



## **MEINERS OAKS WATER DISTRICT BOARD OF DIRECTORS** **REGULAR MEETING AGENDA**

Due to the COVID-19 pandemic, all meetings of the board will be conducted via teleconference until further notice, in accordance with CA Executive Order N-29-20.

**DIAL-IN (US TOLL-FREE):** [1 877 568 4106](tel:18775684106)

**JOIN BY COMPUTER:** <https://www.gotomeet.me/MOWD/regularboardjuly21>

**ACCESS CODE:** 949-946-717

*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))*

**July 21, 2020 at 6:00 p.m.**

### **1. Call Meeting to Order**

### **2. Roll Call**

### **2. Approval of the Minutes:** June 16, 2020, Regular Meeting

### **3. Public comment for items not appearing on the agenda**

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.

**Closed Session Agenda** - Adjourn to Closed Session (**6:10 pm**): *It is the intention of the Board of Directors to meet in Closed Session to consider the following items:*

### **4. Closed Session Items**

- a) The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to attorney/client privilege, as authorized by Government Code Section 54957, 54956.8, & 54956.9 and 54957.
- State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875
- Meiners Oaks Water District vs Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/

**Regular Agenda (\*\*\*Reconvene Regular Meeting, Estimated Time 8:00 p.m.\*\*\*)**

**5. Financial Matters**

Approval of Payroll and Payables from June 16, 2020 to July 15, 2020 in the amount of:

Payables – \$ 158,158.47

Payroll – \$ 40,608.80

Total – \$ 198,767.27

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

- a) Consider approval for Meiners Road Tank Repair Bid Proposal from Spiess Construction Co, Inc. for an amount of \$17,850.  
Recommended Action: Approve Bid proposal for tank repairs
- b) Discussion and consider approval of Standard Service Agreement – Water Rights  
Recommended Action: Approve Standard Service Agreement – Water Rights
- c) Review and Discuss selection for the submitted RFQ: Legal Services  
Recommended Action: Discuss and approve selection process for legal services.
- d) Discussion of agenda management and meeting coordination  
Recommended Action: Discussion and consideration of implementing process improvements.
- e) Discussion and consider August Board Meeting Hiatus  
Recommended Action: Discussion and consideration of cancelling the August 2020 Regular Board meeting.
- f) Discussion and consider extending moratorium on customer disconnections for non-payment  
Recommended Action: Approve extension of moratorium on customer disconnections for non-payment.

- g) Discuss possible customer repayment plan options

Recommended Action: Approve customer repayment plan options.

- h) Discuss AECOM data request

Recommended Action: Approve request, contingent on customer permission and an approved confidentiality agreement.

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

The Board will receive an update from the General Manager on District Operations and Maintenance.

## **8. Board Secretary's Report**

The Board will receive an update from the Board Secretary on District Administrative and related matters.

## **9. Board Committee Reports**

- Executive Committee
- UVRGA
- Allocation Program Committee
- Budget/Rate Committee
- Emergency Management Committee
- Staff Procedures Ad-hoc Committee
- New Meters & Expansion of Services Committee

## **10. Old Business**

- State Water
- Ojai, Ventura Water Partnership
- Matilija Dam Removal Update
- Nitrate Removal – CA Wildlife Conservation Grant
- Cold Water Formation
- District Office Re-population Plan

## **11. ADJOURNMENT**

The next scheduled Regular Board meeting is August 18, 2020.

Regular Meeting  
June 16, 2020  
6:00 pm

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

## MINUTES

**The meeting was called to order at 6:00 pm.**

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### **1. Call to Order**

The meeting was called to order by the Board President, Mike Etchart, at 6:02 pm via teleconference.

**Present:** Board President, Mike Etchart, Board Directors, James Kentosh, and Mike Krumpschmidt. Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward and Attorneys, Lindsay Nielson, Greg Jones (closed session only), and Jeanne Zolezzi (closed session only).

**Absent:** Director Larry Harrold.

### **3. Approval of the Minutes**

#### **Approval of May 19, 2020, Regular Meeting minutes:**

Director Krumpschmidt made the motion to approve May 19, 2020, Regular Meeting minutes, with requested revisions. Director Kentosh seconded the motion.

No public comments.

Krumpschmidt/Kentosh

#### **Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y  
All Ayes – Harrold Absent  
M/S/C

### **3. Public Comments**

Beth Von Gunten was present, provided a statement of attendance.

**\*\* The Board went into closed session at 6:14 pm \*\***

**4. Closed Session:** The Board of Directors held a closed session to discuss litigation, pursuant to the attorney/client privilege, as authorized by Government Code Sections § 54957 & 54956.8, 54956.9 and 54957.

- State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875
- Meiners Oaks Water District vs. Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/

**\*\* The Board adjourned closed session at 7:56 pm. \*\***

Attorney Nielson stated that in closed session, the Board discussed current ongoing litigation and received updates from each attorney. No actions were taken, and no decisions were made during this closed session.

**5. Financial Matters**

**Approval of Payroll and Payables from May 16 to June 15, 2020, in the amount of:**

Payables -	\$ 34, 523.47
Payroll -	<u>\$ 37, 421.87</u>
Total -	\$ 71, 945.34

Director Krumpschmidt made the motion to approve the Payroll and Payables from May 16 to June 15, 2020. Director Kentosh seconded the motion.

**No Public Comment:**

Krumpschmidt/Kentosh

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y  
All Ayes- Harrold Absent  
M/S/C

**6. Board Discussion/Actions** (items a-c discussed out of agenda order)

**a) Approve FY2018/2019 Financial Audit**

Mr. Hollebrands introduced Cindy Fanning, CPA with Fanning & Karrh, Certified Public Accountants. Ms. Fanning presented the Meiners Oaks Water District Financial Statements for the Years Ended June 30, 2019, and 2018; and the Independent Auditor's Report. Mr. Hollebrands noted for the Board and public that the Thomas Fire occurred during this audit period, related to the unusual expenses during this period. Ms. Fanning started by reporting that there were no new accounting policies, no unusual transactions, there is a footnote on page 41 related to COVID-19 "subsequent events." Ms. Fanning provided a summary of the Independent Auditor's Report, including (11) adjustments, totaling roughly \$272,000 income adjusted. The largest adjustment was the Capital Asset

Depreciation Expense of \$194,048, followed by GASB68 (net pension) and GASB75 (net post-employment), and 2 reclassifications with no financial statement impact. Ms. Fanning reviewed that the unadjusted errors were less than \$5,000, defined as anything of \$18,000 or higher.

Director Krumpschmidt requested clarification, and he is looking for a statement of overall compliance. Ms. Fanning referred to page 22, standard language “unqualified opinion,” there were no issues found and provided some recommended areas for improvement. There were no material weaknesses found with internal controls, and internal controls are not evaluated in-depth enough to form an opinion. Director Krumpschmidt asked if Fanning & Karrh would be able to do such as a review. Ms. Fanning stated it could be problematic, as the auditor to perform that evaluation.

Director Kentosh recommended folding Audit recommendations into the Staff Procedures Ad-hoc Committee for completion. The Board agreed.

Ms. Fanning provided a Fraud Risk Assessment to help the District identify where there are risks, determination of significance and what procedures are needed to mitigate those risks. The Board discussed how to approach the risk assessment. Director Etchart questioned if MOWD has the skillset in-house to do this assessment, and the need to look at what the cost/benefit would be for performing.

Ms. Fanning reviewed that the next steps will include submitting the Management Representative Letter to the GM for signature.

Director Engle discussed the note that there is not adequate segregation of duties. Ms. Fanning expressed that for the size of our staff, segregation of duties can be difficult, she will provide Ms. Ward with a sample document on how to structure small accounting departments.

Director Kentosh made the motion to approve Resolution 202016-1 FY18/19 Financial Audit, with revisions. Director Krumpschmidt seconded the motion.

#### Public Comment

Ms. Von Gunten provided a statement regarding one historical case of petty theft, noting a forensic audit was not performed and asked if this type of annual audit would identify something of this nature. Ms. Fanning responded that while they do not specifically look for fraud, they do look for any inconsistencies or suspicions.

Kentosh/Krumpschmidt

#### **Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y

All Ayes – Harrold Absent

M/S/C

#### **b) Approve Resolution 202016-1 FY18/19 Financial Audit**

Mr. Hollebrands introduced Resolution 202016-1 FY 18/19 Financial Audit, based on the approval of agenda item 6(a). Director Krumpschmidt noted some stylistic changes to the resolution, not material to the content.

Director Kentosh made the motion to approve the “Pandemic Response” bill-stuffer, with revisions. Director Engle seconded the motion.

#### No Public Comments

Kentosh/Engle

#### **Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y

All Ayes – Harrold Absent

M/S/C

\*\* Ms. Fanning left the meeting at 9:18 pm\*\*

#### **c) Approve RFQ for legal services template and discussion of Attorney contact list**

Director Etchart introduced the proposed request for qualifications template, prepared by Ms. Ward based on the UVRGA’s recent RFQ for legal services. Director Engle provided a brief description of the RFQ process the UVRGA used at the beginning of the COVID-19 shut-down. Director Etchart noted that it is the Executive Committee’s goal to cast a wide net, and use the Executive Committee to review proposals and then present candidates to the full Board, with recommendations. Director Kentosh advocated for a board interview process. Director Etchart asked Attorney Nielson for a reasonable timeframe for submitting a proposal. Attorney Nielson stated that three to four weeks should be sufficient time. The Board agreed on the due date of July 13.

The Board agreed on a general process: Ms. Ward to prepare the RFQ template for distribution, proposal due to Ms. Ward by July 13, Executive Committee to review proposals and form recommendations, present proposals at the July meeting, interviews (sub-committee or special meeting), select firm for contracting.

Director Engle made the motion authorizing staff to send out the Request for Qualifications for legal services with the new due date and editorial revisions.

#### Public Comments

Ms. Von Gunten stated that it is good to talk to as many as possible and also recommended full board interviews.

#### **d) Approve customer notice “Pandemic Response” bill-stuffer**

Director Kentosh presented the draft update to MOWD customers regarding the COVID-19 pandemic response. Director Krumpschmidt noted some grammatical revisions needed, not material to the content.

Director Kentosh made the motion to approve the customer notice “Pandemic Response,” with revisions. Director Krumpschmidt seconded the motion.

No Public Comments

Kentosh/Krumpschmidt

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y  
All Ayes – Harrold Absent  
M/S/C

**e) Discuss possible customer repayment plan options - Tabled**

Director Kentosh requested this item be tabled to the next meeting. Chair Etchart and the Board agreed to table this item to the next regular board meeting.

**f) Approval of grant agreement with VCRCD for the Ventura Watershed Flow Enhancement & Water Resiliency Regional Framework Project**

Director Kentosh presented the VCRCD grant agreement for project 25: Pumping Regime/Balancing and Water Quality. The focus is to prepare a plan to effectively remove high nitrates from MOWD Well No. 8, which is not connected to surface flows. Attorney Nielson has reviewed and has no issue with the grant agreement. Director Krumpschmidt expressed clarification on the section regarding insurance coverage, limits, and additionally named; secondly, who will be completing the required quarterly reports. Director Kentosh explained this is a common and standard practice, no additional cost to the District. Director Kentosh volunteered to write the quarterly status reports, in coordination with staff, and labor hours will be tracked for matching funds.

Director Kentosh made the motion to approve the VCRCD Project 25: Pumping Regime/Balancing and Water Quality grant agreement. Director Krumpschmidt seconded the motion.

No Public Comments

Kentosh/Krumpschmidt

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y  
All Ayes – Harrold Absent  
M/S/C

**g) Approve draft FY2020/2021 Budget**

Director Kentosh presented the FY2020/2021 Budget, revised based on input provided at the previous meeting. The Budget Committee met and simplified the process and presentation into a summary and tables. Director Kentosh stated the goal is to adopt a budget tonight and reassess throughout the year. The Board will need to consider a mid-year and future Prop 218 rate change for FY20/21.

Director Krumpschmidt reported that during the review process, the Committee identified that some revenue has overtime become regular, i.e., property taxes; as a result, the District is in a better position than previously reported. The District may not have as large of withdrawal from reserves. The Committee also included the capital projects and proposed to be delayed.

Director Engle stated that item (1) GSA Funding – omit/strikeout; (5) “Must prepare for a lawsuit” should be revised to read “we are engaged in a lawsuit.” Attorney Nielson noted that the next general legal counsel would have much higher rates than he has historically charged the public agency, keep in mind for Budget.

Director Kentosh made the motion to approve Interim Budget FY20/21, with proposed changes in the summary letter. Director Krumpschmidt seconded the motion.

No Public Comments

Kentosh/Krumpschmidt

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y  
All Ayes – Harrold Absent  
M/S/C

**h) Approve Resolution 2020616 FY 2020/2021 Budget**

Mr. Hollebrands presented Resolution 2020616 FY 2020/2021 Budget. Director Krumpschmidt noted some grammatical revisions needed, not material to the content.

Director Kentosh made the motion to approve Resolution 2020616 FY 2020/2021 Budget, with recommended revisions. Director Krumpschmidt seconded the motion.

No Public Comments

Kentosh/Krumpschmidt

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y  
All Ayes – Harrold Absent  
M/S/C

\*\* The Board took a 5-minute break at 10:23 pm \*\*

**i) Approve Resolution 2020616-2 Consolidated General Election**

Mr. Hollebrands presented Resolution 2020616-2 Consolidated General Election. Ms. Ward noted that the District is pending updated process and documents from the Ventura County Elections, required paperwork, and due dates will be shared and published, as received.

