40% |
| Payroll Taxes | | \$ 30,000.00 | \$37,500.00 | \$ 24,470.50 | \$45,000.00 | 16.67% |
| Retirement Contributions | \$ 35,000.00 | \$ 30,000.00 | \$38,000.00 | \$ 29,723.72 | \$42,000.00 | 9.52% |
| Group Insurance | \$ 70,000.00 | \$ 70,000.00 | \$70,000.00 | \$ 42,983.98 | \$78,000.00 | 10.26% |
| Company Uniforms | \$ 1,500.00 | \$ 1,500.00 | \$1,500.00 | \$ 312.53 | \$1,500.00 | 0.00% |
| Phone Office | \$ 7,600.00 | \$ 7,600.00 | \$9,000.00 | \$ 4,916.70 | \$9,000.00 | 0.00% |
| Janitorial Service | \$ 5,200.00 | \$ 5,500.00 | \$4,500.00 | \$ 2,910.88 | \$4,500.00 | 0.00% |
| Refuse Disposal | \$ 2,500.00 | \$ 2,700.00 | \$3,100.00 | \$ 2,995.60 | \$3,100.00 | 0.00% |
| Liability Insurance | \$ 22,500.00 | \$ 25,000.00 | \$25,000.00 | \$ 25,003.90 | \$27,000.00 | 7.41% |
| Workers Compensation | \$ 17,500.00 | \$ 17,500.00 | \$12,000.00 | \$ 12,167.92 | \$15,000.00 | 20.00% |
| Wells | \$ 20,000.00 | \$ 25,000.00 | \$15,000.00 | \$ 16,437.59 | \$10,000.00 | -50.00% |
| Truck Maintenance | \$ 4,000.00 | \$ 4,000.00 | \$3,000.00 | \$ 3,694.34 | \$3,000.00 | 0.00% |
| Office Equip. Maintenance | \$ 5,000.00 | \$ 7,500.00 | \$6,500.00 | \$ 3,141.81 | \$6,000.00 | -8.33% |
| Cell Phones | \$ 4,500.00 | \$ 4,500.00 | \$4,000.00 | \$ 2,248.34 | \$4,000.00 | 0.00% |
| System Maintenance | \$ 60,000.00 | \$ 55,000.00 | \$55,000.00 | \$ 55,938.53 | \$75,000.00 | 26.67% |
| Safety Equipment | \$ 3,500.00 | \$ 3,500.00 | \$3,000.00 | \$ 401.56 | \$3,000.00 | 0.00% |
| Laboratory Services | \$ 8,000.00 | \$ 8,000.00 | \$9,000.00 | \$ 16,167.00 | \$12,000.00 | 25.00% |
| Membership and Dues | \$ 7,000.00 | \$ 7,500.00 | \$8,000.00 | \$ 7,857.00 | \$8,000.00 | 0.00% |
| Printing and Binding | \$ 1,000.00 | \$ 1,000.00 | \$1,500.00 | \$ 124.03 | \$500.00 | -200.00% |
| Office Supplies | \$ 6,000.00 | \$ 6,000.00 | \$5,000.00 | \$ 3,617.98 | \$5,000.00 | 0.00% |
| Postage and Express | \$ 13,500.00 | \$ 13,500.00 | \$13,000.00 | \$ 8,158.72 | \$13,000.00 | 0.00% |
| B.O.D. Fees | \$ 15,000.00 | \$ 13,000.00 | \$13,500.00 | \$ 8,650.00 | \$13,500.00 | 0.00% |
| Engineering & Technical Services | \$ 35,000.00 | \$ 35,000.00 | \$35,000.00 | \$ 11,550.89 | \$35,000.00 | 0.00% |
| Computer Services | \$ 12,000.00 | \$ 15,000.00 | \$15,000.00 | \$ 5,980.87 | \$13,000.00 | -15.38% |
| Other Prof. & Regulatory Fees | \$ 17,500.00 | \$ 15,000.00 | \$25,000.00 | \$ 15,735.73 | \$25,000.00 | 0.00% |
| Public and Legal Notices | \$ 1,500.00 | \$ 1,000.00 | \$1,000.00 | | \$0.00 | #DIV/0! |
| Attorney Fees | \$ 15,000.00 | \$ 15,000.00 | \$50,000.00 | \$ 37,503.30 | \$70,000.00 | 28.57% |
| GSA Fees | \$ 25,000.00 | \$ 40,000.00 | \$50,000.00 | \$ 50,000.00 | \$50,000.00 | 0.00% |
