



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.

JOIN BY COMPUTER: <https://global.gotomeeting.com/join/985234893>

DIAL-IN (US TOLL-FREE): [1 877 309 2073](tel:18773092073)

ACCESS CODE: 985-234-893

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))

October 20, 2020 at 6:00 p.m.

1. Call meeting to order

2. Roll call

3. Approval of the minutes: September 15, 2020, Regular Meeting

September 22, 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/

Regular Agenda (Reconvene Regular Meeting, Estimated Time 7:15 p.m.**)**

6. Financial matters

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

Payables – \$ 81,025.78

Payroll – \$ 48,724.19

Total – \$129,749.97

7. Board action and/or discussion

- a) Discussion regarding public comment on proposed physical solution – Ventura River water rights (Engle/Kentosh) – No attachments
Recommended Action: Discussion and provide direction to Directors and staff.
- b) Discussion and consider approval of Allocation Program customer notices. (Kentosh) - Attachments
Recommended Action: Approve Allocation Program customer notices and provide direction to staff.
- c) Discussion of Meiners Road Tank options (Kentosh) – No attachments
Recommended Action: Discussion and provide direction to GM.
- d) Discussion of Nitrate Removal Grant updates and oversight. (Kentosh) - Attachments
Recommended Action: Discussion and provide direction to Director and staff.
- e) Review and discussion of the Emergency Response Plan, updated to include COVID-19 office repopulation. (Hollebrands) - Attachments
Recommended Action: Review, discuss, and consider approval of the updated Emergency Response Plan with COVID-19 office re-population.

- f) Discussion and consider approval of Request for Proposals for Wells 1 and 2 SWTR Filter Replacement Design Project. (Hollebrands) - Attachments
Recommended Action: Approve Request for Proposals for Wells 1 and 2 SWTR Filter Replacement Design Project and provide direction to the GM.

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

12. Director Announcements/Reports

13. Adjournment

The next scheduled Regular Board meeting is November 17, 2020.

Regular Meeting
September 15, 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, Stuart Nielson, Jeanne Zolezzi, and Greg Jones (closed session only).

Absent: None.

2. Approval of the Minutes

Approval of July 21, 2020, Regular Meeting minutes:

Director Kentosh requested a revision to the minute's section regarding the Executive Committee update, clarification that employee surveys will not be released outside of the Executive Committee, Ms. Ward, to make the approved edit.

Director Engle made the motion to approve July 21, 2020, Regular Meeting minutes, with requested revisions. Director Kentosh seconded the motion.

No public comments.

Engle/Harrold

Roll Call Vote:

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

All Ayes

M/S/C

Approval of August 18, 2020, Regular Meeting minutes:

Director Engle noted that the minutes reflect two items "9" listed, Ms. Ward, to make approved edit.

Director Engle made the motion to approve August 18, 2020, Regular Meeting minutes, with requested revisions. Director Kentosh seconded the motion.

No public comments.

Engle/Harrold

Roll Call Vote:

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

All Ayes

M/S/C

Approval of August 21, 2020, Special Meeting minutes:

Director Engle made the motion to approve August 21, 2020, Special Meeting minutes. Director Kentosh seconded the motion.

No public comments.

Engle/Harrold

Roll Call Vote:

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

All Ayes

M/S/C

3. Public Comments

Ms. Von Gunten was present and apologized for recent absence due to conflicting meetings.

**** The Board went into closed session at 6:12 pm ****

**** J. Zolezzi joined the meeting at 6:35 pm****

**** G. Jones joined the meeting at 7:23 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/
- Personnel Matters: GM & Board Secretary Reviews (54797(b)(4)) – Directors only

*****J. Zolezzi left the meeting at 7:33 pm*****

*****Ms. Ward left the meeting due to a family emergency at 7:40 pm*****

*****G. Jones left the meeting at 7:45 pm*****

**** The Board adjourned closed session at 8:40 pm. ****

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

5. Financial Matters

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

Payables -	\$ 59,417.77
Payroll -	\$ 41,636.06
Total -	\$ 101,053.83

Director Kentosh asked if the Speiss expense of \$13,000 was the total. Did we come in under budget? Mr. Hollebrands replied he would discuss in more detail under agenda item 6(b).

Director Engle made the motion to approve the Payroll and Payables from August 16 to September 15, 2020. Director Harrold seconded the motion.

No Public Comment

Engle/Harrold

Roll Call Vote:

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

All Ayes

M/S/C

6. Board Discussion/Actions

a) Review and approval of the Professional Services Agreement – Legal Services with Stuart Nielson, for a probationary 6-month period

The Board was impressed with the well-written agreement.

Director Engle made the motion to approve the Professional Services Agreement – Legal Services with Stuart Nielson for a probationary 6-month period. Director Kentosh seconded the motion.

No Public Comment

Engle/Kentosh

Roll Call Vote:

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

All Ayes

M/S/C

b) Discussion of Meiners Rd. Tank options

Mr. Hollebrands stated in a follow-up to Director Kentosh's question in the previous agenda item: Speiss's total for now. After staff rinsed the tank out with a regular hose, the provided photos show how the tank bottom bolts washed away, leaving multiple holes and leaks. The tank had to be immediately removed from service. This was the weekend of the record-breaking heat over 118° F.

The quoted removal, earthwork, and replacement is \$280,000. The GM stated he was upset that repairs had just been made to the tank in futility. The G.M. designed a bypass system that allowed those customers generally on the hydropneumatic system to be restored to that same system without health or fire protection risk. He and the other two field operators installed a "high-line" to re-establish water pressure for those customers up Meiners Rd. The high-line is a 4" line off the fill valve. Fire protection stands equal to what it was before the bypass, as the tank only performed as a buffer.

Mr. Hollebrands stated that a permanent high-line could be installed for 1/16th the cost of replacing the tank while maintaining service pressure and fire protection.

The Board requested clarification on the status of the land where the tank currently sits. Mr. Hollebrands explained the District has an exclusive easement on Customer Brakebill's property. Director Etchart asked what the cost of removing the tank would cost. Mr. Hollebrands stated that Speiss quoted \$20,000 to remove the existing tank; however, using the recycling vendor, the recycled materials could partially offset the expense.

Directors Kentosh and Krumpschmidt have requested a site visit to the newly installed high-line with the GM.

Public Comments:

Ms. Von Gunten requested photos of the high-line to share with the public.

She also asked if removing the tank would impact the easement. Mr.

Hollebrands replied that the District maintains other equipment on the site and does not intend to give up the exclusive easement.

c) Discussion of and approval for Resolution 09152020: Conflict of Interest Code

Director Kentosh introduced the resolution as he helped Ms. Ward in preparing the document. Director Engle requested clarification from counsel if a separate motion is needed to rescind the old resolution before adopting the new

resolution. Counsel and the Board agreed that Resolution 09152020 item 4 provides for achieving this with one motion and vote. Director Kentosh made the motion to approve Resolution 09152020: Conflict of Interest Code. Director Engle seconded the motion.

No Public Comment

Kentosh/Engle

Roll Call Vote:

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

All Ayes

M/S/C

d) Discussion of UVRGA-MOWD Administrative Support Agreement

Director Engle explained that the MOWD has an agreement with the UVRGA that allowed Summer to work for the GSA and afforded the GSA some benefits. Summer had provided notice to Bryan and her that she can no longer continue to do work for the GSA. As a testimate to the quality of work Summer has done for the GSA, Bryan recommends that MOWD not terminate the agreement, provides the opportunity that if Summer is able and wants to return to doing work for the GSA, it would be in place. The GSA is requesting that MOWD allow it to continue using its mailing address.

The Board agreed with keeping the Administrative Support Agreement in place, understanding that any staff time would be charged to the GSA, and supports continuing to serve as the GSA mailing address.

Director Engle directed the GM to send an email to the GSA stating the Board's decision as a signer of the original agreement.

Public Comments:

Ms. Von Gunten stated she is agreeable.

7. General Manager's Report – Tabled

8. Board Secretary Report- Tabled

9. Board Committee Reports

- UVRGA: Director Engle provided clarification to recent publications and discussions. The UVRGA is proceeding with the Public Records Request Act lawsuit against Casitas. This is for the pumping data for the development of the groundwater model. The reason the original lawsuit was rescinded was due to Brown Act requirements, to ensure the proper process and documentation was followed.

- Allocation Program: Director Engle stated that she handed over the allocations to Director Kentosh and Ms. Ward on 7/31/2020. Director Kentosh added that Ms. Ward is currently working with our IT vendor Mitec, to update the allocation lookup on our website and the feasibility of individualized letters to each customer. Mr. Hollebrands added that Ms. Ward is also working with the billing system vendor to make those modifications.
- Staff Procedures: Director Krumpschmidt provided an update that there was a delay on the side of the Mediation Center in contacting staff. Mr. Hollebrands stated that the Rep contacted him on 9/14, and due to his impending vacation, the initial calls will be scheduled following his return on 9/28/2020. Directors Kentosh and Krumpschmidt agreed to set a Committee meeting after the mediation process is underway.

