



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/533700565>

DIAL-IN (US TOLL-FREE): [1 866 899 4679](tel:18668994679)

ACCESS CODE: 533-700-565

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))

November 17, 2020 at 6:00 pm.

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** October 20, 2020, Regular 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 October 16, 2020, to November 15, 2020, in the amount of:

Payables – \$ 73,826.82

Payroll – \$ 46,828.23

Total – \$130,655.05

7. Board action and/or discussion

- a) Presentation with Q&A of “Water View” Water Efficiency & Data Management Portal from Eagle Aerial. (Hollebrands/Tate/Hirsch) – Attachment

Recommended Action: Discuss the presentation and provide direction to GM.

- b) Discussion and consider approval of Budget Amendment #1 to increase the District Service Truck budget from \$75,000 to \$83,000. (Hollebrands) - Attachment

Recommended Action:

1. Approve budget amendment increase up to \$83,000 for the new 1ton Service Truck bed purchase and installation.

- c) Discussion and consider approval of Budget Amendment #2 to increase the Meter Reading System & Devices budget from \$6,000 up to \$10,000. Consider approval of Meter Reading Handheld software vendor for District purchase and implementation. (Hollebrands) – Attachments

Recommended Action:

1. Approve budget amendment increase up to \$10,000 for the new meter reading system and devices.
2. Approve the meter reading software vendor and quote for purchase and implementation.

- d) Discussion of membership in a Water Supply Agency Partnership with VRWD – (Kentosh) – Attachments.

Recommended Action: Discuss and consider approval of joining Water Supply Agency Partnership with VRWD, replacing the Ojai/Ventura Partnership.

- e) Discussion of Meiners Road Tank options (Kentosh/Hollebrands) – No attachments

Recommended Action: Provide an update on the tank and generated power.

- f) Discussion of addressing Casitas Surcharges in the Allocation Program for the AG & COM year. (Engle/Kentosh)
Recommended Action: Discuss and provide direction to Allocation Program Committee.
- g) Discussion of annual District Holiday Dinner, during COVID-19. (Hollebrands) – No Attachment.
Recommended Action: Discuss and provide staff direction.
- h) Discussion and consider approval of Request for Proposals for Wells 1 and 2 SWTR Filter Replacement Design Project. (Hollebrands/Kentosh) – Tabled

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
- COVID-19 Office Repopulation Plan

12. Director Announcements/Reports

13. Adjournment The next scheduled Regular Board meeting is December 15, 2020.

Regular Meeting
October 20, 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 6:02 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, Stuart Nielson, Jeanne Zolezzi (closed session only).

Absent: None.

2. Approval of the Minutes

Approval of September 15, 2020, Regular Meeting minutes:

Directors Engle and Kentosh requested a revision to the minute's section regarding the Nitrate Removal Grant update, clarification the quarterly report was submitted to the Resource Conservation District and not the Sanitation District, Ms. Ward, to make the approved edit.

Director Harrold made the motion to approve September 15, 2020, Regular Meeting minutes, with requested revisions. Director Kentosh seconded the motion.

No public comments.

Harrold/Kentosh

Roll Call Vote:

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

Approval of September 22, 2020, Special Meeting minutes:

Director Engle noted that the minutes adjournment time seems incorrect, Ms. Ward, to confirm adjournment time and make the approved edit.

Director Harrold made the motion to approve September 22, 2020, Special Meeting minutes, with requested revision. Director Kentosh seconded the motion.

No public comments.

Harrold/Kentosh

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 provided a statement of attendance.

**** The Board agreed to move this item forward of the closed session ****

4. Financial Matters

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

| | |
|------------|---------------------|
| Payables - | \$ 81,025.78 |
| Payroll - | <u>\$ 48,724.19</u> |
| Total - | \$ 129,749.97 |

Director Kentosh requested that the GM add the fiscal reserves to the Fiscal At-A-Glance report.

Director Krumpschmidt made the motion to approve the Payroll and Payables from September 16 to October 15, 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

**** The Board went into closed session at 6:11 pm ****

**** J. Zolezzi joined the meeting at 6:15 pm ****

5. 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 7:16 pm****

**** The Board adjourned closed session at 7:18 pm. ****

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

6. Board Discussion/Actions

a) Discussion regarding public comment on proposed physical solution- Ventura River water rights (Engle/Kentosh)

No discussion.

No Public Comment.

No Motion.

b) Discussion and consider approval of Allocation Program customer notices. (Kentosh/Ward)

Ms. Ward introduced the draft customer notices, with some added revisions discussed with Director Kentosh prior to the meeting. The goal is to include a customer bill stuffer with the October 31 statements, as well as sending individual customer letters later in the month of November.

The board was in consensus with the bill stuffer and individualized customer letters, with some revisions to both sets of customer notices. Ms. Ward is to make the recommended revisions. Director Kentosh and Ms. Ward will continue working on implementation phase of the program.

No Public Comments.

No Motion.

c) Discussion of Meiners Road Tank options (Kentosh)

Director Kentosh took a tour of the Meiners Road tank area with Mr. Hollebrands since the last meeting, outstanding job reconfiguring the pipes. He stated that he was amazed at how bad the condition of the tank was in, not

salvageable. Director Kentosh stated that at this time he recommends a 20,000 gal poly tank for providing fire protection to those 30 customers. Mr. Hollebrands provided additional information, including a conversation he had with Fire Station 22 Fire Protection Engineer. To meet the fire protection requirements the line needs to be at or above 20 PSI; given the location of the existing fire flow pumps at the bottom and top of Meiners Rd, this can and is being achieved without the tank. Mr. Hollebrands recommends not installing a replacement tank, but make the reconfiguration permanent. The Board revisited generator location and the previous discussion to consider adding a 3rd generator, to be set at Meiners Road. The Board agreed that ensuring fire protection and back up generation are priorities. Director Kentosh and Mr. Hollebrands to meet and discuss tank options, with fire flow consideration, seek input from WREA and report at the next meeting.

No Public Comments.

No Motion.

d) Discussion of Nitrate Removal Grant updates and oversight. (Kentosh)

Director Kentosh reported that the initial Nitrate Grant project update was submitted on time. Director Kentosh will be working pro bono with staff; staff time will qualify for in-kind funds.

No Public Comments

No Motion.

e) Review and discussion of the Emergency Response Plan, updated to include COVID-19 office repopulation. (Hollebrands)

Mr. Hollebrands presented the updated section of the MOWD Emergency Response Plan to include COVID-19. The District Office is closed to the public, (as of March 13, 2020) and staff has rotating remote work schedules. The Office has a hands-free sanitation station in the front of office, infrared thermometer and employee specific tracking logs for temp and survey questions (If they have experienced a fever or flu symptoms last 24hr and If family member had fever or flu symptom last 24hr). Staff wears masks if there is more than 1 person inside the office, if riding in a vehicle together or doing work in the field in close proximity. Mr. Hollebrands reiterated the compounding complications this pandemic has created, in addition to the changing COVID information, Summer and Brandi have multiple school-aged children that they are now having to homeschool, as well. Staff would like to continue operating as they currently are, to provide that flexibility and security. Directors expressed support for the staff and agree to continue operations as they are, with the District Office closed to the public. Director Kentosh recommended keeping the COVID specific response in a separate document from the ERP, as the information is changing so frequently.

Public Comments:

Ms. Von Gunten stated it is better safe than sorry and that it sounds like staff is on top of it; it is wise to check in each month.

f) Discussion and consider approval of Request for Proposals for Wells 1 and 2 SWTR Filter Replacement Design Project. (Hollebrands)

Mr. Hollebrands presented the Request for Proposals prepared by WREA for the SWTR Filter Replacement Design Project. Mr. Hollebrands explained that we are now at the next phase of the project.

Director Kentosh expressed confusion regarding the RFP, stating it is written as a sole-source, asked if groups will contract with MOWD or with WREA?

Director Engle noted that a scope of work was not included in the RFP.

Director Kentosh and Mr. Hollebrands will meet to work on revising the RFP and present at the next meeting.

No Public Comments:

No Motion.

7. General Manager's Report

Mr. Hollebrands presented the monthly GM Operations and Maintenance report. MOWD began purchasing Casitas water on 9/28/2020; amounts will be reflected on the November report. The treatment plant has a small leak in a 6" plastic elbow, staff to repair. The Meiners Rd tank reconfiguration continues to work, Director Kentosh had a tour after the last meeting. District staff continues to increase the amount of field work completed each month. Wells 1 & 2 are operating at less than a third of their capacity, with a combined GPM of 198. Wells 4 & 7 are performing as well as expected, considering declining water levels and increased demand, with 615 GPM. Hot days have increased demand; it is taking 3-4 days to fill and drops back down within 24 hours. We are looking forward to cooler weather. MAR Landscaping was hired to improve the side yards at the District Office, please take a look when you have a chance, we think it looks great.

8. Board Secretary Report

Ms. Ward presented the monthly Board Secretary report. Ms. Ward highlighted that Ms. Malone celebrated her 20th work anniversary with MOWD on 10/11. Ms. Ward will be attending the 2020 CSDA Virtual Board Secretary Conference 10/26-10/28.

Ms. Ward provided an update to the customer account balance aging report, as follow-up to the moratorium on customer disconnections for non-payment. There has been an uptick in payments toward the 4+ month balances, outstanding balances beyond 4 months on active accounts is less than \$5,000.