| VR/SBC/City of Ventura Law suit | \$ 40,000.00 | \$ 15,000.00 | \$25,000.00 | \$ 24,099.69 | \$70,000.00 | 64.29% |
| State Water | | \$ 25,000.00 | \$25,000.00 | \$ - | \$50,000.00 | 50.00% |
| Audit Fees | \$ 12,000.00 | \$ 18,000.00 | \$20,000.00 | \$ 8,700.00 | \$22,000.00 | 9.09% |
| Small Tools | \$ 3,000.00 | \$ 3,000.00 | \$1,000.00 | \$ 715.74 | \$1,500.00 | 33.33% |
| Election Supplies | \$ 3,000.00 | \$ - | \$2,500.00 | \$ 518.77 | \$0.00 | #DIV/0! |
| Water Purchase | \$ 250,000.00 | \$ 75,000.00 | \$75,000.00 | \$ 261,649.72 | \$75,000.00 | 0.00% |
| Casitas Standby Charges | | \$ 10,000.00 | \$15,000.00 | \$ 9,253.88 | \$15,500.00 | 3.23% |
| Treatment Plant | \$ 10,000.00 | \$ 10,000.00 | \$20,000.00 | \$ 5,660.54 | \$20,000.00 | 0.00% |
| Fuel | \$ 12,000.00 | \$ 12,000.00 | \$11,000.00 | \$ 6,889.00 | \$10,000.00 | -10.00% |
| Travel Exp./Seminars | \$ 2,000.00 | \$ 2,000.00 | \$2,000.00 | \$ 405.00 | \$2,000.00 | 0.00% |
| Meters | \$ 10,000.00 | \$ 10,000.00 | \$6,000.00 | \$ 7,472.93 | \$8,000.00 | 25.00% |
| Utilities | \$ 3,500.00 | \$ 3,500.00 | \$3,500.00 | \$ 1,653.41 | \$3,500.00 | 0.00% |
| Power and Pumping | \$ 80,000.00 | \$ 110,000.00 | \$80,000.00 | \$ 14,293.70 | \$80,000.00 | 0.00% |
| Subtotal Oper. Expenditures | \$ 1,250,800.00 | \$ 1,134,800.00 | \$1,247,100.00 | \$ 1,019,787.21 | \$1,428,600.00 | 12.70% |
| Capital Expenses | | | | | | |
| Water Distribution System | \$ 250,000.00 | \$ - | \$0.00 | | | |
| Wells 4 | \$ - | | \$150,000.00 | | \$50,000.00 | |
| Wells 1 and 2 Rehab | \$ - | | \$100,000.00 | | \$75,000.00 | |
| 14 Valve Replacements/Deadends | \$ - | | \$80,000.00 | | \$50,000.00 | |
| Relocate 6 inch main for Z-2 | | | | | \$100,000.00 | |
| Nitrate removal/Blending well 8/R1/R2 | | | \$0.00 | | \$0.00 | |
| Structures and Improvements | \$ - | | | | | |
| Generator Z-2 | | \$ 75,500.00 | \$75,000.00 | | \$75,000.00 | |
| Treatment Plant EDR/CEQA | | \$ 25,000.00 | \$80,000.00 | | \$80,000.00 | |
| | | \$ 30,000.00 | \$40,000.00 | | \$0.00 | |
| | | | \$75,000.00 | | \$0.00 | |
| Furniture and Fixtures | | | | | | |
| New Desk for G.M. | | \$ 1,500.00 | \$2,000.00 | | \$2,000.00 | |
| Office Machines | | \$ 4,500.00 | \$0.00 | | | |
| | | | \$2,500.00 | | \$0.00 | |
| Field Equipment | \$ 3,500.00 | \$ 1,500.00 | \$1,000.00 | | \$0.00 | |
| T.P. Computer/Programming | \$ - | \$ - | | | \$15,000.00 | |
| Misc. | \$ 80,000.00 | \$ 100,000.00 | \$0.00 | | \$5,000.00 | |
| Appropriations for Contingencies | | | \$100,000.00 | | \$100,000.00 | |
| Subtotal Capital Expenses | \$ 333,500.00 | \$ 238,000.00 | \$705,500.00 | | \$552,000.00 | |
| GRAND TOTAL | \$ 1,584,300.00 | \$ 1,372,800.00 | \$ 1,952,600.00 | | \$ 1,980,600.00 | |