10. Old Business

- Nitrate Removal Grant: Director Kentosh stated that the 1st quarterly report is due October 10; not much has been done yet but will get to the Sanitation District on schedule.

11. Director Announcements/Reports

Etchart: The heat hit 121.7° F. Growing up in Ojai, has never seen heat like that!

Engle: She asked the GM how he feels the odds were of getting by without Casitas? Mr. Hollebrands replied that September is always stressful as the water levels drop. He is hopeful the weather will begin to cool, and usage will decrease. Current conditions will be monitored closely.

Harrold: No report.

Kentosh: Running for Ojai Valley Sanitary District Board Director may have seen the Ojai Valley News notice.

Krumpschmidt: No report.

12. Meeting Adjournment

Lindsay Nielson thanked the Board and Staff for the past 12 years. He admires how devoted each member is to the District and wished everyone well.

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 9:29 pm.

Board Secretary

Board President

Special Meeting
September 22, 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. 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, Stuart Nielson.

Absent: General Manager, Mike Hollebrands.

2. Approval of Minutes: No minutes.

3. Public Comment: No public present.

4. Board Discussion and/or Action

a) Discussion and consider approval of the annual Cost of Living increase for the staff of 2%.

Director Etchart introduced the item and referred to the Bureau of Labor Statistics cost of living for the Los Angeles area, including the 2% value.

Director Krumpschmidt made the motion to approve the 2% cost of living increase for all staff retroactive to 7/1/2020. Director Engle seconded the motion.

No Public Comment

Krumpschmidt/Engle

Roll Call Vote:

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

All Ayes

M/S/C

b) Discussion and consider approval of Board Secretary salary adjustment

Director Etchart introduced the item, based on a review on salaries, longevity, duties, and responsibilities, recommends an adjustment of 20% increase to base salary. Director Krumpschmidt responded that after considering the gap in salaries, relative to new responsibilities, it recommends a 25% increase to the base salary. The annual salary can incrementally increase over time with certification and tenure. The Board clarified that this increase would be separate from the cost of living increase for the Board Secretary.

Director Krumpschmidt made the amended motion to increase the Board Secretary base salary by 25% (\$78,750), retroactive to 7/1/2020. Director Harrold seconded the motion.

No Public Comment

Krumpschmidt/Harrold

Roll Call Vote:

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

All Ayes

M/S/C

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



Meiner's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 09/16/2020 - 10/15/2020

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Post Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Bank-AP Bank						
AQUA-F	Aqua-Flo Supply	10/13/2020	Regular	0.00	472.61	9386
S11597320	Invoice	10/15/2020	Nipples,Swing Check Valve,Adapters,etc.	0.00	35.04	
S11598826	Invoice	09/04/2020	Nipples & Swing Check Valves	0.00	46.94	
S11601451	Invoice	09/10/2020	PVC Pipe,Unions,Marking Flags,etc.	0.00	390.63	
AT&T	AT&T	09/28/2020	Regular	0.00	774.78	9368
01840920	Invoice	09/13/2020	Office Phones	0.00	192.77	
08330920	Invoice	09/19/2020	Office Phones	0.00	582.01	
AUTOSU	Automotive Supply - Ojai	10/13/2020	Regular	0.00	136.55	9387
500638	Invoice	09/11/2020	Wiper Blades,Jack Stands & Motor Oil	0.00	136.55	
BADGER	Badger Meter	09/28/2020	Regular	0.00	3,312.16	9369
1390044	Invoice	09/17/2020	Meters	0.00	1,342.82	
1390342	Invoice	09/18/2020	6" Meters	0.00	1,912.41	
1390951	Invoice	09/22/2020	O-Rings for Meters	0.00	56.93	
CALPERS	California Public Employees' Retirement	09/30/2020	Bank Draft	0.00	4,458.40	DFT0001073
INV0001543	Invoice	09/15/2020	Health	0.00	4,458.40	
CALPERS	California Public Employees' Retirement	09/30/2020	Bank Draft	0.00	4,458.32	DFT0001084
INV0001555	Invoice	09/30/2020	Health	0.00	4,458.32	
CALPERS	California Public Employees' Retirement	09/28/2020	Bank Draft	0.00	407.10	DFT0001093
092520	Invoice	09/14/2020	Retired Premium	0.00	407.10	
CAL-STATE	Cal-State	09/28/2020	Regular	0.00	121.36	9370
164831	Invoice	09/12/2020	Portable Toilet	0.00	121.36	
CMWD	Casitas Municipal Water District	10/13/2020	Regular	0.00	2,077.03	9388
261150920	Invoice	09/30/2020	Fairview Standby	0.00	943.84	
262000920	Invoice	09/30/2020	Hartmann Allocation	0.00	189.35	
300650920	Invoice	09/30/2020	Tico & La Luna Standby	0.00	943.84	
CLEANCO	Cleancoast Janitorial	09/28/2020	Regular	0.00	60.00	9371
1023	Invoice	09/15/2020	Windows and Blinds	0.00	60.00	
CLEANCO	Cleancoast Janitorial	10/13/2020	Regular	0.00	240.00	9389
1220	Invoice	09/28/2020	September Janitorial	0.00	240.00	
DATAP	Dataprose LLC	10/13/2020	Regular	0.00	790.98	9390
DP2003356	Invoice	09/30/2020	Bulk Mailing and Postage	0.00	790.98	
EJHAR	E. J. Harrison Rolloffs, Inc.	09/28/2020	Regular	0.00	283.84	9372
281300920	Invoice	09/14/2020	Office Trash	0.00	64.15	
994260920	Invoice	09/14/2020	3 Yard Dumpster	0.00	219.69	
FAMCON	Famcon Pipe and Supply, Inc	10/13/2020	Regular	0.00	622.05	9391
S100037420.002	Invoice	09/10/2020	Gaskets,Flanges,Nuts & Bolts,etc.	0.00	622.05	
FGLENV	FGL Environmental	09/28/2020	Regular	0.00	757.00	9373
011124A	Invoice	09/14/2020	Samples	0.00	494.00	
011475A	Invoice	09/14/2020	Samples	0.00	30.00	
011860A	Invoice	09/14/2020	Samples	0.00	30.00	
011861A	Invoice	09/09/2020	Samples	0.00	33.00	
011862A	Invoice	09/09/2020	Samples	0.00	85.00	
012178A	Invoice	09/16/2020	Samples	0.00	85.00	