Director Kentosh noted that the MOWD moratorium on disconnections for non-payment is set to end this month, recommends not renewing. Ms. Ward noted that

the CA Executive Order and the CA Utility Commission moratorium on disconnections for non-payment during COVID are still in place. Ms. Ward will provide an update on the CA Utility Commission stance on disconnections and late penalties at the next meeting.

Ms. Ward reported that the volume of service orders continue to increase, directly impacted by high consumption re-read/leak checks and account turnovers.

9. Board Committee Reports

- Executive Committee: No update.
- UVRGA: No update.
- Allocation Program: Discussed under item 6(b).
- Budget & Rate Committee: No update.
- Emergency Management Committee: No update – ongoing COVID-19 response.
- Staff Procedures Ad-Hoc Committee: Director Krumpschmidt will be transitioning off the Board after the November elections, Director Kentosh to take over as the contact for the Mediator.
- New Meters & Expansion of Services Committee: Mr. Hollebrands noted that he is in receipt of an exorbitant amount of ADU and Fire Flow letter requests. Director Kentosh noted the Committee has a draft policy to continue working on.

10. Old Business

- State Water: No update.
- Ojai, Ventura Water Partnership: No update.
- Matilija Dam Removal Project: No update.
- Nitrate Removal – CA Wildlife Conservation Grant: Discussed under item 6(d).

11. Director Announcements/Reports

Etchart: A large grower had shared that he got water on most of his trees during that 120° weekend, however, he didn't see a difference for the trees he didn't water, it was just too hot.

Engle: Expressed that she can't imagine a board meeting without Mike K.

Harrold: Reiterated comments on Mike K.'s eloquence, he has done a wonderful job. Director Harrold asked if the District generator is always out on Meiners Rd. Mr. Hollebrands responded, yes unless it is needed elsewhere. The locations of the generators are an item the Emergency Management Committee was addressing.

Kentosh: Concurred with the others, it has been a delight working with Mike K.

Krumpschmidt: Shared his sentiments about ending his time on the MOWD board. He added that he has been working with Jim on the Staff Procedures Committee and will continue until the transfer of Directors. He also expressed frustration with the length of time the mediation process has taken; he will provide an update after the mediation takes place.

12. Meeting Adjournment

There being no further business to conduct at this time, Board President, Mike Etchart adjourned the meeting at 8:45 pm.

Board Secretary

Board President



Meiner's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 10/16/2020 - 11/15/2020

| Vendor Number Payable # | Vendor Name Payable Type | Post Date | Payment Date Payable Description | Payment Type | Discount Amount Discount Amount | Payment Amount Payable Amount | Number |
|--|--|--|---|--------------|--|--|------------|
| Bank Code: AP Bank-AP Bank | | | | | | | |
| AQUA-F S11616168 | Aqua-Flo Supply Invoice | 10/06/2020 | 11/10/2020 Drain Spade | Regular | 0.00 0.00 | 48.35 48.35 | 9424 |
| AT&T 01841020 08331020 | AT&T Invoice Invoice | 10/13/2020 10/19/2020 | 10/28/2020 Office Phones Office Phones | Regular | 0.00 0.00 0.00 | 775.89 193.53 582.36 | 9409 |
| DRAGANCHUK 230531 | Boyd & Associates Invoice | 11/01/2020 | 11/10/2020 Security | Regular | 0.00 0.00 | 95.85 95.85 | 9425 |
| CALPERS INV0001567 | California Public Employees' Retirement Invoice | 10/15/2020 | 10/31/2020 Health | Bank Draft | 0.00 0.00 | 4,458.40 4,458.40 | DFT0001099 |
| CALPERS INV0001579 | California Public Employees' Retirement Invoice | 10/30/2020 | 10/31/2020 Health | Bank Draft | 0.00 0.00 | 4,458.32 4,458.32 | DFT0001110 |
| CALPERS 102720 | California Public Employees' Retirement Invoice | 10/14/2020 | 10/28/2020 Retired Premium | Bank Draft | 0.00 0.00 | 407.10 407.10 | DFT0001119 |
| CSDA 12152020 | California Special Districts Association Invoice | 10/01/2020 | 10/28/2020 CSDA Membership | Regular | 0.00 0.00 | 4,679.00 4,679.00 | 9410 |
| CAL-STATE 167650 168017 170082 | Cal-State Invoice Invoice Invoice | 10/05/2020 10/10/2020 11/02/2020 | 11/10/2020 Portable Toilet Portable Toilet Portable Toilet | Regular | 0.00 0.00 0.00 0.00 | 352.82 115.73 121.36 115.73 | 9426 |
| CMWD 26115-1020 26115-1020-2 26200-1020 | Casitas Municipal Water District Invoice Invoice Invoice | 10/30/2020 10/30/2020 10/30/2020 | 11/10/2020 Fairview Standby Purchased Water Hartmann Allocation | Regular | 0.00 0.00 0.00 0.00 | 1,475.15 943.84 341.96 189.35 | 9427 |
| CLEANCO 1258 | Cleancoast Janitorial Invoice | 10/28/2020 | 10/28/2020 October Janitorial | Regular | 0.00 0.00 | 240.00 240.00 | 9411 |
| CVTDEP 304149 | County of Ventura Transport. Dept. Invoice | 10/02/2020 | 11/10/2020 330 La Luna | Regular | 0.00 0.00 | 740.00 740.00 | 9428 |
| DATAP 3P50203 DP2003758 | Dataprose LLC Invoice Invoice | 10/30/2020 10/31/2020 | 11/10/2020 New Water Allocations Postage and Billing | Regular | 0.00 0.00 0.00 | 922.71 134.41 788.30 | 9429 |
| DOCUPRO 212014 | DocuProducts Corporation Invoice | 11/02/2020 | 11/10/2020 Copier Maintenance | Regular | 0.00 0.00 | 345.16 345.16 | 9430 |
| EJHAR 281301020 994261020 | E. J. Harrison Roloffs, Inc. Invoice Invoice | 10/14/2020 10/14/2020 | 10/28/2020 Office Trash 3 Yard Dumpster | Regular | 0.00 0.00 0.00 | 283.84 64.15 219.69 | 9412 |
| FAMCON S100040089.001 S100040821.001 S100036156.001 S100039269.001 S100039437.001 S100039526.001 | Famcon Pipe and Supply, Inc. Invoice Invoice Invoice Invoice Invoice Invoice | 10/16/2020 10/29/2020 10/01/2020 10/05/2020 10/07/2020 10/08/2020 | 11/10/2020 Hand Pump, Cover, Lids Spool Gaskets & Rings Read Lid Only Parts for Hydrant Replacement on Meiner Gaskets, Probe, Rings | Regular | 0.00 0.00 0.00 0.00 0.00 0.00 | 5,070.88 228.76 348.56 99.74 182.33 4,122.69 88.80 | 9431 |

