



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): [1 877 309 2073](tel:18773092073)

JOIN BY COMPUTER: <https://global.gotomeeting.com/join/641893533>

ACCESS CODE: [641-893-533](tel:641893533)

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))

September 15, 2020 at 6:00 p.m.

1. Call meeting to order

2. Roll call

3. Approval of the minutes: July 21, 2020, Regular Meeting

August 18, 2020, Regular Meeting

August 21, 2020, Special Meeting

4. 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:*

5. 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/
 - Personnel matters: GM & Board Secretary Reviews (54797 (b)(4)) – Directors Only

Regular Agenda (Reconvene Regular Meeting, Estimated Time 7:45 p.m.**)**

6. Financial matters

Approval of Payroll and Payables from August 16, 2020 to September 15, 2020 in the amount of:

Payables – \$ 59,417.77

Payroll – \$ 41,636.06

Total – \$101,053.83

7. Board action and/or discussion

- a) Review and approval of the Professional Services Agreement – Legal Services with Stuart Nielson, for a probationary 6-month period.
Recommended Action: Approve Professional Services Agreement with Stuart Nielson and authorize General Manager to execute contract.
- b) Discussion of Meiners Rd. Tank options (Photos included)
Recommended Action: Provide direction and authorization to the GM on how to proceed with the Meiners Rd. Tank repair or replacement.
- c) Discussion of and approval for Resolution 09152020: Conflict of Interest Code
Recommended Action: Approve 2020 Local Agency Biennial Resolution for the Conflict of Interest Code.
- d) Discussion of UVRGA-MOWD Administrative Support Agreement (No attachment)
Recommended Action: Discuss options and provide direction to staff.

8. General Manager's Report

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

9. Board Secretary's Report

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

10. 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

11. Old Business

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

12. Director Announcements/Reports

13. Adjournment

The next scheduled Regular Board meeting is October 20, 2020.

Regular Meeting
July 21, 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.

1. Call to Order

The meeting was called to order by the Board President, Mike Etchart, at 6:03 pm via teleconference.

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

Absent: None.

3. Approval of the Minutes

Approval of June 16, 2020, Regular Meeting minutes:

Director Kentosh recommended minor changes to page 3 Financial Audit, and page 4 "pandemic bill stuffer" motion appears to have been copied over and not updated for that agenda item. Ms. Ward to make the necessary revision.

Director Kentosh made the motion to approve June 16, 2020, Regular Meeting minutes, with requested 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 June meeting)

M/S/C

3. Public Comments

No Public Comments.

**** The Board went into closed session at 6:15 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 7:02 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.

Public: Beth Von Gunten joined the meeting at 7:00 pm and provided a statement of attendance.

5. Financial Matters

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

Payables -	\$ 158,158.47
Payroll -	<u>\$ 40,608.80</u>
Total -	\$ 198,767.27

Director Kentosh noted the increase in Attorney fees and requested clarification on the budget amounts for Legal Services. Director Krumpschmidt added that he is appalled at the amount of money spent on these two lawsuits, but District doesn't have a choice. We need to try to reduce costs where possible.

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

No Public Comment:

Kentosh/Krumpschmidt

Roll Call Vote:

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

Harrold - Y

All Ayes

M/S/C

6. Board Discussion/Actions

a) Consider approval for Meiners Road Tank Repair Bid Proposal from Spiess Construction Co. Inc. for an amount of \$17,850.

Mr. Hollebrands introduced the need to get the Meiners Road Tank repaired as soon as possible, pictures provided in the agenda packet. Speiss Construction did the other District tank. Barry Matchett, with Speiss Construction, can perform the subcontracting within the industry. Due to the type of work being performed, prevailing wages will drive the cost of labor up; however, this is a state requirement and not optional for the District. Mr. Hollebrands added that this proposal is less than the budgeted amount for the repair. The Board discussed the nature and specific use of the tank, including the additional zone-specific charges to those particular customers.

Director Kentosh reviewed the proposal in detail and asked if Speiss will be performing all the work or will the District Operators perform some of the tasks to save on the expenses. Mr. Hollebrands stated that District personnel would complete as much as possible to keep costs as low as possible. Director Kentosh requested clarification on whether the District will be able to meet demand while the repairs are being performed, keeping fire flow protections in place? Mr. Hollebrands stated that fire protection would be maintained.

Director Harrold stated that Meiners Road is the most expensive water in the District. He also asked about the condition of the tank, and whether it should be repaired versus replaced, or consider a smaller tank. Mr. Hollebrands replied that he did have an idea of eliminating the tank and upgrade the lower pumps.

Director Krumpschmidt proposed rolling the cost of the tank to the customers that the tank serves. Director Engle requested a prorated schedule with actual costs to be provided to the Board; she added an observation that the District could perform bid items such as water for testing and sampling. Mr. Hollebrands noted that the District Operators only have limited Confined Space training and do not have the proper equipment or training to perform the chlorine work in the tank. The Board recommended an agenda item to discuss the feasibility of adding a customer fee for the tank.

Director Kentosh made the motion to approve the Spiess Construction bid proposal for Meiners Road Tank Repairs not to exceed \$17,850. Director Engle seconded the motion.

No Public Comment

Kentosh/Engle

Roll Call Vote:

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

b) Discussion and consider approval of Standard Service Agreement – Water Rights

Mr. Hollebrands introduced the Standard Services Agreement for Water Rights, which was intended to be presented at the last meeting. The agreement is a standard operating procedure. Director Engle added that this is only for the maps created by a subcontractor that contributes to the memorandum being prepared by Attorney Zollezi. Mr. Hollebrands stated that this would fall under the budget for the Ventura Adjudication lawsuit. Attorney Nielson said this work would prove to be invaluable. The Board held a brief discussion regarding the status of the memorandum.

Director Krumpschmidt made the motion to approve the Standard Service Agreement – Water Rights. Director Engle seconded the motion.

Public Comments:

Ms. Von Gunten felt there was a good discussion.

Krumpschmidt/Engle

Roll Call Vote:

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

Harrold - Y

All Ayes

M/S/C

c) Review and discussion selection for the submitted RFQ for legal services

Director Etchart introduced the ongoing process of selecting a General Counsel for the District, with Attorney Nielson retiring. Attorney Nielson mentioned that he did receive feedback from some of the potential Attorneys that they felt the District RFQ was a bit excessive for a General Counsel; furthermore, he strongly encouraged full Board interviews of each candidate. The Board held a brief discussion about postponing the selection process to a Special Board meeting so that further recruitment could occur prior to interviews.

Public Comments:

Ms. Von Gunten encouraged the Board to cast the net as wide as possible; issues with previous counsel was not financial; it was a personnel issue and could discuss if anyone was interested.

No motion.

d) Discussion of agenda management and meeting coordination

Director Kentosh presented the topic that has been a focus of the Staff Procedures Committee. The goal is to shift more the detailed discussions and work to the Committee level and out of the full Board meetings. Director Kentosh added that the other District has more staff that can produce staff reports for each agenda item; we need to consider our small-ness.

Chair Etchart asked how VRWD Board can meet in 1.5-2.0 hrs. Attorney Nielson, who also attends the VRWD Board meetings, stated that the Committees prepare reports with recommendations to the Board, and the Chair keeps the meeting on a timely track. Director Engle added that for teleconference meetings, it is a more organized progression if the Chair calls on Directors individually for discussion; additionally, it is frustrating to see that not everyone is prepared for the meeting. Chair Etchart requested that the Staff Procedures Committee works on reviewing the Committees and work towards a standing schedule for Committees, which will help promote public engagement.

Public Comments:

Ms. Von Gunten has attended other Boards and Committees and cites MOWD as a good example; there are good discussions for the public to hear. Additionally, Ad-Hoc Committees are for specific and limited timeframes and don't fall into the Brown Act; standing committees will cover almost all topics.

Ms. Havrda introduced herself as considering Board election. She has worked in the corporate environment and has a contact that has a new type of platform, like virtual reality. She will provide the platform information to Ms. Ward.

No motion.

e) Discussion and consider August Board meeting hiatus

Director Krumpschmidt requested this item be considered, as many organizations take a summer break. Mr. Hollebrands stated that there are pressing issues and consider perhaps consider going dark in September or December. Director Engle added that Directors could take a vacation, as long as the Board has a quorum to meet and approve actions, no need to take a hiatus. Directors Kentosh and Etchart reaffirmed the need to keep moving forward.

Public Comments:

Ms. Von Gunten stated that water is critical infrastructure, a 24/7/365 public agency. She noted that the Brown Act does not allow for a Board retreat.

Ms. Havrda stated the next world war would not be over oil; it will be over water. Keep going.

No motion.

f) Discussion and consider extending the moratorium on customer disconnections for non-payment

Director Kentosh provided a summary of the actions taken by the Board in April 2020 to implement a moratorium on customer disconnections for non-payment during the COVID-19 pandemic., for an initial 3-month period. Director Kentosh is

requesting that the Board consider extending the moratorium for an additional 3-months, possibly ending October 2020.

Director Kentosh made the motion to approve the extension of the moratorium on customer disconnections for non-payment for three additional months. Director Krumpschmidt seconded the motion.

Public Comments:

Ms. Von Gunten agrees and is grateful the Board concurs with a moratorium on disconnections for non-payment during this time.

Ms. Havrda agrees, 100%.

Kentosh/Krumpschmidt

Roll Call Vote:

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

Harrold - Y

All Ayes

M/S/C

g) Discuss possible customer repayment plan options

Director Kentosh presented the agenda topic, as we have now approved the extension of the moratorium on customer disconnections due to non-payment due to the COVID-19 pandemic. Ms. Ward reported that a small limited number of customers had contacted the District Office expressing financial difficulties due to the COVID-19 shutdown. Those customers understand that their water bill will come due at a future date and are encouraged to pay any amount, no matter how small, towards their bill to help alleviate a large bill at the end of the moratorium. Ms. Ward also explained how the current District billing system, Tyler Incode 10, has repayment functionality that is used for managing customer repayment terms, i.e., large leaks that result in a significant bill, we establish a repayment that works for the customer ranging from 2-12 months. The number of MOWD customers that will be needing a repayment plan related directly to the COVID-19 shut down will be few, and the District Office will work with those individual customers. The Board agreed that no new policy was necessary, and Ms. Ward can work on a case by case basis with the customers.

No Public Comments

No motion.

h) Discuss AECOM data request

Mr. Hollebrands presented data requests from AECOM related to the Matilija Dam Removal & Mitigation work being performed by the engineers. Director Engle

reviewed the request, and it does not involve confidential customer data, so this request should be acceptable, not clear on the cost of production.