Check Report

Date Range: 09/16/2020 - 10/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FGLENV	FGL Environmental	10/13/2020	Regular	0.00	170.00	9392
012589A	Invoice	09/24/2020	Samples	0.00	85.00	
013033A	Invoice	09/30/2020	Samples	0.00	85.00	
FH PUMPS	FH Pumps	09/28/2020	Regular	0.00	3,015.41	9374
85186	Invoice	09/04/2020	Parts for Tico Fire Booster Rebuild	0.00	3,015.41	
FH PUMPS	FH Pumps	10/13/2020	Regular	0.00	3,615.90	9393
85317	Invoice	09/30/2020	Chlorine Gas Injector	0.00	1,544.40	
85364	Invoice	10/07/2020	Motor & Sand Blast Parts	0.00	2,071.50	
GUARDIAN	Guardian	09/28/2020	Regular	0.00	745.44	9366
INV0001544	Invoice	09/15/2020	Dental	0.00	372.75	
INV0001556	Invoice	09/30/2020	Dental	0.00	372.69	
GUARDIAN	Guardian	09/28/2020	Regular	0.00	10.00	9375
7690460920	Invoice	09/16/2020	Administration Fee	0.00	10.00	
HPWP&C	Hathaway, Perrett, Webster, Powers	09/28/2020	Regular	0.00	8,320.00	9376
110010	Invoice	09/01/2020	Attorney Fees	0.00	8,320.00	
HLTHNE	Health Net Life Insurance Company	10/13/2020	Regular	0.00	43.35	9394
61791020	Invoice	10/06/2020	Life Insurance	0.00	43.35	
HCS	Herum/Crabtree/Suntag	09/28/2020	Regular	0.00	4,765.95	9377
97492	Invoice	09/01/2020	SBCK vs VTA	0.00	3,944.85	
97493	Invoice	09/01/2020	SBCK vs VTA	0.00	821.10	
JCI	JCI Jones Chemical, Inc.	09/28/2020	Regular	0.00	1,913.63	9378
832871	Invoice	09/14/2020	Chlorine	0.00	2,663.63	
832892	Credit Memo	09/14/2020	Container Return	0.00	-750.00	
NEILSON	Law Offices of Lindsay F. Nielson	09/28/2020	Regular	0.00	1,800.00	9379
34880920	Invoice	09/14/2020	Attorney Fees	0.00	1,800.00	
MOHARD	Meiners Oaks Hardware	10/13/2020	Regular	0.00	1,475.20	9395
937800	Invoice	09/01/2020	Parts for Well 1	0.00	57.05	
937801	Invoice	09/01/2020	New Locks for the District	0.00	900.26	
938328	Invoice	09/01/2020	Pliers, Hex Key Set, Wire Brush	0.00	32.18	
938334	Invoice	09/01/2020	Rubber Mallet and Pliers	0.00	33.15	
938374	Invoice	09/02/2020	Primer, Unions, Couplings, etc.	0.00	37.81	
938571	Invoice	09/03/2020	Poly Film for Meiners Tank	0.00	78.06	
939024	Invoice	09/08/2020	Shock Granule	0.00	16.08	
939230	Invoice	09/09/2020	Stock for Warehouse and Trucks	0.00	66.32	
939285	Invoice	09/10/2020	Hex Bushing	0.00	2.13	
939331	Invoice	09/10/2020	Seal Tape, Sealant Pipe Thread, Valve Ball, e	0.00	65.35	
939352	Invoice	09/10/2020	Extension Cord	0.00	5.36	
939382	Invoice	09/10/2020	Bleach	0.00	2.43	
939409	Invoice	09/11/2020	Pipe Thread, Steel Stakes	0.00	26.45	
939429	Invoice	09/11/2020	Re-Bar Tie Wire, Lubricant, Auto Cloth	0.00	19.59	
939456	Invoice	09/11/2020	Tie Down, Drill Bit, Bolts	0.00	52.35	
939929	Invoice	09/15/2020	Stock for Trucks, Valves & Hydrants	0.00	65.83	
940125	Invoice	09/17/2020	Towels & Couplings	0.00	14.80	
MITEC	MiTec Solutions LLC	09/28/2020	Regular	0.00	40.00	9380
64433	Invoice	09/15/2020	Splashtop, Monthly Anti-Virus	0.00	40.00	
MITEC	MiTec Solutions LLC	10/13/2020	Regular	0.00	740.89	9397
1057248	Invoice	10/06/2020	Assist with New Allocation Program	0.00	200.00	
1057286	Invoice	10/08/2020	Remote Labor	0.00	190.00	
1057300	Invoice	10/09/2020	Help with Merging Allocation Data	0.00	95.00	
64797	Invoice	10/01/2020	Exchange/Web Hosting	0.00	206.89	
64862	Invoice	10/01/2020	Off Site Back Up	0.00	49.00	

Check Report

Date Range: 09/16/2020 - 10/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
NCK&K	Nelson Cornis Kettle & Kinney, LLP	10/13/2020	Regular	0.00	1,462.50	9398
2245	Invoice	10/06/2020	Attorney Fees	0.00	1,462.50	
NS&G	Nielsen Sand & Gravel	10/13/2020	Regular	0.00	523.13	9399
30410	Invoice	09/15/2020	Base Fill & Material Haul	0.00	523.13	
OFFDEP	Office Depot	09/28/2020	Regular	0.00	104.84	9381
123664525001	Invoice	09/10/2020	Sanitizer, Paper	0.00	49.83	
124424845001	Invoice	09/16/2020	Paper Towels	0.00	55.01	
PATHIAN	Pathian Administrators	09/28/2020	Regular	0.00	106.13	9367
INV0001546	Invoice	09/15/2020	HSBS	0.00	53.07	
INV0001558	Invoice	09/30/2020	HSBS	0.00	53.06	
POWER	Power Machinery Center	09/28/2020	Regular	0.00	129.04	9382
W41052	Invoice	09/10/2020	Maintenance on Golf Carts	0.00	64.52	
W41053	Invoice	09/10/2020	Maintenance on Golf Carts	0.00	64.52	
PERS	Public Employees' Retirement System	09/30/2020	Bank Draft	0.00	150.00	DFT0001072
INV0001542	Invoice	09/15/2020	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	09/30/2020	Bank Draft	0.00	2,715.05	DFT0001074
INV0001545	Invoice	09/15/2020	PERS	0.00	2,715.05	
PERS	Public Employees' Retirement System	09/30/2020	Bank Draft	0.00	150.00	DFT0001083
INV0001554	Invoice	09/30/2020	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	09/30/2020	Bank Draft	0.00	2,867.70	DFT0001085
INV0001557	Invoice	09/30/2020	PERS	0.00	2,867.70	
PERS	Public Employees' Retirement System	10/12/2020	Bank Draft	0.00	114.45	DFT0001094
264461020	Invoice	10/12/2020	Unfunded Accrued Liability	0.00	114.45	
PERS	Public Employees' Retirement System	10/12/2020	Bank Draft	0.00	2,000.13	DFT0001095
30501020	Invoice	10/12/2020	Unfunded Accrued Liability	0.00	2,000.13	
PERS	Public Employees' Retirement System	10/12/2020	Bank Draft	0.00	250.00	DFT0001096
10000001619538	Invoice	10/05/2020	SSA 218 Annual Fee	0.00	250.00	
QUINNRTL	Quinn Rental Services	09/28/2020	Regular	0.00	3,199.44	9383
15466501	Invoice	09/15/2020	Water Truck	0.00	2,248.36	
15535801	Invoice	09/17/2020	Skiploader	0.00	951.08	
SAMHIL	Sam Hill & Sons, Inc.	10/13/2020	Regular	0.00	4,146.00	9400
3501	Invoice	10/01/2020	330 N. La Luna	0.00	4,146.00	
SCE	Southern California Edison Co.	10/13/2020	Regular	0.00	9,003.96	9401
OFFELE1020	Invoice	10/12/2020	Office Electricity	0.00	298.30	
TNKFRM1020	Invoice	10/12/2020	Tank Farm	0.00	82.74	
Well1-1020	Invoice	10/12/2020	Well 2	0.00	1,327.69	
WELL2-1020	Invoice	10/12/2020	Well 2	0.00	1,250.11	
WELL4&71020	Invoice	10/12/2020	Well 4&7	0.00	5,214.97	
WELL81020	Invoice	10/12/2020	Well 8	0.00	115.05	
Z-21020	Invoice	10/12/2020	Zone 2	0.00	105.58	
Z-2FIR1020	Invoice	10/12/2020	Zone 2 Fire	0.00	160.86	
Z-2PWR1020	Invoice	10/12/2020	Zone 2 Power	0.00	435.64	
Z-3FIR1020	Invoice	10/12/2020	Zone 3 Fire	0.00	13.02	
SCGAS	Southern California Gas Co.	10/13/2020	Regular	0.00	3.36	9402
0339	Invoice	09/25/2020	Office Heat	0.00	3.36	
T&Y	Tully & Young, Inc.	09/28/2020	Regular	0.00	4,550.00	9384
3895	Invoice	09/03/2020	Attorney Fees	0.00	4,550.00	

Check Report

Date Range: 09/16/2020 - 10/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
UAFSC	Underground Service Alert of So.Ca.	10/13/2020	Regular	0.00	76.90	9403
920200437	Invoice	10/01/2020	Digalert	0.00	59.50	
dsb20195394	Invoice	10/01/2020	CA State Fee	0.00	17.40	
USBANK	US Bank Corporate Pmt. System	10/13/2020	Regular	0.00	1,096.83	9404
AMAZON083120	Invoice	09/01/2020	Hose Nozzles	0.00	150.00	
AMAZON090220	Invoice	09/02/2020	Speed Limit Signs	0.00	45.03	
AWWA090320	Invoice	09/03/2020	Disinfection of Water Storage Facilities	0.00	91.50	
CSDA090220	Invoice	09/02/2020	Board Secretary Conference	0.00	425.00	
FERGUSON09032	Invoice	09/03/2020	Check Valves for Wells 1 & 2	0.00	59.08	
GRAMMARLY091	Invoice	09/15/2020	Grammarly Program	0.00	139.95	
HARBORF083120	Invoice	09/01/2020	2 in 1 Ratchet & Multi Purpose Vise	0.00	102.34	
LOGMEIN091620	Invoice	09/16/2020	Remote Log In	0.00	5.00	
LOGMEIN091620	Invoice	09/16/2020	Remote Log In	0.00	10.00	
PRIME092120	Invoice	09/21/2020	Prime Membership	0.00	13.93	
USPS091520	Invoice	09/15/2020	Stamps	0.00	55.00	
VERIZON	Verizon Wireless	10/13/2020	Regular	0.00	333.71	9405
9863721403	Invoice	09/26/2020	Office Cell Phones	0.00	333.71	
WREA	Water Resource Engineering Associates	10/13/2020	Regular	0.00	1,631.45	9406
3081-15	Invoice	10/01/2020	Treatment Plant	0.00	1,487.20	
3295-17	Invoice	10/01/2020	Meiners Rd. Pipe Repair	0.00	144.25	
WRIGHT EXP	WEX Bank	09/28/2020	Regular	0.00	783.21	9385
67564305	Invoice	09/15/2020	Fuel	0.00	783.21	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	103	40	0.00	63,454.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	10	10	0.00	17,571.15
EFT's	0	0	0.00	0.00
	113	50	0.00	81,025.78