Don't let the YTD dec



County View

Ventura County, California

Home

Find a parcel:



By APN



By Address

Find a location:



Locate Intersection



Locate Address

Zoom to a location, then click on the map for parcel information

More Tasks:



Print map



More Tools



User Guide



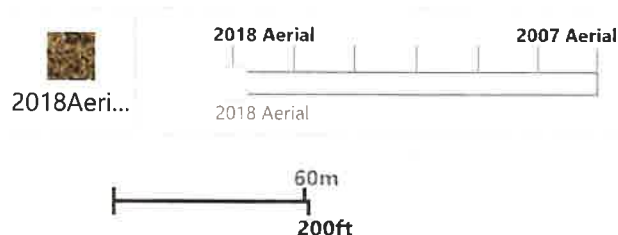
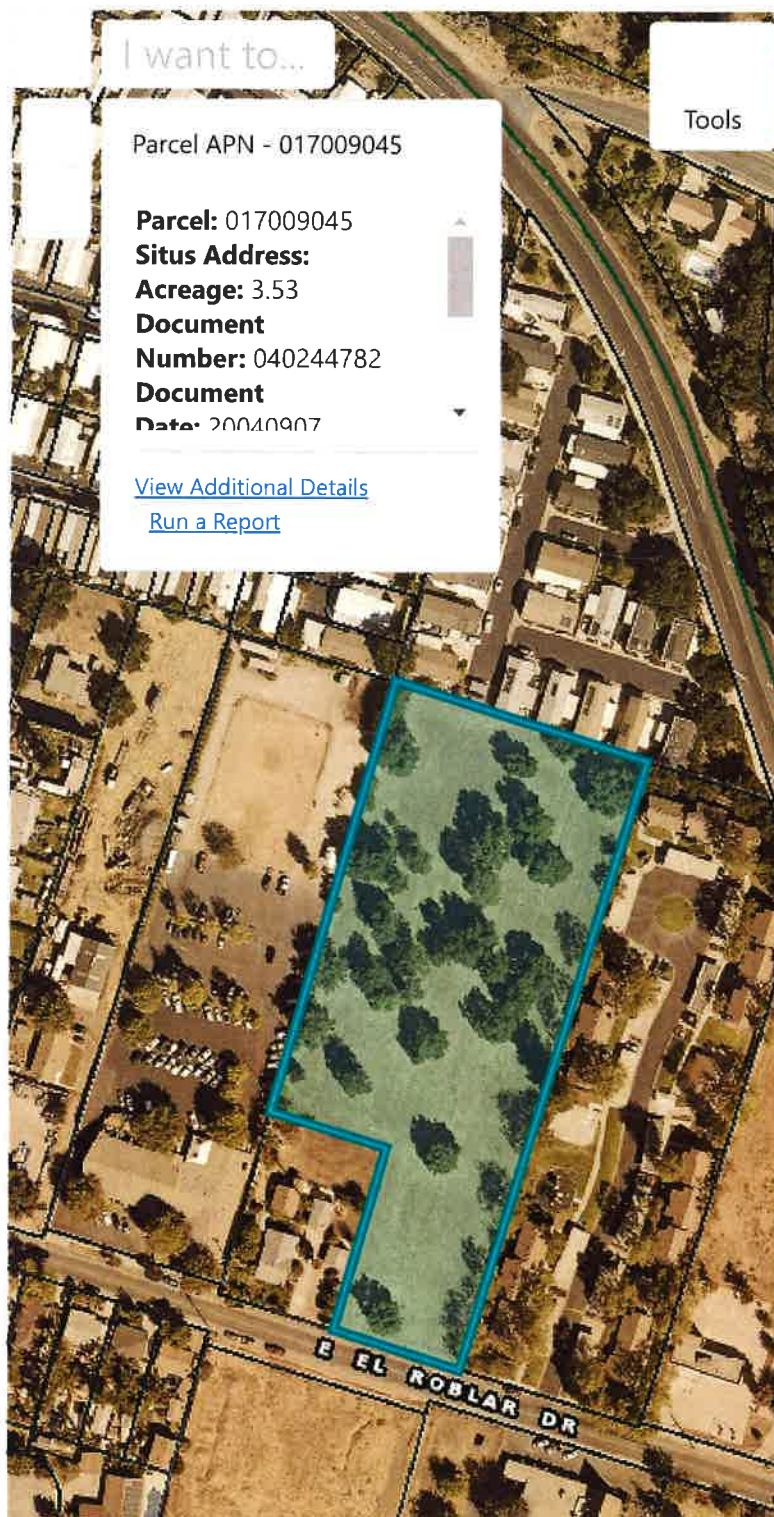
County GIS