Check Report

Date Range: 10/16/2020 - 11/15/2020

| 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 | 10/28/2020 | Regular | 0.00 | 236.00 | 9413 |
| 013707A | Invoice | 10/19/2020 | Samples | 0.00 | 66.00 | |
| 013708A | Invoice | 10/19/2020 | Samples | 0.00 | 85.00 | |
| 014093A | Invoice | 10/21/2020 | Samples | 0.00 | 85.00 | |
| FGLENV | FGL Environmental | 11/10/2020 | Regular | 0.00 | 200.00 | 9432 |
| 013706A | Invoice | 11/04/2020 | Samples | 0.00 | 30.00 | |
| 014457A | Invoice | 10/29/2020 | Samples | 0.00 | 85.00 | |
| 014827A | Invoice | 11/04/2020 | Samples | 0.00 | 85.00 | |
| FRED'S | Fred's Tire Man | 11/10/2020 | Regular | 0.00 | 614.11 | 9433 |
| 128256 | Invoice | 10/30/2020 | Tire Repair | 0.00 | 80.00 | |
| 128368 | Invoice | 11/04/2020 | Brake Pads | 0.00 | 534.11 | |
| GUARDIAN | Guardian | 10/28/2020 | Regular | 0.00 | 745.44 | 9407 |
| INV0001568 | Invoice | 10/15/2020 | Dental | 0.00 | 372.75 | |
| INV0001580 | Invoice | 10/30/2020 | Dental | 0.00 | 372.69 | |
| GUARDIAN | Guardian | 10/28/2020 | Regular | 0.00 | 10.00 | 9414 |
| 7690461020 | Invoice | 10/15/2020 | Admin. Fee | 0.00 | 10.00 | |
| HPWP&C | Hathaway, Perrett, Webster, Powers | 10/28/2020 | Regular | 0.00 | 8,925.00 | 9415 |
| 110305 | Invoice | 10/01/2020 | Attorney Fees | 0.00 | 8,925.00 | |
| HPWP&C | Hathaway, Perrett, Webster, Powers | 11/10/2020 | Regular | 0.00 | 11,305.00 | 9434 |
| 110658 | Invoice | 10/31/2020 | Attorney Fees | 0.00 | 11,305.00 | |
| NEILSON | Law Offices of Lindsay F. Nielson | 10/28/2020 | Regular | 0.00 | 700.00 | 9416 |
| 34881020 | Invoice | 10/12/2020 | Attorney Fees | 0.00 | 700.00 | |
| LIGHTNING | Lightning Ridge Screen Printing, Inc. | 11/10/2020 | Regular | 0.00 | 269.85 | 9435 |
| 10062004 | Invoice | 10/06/2020 | Shirts | 0.00 | 269.85 | |
| MAR | MAR Lawn & Landscape, Inc. | 10/28/2020 | Regular | 0.00 | 2,145.00 | 9417 |
| 11004 | Invoice | 10/16/2020 | Landscaping at Office | 0.00 | 2,145.00 | |
| MOAR | Meiners Oaks Auto Repair | 11/10/2020 | Regular | 0.00 | 109.93 | 9436 |
| 044354 | Invoice | 11/05/2020 | Rotate Tires | 0.00 | 109.93 | |
| MOHARD | Meiners Oaks Hardware | 11/10/2020 | Regular | 0.00 | 264.84 | 9437 |
| 941644 | Invoice | 10/01/2020 | Paintbrush | 0.00 | 7.79 | |
| 942284 | Invoice | 10/05/2020 | Cartridge Filter | 0.00 | 24.66 | |
| 942299 | Invoice | 10/05/2020 | Aviary Net,Brominating Tab | 0.00 | 46.10 | |
| 942475 | Invoice | 10/07/2020 | Bolts & Screws | 0.00 | 1.07 | |
| 942632 | Invoice | 10/08/2020 | Electrical Tape,Duct Tape,Screwdriver,etc. | 0.00 | 43.63 | |
| 943045 | Invoice | 10/12/2020 | Concrete Mix | 0.00 | 14.77 | |
| 943443 | Invoice | 10/15/2020 | Splice Tap, Tester | 0.00 | 9.55 | |
| 943515 | Invoice | 10/15/2020 | Bolts & Screws, Hedge Shear, Smart Straw | 0.00 | 71.00 | |
| 943606 | Invoice | 10/16/2020 | Numbers & Letters for Yard Address | 0.00 | 4.63 | |
| 943960 | Invoice | 10/20/2020 | Circuit Tester | 0.00 | 13.93 | |
| 944190 | Invoice | 10/21/2020 | Concrete Mix | 0.00 | 7.92 | |
| 944205 | Invoice | 10/21/2020 | Dry Concrete Mix | 0.00 | 19.79 | |
| MERRIMAN | Merriman Paving & Excavating | 10/28/2020 | Regular | 0.00 | 2,450.00 | 9418 |
| 101720 | Invoice | 10/17/2020 | Road Patch | 0.00 | 2,450.00 | |
| HOLL-1 | Mike Hollebrands | 10/28/2020 | Regular | 0.00 | 4.00 | 9419 |
| 102320 | Invoice | 10/23/2020 | Water for the Office | 0.00 | 4.00 | |
| MITEC | MiTec Solutions LLC | 10/28/2020 | Regular | 0.00 | 40.00 | 9420 |
| 65149 | Invoice | 10/15/2020 | Splashtop/Anti-Virus | 0.00 | 40.00 | |
| MITEC | MiTec Solutions LLC | 11/10/2020 | Regular | 0.00 | 493.39 | 9438 |
| 1057599 | Invoice | 11/06/2020 | Monthly Maintenance | 0.00 | 237.50 | |
| 65515 | Invoice | 11/01/2020 | Exchange/Web Hosting | 0.00 | 206.89 | |

Check Report

Date Range: 10/16/2020 - 11/15/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------------------------|--|--------------|--------------------------------|-----------------|----------------|------------|
| Payable # | Payable Type | Post Date | Payable Description | Discount Amount | Payable Amount | |
| 65571 | Invoice | 11/01/2020 | Off-Site Back Up | 0.00 | 49.00 | |
| NCK&K | Nelson Comis Kettle & Kinney, LLP | 11/10/2020 | Regular | 0.00 | 1,114.00 | 9439 |
| 2529 | Invoice | 11/06/2020 | Attorney Fees | 0.00 | 1,114.00 | |
| NS&G | Nielsen Sand & Gravel | 11/10/2020 | Regular | 0.00 | 528.52 | 9440 |
| 30431 | Invoice | 10/07/2020 | Class II Base and Haul | 0.00 | 528.52 | |
| OBC | Ojai Business Center, Inc. | 10/28/2020 | Regular | 0.00 | 81.77 | 9421 |
| 15588 | Invoice | 10/01/2020 | Door Hangers | 0.00 | 81.77 | |
| PATHIAN | Pathian Administrators | 10/28/2020 | Regular | 0.00 | 106.13 | 9408 |
| INV0001570 | Invoice | 10/15/2020 | HSBS | 0.00 | 53.07 | |
| INV0001582 | Invoice | 10/30/2020 | HSBS | 0.00 | 53.06 | |
| PERS | Public Employees' Retirement System | 10/31/2020 | Bank Draft | 0.00 | 150.00 | DFT0001098 |
| INV0001566 | Invoice | 10/15/2020 | 457 Withholdings | 0.00 | 150.00 | |
| PERS | Public Employees' Retirement System | 10/31/2020 | Bank Draft | 0.00 | 2,867.70 | DFT0001100 |
| INV0001569 | Invoice | 10/15/2020 | PERS | 0.00 | 2,867.70 | |
| PERS | Public Employees' Retirement System | 10/31/2020 | Bank Draft | 0.00 | 150.00 | DFT0001109 |
| INV0001578 | Invoice | 10/30/2020 | 457 Withholdings | 0.00 | 150.00 | |
| PERS | Public Employees' Retirement System | 10/31/2020 | Bank Draft | 0.00 | 2,867.70 | DFT0001111 |
| INV0001581 | Invoice | 10/30/2020 | PERS | 0.00 | 2,867.70 | |
| PERS | Public Employees' Retirement System | 11/09/2020 | Bank Draft | 0.00 | 2,000.13 | DFT0001120 |
| 10000001622395 | Invoice | 11/01/2020 | Unfunded Accrued Liability | 0.00 | 2,000.13 | |
| PERS | Public Employees' Retirement System | 11/09/2020 | Bank Draft | 0.00 | 114.45 | DFT0001121 |
| 10000001622397 | Invoice | 11/01/2020 | Unfunded Accrued Liability | 0.00 | 114.45 | |
| QUINNNTL | Quinn Rental Services | 10/28/2020 | Regular | 0.00 | 480.38 | 9422 |
| 15679901 | Invoice | 10/16/2020 | Skiploader | 0.00 | 480.38 | |
| QUINNNTL | Quinn Rental Services | 11/10/2020 | Regular | 0.00 | 2,341.15 | 9441 |
| 15769201 | Invoice | 10/30/2020 | Backhoe | 0.00 | 1,870.46 | |
| 15895301 | Invoice | 10/30/2020 | Skiploader | 0.00 | 470.69 | |
| SCE | Southern California Edison Co. | 11/10/2020 | Regular | 0.00 | 1,727.86 | 9442 |
| OFFELE1120 | Invoice | 11/10/2020 | Office Electricity | 0.00 | 160.13 | |
| TNKFRM1120 | Invoice | 11/10/2020 | Tank Farm | 0.00 | 42.92 | |
| WELL1-1120 | Invoice | 11/10/2020 | Well 1 | 0.00 | 413.62 | |
| WELL2-1120 | Invoice | 11/10/2020 | Well 2 | 0.00 | 355.98 | |
| WELL4&71120 | Invoice | 11/10/2020 | Wells 4&7 | 0.00 | 82.51 | |
| WELL81120 | Invoice | 11/10/2020 | Well 8 | 0.00 | 111.15 | |
| Z-21120 | Invoice | 11/10/2020 | Zone 2 | 0.00 | 100.28 | |
| Z-2FIR1120 | Invoice | 11/10/2020 | Zone 2 Fire | 0.00 | 130.71 | |
| Z-2PWR1120 | Invoice | 11/10/2020 | Z-2 Power | 0.00 | 317.32 | |
| Z-3FIR1120 | Invoice | 11/10/2020 | Zone 3 Fire | 0.00 | 13.24 | |
| SCGAS | Southern California Gas Co. | 11/10/2020 | Regular | 0.00 | 3.36 | 9443 |
| 0342 | Invoice | 10/28/2020 | Office Heat | 0.00 | 3.36 | |
| SDRMA | Special District Risk Management Auth. | 11/10/2020 | Regular | 0.00 | 500.00 | 9444 |
| PD1819007584-0 | Invoice | 11/04/2020 | Claim | 0.00 | 500.00 | |
| VTARNTL | Sunbelt Rentals, Inc. | 11/10/2020 | Regular | 0.00 | 1,464.81 | 9445 |
| 106768135-0001 | Invoice | 10/28/2020 | Skidsteer | 0.00 | 1,464.81 | |
| TYLER | Tyler Technologies, Inc. | 11/10/2020 | Regular | 0.00 | 2,297.03 | 9446 |
| 025-312551 | Invoice | 11/01/2020 | Incode Maintenance Annual Fees | 0.00 | 2,297.03 | |