PR \$48,724.19

Meiners Oaks Water District

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

Expenditures	Month of September	Year To Date	Budget Approp	Approp Bal 09/30/20	Current October	Approp Bal To Date
Salaries	48,180.42	126,871.65	575,000.00	448,128.35	-	448,128.35
Payroll Taxes	3,789.75	9,990.22	60,000.00	50,009.78	-	50,009.78
Retirement Contributions	5,160.15	15,907.62	51,000.00	35,092.38	-	35,092.38
Group Insurance	8,642.57	25,910.28	86,000.00	60,089.72	-	60,089.72
Company Uniforms	-	197.08	2,500.00	2,302.92	-	2,302.92
Phone Office	774.78	2,306.87	9,000.00	6,693.13	-	6,693.13
Janitorial Service	537.09	1,791.27	5,000.00	3,208.73	-	3,208.73
Refuse Disposal	283.84	851.52	3,400.00	2,548.48	-	2,548.48
Liability Insurance	-	38,692.22	40,000.00	1,307.78	-	1,307.78
Workers Compensation	-	15,058.95	18,000.00	2,941.05	-	2,941.05
Wells	116.13	929.98	10,000.00	9,070.02	35.04	9,034.98
Truck Maintenance	265.59	607.07	3,500.00	2,892.93	-	2,892.93
Office Equip. Maintenance	-	1,148.56	5,000.00	3,851.44	-	3,851.44
Cell Phones	333.71	974.93	4,500.00	3,525.07	-	3,525.07
System Maintenance	13,249.04	29,954.36	75,000.00	45,045.64	2,071.50	42,974.14
Safety Equipment	150.00	936.48	3,000.00	2,063.52	-	2,063.52
Laboratory Services	927.00	4,374.37	11,000.00	6,625.63	-	6,625.63
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	365.22	3,100.07	5,000.00	1,899.93	-	1,899.93
Postage and Express	845.98	3,592.37	10,000.00	6,407.63	-	6,407.63
B.O.D. Fees	1,650.00	4,750.00	15,000.00	10,250.00	-	10,250.00
Engineering & Technical Services	3,003.75	6,950.46	50,000.00	43,049.54	144.25	42,905.29
Computer Services	604.64	1,885.17	17,000.00	15,114.83	740.89	14,373.94
Other Prof. & Regulatory Fees	175.15	651.99	40,000.00	39,348.01	76.90	39,271.11
Public and Legal Notices	-	1,785.79	2,000.00	214.21	-	214.21
Attorney Fees	10,120.00	33,896.57	75,000.00	41,103.43	1,462.50	39,640.93
GSA Fees	-	9,848.22	50,000.00	40,151.78	-	40,151.78
VR/SBC/City of VTA Law Suit	9,315.95	9,435.95	75,000.00	65,564.05	-	65,564.05
State Water	-	-	20,000.00	20,000.00	-	20,000.00
Audit Fees	-	-	25,000.00	25,000.00	-	25,000.00
Small Tools	173.03	803.19	3,000.00	2,196.81	-	2,196.81
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	2,077.03	5,654.54	20,000.00	14,345.46	-	14,345.46
Treatment Plant	1,913.63	4,263.54	20,000.00	15,736.46	-	15,736.46
Fuel	783.21	2,191.27	13,000.00	10,808.73	-	10,808.73
Travel Exp./Seminars	425.00	450.00	2,000.00	1,550.00	-	1,550.00
Utilities	440.70	1,021.40	3,500.00	2,478.60	298.30	2,180.30
Power and Pumping	13,538.59	13,538.59	80,000.00	66,461.41	8,705.66	57,755.75
Meters	3,312.16	3,312.16	10,000.00	6,687.84	-	6,687.84
Total Expenditures	131,154.11	386,202.92	1,586,400.00	1,200,197.08	13,535.04	1,186,662.04

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>	-	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>	13,050.00	20,013.74	50,000.00	29,986.26	-	29,986.26
Structures and Improvements	-	-	-	-	-	-
<i>T.P. Final Eng. 100% Design</i>	-	(1,487.20)	50,000.00	51,487.20	1,487.20	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	-	-	100,000.00	100,000.00	4,146.00	95,854.00
Total CIP Spending	13,050.00	173,576.54	446,000.00	272,423.46	5,633.20	266,790.26
GRAND TOTAL	144,204.11	559,779.46	2,032,400.00	1,472,620.54	19,168.24	1,453,452.30

Report of Income as of 9/30/2020

Income	Month of September	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	0.43	6,678.33	--	6,678.33
Taxes	316.93	973.09	--	973.09
Pumping Charges	478.53	1,311.71	--	1,311.71
Fire Protection	179.53	554.53	--	554.53
Meter & Inst. Fees	--	--	--	--
Water Sales	76,780.48	207,729.37	655,040.00	447,310.63
¹ Casitas Water/Standby	836.21	2,631.91	--	2,631.91
MWAC Charges	52,734.90	166,321.14	770,915.00	604,593.86
MCC Chg.	5,944.48	18,555.97	113,329.00	94,773.03
² Misc. Income	231.19	5,956.92	--	5,956.92
Late & Delinquent Chgs.	31.45	95.10	--	95.10
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	10,267.37	27,552.79	--	27,552.79
	--	--	--	--
		--	--	--
		--	--	--
TOTAL INCOME	147,801.50	438,360.86	1,539,284.00	1,100,923.14

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

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	To Date	Budgeted	% of Budgeted
CIP		\$154,261.24	\$16,279.50	\$13,050.00										\$183,590.74	\$396,000.00	46.36%
Expenditures	Budgeted	\$174,836.70	\$91,562.44	\$131,154.11										\$397,553.25	\$1,586,400.00	25.06%
	Unbudgeted	\$0.00	\$8,527.00	\$0.00										\$8,527.00	\$100,000.00	8.53%
Income		\$156,105.31	\$134,454.05	\$147,801.50										\$438,360.86	\$1,734,284.00	25.28%

2020-21 Budgeted Capital Improvement Schedule

	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	\$20,013.74	40.03%
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	\$175,063.74	39.70%

Meiners Oaks Water District

New Water Allocations for MOWD's Customers

October 2020

Despite last winter's rains, we must prepare for the possibility of continuing drought. In 2015, MOWD implemented an allocation program based partly on historical water use. Those who exceed their allocations each month pay a penalty for the amount used over their allocations. Overall, our customers have been doing a good job reducing their water use.

Meanwhile, Casitas MWD, our backup water supplier, adopted a *Water Efficiency and Allocation Program* (WEAP) that differs from MOWD's current program. To improve our allocation program and make it more consistent with the WEAP, MOWD has adopted a new Allocation Program similar to Casitas' WEAP. We have calculated new allocations for our customers on a parcel by parcel basis, using aerial infrared imaging flown in 2016. Our new allocation program also provides for more water use in the summer months. Most customers' allocations have actually increased.

Your new allocation can be found on our website, under "Customers > MOWD Allocation Program 2020." Simply enter the first 7 digits of your account number, from your water bill. The "historical" number is your former monthly allocation. Your new allocation (in units of 100 cubic feet) is shown for each month for the current drought stage.

A detailed description of our new *Allocation Program* is posted on our website. If you think we have made a mistake in calculating your new allocation, the program includes a waiver process so that customers can request changes to their allocations, if justified. Please call Summer at (805) 646-2114 if you have any questions.

www.meinersoakswater.com



[REDACTED]
[REDACTED]
OJAI, CA 93023

Subject: New Allocation for Account 01-[REDACTED]-01

Dear [REDACTED],

Despite last winter's rains, we must prepare for the possibility of continuing drought. In 2015, MOWD implemented an allocation program based partly on historical water use. Those who exceed their allocations each month pay a penalty for the amount used over their allocations. Overall, our customers have been doing a good job reducing their water use.

Meanwhile, Casitas MWD, our backup water supplier, adopted a *Water Efficiency and Allocation Program* (WEAP) that differs from MOWD's current program. To improve our allocation program and make it more consistent with the WEAP, MOWD has adopted a new Allocation Program similar to Casitas' WEAP. We have calculated new allocations for our customers on a parcel by parcel basis, using aerial infrared imaging flown in 2016. Our new allocation program also provides for more water use in the summer months, with varying monthly Residential allocations; additionally, Commercial and Agriculture accounts will transition from monthly allocations to an annual allocation bucket, from Jul – Jun each year.