Director Engle made the motion to approve Resolution 2020616-2 Consolidated General Election. Director Krumpschmidt seconded the motion.

Public Comments

Ms. Von Gunten stated: 1) Registered voter within District; 2) mailing to owners, not everyone will receive the bill stuffer, recommends adding a press release.

Director Etchart replied that the District is taking multiple approaches to notify the public to the upcoming elections. Ms. Ward noted the District posted the upcoming elections in front of the office in March 2020, as well as on the District website, as preliminary notices. Ms. Ward to arrange for election notices in the Ojai Valley News, VC Star, Breeze, and VC Reporter.

Kentosh/Krumpschmidt

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y  
All Ayes – Harrold Absent  
M/S/C

**j) Approve customer notice “Join Our Board” bill-stuffer**

Director Kentosh presented the draft update to MOWD customers, “Join Our Board.” The intent is to fill Director Krumpschmidt’s seat in the November elections, with Director Engle as second seat incumbent. Director Krumpschmidt recommended striking “elections were held but ran unopposed. Director Engle requested that all Directors be included, i.e., add water quality consultant and applies to residents of the District, not just Meiners Oaks.

Director Kentosh made the motion to approve the customer notice “Join Our Board,” with revisions. Director Krumpschmidt seconded the motion.

No Public Comments

Kentosh/Krumpschmidt

**Roll Call Vote:**

Etchart – Y      Engle – Y      Harrold – A      Kentosh – Y      Krumpschmidt – Y  
All Ayes – Harrold Absent  
M/S/C

## **k) 2019 Consumer Confidence Report (CCR)**

Mr. Hollebrands presented the 2019 Consumer Confidence Report (CCR), noting two versions, one abbreviated version for customers and the other with templates. Director Engle expressed concern regarding the Summary of Violations table on the second to last page, shows "Trihalomethanes," but the rest of the table is blank. Mr. Hollebrands replied that there were no violations, and that is a placeholder put in the Report by the vendor, Fruit Growers Lab. Director Krumpschmidt noted on the last page wells 1 and 2 have different descriptions, information needs to be updated.

### **No Public Comments**

Mr. Hollebrands reported that the State has approved the 2019 CCR. The Board directed Mr. Hollebrands to contact FGL to remove the blank violations summary table and to update the last page descriptions prior to distributing to customers.

## **l) Discuss values to endorse in the UVRGA Sustainability Goal**

Director Engle reported that the Upper Ventura River GSA is working on the draft GSP Sustainability Goal, a broad statement that encompasses water districts' values and goals. Executive Director Bondy will prepare a draft statement based on feedback. Values that MOWD should consider economic, social, and environmental (habitat).

Director Kentosh stated the District's priority is providing customers with clean, affordable water. MOWD's primary source is groundwater, with emergency back up to Casitas, buying water is not sustainable.

### **Public Comments**

Ms. Von Gunten referred to the mid 80's definition of "sustainability," sustainability met only without compromising future generations to meet current needs, keep an eye to the future.

Director Engle thanked the Board and public for input regarding the draft sustainability goal.

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

### **District Operations & Maintenance Report**

Mr. Hollebrands provided a summary of operations and maintenance activities. Mr. Hollebrands reported that Well No. 2 is producing air (again), Well No. 4 continues to deliver the same amount of air. The District had a pipe failure at the Treatment Plant over the weekend, all four wells back up running as of Saturday. Mr. Hollebrands reported that the circulation pump at Well No. 1 failed this morning, repair completed. A resident near our Meiners Road Tank said that the tank has begun spraying out of the side. Mr. Hollebrands stated that he would be

seeking proposals for tank repair through Ace Construction, noting this project will require prevailing wages.

Mr. Hollebrands reported on the status of the District Office, which remains closed to the public due to the pandemic. Office reconfiguration has begun. The network is temporarily down and will be reconnected tomorrow. Lake Casitas is now open for fishing.

Director Etchart reported that school districts are creating plans for distance learning in anticipation of reclosing again when the weather cools and cases rise.

The Board discussed conditions, noting office accommodations are in place.

Board consensus that MOWD's small number of staff, some of whom have co-morbidities, is valuable and not worth the risk of re-opening to the public, yet. The Board agreed the District Operations are to continue as they are until this item is discussed at the next meeting.

No Public Comments

## **8. Board Secretary Report**

Ms. Ward presented the new Board Secretary Report, which is a product of the District reorganization. The content and format will likely change over time as we fine-tune the report components.

Ms. Ward reviewed Administrative items such as the EDD unemployment claim received and processed in June 2020. The Board held a brief discussion regarding the EDD claim, citing safety and working conditions. The GM explained that the EDD form was completed and included verification of employment, a brief explanation of the reason for the claimant's departure, and a copy of the employee's resignation letter. The Board elections timeline and process discussed briefly.

Ms. Ward reported that the District's General and Trust Fund accounts held at Rabobank had completed the transition to the new Mechanics Bank. Ms. Ward provided a summary of monthly service orders, customer account turnovers, total monthly utility billing, monthly over-allocation revenue/consumption, and any other conservation penalties assigned during the reporting period.

Ms. Ward stated that work has continued with the allocation program and staff procedures related projects, and the final section of the new report provides customer compliments and complaints summary. The Board offered positive feedback on the new report.

No Public Comments

## **9. Board Committee Reports**

- **Upper Ventura River GSA:** Item 6(l) – UVRGA Sustainability Goal.
- **Executive Committee:** No update.
- **Budget/Rate Committee:** Discussed under item 6(g & h) – FY 20/21 Budget

- **Allocation Program Committee:** Director Engle reported that she and Ms. Ward are working on phase II of the Ag Reclassifications, with intent to close that out July 24, with the goal to complete the Allocation table for August, then the online tool for account allocation lookup on the District website.
- **New Meters and Expansion Committee:** No update, no contact from T. Moore.
- **Emergency Management Committee:** No update – Active COVID-19 Emergency
- **Staff Procedures Ad-hoc Committee:** Director Krumpschmidt requested that the new ad-hoc Committee be added to future agendas. The process has been constructive, having already held three meetings. The Committee is going through each job duty and responsibility in the job descriptions, very instructive, noting the Board Secretary is taking the lion share of the office work. The Committee is delineating ultimate responsibility for each task or duty. Director Krumpschmidt reported that the group is making good progress and will continue to meet ongoing. The reconfiguration of the office is going well, and it seems like it will work.

## **9. Old Business**

- **State Water:** No update.
- **Ojai, Ventura Water Partnership:** No update.
- **Matilija Dam Removal Update:** Mr. Hollebrands sated there is a meeting with the Mitigation Team next week; Director Etchart requested Mr. Hollebrands forward meeting information to him so that he could attend.
- **Grant Projects:** Discussed under item 6(f)- Approval of grant agreement with VCRC
- **District Office Re-Population:** Discussed under item 7-GM Report.

## **10. Board of Directors' Reports/Comments**

**Mr. Harrold:** Absent.

**Mr. Krumpschmidt:** No report.

**Mr. Kentosh:** No report.

**Mr. Etchart:** No report.

**Ms. Engle:** Provided follow-up to the discussion during item 8 – Board Secretary Report, EDD Unemployment is a flat % rate, does not vary for claims filed.

## **11. Meeting Adjournment**

There being no further business to conduct at this time, Board President, Mike Etchart adjourned the meeting at 11:10 pm.

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**President**

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**Secretary**

DRAFT



# Meiners Oaks County Water District, CA

## Check Report

By Vendor Name

Date Range: 06/16/2020 - 07/15/2020

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>							
AWWA <a href="#">7001782188</a>	American Water Works Association Invoice	07/01/2020	07/01/2020 AWWA Membership 2020-21	Regular	0.00 0.00	445.00 445.00	9247
AQUA-F <a href="#">S11547710</a> <a href="#">S11549835</a> <a href="#">S11558232</a>	Aqua-Flo Supply Invoice Invoice Invoice	06/12/2020 06/16/2020 06/30/2020	07/13/2020 Cement, Purple Primer, Saw Blade Full-Faced Gasket, Check Valve, Pressure G Round Point Shovel	Regular	0.00 0.00 0.00 0.00	261.96 114.74 132.43 14.79	9251
AWAVC <a href="#">06-12647</a>	Association of Water Agencies Invoice	07/13/2020 06/24/2020	07/13/2020 CCWUC Workshop	Regular	0.00 0.00	25.00 25.00	9252
AT&T <a href="#">01840620</a>	AT&T Invoice	06/26/2020 06/13/2020	06/26/2020 Office Phones	Regular	0.00 0.00	191.74 191.74	9229
AT&T <a href="#">08330620</a>	AT&T Invoice	07/13/2020 06/19/2020	07/13/2020 Office Phones	Regular	0.00 0.00	534.04 534.04	9253
CALPERS <a href="#">INV0001470</a>	California Public Employees' Retirement Invoice	06/30/2020 06/15/2020	06/30/2020 Health	Bank Draft	0.00 0.00	4,458.40 4,458.40	DFT0000997
CALPERS <a href="#">062520</a>	California Public Employees' Retirement Invoice	06/25/2020 06/15/2020	06/25/2020 Retired Premium	Bank Draft	0.00 0.00	409.90 409.90	DFT0001006
CALPERS <a href="#">INV0001482</a>	California Public Employees' Retirement Invoice	06/30/2020 06/30/2020	06/30/2020 Health	Bank Draft	0.00 0.00	4,458.32 4,458.32	DFT0001009
CRWA <a href="#">0720</a>	California Rural Water Association Invoice	07/01/2020 07/01/2020	07/01/2020 CRWA Membership 2020-21	Regular	0.00 0.00	816.00 816.00	9248
CAL-STATE <a href="#">158032</a> <a href="#">158503</a>	Cal-State Invoice Invoice	06/26/2020 06/15/2020 06/20/2020	06/26/2020 Portable Toilet Portable Toilet	Regular	0.00 0.00 0.00	206.09 104.73 101.36	9230
CMWD <a href="#">261150620</a> <a href="#">262000620</a> <a href="#">300650620</a>	Casitas Municipal Water District Invoice Invoice Invoice	07/13/2020 06/30/2020 06/30/2020 06/30/2020	07/13/2020 Fairview Standby Hartmann Allocation Tico & La Luna Standby	Regular	0.00 0.00 0.00 0.00	1,500.48 665.71 169.06 665.71	9254
CVTDEP <a href="#">299353</a>	County of Ventura Transport. Dept. Invoice	07/13/2020 06/24/2020	07/13/2020 1039 La Luna	Regular	0.00 0.00	960.00 960.00	9255
DATAP <a href="#">3P49081</a> <a href="#">3P49082</a> <a href="#">DP2002139</a>	Dataprose LLC Invoice Invoice Invoice	07/13/2020 07/08/2020 07/06/2020 06/30/2020	07/13/2020 Bulk Mailing & Postage Billing Insert Bulk Mailing & Postage	Regular	0.00 0.00 0.00 0.00	1,883.98 900.90 188.78 794.30	9256
EJHAR <a href="#">281300620</a> <a href="#">994260620</a>	E. J. Harrison Roloffs, Inc. Invoice Invoice	06/26/2020 06/12/2020 06/12/2020	06/26/2020 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	283.84 64.15 219.69	9231
EPD <a href="#">250238</a>	EPD USA, Inc. Invoice	06/26/2020 06/11/2020	06/26/2020 Manifold Section for TP	Regular	0.00 0.00	1,424.00 1,424.00	9232