The Board held a brief discussion regarding the Matilija Dam Removal and Mitigation team, including the recent draining of Matilija lake. The Board agreed to provide the requested data from AECOM.

Public Comments:

Ms. Von Gunten felt it was a good discussion.

Ms. Havrda asked clarifying questions about the dam removal and the public sanitation and safety concern.

No motion.

7. General Manager's Report

District Operations & Maintenance Report

Mr. Hollebrands offered to have Ms. Havrda call him anytime to discuss her desired participation on the Board. Mr. Hollebrands then provided a summary of operations and maintenance activities. The District is losing production at Well #7, seeing 380 gals/min; Well #1 running at par, and Well #2 is not doing great. Mr. Hollebrands reported that he had a conversation with K. Dyer, Casitas Assistant GM; she confirmed that Casitas would not be providing the data requested by the UVRGA, and a letter regarding this matter will be provided. The Casitas Comprehensive Plan was mentioned briefly. Mr. Hollebrands had a conversation with Eagle Aerial (water-view) will be the first steps toward GIS for the District, plan to present at an upcoming meeting. Director Engle reminded the Board and public that the UVRGA is performing technical work for the watershed, and we do not want to duplicate efforts. The Board briefly discussed the District Office repopulation plan.

Chair Etchart reviewed the unscheduled worklist, noting the two SCE related incidents that will be reimbursed, asked if the District is still using Sam Hill a lot due to urgency or other reasons. Mr. Hollebrands replied that the most recent was a Saturday leak; field staff isolated the leak, but lacked the proper tools in-house to complete the job, the contractor performed the work the following day. The Board discussed the status of the field operator skill set and competency for in-field repairs. Director Krumpschmidt requested an update on the Well #4 vibration issue. Mr. Hollebrands stated that the well is underdeveloped; once the bad shaft was replaced, the vibration problem was resolved.

Public Comments:

Ms. Von Gunten stated it is appropriate to discuss the office repopulation plan regularly.

Ms. Havrda stated she has lots of contacts in Aquifer mapping and could get this for no cost to the District.

8. Board Secretary Report

Ms. Ward presented the 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 upcoming November Board Elections and a summary of the CSDA Special District's Board Secretary Webinar held on 7/9/2020.

Ms. Ward reported that she and Ms. Malone have been working on the implementation of the recommended actions cited in the recently approved Financial Audit, including a review of procedures for small accounting departments, fraud risk assessment, and the reconciliation process for the Trust Account (new customer deposits).

Ms. Ward stated there were 201 service orders in the month of June 2020, including seven account turnovers, \$144,471.57 in total AR billing, of that \$9,483 was for over-allocation fees, with no other penalties assigned in June. Ms. Ward noted that there were a significant number of customers with abnormally high consumption; many were leaks, and some simply increased irrigation. Ms. Ward provided a brief summary of current projects, already touched on under other agenda items.

No Public Comments

9. Board Committee Reports

- **Upper Ventura River GSA:** Engle provided a summary of GSA activities including, (!) Director Engle reappointed UVRGA Chair; (2) Technical work on the GSP has started; (3) The first Public Workshop was held yesterday, presented by Bryan Bondy, Ms. Ward and Intera Consultant; (4) the Draft GSP content is available on the Agency website for public comment; (5) Data requests were sent to all municipals that pump from the basin, limited to 70 "Ag" parcels that will be used for modeling to understand the basin better. It was noted that Casitas refusing to comply with the public records request from the UVRGA. A confidentiality agreement will be provided to MOWD from UVRGA for the requested data.
- **Executive Committee:** Employee Satisfaction Survey results have been received and will be provided at the next meeting.
- **Budget/Rate Committee:** On hold for Allocation Program.
- **Allocation Program Committee:** Director Engle reported that she plans to deliver the allocations data in August for Ms. Ward to work on integration into the billing system and the online customer AP lookup on the District website. The reclass to Res meter customers were sent letters in April 2020 and have had 90-days to provide clarifying documentation needed to remain in their current classification.
- **New Meters and Expansion Committee:** No update.

- **Emergency Management Committee:** No update.
- **Staff Procedures Ad-hoc Committee:** Director Krumpschmidt reported good progress, impressed with the amount of effort and progress being made; the committee plans to meet again next week.

9. Old Business

- **State Water:** Casitas is seeking a grant with Carpenteria Water as an additional source.
- **Ojai, Ventura Water Partnership:** No update.
- **Matilija Dam Removal Update:** No update.
- **Grant Projects:** No update.
- **District Office Re-Population:** Continue operations as-is and Mr. Hollebrands and Ms. Ward to develop a specific repopulation plan for opening the District Office to the public.

10. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 9:39 pm.

President

Secretary

Regular Meeting
August 18, 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.

1. Call to Order

The meeting was called to order by the Board President, Mike Etchart, at 6:01 pm via teleconference.

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

Absent: None.

2. Approval of the Minutes - Tabled

3. Public Comments

No Public Comments.

*****The Board proceeded with Open Session Agenda items up until the proposed Closed Session time of 6:30 pm*****

4. Financial Matters

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

Payables -	\$ 232,921.42
Payroll -	<u>\$ 39,193.42</u>
Total -	\$ 272,114.84

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

No Public Comment

Kentosh/Krumpschmidt

Roll Call Vote:

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

5. Board Discussion/Actions

There were no open session items for Board Discussion/Action.

6. General Manager's Report**District Operations & Maintenance Report**

Mr. Hollebrands provided a summary of operations and maintenance activities within the District for July. There were no discussion items or questions raised at this time.

No Public Comments

7. Board Secretary Report- Tabled

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

8. 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
- G.M. Evaluation

**** The Board adjourned closed session at 8:33 pm. ****

Attorney Nielson stated that in closed session, the Board discussed current ongoing litigation and received updates related to the Channelkeeper lawsuit; the Board also discussed personnel matters. No decisions were made during this closed session.

9. Board Committee Reports

There were no items.

9. Old Business

There were no items.

10. Meeting Adjournment

Director Engle provided clarification prior to meeting adjournment; there are (3) candidates for (2) seats on the upcoming Board Elections in November.

Chair Etchart thanked Directors Engle and Kentosh for their help in reviewing the adjudication information. Chair Etchart will work with Ms. Ward to schedule a Special Meeting to conduct Attorney interviews.

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:37 pm.

President

Secretary

MINUTES

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

1. Roll Call

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, Mike Krumpschmidt, Diana Engle, and Larry Harrold. Staff Present: Board Secretary, Summer Ward, and Attorney, Lindsay Nielson. Public: Attorneys Robert Long and Stuart Nielson.

Absent: General Manager, Mike Hollebrands.

2. Approval of Minutes: No minutes.

3. Public Comment: No public present.

4. RFQ for Legal Counsel:

A. Attorney Interviews

Chair Etchart reviewed that the District is in the process of recruiting a General Counsel, as Attorney Lindsay Nielson is retiring. We will be conducting two Attorney interviews tonight (30 minutes each). The Board will consider each interview, anticipating a decision, if not tonight, very timely.

1. Robert Long (6:05 pm – 6:35 pm)

Mr. Long introduced himself to the Board and Staff, including a summary of his working experience, provided in the Board packet. Mr. Long highlighted his local involvement in feeding the hungry, the Ojai Rotary Club, and the Elementary Schools Floating Classroom at Lake Casitas. Mr. Long enjoys biking, golfing, and basketball. Mr. Long expanded on his experience with public agencies, including water agencies, and the Brown Act.

The Directors engaged in a series of questions and scenarios for consideration. Mr. Long expressed that he has a history of working complex cases, along with teams of attorneys.

The Board reviewed the rates provided by Mr. Long; he stated that he felt his rates are fair for the size of the small public water agency; however, the

rates may be adjusted after an initial period. Mr. Long proposed a monthly stipend of \$1,200 to prepare and attend Board meetings, with an hourly rate of \$350. Rates would be subject to change based on the experience he has with the District. Mr. Long expressed that he would be open to a trial period to see if it is a good fit for both sides.

The Board thanked Mr. Long for his thorough letter of introduction, resume, and interview. Chair Etchart stated that a decision would be made in the very near future, and we will notify him of the Board's decision.

***** Attorney Stuart Nielson joined the Open Session meeting at 6:35 pm*****

***** Attorney Robert Long left the meeting at 6:39 pm*****

***** Attorney Lindsay Nielson left the Open Session meeting at 6:40 pm*****

2. Stuart Nielson (6:35 pm – 7:05 pm)

Mr. S. Nielson introduced himself and acknowledged his familiar relationship with the District's current Attorney, Lindsay Nielson. Attorney Stuart Nielson provided a summary of his work experience, including some Board meeting coverage for Attorney Lindsay Nielson. Mr. S. Nielson highlighted his education focused on environmental law, and has experience with public agencies, including complex organizations and cases. Mr. S. Nielson is currently the only ("transactional") partner at his current firm, with this particular experience. His current business model is based on the use of specialized counsel and has no issue working with the District's special counsel.

The Directors engaged in a series of questions and scenarios, in the same order and fashion as conducted with Mr. Long. Mr. Nielson stated that there would be no potential for conflict of interest related to the water rights adjudication lawsuit.

The Board reviewed the rates proposed by Mr. Nielson, \$300/hr, which is open for discussion. He did not feel it would be increased in the near future. Mr. Nielson stated that he would be open to a trial period to ensure a good fit for both parties.

The Board thanked Mr. Nielson for his time and participation in the interview process. Chair Etchart stated that a decision would be made in the very near future, and we will notify him of the Board's decision.

***** Attorney Stuart Nielson left the meeting at 6:55 pm*****

B. Discussion of Interviewees:

The Board held an open discussion of each Attorney interviewee. Discussion points covered observed preparedness for the interview, communication style, specific work experiences, noting some differences, rates, and locality.

The Board discussed what length of a trial period would be appropriate for the new general counsel. The Board agreed on a 6-month trial period. Director Krumpschmidt noted that he would no longer be on the Board after November 2020; Director Engle shared that with (3) candidates running in November for (2) seats, she may not be present on the Board after November 2020.

Director Engle made the motion to direct the Board President and Legal Counsel to enter into a 6-month contract with Attorney Stuart Nielson. Director Kentosh seconded the motion.

No public comments.