A detailed description of our new *Allocation Program* is posted on our website. Your new allocation is enclosed, and also available on our website.

If you think we have made a mistake in calculating your new allocation, the program includes a waiver process so that customers can request changes to their allocations, if justified.

Please call us at (805) 646-2114 if you have any questions.

Sincerely,

Meiners Oaks Water District

www.meinersoakswater.com

Allocation Program Customer Detail

Account: 01-~~XXXX~~-01

Current Stage 3 Monthly Allocation: 18

New Stage 3 Monthly Allocations:

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
28	28	24	15	15	15	12	12	12	20	20	23



[REDACTED]

[REDACTED]

OXNARD, CA 93031

Subject: New Allocation for Account 04-~~078301~~-01

Dear [REDACTED],

Despite last winter's rains, we must prepare for the possibility of continuing drought. In 2015, MOWD implemented an allocation program based partly on historical water use. Those who exceed their allocations each month pay a penalty for the amount used over their allocations. Overall, our customers have been doing a good job reducing their water use.

Meanwhile, Casitas MWD, our backup water supplier, adopted a *Water Efficiency and Allocation Program* (WEAP) that differs from MOWD's current program. To improve our allocation program and make it more consistent with the WEAP, MOWD has adopted a new Allocation Program similar to Casitas' WEAP. We have calculated new allocations for our customers on a parcel by parcel basis, using aerial infrared imaging flown in 2016. Our new allocation program also provides for more water use in the summer months, with varying monthly Residential allocations; additionally, Commercial and Agriculture accounts will transition from monthly allocations to an annual allocation bucket, from Jul – Jun each year.

A detailed description of our new *Allocation Program* is posted on our website. Your new allocation is enclosed, and also available on our website.

If you think we have made a mistake in calculating your new allocation, the program includes a waiver process so that customers can request changes to their allocations, if justified.

Please call us at (805) 646-2114 if you have any questions.

Sincerely,

Meiners Oaks Water District

www.meinersoakswater.com

Allocation Program Customer Detail

Account: 04-~~XXXX~~-01

Current Stage 3 Monthly Allocation	Current Stage 3 Annual Allocation	New Stage 3 Annual Allocation
883	10601	10601



**Prepared by:
MEINERS OAKS WATER DISTRICT**

For the

**Ventura County Resource Conservation District, and
California Wildlife Conservation Board**

***Ventura Watershed Flow Enhancement and Water Resiliency
Regional Framework Project***

**Project 25 – Pumping and Nutrient Balance Project
Agreement No. WC-1844AB
Project ID 2019023**

October 10, 2020

Quarterly Progress Report – July 1 through September 30, 2020

**(Preliminary Feasibility Study for
Nitrate Removal From MOWD Well No. 8)**

Note: The Statement of Services is provided at the end of this progress report.

Summary of Progress During the Quarter

The Agreement with VCRCD, No. WC-1844AB, was approved by MOWD's board of directors at its regular board meeting on June 16, 2020. The agreement was executed shortly afterwards, with one signed original sent to VCRCD and the other retained by MOWD.

The focus of our efforts in this quarter was to develop a Request for Proposals to send to potential engineering firms, and to gather information that will be needed to complete the work. A draft of the RFP is attached to this progress report. It provides a more detailed project description and work scope than what is provided in the grant agreements.

The COVID-19 pandemic has been somewhat of a hindrance on project, from the perspective that it is more difficult to meet face to face with staff to find out what kind of information is available and to look it over.

Reimbursable Expenses During the Quarter

We had no direct expenses during the quarter. The initial work on the RFP is being done by one of MOWD's directors, James Kentosh, who is a registered professional civil engineer in California (C34895). Ethics rules prohibit a director from working as a paid consultant, so this preparatory work is being done on a pro-bono basis. Hence the lack of reimbursable expenses at this time.

To acquaint ourselves with the VCRCDD disbursement request form, we have filled it out and attached it to this progress report. The invoiced amount is \$0.00 for the quarter.

Goals for Next Quarter

Our goals for next quarter are as follows:

- Input this project into MOWD's accounting and tracking system
- Finalize the RFP
- Contact engineering firms to find at least three who are qualified and willing to submit proposals
- Gather relevant information to support the work
- Send the RFP out to engineering firms

To save costs, our approach is to gather and process most of the information needed before sending out the RFP. If the engineers know what is available, it will ease their work.

Questions

If there are any questions on this Progress Report, please call Jim Kentosh at (805) 646-2622 or via email at kentosh@meinersoakswater.com.

Ventura Watershed Flow Enhancement and Water Resiliency Regional Framework
Grant Agreement No. WC-1844AB
Project ID 2019023
Period 7/1/2020 through 9/30/2020

Statement of Services

Progress Report #1

Section 1. Activities performed during the quarter

Invoiced Services

No refundable services performed.

Match Services

No refundable services performed.

Section 2. Percentages of Tasks Completed as of the End of the Quarter

Task 1 – Project Management – 2%

Task 2 – Integrated Water Management Framework and Action Identification – 0%

Task 3 – Final (100%) Design Plans, Due Diligence, and Permitting – 1%

Task 4 – Regional Guidance and Recommendations – Not part of MOWD's work

Task 5 – Education and Outreach – Not part of MOWD's work

Section 3. Deliverables Completed for Each Task as of the End of the Quarter

Task 1 – Project Management – 2%

1) Invoices and Progress Reports – 0%

No refundable invoices. See Progress Report on prior pages.

2) Copies of Executed Subcontracts (>\$10,000) – 0%

No subcontracts executed.

3) Draft Final and Final Report (including all related data) – 0%

Task 2 – Integrated Water Management Framework and Action Identification – 0%

1) Draft Appendix to Pumping and Nutrient Balance Project Report – 0%

No work performed on this task in the quarter.

2) Management Strategies: Recommendations for Water Managers for Water Resiliency – 0%

No work performed on this task in the quarter.

Task 3 – Final (100%) Design Plans, Due Diligence, and Permitting – 1%

Project 25 – Pumping and Nutrient Balance Project – 1%

- ◆ Feasibility Study – 1%
 - Evaluate methods of nitrate removal – 0%
A draft RFP has been prepared.
 - Evaluate brine disposal options – 0%
A draft RFP has been prepared.
 - Estimate project costs – 0%
A draft RFP has been prepared.
 - Study blending options – 0%
A draft RFP has been prepared.
 - Develop project approach and schedule – 1%
A draft RFP has been prepared.
- ◆ Coordinate with OVSD for brine disposal options
No work performed on this task.
- ◆ Refined estimate of potential instream flow benefits
No work performed on this task.

Section 4. Problems/Delays and Proposed Resolution

We are learning to overcome communication difficulties and information availability issues in these days of coronavirus.

Section 5. List of Proposed Activities and Tasks for the Next Quarter

Our goals for the next quarter are as follows:

- Input this project into MOWD's accounting and tracking system
- Finalize the RFP
- Contact engineering firms to find at least three who are qualified and willing to submit proposals
- Gather and process relevant information to support the work
- Send the RFP out to 3 or more engineering firms

d. Contamination

1. Identify location and source of contamination.
2. If contamination is from system source, isolate or treat source.
3. If contamination is an act of sabotage, take appropriate action based on nature of contamination. Immediately contact local law enforcement and your regulatory agency (SWRCB- Division of Drinking Water or LPA). Actions should be taken in consultation with the regulatory agency and could include shutting off water until all contaminants are identified.

e. Physical destruction of facility (sabotage)

1. Immediately contact local law enforcement and regulatory agency for consultation.

f. Viral or other infectious threat (COVID -19)

1. Know the symptoms of the threat – cough, shortness of breath, or difficulty breathing, fever or chills, muscle or body aches, vomiting or diarrhea and sudden loss of taste or smell.
2. Conduct hazard assessment of the work place.
3. Create a barrier between the customer's and the employee during business transactions.
4. Implement proper Social distancing at all times in the workplace.
5. Conduct daily health checks and logs, including temperature.
6. Encourage employees to wear proper face coverings when appropriate while in the work place. (See attached MOWD Guidelines)

g. If an employee gets sick (COVID -19)

1. Employees who get sick should notify their supervisor/Manager right – away and stay home except to get medical care.
2. Separate yourself from other people (stay in the same room if possible.)
3. Stay in touch with your doctor.