Check Report

Date Range: 10/16/2020 - 11/15/2020

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-------------------------------|---------------------------------------|--------------|-----------------------|-----------------|----------------|--------|
| Payable # | Payable Type | Post Date | Payable Description | Discount Amount | Payable Amount | |
| UAOFSC | Underground Service Alert of So.Ca. | 11/10/2020 | Regular | 0.00 | 70.30 | 9447 |
| 1020200441 | Invoice | 11/01/2020 | Digalert | 0.00 | 52.90 | |
| dsb20196027 | Invoice | 11/01/2020 | CA State Fee | 0.00 | 17.40 | |
| USBANK | US Bank Corporate Pmt. System | 11/10/2020 | Regular | 0.00 | 259.35 | 9448 |
| ADOBE092820 | Invoice | 10/01/2020 | Adobe Acrobat Pro DC | 0.00 | 179.88 | |
| AMAZON102220 | Invoice | 10/22/2020 | Flash Drives | 0.00 | 12.84 | |
| LOGMEIN101620 | Invoice | 10/16/2020 | Remote Meetings | 0.00 | 5.00 | |
| LOGMEIN101620 | Invoice | 10/16/2020 | Remote Meetings | 0.00 | 10.00 | |
| OREILLY100820 | Invoice | 10/08/2020 | Cargo Straps | 0.00 | 37.70 | |
| PRIME102020 | Invoice | 10/20/2020 | Prime Membership | 0.00 | 13.93 | |
| VERIZON | Verizon Wireless | 11/10/2020 | Regular | 0.00 | 318.80 | 9449 |
| 9865816297 | Invoice | 10/26/2020 | Cell Phones | 0.00 | 318.80 | |
| WREA | Water Resource Engineering Associates | 11/10/2020 | Regular | 0.00 | 730.00 | 9450 |
| 3354-6 | Invoice | 11/02/2020 | Upper Zone Compliance | 0.00 | 730.00 | |
| WRIGHT EXP | WEX Bank | 10/28/2020 | Regular | 0.00 | 787.35 | 9423 |
| 68063552 | Invoice | 10/15/2020 | Fuel | 0.00 | 787.35 | |

Bank Code AP Bank Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 92 | 44 | 0.00 | 56,353.02 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 9 | 9 | 0.00 | 17,473.80 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 101 | 53 | 0.00 | 73,826.82 |

PR \$46,828.23

Meiners Oaks Water District

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

| Expenditures | Month of October | Year To Date | Budget Approp | Approp Bal 10/31/20 | Current November | Approp Bal To Date |
|---|---------------------|-------------------|---------------------|------------------------|---------------------|-----------------------|
| Salaries | 46,106.63 | 172,978.28 | 575,000.00 | 402,021.72 | - | 402,021.72 |
| Payroll Taxes | 3,528.71 | 13,518.93 | 60,000.00 | 46,481.07 | - | 46,481.07 |
| Retirement Contributions | 5,492.30 | 21,399.92 | 51,000.00 | 29,600.08 | - | 29,600.08 |
| Group Insurance | 8,642.57 | 34,552.85 | 86,000.00 | 51,447.15 | - | 51,447.15 |
| Company Uniforms | - | 197.08 | 2,500.00 | 2,302.92 | - | 2,302.92 |
| Phone Office | 775.89 | 3,082.76 | 9,000.00 | 5,917.24 | - | 5,917.24 |
| Janitorial Service | 477.09 | 2,268.36 | 5,000.00 | 2,731.64 | 115.73 | 2,615.91 |
| Refuse Disposal | 283.84 | 1,135.36 | 3,400.00 | 2,264.64 | - | 2,264.64 |
| 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 | 35.04 | 965.02 | 10,000.00 | 9,034.98 | - | 9,034.98 |
| Truck Maintenance | 81.07 | 688.14 | 3,500.00 | 2,811.86 | 644.04 | 2,167.82 |
| Office Equip. Maintenance | - | 1,148.56 | 5,000.00 | 3,851.44 | 441.01 | 3,410.43 |
| Cell Phones | 318.80 | 1,293.73 | 4,500.00 | 3,206.27 | - | 3,206.27 |
| System Maintenance | 17,542.08 | 47,496.44 | 75,000.00 | 27,503.56 | - | 27,503.56 |
| Safety Equipment | - | 936.48 | 3,000.00 | 2,063.52 | - | 2,063.52 |
| Laboratory Services | 321.00 | 4,695.37 | 11,000.00 | 6,304.63 | 115.00 | 6,189.63 |
| Membership and Dues | 4,679.00 | 7,145.00 | 8,000.00 | 855.00 | - | 855.00 |
| Printing and Binding | 81.77 | 183.98 | 3,500.00 | 3,316.02 | - | 3,316.02 |
| Office Supplies | 225.65 | 3,325.72 | 5,000.00 | 1,674.28 | - | 1,674.28 |
| Postage and Express | 922.71 | 4,515.08 | 10,000.00 | 5,484.92 | - | 5,484.92 |
| B.O.D. Fees | 900.00 | 5,650.00 | 15,000.00 | 9,350.00 | - | 9,350.00 |
| Engineering & Technical Services | 144.25 | 7,094.71 | 50,000.00 | 42,905.29 | 730.00 | 42,175.29 |
| Computer Services | 780.89 | 2,666.06 | 17,000.00 | 14,333.94 | 2,790.42 | 11,543.52 |
| Other Prof. & Regulatory Fees | 76.90 | 728.89 | 40,000.00 | 39,271.11 | 70.30 | 39,200.81 |
| Public and Legal Notices | - | 1,785.79 | 2,000.00 | 214.21 | - | 214.21 |
| Attorney Fees | 22,662.35 | 56,558.92 | 75,000.00 | 18,441.08 | 1,614.00 | 16,827.08 |
| GSA Fees | - | 9,848.22 | 50,000.00 | 40,151.78 | - | 40,151.78 |
| VR/SBC/City of VTA Law Suit | - | 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 | 99.98 | 903.17 | 3,000.00 | 2,096.83 | - | 2,096.83 |
| Election Supplies | - | - | 2,500.00 | 2,500.00 | - | 2,500.00 |
| Water Purchase | 341.96 | 341.96 | 75,000.00 | 74,658.04 | - | 74,658.04 |
| CMWD Standby Charges | 1,133.19 | 6,787.73 | 20,000.00 | 13,212.27 | - | 13,212.27 |
| Treatment Plant | - | 4,263.54 | 20,000.00 | 15,736.46 | - | 15,736.46 |
| Fuel | 787.35 | 2,978.62 | 13,000.00 | 10,021.38 | - | 10,021.38 |
| Travel Exp./Seminars | - | 450.00 | 2,000.00 | 1,550.00 | - | 1,550.00 |
| Utilities | 301.66 | 1,323.06 | 3,500.00 | 2,176.94 | 160.13 | 2,016.81 |
| Power and Pumping | 8,705.66 | 8,705.66 | 80,000.00 | 71,294.34 | 1,567.73 | 69,726.61 |
| Meters | - | - | 10,000.00 | 10,000.00 | - | 10,000.00 |
| Total Expenditures | 125,448.34 | 494,800.51 | 1,586,400.00 | 1,091,599.49 | 8,248.36 | 1,083,351.13 |
| 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> | - | 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 | 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 | 4,146.00 | 4,146.00 | 100,000.00 | 95,854.00 | - | 95,854.00 |
| Total CIP Spending | 5,633.20 | 179,209.74 | 446,000.00 | 266,790.26 | - | 266,790.26 |
| GRAND TOTAL | 131,081.54 | 674,010.25 | 2,032,400.00 | 1,358,389.75 | 8,248.36 | 1,350,141.39 |

Report of Income as of 10/31/2020

| Income | Month of October | Year To Date | Budget Approp | Approp Bal 07/31/19 |
|------------------------------------|---------------------|-------------------|---------------------|------------------------|
| Interest | 3,141.82 | 9,820.15 | -- | 9,820.15 |
| Taxes | -- | 973.09 | -- | 973.09 |
| Pumping Charges | 487.79 | 1,799.50 | -- | 1,799.50 |
| Fire Protection | 222.02 | 776.55 | -- | 776.55 |
| Meter & Inst. Fees | -- | -- | -- | -- |
| Water Sales | 87,944.44 | 295,673.81 | 655,040.00 | 359,366.19 |
| ¹ Casitas Water/Standby | 836.70 | 3,468.61 | -- | 3,468.61 |
| MWAC Charges | 59,325.55 | 225,646.69 | 770,915.00 | 545,268.31 |
| MCC Chg. | 6,921.23 | 25,477.20 | 113,329.00 | 87,851.80 |
| ² Misc. Income | 149.78 | 6,106.70 | -- | 6,106.70 |
| Late & Delinquent Chgs. | 51.99 | 147.09 | -- | 147.09 |
| Conservation Penalty | -- | -- | -- | -- |
| Capital Improvement | -- | -- | -- | -- |
| Drought Surcharge | 13,016.33 | 40,569.12 | -- | 40,569.12 |
| | -- | -- | -- | -- |
| | | -- | -- | -- |
| | | -- | -- | -- |
| TOTAL INCOME | 172,097.65 | 610,458.51 | 1,539,284.00 | 928,825.49 |

Note:

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

² This line item could includes thigs such as:

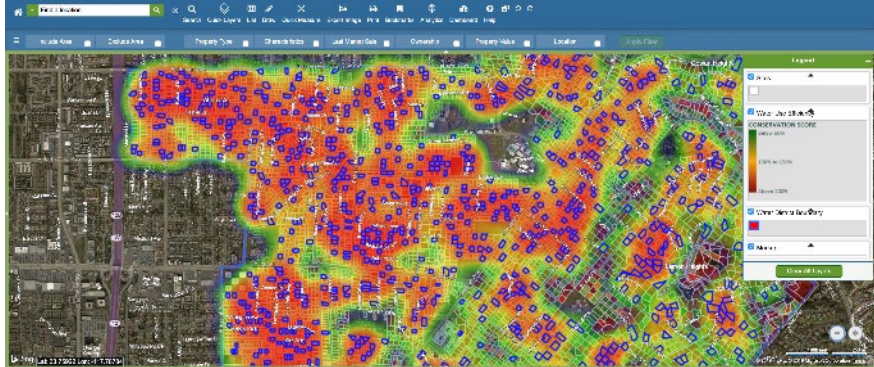
Recycled meters and scrap metal

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 | \$1,487.20 | | | | | | | | | \$185,077.94 | \$446,000.00 | 41.50% |
| Expenditures | Budgeted | \$174,836.70 | \$91,562.44 | \$131,154.11 | \$125,448.34 | | | | | | | | | \$523,001.59 | \$1,586,400.00 | 32.97% |
| | Unbudgeted | \$0.00 | \$8,527.00 | \$0.00 | \$4,160.00 | | | | | | | | | \$12,687.00 | \$100,000.00 | 12.69% |
| Income | | \$156,105.31 | \$134,454.05 | \$147,801.50 | \$172,097.65 | | | | | | | | | \$610,458.51 | \$1,734,284.00 | 35.20% |
| Reserves | | \$1,699,776.13 | \$1,557,065.92 | \$1,557,363.70 | \$1,560,505.69 | | | | | | | | | | | |

| 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 | \$1,487.20 | 2.97% |
| 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 | \$176,550.94 | 40.03% |



WATER EFFICIENCY AND DATA MANAGEMENT PORTAL

CalWEP is making available, on special terms to CalWEP members, the WaterView™ water conservation and data management portal developed by Eagle Aerial Solutions with input from CalWEP members. This tool is custom designed to help water professionals meet the efficiency and allocation requirements established under the new long term California water conservation legislation, SB606 & AB1686.