Roll Call Vote:

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

**** The Board went into closed session at 7:09 pm ****

*****Attorney Lindsay Nielson joined the Closed Session meeting at 7:09 pm*****

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

- Conference with Legal Counsel – Personnel 54957 (b)(4)

**** The Board adjourned closed session at 8:55 pm. ****

Attorney Nielson stated that in closed session, the Board discussed personnel matters and was advised on further feedback. Attorney Nielson will research Director payment limits, as requested by the Board.

6. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:57 pm.

Board Secretary

Board President



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 09/01/2020 - 09/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank-AP Bank						
AQUA-F	Aqua-Flo Supply	09/11/2020	Regular	0.00	168.38	9341
SCM0139898	Credit Memo	08/19/2020	Return	0.00	-30.84	
S11584878	Invoice	08/12/2020	Coupling, Bushing, Ball Valve, etc.	0.00	101.77	
S11595763	Invoice	08/31/2020	Pressure Gauge, Ball Valve, Strainer, etc.	0.00	97.45	
AT&T	AT&T	09/11/2020	Regular	0.00	584.74	9342
08330820	Invoice	08/19/2020	Office Phones	0.00	584.74	
CAL-STATE	Cal-State	09/11/2020	Regular	0.00	115.73	9343
164467	Invoice	09/07/2020	Portable Toilet	0.00	115.73	
CMWD	Casitas Municipal Water District	09/11/2020	Regular	0.00	1,907.97	9344
261150820	Invoice	08/31/2020	Fairview Standby	0.00	943.84	
262000820	Invoice	08/31/2020	Hartmann Allocation	0.00	20.29	
300650820	Invoice	08/31/2020	Tico & La Luna Standby	0.00	943.84	
CLEANCO	Cleancoast Janitorial	09/11/2020	Regular	0.00	300.00	9345
1215	Invoice	08/27/2020	August Janitorial	0.00	300.00	
CVTDEP	County of Ventura Transport. Dept.	09/11/2020	Regular	0.00	1,325.00	9346
301619	Invoice	08/07/2020	1855 Meiners Rd.	0.00	585.00	
302297	Invoice	08/25/2020	1880 Meiners Rd.	0.00	740.00	
FAMCON	Famcon Pipe and Supply, Inc	09/11/2020	Regular	0.00	3,335.47	9347
S100033935.001	Invoice	08/14/2020	Cover,Lid,Cast Iron Cover, etc.	0.00	1,879.02	
S100034611.001	Invoice	08/12/2020	Silent Check Valve	0.00	584.51	
S100036143.001	Invoice	08/25/2020	Poly Sheeting, Coating, Pipe	0.00	871.94	
FGLENV	FGL Environmental	09/11/2020	Regular	0.00	972.37	9348
005562A	Invoice	08/01/2020	Samples	0.00	769.37	
011123A	Invoice	08/27/2020	Samples	0.00	85.00	
011473A	Invoice	08/31/2020	Samples	0.00	85.00	
011474A	Invoice	08/31/2020	Samples	0.00	33.00	
FH PUMPS	FH Pumps	09/11/2020	Regular	0.00	3,591.24	9349
85120	Invoice	08/27/2020	Goulds	0.00	3,591.24	
HLTHNE	Health Net Life Insurance Company	09/11/2020	Regular	0.00	43.35	9350
61790920	Invoice	09/02/2020	Life Insurance	0.00	43.35	
INTERSTATE	Interstate Batteries	09/11/2020	Regular	0.00	514.55	9351
55546724	Invoice	09/08/2020	Batteries for Generators	0.00	514.55	
LGABLER	Light Gabler	09/11/2020	Regular	0.00	90.00	9352
51955	Invoice	09/05/2020	General Employment Consulting	0.00	90.00	
MAR	MAR Lawn & Landscape, Inc.	09/11/2020	Regular	0.00	2,000.00	9353
11005	Invoice	09/10/2020	Deposit for Landscaping	0.00	2,000.00	

Check Report

Date Range: 09/01/2020 - 09/15/2020

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	09/11/2020	Regular	0.00	266.85	9354
934000	Invoice	08/01/2020	Nipples	0.00	10.67	
934188	Invoice	08/01/2020	Marking Paint,Copper Tube, Brass Rod, et	0.00	24.36	
934270	Invoice	08/01/2020	Scissors,Cable Ties	0.00	21.73	
934363	Invoice	08/01/2020	Marking Paints, Batteries	0.00	21.45	
934781	Invoice	08/03/2020	Bushing, Tee, Nipple	0.00	4.65	
934919	Invoice	08/04/2020	Marking Paints and Sprays	0.00	23.69	
934956	Invoice	08/04/2020	Truck Straps	0.00	24.43	
935030	Invoice	08/05/2020	Pool Hose,Flashlight	0.00	44.76	
935033	Invoice	08/05/2020	Air Switch,Waterpump	0.00	39.70	
935098	Credit Memo	08/05/2020	Return Pool Hose,Flashlight	0.00	-44.76	
935114	Credit Memo	08/05/2020	Return Air Switch	0.00	-20.77	
935860	Invoice	08/12/2020	Sawzal Blade	0.00	14.63	
935908	Invoice	08/12/2020	Sawzal Blade, Hose	0.00	23.80	
935931	Invoice	08/12/2020	Nipples, Unions, Elbows, etc.	0.00	49.83	
936530	Invoice	08/18/2020	Bleach,Spray Bottle	0.00	4.30	
937205	Invoice	08/24/2020	Spray	0.00	4.87	
937405	Invoice	08/25/2020	Ball Valve	0.00	19.51	
MITEC	MiTec Solutions LLC	09/11/2020	Regular	0.00	564.64	9356
1056894	Invoice	09/02/2020	Monthly Maintenance	0.00	142.50	
1056948	Invoice	09/09/2020	Remote Labor	0.00	166.25	
64099	Invoice	09/01/2020	Exchange/Web Hosting	0.00	206.89	
64159	Invoice	09/01/2020	Off Site BackUp	0.00	49.00	
NS&G	Nielsen Sand & Gravel	09/11/2020	Regular	0.00	970.88	9357
29949	Invoice	08/11/2020	Dry Fill Sand	0.00	484.10	
30152	Invoice	08/13/2020	Dry Fill Sand	0.00	486.78	
PERS	Public Employees' Retirement System	09/10/2020	Bank Draft	0.00	114.45	DFT0001069
264460920	Invoice	09/03/2020	Unfunded Accrued Liability	0.00	114.45	
PERS	Public Employees' Retirement System	09/10/2020	Bank Draft	0.00	2,000.13	DFT0001070
30500920	Invoice	09/03/2020	Unfunded Accrued Liability	0.00	2,000.13	
SAMHIL	Sam Hill & Sons, Inc.	09/11/2020	Regular	0.00	8,527.00	9358
3462	Invoice	08/24/2020	1880 Meiners Rd.	0.00	8,527.00	
SCE	Southern California Edison Co.	09/11/2020	Regular	0.00	13,975.93	9359
OFFELE0920	Invoice	09/10/2020	Office Electricity	0.00	437.34	
TNKFRM0920	Invoice	09/10/2020	Tank Farm	0.00	25.26	
WELL1-0920	Invoice	09/10/2020	Well 1	0.00	1,208.63	
WELL2-0920	Invoice	09/10/2020	Well 2	0.00	1,131.57	
WELL4&70920	Invoice	09/10/2020	Well 4&7	0.00	10,204.77	
WELL80920	Invoice	09/10/2020	Well 8	0.00	118.70	
Z-20920	Invoice	09/10/2020	Zone 2	0.00	104.15	
Z-2FIR0920	Invoice	09/10/2020	Zone 2 Fire	0.00	207.31	
Z-2PWR0920	Invoice	09/10/2020	Zone 2 Power	0.00	524.29	
Z-3FIR0920	Invoice	09/10/2020	Zone 3 Fire	0.00	13.91	
SCGAS	Southern California Gas Co.	09/11/2020	Regular	0.00	3.38	9360
0336	Invoice	08/26/2020	Office Heat	0.00	3.38	
SPIESS	Spiess Construction Co., Inc.	09/11/2020	Regular	0.00	13,050.00	9361
220191	Invoice	09/09/2020	Meiners Road	0.00	13,050.00	
UAOFSC	Underground Service Alert of So.Ca.	09/11/2020	Regular	0.00	85.15	9362
820200441	Invoice	09/01/2020	Digalert	0.00	67.75	
dsb20194761	Invoice	09/01/2020	CA State Fee	0.00	17.40	

Check Report

Date Range: 09/01/2020 - 09/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
USBANK	US Bank Corporate Pmt. System	09/11/2020	Regular	0.00	1,588.10	9363
AMAZON072420	Invoice	08/01/2020	Mini Coolers	0.00	38.48	
AMAZON080720	Invoice	08/07/2020	Road Signs	0.00	127.35	
AMAZON082020	Invoice	08/20/2020	Prime Membership	0.00	13.93	
DMI081720	Invoice	08/17/2020	Concrete for Meiners	0.00	603.57	
FERGUSON08012	Invoice	08/01/2020	Y Strainers	0.00	92.23	
GRAMMARLY080	Invoice	08/01/2020	Subscription	0.00	139.95	
GTS073120	Invoice	08/01/2020	Pressure Switch	0.00	365.59	
LOGMEIN081720	Invoice	08/17/2020	Remote Login	0.00	197.00	
LOGMEIN081720	Invoice	08/17/2020	Remote Log In	0.00	10.00	
VERIZON	Verizon Wireless	09/11/2020	Regular	0.00	318.71	9364
9861638855	Invoice	08/26/2020	Cell Phones	0.00	318.71	
WREA	Water Resource Engineering Associates	09/11/2020	Regular	0.00	3,003.75	9365
3295-16	Invoice	09/01/2020	Meiners Rd. Pipe Repair	0.00	3,003.75	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	72	24	0.00	57,303.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	2,114.58
EFT's	0	0	0.00	0.00
	74	26	0.00	59,417.77