## Check Report

Date Range: 06/16/2020 - 07/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FAMCON	Famcon Pipe and Supply, Inc	07/13/2020	Regular	0.00	4,405.09	9257
<a href="#">S100029771.001</a>	Invoice	06/03/2020	Meter Covers	0.00	622.05	
<a href="#">S100030800.001</a>	Invoice	06/11/2020	Flanges, Swabs, Nuts & Bolts	0.00	137.60	
<a href="#">S100030990.001</a>	Invoice	06/15/2020	Mega-Lug Kit, Epoxy	0.00	1,323.47	
<a href="#">S100031180.001</a>	Invoice	06/23/2020	Swing Flanges, Nuts & Bolts	0.00	1,040.33	
<a href="#">S100031564.001</a>	Invoice	06/23/2020	AMS, Meter Swivel Nuts, Saddle, etc.	0.00	1,281.64	
CFANN	Fanning & Karrh	06/26/2020	Regular	0.00	5,000.00	9233
<a href="#">062620</a>	Invoice	06/23/2020	Final Billing Annual Audit	0.00	5,000.00	
FGLENV	FGL Environmental	06/26/2020	Regular	0.00	170.00	9234
<a href="#">007179A</a>	Invoice	06/12/2020	Samples	0.00	85.00	
<a href="#">007591A</a>	Invoice	06/18/2020	Samples	0.00	85.00	
FGLENV	FGL Environmental	07/13/2020	Regular	0.00	170.00	9258
<a href="#">007936A</a>	Invoice	06/26/2020	Samples	0.00	85.00	
<a href="#">008253A</a>	Invoice	06/29/2020	Samples	0.00	85.00	
FH PUMPS	FH Pumps	06/26/2020	Regular	0.00	861.22	9235
<a href="#">84720</a>	Invoice	06/19/2020	Chlorine Pump	0.00	861.22	
GUARDIAN	Guardian	06/26/2020	Regular	0.00	745.44	9227
<a href="#">INV0001471</a>	Invoice	06/15/2020	Dental	0.00	372.75	
<a href="#">INV0001483</a>	Invoice	06/30/2020	Dental	0.00	372.69	
HPWP&C	Hathaway, Perrett, Webster, Powers	06/26/2020	Regular	0.00	5,060.70	9236
<a href="#">109116</a>	Invoice	06/01/2020	Attorney Fees	0.00	5,060.70	
HPWP&C	Hathaway, Perrett, Webster, Powers	07/13/2020	Regular	0.00	10,874.00	9259
<a href="#">109338</a>	Invoice	06/30/2020	Attorney Fee	0.00	10,874.00	
HLTHNE	Health Net Life Insurance Company	06/26/2020	Regular	0.00	43.35	9237
<a href="#">61790620</a>	Invoice	06/05/2020	Life Insurance	0.00	43.35	
HCS	Herum/Crabtree/Suntag	06/26/2020	Regular	0.00	23,819.19	9238
<a href="#">94265-2</a>	Invoice	06/25/2020	SBCK vs VTA	0.00	991.04	
<a href="#">94657-2</a>	Invoice	06/25/2020	SBCK vs VTA	0.00	1,439.65	
<a href="#">96658</a>	Invoice	06/25/2020	SBCK vs VTA	0.00	2,534.70	
<a href="#">96659</a>	Invoice	06/25/2020	Matter ID 3842-002	0.00	18,853.80	
NEILSON	Law Offices of Lindsay F. Nielson	06/26/2020	Regular	0.00	1,940.00	9239
<a href="#">34880620</a>	Invoice	06/10/2020	Attorney Fees	0.00	1,740.00	
<a href="#">36600620</a>	Invoice	06/10/2020	Attorney Fees	0.00	200.00	
LEVI	Levi Maxwell	07/13/2020	Regular	0.00	197.08	9260
<a href="#">82891064</a>	Invoice	07/09/2020	Clothing Allowance for Levi	0.00	197.08	
LAFCO	Local Agency Formation Committee	07/13/2020	Regular	0.00	1,205.00	9261
<a href="#">20202021</a>	Invoice	07/01/2020	LAFCO 2020-2021	0.00	1,205.00	

## Check Report

Date Range: 06/16/2020 - 07/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
MOHARD	Meiners Oaks Hardware	07/13/2020	Regular	0.00	204.64	9262
<a href="#">926267</a>	Invoice	06/01/2020	Marking Paint	0.00	6.44	
<a href="#">926314</a>	Invoice	06/01/2020	Suction Cups	0.00	2.03	
<a href="#">926334</a>	Invoice	06/01/2020	Bolts & Screws	0.00	6.82	
<a href="#">927040</a>	Invoice	06/02/2020	Marking Paint	0.00	6.44	
<a href="#">927123</a>	Invoice	06/03/2020	Tape Measure	0.00	9.75	
<a href="#">927768</a>	Invoice	06/08/2020	Nipple, Brass Adapter	0.00	3.89	
<a href="#">927793</a>	Invoice	06/08/2020	Wood Screw, Fastening	0.00	7.21	
<a href="#">927805</a>	Invoice	06/08/2020	Adapter Outlet, Crunch Bar	0.00	5.78	
<a href="#">927982</a>	Invoice	06/10/2020	Blue Containers	0.00	17.14	
<a href="#">928274</a>	Invoice	06/12/2020	Nipple, Towels	0.00	12.16	
<a href="#">928305</a>	Invoice	06/12/2020	Poly Tube	0.00	5.47	
<a href="#">928358</a>	Invoice	06/12/2020	Adapters, Elbows, Couplings	0.00	2.21	
<a href="#">928837</a>	Invoice	06/16/2020	Bolts & Screws	0.00	0.77	
<a href="#">928870</a>	Invoice	06/17/2020	Blue Containers	0.00	57.84	
<a href="#">929043</a>	Invoice	06/18/2020	Blue Containers	0.00	51.42	
<a href="#">929857</a>	Invoice	06/24/2020	Nipple	0.00	9.27	
HOLL-1	Mike Hollebrands	07/13/2020	Regular	0.00	49.11	9264
<a href="#">056070045</a>	Invoice	06/18/2020	Reimbursement to Mike for Ink	0.00	49.11	
MITEC	MiTec Solutions LLC	06/26/2020	Regular	0.00	464.64	9240
<a href="#">1056061</a>	Invoice	06/10/2020	Assistance with Reconnecting SCADA Com	0.00	244.64	
<a href="#">1056077</a>	Invoice	06/17/2020	Network Issues	0.00	200.00	
<a href="#">62370</a>	Invoice	06/15/2020	Splashtop/Antivirus	0.00	20.00	
MITEC	MiTec Solutions LLC	07/13/2020	Regular	0.00	754.64	9265
<a href="#">1056230</a>	Invoice	07/02/2020	Monthly Maintenance	0.00	213.75	
<a href="#">1056231</a>	Invoice	07/02/2020	Monthly Maintenance	0.00	285.00	
<a href="#">62733</a>	Invoice	07/01/2020	Exchange/Web Hosting	0.00	206.89	
<a href="#">62790</a>	Invoice	07/01/2020	Off Site Back Up	0.00	49.00	
OFFDEP	Office Depot	06/26/2020	Regular	0.00	30.68	9241
<a href="#">509483451001</a>	Invoice	06/12/2020	Paper	0.00	30.68	
OBC	Ojai Business Center, Inc.	06/26/2020	Regular	0.00	4.29	9242
<a href="#">15341</a>	Invoice	06/01/2020	Laminating	0.00	4.29	
PATHIAN	Pathian Administrators	06/26/2020	Regular	0.00	106.13	9228
<a href="#">INV0001473</a>	Invoice	06/15/2020	HSBS	0.00	53.07	
<a href="#">INV0001485</a>	Invoice	06/30/2020	HSBS	0.00	53.06	
POWER	Power Machinery Center	06/26/2020	Regular	0.00	129.04	9243
<a href="#">W38175</a>	Invoice	06/15/2020	Maintenance On Golf Cart	0.00	64.52	
<a href="#">W38176</a>	Invoice	06/15/2020	Maintenance On Golf Cart	0.00	64.52	
PERS	Public Employees' Retirement System	06/30/2020	Bank Draft	0.00	150.00	DFT0000996
<a href="#">INV0001469</a>	Invoice	06/15/2020	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	06/30/2020	Bank Draft	0.00	2,516.86	DFT0000998
<a href="#">INV0001472</a>	Invoice	06/15/2020	PERS	0.00	2,516.86	
PERS	Public Employees' Retirement System	06/30/2020	Bank Draft	0.00	150.00	DFT0001008
<a href="#">INV0001481</a>	Invoice	06/30/2020	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	06/30/2020	Bank Draft	0.00	2,516.86	DFT0001010
<a href="#">INV0001484</a>	Invoice	06/30/2020	PERS	0.00	2,516.86	
PERS	Public Employees' Retirement System	07/10/2020	Bank Draft	0.00	114.45	DFT0001018
<a href="#">264460720</a>	Invoice	07/06/2020	Unfunded Accrued Liability	0.00	114.45	
PERS	Public Employees' Retirement System	07/10/2020	Bank Draft	0.00	2,000.13	DFT0001019
<a href="#">30500720</a>	Invoice	07/06/2020	Unfunded Accrued Liability	0.00	2,000.13	

## Check Report

Date Range: 06/16/2020 - 07/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
SAMHIL	Sam Hill & Sons, Inc.	07/13/2020	Regular	0.00	12,595.86	9266
<a href="#">3389</a>	Invoice	06/20/2020	1093 South La Luna	0.00	12,595.86	
SCE	Southern California Edison Co.	07/13/2020	Regular	0.00	8,086.35	9267
<a href="#">OFFELE0720</a>	Invoice	07/13/2020	Office Electricity	0.00	261.30	
<a href="#">TNKFRM0720</a>	Invoice	07/13/2020	Tank Farm	0.00	28.68	
<a href="#">WELL1-0720</a>	Invoice	07/13/2020	Well 1	0.00	884.06	
<a href="#">WELL2-0720</a>	Invoice	07/13/2020	Well 2	0.00	809.60	
<a href="#">WELL80720</a>	Invoice	07/13/2020	Well 8	0.00	113.28	
<a href="#">WELLS4&amp;70720</a>	Invoice	07/13/2020	Wells 4&7	0.00	5,183.08	
<a href="#">Z-20720</a>	Invoice	07/13/2020	Zone 2	0.00	104.95	
<a href="#">Z-2FIR0720</a>	Invoice	07/13/2020	Zone 2 Fire	0.00	181.89	
<a href="#">Z-2PWR0720</a>	Invoice	07/13/2020	Zone 2 Power	0.00	506.14	
<a href="#">Z-3FIR0720</a>	Invoice	07/13/2020	Zone 3 Fire	0.00	13.37	
SCGAS	Southern California Gas Co.	07/13/2020	Regular	0.00	3.41	9268
<a href="#">0329</a>	Invoice	06/26/2020	Office Heat	0.00	3.41	
SDRMA	Special District Risk Management Auth.	07/01/2020	Regular	0.00	38,692.22	9249
<a href="#">68064</a>	Invoice	07/01/2020	2020-21 Property/Liability	0.00	38,692.22	
SDRMA	Special District Risk Management Auth.	07/01/2020	Regular	0.00	13,651.35	9250
<a href="#">68519</a>	Invoice	07/01/2020	2020-21 Workers' Comp.	0.00	13,651.35	
OVNEWS	The Ojai Valley News	06/26/2020	Regular	0.00	138.00	9244
<a href="#">77952020</a>	Invoice	06/26/2020	Subscription	0.00	138.00	
UAOFSC	Underground Service Alert of So.Ca.	07/13/2020	Regular	0.00	75.25	9269
<a href="#">620200442</a>	Invoice	06/01/2020	Digalert	0.00	57.85	
<a href="#">dsb20193495</a>	Invoice	06/01/2020	CA State Fee	0.00	17.40	
USBANK	US Bank Corporate Pmt. System	07/13/2020	Regular	0.00	1,665.46	9270
<a href="#">AMAZON0601</a>	Invoice	06/01/2020	Stickers for Front Walkway	0.00	48.24	
<a href="#">AMAZON0616</a>	Invoice	06/16/2020	Stickers for Front Walkway	0.00	10.71	
<a href="#">AMAZON0622</a>	Invoice	06/22/2020	Stickers for Front Walkway	0.00	53.55	
<a href="#">AMAZONP0622</a>	Invoice	06/22/2020	Prime Membership	0.00	13.93	
<a href="#">BENF0615</a>	Invoice	06/15/2020	Stationary	0.00	12.85	
<a href="#">HACHCO0622</a>	Invoice	06/22/2020	Chlorine Reagent/Dispenser	0.00	545.38	
<a href="#">HACHCO0623</a>	Invoice	06/22/2020	Bulk Dispenser/Powder	0.00	73.79	
<a href="#">LOGMEIN0622</a>	Invoice	06/22/2020	Remote Meetings	0.00	10.00	
<a href="#">OFFDEP0605</a>	Invoice	06/05/2020	Ink	0.00	76.48	
<a href="#">OFFDEP0612</a>	Invoice	06/12/2020	Ink	0.00	38.78	
<a href="#">OSS0609</a>	Invoice	07/01/2020	Storage Unit	0.00	720.00	
<a href="#">THERMO0525</a>	Invoice	06/01/2020	Thermometer	0.00	61.75	
VRWC	Ventura County Resource Conservation District	06/26/2020	Regular	0.00	500.00	9245
<a href="#">20202021</a>	Invoice	06/05/2020	Ventura River Watershed Coordinator Pos	0.00	500.00	
VERIZON	Verizon Wireless	07/13/2020	Regular	0.00	321.01	9271
<a href="#">9857521945</a>	Invoice	06/26/2020	Cell Phones	0.00	321.01	
WREA	Water Resource Engineering Associates	07/13/2020	Regular	0.00	424.00	9272
<a href="#">3295-14</a>	Invoice	06/01/2020	Hwy. 33 Pipeline Relocation/Replacement	0.00	424.00	

## Check Report

Date Range: 06/16/2020 - 07/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
WRIGHT EXP	WEX Bank	06/26/2020	Regular	0.00	464.27	9246
<u>65993342</u>	Invoice	06/15/2020	Fuel	0.00	464.27	

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	107	45	0.00	141,383.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	16,774.92
EFT's	0	0	0.00	0.00
	<b>116</b>	<b>54</b>	<b>0.00</b>	<b>158,158.47</b>