Browser compatibility and other FAQs
(gishelp@ventura.org)

Disclaimer

(hide)

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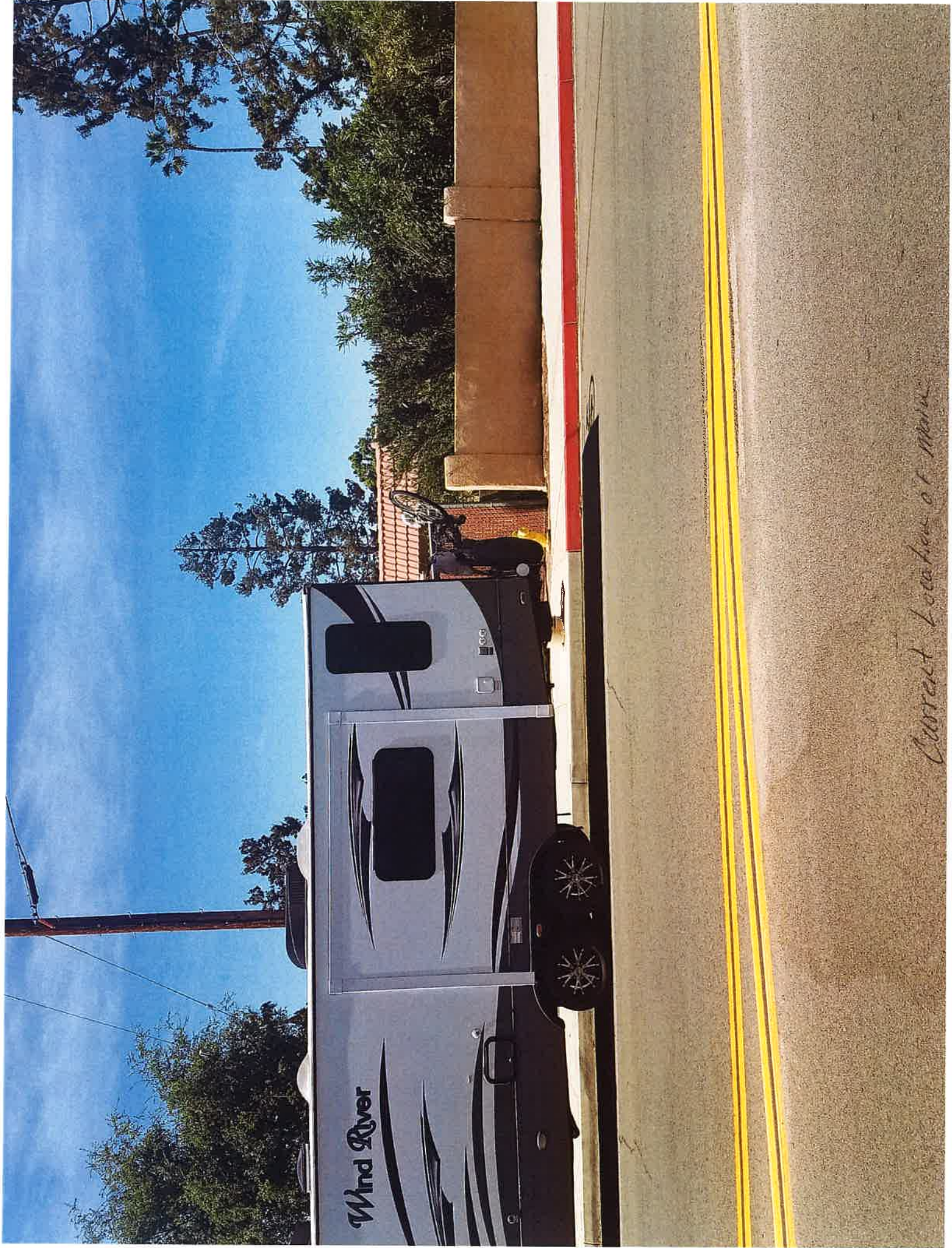
Home

