



## **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/954722597>

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

**ACCESS CODE:** 954-722-597

*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))*

**December 15, 2020 at 6:00 pm.**

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** November 17, 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.

### **5. Elected Officials – Oath of Office**

- Diana Engle, Director
- Christian Oakland, Director

**Closed Session Agenda** - Adjourn to Closed Session (**6:15 pm**): *It is the intention of the Board of Directors to meet in Closed Session to consider the following items:*

## 6. 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.\*\*)**

## 7. Financial matters

Approval of Payroll and Payables from November 16, 2020, to December 15, 2020, in the amount of:

Payables – \$ 46,324.53

Payroll – \$ 43,105.68

Total – \$ 89,430.21

## 8. Board action and/or discussion

- a) Discussion and consider approval of General Pump proposal of \$25,102.27 for rehabilitation work on Well 1. (Hollebrands/R. Reese) – Attachment  
Recommended Action: Approve the General Pump proposal of \$25,102.27 for Well 1 rehabilitation.
- b) Discussion and consider approval of Request for Proposals for Wells 1 and 2 SWTR Filter Replacement Design Project. (Hollebrands/Kentosh) – Attachment  
Recommended Action: Approve the RFP for Wells 1 and 2 SWTR Filter Replacement Design Project.

## 9. General Manager's Report

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

## 10. Board Secretary's Report

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

## **11. 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

## **12. Old Business**

- State Water
- Water Supplier Partnership
- Matilija Dam Removal Update
- Nitrate Removal – CA Wildlife Conservation Grant
- COVID-19 Office Repopulation Plan

## **13. Director Announcements/Reports**

## **14. Adjournment** The next scheduled Regular Board meeting is January 19, 2021.

Regular Meeting  
November 17, 2020  
6:00 pm

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

## MINUTES

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

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

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

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

**Absent:** None.

### **2. Approval of the Minutes**

#### **Approval of October 20, 2020, Regular Meeting minutes:**

Director Harrold made the motion to approve October 20, 2020, Regular Meeting minutes. 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**

No public comment.

#### **4. Financial Matters**

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

Payables -	\$ 73,826.82
Payroll -	\$ 46,828.23
Total -	\$ 130,655.05

Director Kentosh requested clarification on the process for increasing the budget allocations for Attorney fees. Director Kentosh requested Ms. Ward send him District financial policies.

Director Kentosh made the motion to approve the Payroll and Payables from October 16 to November 15, 2020. Director Harrold seconded the motion.

#### **No Public Comment**

Kentosh/Krumpschmidt

#### **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 6:04 pm \*\***

**\*\* G. Jones joined the meeting at 6:05 pm \*\***

**\*\* J. Zolezzi joined the meeting at 6:10 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

**\*\* G. Jones left the meeting at 6:20 pm \*\***

**\*\* J. Zolezzi left the meeting at 6:43 pm \*\***

**\*\* The Board adjourned closed session at 6:48 pm. \*\***

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

## **6. Board Discussion/Actions**

### **a) Presentation with Q&A of "Water View" Water Efficiency & Data Management Portal from Eagle Aerial. (Hollebrands/Tate/Hirsch)**

Mr. Hollebrands introduced Wayne Tate, Jasmin Malloy of Eagle Aerial, and Regina Hirsch as the "Water View" portal presenters. Mr. Tate introduced the portal as a solution for geocoding meters, creating customer outreach programs and campaigns. Ms. Malloy presented a demo of the "Water View" portal and some of the tools available through the portal. Ms. Hirsch provided an overview of the overarching goal to get watershed-wide water use data in a shared platform by Spring 2021.

The portal data is based on an initial data set uploaded, with the assistance of Eagle Aerial; staff then carry forward by uploading monthly billing data into the portal. Portal data is at the parcel level and is only accessible to the agency. Additionally, mainline waypoints can be uploaded and added as a layer to the district map. Director Krumpschmidt expressed that the portal capabilities are impressive, but it sounds like it could be a full-time position to use all of its functionality.

Mr. Tate outlined that Water View has an annual subscription (\$9,500), plus an initial setup fee (\$2-3,000). Ms. Hirsch stated that grant funds might be available to assist with some of the expenses.

The Board was very impressed with the portal and the tools presented by Eagle Aerial and will set a reminder to re-engage with Eagle Aerial in early Spring 2021.

No Public Comment.

No Motion.

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

Mr. Hollebrands presented a request to the Board to increase the budget for the District Service truck to \$83,000, to cover the expense of the service truck bed. The District has purchased the Dodge Ram 450 cabin-chassis fleet truck, but the cost of the bed was higher than anticipated during budgeting.

Director Kentosh made the motion to approve Budget Amendment #1 to increase the District Service Truck budget from \$75,000 to \$83,000. Director Engle seconded the motion.

No Public Comments.