PR \$40,608.80

Meiners Oaks Water District

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

Expenditures	Month of June	Year To Date	Budget Approp	Approp Bal 06/30/20	Current July	Approp Bal To Date
Salary	40,025.02	456,846.42	500,000.00	43,153.58		43,153.58
Payroll Taxes	3,090.79	37,355.36	45,000.00	7,644.64		7,644.64
Retirement Contributions	4,399.37	52,002.97	42,000.00	(10,002.97)		(10,002.97)
Group Insurance	8,635.37	94,908.38	78,000.00	(16,908.38)		(16,908.38)
Company Uniforms	200.00	2,695.45	2,000.00	(695.45)		(695.45)
Phone Office	725.78	9,618.53	9,000.00	(618.53)		(618.53)
Janitorial Service	206.09	5,854.79	4,500.00	(1,354.79)		(1,354.79)
Refuse Disposal	283.84	3,302.58	3,100.00	(202.58)		(202.58)
Liability Insurance	-	27,225.13	27,000.00	(225.13)		(225.13)
Workers Compensation	-	13,984.93	18,000.00	4,015.07		4,015.07
Wells	861.22	4,871.37	10,000.00	5,128.63		5,128.63
Truck Maintenance	134.82	8,192.98	3,000.00	(5,192.98)		(5,192.98)
Office Equip. Maintenance	-	4,534.34	6,000.00	1,465.66		1,465.66
Cell Phones	321.01	3,840.03	4,000.00	159.97		159.97
System Maintenance	5,645.12	54,560.95	75,000.00	20,439.05		20,439.05
Safety Equipment	61.75	2,826.20	3,000.00	173.80		173.80
Laboratory Services	919.00	9,731.00	12,000.00	2,269.00		2,269.00
Membership and Dues	-	7,720.00	8,000.00	280.00		280.00
Printing and Binding	4.29	3,013.30	500.00	(2,513.30)		(2,513.30)
Office Supplies	611.53	8,196.07	5,000.00	(3,196.07)		(3,196.07)
Postage and Express	794.30	11,566.28	13,000.00	1,433.72		1,433.72
B.O.D. Fees	1,100.00	15,150.00	15,000.00	(150.00)		(150.00)
Engineering & Technical Services	641.50	29,428.71	50,000.00	20,571.29		20,571.29
Computer Services	720.53	16,951.12	15,000.00	(1,951.12)		(1,951.12)
Other Prof. & Regulatory Fees	643.90	30,365.48	45,000.00	14,634.52		14,634.52
Public and Legal Notices	-	-	2,000.00	2,000.00		2,000.00
Attorney Fees	17,674.70	103,354.95	90,000.00	(13,354.95)		(13,354.95)
GSA Fees	-	72,214.82	50,000.00	(22,214.82)		(22,214.82)
VR/SBC/City of VTA Law Suit	24,019.19	55,858.73	100,000.00	44,141.27		44,141.27
State Water	-	-	35,000.00	35,000.00		35,000.00
Audit Fees	5,000.00	18,700.00	22,000.00	3,300.00		3,300.00
Small Tools	43.91	3,330.72	2,500.00	(830.72)		(830.72)
Election Supplies	-	-	-	-		-
Water Purchase	-	-	75,000.00	75,000.00		75,000.00
CMWD Standby Charges	1,500.48	17,828.82	17,000.00	(828.82)		(828.82)
Treatment Plant	2,050.85	8,037.02	20,000.00	11,962.98		11,962.98
Fuel	464.27	11,333.27	10,000.00	(1,333.27)		(1,333.27)
Travel Exp./Seminars	25.00	715.51	2,000.00	1,284.49		1,284.49
Utilities	167.44	2,154.94	3,500.00	1,345.06		1,345.06
Power and Pumping	5,402.55	64,253.50	80,000.00	15,746.50		15,746.50
Meters	-	11,227.19	10,000.00	(1,227.19)		(1,227.19)
<b>Total Expenditures</b>	<b>126,373.62</b>	<b>1,283,751.84</b>	<b>1,512,100.00</b>	<b>228,348.16</b>		<b>228,348.16</b>

<b>Water Distribution System</b>	-	-	-	-		-
Automating Fairview Conn. Design	-	-	20,000.00	20,000.00		20,000.00
Well 8 Nitrate Removal/Blending	-	-	25,000.00	25,000.00		25,000.00
4 Valve Replacements/Deadends	-	-	50,000.00	50,000.00		50,000.00
Relocate 6" Main for Z-2	-	9,875.00	100,000.00	90,125.00		90,125.00
El Sol to Lomita Tie-In	-	-	50,000.00	50,000.00		50,000.00
R1 & 2 Well Conditions Report	-	-	25,000.00	25,000.00		25,000.00
<b>Structures and Improvements</b>	-	-	-	-		-
Generator/Panel Upgrades	-	151,787.28	155,000.00	3,212.72		3,212.72
T.P. Final Eng/Permitting/PH-2	-	15,207.00	150,000.00	134,793.00		134,793.00
Well 4 Development Work	-	92,263.16	25,000.00	(67,263.16)		(67,263.16)
<b>Furniture and Fixtures</b>	-	-	-	-		-
General Managers Desk	-	-	2,000.00	2,000.00		2,000.00
<b>Field Equipment</b>	-	-	-	-		-
T.P. Computer/Programming	-	-	-	-		-
	-	-	-	-		-
<b>Appropriations for Contingencies</b>	12,595.86	55,436.58	100,000.00	44,563.42		44,563.42
	-	-	-	-		-
<b>Total CIP Spending</b>	<b>12,595.86</b>	<b>324,569.02</b>	<b>702,000.00</b>	<b>377,430.98</b>		<b>377,430.98</b>

<b>GRAND TOTAL</b>	<b>138,969.48</b>	<b>1,608,320.86</b>	<b>2,214,100.00</b>	<b>605,779.14</b>		<b>605,779.14</b>
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## Report of Income as of 6/30/2020

Income	Month of June	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	0.43	36,603.44	--	36,603.44
Taxes	5,416.63	172,308.46	--	172,308.46
Pumping Charges	274.95	3,777.41	--	3,777.41
Fire Protection	78.77	1,693.62	--	1,693.62
Meter & Inst. Fees		--	--	--
Water Sales	52,226.76	638,906.41	692,256.00	53,349.59
<sup>1</sup> Casas Water/Standby	896.70	9,501.04	--	9,501.04
MWAC Charges	57,688.93	660,687.06	770,484.00	109,796.94
MCC Chg.	6,748.44	76,439.78	80,000.00	3,560.22
<sup>2</sup> Misc. Income	356.83	42,774.93	--	42,774.93
Late & Delinquent Chgs.	8.65	23,837.27	--	23,837.27
Conservation Penalty		--	--	--
Capital Improvement		--	--	--
Drought Surcharge	4,740.03	43,205.17	--	43,205.17
		--	--	--
		--	--	--
		--	--	--
<b>TOTAL INCOME</b>	<b>128,437.12</b>	<b>1,709,734.59</b>	<b>1,542,740.00</b>	<b>(166,994.59)</b>

Note:

<sup>1</sup> This line item is necessary because these sales are tracked in the expenditures

<sup>2</sup> This line item could includes things such as:

Recycled meters and scrap metal

Employee payments for insurance payouts





**Spiess Construction Co., Inc.**

**P.O. Box 2849  
Santa Maria, CA 93457-2849  
(805) 937-5859  
Fax (805) 934-4432**

June 19, 2020

Meiners Oaks Water District  
Attn: Mr. Mike Hollebrands  
202 W. Roblar Dr.  
Ojai, CA. 93023

Email: [mikeh2o@meinersoakswater.com](mailto:mikeh2o@meinersoakswater.com)

Re: Bid Proposal for Bolted Steel Water Tank Repairs

Re: 30' Diameter by 16 feet high

Dear Mr. Hollebrands:

On behalf of Spiess Construction we wish to thank you for the opportunity to submit to you the following quote for repair work on the above referenced bolted steel water tank that we visually inspected the exterior only on 6/8/20. It should be noted that the subject tank does not have a nameplate visible, however it was possibly constructed by Trico Superior in years past. The tank appears to show signs of major corrosion at the flush clean out door which is now leaking at the flanges on the right side. The tank exterior coating is badly weathered and top layer of paint is chalky and quite faded. The underlying steel could be nearing the end of its useful life. The interior of the tank was not inspected as access was not available and the exterior ladder stops about 8-feet above grade. The repair work described below is offered as a means of trying to extend the life of the tank for a few more years until such time and funds are available to remove the tank and replace it with a new steel tank.

#### **Scope of Work – Structural Repairs**

1. We propose to remove the existing bottom course stave (or panel) that contains the existing flush clean out (FCO) door and replace it with a new galvanized steel stave (or panel) of the same size (approx. 60" wide by 8' tall). The new panel will be a solid 12-gauge steel, without an FCO replacement in it, and it will not be painted or coated. New gaskets and bolts & nuts will be furnished and installed to join the new panel with the adjacent panels on all sides. The above work to be performed for the lump sum of \$13,050.00

Note: The above price does NOT include the following list of tasks.

6-19-20

Meiners Oaks Water District

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- Draining the tank of all water contents.
- Opening the tank FCO door.
- Removing any loose particulate matter or debris from the tank interior.
- Washing out the tank interior.
- Disinfection of the tank after the repair work is complete.

If the District does not want to self-perform the above tasks, we can have them performed for the additional lump sum price of \$4,800.00, except for draining the water out of the tank prior to our arrival. That task should be completed by the District personnel. The combined total would then be \$17,850.00

#### **CONDITIONS:**

- No permits or special inspections are included in the above pricing.
- Spiess Construction is a non-union, open shop contractor, and work is based on payment of prevailing wages to all personnel working on the project.
- The above price includes one move-in. Should additional move-ins be required, they will be billed as extra work.
- Water for testing and disinfection and filling the tank shall be supplied to and disposed from the tank site by others.
- Water sampling and testing for Bac-t and VOC's shall be by others.
- No removal, testing or disposal of hazardous materials, i.e. lead paint, is included.
- No galvanic bonding of the new panel to others is included.
- No repairs to the existing gravel grade band is included.
- Repairs to the tank structure shall be limited only to the specified stave replacement.
- Access into and out of the tank, during the replacement process, shall be thru an existing roof hatch and using the existing exterior ladder, with a temporary extension provided by the contractor along with contractor's interior fiberglass extension ladder.

#### **TERMS:**

- Payment shall be made in one lump sum amount, without retention, to be received within 30 days after the work has been completed and billing received by the District.
- Payment and performance bonds are not included but may be provided for an additional 1 1/2% of the contract amount.
- Full payment shall be made within 35 days after the completion of our items of work, regardless of when water is available to put the reservoir back into service.
- A finance charge of 2% or portion thereof, will be added to all outstanding balances in excess of 30 days.
- The above pricing is valid for a period of 30 days from the date hereon.

6-19-20  
Meiners Oaks Water District  
Page three

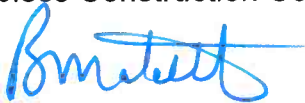
**SCHEDULE:**

After receipt of a signed agreement, we will schedule to commence the work at a mutually agreeable date.

Total estimated time to complete the above structural repairs is 2-3 workdays.

We hope that you find this bid to be both complete and favorable. Should you have any questions please do not hesitate to call us at the above listed number.

Sincerely,  
Spiess Construction Company, Inc.



Barry L. Matchett,  
Tank Division Manager

The above Proposal is hereby accepted by:

---

Dated: \_\_\_\_\_

## AGREEMENT BETWEEN CLIENT and CONSULTANT

This Agreement is entered into in Sacramento, California, by and between:

**CLIENT:** Meiners Oaks Water District  
c/o Jeanne M. Zolezzi

*Address:* Herum, Crabtree, Suntag  
5757 Pacific Avenue, Suite 222  
Stockton, CA 95207

*Phone:* (209) 472-7700

*FAX:* (209) 472-7986

*Email:* [jzolezzi@herumcrabtree.com](mailto:jzolezzi@herumcrabtree.com)

**CONSULTANT:** Wagner & Bonsignore  
Consulting Civil  
Engineers  
A Corporation

*Address:* 2151 River Plaza Drive  
Suite 100  
Sacramento, CA  
95833-4133

*Phone:* (916) 441-6850

*FAX:* (916) 779-3120

*Email:* [pwhealen@wbecorp.com](mailto:pwhealen@wbecorp.com)

**CLIENT and CONSULTANT AGREE AS FOLLOWS (hereinafter called the "Agreement"):**

*A. Client intends to:*

Obtain an understanding of the lands of Meiners Oaks Water District that are attached to the pre-1914 water right determined in the 1902 California Supreme Court Decree.

*hereinafter called the "Project."*

*B. Consultant agrees to perform the following scope of work with respect to the Project:*

See Attachment "A".

*hereinafter called the "Services."*

*C. Client agrees to compensate Consultant for such Services as follows:*

On a time and materials basis in accordance with the attached fee schedule, not to exceed \$8,000 without Client's prior authorization.

*D. This Agreement is subject to Provisions 1 through 27 contained herein, and the terms and conditions contained in exhibits attached hereto and made a part hereof.*

## AGREEMENT

Client and Consultant agree that the following provisions shall be part of their Agreement:

1. (a) Client agrees to compensate Consultant for the Services in accordance with Consultant's standard fee schedule, (attached) hereto as Exhibit "A." Consultant will submit monthly invoices which are due and payable within 30 days of the date of each such invoice. Client acknowledges that if the Project and/or Services are suspended and restarted, there may be additional charges due to suspension of the Project and/or Services, which shall be paid for by Client as extra Services.  
  