PR \$41,636.06

Meiners Oaks Water District

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

Expenditures	Month of August	Year To Date	Budget Approp	Approp Bal 08/31/20	Current September	Approp Bal To Date
Salaries	38,025.92	78,691.23	575,000.00	496,308.77	-	496,308.77
Payroll Taxes	3,053.89	6,200.47	60,000.00	53,799.53	-	53,799.53
Retirement Contributions	5,657.69	10,747.47	51,000.00	40,252.53	-	40,252.53
Group Insurance	8,635.14	17,267.71	86,000.00	68,732.29	-	68,732.29
Company Uniforms	-	197.08	2,500.00	2,302.92	-	2,302.92
Phone Office	777.81	1,532.09	9,000.00	7,467.91	-	7,467.91
Janitorial Service	537.09	1,254.18	5,000.00	3,745.82	115.73	3,630.09
Refuse Disposal	283.84	567.68	3,400.00	2,832.32	-	2,832.32
Liability Insurance	-	38,692.22	40,000.00	1,307.78	-	1,307.78
Workers Compensation	1,407.60	15,058.95	18,000.00	2,941.05	-	2,941.05
Wells	222.86	813.85	10,000.00	9,186.15	-	9,186.15
Truck Maintenance	-	341.48	3,500.00	3,158.52	-	3,158.52
Office Equip. Maintenance	428.56	1,148.56	5,000.00	3,851.44	-	3,851.44
Cell Phones	318.71	641.22	4,500.00	3,858.78	-	3,858.78
System Maintenance	13,770.20	16,705.32	75,000.00	58,294.68	2,514.55	55,780.13
Safety Equipment	127.35	786.48	3,000.00	2,213.52	-	2,213.52
Laboratory Services	2,229.37	3,447.37	11,000.00	7,552.63	-	7,552.63
Membership and Dues	-	2,466.00	8,000.00	5,534.00	-	5,534.00
Printing and Binding	-	102.21	3,500.00	3,397.79	-	3,397.79
Office Supplies	399.36	2,734.85	5,000.00	2,265.15	-	2,265.15
Postage and Express	-	2,746.39	10,000.00	7,253.61	-	7,253.61
B.O.D. Fees	1,950.00	3,100.00	15,000.00	11,900.00	-	11,900.00
Engineering & Technical Services	3,946.71	3,946.71	50,000.00	46,053.29	3,003.75	43,049.54
Computer Services	485.89	1,280.53	17,000.00	15,719.47	564.64	15,154.83
Other Prof. & Regulatory Fees	153.40	476.84	40,000.00	39,523.16	175.15	39,348.01
Public and Legal Notices	-	1,785.79	2,000.00	214.21	-	214.21
Attorney Fees	2,325.00	23,776.57	75,000.00	51,223.43	-	51,223.43
GSA Fees	-	9,848.22	50,000.00	40,151.78	-	40,151.78
VR/SBC/City of VTA Law Suit	120.00	120.00	75,000.00	74,880.00	-	74,880.00
State Water	-	-	20,000.00	20,000.00	-	20,000.00
Audit Fees	-	-	25,000.00	25,000.00	-	25,000.00
Small Tools	60.79	630.16	3,000.00	2,369.84	-	2,369.84
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Water Purchase	-	-	75,000.00	75,000.00	-	75,000.00
CMWD Standby Charges	1,907.97	3,577.51	20,000.00	16,422.49	-	16,422.49
Treatment Plant	-	2,349.91	20,000.00	17,650.09	-	17,650.09
Fuel	897.14	1,408.06	13,000.00	11,591.94	-	11,591.94
Travel Exp./Seminars	-	25.00	2,000.00	1,975.00	-	1,975.00
Utilities	314.87	580.70	3,500.00	2,919.30	437.34	2,481.96
Power and Pumping	3,525.28	3,525.28	80,000.00	76,474.72	13,538.59	62,936.13
Meters	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditures	91,562.44	258,574.09	1,586,400.00	1,327,825.91	20,349.75	1,307,476.16

Water Distribution System	-	-	-	-	-	-
<i>Automating Fairview Conn. Design</i>	-	-	-	-	-	-
<i>Well 8 Nitrate Removal/Blending</i>	-	-	5,000.00	5,000.00	-	5,000.00
<i>4 Valve Replacements/Deadends</i>	-	-	-	-	-	-
<i>Relocate 6" Main for Z-2</i>	7,752.50	155,050.00	150,000.00	(5,050.00)	-	(5,050.00)
<i>El Sol to Lomita Tie-In Engineering</i>	-	-	5,000.00	5,000.00	-	5,000.00
<i>Repairs to Meiners Rd. 80K Gallon Tank</i>	-	6,963.74	50,000.00	43,036.26	13,050.00	29,986.26
Structures and Improvements	-	-	-	-	-	-
<i>T.P. Final Eng. 100% Design</i>	-	-	50,000.00	50,000.00	-	50,000.00
<i>Treatment Plant Set-Aside Fund</i>	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
<i>1 Ton Service Truck</i>	-	-	75,000.00	75,000.00	-	75,000.00
Furniture and Fixtures	-	-	-	-	-	-
<i>General Managers Desk</i>	-	-	2,500.00	2,500.00	-	2,500.00
Office Machines	-	-	-	-	-	-
<i>New Meter Reading Handhelds/Software</i>	-	-	6,000.00	6,000.00	-	6,000.00
Field Equipment	-	-	-	-	-	-
<i>Leak Detector</i>	-	-	2,500.00	2,500.00	-	2,500.00
<i>Vibraplate</i>	-	-	-	-	-	-
<i>Welder for New Truck</i>	-	-	-	-	-	-
<i>Air Compressor for New Truck</i>	-	-	-	-	-	-
<i>Crane for New Truck</i>	-	-	-	-	-	-
Appropriations for Contingencies	8,527.00	8,527.00	100,000.00	91,473.00	13,050.00	78,423.00
Total CIP Spending	16,279.50	170,540.74	446,000.00	275,459.26	26,100.00	249,359.26
GRAND TOTAL	107,841.94	429,114.83	2,032,400.00	1,603,285.17	46,449.75	1,556,835.42

Report of Income as of 8/31/2020

Income	Month of August	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	2,656.33	6,677.90	--	6,677.90
Taxes	0.11	656.16	--	656.16
Pumping Charges	492.47	833.18	--	833.18
Fire Protection	223.42	375.00	--	375.00
Meter & Inst. Fees	--	--	--	--
Water Sales	60,595.55	130,948.89	655,040.00	524,091.11
¹ Casitas Water/Standby	888.39	1,795.70	--	1,795.70
MWAC Charges	53,898.82	113,586.24	770,915.00	657,328.76
MCC Chg.	5,827.87	12,611.49	113,329.00	100,717.51
² Misc. Income	1,767.78	5,725.73	--	5,725.73
Late & Delinquent Chgs.	--	63.65	--	63.65
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	8,103.31	17,285.42	--	17,285.42
	--	--	--	--
	--	--	--	--
	--	--	--	--
TOTAL INCOME	134,454.05	290,559.36	1,539,284.00	1,248,724.64

Note:

¹ This line item is necessary because these sales are tracked in the expenditures

² This line item could includes thigs such as:

Recycled meters and scrap metal

Employee payments for insurance payouts

Fiscal Year AT-A-Glance
2019-20

CIP	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	To Date	Budgeted	% of Budgeted
Budgeted	\$154,261.24	\$16,279.50											\$170,540.74	\$396,000.00	43.07%
Expenditures	\$174,836.70	\$91,562.44											\$266,399.14	\$1,586,400.00	16.79%
Unbudgeted	\$0.00	\$8,527.00											\$8,527.00	\$100,000.00	8.53%
Income	\$156,105.31	\$134,454.05											\$290,559.36	\$1,734,284.00	16.75%

2020-21 Capital Improvement Schedule				
Budgeted	Capital Rpl.	Capital Impr.	Spent To Date	% CMPLT
Water Distribution System				
	\$0.00	\$0.00	\$0.00	
Well 8 Nitrate Removal/Blending	\$0.00	\$5,000.00	\$0.00	0.00%
4 Valve Replacement/Deadends	\$0.00	\$0.00	\$0.00	0.00%
Relocate 6 inch main for zone 2	\$150,000.00	\$0.00	\$155,050.00	103.37%
El Sol to Lomita Tie-in Engineering	\$0.00	\$5,000.00	\$0.00	0.00%
Repair Meiners Rd Tank	\$50,000.00	\$0.00	\$6,963.74	13.93%
Structures and Improvements				
T.P. Final design/Eng 100%	\$50,000.00	\$0.00	\$0.00	0.00%
Vehicles				
1 Ton Service Truck	\$75,000.00	\$0.00	\$0.00	0.00%
Furniture and fixtures				
General Managers Desk	\$2,500.00	\$0.00	\$0.00	0.00%
Office Machines				
New meter reading hardware	\$6,000.00	\$0.00	\$0.00	\$0.00
Field Equipment				
Leak Detector	\$2,500.00	0	\$0.00	0.00%
Sub total			\$0.00	
Appropriations for Contingency	\$100,000.00	\$0.00	\$0.00	8.53%
Total	\$436,000.00	\$10,000.00	\$162,013.74	36.74%

NELSON COMIS KETTLE & KINNEY LLP
ATTORNEYS AT LAW

Maria L. Capritto[¤]
Keith H. Fichtelman[^]
Keri S. Kettle⁺
Donna A. Laurent⁺
Stuart G. Nielson
William E. Winfield^º

300 E. Esplanade Drive
Suite 1170
Oxnard, CA 93036-0238
(805) 604-4100 (Tel)
(805) 604-4150 (Fax)
www.calattys.com

Stuart A. Comis, *Of Counsel*
Kerry M. Kinney, *Of Counsel*
Mark A. Nelson, *Retired*
Sylvia Soto⁺, *Of Counsel*

Sender's Email: snielson@calattys.com
Direct Dial: (805) 919-8501

[¤] Certified Specialist Estate Planning, Trust & Probate Law
[^] Licensed in California, New York, and England & Wales (Solicitor)
⁺ Certified Specialist Family Law
California State Bar Board of Legal Specialization
^º Board Certified-Business Bankruptcy Law
American Board of Certification

3443-0

September 11, 2020

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

Re: *Fee Agreement*

To the Board of Directors,

Thank you for the opportunity to act as general counsel for the Meiners Oaks Water District. This letter is written to confirm the nature, scope and terms of my engagement in this matter, which will be through my law firm Nelson Comis Kettle & Kinney LLP ("Law Firm"). I apologize for the formality of this letter, but we are required by law to confirm our fee arrangements with our clients, and our experience has been that it is better to be clear about the terms of our representation. This agreement will be effective from the date that Law Firm first provided services. I understand that this engagement will be on an initial 6-month trial basis and that it remains subject to termination by the District at any time. In the event that the engagement is continued following the expiration of such trial period, this agreement will continue to apply to all services rendered thereafter.