4. Avoid public transportation.

For more information about what to do if you get sick; <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

h. Minimum criteria for returning to work

Minimum Criteria for Return to Work <i>(As of June 7, 2020)</i>		CDC Reference Page <i>(The most recent CDC guidance should be consulted prior to allowing the employee to return to work)</i>
Symptomatic Positive Employees with symptoms who are laboratory confirmed to have COVID-19	At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and , at least 10 days have passed since symptoms first appeared.	<ul style="list-style-type: none">• <u>For employee cases who did not require hospitalization</u>• <u>For employee cases who required hospitalization</u>
Asymptomatic Positive Employees who never had symptoms and are laboratory confirmed to have COVID-19	A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.	<ul style="list-style-type: none">• <u>For employee cases who did not require hospitalization</u>

		ion
Symptomatic Negative Employees who had symptoms of COVID-19 but test result returned negative	Use the same criteria for return to work as laboratory confirmed cases.	
Asymptomatic Negative Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative	Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*	
Symptomatic Untested Employees who had symptoms of COVID-19 but were not tested	Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.	
Asymptomatic Untested Employees who had close contact to a	Employees should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may	<ul style="list-style-type: none"> • For employee cases who did not

<p>laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p>OR</p> <p>Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>	<p><u>require hospitalization</u></p> <ul style="list-style-type: none"> • <u>Critical workers implementing safety practices</u>
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For more information about what to do if you get sick; <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

All significant water outages (widespread and lasting more than eight hours) or disinfection failure will be reported to the SWRCB- Division of Drinking Water District Office, or Local Primacy Agency (LPA) by telephone or equally rapid means. All emergencies will be documented along with action taken, and kept in the files of the water system office. Acts of sabotage will be reported to the local law enforcement agency.

I. Disinfection of the facility

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.

- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places, such as point of sale keypads should be cleaned and disinfected before each use.

High touch surfaces include

- Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls

- If possible, put a wipeable cover on electronics.
- Use alcohol base wipes or spray (Must contain 70% alcohol)

When cleaning

- Regular cleaning staff can clean and disinfect community spaces.
- Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60%

alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Source: CDC, Coronavirus Disease (COVID-19)

DRAFT 09/14/2020

Wells 1 and 2 SWTR Filter Replacement Design Project

Request for Proposal (RFP)

for

Consultant Services:

Survey

Geotechnical and Soils

Treatment Plant Design

Electrical Design

Building and Site Design

BACKGROUND

The Meiners Oaks Water District (MOWD), operating under California State Water Resources Control Board Division of Drinking Water (DDW), permit number 5610005, is a purveyor supplying domestic and fire protection water. The service area includes Meiners Oaks, CA and is bounded by Baldwin Road/Hwy 150 to the South, Rice Road and the Ventura River to the West, Maricopa Hwy 33 to the North and with a meandering boundary generally following Hwy 33 to the East. The service area lies outside city limits in the unincorporated area of Ventura County. Currently, MOWD serves approximately 1,277 metered connections.

The primary source for domestic water is groundwater, however MOWD maintains an intertie with Casitas Municipal Water District for backup / emergency purposes. The MOWD system is comprised of four wells designated as Wells-1, -2, -4, and -7.

Wells 1 and 2 are located adjacent to the Ventura River, are considered “groundwater wells under the influence of surface water” and are plumbed through a DDW-approved surface water treatment plant, which complies with the Surface Water Treatment Rule. The filters in the existing treatment plant were manufactured by EPD USA, Inc. and installed in 1994.

While the treatment plant has functioned effectively since put into service in 1993, it is at the end of its useful service life. The 25-year service-life duration is considered appropriate for this type of facility and in line with industry standards. MOWD is pursuing replacement of the filter facility with an in-kind filtering process that will be consistent with current operations and the successful performance record. The new treatment plant will utilize upgraded/modernized components and other improvements to better accommodate operation & maintenance activities and increase efficiencies.

PROPOSED IMPROVEMENTS

Site and Building Improvements

The site will remain accessible from the existing driveway entrance located on Highway 33 and approximately 1.77 miles north of the Fairview Road intersection. The existing unpaved driveway will require pavement improvements inclusive of a standard fire truck access hammerhead style turnaround. A fire hydrant is proposed to be installed near the turnaround area. The treatment plant facility will be housed in an 832-square-foot masonry block building enclosure with maximum height of approximately 12-feet.

An exterior 812 +/- square-foot concrete pad will be constructed south of the building to contain the (4) 5,000-gallon backwash / rinse recycle storage tanks, booster pumps, and other miscellaneous equipment. The 35% Design Level Concept Plans are attached.

Filter Design Concept

The proposed design is a standard EPD two stage pressure filter system with 4 filter vessels in the first stage and 3 filter vessels in the second stage. The system will have automatic

backwash capability, turbidimeter controlled rinse to waste and alarm turnout functions. Each filter vessel is steel, poly-lined, has 20 square feet of filter area and is rated at 100 psi operating pressure with a 4 to 1 safety factor. Control function is via the programmable logic controller; (PLC) based EPD Aquatic Intelligence Control System (AICS). Filter design parameters and filter process description are shown on the attached 35% design-level Concept Plans.

DESIGN-CONSTRUCTION PHASES AND GENERAL SCOPE OF WORK

The following overview identifies the tasks expected to be completed by the Consultant Team in the design and bidding stages of the Project¹.

Overall Project:

Lead Consultant: WREA

Louis M. Nagy, PE – Principal
2300 Alessandro Drive, Suite 215
Ventura, CA 93001
(805) 653-7900
lou@wreassoc.net

Responsible for: coordination of all aspects of the pre-design phase and the design phase.

Pre-Design Phase:

Land Surveying: BC Survey

Larry Frager, RCE, LS
506 E. Main Street
Santa Paula, CA
805-525-3396
larryf@bcsurvey.com

Responsible for: complete topographic survey of project site with sufficient detail to create an adequate design (existing pipes to be located and potholed by MOWD forces prior to survey).

Geotechnical Report; Soils Engineering: Earth Systems

Pat Boales, EG – Senior Vice President
1731 Walter St # A
Ventura, CA 93003
805-642-6727

pboales@earthsystems.com

Responsible for: geotechnical investigation and recommendations to support proposed improvements including walls, building, and slabs.

Final Design Phase (Plans, Specifications, and Cost Estimates at 50% and 100% Submittals):

¹ Construction Phase tasks and fees not a part of this RFP.

Treatment Plant Design: WREA

Responsible for: Piping Plans; treatment plant and general construction details design; hydraulic analysis; permit processing; DDW interface; Amended Water System Permit application.

Electrical Engineering Consultant: Calkins Electric

Percy Calkins, PE
11596 Barranca Rd.
Camarillo, CA 93012
(805) 551-6591

prcalkins@ix.netcom.com

Responsible for: electrical design; instrumentation & controls design; SCE coordination.

Building, and Site Design: R.W. Toedter, LLC

Randy Toedter, PE, SE
4864 Market Street, Suite C
Ventura, CA 93003
Ph: (805)671-9811 Fax: (805)671-9235
toedter2@gmail.com

Responsible for: building design; door window/finish schedules; grading and drainage design; Paving Plans; backwash recycle storage tank anchorage; genset slab and anchorage; other structural slabs and related.

BASIC PROPOSAL REQUIREMENTS:

1. Attend design meetings
2. Perform work as described in general scope of work above, and additional to meet requirements.
3. During design process provide 50% and 100% design level Plans, Details, Specifications, and Cost Estimates for agency review
4. Respond to agency review and permitting comments, make changes as required, and process Plans through approval.

Please return your Proposal with specific Outline Scope of Work and Schedule to:

WREA
Attn: Roxanne Collins:
2300 Alessandro Drive, Suite 215
Ventura, CA 93001

BY xxxxxx, 2020 4:00 P.M.