(b) Consultant shall perform the Services in accordance with prevailing professional standards and ethics and in compliance with valid and applicable government laws, rules and regulations. The Services will be performed on behalf of, and solely for the exclusive use of, Client and for no others except where federal, state or local law mandates oversight by a federal, state or local agency.
2. Consultant shall work at the discretion of Client and shall cease all work at Client's direction. Client agrees to compensate Consultant for all costs and fees for the Services incurred up to the time Consultant is directed to cease work.
3. Client and Consultant may amend the Services to be provided only by a written Change Order executed by both parties. All Services authorized by a written Change Order shall be subject to all of the terms and conditions of this Agreement except as set forth in the Change Order. Consultant shall not perform any item of work outside the scope of the Services without a written Change Order.
4. Client hereby acknowledges and agrees that all original papers, documents, designs, plans, specifications, drawings and other work product of Consultant (collectively, the "Documents"), and copies thereof, produced by Consultant pursuant to this Agreement, except documents which are required to be filed with public agencies, shall remain the property of Consultant. Such Documents shall not be used by Consultant for any purposes other than what is set forth in this Agreement without the prior written consent of Client. Client has the right to use the Documents for any and all purposes deemed appropriate by the Client. Consultant shall be deemed the author of all Documents and shall retain all common law, statutory, and other reserved rights including, but not limited to, the copyright. Upon request and payment of the costs involved, Client is entitled to a copy of all Documents, provided Client's account is paid current; provided, however, that the payment of any such costs shall not give Client any ownership or proprietary rights in the Documents.
5. Consultant shall only act as an advisor to the Client in all governmental relations.
6. Consultant makes no warranty, either expressed or implied, as to its findings, recommendations, plans, specifications, or professional advice except that the services or work product were performed pursuant to generally accepted standards of practice in effect at the time of performance.
7. Consultant is providing services under the following engineering licenses:  
  

Nicholas F. Bonsignore,   California C39422

Robert C. Wagner,         California C52903
8. This Agreement may be terminated at any time by either party upon verbal notice, followed by written notice delivered by overnight mail or other overnight delivery service or email within 72 hours of verbal notice.
9. Severability: The Client and Consultant have entered into this Agreement of their own free will, to communicate to one another mutual understandings and responsibilities. Any element of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. The waiver by either party of any term, condition, covenant in the Agreement, or any breach thereof, shall not constitute the waiver of any other term, condition or covenant or breach thereof.
10. Information Provided by Others: Consultant shall indicate to the Client the information required to render the Services hereunder. Client shall provide such information to Consultant and Consultant shall be entitled to rely upon the accuracy and completeness thereof. Consultant shall not be responsible for the accuracy, completeness and

sufficiency of such information. Client agrees, to the fullest extent permitted by law, to indemnify and hold Consultant and its sub-consultants harmless from any claim, liability or cost including reasonable attorneys' fees and costs of defense for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by Client to Consultant.

11. Changed conditions: Consultant has the right to call for renegotiation of this Agreement in the event of occurrences or discoveries that were not originally contemplated by or known to Consultant. Each party has the duty to inform the other party of any changed conditions of which such party has become aware. Each party shall identify the changed conditions necessitating renegotiation, and Consultant and Client shall promptly and in good faith enter into renegotiation of this Agreement. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

12. Right to Retain Sub-Consultants: Consultant may use the services of sub-consultants when, in Consultant's sole opinion, it is appropriate and customary to do so. Such persons and entities include, but are not limited to, surveyors, specialized consultants and testing laboratories. Consultant's use of sub-consultants for additional Services shall not be unreasonably restricted by Client provided Consultant notifies the Client in advance.

13. Public Responsibility: Should Client be advised by Consultant as to the presence of a risk to public health and safety or the noncompliance with applicable codes, standards, regulations or ordinances, and should Client then decide to disregard Consultant's recommendations with respect to these items, Client then agrees Consultant has the right to employ its best judgment in deciding whether or not to notify public officials or take other appropriate action. Consultant shall not take such action without at least five (5) business days prior written notice to Client. Client agrees Consultant should not be held liable in any respect for reporting or failing to report said conditions. Accordingly, Client agrees, to the fullest extent permitted by law, to indemnify and hold Consultant harmless from any claim, liability or cost including reasonable attorneys' fees and costs of defense for injury or loss arising or allegedly arising from Consultant's notifying or failure to notify public officials.

14. Consultant's opinions of probable construction cost are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as an experienced and qualified professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over third parties methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable construction cost prepared by Consultant.

15. Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed by Consultant. Files in electronic media format of text, data, graphics, or of other types that are furnished by Consultant to Client are only for the convenience of the Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Consultant shall endeavor to make sure that electronic media format is identical to hard copies but assumes no liability for any differences between the printed copies and the electronic media format.

16. To the fullest extent permitted by law, Client shall indemnify and hold harmless Consultant and Consultant's officers, directors, partners, employees, and sub-consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Client or Client's officers, directors, partners, employees, and consultants with respect to this Agreement or the Project.

17. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Client and Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and sub-consultants with respect to this Agreement or the Project.

18. In the event Consultant's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor Agreement, or rise in the cost of living, during the lifetime of this Agreement, a percentage increase shall be applied to all remaining compensation.

19. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits. Client agrees that it is the responsibility of Client to maintain in good standing all governmental approvals and permits and to apply for any extensions thereof.

20. Client agrees to pay a monthly late payment charge, which will be the lesser of, one and one-half (1½%) per month or a monthly charge not to exceed the maximum legal rate, which will be applied to any unpaid balance commencing thirty (30) days after the date of the original billing.

21. (a) Notwithstanding any other provision of this Agreement and except for the provisions of (b) and (c) below, if any dispute or controversy arises out of this Agreement and if the dispute or controversy cannot be settled within thirty (30) days by discussions between Client and Consultant, both Client and Consultant agree to submit the matter to JAMS (formerly known as Judicial Arbitration & Mediation Services) for mediation. The parties shall each pay an equal share of the costs of mediation. If resolution is not achieved through mediation, then it shall be submitted to JAMS for final and binding arbitration in accordance with JAMS' Rules and Procedures in effect at the time of submission. To the extent allowed by law, Consultant's liability under any arbitration proceeding shall be limited to the total compensation received by Consultant under this Agreement. Any mediation or arbitration proceedings shall be held within the boundaries of Sacramento County, unless Consultant and Client mutually agree to an alternative location.

(b) Subdivision (a) does not preclude or limit Consultant's right to elect to file an action for collection of fees if the amount in dispute is within the jurisdiction of the Small Claims Court.

(c) Subdivision (a) does not preclude or limit Consultant's right to elect to perfect or enforce applicable mechanics lien remedies.

(d) The prevailing party in any arbitration, Small Claims action or complaint to enforce a mechanic's lien shall be entitled to recover all of its reasonable costs, losses, and damages including, but not limited to, all fees and expenses of engineers, architects, attorneys, and other professionals, and all arbitration and mediation costs.

22. Client represents and warrants that it has the power and authority to enter into this Agreement on behalf of itself and Client and to bind Client to this Agreement and that the individual(s) signing on behalf of Client has the power and authority to do so. Consultant represents and warrants that it has the power and authority to enter into and perform this Agreement and that the individual(s) signing on behalf of Consultant has the power and authority to do so.

23. This Agreement contains the entire understanding of the parties relating to the subject matter contained herein and supersedes all prior agreements, both oral and written. This Agreement can only be modified or changed by a writing that is signed by all parties.

24. Consultant is an independent contractor, not an agent or employee. Consultant shall be solely responsible for the compensation, benefits, contributions and taxes, if any, of its employees, agents and subcontractors.

25. This Agreement shall be binding upon and inure to the benefit of the parties, their affiliates and any party controlling, controlled by or under common control with, the parties and the parties' respective principals, agents, directors, officers, employees, partners, attorneys, successors, predecessors, parent corporations, subsidiaries, distributors, licensees and assigns.

26. The parties agree that this Agreement will be governed by and construed in accordance with the laws of the State of California.

27. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute a single, integrated instrument. A faxed, photocopied or digitally scanned copy of a signature shall have the same force and effect as an original signature.

IN WITNESS WHEREOF, the parties hereby execute this Agreement upon the terms and conditions stated above.

**Meiners Oaks Water District**

By: \_\_\_\_\_  
Jeanne M. Zolezzi

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Wagner & Bonsignore, Consulting  
Civil Engineers, A Corporation**

By: Paula J. Whealen  
Paula J. Whealen

Title: Principal

Date Signed: March 26, 2020

## **Exhibit “A” Scope of Work**

We expect our work to include the following tasks:

- Obtain Ventura County Assessor Maps of the District;
- Review the 2019 Draft Summary Discussion of the Water Rights of the Meiners Oaks Water District;
- Plot pertinent Assessor Parcel(s) on USGS quadrangle;
- Review the following deeds provided by you:
  - 1896 Complaint – Rice v Meiners
  - October 22, 1902 California Supreme Court Decree in the matter of Rice v Meiners
  - January 1, 1928 Grand Deed - Book 259 OR 197 - Ojai Ranch and Development Company to Rancho Ojai MWC
  - March 28, 1929 Grant Deed – Book 261 OR 8 - Ojai Ranch and Development Company to Rancho Ojai MWC
  - April 5, 1950 Grant Deed – Book 983 OR 245 – Rancho Ojai MWC to Meiners Oaks County Water District
  - January 14, 1964 Title Insurance and Trust Company report for Meiners Oaks County Water District
- Plot boundaries of land transactions described in the 1902 Judgement and compare to lands described in 1950 conveyance to Meiners Oaks County Water District;
- Telecon with you to discuss findings;
- Prepare memorandum to summarize findings of lands associated with pre-1914 water right described in 1902 judgement and 1950 conveyance.

**Exhibit “B”**  
**Consultant’s Standard Fee Schedule**

# Wagner & Bonsignore

Consulting Civil Engineers, A Corporation

Nicholas F. Bonsignore, P.E.  
Robert C. Wagner, P.E.  
Paula J. Whealen

David H. Peterson, CEG, CHG  
David P. Lounsbury, P.E.  
Vincent Maples, P.E.  
Patrick W. Ervin, P.E.  
Martin Berber, P.E.  
Ryan E. Stolfus

James C. Hanson, P.E.  
Henry S. Matsunaga

## **SCHEDULE OF FEES**

EFFECTIVE JANUARY 1, 2020

### 1. Personal Services of Principals & Supporting Services

- a) Principals including Registered Civil Engineers and Water Right Analyst billed on an hourly rate in accordance with the Schedule of Fees attached hereto; for public hearings and court appearances requiring qualifications and services as expert witness and for assistance to attorneys during course of such hearings and depositions, to be billed at 1.5 times the regular hourly rate, plus transportation and subsistence expenses set forth under (2); Eight hour minimum to be billed for depositions, court appearances and administrative hearings.
- b) Registered Civil Engineers, Sub-professional Engineers, Specialists, Technicians and Drafters billed on an hourly rate in accordance with the Schedule of Fees attached hereto, plus transportation and subsistence expenses set forth under (2);
- c) Special engineering, geotechnical services, testing, surveying and other similar services employed specifically for performance of work at direct invoice cost plus 15 percent.
- d) Overtime - Sub-professional and technical support including clerical and field technicians: Overtime at 1.3 times Schedule Of Fees; Double Time at 1.5 times Schedule Of Fees.

### 2. Reimbursable Expenses

- a) Transportation, direct out-of-pocket expense for public transportation, 75¢ per mile for field vehicles and private auto.
- b) Subsistence, direct out-of-pocket expense.

The foregoing compensation will include compensation for all general office secretarial services, supplies and overhead including office space required for performance of personal and supporting engineering services. Invoices for Personal and Supporting Services and Reimbursable Expenses will be submitted on a calendar month basis and are due and payable upon receipt.

All work performed will be considered as personal professional engineering and supporting services and will be performed and furnished as an independent contractor.

WAGNER & BONSIGNORE  
CONSULTING CIVIL ENGINEERS  
A CORPORATION



Robert C. Wagner, President

## **SCHEDULE OF FEES**

EFFECTIVE JANUARY 1, 2020

Principal Engineer Water Right Analyst	\$225 - \$275/hr.
Scientist Geology Hydrology Geoscience	\$150 - \$215/hr.
Water Resources Program Manager	\$150 - \$195/hr.
Project Engineer – Registered	\$140 - \$250/hr.
Staff Engineer	\$105 - \$140/hr.
Water Resources Assistant	\$95 - \$135/hr.
Senior Technician	\$95 - \$155/hr.
CAD Design/Graphics	\$95 - \$135/hr.
Engineering Assistant	\$85 - \$95/hr.
Clerical	\$75 - \$95/hr.



## **MEINERS OAKS WATER DISTRICT**

### **REQUEST FOR PROPOSALS (RFP) FOR LEGAL SERVICES**

#### **INTRODUCTION**

The Meiners Oaks Water District (District) is seeking proposals from attorneys or firms with experience representing public agencies to provide General Counsel legal services to the District.

General Counsel needs are focused on general public agency governance, public meetings and public records issues, intergovernmental agreements with other public agencies, revenue options, and public contracting issues.

The selected firm(s) or attorney(s) will serve at the pleasure of the Board of Directors of the District. If the District decides to award a contract for legal services as a result of this RFP, it will enter into a contract(s) establishing the terms and compensation for the subject services. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the District. The District reserves the right to contract with any firm or firms responding to this RFP.

#### **BACKGROUND INFORMATION**

Meiners Oaks Water District has served its community and properties of the unincorporated portion of Ventura County called Meiners Oaks for over the past 70 years. Appropriately named after John Meiners encompassing some 1300 acres, formally known as “Suhren Ranch” latterly as “Meiners Place.” This tract was included in the Rancho Ojai area which was originally granted by the Mexican Government to Fernando Tico in 1837. Later in 1870-76 transferred by Mesne and conveyed to and vested in John Meiners officially deeded from Geo H. Suhren to John Meiners in April, 1876.