By engaging us, you have authorized Law Firm to take such action as we believe reasonable and necessary to handle the matters referred to by the District. It will be the responsibility of Law Firm to perform the legal services called for under this agreement, keep you reasonably informed of significant developments in the course of our engagement, and respond promptly to your inquiries and communications. It will be your responsibility to keep us reasonably informed of any developments and to timely make any payments required by this agreement. The relationship between lawyer and client is based on the candid exchange of information and ideas. To this end, we encourage you to ask questions and to share any information or insights that you may have relating to our work for you. We, of course, would hope that you would at all times be completely satisfied with our services. If, however, at any time you have any questions or suggestions as to how we can better serve you, or you have any complaints or concerns about our services, we encourage you to discuss such matters with us so that we can improve.

We will charge for all activities undertaken in providing legal services to you under this agreement, including, without limitation, telephone calls with you and other involved participants, office conferences and other meetings, correspondence, research, drafting of documents, and all other matters reasonably required to provide you with general legal representation. The legal personnel assigned to your matter may confer among themselves about the matter, and each person will charge for the time expended. My hourly rate, as the partner responsible for this matter, will be \$325.00 per hour. Depending upon the needs of your matter, others in the firm may also be involved. The delegation of assignments to lawyers and paralegals in our firm is made with a view to assigning the individual most capable of performing the work in the most efficient and cost-effective manner. We will bill in minimum increments of one-tenth (1/10th) of an hour (6 minutes). Our hourly rates are subject to adjustment from time to time. If, while this agreement is in effect, Law Firm increases the hourly rates applicable to the services provided under this agreement, that increase may be applied to fees incurred under this agreement, but only with respect to services provided thirty (30) days after written notice of the increase is provided to you.

In addition to the fees for services rendered, you will be responsible for all costs and expenses incurred by Law Firm in representing you, including, but not limited to, messenger and other delivery fees, filing fees and other similar charges, fees of expert consultants, and all other actual out-of-pocket costs incurred on your behalf. Costs may also include expenses related to out-of-town travel by Law Firm's personnel if required in connection with the legal services provided under this agreement, including transportation, lodging and all other actual out-of-pocket costs. Law Firm may require payment of costs in advance. If it is necessary to hire expert consultants, their fees will be billed directly to you and you will pay such statements promptly within thirty (30) days of receipt.

Pursuant to our firm policy, we normally ask clients to deliver an advance fee and cost deposit ("Deposit") in an amount that we believe to be appropriate given the anticipated scope of our services in a particular matter. We will not require a Deposit at this time. However, during the course of our representation, we may require one or more Deposits that we believe necessary or appropriate under the circumstances. All Deposits will be held in our client trust account and will be applied to our fees and any reimbursable costs and expenses as they are incurred. If our services are concluded before a Deposit is exhausted, the unused portion will be returned. The amount of any Deposit required by Law Firm is not an estimate of our total fees and charges. The actual amounts of fees, costs and expenses will depend, in part, on events and circumstances not known at this time or within our control, and on the nature of the work that we perform.

Bills will be rendered when appropriate. We typically send billing statements monthly. However, when substantial work is required in a short period of time, we may provide billing statements on a weekly or bi-weekly basis. The bills will be itemized showing the work performed and by whom, and the hourly rate charged in increments of one-tenth of an hour. The bills will also show the amount of any payments made from the Deposit and the balance of any Deposit remaining in our client trust account, if applicable. Although we try to include reasonably detailed information in our bills about tasks completed, the bills may not include a description of all tasks or subtasks. For example, an entry indicating a "Telephone conference with Mr. Smith" may include time expended for such subtasks as reviewing the file in preparation for the telephone call, speaking with Mr. Smith during the actual call, and preparing notes or a memorandum of the results of the telephone call, all of which subtasks may not be indicated in the billing entry.

As with any business, it is important that we bill and collect from our clients on a regular basis. It is agreed that you will pay our billing statements within thirty (30) days unless a prior agreement is made between us as to the manner and timing of payments. Any fees and costs not paid within thirty (30) days of billing will bear interest at the rate of ten percent (10%) per annum or the maximum rate permitted by law, whichever is less, at the option of Law Firm. We accept payment by VISA, MasterCard and American Express; however, credit card payments are assessed a 3.5% processing fee by our credit card processing service. We specifically reserve the right to suspend further services or to withdraw from representation if we do not receive full payment of any amounts owed to us. In the unlikely event that legal proceedings are instituted to collect fees and costs owing to us, the prevailing party shall be entitled to reasonable attorneys' fees and other costs of such action.

It is not possible to accurately predict the total fees and costs to be incurred, because some matters require a commitment of more legal time due to a change in events or problems which were not anticipated. Any estimates provided to you shall not be binding on Law Firm and should not be considered as the maximum fees and costs for which you may be responsible. Law Firm will endeavor to represent you in as efficient and economical a manner as possible, consistent with our professional standards. We do our best to see that our clients are satisfied not only with our services, but also with the reasonableness of fees charged for those services. Therefore, if you have any questions or concerns about a bill, or the basis for our fees and charges, you are encouraged to promptly communicate with us.

We can make no representation of success or give you any guarantee with regard to the outcome of any particular matter, and your signature to this agreement acknowledges that you understand that fees are based on the value of our services and not on the outcome of the matter. Any of our comments about the possible outcome of a matter are expressions of opinion only.

The documents we prepare and the advice we provide to you will be based upon California law at the time such services are rendered. You acknowledge and agree that we have no responsibility to inform you of any future change in the law that may affect the validity of the advice or documents provided. In addition, the scope of our services will not include advising you on tax issues. You are advised to consult with a certified public accountant or other appropriate tax professional to discuss the tax consequences of your matters.

Ordinarily, you will be supplied with copies of significant documents and papers created during our representation and, generally, we return important original documents to you. Therefore, you should have a complete file at the end of our representation. However, you may request your original file from us at the conclusion of our representation, along with any funds or property belonging to you in our possession. Please do so within ninety (90) days, as the firm does not store closed files for long periods of time. If you do not request your file, we will retain it for a period of one (1) year after the conclusion of our services. If you have not requested your file within one (1) year after the conclusion of our services, we will have no further obligation to retain the file and may, at our discretion, destroy it without further notice to you. Without any obligation to do so, we may attempt to contact you at your last known address prior to destroying your file, so it is important to update us with any change in your contact information.

The attorney-client relationship is one of mutual trust and confidence. Therefore, this agreement is subject to termination by either party at any time.

Please review this agreement carefully, and please call if you have any questions. Your signature below will indicate your approval and agreement to the terms and conditions set forth above. In order to acknowledge your acceptance of the terms of this agreement, please sign and return a copy of this letter to me for our files. A scanned copy returned by email will be sufficient.

I want to thank you for choosing Nelson Comis Kettle & Kinney LLP to represent you. We appreciate your confidence in our firm and look forward to working with you on these matters.

Very truly yours,

NELSON COMIS KETTLE & KINNEY LLP

Stuart G. Nielson

CLIENT ACKNOWLEDGMENT:

The undersigned has read and agrees to the terms of representation set forth above.