Kentosh/Engle

**Roll Call Vote:**

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

**c) Discussion and consider approval of Budget Amendment #2 to increase the Meter Reading System & Devices budget from \$6,000 to \$16,000. Consider approval of Meter Reading Handheld software vendor for District purchase and implementation. (Hollebrands)**

Mr. Hollebrands presented a request to the Board to increase the budget for the District Meter Reading System & Devices budget from \$6,000 to \$16,000. Mr. Hollebrands explained that the current software and handhelds would no longer be supported by the company, and the original pricing provided during web demos were short of the actual cost. Staff recommends the Badger system for system reliability and support; Badger is also our current meter vendor. The proposals included do not include the cost of the "tough pads" that will be purchased directly from a retailer at the best available price. The system will allow for GIS mapping of district meters. Ms. Ward acknowledged a typo on this agenda item; \$ 10,000 should have reflected \$16,000.

Director Kentosh made the motion to approve Budget Amendment #2 to increase the Meter Reading System & Devices budget from \$6,000 to \$16,000 for the purchase of the Badger meter reading system and devices. Director Engle seconded the motion.

No Public Comments.

Kentosh/Engle

**Roll Call Vote:**

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

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

Director Kentosh reported that the prior group, led by County Supervisor Steve Bennett, will be disbanded, as Steve moves on to the CA State Assembly. Director Kentosh stated that Bruce Kuebler is working to pull a new group together, including Ventura River Water District, Casitas, and the City of Ventura. Director Kentosh is requesting consideration of submitting a letter of engagement. Director Engle will review the engagement letter drafted by Director Kentosh.

Director Kentosh made the motion to submit an engagement letter for the new Water Supply Agency Partnership with VRWD. Director Krumpschmidt seconded the motion.

No Public Comments

Kentosh/Krumpschmidt

**Roll Call Vote:**

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

All Ayes

M/S/C

**e) Discussion of Meiners Road Tank options. (Kentosh/Hollebrands)**

Director Kentosh remarked that his initial calculations had an error and that he has reviewed the County Fire standards. The re-routing of the lines after the tank was removed is working well. WREA will be providing further calculations, as well as further District assessment of a standby generator at the Meiners Road pump station.

No Public Comments

No Motion.

**f) Discussion of addressing Casitas Surcharges in the Allocation Program for the AG & COM year. (Kentosh/Engle)**

Directors Engle and Kentosh led the discussion on the differences and handling of both fee types. The Allocation sub-committee will schedule a meeting to finalize details of the Casitas Pass-through surcharge and the Drought (Over-Allocation) fees for Agriculture and Commercial account classifications.

No Public Comments

No Motion.

**g) Discussion of annual District Holiday Dinner, during COVID-19. (Hollebrands)**

Mr. Hollebrands reviewed that the District typically holds an annual Director and Staff Holiday dinner in December. After discussions with staff and brainstorming around how the District can safely comply with COVID-19 restrictions and potential future stay-at-home orders, District staff feel that the Holiday Dinner be canceled for this year; Staff will plan to hold its 12/24 staff lunch and half-day. The Board was in agreement, and it is best for the District not to host the annual holiday dinner.

No Public Comments:

No Motion.

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



Director Kentosh reported that he and Mr. Hollebrands reviewed the RFP after the last meeting and worked with WREA on revisions. The WREA response did not come in time for inclusion in this meeting agenda; the revised RFP will be provided at the December meeting for consideration.

No Public Comments:

No Motion.

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

Mr. Hollebrands presented the monthly GM Operations and Maintenance report. The District began purchasing water from Casitas on 9/28/2020. The video performed on Well 1 showed a hole in the pump column, believed to be gravel pack, the originating source of the material has yet to be determined. General Pump is continuing to assist with finding a remedy. Field staff continues to increase the amount of fieldwork they complete each month, reducing contractor expenses and reducing GM time on administrative work. There were two repairs in November a mainline leak on Veteran's Day due to poor bedding and a valve replacement due to age and poor condition.

## **8. Board Secretary Report**

Ms. Ward presented the monthly Board Secretary report. Ms. Ward completed the 2020 CSDA Board Secretary Training conference; a summary of learning was provided. Ms. Ward reported that the District's annual PCI Control Scan, required after the implementation of online bill pay in December 2019.

Ms. Ward reviewed the Accounts Receivable Aging Report data related to past due balances during COVID-19. No significant changes to the overall delinquent amount or quantity of customers; Ms. Ward did note that two residential customers made substantial payments towards their balances after the report was generated. Ms. Ward has been monitoring the Executive Orders and Utility Commission notices for guidance on withholding late penalties and disconnections for non-payment. Staff is continuing to work with Ms. Fanning on the FY19/20 Financial audit.

Ms. Ward added a new column to the Billing & Customer Service table, adding Casitas Surcharge. Ms. Ward highlighted that Service Orders decreased in quantity, in correlation with a decrease in abnormal meter reads.

Ms. Ward reported that the District would be transitioning to a new remote deposit check scanning process that would allow staff to scan and deposit customer payments from the office.