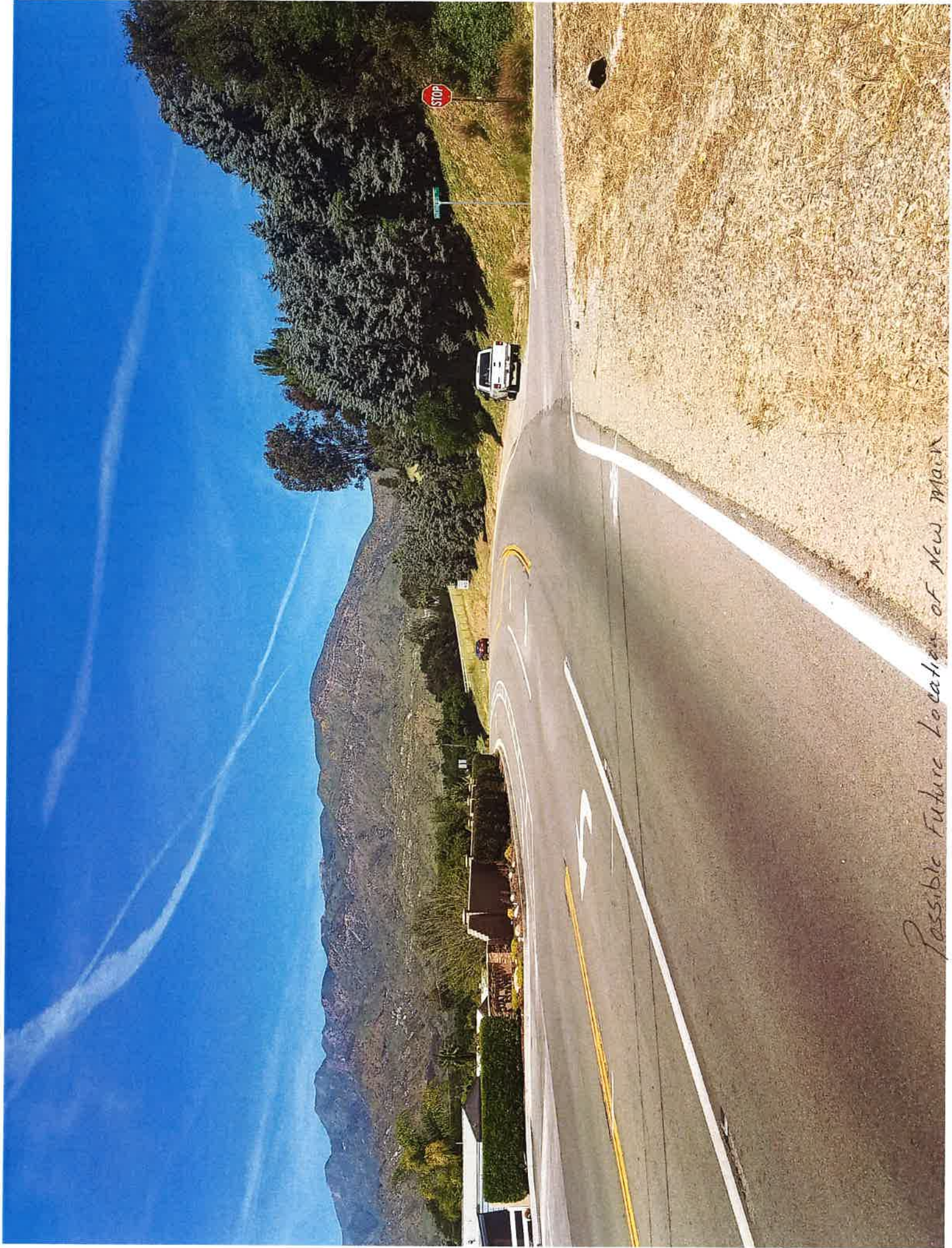


Layers









Possible Future Location of New Main

March 2019



To: Board of Directors of the Meiners Oaks Water District

From: General Manager

Subject: Monthly Manager's Report

Highlights

(Rainy season October thru April)