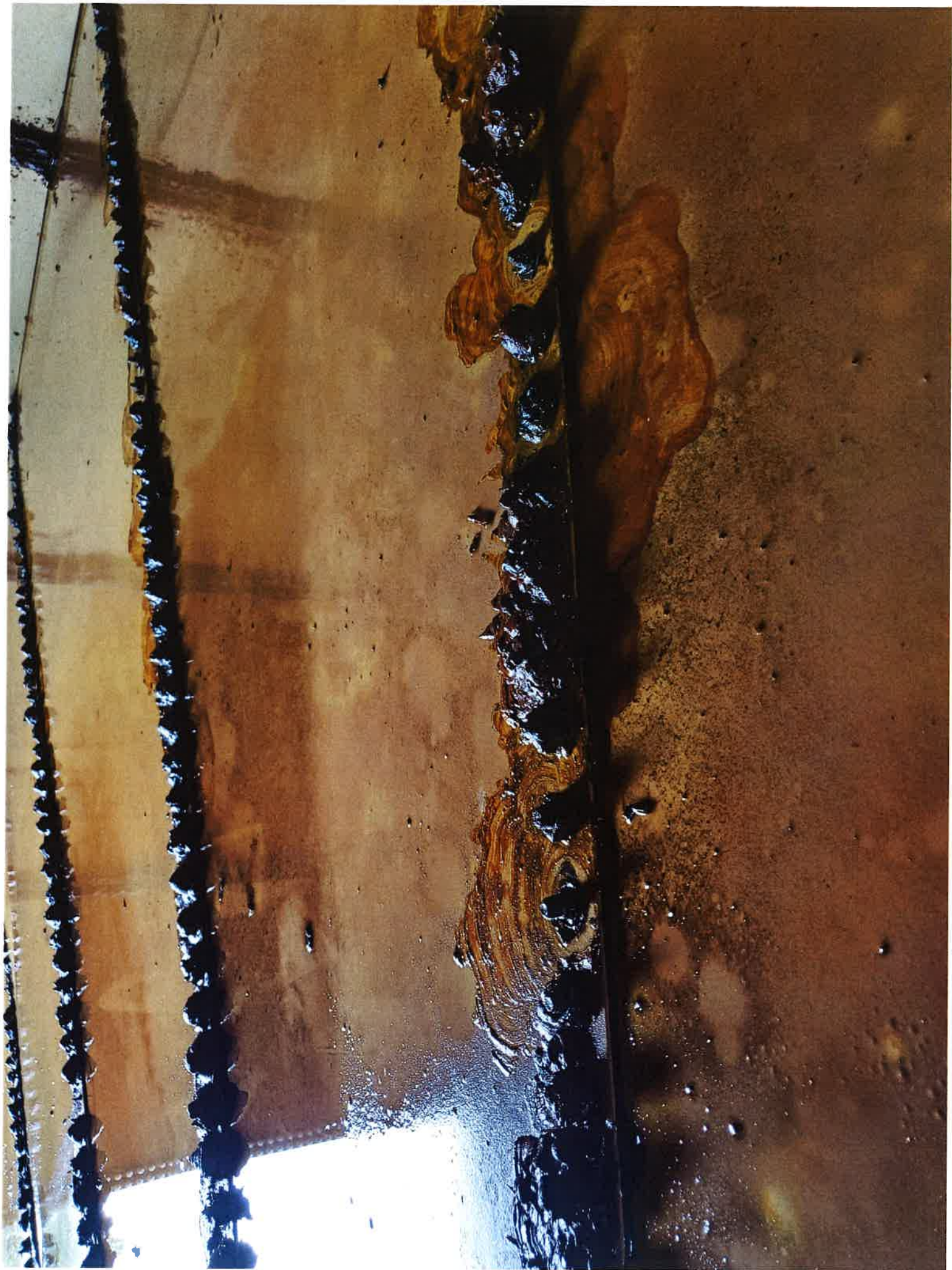
Date: _____

Meiners Oaks Water District

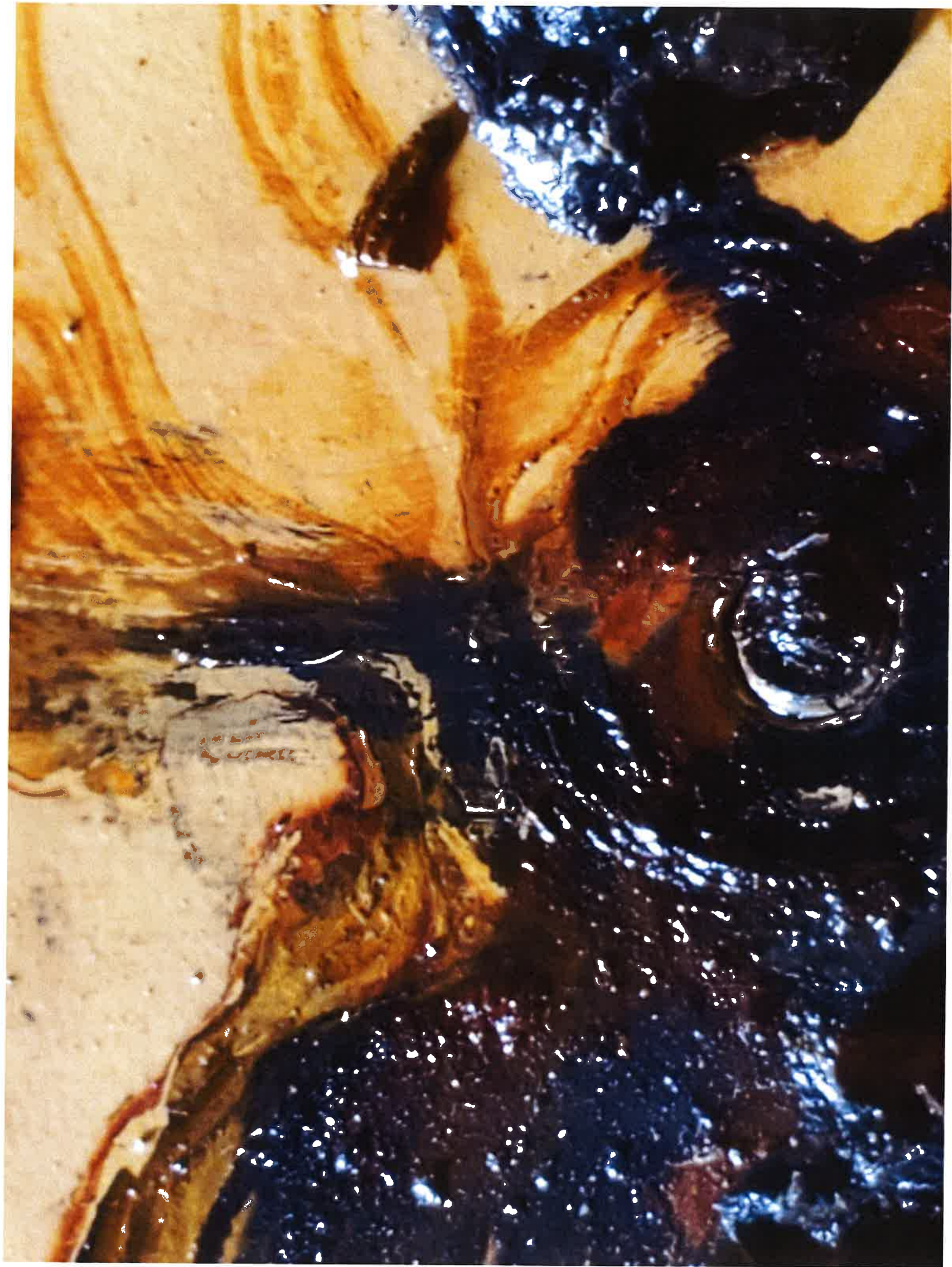
By: _____

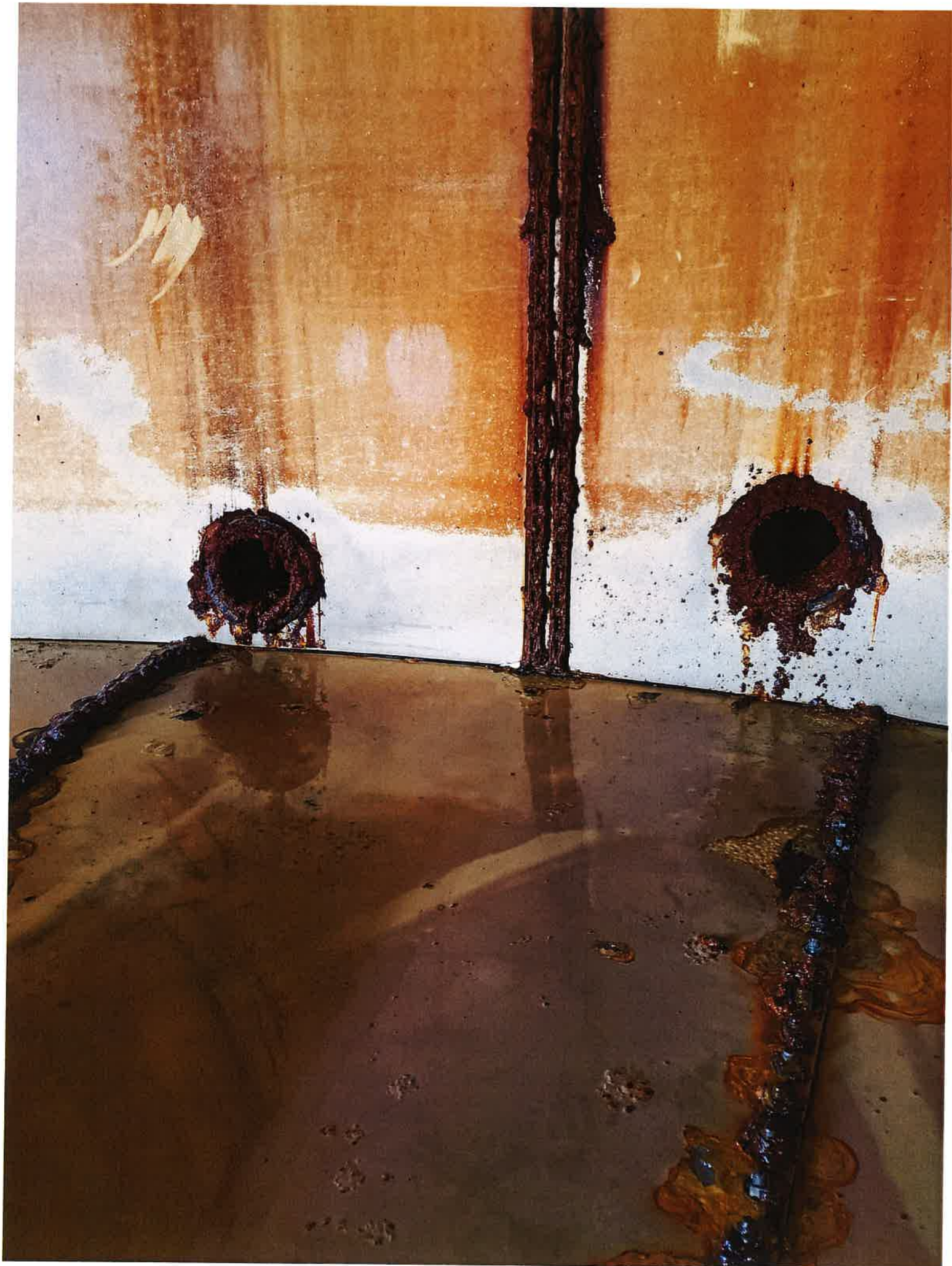


















**Meiners Oaks Water District
Resolution 20200915 - Conflict of Interest Code**

WHEREAS, the Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings, and

NOW, therefore, be it resolved by the Meiners Oaks Water District Board of Directors that:

- 1) The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Meiners Oaks Water District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Meiners Oaks Water District. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisor's Office, which shall be the Filing Officer.
- 2) In preparing the Form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position, as stated in Exhibits A and B.
- 3) The attached Appendix - Designating Officials Who Manage Public Investments, is hereby incorporated into the District's Conflict of Interest Code.
- 4) Resolution 072109-1 is hereby replaced by Resolution 20200915.

Passed, Approved, and Adopted this 15th day of September 2020.

Secretary of the Board
Summer Ward

President of the Board
Michel Etchart



EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

# of Positions	Position Title	Disclosure Categories	Filing Officer
5	Directors	Category 1	Board Secretary
1	General Manager	Category 1	Board Secretary
1	Board Secretary	Category 1	Board Secretary
1	District Legal Counsel	Category 1	Board Secretary
0	Consultant ¹	Category 1	Board Secretary

¹The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and, based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.



EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meanings under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner, and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of Form 700 for an explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D, and E]

- (1) All Sources of *income, gifts, loans, and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property, held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION, AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D, and E]

All investments, business positions and sources of income, gifts, loans, and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D, and E]

All investments, business positions and sources of income, gifts, loans, and travel payments, from sources which are subject to the regulatory, permitting, or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D, and E]

All investments, business positions and sources of income, gifts, loans, and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.



APPENDIX – DESIGNATING OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s position which qualifies as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

- (1) “Other public officials who manage public investments” means:
 - a. Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;
 - b. High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and
 - c. Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.
- (2) “Public investments” means the investment of public monies in real estate, securities, or other economic interests for the production of revenue or other financial return.
- (3) “Public money” means all monies belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidence of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public monies held by a financial institution under a trust indenture to which a public agency is a party.