To: Board of Directors of the Meiners Oaks Water District

From: General Manager

Subject: Monthly Manager's Report

Highlights

(Rainy season October thru April)

WY – 2019-20 18.60” of rain Matilija Canyon

WY – 2019-20 16.45” of rain Meiners Oaks Fire Station

WY – 2020-21 Matilija Canyon

WY – 2020-21 M.O. Fire Station

LAKE CASITAS LEVEL

40.8%

Board Committees

No Committees met this month

Current Well levels and specific capacity

Well 1	Sept.	Oct.	Well 2	Sept.	Oct.	Well 4	Sept.	Oct.	Well 7	Sept.	Oct.
Static	34.0'	34.3'	Static	35.5'	33.9'	Static	48.9'	50.5'	Static	52.9'	53.9'
Running	39.7'	42.0'	Running	69.9'	70.0'	Running	97.0'	95.4'	Running	60.1'	62.7'
Drawdown	5.7'	7.7'	Drawdown	34.4'	36.1'	Drawdown	48.1'	44.9'	Drawdown	7.2'	8.8'
Specific Cap.	32.8 gal/ft	13.0 gal/ft	Specific Cap.	3.8 gal/ft	3.8 gal/ft	Specific Cap.	6.8 gal/ft	7.3 gal/ft	Specific Cap.	41.6 gal/ft	32.9 gal/ft

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

Total Pumped

Total Pumped for September 2020	81.05 AF
Total Pumped 2019:	609.61 AF
Total Pumped YTD 2020:	485.71 AF

Total Sold

Total Sold for September 2020:	82.03 AF
Total Sold 2019:	563.62 AF
Total Sold 2020:	467.40 AF

Total Purchased

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

September	2019:	\$ 65,199.13
September	2020:	\$ 76,780.48

Reserve Funds

Balance at the County of Ventura	\$ 1,306,754.99
Total Taxes*	\$ 316.93
Total Interest from reserve account#	\$ 0.00

Fiscal Year Total Revenues

July 1 st – September 30 th	2019	\$ 407,493.56
July 1 st – September 30 th	2020	\$ 441,360.86

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)	\$ 7,620.46
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	\$.31
General Fund Balance	\$ 59,185.73
Trust Fund Balance	\$ 16,283.54
Capital Improvement Fund	\$ 14,355.31
(#) Quarterly Interest from Capital Account	\$.12
Total Interest accrued	\$.43

District Summary/Update

- **Purchased Water;** The District began purchasing water on 9-28-2020. Amounts purchased will be reflected in the my November 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;** Approximately 2 weeks ago Director Kentosh looked over my work around to the temporary deletion on the Meiners rd tank. His thoughts will be presented during the October Board Meeting.
- **District work;** Staff continues to increase the amount of field work they complete each month. At the same time, that restricts the amount of administrative work I am able to do. Staff would have handled the main leak on N. La Luna if a backhoe would have been available.
- **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. I have been asked to formulate a procedure for re-populating the office. While developing the procedure, it became apparent to me that it

should be apart of our Emergency Response Plan (ERP).This is appropriate, as the E.R.P. is updated annually. The document is now available to you for comment in the October agenda.

- **Office;** I employed MAR landscaping to improve the outside area of the office. Please take the time and check it out, we all think it looks great.

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)
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
Main Leak	Poor Bedding	10/1/2020	330 N. La Luna	Sam Hill	\$4,146.00
Rebuild Fire pump at Z-3	Age/Leaking	10/8/2020	Z-3	Staff	In - House
Replace fire hydrant Z- 2	Age/Upgrade	10/13/2020	Meiners Rd	Staff	In - House

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

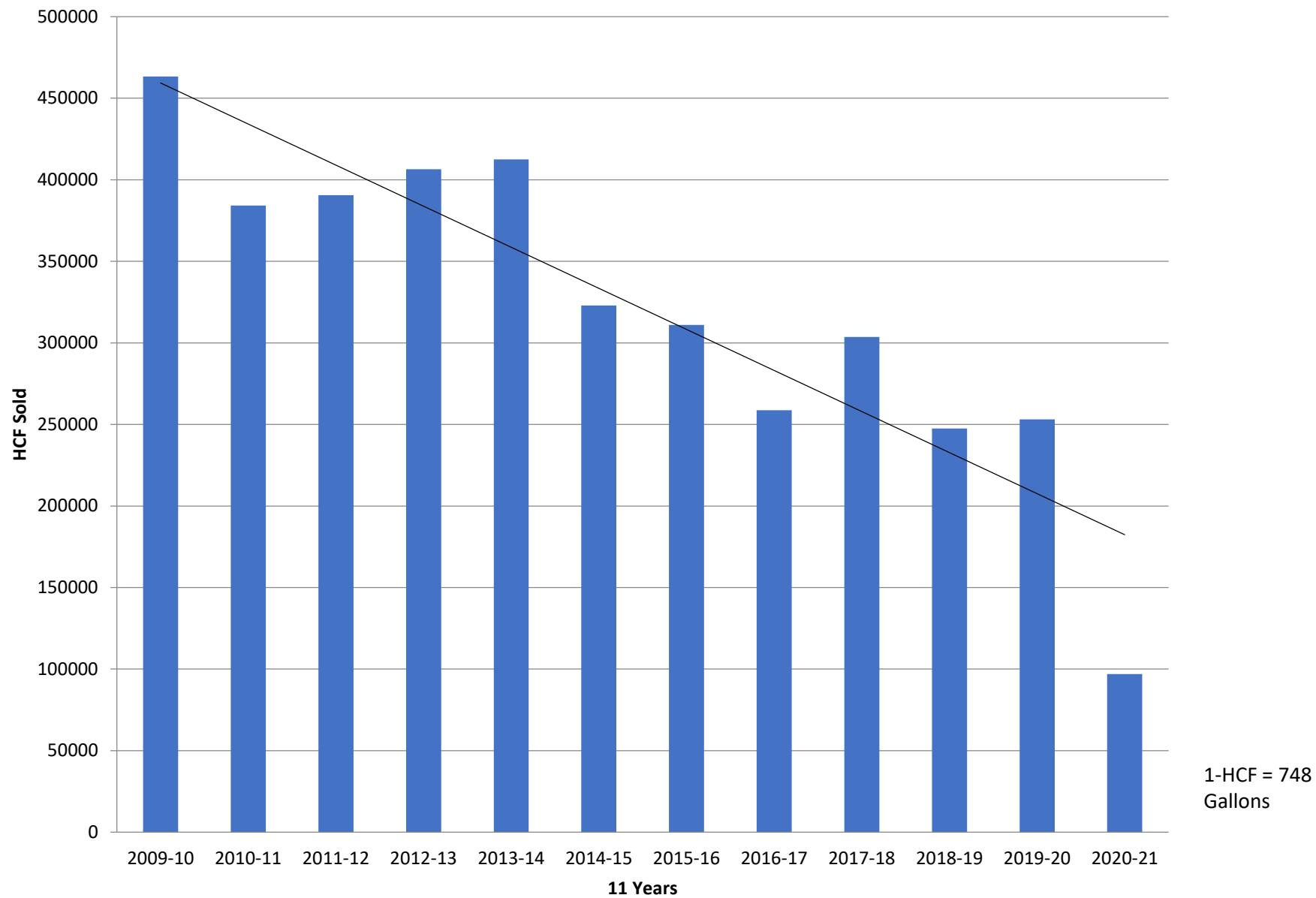
Life expectancy for a welded steel tank 100 years

Well Drilled Dates & Depths

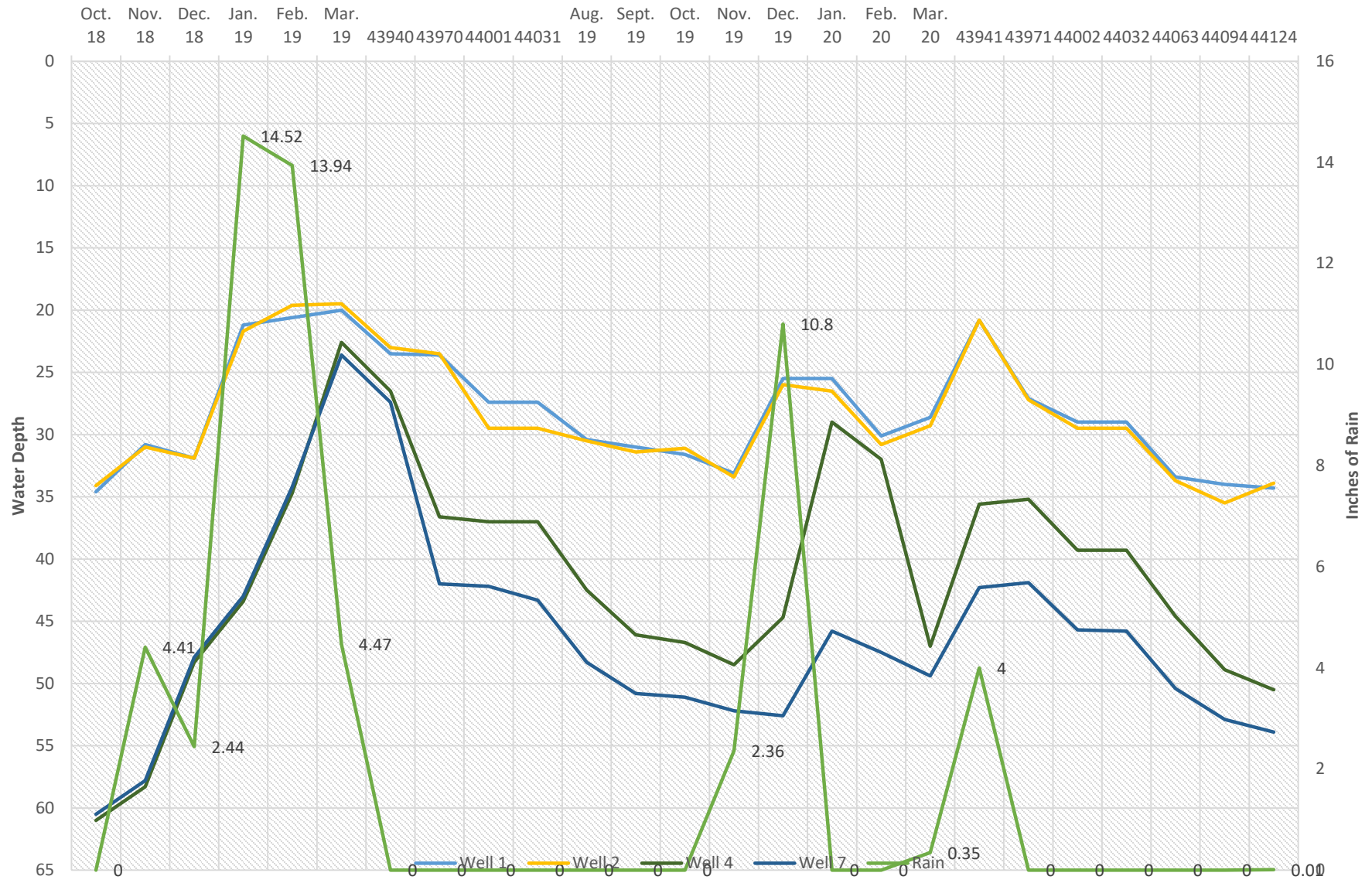
	<u>Date drilled</u>	<u>Drill Depth</u>
1. Well # 1	1969	65 feet Rehabilitated 2018
2. Well # 2	1969	110 feet Rehabilitated 2018
3. Well # 4	1969	240 feet (NON-OP.)
4. New well 4	2018	165 feet
5. Well # 7	1961	156 feet
6. Well # 8	1968	144 feet (NON-OP.)