Eagle Aerial Solutions, the portal developer, is the company that is currently conducting the statewide irrigated landscape measurement project for the California Department of Water Resources through which every residential parcel for 400+ California urban water districts is being analyzed. WaterView™ has been developed by Eagle at the request and with the input of CalWEP members to have tools and enhanced data to meet the new water conservation requirements.

WaterView™ will:

✓ Analyze total water allocation at the parcel level, in compliance with new DWR standards

✓ Help spot water use trends, track and manage over allocation users within each district, identify targeted land classifications types like high turf areas for effective rebating.

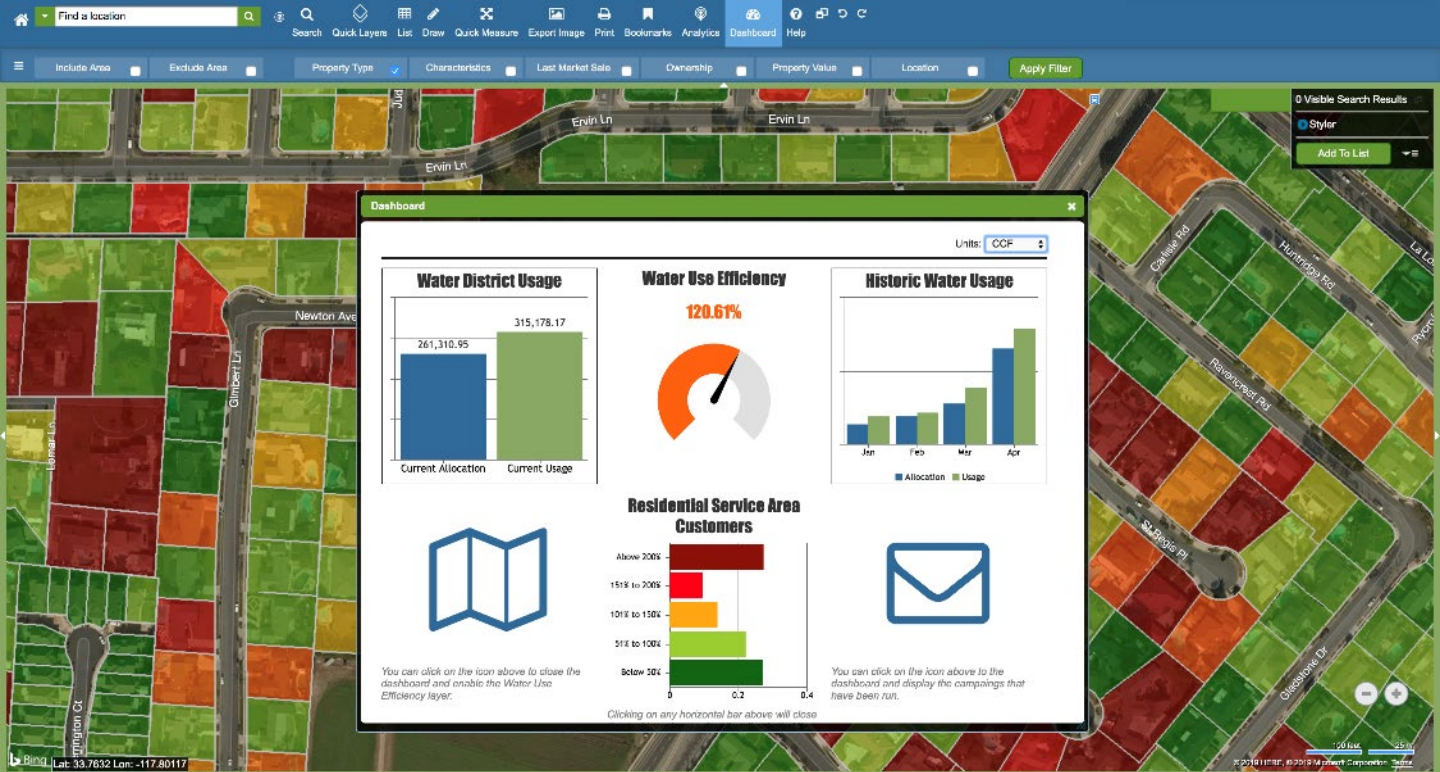
✓ Aid in upcoming DWR reporting requirements

The online portal includes:

- The ability to ongoingly determine use and efficiency from parcel level to district level
- High resolution aerial imagery PLUS the ACTUAL imagery used in DWR's study
- ET data
- More detailed demographic data for more accurate indoor water use efficiency measurements
- Parcel data and district boundaries
- GIS tools to zoom in/out, query by data (parcel, address, customer number, etc.), draw/measure, search and query by designated areas
- Ability to sort and query customer data to develop effective and targeted conservation campaigns
- Tools for establishing campaigns and tracking their effectiveness
- Ability to integrate water use data from your district (using our customized data loader tool)
- Other tools, functionality and data as determined by districts to be helpful



A Chapter of the Alliance for Water Efficiency
Agenda Packet 18 of 41



WATER EFFICIENCY, DATA MANAGEMENT AND CUSTOMER OUTREACH WEB PORTAL



For more information contact: info@eagleaerial.com
Or call 714-754-7670





Request for budget amendment #1

To: Board of Directors

From: General Manager

Subject: Request for a budget increase of \$ 8,000.00 to the line item 1 Ton Service Truck

Explanation:

In July 2019, the Board approved \$75,000.00 for the purchase of a new service truck. (Cab and Chassis only) I have ordered the vehicle with the expected total cost of \$60,000.00, leaving approximately \$ 15,000. This leftover amount will not be enough to have a truck bed built and installed. Without the truck bed installed, the District cannot utilize the vehicle for anything, including pulling any of our generators until the next fiscal year.

Request:

Moving \$8,000.00 from reserves to increase truck purchase amount to \$ 83,000.00



Request for budget amendment #2

To: Board of Directors

From: General Manager

Subject: Request for a budget increase of \$ 10,000.00 to the line item New Meter Reading System

Explanation:

In July 2019, the Board approved \$6,000.00 to purchase a new meter reading system and handhelds as our current system will not be supported after this year. The original amount was set due to some misleading information from the vendor. (Inland Water Works) The recommended vendor (Badger Meter) for our new program and handhelds is the same as the meters we use in the ground, and have integrated the proposed system with our same billing system.

Request:

Moving \$10,000.00 from reserves to increase that line item amount to \$ 16,000.00



Inland Water Works Supply Co
2468 Miramonte Dr.
San Bernardino, Calif. 92405
909 883-8941 909 881-4041 Fax

Customer: Meiners Oaks Water District
Contact: Summer Ward
Project: Temetra Setup and Training

Terms: Net 10th Prox
E-Mail vaughnmiller@inlandwaterworks.com
Date July 17, 2020

| Description | Quan | Unit Price | Cost |
|--|------|-------------|------|
| <u>Setup Fees (One Time Only)</u> | | | |
| Temetra Network Setup | 1 | \$ 560.00 | |
| Temetra Network Configuration | 1 | \$ 1,120.00 | |
| Temetra App Installation and Training | | | |
| <u>Temetra Subscriptions (Paid Annually)</u> | | | |
| TEMETRA WALKBY PLUS, UP TO 2500 ENDPOINTS | 1 | \$ 2,810.00 | |
| TEM-WB-PLUS-A-SUB, needed for Geo Sequencing | | | |
| <u>Professional Services</u> | | | |
| Remote Temetra Setup and Training Services | 1 | \$ 6,000.00 | |

The District will be responsible for the purchase of Smart Tablets or Phones to be used for meter reading



Badger Meter

Domestic Quotation
Quotation No. 3182555

4545 W Brown Deer Road Milwaukee WI 53223
PO Box 245036 Milwaukee WI 53224-9536
Phone: 800-876-3837 Fax: 888-371-5982

Created Date 09-15-2020

Customer ID 00042129

To

MEINERS OAK COUNTY WATER DIST
202 W EL ROBLAR
OJAI
California 93023
Email LENGSTROM@BADGERMETER.COM;SWHEELER@
BADGERMETER.COM