## **9. Board Committee Reports**

- Executive Committee: No update.
- UVRGA: No update.
- Allocation Program: Discussed under item 6(f).
- Budget & Rate Committee: No update.
- Emergency Management Committee: No update – ongoing COVID-19 response.
- Staff Procedures Ad-Hoc Committee: Directors Kentosh & Etchart to schedule meeting.
- New Meters & Expansion of Services Committee: No update.

## **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: No update.

## **11. Director Announcements/Reports**

Engle: (1) Status of rates: Director Kentosh stated the Rate Committee typically meets in February, planning to move a little faster this round to get Prop 218 and rates, with budget approval completed before June 30. (2) Status of New Meters & Expansion of Services Policy: Director Kentosh has drafted policy and will re-engage the committee for approval and implementation. (3) Additional Dwelling Units: Mr. Hollebrands explained the process for the Proof of Service ADU letters provided to customers within the District by request. No additional water is provided in the Proof of Service letters.

Harrold: (1) there appears to be a wet spot, a possible leak about 50 feet from N. Rice Rd., about 6-8 feet off the asphalt. Mr. Hollebrands to have field operators investigate the area for a potential main leak. (2) Well 8 (nitrate levels) now has triple the number of horses on the ranch next to it.

Kentosh: No report.

Krumpschmidt: Stated this is his last meeting, he has enjoyed working with everyone, and we now have an elected replacement. Director Krumpschmidt stated that he will be out of the State in December and recommended inviting Mr. Oakland (newly elected Director) to attend.

Etchart: Shared that he has known Mr. Oakland since 2<sup>nd</sup> grade here in Meiners Oaks and is an electrical engineer with a great background, and is looking forward to having him on the Board.

## **12. Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 9:10 pm.

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**Board Secretary**

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**Board President**



# Meiner's Oaks County Water District, CA

## Check Report

By Vendor Name

Date Range: 11/16/2020 - 12/15/2020

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<b>Bank Code: AP Bank-AP Bank</b>							
AT&T <a href="#">01841120</a> <a href="#">08331120</a>	AT&T Invoice Invoice	11/13/2020 11/19/2020	12/11/2020 Office Phones Office Phones	Regular	0.00 0.00 0.00	777.56 195.20 582.36	9463
AUTOSU <a href="#">505604</a>	Automotive Supply - Ojai Invoice	11/13/2020	12/11/2020 Battery, Windshield Wash, Motor Oil, etc,	Regular	0.00 0.00	51.40 51.40	9464
CALPERS <a href="#">INV0001591</a>	California Public Employees' Retirement Invoice	11/30/2020 11/13/2020	11/30/2020 Health	Bank Draft	0.00 0.00	4,458.40 4,458.40	DFT0001124
CALPERS <a href="#">111620</a>	California Public Employees' Retirement Invoice	11/19/2020 11/16/2020	11/19/2020 Retired Premium	Bank Draft	0.00 0.00	407.10 407.10	DFT0001131
CALPERS <a href="#">INV0001601</a>	California Public Employees' Retirement Invoice	11/30/2020 11/30/2020	11/30/2020 Health	Bank Draft	0.00 0.00	4,458.32 4,458.32	DFT0001134
CMWD <a href="#">300651020</a>	Casitas Municipal Water District Invoice	11/20/2020 11/01/2020	11/20/2020 Tico & La Luna Stby	Regular	0.00 0.00	943.84 943.84	9453
CMWD <a href="#">261151120</a> <a href="#">261151120-2</a> <a href="#">262001120</a> <a href="#">300651120</a>	Casitas Municipal Water District Invoice Invoice Invoice Invoice	12/11/2020 11/30/2020 11/30/2020 11/30/2020 11/30/2020	12/11/2020 Fairview Standby Purchased Water Hartmann Allocation Tico & La Luna Standby	Regular	0.00 0.00 0.00 0.00 0.00	8,837.95 943.84 6,760.92 189.35 943.84	9465
CLEANCO <a href="#">1273</a>	Cleancoast Janitorial Invoice	12/11/2020 11/25/2020	12/11/2020 November Janitorial	Regular	0.00 0.00	300.00 300.00	9466
CVTDEP <a href="#">305898</a> <a href="#">306643</a>	County of Ventura Transport. Dept. Invoice Invoice	12/11/2020 11/09/2020 11/25/2020	12/11/2020 404 Lomita 205 S. Lomita	Regular	0.00 0.00 0.00	740.00 370.00 370.00	9467
VCRMA <a href="#">IN0207553</a>	County of Ventura, RMA Invoice	12/11/2020 11/30/2020	12/11/2020 Cross Connection Contract	Regular	0.00 0.00	263.44 263.44	9468
DATAP <a href="#">DP2004159</a>	Dataprose LLC Invoice	12/11/2020 11/30/2020	12/11/2020 Postage and Bulk Billing	Regular	0.00 0.00	810.84 810.84	9469
EJHAR <a href="#">281301120</a> <a href="#">994261120</a>	E. J. Harrison Roloffs, Inc. Invoice Invoice	11/20/2020 11/13/2020 11/13/2020	11/20/2020 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	283.84 64.15 219.69	9454
FAMCON <a href="#">S100042431.001</a>	Famcon Pipe and Supply, Inc Invoice	12/11/2020 11/23/2020	12/11/2020 Spool	Regular	0.00 0.00	348.56 348.56	9470
FGLENV <a href="#">015153A</a> <a href="#">015154A</a> <a href="#">015557A</a> <a href="#">015906A</a> <a href="#">016276A</a> <a href="#">016484A</a>	FGL Environmental Invoice Invoice Invoice Invoice Invoice Invoice	12/11/2020 11/25/2020 11/19/2020 11/24/2020 11/25/2020 12/04/2020 12/04/2020	12/11/2020 Samples Samples Samples Samples Samples Samples	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00	919.00 494.00 85.00 85.00 85.00 85.00 85.00	9471
GREG RENTS <a href="#">22006</a>	Greg Rents Invoice	11/20/2020 11/16/2020	11/20/2020 Mixer/Cover/Slurry	Regular	0.00 0.00	321.63 321.63	9455