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

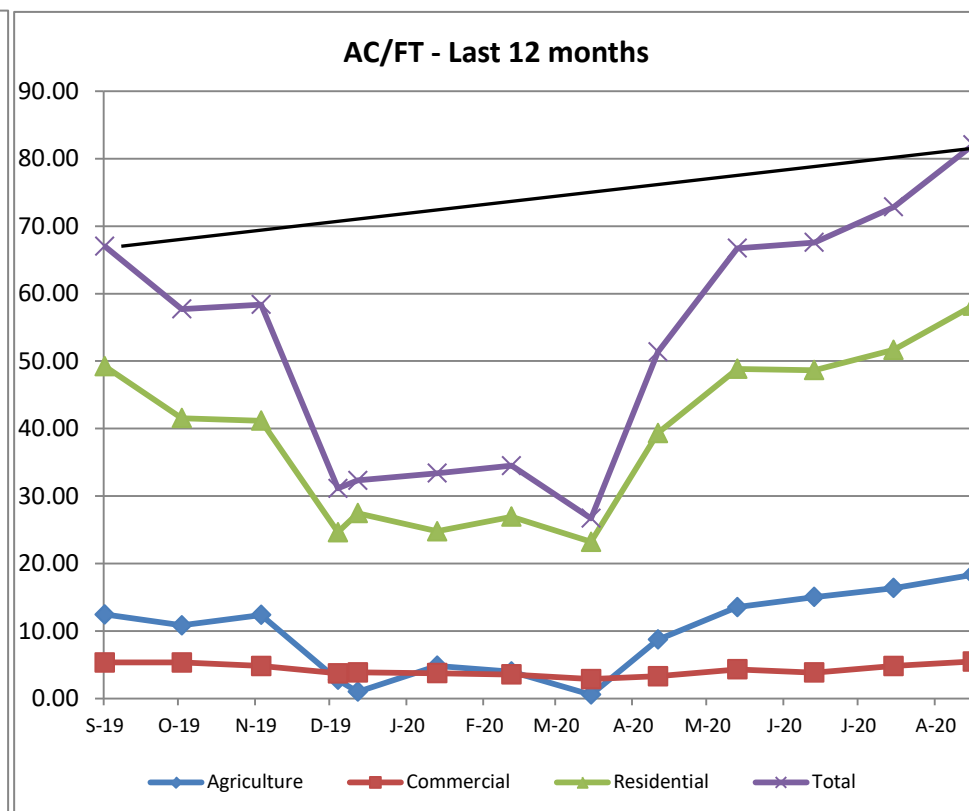
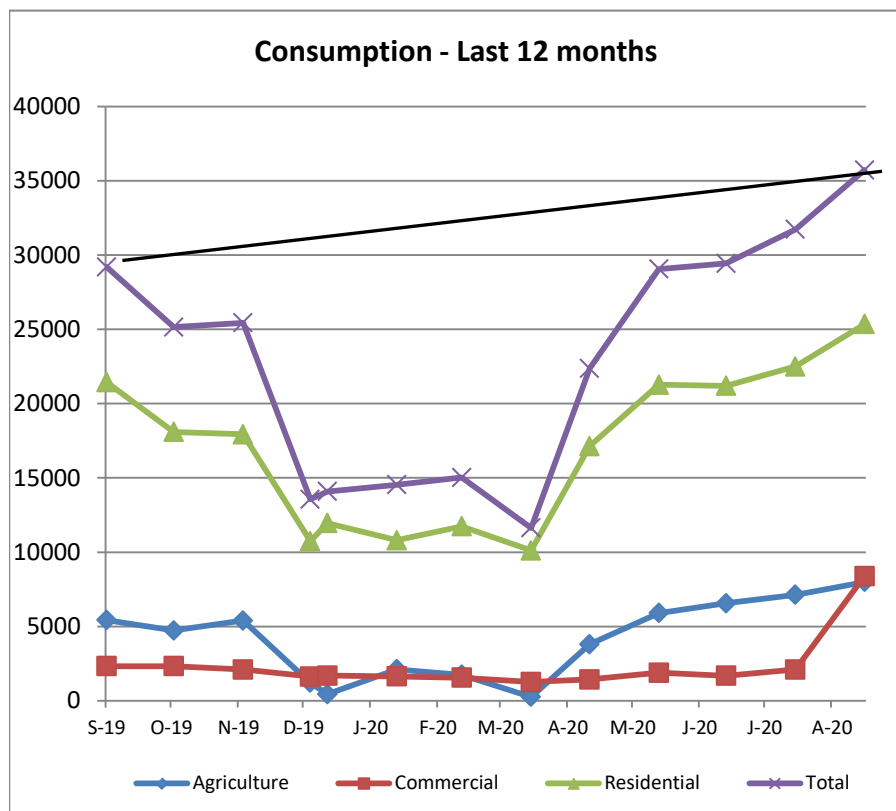


GM Consumption Report

Billed Consumption for September 2020

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	31	7994	748	18.35
Commercial	55	2386	748	5.48
Residential	1189	25351	748	58.20
Total Consumption	1275	35731	Grand total	82.03

*Turned on Casitas Connection 9/28/2020



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).

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	7994.00	23.73	11.12	12.75	18.35
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	2386.00	5.06	5.01	5.34	5.48
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	25351.00	49.19	45.78	49.23	58.20
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

October 2020

1. Administrative

- a. Office Administrator, Brandi Malone, 20-year work anniversary on Oct. 11th.
- b. CSDA 2020 Virtual Board Secretary Annual Conference – (Registered early bird)
3-day event: October 26-28. 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, seeing improvement in accounts with balances >4 months.

Class	#Customers	\$ @ 3mo	#Customers	\$ @>4 mo	Notes
Residential	15	\$1,173.70	15	\$3,134.66	50% are historically late payers, total RES down from 20 to 15. (1) Customer of concern with history of stealing water with large bill balance of \$900.
Commercial	1	\$104.96	1	\$221.10	Customer contacted District Office in April regarding COVID related financial difficulties. Has been making partial payments each month.
Agriculture	1	\$292.63	1	\$809.73	(1 Ag customer paid past due bal). Remaining Ag account is a historically late payer, made pmt 10/2 of \$1,500.00.

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
Sep 20	210	18	\$164,667.04	\$14,472.00	\$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. Sep 50% of SO's were rereads for high consumption, 25% were to replace broken meter box lids.

4. Projects

- a. Allocation Program – Web lookup is live and functional as of October 5. Secretary processing mail merge customer letters. Tyler Billing system updates in process. Include bill stuffer/bill message with October 31 mailing.
- b. Staff Procedures Ad-Hoc Committee – Status quo.
- c. Grants: Nitrate Removal – Grant expense tracking and in-kind staff hour tracking initiated.
- d. Meter Reading Handheld – Evaluating vendors and budget.
- e. District Office Landscaping – GM contracted MARS Landscaping to install weed/gopher block, irrigation lines and drought tolerant plants to the District Office yards.

5. Complaints & Compliments

None.

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

Attachments: None.