- (4) "Management of public investments" means the following non-ministerial functions: directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as "other officials who manage public investments" and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of Positions	Position Title/Consultant	Filing Officer
None		

In Force



Resolution 072109-1

The conflict of interest code for Meiners Oaks Water District

Whereas, the Political Reform Act, Government Code Section 81000 et. Seq., requires government agencies to adopt and promulgate Conflict of Interest Codes; and

Whereas, Meiners Oaks Water District has no documentation supporting requirements of Government Code Section 81000 and the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations which contain the terms of the standard conflict of interest code which can be incorporated by reference and which may be amended by the fair political practices commission to conform to amendments in the Political Reform Act after public notice and hearing; and

Whereas, Meiners Oaks Water District wishes to adopt its Conflict of Interest Code concerning the employees and others designated in disclosure schedules set forth herein to file Statements of Economic Interest with the agency, and

Now therefore be it Resolved by the Meiners Oaks Water District Board of Directors

1. That the provisions of Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, Section 18730 and 18944.1 and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for this agency, and, along with the attached appendix in which officials and employees are designated and disclosure categories are set forth, constitutes the Conflict of Interest Code for this agency;

2. Disclosures of Interest in real property shall be limited to properties within the jurisdiction of the Meiners Oaks Water District, other than the principal residence of the employee. Disclosure of business positions, investments in business entities and income shall be limited to positions and investments and business entities and income sources which provide services, supplies, materials, event tickets and passes, machinery or equipment of the type utilized by Meiners Oaks Water District;




3. Attached hereto marked Appendix, and incorporated herein by reference, is the list of designated positions and the disclosure categories for each class of position;

4. All members of the Board of Directors, General Manager/Secretary, Legal Counsel and *Consultants on case by case basis are to be "Article 2 Fliers" and are required to complete Fair Political Practices Commission ("FPPC") Form 700 with the filing officer of Meiners Oaks Water District;

5. Pursuant to section 4(A) of the Standard Code, designated employees shall file Statements of Economic Interest with the agency. Upon receipt of the statements of the General Manager/Secretary/ and members of the Board of Directors, the agency shall make and retain a copy and forward the original of the Statements to the (FPPC). Original Statements from the legal counsel and consultants shall be retained in the agency files.

APPROVED AND ADOPTED THIS 21 day of July,
2009.


President of the Board
Karol Ballantine


Secretary to the Board
Brandi Malone

August 2020



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

46.4%

Board Committees

Current Well levels and specific capacity

Well 1	Aug.	Sept.	Well 2	Aug.	Sept.	Well 4	Aug.	Sept.	Well 7	Aug.	Sept.
Static	33.4'	34.0'	Static	33.7'	35.5'	Static	44.6'	48.9'	Static	50.4'	52.9'
Running	40.5'	39.7'	Running	67.5'	69.9'	Running	86.7'	97.0'	Running	53.9'	60.1'
Drawdown	7.1'	5.7'	Drawdown	33.8'	34.4'	Drawdown	42.1'	48.1'	Drawdown	3.5'	7.2'
Specific Cap.	29.5 gal/ft	32.8 gal/ft	Specific Cap.	5.0 gal/ft	3.8 gal/ft	Specific Cap.	7.7 gal/ft	6.8 gal/ft	Specific Cap.	87.7 gal/ft	41.6 gal/ft

August 2020

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

Total Pumped

Total Pumped for August 2020	78.62 AF
Total Pumped 2019:	609.61 AF
Total Pumped YTD 2020:	403.66 AF

Total Sold

Total Sold for August 2020:	72.84 AF
Total Sold 2019:	563.62 AF
Total Sold 2020:	385.38 AF

Total Purchased

Total Purchased from CMWD 2020	0.00 AF
Total Purchased YTD August	0.00 AF
Total Purchased YTD 2020	0.00 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)

August	2019:	\$ 64,457.92
August	2020:	\$ 60,595.55

August 2020

Reserve Funds

Balance at the County of Ventura	\$ 1,306,438.06
Total Taxes*	\$.11
Total Interest from reserve account#	\$ 2,655.89

Fiscal Year Total Revenues

July 1 st – August 31 st	2019	\$ 266,240.79
July 1 st – August 31 st	2020	\$ 293,559.36

Bank Balances

LAIF Balance	\$ 228,632.91
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
Money Market (Mechanics Bank)	\$ 7,620.15
Amount Transferred to Mechanics from County this month	\$ 0.00
Amount Transferred to General Fund from Money Market	\$ 0.00
(*) Monthly Interest received from Money Market	\$.32
General Fund Balance	\$ 56,590.79
Trust Fund Balance	\$ 16,368.56
Capital Improvement Fund	\$ 14,374.80
(#) Quarterly Interest from Capital Account	\$.12
Total Interest accrued	\$.44

District Summary/Update

- District O&M Report –
Plant; 6-inch plastic elbow at the treatment plant has a small leak and will require attention upon my return from vacation after the 25th.
Meiners Rd Tank; The Meiners Rd tank was drained last Thursday in preparation for the stave replacement this Tuesday the 8th. Once the old stave was removed, and washing the bottom out commenced, it was apparent that the tank was in far worse condition than we previously thought. As the pictures in the agenda depict, washing the bottom removed the upper portion the bolts that seal the bottom of the tank. After washing was complete, the stave replaced and filling the tank partially, due to the amount of leaks, the tank needed to be removed from service. Options need to be discussed in the Board meeting as to what our next steps will be.
- Air from wells one and two continue to wreak havoc with all of our monitoring equipment at the treatment plant
- Wells – Wells one and two are operating at less than a third of their capacity with a combined GPM of 198 gpm.
Wells four and seven are performing as well as can be expected considering the declining water levels and increased demand. 615 gpm.
- COVID -19 – As you know, the District has been operating remotely since March 13th. The staff works out a monthly schedule assigning who will complete the field and office work on a daily basis. The procedure for re-populating the office will be apart of our Emergency Response Plan and is about 90% complete.
Until then, I recommend all District operations remain as they are.

Capital Improvement Projects for 2020-2021 **Budgeted capital funds \$ 446,000,000 FY 2020-2021**

1. Well 4 Development (Completed)
2. Engineer design report for the treatment plant (100% In Process)
3. Replace 6 inch main for Zone 2 (Completed)
4. El Sol and Lomita Tie-in (Engineering to start this month)

August 2020

5. Automate Casitas connection at Fairview and Hwy 33 (Tabled until next year)
6. Two generator purchase and electrical panel upgrades (Complete)
7. Stave replacement at Meiners road tank (Complete)
8. New Meter Reading Software (In Process)
9. New Service Truck (In Process)

Unscheduled Work

<u>Type of Repair</u>	<u>Cause</u>	<u>Date</u>	<u>Leak Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Service replacement	Age	8/25/20	1880 Meiners Rd	Sam Hill	\$8,527.00

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

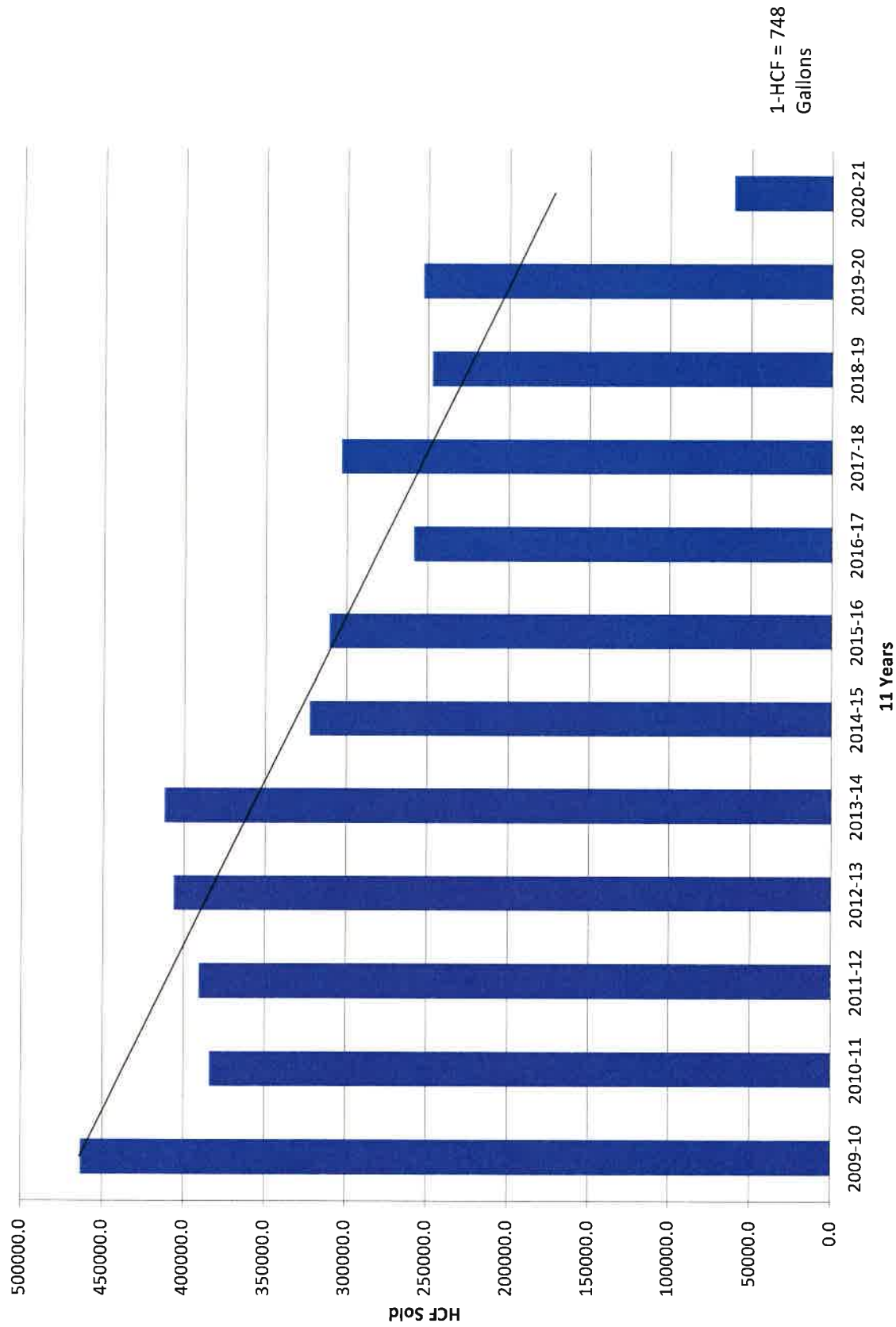
Well Drilled Dates & Depths

	<u>Date drilled</u>	<u>Drill Depth</u>
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.)