Effective Dates 09-15-2020 - 12-31-2020

| Salesperson | Proposal Subject | Shipping Terms / INCO Terms | Payment Terms |
|----------------------|---|---------------------------------|---------------|
| 007731 Lisa Engstrom | BEACON AMA QUOTATION FOR MEINERS OAK COUNTY WATER | PREPAY/NO CHARGE FCA FACTORY | NET 30 DAYS |

| Line # | Description | Qty | Unit Net Price USD | Line Totals USD |
|--------|--|-------|-----------------------|--------------------|
| 1 | BMI Part No.: BEACON-001 Description: BEACON ACTIVATION | 1 | 0.000 | 0.00 |
| 2 | BMI Part No.: BEACON-ENGAGEMENT Description: BEACON ENGAGEMENT FEE | 1 | 2,000.000 | 2,000.00 |
| 3 | BMI Part No.: 66220-005 Description: BILLING INTEGRATION | 1 | 1,350.00 | 1,350.00 |
| 4 | BMI Part No.: 69328-301 Description: ONLINE, BEACON AMA FOR MOBILE SOLUTIONS | 1 | 1,350.00 | 1,350.00 |
| 5 | BMI Part No.: 68886-501 Description: MOBILE READ MODULE SERVICE UNITS | 12 | 75.000 | 900.00 |
| 6 | BMI Part No.: 68886-502 Description: USER LOGIN ANNUAL LICENSE SERVICE UNITS | 12 | 25.000 | 300.00 |
| 7 | BMI Part No.: 68886-301 Description: BEACON MBL HOSTING SERV UNIT | 18000 | 0.030 | 540.00 |

Thank you for your business!

This quotation is an offer made subject to the terms & conditions found on our website: www.badgermeter.com/Company/Legal/Sales-Terms.aspx
Quoted prices are firm for acceptance, via an order, within the effective dates provided, shipping within 60 calendar days past the expiration of this quotation.



| Line # | Description | Qty | Unit Net Price USD | Line Totals USD |
|--------|---|-----|-----------------------|--------------------|
| 8 | BMI Part No.: 68886-301 Description: BEACON MBL HOSTING SERV UNIT Pricing after service units from line 7 have been consumed | 1 | 0.060 | 0.06 |

| | |
|--------------------------|----------|
| Subtotal - USD | 6,440.06 |
| Total Price - USD | 6,440.06 |

Notes and Assumptions

If applicable, sales tax and freight, if included on the proposal, is an estimate and will be recalculated based on rates and tax status in effect at the time of invoicing.

Actual lead time to be provided at time of order.

To aid in processing your order, please include the Quote number on the PO that is submitted for this proposal.

Badger Meter provides certification files to help manage meter and endpoint inventory and to maintain meter accuracy data. The standard method of delivery for this format is via electronic mail. Any deviations from our standard format, or any custom file formats, will be considered on a time and material basis.

Due to continuous improvements and redesign of Badger Meter products and technology solutions, Badger Meter reserves the right to provide our newest product solutions as an alternative to the proposed products provided they are in conformance with the requirements of the specifications and do not exceed the prices quoted.

If you would like to place an order, please contact us at Utilityorders2@badgermeter.com or by calling 1-800-876-3837.

Thank you for your business!

This quotation is an offer made subject to the terms & conditions found on our website: www.badgermeter.com/Company/Legal/Sales-Terms.aspx
Quoted prices are firm for acceptance, via an order, within the effective dates provided, shipping within 60 calendar days past the expiration of this quotation.

Board of Directors
Casitas Municipal Water District

WATER SUPPLY AGENCY PARTNERSHIP

Ventura River Water District urges you to help establish a policy level partnership between Meiners Oaks Water District, Ventura Water, and our District. It would involve regular meetings, perhaps bi-monthly, with one board member from each water district and the general manager of Ventura Water. It is recommended to become an element in your Strategic Communications Workplan. The attachment describes this proposal.

We are prepared to appoint one of our Board members to work with designees of the other agencies to bring this proposal to fruition.

Sincerely,

Board President

WATER SUPPLY AGENCY PARTNERSHIP

Proposal

Establish a Water Supply Agency Partnership between Casitas Municipal Water District (CMWD), Meiners Oaks Water District (MOWD), Ventura River Water District (VRWD), and Ventura Water; and publicize it was part of CMWD's proposed Strategic Communications Workplan.

Background

Pre COVID-19, the three local general managers (Steve Wickstrom, Mike Hollebrands, and Bert Rapp) had productive informal discussions during lunches three to four times annually, the impetus typically coming from VRWD. Following retirement of Mr. Wickstrom, very few meetings took place and with COVID-19, there have been no similar informal talks.

A Ojai Ventura Water Agency Partnership was started by Supervisor Bennett in November 2017 to coordinate water supply planning activities and to enhance collaboration on local projects with goal of obtaining grant funding. Invitees included the above agencies, Ventura Water, City of Ojai, GSAs from Ojai and Upper Ventura River groundwater basins, Ojai Water Conservation District, Sierra Watershed Progressive, and Assembly member Monique Limon. The group met several times annually and the last meeting was on May 8, 2020. The membership, number of participants, meeting location and structure didn't allow informal talks between water supply agencies. This proposal would avoid those shortcomings and enhance policy level dialogue.

There is a public expectation that water supply agencies cooperate to solve our common community water issues. This is not occurring. The proposed Water Supply Agency Partnership would solve that.

CMWD Strategic Communications Plan

This Plan emphasizes community partnerships to build support for a potential bond issue for the 2021 election. It is proposed that an element be added to Plan to publicize the Water Supply Agency Partnership.

Water Supply Agency Partnership

Concept is to have regular meetings between one Director each from CMWD, MOWD, and VRWD and the Ventura Water general manager. Meetings could be bi-monthly or quarterly. Discussions would be informal but meeting highlights would be presented at regular Board meetings of the participating agencies. Details to be added as proposal moves forward.

The Partnership would establish a successful communication channel to avoid issues such as the litigation we all face today and foster collaboration on a variety of other topics.

GM Consumption Report

Billed Consumption for October 2020

| Account Class | Customers in Class | Consumption | Gallons Per Unit | AC/FT |
|---------------|-----------------------|-------------|---------------------|-------|
| Agriculture | 30 | 6496 | 748 | 14.91 |
| Commercial | 59 | 2057 | 748 | 4.72 |
| Residential | 1190 | 21738 | 748 | 49.90 |

| | | | | |
|--------------------------|-------------|--------------|--------------------|--------------|
| Total Consumption | 1279 | 30291 | Grand total | 69.54 |
|--------------------------|-------------|--------------|--------------------|--------------|

*Turned on Casitas Connection 9/28/2020

October 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)

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 .05”

WY – 2020-21 M.O. Fire Station .07”

LAKE CASITAS LEVEL

40.2%

Board Committees

No Committees met this month

Current Well levels and specific capacity

| Well 1 | Oct. | Nov. | Well 2 | Oct. | Nov. | Well 4 | Oct. | Nov. | Well 7 | Oct. | Nov. |
|---------------|-------------|-------------|---------------|------------|------------|---------------|------------|------------|---------------|-------------|-------------|
| Static | 34.3' | 34.3' | Static | 35.5' | 35.5' | Static | 48.9' | 50.5' | Static | 53.9' | 53.9' |
| Running | 42.0' | 42.0' | Running | 70.0' | 70.0' | Running | 97.0' | 95.4' | Running | 62.7' | 62.7' |
| Drawdown | 7.7' | 7.7' | Drawdown | 36.1' | 36.1' | Drawdown | 48.1' | 48.1' | Drawdown | 8.8' | 8.8' |
| Specific Cap. | 13.0 gal/ft | 13.0 gal/ft | Specific Cap. | 3.8 gal/ft | 3.8 gal/ft | Specific Cap. | 7.3 gal/ft | 7.3 gal/ft | Specific Cap. | 32.9 gal/ft | 32.9 gal/ft |

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

Total Pumped

| | |
|-------------------------------|-----------|
| Total Pumped for October 2020 | 0.00 AF |
| Total Pumped 2019: | 609.61 AF |
| Total Pumped YTD 2020: | 485.71 AF |

Total Sold

| | |
|------------------------------|-----------|
| Total Sold for October 2020: | 82.03 AF |
| Total Sold 2019: | 563.62 AF |
| Total Sold 2020: | 467.40 AF |

Total Purchased

| | |
|--------------------------------|----------|
| Total Purchased from CMWD 2020 | 69.54 AF |
| Total Purchased YTD | 69.54 AF |
| Total Purchased YTD 2020 | 69.54 AF |

October 2020

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)

| | | |
|---------|-------|--------------|
| October | 2019: | \$ 73,033.57 |
| | | |
| October | 2020: | \$ 87,944.44 |

Reserve Funds

| | |
|--------------------------------------|------------------|
| * Balance at the County of Ventura | \$ 1, 309,410.88 |
| | |
| Total Taxes* | \$ 0.00 |
| | |
| Total Interest from reserve account# | \$ 2,655.89 |

Fiscal Year Total Revenues

| | | |
|---|------|---------------|
| July 1 st – October 31 st | 2019 | \$ 506,061.48 |
| | | |
| July 1 st – October 31 st | 2020 | \$ 613,458.51 |
| | | |