## Check Report

Date Range: 11/16/2020 - 12/15/2020

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
GUARDIAN	Guardian		11/20/2020	Regular	0.00	745.44	9451
<a href="#">INV0001592</a>	Invoice	11/13/2020	Dental		0.00	372.75	
<a href="#">INV0001602</a>	Invoice	11/30/2020	Dental		0.00	372.69	
GUARDIAN	Guardian		11/20/2020	Regular	0.00	10.00	9456
<a href="#">7690461120</a>	Invoice	11/15/2020	Administration Fee		0.00	10.00	
HLTHNE	Health Net Life Insurance Company		12/11/2020	Regular	0.00	43.35	9472
<a href="#">61791120</a>	Invoice	11/19/2020	Life Insurance		0.00	43.35	
HCS	Herum/Crabtree/Suntag		11/20/2020	Regular	0.00	4,551.75	9457
<a href="#">98024</a>	Invoice	11/01/2020	SBCK vs VTA		0.00	3,552.15	
<a href="#">98025</a>	Invoice	11/01/2020	SBCK vs VTA		0.00	999.60	
NEILSON	Law Offices of Lindsay F. Nielson		11/20/2020	Regular	0.00	340.00	9458
<a href="#">34881120</a>	Invoice	11/10/2020	Attorney Fees		0.00	340.00	
LGABLER	Light Gabler		12/11/2020	Regular	0.00	60.00	9473
<a href="#">53413</a>	Invoice	12/07/2020	Consulting		0.00	60.00	
MACS	Mac's Auto Upholstery		12/11/2020	Regular	0.00	307.76	9474
<a href="#">23273</a>	Invoice	11/01/2020	Seat Repair		0.00	307.76	
MOHARD	Meiners Oaks Hardware		12/11/2020	Regular	0.00	209.82	9475
<a href="#">945022</a>	Invoice	11/01/2020	Valveball, Adapter		0.00	19.50	
<a href="#">945554</a>	Invoice	11/02/2020	Bench Brush, Filter		0.00	25.24	
<a href="#">946135</a>	Invoice	11/06/2020	Gopher Wire		0.00	21.44	
<a href="#">946160</a>	Invoice	11/07/2020	Padlock		0.00	5.16	
<a href="#">946376</a>	Invoice	11/09/2020	Battery, Adapters, Nipples, etc.		0.00	34.01	
<a href="#">946977</a>	Invoice	11/13/2020	Stencils		0.00	2.92	
<a href="#">948108</a>	Invoice	11/23/2020	Batteries		0.00	14.63	
<a href="#">948317</a>	Invoice	11/25/2020	Leather Gloves, Asphalt Patch		0.00	46.76	
<a href="#">948338</a>	Invoice	11/25/2020	Asphalt Patch		0.00	8.03	
<a href="#">K48251</a>	Invoice	11/24/2020	Asphalt Patch		0.00	32.13	
MITEC	MiTec Solutions LLC		11/20/2020	Regular	0.00	40.00	9459
<a href="#">65859</a>	Invoice	11/15/2020	Splashtop Account & Antivirus		0.00	40.00	
MITEC	MiTec Solutions LLC		12/11/2020	Regular	0.00	493.39	9476
<a href="#">1057861</a>	Invoice	12/01/2020	Set Up for New Board Member		0.00	71.25	
<a href="#">1057869</a>	Invoice	12/02/2020	Monthly Maintenance		0.00	166.25	
<a href="#">66226</a>	Invoice	12/01/2020	Email Exchange, Web Hosting		0.00	206.89	
<a href="#">66278</a>	Invoice	12/01/2020	Off Site Back Up		0.00	49.00	
NCK&K	Nelson Comis Kettle & Kinney, LLP		12/11/2020	Regular	0.00	1,592.50	9477
<a href="#">2634</a>	Invoice	12/01/2020	Attorney Fees		0.00	1,592.50	
OFFDEP	Office Depot		12/11/2020	Regular	0.00	49.40	9478
<a href="#">138487004001</a>	Invoice	11/24/2020	Paper & Pads		0.00	39.76	
<a href="#">138490621001</a>	Invoice	11/21/2020	Tags		0.00	9.64	
OILELE	Oilfield Electric Company, Inc.		12/11/2020	Regular	0.00	355.61	9479
<a href="#">2030645</a>	Invoice	12/01/2020	Adjust Manual Transfer Switches		0.00	355.61	
OSCAR	Oscar Delgado Acosta		12/11/2020	Regular	0.00	975.00	9480
<a href="#">15420</a>	Invoice	11/17/2020	Tree Service		0.00	975.00	
PACIMG	Pacific Imaging, LLC		11/20/2020	Regular	0.00	429.00	9460
<a href="#">22350</a>	Invoice	11/06/2020	Printer Ink		0.00	429.00	
PATHIAN	Pathian Administrators		11/20/2020	Regular	0.00	121.54	9452
<a href="#">INV0001594</a>	Invoice	11/13/2020	HSBS		0.00	60.78	
<a href="#">INV0001604</a>	Invoice	11/30/2020	HSBS		0.00	60.76	