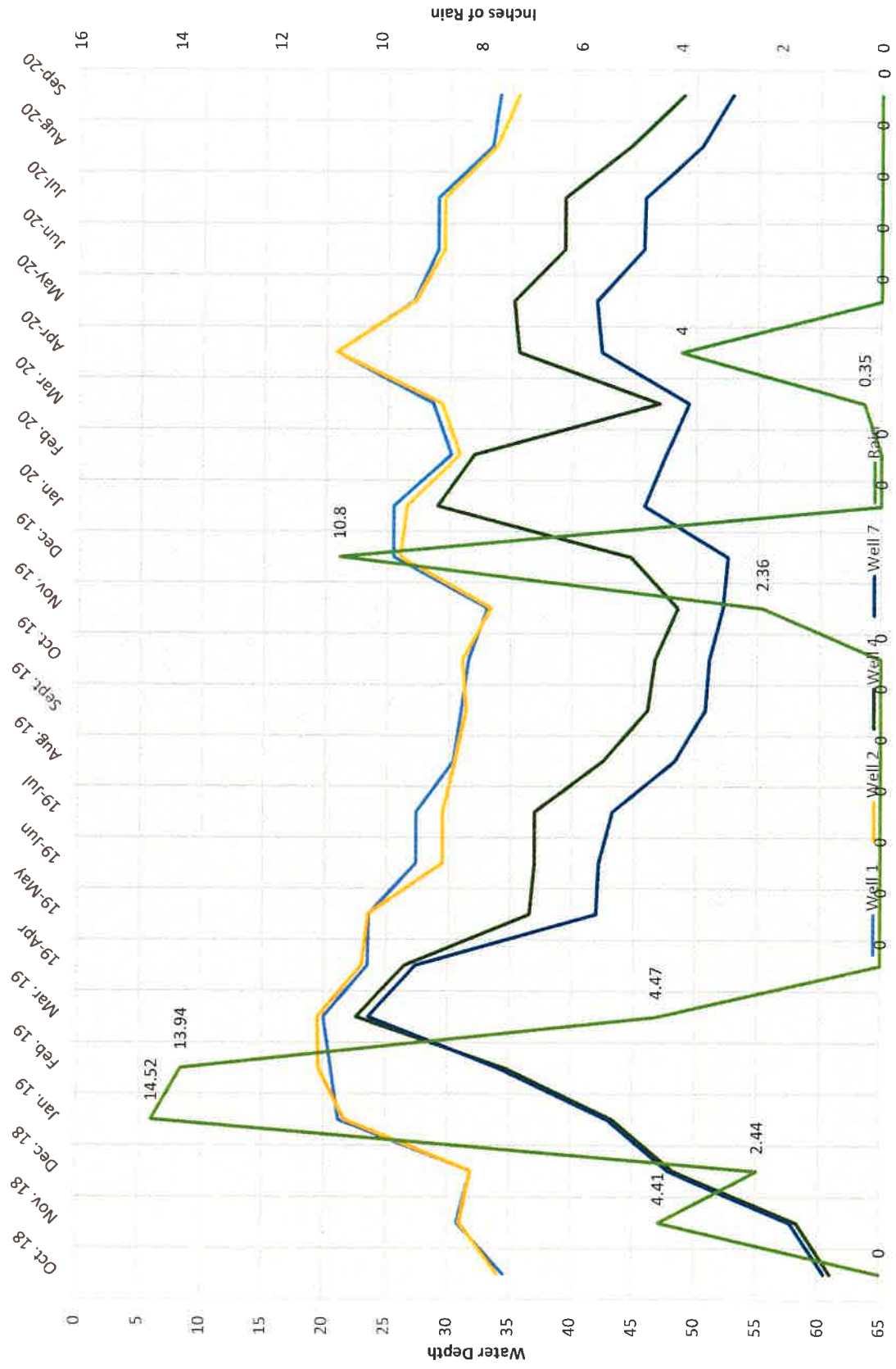
August 2020

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



Static Well Levels and Rainfall



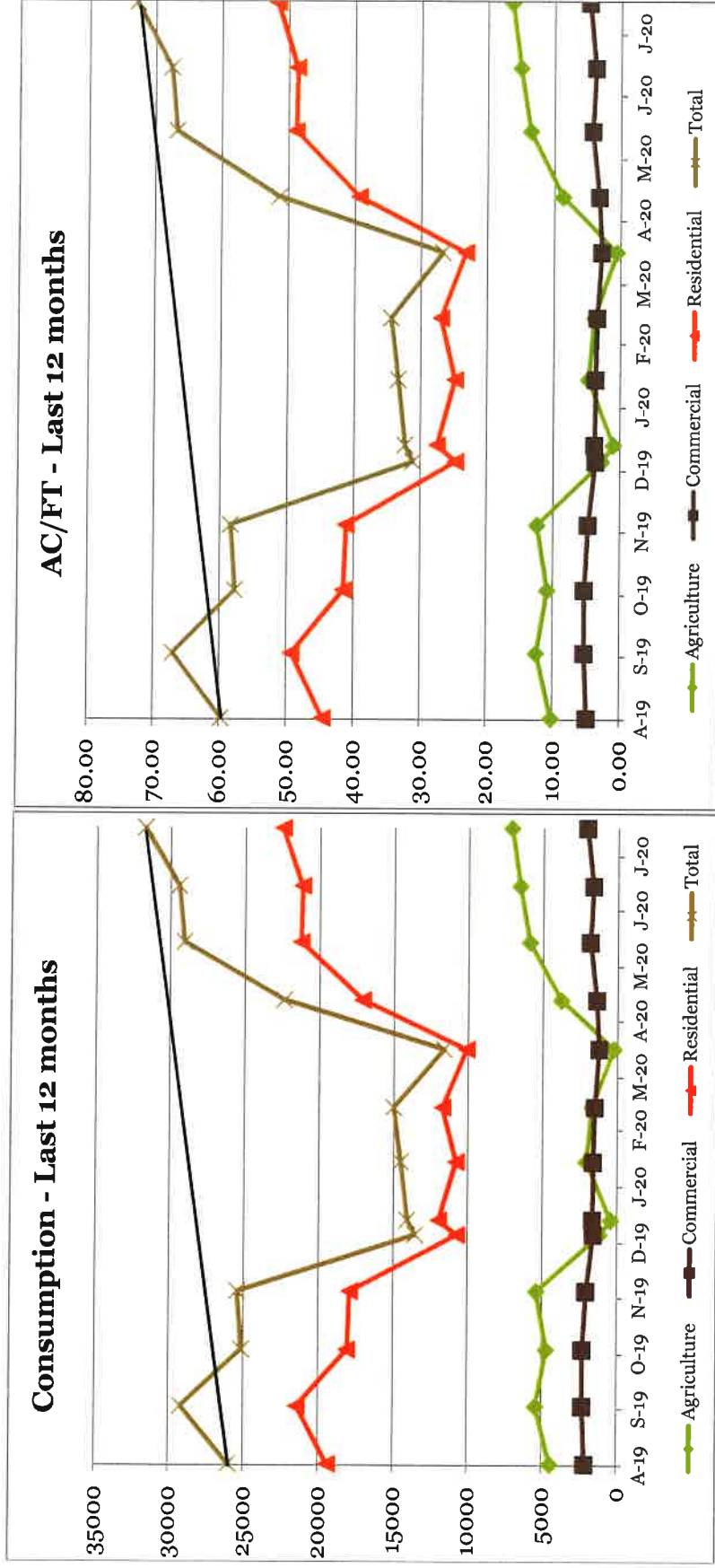
GM Consumption Report

Billed Consumption for August 2020

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	31	7125	748	16.36
Commercial	55	2103	748	4.83
Residential	1191	22501	748	51.66

Total Consumption	1277	31729	Grand total	72.84
-------------------	------	-------	-------------	-------

GM Report



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	6556.00	19.29	13.88	12.08	15.05
AUG	9793.00	6475.00	4447.00	7125.00	22.48	14.86	10.21	16.36
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	1683.00	5.53	5.47	5.47	3.86
AUG	2590.00	2513.00	2165.00	2103.00	5.95	5.77	4.97	4.83
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	21196.00	45.87	50.45	44.57	48.66
AUG	21012.00	22974.00	19398.00	22501.00	48.24	52.74	44.53	51.66
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

September 2020

1. Administrative

- a. Board Secretary, Summer Ward, 3-year work anniversary on Sep. 5th.
- b. CSDA 2020 Virtual Board Secretary Annual Conference – (Registered early bird)
3-day event: October 26-28, covering the following topics:
 - Leading with focus: collaboration & Productivity (day 1)
 - Understanding Board members & District liability issues (day 1)
 - Understanding fundamental special district laws (day 1)
 - 5-ways to make social media & marketing videos (day 1)
 - How to listen so people can hear you (day 2)
 - Online ADA compliance & transparency (day 2)
 - Advanced training in the public records act (day 2)
 - Capturing better meeting notes (day 2)
 - Board Secretary foundations (full day)

A summary of learning will be provided in the November Board Secretary report.

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

- a. Audit Preparations for FY19-20 – *currently engaged in prep work with C. Fanning.*
- b. Accounts Receivable – Customer account balance aging during COVID-19 moratorium on disconnections due to non-payment.

Class	#Customers	\$ @ 3mo	#Customers	\$ @>4 mo	Notes
Residential	20	\$3,986.83	14	\$2,495.49	50% are historically late payers; (1) customer on fixed income paying off leak. (1) customer of concern with history of stealing water with large bill balance.
Commercial	1	\$114.14	1	\$209.96	Customer contacted District Office in April regarding COVID related financial difficulties. Has been making partial payments each month.
Agriculture	2	\$2,576.55	2	\$1,876.73	Both Ag accounts are historically late payers. (1) account owes 2/3 of the >4month balance.

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
Jul 20	246	27	\$144,736.42	\$8,937.00	\$0
Aug 20	147	18	\$148,635.97	\$10,417.00	\$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. Jun-Aug meter readings indicated significant abnormally high consumption, several customer leaks and increased irrigation overall. Two water conservation warning letters sent to customers, Field Operators documented irrigation during mid-day hours – next observed violation will result in fine.

4. Projects

- Allocation Program – Secretary is working with IT to configure billing system and website lookup, as well as customer specific mailing.
- Public Records Request – GSA parcel specific consumption data 2008-2020, completed request 9/9/2020. Full 2008-2020 account level monthly consumption now readily available within reporting system for future use.
- Staff Procedures Ad-Hoc Committee – Status quo.
- Meter Reading Handheld – On hold pending GM evaluation of other vendors.
- District Call Volume – Call volume continues to increase, many regarding the water rights lawsuit, telemarketing and robo calls (avg 10/day) – verified with VRWD they have had an increase the past couple months as well, but already have an automated phone tree system in place. Staff is working with ATT Premier Business Direct to try to get MOWD setup.

5. Complaints & Compliments

- Numerous customers have called with re-energized frustration and concern regarding the Adjudication lawsuit; we are directing them to our webpage and the BBB Attorneys contact information.
- Noticeable increase in new (out of area) customers, many not within our District, we seem to be the go to District to call to find out who they need to contact for service.

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

Attachments: None.