Bank Balances

| | |
|--|---------------|
| * LAIF Balance | \$ 229,118.41 |
| Transferred from L.A.I.F. to General | \$ 0.00 |
| (#) Quarterly Interest from LAIF | \$ 485.50 |
| | |
| * Money Market (Mechanics Bank) | \$ 7,620.77 |
| | |
| 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 | \$ 101,565.53 |
| Trust Fund Balance | \$ 16,379.31 |
| * Capital Improvement Fund | \$ 14,355.63 |
| (#) Quarterly Interest from Capital Account | \$.12 |
| Total Interest accrued | \$ 485.93 |

*** Accounts considered liquid reserves**

District Summary/Update

- **Purchased Water;** The District began purchasing water on 9-28-2020. Amounts purchased are reflected in this report.
Plant; 6-inch plastic elbow at the treatment plant is leaking and should be replaced before the plant goes back online.
- **Meiners Rd Tank;** Director Kentosh and myself have reviewed the draft Zone-2 (Meiners Rd) compliance report from WREA. We have come to the conclusion that further discussion was needed with WREA so they could better understand the way the system operates in that area. A final draft for Board review is anticipated very soon.
- **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 complete. Since our last meeting, staff has installed a new fire hydrant on Meiners Rd and will be replacing an isolation valve at 404 W. Lomita on Monday 11/16. In addition to that, because we had the correct equipment, ie.. Backhoe, staff was able to repair main leak 237 El Camino Drive on Veterans Day.
- **Wells –** A video was performed on well 1 and discovered a hole in the pump column, that we believe is gravel pack. We have yet to figure out where the materials are originating, so talks with General

Pump continue as we look for a remedy. Down hole stills are attached to your agenda.

- **New truck** – I have ordered the new service truck (Cab and Chassis only) for the District with the final purchase price around \$60,000. That is \$15,000 less than appropriated. However, the bed portion of the truck has to be built and cannot tow anything until the new truck bed is installed. So I am asking for the new truck line to be amended by adding an additional \$8,000.00 to that line item. This will allow us to utilize the vehicle until it can be completed in the next fiscal year.
- **Meter reading system** – The Board approved a line item in the budget for staff to purchase a new meter reading to replace our soon to be non-supported current system. However, the people we were talking to lead us to believe that we could purchase a completely new system that would suit the District needs at a total cost of less than \$6,000. So that is where the number was set. Unfortunately, that number is/was not realistic. To purchase what is needed for the District, another budget amendment will be necessary in the amount of \$10,000. (See attached bids)

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 |
| Main Leak | Poor bedding | 11/11/2020 | El Camino | Staff | In - House |
| Valve Replacement | Old Age | 11/16/2020 | 404 W. Lomita | Staff | In - House |

Tanks

1. 80k gallon bolted tank was installed in 1983 age = 37 (Zone -2) Out of service 9/15/2020
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

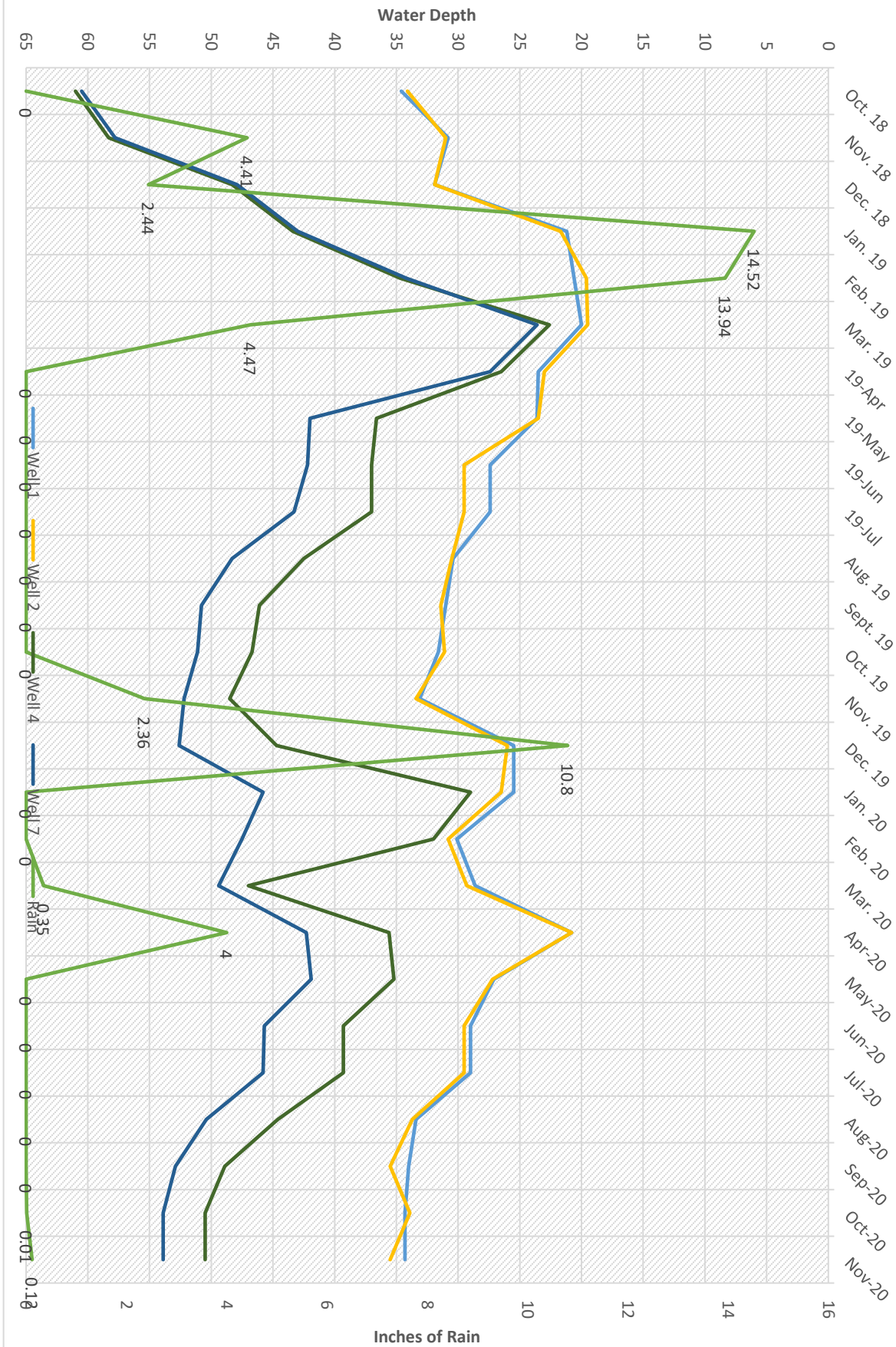
Well Drilled Dates & Depths

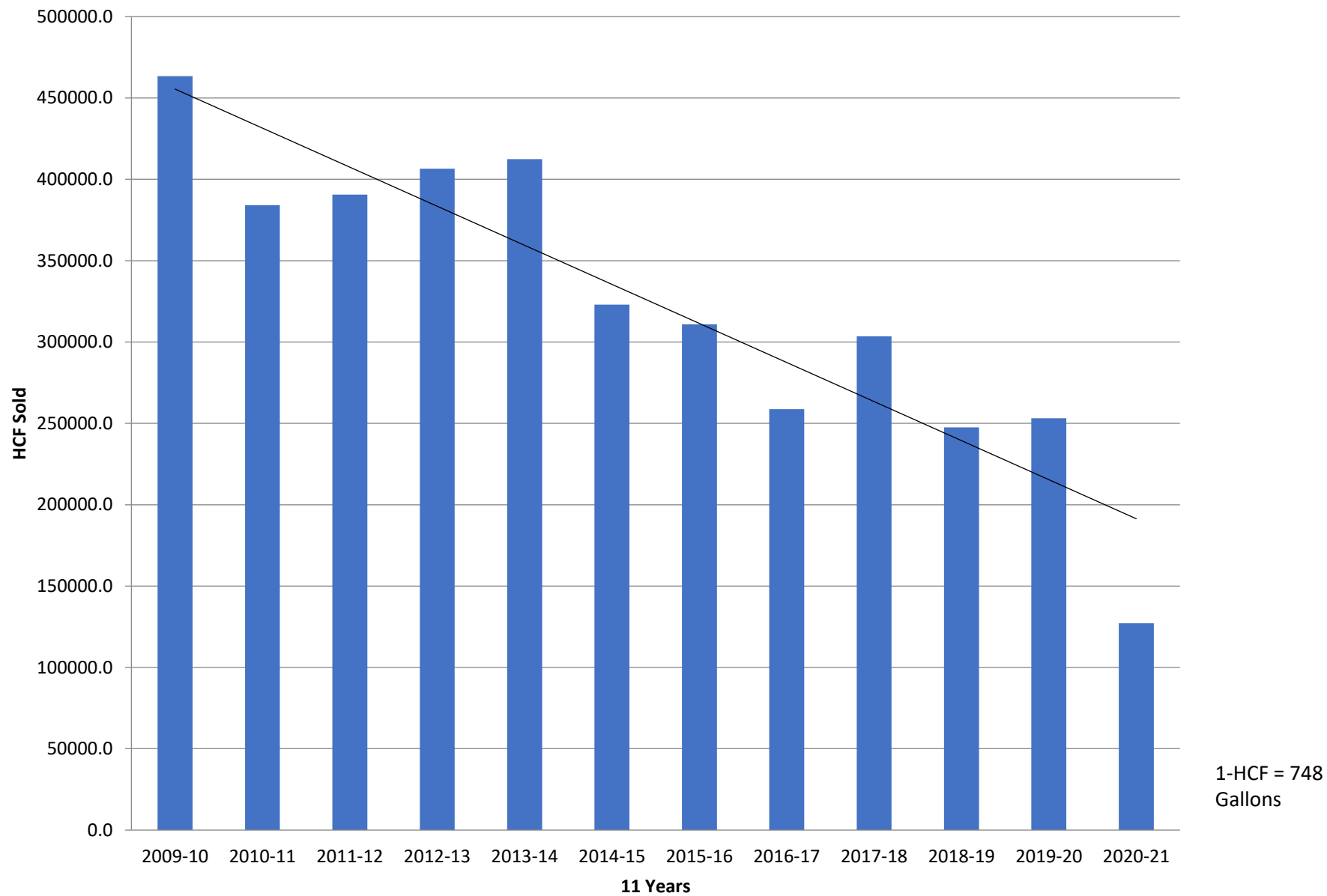
| | <u>Date drilled</u> | <u>Drill Depth</u> |
|---------------|----------------------------|-----------------------------|
| 1. Well # 1 | 1969 | 65 feet Rehabilitated 2018 |
| 2. Well # 2 | 1969 | 110 feet Rehabilitated 2018 |
| 3. Well # 4 | 1969 | 240 feet (NON-OP.) |
| 4. New well 4 | 2018 | 165 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