Since our formation in 1949 Meiners Oaks Water District has gone through some significant changes in demographics, population, housing and system demand. Meiners Oaks Water District currently serves approximately 4,200 people through 1,280 connections and 19 miles pipelines, including domestic, commercial, and agricultural customers. We achieve this with 4 active wells, just over 1 million gallons of storage, and 2 booster stations to supply water to customers at higher elevations.

The District delivers an average of 2.64 acre feet of water per day to its customers which is equal to 862,005 gallons or 205.2 gallons per customer. In the summer months, that number can reach up to 5.56 acre feet per day or 1,812,002 gallons.

*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.*

## SCHEDULE

To the extent achievable, the following schedule shall govern the RFP. The District reserves the right to modify the dates below.

- Availability of the Request for Proposals and Qualifications: June 19, 2020
- Deadline for Submission of Questions: July 8, 2020

Questions should be submitted to the Board Secretary, Summer Ward:

[summer@meinersoakswater.com](mailto:summer@meinersoakswater.com)

- Closing Date for the receipt of proposals: July 13, 2020 by 5:00 pm.

## QUALIFICATIONS

1. Firm or individual attorney must have at least 10 years of public law experience representing public agencies, special districts, municipal governments, or joint powers authorities in California.
2. All attorneys performing services must be admitted to practice in the State of California and be members in good standing with the State Bar of California.
3. The attorney with primary responsibility for the services provided to the District ("Lead Counsel") must have at least ten (10) years of experience providing general counsel legal services for local public agencies, special districts, or municipalities.
4. Demonstrated legal expertise in the following practice areas as they relate to public agencies, special districts, municipal governments, and joint powers authorities in California:
  - a. General Counsel - Laws and regulations that pertain to the governance of public entities including, but not limited to, California joint powers authorities, special districts, water districts, irrigation districts and municipalities. The relevant laws and regulations include, but are not limited to, the Ralph M. Brown Act; Public Records Act; Political Reform Act; conflicts of interest laws; general public entity and municipal law; the California Government Code and California Water Code; public agency bylaws and policies; public contracting and procurement processes and operating procedures; and rules of order relative to the conduct of joint powers authorities, special districts, water districts, irrigation districts and municipalities.

The types of services may include some or all of the following:

- Review, draft, and negotiate contracts.
- Advise on District legal matters

- Advise on labor and employment matters
  - Review personnel, fiscal, and other policies
  - Maintain District bylaws
  - Attend District Board of Director meetings and other meeting as directed by the Board of Directors
  - Advise on government grant and contract issues
  - Advise on responses to subpoenas, court orders, and requests for information from third parties
  - Defend lawsuits, administrative claims, or other legal claims
  - Conduct litigation as necessary
  - Other legal services as deemed necessary by the Agency
  - Sustainable Groundwater Management Act.
  - Public financing and revenue mechanisms, including experience with Propositions 26 and 218. Environmental law, including: California Environmental Quality Act (CEQA); National Environmental Policy Act (NEPA); California and federal Endangered Species Acts; federal Clean Water Act and the California Porter-Cologne Water Quality Act.
  - Governance of public agencies, special districts, municipalities, and joint powers authorities, including amendments and bylaws, and experience interfacing with counsel for joint powers member agencies.
  - Other relevant areas pertaining to special district and public entity law.
5. Lead Counsel shall be available to attend District Board meetings as requested, and the attorney must be accessible to provide legal assistance to the District on an urgent basis, from time to time.

## SUBMISSION REQUIREMENTS

Submission Materials and any questions should be sent to Summer Ward, Board Secretary at [summer@meinersoakswater.com](mailto:summer@meinersoakswater.com)

- **Cover letter** (no longer than 2 pages) - The cover letter should convey a clear understanding of the requirements and objectives, and why the Respondent is qualified to be awarded a contract.
- **Respondent's Qualifications** - Summary of overall qualifications and experience of the Respondent. It is expected that the firm(s) will describe its organization, size, structure, areas of practice, and office locations.
- **Proposed Respondent Team** - The Proposal shall identify the Lead Counsel who will be primarily responsible for providing legal services to the District, and other attorneys and staff to be assigned to the District's legal matters. Please include the qualifications, training, and certifications of Lead Counsel, and all other

attorneys and staff who will perform the services outlined herein. Particular emphasis should be placed on those attorneys likely to be assigned to the representation.

- Fee Schedule - This section should identify the billing rates for listed personnel, as well as other costs or expenses that would be charged in conjunction with the work. The Offeror is free to propose alternative billing structures (e.g., monthly flat fee for attending District Board of Director meetings and advising on routine matters that do not require extensive research or other legal work) for consideration by the District. The District reserves the right to negotiate with the Offeror on the billing structure.
- Conflicts - This section should identify whether Respondent anticipates it would need to obtain conflict waivers from any existing clients and how Respondent anticipates addressing any potential conflicts.
- References - The names, addresses, and telephone numbers of three (3) public agency clients who have contracted with the Respondent for services similar to those described in this RFP within the last five years.

## **SUBMITTALS**

The Proposal should be e-mailed to Summer Ward, Board Secretary at [summer@meinersoakswater.com](mailto:summer@meinersoakswater.com).

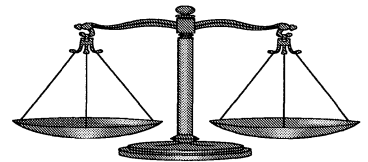
## **EVALUATION CRITERIA**

The District Board of Directors will review the proposals and make recommendations for final approval. The District Board of Directors may request an interview meeting and/or responses to written questions with some qualified Offerors prior to final selection. The proposals will be reviewed with the following general criteria:

- Level of experience and competence of the individual proposed as Lead Counsel with respect to the key areas of service identified in the Qualifications.
- Level of experience and competence of the individual/firm proposed for each of the major issue categories.
- Proposed approach to the scope of work.
- Offerors experience with similar clients and legal matters.
- Reference recommendations.
- Potential conflict of interest issues with Offeror's other clients.
- Labor rates
- Approach to controlling overall costs for providing the requested services.
- Interviews/responses to written questions (if conducted)

# LAW OFFICE OF ROBERT I. LONG

Professional Building  
Ventura County Courts Complex  
674 County Square Drive, Suite 305  
Ventura, California 93003-5454



*"littera scripta manet"*

July 15, 2020

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

*Re: RFP for Legal Services*

Dear Board of Directors,

Thank you for considering my application to serve as Legal Counsel to Meiners Oaks Water District which, because it entails contract, personnel and employment, is a proper topic for discussion in executive session, though any vote and decision should be rendered in the public forum.

For the past 36 years I have been a resident of the Ojai Valley and a private practice attorney in the County of Ventura. For the 10 years that I lived in Meiners Oaks, I was a customer of MOWD.

Prior to my legal education, I was the principal of LoPerk Construction Company, in which I designed and installed septic systems for residential properties in Northern Kentucky. In the process, I necessarily became aware of sanitation district guidelines and regulations. I also worked for approximately two years as a quality control chemist, first with Schenley Distillers in Cincinnati, Ohio and later with a pharmaceutical manufacturer in Norwood, Ohio.

My legal career commenced in 1984 as an Associate Attorney with Hathaway, Perrett, Webster & Powers in Ventura, California. At that time, the firm served as counsel to the Calleguas Municipal Water District, and I was assigned certain, discrete research projects involving that agency. I also worked closely with one of the principals, Paul D. Powers, who represented members of the California Teachers Association and through assignments I became familiar with some of the regulatory scheme of public employment and collective bargaining arrangements.

Beginning in 1988 I joined the Ventura law firm of Myers, Widders and Gibson, in which I was later a name partner; Myers, Widders, Gibson & Long, LLP. My partner, Monte L. Widders, was City Attorney for the City of Ojai from 1980 to 2011, and my partner J. Roger Myers was City Attorney for the City of Fillmore from 1992 through 2007. To be fair I have never served as General Counsel to a municipality or public agency. However, on several occasions, I was asked to sit in as City Attorney for both the cities of Ojai and Fillmore when my partners were absent. The firm also provided special counsel services to over 30 cities in California as well as innumerable special districts including Casitas Municipal Water District, Ojai Valley Water Conservation District, and the Ventura Regional Housing Authority. Again, while I was neither General Counsel nor Special Counsel to any of the municipalities or agencies, I was routinely assigned discrete projects for them. The projects required me to become generally familiar with the Brown Act, portions of the

Government and Water Codes, and general familiarity with the ordinances and other structural framework of the government entity.

I have also served on Boards of Directors and am generally familiar with Roberts Rules of Order, bylaws, and constitutions. I served 10 years each on a church governing board, a Rotary Club board of directors, and the board for Channel Islands Chapter of Community Associations Institute (CAI-CIC), the latter being an educational forum for persons and entities involved with and governing homeowner associations (common interest developments). I am a past president of both the Rotary Club of Ojai West and CAI-CIC.

I also claim "in lieu" experience from my past 30 years of representing over 100 homeowner associations (HOAs), including condominium and planned development projects, timeshares and mobile home developments. My services have run the gamut from initial formation to general counsel and litigation, both prosecuting and defending. Over that time the laws governing HOAs have evolved such that the requirements for open meetings, production of records, notices and elections are substantially the same as for public entities.

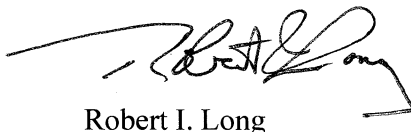
For the past twenty years I have been a solo practitioner operating as the Law Office of Robert I. Long in Ventura, California. I remain in good standing and licensed by the State Bar of California, and continue to reside in the Ojai Valley. Notwithstanding my long residency in the Valley, and my participation with numerous public entities, I am unaware of any conflict that would affect my ability to represent MOWD impartially and zealously.

In my solo practice I am supported by my office manager and paralegal, Laurel Williams, a former educator who has history as an editor of educational publishing materials, including legal materials, for publishers such as Thomson West and Sage. She has also served on various boards of charitable organizations, including Surfcats Rescue and Adoptions, World Dance for Humanity, and several parent-teacher organizations.

I propose that I be paid a monthly stipend of \$1,200 to cover my preparation for and attendance at a monthly Board meeting, and other miscellaneous services calculated not to exceed four hours per month. I further propose to charge additional legal services at \$350.00 per hour. I understand that the additional services will likely involve myriad services, including reviewing, drafting and negotiating contracts, advising as to personnel matters, reviewing fiscal and other policies, and advising regarding litigation matters, CEQA and EIR matters, and interfacing with counsel for other agencies including joint powers agencies. I feel that my past 36 years of experience as a balanced general counsel and litigation attorney qualify me for your consideration for the position as General Counsel.

Although I am unable to provide references from public agency clients, as set out in the RFP, I thank you in advance for your kind consideration of my application.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert I. Long", with a stylized flourish at the end.

Robert I. Long

**From:** Northwood, Lisa <[Lisa.Northwood@aecom.com](mailto:Lisa.Northwood@aecom.com)>  
**Sent:** Friday, July 10, 2020 2:22 PM  
**To:** Mike Hollebrands <[mikeh2o@meinersoakswater.com](mailto:mikeh2o@meinersoakswater.com)>  
**Cc:** Person, Brian <[Brian.Person@aecom.com](mailto:Brian.Person@aecom.com)>; Smith, Craig (Oakland) <[craig.j.smith@aecom.com](mailto:craig.j.smith@aecom.com)>; Peter Sheydayi <[Peter.Sheydayi@ventura.org](mailto:Peter.Sheydayi@ventura.org)>  
**Subject:** RE: Action items from teleconference (6/22)

Hi Mike,

Just following up the action items from our teleconference on 6/22, and wondering if you've had approval from the Board to issue this information yet?

Thanks,

**Lisa Northwood**  
Project Engineer, Water  
D +1-510-874-3078  
M +1-805-377-4078  
[lisa.northwood@aecom.com](mailto:lisa.northwood@aecom.com)

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**From:** Northwood, Lisa  
**Sent:** Thursday, June 25, 2020 1:34 PM  
**To:** Mike Hollebrands <[mikeh2o@meinersoakswater.com](mailto:mikeh2o@meinersoakswater.com)>  
**Cc:** Person, Brian <[Brian.Person@aecom.com](mailto:Brian.Person@aecom.com)>; Smith, Craig (Oakland) <[craig.j.smith@aecom.com](mailto:craig.j.smith@aecom.com)>; Peter Sheydayi <[Peter.Sheydayi@ventura.org](mailto:Peter.Sheydayi@ventura.org)>  
**Subject:** Action items from teleconference (6/22)

Hi Mike,

Thanks again for your time on the phone on Monday. Below is a list of action items and outstanding data requests that I noted from our teleconference on 6/22:

- Mike to send through the following requested data/information (if available, and if approved by the Board):
  - Monthly turbidity data at the wells.
  - Additional nitrate sampling data from Well 8 (we already have 1 lab analysis test dated January 16, 2014).
  - Photos from previous post-storms showing damage to Wells #1 & #2.
  - Elevations of Wells #1 & #2 raised platforms.
  - Cost of water production (from a few years ago).

Please let me know if you have any further questions or comments.