37.54" of rain Matilija Canyon

23.90" of rain Meiners Oaks Fire station

LAKE CASITAS LEVEL

44.9%

Board Committees

New meters and expansion of services met on 3/20 and 3/25/2019

Current Well levels and specific capacity

| | | | | | | | | | | | |
|---------------|-------------|-------------|---------------|-------------|-------------|---------------|-------------|-------------|---------------|-------------|-------------|
| Well 1 | Feb. | Mar. | Well 2 | Feb. | Mar. | Well 4 | Feb. | Mar. | Well 7 | Feb. | Mar. |
| Static | 21.8' | 21.8' | Static | 20.5' | 21.8' | Static | 26.4' | 22.6' | Static | 27.4' | 23.6' |
| Running | ' | ' | Running | ' | ' | Running | 0.0' | 50.5' | Running | 30.8' | 28.0' |
| Drawdown | ' | ' | Drawdown | ' | ' | Drawdown | 0.0' | 27.9' | Drawdown | 3.4' | 4.4' |
| Specific Cap. | 0.00 gal/ft | 0.00 gal/ft | Specific Cap. | 0.00 gal/ft | 0.00 gal/ft | Specific Cap. | 0.0 gal/ft | 12.3 gal/ft | Specific Cap. | 98.8 gal/ft | 89.0 gal/ft |

Water Production

Water production and sold values are based on a calendar year

| GPM'S for March: | | |
|------------------|--------------------|--------------------|
| Wells | Average GPM | Typical GPM |
| 1. | 0 | 375 |
| 2. | 0 | 250 |
| 4. | 580 | 600 |
| 7. | 391 | 450 |
| 8. | Off | 330 |

Total Pumped

| | |
|------------------------|-----------|
| Total Pumped for Mar. | 52.29 AF |
| | |
| Total Pumped 2017: | 667.54 AF |
| | |
| Total Pumped YTD 2018: | 203.95 AF |

Total Sold:

| | |
|--------------------------------|-----------|
| Total Sold for Mar. 2019: | 52.29 AF |
| | |
| Total Sold YTD 2019: | 108.42 AF |
| | |
| Total Sold 2018: | 531.65 AF |
| | |
| Total Purchased from CMWD 2019 | 33.58 AF |
| | |
| Total Purchased Mar. | 0.00 AF |
| | |
| Total Purchased YTD 2018 | 314.91 AF |

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)

| | |
|------------|--------------|
| Mar. 2018: | \$ 53,244.92 |
| | |
| Mar. 2019: | \$ 29,094.69 |

Reserve Funds

| | |
|--------------------------------------|-----------------|
| Balance at the County of Ventura | \$ 1,316,528.30 |
| | |
| Total Taxes* | \$ 403.35 |
| | |
| Total Interest from reserve account# | \$ 3,509.42 |

Fiscal Year Total Revenues

| | | |
|--|------|-----------------|
| July 1 st – Feb. 28 th | 2018 | \$ 1,325,323.05 |
| | | |
| July 1 st – Feb. 28 th | 2019 | \$ 1,308,270.20 |
| | | |

Bank Balances

| | |
|--|---------------|
| LAIF Balance | \$ 260,604.50 |
| Transferred from the general fund to L.A.I.F. | \$ 0.00 |
| (#) Quarterly Interest from LAIF | \$ 0.00 |
| | |
| Money Market (RABO) | \$ 92,279.27 |
| | |
| 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 | \$ 14.66 |
| | |
| General Fund Balance | \$ 39,131.45 |
| | |
| Trust Fund Balance | \$ 15,572.93 |
| | |
| Capital Improvement Fund | \$ 14,410.32 |
| | |
| (#) Quarterly Interest from Capital Account | \$.23 |
| | |
| Total Interest accrued | \$ 14.89 |
| | |

Water Quality

We are 100% on our wells

Distribution

Capital Improvement Projects for 2018-2019 **Budgeted capital funds \$ 705,000 FY 2018-2019**

1. Rehabilitate well #4 / MCC VFD's (Completed)
2. Engineer design report for the treatment plant (In process)
3. Replace 18 system valves (In Process)
4. Rehab. /install VFD's 1 and 2 (85% complete)
5. Zone 1 Booster/MCC (Completed)
6. Well 1 and 2 mechanical failures (Non-budgeted item) Board approved repair cost \$168,271.00 + 10% for unanticipated expenditures (85%)