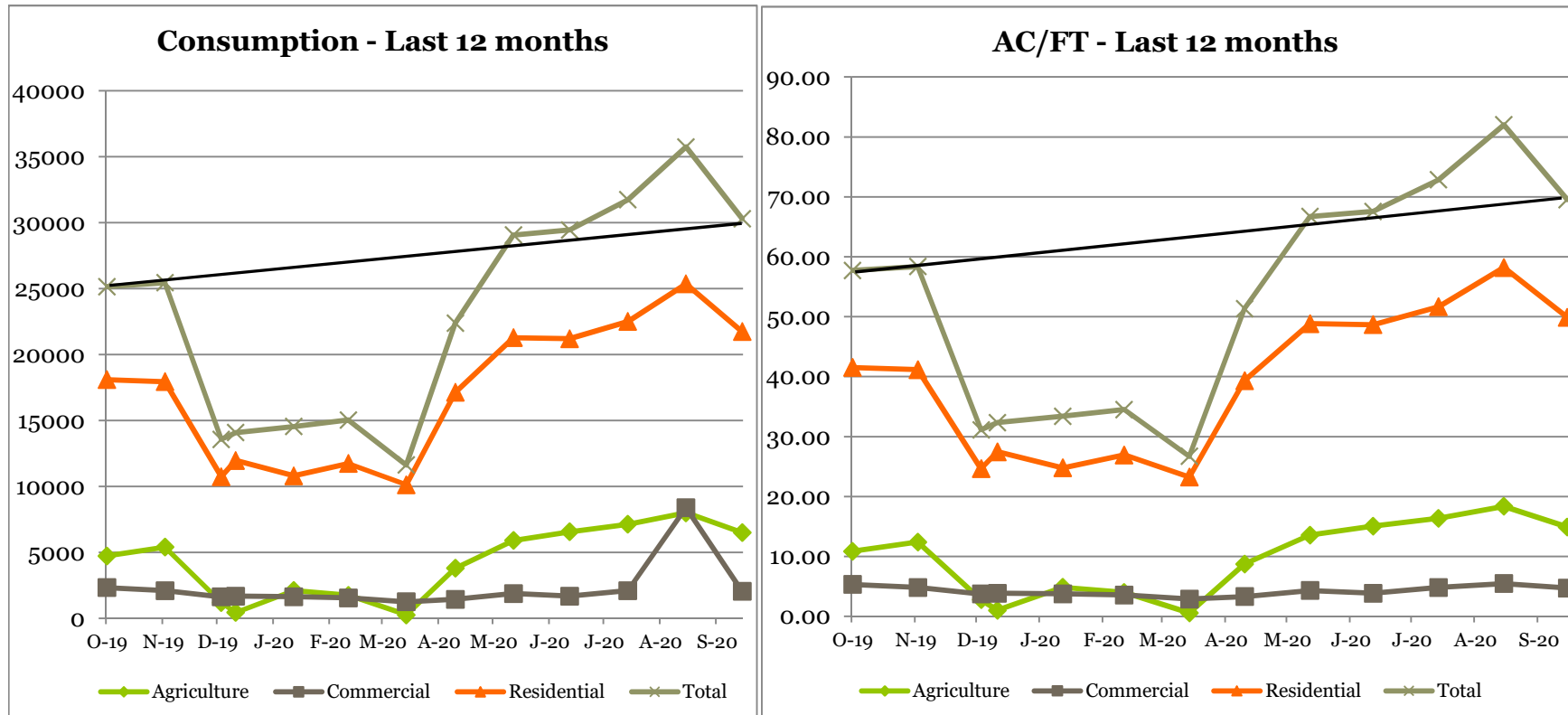
Billed Consumption for October 2020

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|--------------------|-----------------------|-------------|---------------------|-------|
| Agriculture | 30 | 6496 | 748 | 14.91 |
| Commercial | 59 | 2057 | 748 | 4.72 |
| Residential | 1190 | 21738 | 748 | 49.90 |

| | | | | |
|--------------------------|-------------|--------------|--------------------|--------------|
| Total Consumption | 1279 | 30291 | Grand total | 69.54 |
|--------------------------|-------------|--------------|--------------------|--------------|

*Turned on Casitas Connection 9/28/2020

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 | 7994.00 | 23.73 | 11.12 | 12.75 | 18.35 |
| OCT | 8686.00 | 3714.00 | 4726.00 | 6496.00 | 19.94 | 8.53 | 10.85 | 14.91 |
| 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 | 2057.00 | 5.10 | 4.85 | 5.34 | 4.72 |
| 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 | 21738.00 | 45.90 | 41.50 | 41.54 | 49.90 |
| 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

November 2020

1. Administrative

- a. CSDA 2020 Virtual Board Secretary Annual Conference Summary: (Certificate coming 11/28)
 - Productivity – tools, apps, software for meeting agenda and minutes;
 - District Liabilities – CA Water Code, Public records requests, agenda accessibility, Brown Act and ADA;
 - Listening Skills – 5 C's (Clear, Correct, Complete, Concise, Compassionate)
 - Online ADA – Current and ongoing requirements, tools and tips for increased compliance, alt text for images, OCR scan to text pdf files and Enterprise Catalog;
 - Records Retention Act – No CA update since 2006, Code §60200-60204
 - Capturing meeting notes – tools and free templates for flexible note taking;
 - Overall foundations – SDRMA policy manual for Directors and publications available, Form 700 and preparations for a remote work policy due to COVID-19 changing how many districts operate.
- b. Annual PCI Control Scan for online bill pay vendor security assessment, completed 11/6/2020, some follow-up items with Mitec for testing firewall are pre-scheduled.

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

- a. Audit 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, improvement noted in October, and not much change in the past month. Total balances over 4 months = \$5,105.29 (\$1,276.32 late fees not charged)

| Class | #Customers | \$ @>4 mo | Notes |
|-------------|------------|------------|--|
| Residential | 14 | \$3,309.26 | 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 \$980. |
| Commercial | 1 | \$1102.28 | Last payment made 10/28/2020. |
| Agriculture | 1 | \$809.36 | (1 Ag customer paid past due bal). Remaining Ag account is a historically late payer, made pmt 10/2 of \$1,500.00. Total balance due \$2272.88. |

3. Billing/Customer Service

- a. Summary of Billing Statements & Customer Service Orders
- b. Casitas Connection on 9/28/2020.

| Month | #Total Service Orders | # Account Owner Changes | Monthly Customer Bill Total | Monthly Casitas Surcharge | Over-Allocation \$ (drought sur) | Other Conservation Penalties |
|--------|-----------------------|-------------------------|-----------------------------|---------------------------|----------------------------------|------------------------------|
| Jan 20 | 88 | 5 | \$103,517.04 | \$0 | \$3,060.00 | \$0 |
| Feb 20 | 75 | 11 | \$102,457.21 | \$0 | \$1,919.00 | \$0 |
| Mar 20 | 109 | 11 | \$104,012.24 | \$0 | \$1,849.00 | \$0 |
| Apr 20 | 78 | 9 | \$ 94,817.80 | \$0 | \$1,106.00 | \$0 |
| May 20 | 112 | 2 | \$124,586.74 | \$0 | \$5,220.00 | \$0 |
| Jun 20 | 201 | 7 | \$144,471.57 | \$0 | \$9,483.00 | \$0 |
| Jul 20 | 246 | 27 | \$144,736.42 | \$0 | \$8,937.00 | \$0 |
| Aug 20 | 147 | 18 | \$148,635.97 | \$0 | \$10,417.00 | \$0 |
| Sep 20 | 210 | 18 | \$164,667.04 | \$0 | \$14,472.00 | \$0 |
| Oct 20 | 93 | 12 | \$172,773.27 | \$23,868.19 | \$9,958.00 | \$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, bill stuffer went out Oct 31, some customer engagement with the web lookup. Secretary processing mail merge customer letters. Tyler Billing system updates in process.
- b. Staff Procedures Ad-Hoc Committee – Status quo.
- c. Grants: Nitrate Removal – Status quo.
- d. Meter Reading Handheld – Agenda item 6.
- e. District Office Check Processing – Mechanic's Bank in-office check processing device, currently under transition, anticipate 1-2 weeks. Expense = \$720 device, \$40 monthly service fee, no per batch fees.

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.