Thanks,

**Lisa Northwood**  
Project Engineer, Water  
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M +1-805-377-4078  
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**To: Board of Directors of the Meiners Oaks Water District**

**From: General Manager**

**Subject: Monthly Manager's Report**

**Highlights**

(Rainy season October thru April)

18.60" of rain Matilija Canyon

16.45" of rain Meiners Oaks Fire Station

**LAKE CASITAS LEVEL**

**43.2%**

**Board Committees**

**Current Well levels and specific capacity**

Well 1	June	July	Well 2	June	July	Well 4	June	July	Well 7	July	July
Static	22.1'	29.0'	Static	27.2'	29.5'	Static	35.2'	39.3'	Static	41.9'	45.7'
Running	36.2'	39.2'	Running	48.3'	64.8'	Running	72.0'	74.4'	Running	44.7'	49.8'
Drawdown	9.1'	10.1'	Drawdown	21.1'	35.3'	Drawdown	36.8'	35.1'	Drawdown	2.8'	4.1'
Specific Cap.	32.0 gal/ft	22.7 gal/ft	Specific Cap.	8.9 gal/ft	4.0 gal/ft	Specific Cap.	9.1 gal/ft	9.12 gal/ft	Specific Cap.	116.0 gal/ft	78.0 gal/ft

Water pumped, sold and purchased values are based on a calendar year.

### **Total Pumped**

Total Pumped for June 2020	67.38 AF
Total Pumped 2019:	609.61 AF
Total Pumped YTD 2020:	251.50 AF

### **Total Sold**

Total Sold for June 2020:	66.71 AF
Total Sold 2019:	563.62 AF
Total Sold 2020:	244.98 AF

### **Total Purchased**

Total Purchased from CMWD 2020	0.00 AF
Total Purchased YTD June	0.00 AF
Total Purchased YTD 2019	33.58 AF

### **Total Capacity:**

1,600 Gallons per Minute (GPM) with all current wells on line 1, 2, 4, 7)

3,600 Gallons per minute (GPM) with all current wells on line 1, 2, 4, 7) + Casitas

### **Water Sales:**

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

June 2019:	\$ 49,260.62
June 2020:	\$ 52,226.76

### **Reserve Funds**

Balance at the County of Ventura	<b>\$ 1,449,936.09</b>
Total Taxes*	\$ 5,416.63
Total Interest from reserve account#	\$ 0.00

### **Fiscal Year Total Revenues**

July 1 <sup>st</sup> – June 30 <sup>th</sup>	2019	\$ 1,716,091.78
July 1 <sup>st</sup> – May 31 <sup>st</sup>	2020	\$ 1,709,734.12

### **Bank Balances**

LAIF Balance	\$ 227,801.70
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
Money Market (RABO)	\$ 7,619.51
Amount Transferred to Rabo from County this month	\$ 0.00
Amount Transferred to General Fund from Money Market	\$ 0.00
(*)Monthly Interest received from Money Market	\$ .31
General Fund Balance	\$ 90,513.61
Trust Fund Balance	\$ 16,895.93
Capital Improvement Fund	\$ 14,413.83
(#) Quarterly Interest from Capital Account	\$ .12
Total Interest accrued	\$ .43

### **District Summary/Update**

- District O&M Report – Everything is running smoothly throughout the District. Our fire pump on the private portion of Tico rd has been tested and is prepared in case of fire. Although there are some minor issues with a mercoird switch and the pump seal is leaking a little.
- Wells – Well levels are declining, and the air is becoming an everyday problem once again. This makes me very nervous for several reasons; 1) It is not very esthetically pleasing to our customers, 2) it skews our turbidity and chlorine equipment, and 3) it is tough on our pumping equipment
- COVID -19 – As you know, the District has been operating remotely since March 13<sup>th</sup>. The staff works out a monthly schedule assigning who will complete the field and office work on a daily basis. Things up to this point seem to be running smoothly with good communication all around. Plexiglass shields have been installed in the office to help protect from the air-born feature of this virus, and a sanitation station has been purchased and placed in the office, distancing floor decals have been placed outside, and logs have been developed to log daily temperatures of our staff as well. The date to re-open the office is still to be determined. As Covid cases in Ventura County seem to be increasing, the Governor is closing businesses back down.
- Meiners Rd Project – **Completed**

### **Capital Improvement Projects for 2019-2020** **Budgeted capital funds \$ 637,000 FY 2019-2020**

1. Well 4 Development (Completed)
2. Engineer design report for the treatment plant (35% Completed)
3. Replace 6 inch main for Zone 2 (Completed)
4. El Sol and Lomita Tie-in (Engineering to start next month)
5. R1 and R2 well condition report (Tabled until next year)
6. Automate Casitas connection at Fairview and Hwy 33 (Tabled until next year)
7. Two generator purchase and electrical panel upgrades (Complete)

### **Unscheduled Work**

<u><b>Type of Repair</b></u>	<u><b>Cause</b></u>	<u><b>Date</b></u>	<u><b>Leak Location</b></u>	<u><b>Contractor</b></u>	<u><b>Amount \$</b></u>
*Main Leak	Edison	7/11	1450 S. Rice	Sam Hill/Staff	\$10,885.10
Main Leak	Poor bedding	7/14	Rice and Myer	Sam Hill/Staff	\$3,850.00
**Service Leak	Edison	7/29	150 N. Encinal	Sam Hill	\$ 2,539.34
Valve replacement	Age	8/5	181 N. Encinal	Sam Hill	\$ 8,181.25
Main Leak	Pipe Settle	10/13	1878 Meiners Rd	Sam Hill/Staff	\$ 3,488.00
Main Leak	Poor Bedding	11/15	980 Oso Rd	Sam Hill/Staff	\$ 8,158.85
Main Leak	Crack	1/15/20	Tico/Lomita	Sam Hill/Staff	\$ 10,894.91
Hydrant Replacement	Age/Leaking	3/4/20	239 N. Poli	Staff	\$0.00
Service Leak	Pinhole in service	6/20/20	1039 S. La Luna	Sam Hill	\$ 12,000
				Sub Total	\$ 47,997.45
			Total Less refunded amounts		<b>\$ 49,112.35</b>

**\* A refund check has been received by the District on behalf of Edison for \$ 10,885.10**

**\*\* Refund check has been approved by Edison and should be received soon**

### **Tanks**

1. 80k gallon bolted tank was installed in 1983 age = 37 (Zone -2)
2. 500k gallon bolted tank was installed in 1973 age = 47 (Put back into service 2011)
3. 500k gallon bolted tank was installed in 2003 age = 17
4. 750k gallon welded tank completed in 2015 age = 5

Life expectancy for a bolted tank is 30 – 40 years

Life expectancy for a welded steel tank 100 years

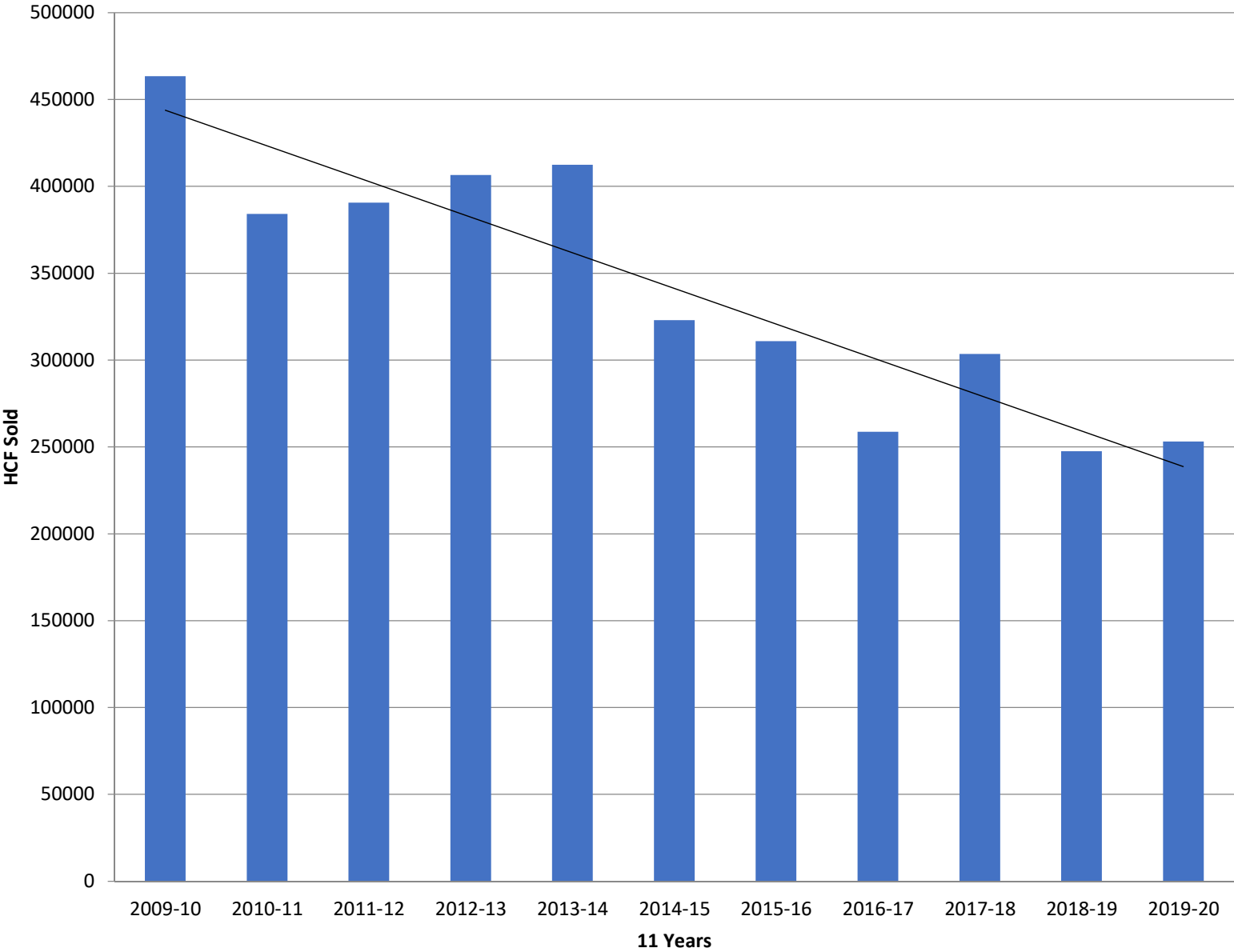
**Well Drilled Dates & Depths**

	<b><u>Date drilled</u></b>	<b><u>Drill Depth</u></b>
1. Well # 1	1969	65 feet Rehabilitated 2018
2. Well # 2	1969	110 feet Rehabilitated 2018
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 (NON-OP.)

**Board of Directors**

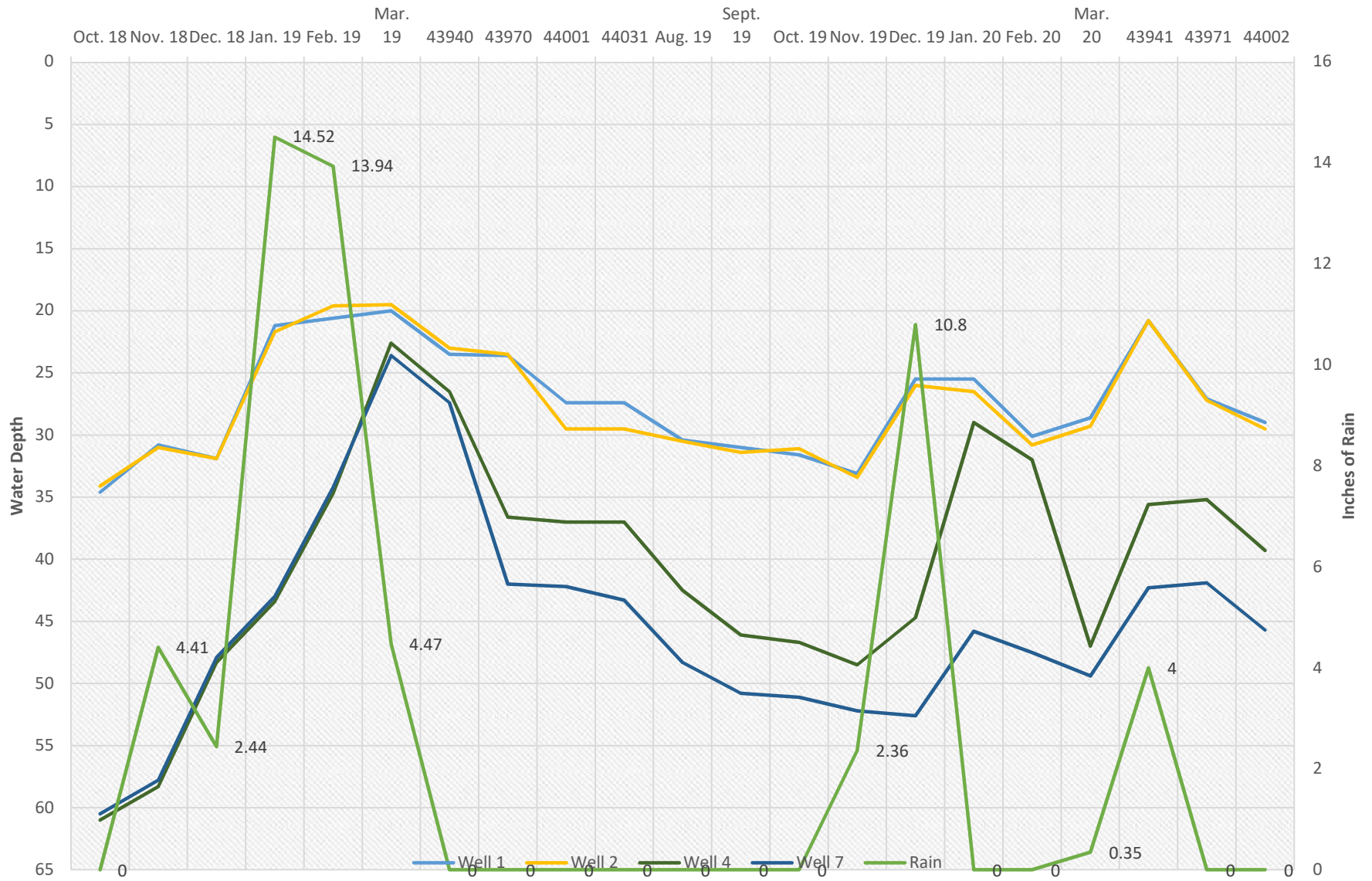
President – Michel Etchart Re-elected in 2018	Term ends 2022	Long Term
Vice-President – James Kentosh Re-elected in 2018	Term ends 2022	Long Term
Board Member – Larry Harrold Re-elected in 2018	Term ends 2022	Long Term
Board Member – Michael Krumpschmidt Elected 2016	Term Ends 2020	Long Term
Board Member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