## Check Report

Date Range: 11/16/2020 - 12/15/2020

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
POWER	Power Machinery Center		11/20/2020	Regular	0.00	576.65	9461
<a href="#">W42650</a>	Invoice	11/16/2020	Golf Cart Maintenance		0.00	264.59	
<a href="#">W42654</a>	Invoice	11/16/2020	Golf Cart Maintenance		0.00	312.06	
PERS	Public Employees' Retirement System		11/30/2020	Bank Draft	0.00	150.00	DFT0001123
<a href="#">INV0001590</a>	Invoice	11/13/2020	457 Withholdings		0.00	150.00	
PERS	Public Employees' Retirement System		11/30/2020	Bank Draft	0.00	2,685.33	DFT0001125
<a href="#">INV0001593</a>	Invoice	11/13/2020	PERS		0.00	2,685.33	
PERS	Public Employees' Retirement System		11/30/2020	Bank Draft	0.00	150.00	DFT0001133
<a href="#">INV0001600</a>	Invoice	11/30/2020	457 Withholdings		0.00	150.00	
PERS	Public Employees' Retirement System		11/30/2020	Bank Draft	0.00	2,867.70	DFT0001135
<a href="#">INV0001603</a>	Invoice	11/30/2020	PERS		0.00	2,867.70	
PERS	Public Employees' Retirement System		12/11/2020	Bank Draft	0.00	114.45	DFT0001154
<a href="#">10000001625262</a>	Invoice	12/01/2020	Unfunded Accrued Liability		0.00	114.45	
PERS	Public Employees' Retirement System		12/11/2020	Bank Draft	0.00	2,000.13	DFT0001155
<a href="#">10000001625261</a>	Invoice	12/01/2020	Unfunded Accrued Liability		0.00	2,000.13	
SCE	Southern California Edison Co.		12/11/2020	Regular	0.00	1,140.31	9481
<a href="#">OFFELE1220</a>	Invoice	12/11/2020	Office Electricity		0.00	110.92	
<a href="#">TNKFRM1220</a>	Invoice	12/11/2020	Tank Farm		0.00	49.22	
<a href="#">WELL1-1220</a>	Invoice	12/11/2020	Well 1		0.00	279.19	
<a href="#">WELL2-1220</a>	Invoice	12/11/2020	Well 2		0.00	60.39	
<a href="#">WELL81220</a>	Invoice	12/11/2020	Well 8		0.00	115.88	
<a href="#">Z-21220</a>	Invoice	12/11/2020	Zone 2		0.00	101.66	
<a href="#">Z-2FIR1220</a>	Invoice	12/11/2020	Zone 2 Fire		0.00	136.71	
<a href="#">Z-2PWR1220</a>	Invoice	12/11/2020	Zone 2 Power		0.00	271.24	
<a href="#">Z-3FIR1220</a>	Invoice	12/11/2020	Zone 3 Fire		0.00	15.10	
SCGAS	Southern California Gas Co.		12/11/2020	Regular	0.00	6.02	9482
<a href="#">0347</a>	Invoice	11/30/2020	Office Heat		0.00	6.02	
UAOFSC	Underground Service Alert of So.Ca.		12/11/2020	Regular	0.00	58.75	9483
<a href="#">1120200440</a>	Invoice	12/01/2020	Digalerts		0.00	41.35	
<a href="#">dsb20196660</a>	Invoice	12/01/2020	CA State Fees		0.00	17.40	
USBANK	US Bank Corporate Pmt. System		12/11/2020	Regular	0.00	1,209.95	9484
<a href="#">AWWA1113</a>	Invoice	11/13/2020	Compensation Survey		0.00	108.50	
<a href="#">CSDA1105</a>	Invoice	11/05/2020	Sexual Harrassment Trainings		0.00	55.00	
<a href="#">HDSUPPLY1116</a>	Invoice	11/16/2020	Traffic Cones, Fire Hoses, Hard Hat, etc.		0.00	752.46	
<a href="#">HDSUPPLY11162</a>	Invoice	11/16/2020	Sockets		0.00	206.74	
<a href="#">LALOS1113</a>	Invoice	11/13/2020	Lunch		0.00	30.46	
<a href="#">LOGMEIN1116</a>	Invoice	11/16/2020	Remote Meetings		0.00	5.00	
<a href="#">LOGMEIN1116-2</a>	Invoice	11/16/2020	Remote Meetings		0.00	10.00	
<a href="#">OV1106</a>	Invoice	11/06/2020	Truck Wash		0.00	15.00	
<a href="#">PRIME112020</a>	Invoice	11/20/2020	Membership		0.00	13.93	
<a href="#">VONS1101</a>	Invoice	11/01/2020	Toilet Paper		0.00	12.86	
VERIZON	Verizon Wireless		12/11/2020	Regular	0.00	318.80	9485
<a href="#">9867922715</a>	Invoice	11/26/2020	Cell Phones		0.00	318.80	