Unscheduled Work

| | |
|--|--------------|
| Main Leak on Oso Rd (Sam Hill) | \$ 2,037.00 |
| Main Leak at 146 Chessire Ct (Sam Hill) | \$ 8,950.98 |
| Two service replacements on Lomita (Sam hill) | \$ 19,400.89 |
| Emergency Valve Replacement El Sol/Pala (Sam Hill) | \$ 11,979.49 |
| 1" service replacement for the Ranch House Restaurant (Toro) | \$ 22,445.00 |
| Emergency 12" valve replacement and main leak S. Padre Juan | \$ 54,000.00 |
| Main Leak N. La Luna Evans Excavating Jan. 7 | \$ 4,270.25 |

| | |
|--------------|----------------------|
| Total | \$ 123,083.61 |
|--------------|----------------------|

Tanks

1. 250k gallon was installed in 1958 age = 57 (Removed 2015)
2. 80k gallon was installed in 1983 age = 35 (Zone -2)
3. 500k gallon was installed in 1988 age = 28 (Removed 2015)
4. 500k gallon was installed in 1973 age = 45 (Put back into service 2011)
5. 500k gallon was installed in 2003 age = 15
6. 750k gallon welded tank 2015 age = 4

March 2019

Life expectancy for a bolted tank is 30 – 40 years

Life expectancy for a welded steel tank 100 years

Well Drilled Dates & Depths

| | <u>Date drilled</u> | <u>Drill Depth</u> |
|---------------|----------------------------|---------------------------|
| 1. Well # 1 | 1969 | 60 feet |
| 2. Well # 2 | 1969 | 181 feet |
| 3. Well # 4 | 1969 | 240 feet (Non Op.) |
| 4. New well 4 | 2018 | 165 feet |
| 5. Well # 7 | 1961 | 156 feet |
| 6. Well # 8 | 1968 | 144 feet |

Board of Directors

| | | |
|--|----------------|-----------|
| President – Michele Etchart Re-elected in 2018 | Term ends 2022 | Long Term |
| Vice-President – James Kentosh Re-elected in 2018 | Term ends 2022 | Long Term |
| Board Member – Larry Harrold Re-elected in 2018 | Term ends 2022 | Long Term |
| Board Member – Michael Krumpschmidt Elected 2016 | Term Ends 2020 | Long Term |
| Board Member – Diana Engle Elected 2016 | Term Ends 2020 | Long Term |

GM Consumption Report

Billed Consumption for February 2019

| Account Class | Customers in Class | Consumption | Gallons Per Unit | AC/FT |
|---------------|-----------------------|-------------|---------------------|-------|
| Agriculture | 31 | 674 | 748 | 1.55 |
| Commercial | 55 | 3385 | 748 | 7.77 |
| Residential | 1188 | 18720 | 748 | 42.98 |

| | | | | |
|--------------------------|-------------|--------------|--------------------|--------------|
| Total Consumption | 1274 | 22779 | Grand total | 52.29 |
|--------------------------|-------------|--------------|--------------------|--------------|