# Water Sales



1-HCF = 748  
Gallons

# Static Well Levels and Rainfall

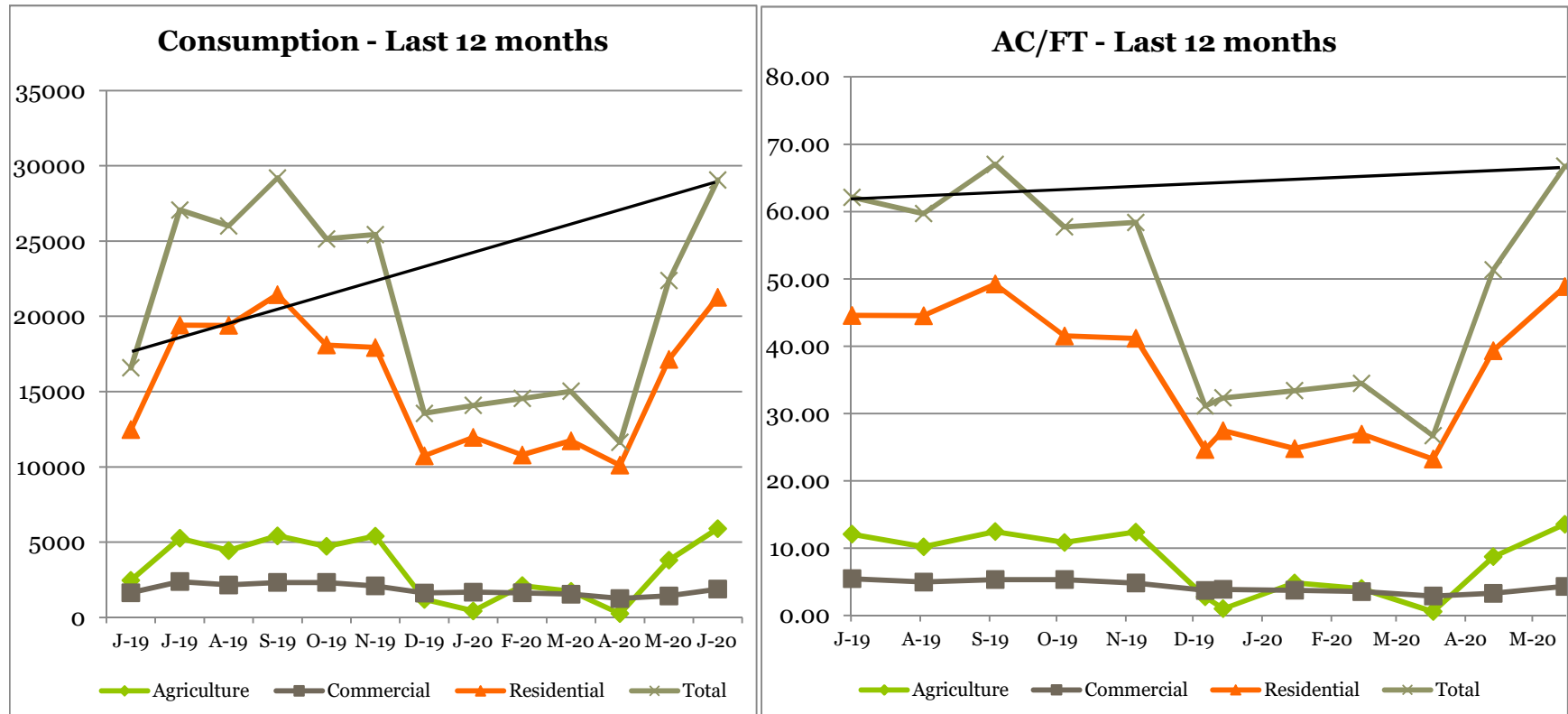


# GM Consumption Report

Billed Consumption for June 2020

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	31	5904	748	13.55
Commercial	55	1883	748	4.32
Residential	1193	21274	748	48.84

Total Consumption	1279	29061	Grand total	66.72
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Note: Previous report showed spike in January 2019, two factors contributed to high value: (1) Oso Rd. Leak 799 units (Res); (2) Meter Misread, corrected customer account and billing but the output report had not updated, erroneous 9,997 Res units removed from January Residential Consumption. \*\* June 2020 - abnormally high consumption - staff performed roughly 200 service orders to check high reads for accuracy and if there were any indications of a leak (of which there were several - customer contact via door hanger, phone call and/or letter).

GM Report

AG	CONSUMPTION				AC/FT			
	2017	2018	2019	2020	2017	2018	2019	2020
JAN	605.00	3389.00	1212.00	437.00	1.39	7.78	2.78	1.00
FEB	195.00	4487.00	163.00	2109.00	0.45	10.30	0.37	4.84
MAR	1593.00	881.00	288.00	1742.00	3.66	2.02	0.66	4.00
APR	3436.00	3025.00	2415.00	253.00	7.89	6.94	5.54	0.58
MAY	5258.00	5511.00	2541.00	3802.00	12.13	12.65	5.83	8.73
JUN	6523.00	4677.00	2470.00	5904.00	14.97	10.74	5.67	13.55
JUL	8401.00	6047.00	5261.00		19.29	13.88	12.08	
AUG	9793.00	6475.00	4447.00		22.48	14.86	10.21	
SEP	10336.00	4846.00	5425.00		23.73	11.12	12.75	
OCT	8686.00	3714.00	4726.00		19.94	8.53	10.85	
NOV	5893.00	3875.00	5401.00		13.53	8.90	12.40	
DEC	6606.00	681.00	1204.00		15.17	24.44	2.76	

COM	CONSUMPTION				AC/FT			
	2017	2018	2019	2020	2017	2018	2019	2020
JAN	1531.00	2179.00	1582.00	1686.00	3.51	5.00	4.25	3.87
FEB	1808.00	1750.00	1417.00	1636.00	4.15	4.02	3.25	3.76
MAR	1441.00	1433.00	1447.00	1551.00	3.31	3.29	3.32	3.56
APR	1534.00	1631.00	1712.00	1257.00	3.52	3.74	3.93	2.89
MAY	2037.00	2137.00	1775.00	1437.00	4.68	4.91	4.07	3.30
JUN	2148.00	2141.00	1640.00	1883.00	4.93	4.92	3.76	4.32
JUL	2409.00	2384.00	2384.00		5.53	5.47	5.47	
AUG	2590.00	2513.00	2165.00		5.95	5.77	4.97	
SEP	2202.00	2183.00	2324.00		5.06	5.01	5.34	
OCT	2221.00	2114.00	2326.00		5.10	4.85	5.34	
NOV	2484.00	2167.00	2098.00		5.70	4.97	4.82	
DEC	2159.00	1788.00	1624.00		4.96	4.10	3.73	

RES	CONSUMPTION				AC/FT			
	2017	2018	2019	2020	2017	2018	2019	2020
JAN	9145.00	14041.00	11567.00	11961.00	20.99	32.23	26.55	27.46
FEB	9934.00	14009.00	8243.00	10800.00	22.81	32.16	18.92	24.79
MAR	9012.00	9375.00	8000.00	11737.00	20.69	21.52	18.37	26.94
APR	10693.00	12018.00	13199.00	10119.00	24.55	27.59	30.30	23.23
MAY	16844.00	16387.00	13427.00	17132.00	38.67	37.62	30.82	39.33
JUN	17499.00	19252.00	12470.00	21274.00	40.17	44.20	28.63	48.84
JUL	19982.00	21976.00	19416.00		45.87	50.45	44.57	
AUG	21012.00	22974.00	19398.00		48.24	52.74	44.53	
SEP	21428.00	19943.00	21446.00		49.19	45.78	49.23	
OCT	19992.00	18079.00	18096.00		45.90	41.50	41.54	
NOV	17067.00	16304.00	17937.00		39.18	37.43	41.18	
DEC	17147.00	10645.00	10734.00		39.36	24.44	24.64	



## Board Secretary Report

July 2020

### 1. Administrative

- a. Board Elections November 2020 *Update* – (1 Open & 1 Incumbent)
  - Resolution for Election Consolidation was adopted and submitted with the required paperwork and submitted to the County Elections on 6/30/20.
  - Nomination Period: Monday, July 13, 2020 – Friday, August 7, 2020
  - Notice of Elections posted on District website & District Office outside display case 2/10/2020; “Join our Board” bill stuffer included with 6/30/2020 statements.
- b. CSDA Webinar: Special Districts Board Secretary/Clerks Inspiration & Knowledge (Free) – 7/9/2020, 90 attendees. Speaker: Sandy Geroux, and CSDA Professional Development Director, Megan Hemming. Discussed changes to education and training calendar due to COVID, many in-person session are being converted to recorded video presentations for wider access. There is no longer a budgetary limit on CSDA Scholarships for education. Sandy shared 5 Ways to Inspire & Educate each other: (1) Think of ways to take things off your leader’s plate; (2) Schedule frequent strategy calls (daily am recommended); (3) Develop a system to streamline communication; (4) Go with the flow; (5) Never doubt your value. Sandy has extended her contact information to attendees that seek further guidance or coaching.

### 2. Financial (any items not covered in separate Financials Report)

- a. Audit Recommendations – *Update*
  - i. Procedures for Small Accounting Departments & Fraud Risk Assessment documents were received from C. Fanning and distributed to Staff Procedures Committee and Staff for review and consideration.
  - ii. Monthly Trust Fund (Account Security Deposits) reconciliation process refined and formally imbedded into end-of-month A/R & A/P workflows, by using the Current & Refunded Deposit listing reports to reconcile with Bank Account and New Account database.

### 3. Billing/Customer Service

- a. Summary of Billing Statements & Customer Service Orders

Month	#Total Service Orders	# Account Owner Changes	Monthly Customer Bill Total	Over-Allocation \$ (drought sur)	Other Conservation Penalties
Jan 20	88	5	\$103,517.04	\$3,060.00	\$0
Feb 20	75	11	\$102,457.21	\$1,919.00	\$0
Mar 20	109	11	\$104,012.24	\$1,849.00	\$0
Apr 20	78	9	\$ 94,817.80	\$1,106.00	\$0

May 20	112	2	\$124,586.74	\$5,220.00	\$0
Jun 20	201	7	\$144,471.57	\$9,483.00	\$0

Note: May 2020 over-allocation fees increase attributed to very high Ag consumption, (1) account over 500 units, and (2) accounts both over 850 units each. These reads were verified, and meters did not indicate leaks. June meter reading indicated significant abnormally high consumption, several customer leaks and increased irrigation.

#### 4. Projects

- a. Allocation Program – provided ongoing interface with Ag and Commercial reclassification customers.
- b. Staff Procedures Ad-Hoc Committee – Created agenda preparation, meeting agenda template revisions, office layout redesign, post meeting action lists; working on revised MOWD job descriptions based on updated job duties and responsibilities and a new collaboration with other agencies on developing a comprehensive MOWD Safety Manual (separate from ERP).
- c. Meter Reading Handheld – Transition to new platform. Itron web demo scheduled for 7/13/20 with GM & Operators. Current devices (FC300) software are no longer supported, as they are outdated. The new platform is an app-based system that backs up to a secure cloud, the app-based system provides us with flexibility and provides GIS mapping and real-time abnormal read alerts with image capturing software. Estimated cost is \$5000 (budgeted)
- d. District Call Volume – there has been a significant uptick in the volume of calls coming through the District mainline (>30 daily, ranging 5-40 min each). Staff are evaluating cost effective tools for reducing interruptions to office staff.

#### 5. Complaints & Compliments

- a. A customer called 7/7/2020 to discuss several items; however, he expressed explicit concern regarding Casitas' management of the valley's water supply. *I shared with him our Board meeting schedule, where to find the agenda postings and the process for getting added to our agenda notification email distribution, for items he would like to discuss with the Board.*

**Recommended Actions:** *Receive an update from the Board Secretary concerning miscellaneous matters and District correspondence. Provide feedback to staff.*

**Attachments:** None.