## Check Report

Date Range: 11/16/2020 - 12/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
WRIGHT EXP	WEX Bank	11/20/2020	Regular	0.00	800.00	9462
<u>111520</u>	Invoice	11/15/2020	Fuel	0.00	800.00	

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	35	0.00	29,033.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	17,291.43
EFT's	0	0	0.00	0.00
	<b>90</b>	<b>44</b>	<b>0.00</b>	<b>46,324.53</b>

PR \$43,105.68

Meiners Oaks Water District

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

Expenditures	Month of November	Year To Date	Budget Approp	Approp Bal 11/30/20	Current December	Approp FY Bal To Date
Salaries	44,687.93	217,666.21	575,000.00	357,333.79	-	357,333.79
Payroll Taxes	3,398.49	16,917.42	60,000.00	43,082.58	-	43,082.58
Retirement Contributions	5,143.73	26,543.65	51,000.00	24,456.35	-	24,456.35
Group Insurance	8,642.57	43,195.42	86,000.00	42,804.58	-	42,804.58
Company Uniforms	-	197.08	2,500.00	2,302.92	-	2,302.92
Phone Office	777.56	3,860.32	9,000.00	5,139.68	-	5,139.68
Janitorial Service	415.73	2,684.09	5,000.00	2,315.91	-	2,315.91
Refuse Disposal	283.84	1,419.20	3,400.00	1,980.80	-	1,980.80
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	-	965.02	10,000.00	9,034.98	-	9,034.98
Truck Maintenance	1,594.85	2,282.99	3,500.00	1,217.01	-	1,217.01
Office Equip. Maintenance	441.01	1,589.57	5,000.00	3,410.43	-	3,410.43
Cell Phones	318.80	1,612.53	4,500.00	2,887.47	-	2,887.47
System Maintenance	2,703.51	50,199.95	75,000.00	24,800.05	355.61	24,444.44
Safety Equipment	752.46	1,688.94	3,000.00	1,311.06	-	1,311.06
Laboratory Services	864.00	5,559.37	11,000.00	5,440.63	170.00	5,270.63
Membership and Dues	-	7,145.00	8,000.00	855.00	-	855.00
Printing and Binding	-	183.98	3,500.00	3,316.02	-	3,316.02
Office Supplies	520.19	3,845.91	5,000.00	1,154.09	-	1,154.09
Postage and Express	810.84	5,325.92	10,000.00	4,674.08	-	4,674.08
B.O.D. Fees	750.00	6,400.00	15,000.00	8,600.00	-	8,600.00
Engineering & Technical Services	730.00	7,824.71	50,000.00	42,175.29	-	42,175.29
Computer Services	2,830.42	5,496.48	17,000.00	11,503.52	493.39	11,010.13
Other Prof. & Regulatory Fees	333.74	1,062.63	40,000.00	38,937.37	118.75	38,818.62
Public and Legal Notices	-	1,785.79	2,000.00	214.21	-	214.21
Attorney Fees	1,954.00	58,512.92	75,000.00	16,487.08	1,592.50	14,894.58
GSA Fees	-	9,848.22	50,000.00	40,151.78	-	40,151.78
VR/SBC/City of VTA Law Suit	4,551.75	13,987.70	75,000.00	61,012.30	-	61,012.30
State Water	-	-	20,000.00	20,000.00	-	20,000.00
Audit Fees	-	-	25,000.00	25,000.00	-	25,000.00
Small Tools	206.74	1,109.91	3,000.00	1,890.09	-	1,890.09
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Water Purchase	6,760.92	7,102.88	75,000.00	67,897.12	-	67,897.12
CMWD Standby Charges	3,020.87	9,808.60	20,000.00	10,191.40	-	10,191.40
Treatment Plant	-	4,263.54	20,000.00	15,736.46	-	15,736.46
Fuel	800.00	3,778.62	13,000.00	9,221.38	-	9,221.38
Travel Exp./Seminars	85.46	535.46	2,000.00	1,464.54	-	1,464.54
Utilities	166.15	1,489.21	3,500.00	2,010.79	110.92	1,899.87
Power and Pumping	1,567.73	1,567.73	80,000.00	78,432.27	1,029.39	77,402.88
Meters	-	-	10,000.00	10,000.00	-	10,000.00
<b>Total Expenditures</b>	<b>95,113.29</b>	<b>581,208.14</b>	<b>1,586,400.00</b>	<b>1,005,191.86</b>	<b>3,870.56</b>	<b>1,001,321.30</b>
<b>Water Distribution System</b>	-	-	-	-	-	-
Automating Fairview Conn. Design	-	-	-	-	-	-
Well 8 Nitrate Removal/Blending	-	-	5,000.00	5,000.00	-	5,000.00
4 Valve Replacements/Deadends	-	-	-	-	-	-
Relocate 6" Main for Z-2	-	155,050.00	150,000.00	(5,050.00)	-	(5,050.00)
El Sol to Lomita Tie-In Engineering	-	-	5,000.00	5,000.00	-	5,000.00
Repairs to Meiners Rd. 80K Gallon Tank	-	20,013.74	50,000.00	29,986.26	-	29,986.26
<b>Structures and Improvements</b>	-	-	-	-	-	-
T.P. Final Eng. 100% Design	-	-	50,000.00	50,000.00	-	50,000.00
Treatment Plant Set-Aside Fund	-	-	-	-	-	-
<b>Vehicles</b>	-	-	-	-	-	-
1 Ton Service Truck	-	-	75,000.00	75,000.00	-	75,000.00
<b>Furniture and Fixtures</b>	-	-	-	-	-	-
General Managers Desk	-	-	2,500.00	2,500.00	-	2,500.00
<b>Office Machines</b>	-	-	-	-	-	-
New Meter Reading Handhelds/Software	-	-	6,000.00	6,000.00	-	6,000.00
<b>Field Equipment</b>	-	-	-	-	-	-
Leak Detector	-	-	2,500.00	2,500.00	-	2,500.00
Vibraplate	-	-	-	-	-	-
Welder for New Truck	-	-	-	-	-	-
Air Compressor for New Truck	-	-	-	-	-	-
Crane for New Truck	-	-	-	-	-	-
<b>Appropriations for Contingencies</b>	-	-	100,000.00	100,000.00	-	100,000.00
<b>Total CIP Spending</b>	-	<b>175,063.74</b>	<b>446,000.00</b>	<b>270,936.26</b>	-	<b>270,936.26</b>
<b>GRAND TOTAL</b>	<b>95,113.29</b>	<b>756,271.88</b>	<b>2,032,400.00</b>	<b>1,276,128.12</b>	<b>3,870.56</b>	<b>1,272,257.56</b>