Casitas 2/1-2/13

Wells 2/14-2/28

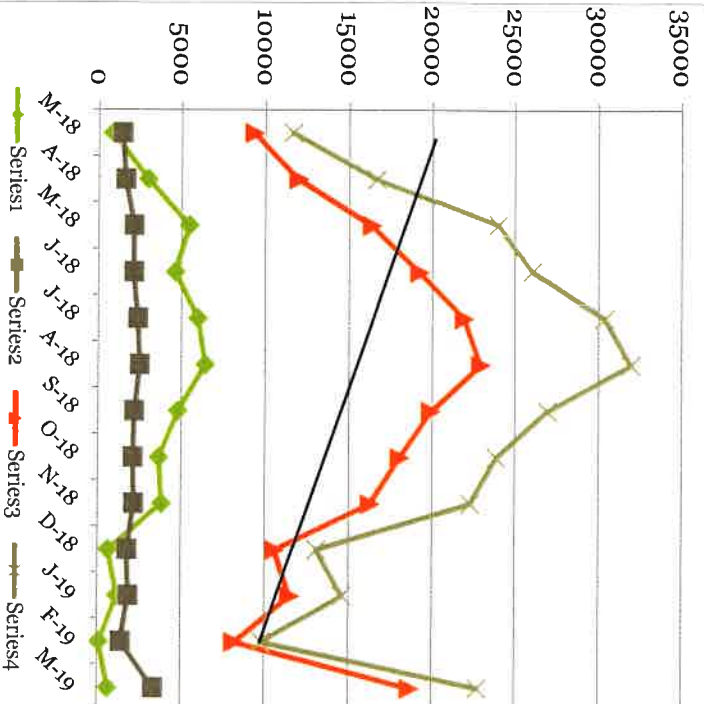
Consumption

| | M-18 | A-18 | M-18 | J-18 | J-18 | A-18 | S-18 | O-18 | N-18 | D-18 | J-19 | F-19 | M-19 |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|-------|
| Agriculture | 881 | 3025 | 5511 | 4677 | 6047 | 6475 | 4846 | 3714 | 3875 | 681 | 1212 | 163 | 674 |
| Commercial | 1433 | 1631 | 2137 | 2141 | 2384 | 2513 | 2183 | 2114 | 2167 | 1788 | 1852 | 1417 | 3385 |
| Residential | 9375 | 12018 | 16387 | 19252 | 21976 | 22974 | 19943 | 18079 | 16304 | 10645 | 11566 | 8243 | 18720 |
| Total | 11689 | 16674 | 24035 | 26070 | 30407 | 31962 | 26972 | 23907 | 22346 | 13114 | 14630 | 9823 | 22779 |

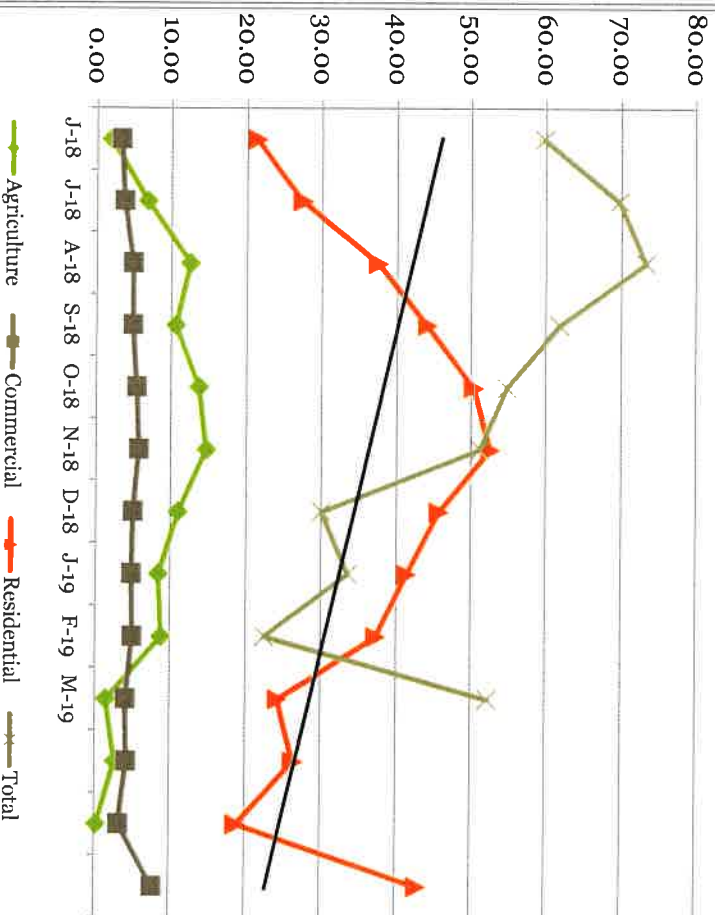
AC/FT

| | M-18 | A-18 | M-18 | J-18 | J-18 | A-18 | S-18 | O-18 | N-18 | D-18 | J-19 | F-19 | M-19 |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Agriculture | 2.02 | 6.94 | 12.65 | 10.74 | 13.88 | 14.86 | 11.12 | 8.53 | 8.90 | 1.56 | 2.78 | 0.37 | 1.55 |
| Commercial | 3.29 | 3.74 | 4.91 | 4.92 | 5.47 | 5.77 | 5.01 | 4.85 | 4.97 | 4.10 | 4.25 | 3.25 | 7.77 |
| Residential | 21.52 | 27.59 | 37.62 | 44.20 | 50.45 | 52.74 | 45.78 | 41.50 | 37.43 | 24.44 | 26.55 | 18.92 | 43 |
| Total | 26.83 | 38.28 | 55.18 | 59.85 | 69.81 | 73.37 | 61.92 | 54.88 | 51.30 | 30.11 | 33.59 | 22.55 | 52.29 |

Consumption - Last 12 months



AC/FT - Last 12 months



Static Levels

Well 1 Well 2 Well 4 Well 7 Rain

Axis Title