### Report of Income as of 11/30/2020

<b>Income</b>	<b>Month of November</b>	<b>Year To Date</b>	<b>Budget Approp</b>	<b>Approp Bal 07/31/19</b>
Interest	1,691.17	11,511.32	--	11,511.32
Taxes	4,677.04	5,650.13	--	5,650.13
Pumping Charges	493.14	2,292.64	--	2,292.64
Fire Protection	188.50	965.05	--	965.05
Meter & Inst. Fees	--	--	--	--
Water Sales	74,759.67	370,433.48	655,040.00	284,606.52
<sup>1</sup> Casitas Water/Standby	20,097.95	23,566.56	--	23,566.56
MWAC Charges	53,247.51	278,894.20	770,915.00	492,020.80
MCC Chg.	6,508.30	31,985.50	113,329.00	81,343.50
<sup>2</sup> Misc. Income	803.36	6,910.06	--	6,910.06
Late & Delinquent Chgs.	--	147.09	--	147.09
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	10,098.03	50,667.15	--	50,667.15
	--	--	--	--
		--	--	--
		--	--	--
<b>TOTAL INCOME</b>	<b>172,564.67</b>	<b>783,023.18</b>	<b>1,539,284.00</b>	<b>756,260.82</b>

Note:

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

<sup>2</sup> This line item could includes 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
<b>CIP</b>		\$154,261.24	\$16,279.50	\$13,050.00	\$1,487.20	\$0.00								\$185,077.94	\$446,000.00	41.50%
<b>Expenditures</b>	Budgeted	\$174,836.70	\$91,562.44	\$131,154.11	\$125,448.34	\$95,113.29								\$618,114.88	\$1,586,400.00	38.96%
	Unbudgeted	\$0.00	\$8,527.00	\$0.00	\$4,160.00	\$0.00								\$12,687.00	\$100,000.00	12.69%
<b>Income</b>		\$156,105.31	\$134,454.05	\$147,801.50	\$172,097.65	\$172,564.67								\$783,023.18	\$1,734,284.00	45.15%
<b>Reserves</b>		\$1,699,776.13	\$1,557,065.92	\$1,557,363.70	\$1,560,505.69	\$1,566,834.41										

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%



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**WELL & PUMP SERVICE SINCE 1952**

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*Serving Southern California and Central Coast*

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

November 18, 2020

*Attn: Mr. Mike Hollebrands*

**Subject: Update on Well #1 Investigation associated with Gravel Production (GPC Job Number 81174)**

General Pump Company (GPC) has conducted a “Dynamic Video” with the pump in operation. GPC has also removed the pump and conducted a side scan video log of the well.

**Background and Relative information:**

- (1) The SST 8” Liner was installed in 2018.
- (2) The recent “Dynamic-Video” indicated a “Hole” may be present at 43.8-feet Below top of casing (BTC)
- (3) Side scan of well indicated gravel is present in the screen area of 43.8-feet, with one area of orientation and not on a full circumference. No apparent hole in the screen was found. Gravel was also lodged in the screen at 59-feet.
- (4) The down hole video terminated at 63.3-feet in hard material. The well liner was constructed to be 65-feet. As a result, 1.7 feet of fill is obstructing the bottom of the casing from view and inspection.
- (5) The pump inlet is located at 54-feet with a total plump length of 57-feet. Roughly 2-feet above the screen section that is showing gravel in it at 59-feet depth.
- (6) Upon removal of the pump, a hole in the column pipe was found at roughly 43-feet, just below the pipe coupling. The coupling has evidence it was laying against the screen rods.

**Summary conclusions:**

- (A) The first thought is that the hole is the column began the issue. The pipe coupling is steel and was laying against the stainless-steel screen. This may have created an electrolysis condition of corrosion due to dissimilar metals. Once the hole formed, the jetting action began jetting the gravel pack into the screen and created a “turbulent” condition allowing the gravel to toss around and ultimately work through the screen.
- (B) One optional possibility may be that the bottom of the casing is the source of gravel below the 63.3’ depth the camera could reach. If there is a hole, the gravel could be coming up the well and into the pump and the hole in the column is jetting the gravel into the screen and possibly still creating a turbulent condition.



**Action Items:**

- (I) Line swab the well to see if we can cause the well to add more fill material to the bottom of the well.
- (II) Install 4" diameter airlift pipe to the bottom of the well and airlift pump the well. At the same time, have the micro-camera in the well and see if (1), we can witness any production of gravel from the bottom of the well or (2), confirm the bottom is sound and attempt to locate the gravel source somewhere else.

**Other items for discussion:**

The well liner is stainless steel and the current pump column is steel. It is conceivable that the contact of the two different metals in the well is creating an electrolysis/corrosive environment and should be remedied by replacing the column with stainless steel.

The bowl assembly portion of the pump has sustained damage due to pumping the gravel. Suggest replacing the pump end of the pump and reuse the motor and cable.

The estimated cost to swab, then airlift with the Dynamic Video is as follows:

**Shop Time**

- Load-Unload materials and equipment as needed. 10 Hours
  - Engineering support 10 Hours Included
- 10 Hours Total Estimated Shop Labor @ \$109.00/Hour*      **\$1,090.00****

**Field Labor**

- Install line swab and swab for 6 hours.
  - Install 4" pipe and air to airlift bottom while doing dynamic video.
  - Conduct Dynamic Video
  - Overtime/man hour >8 weekdays and Saturdays up to 8 hours
- 18 Hours 3 Man crew and equipment @ \$499.00/Hour      \$8,982.00  
Conduct Dynamic Video at Lump Sum Fixed Price \$1,950.00      \$1,950.00  
0 Hours Overtime at \$66.00 per man Hour      \$0.00
- Total Field Labor*      **\$10,932.00****

**Materials/Rentals (Non-Taxable):**

- Rental of Air Compressor      \$882.00
- Total Materials/Rentals (Non-Taxable)*      **\$882.00****

**Materials/Rentals (Taxable):**

- Fuel For Air Compressor      \$182.00
- Electrical materials for connections      \$137.00
- Miscellaneous consumables including fittings, tape, banding etc.      \$228.00
- Estimated Tax      \$39.66

***Total Materials/Rentals (Taxable)*      **\$586.66****

***Total Estimated Services*      **\$13,490.66****



In addition to the additional investigation and possible solutions for the well gravel issue. It is conceivable that the pump end of the pump should be replaced, and the column should be changed to Stainless Steel construction to eliminate the risk of electrolysis in the well environment.

The estimate cost to upgrade the column piping and replace the bowl is as follows:

**Shop Time**

- |  |          |          |
|--|----------|----------|
| • Load-Unload materials and equipment as needed. |          | 20 Hours |
| • Engineering support                            | 10 Hours | Included |

***10 Hours Total Estimated Shop Labor @ \$109.00/Hour*** ***\$2,180.00***

**Field Labor**

- Re-Install Pump, Column, Discharge head and Motor.
- Connect Pumping equipment to power supply, start and test pump
- Overtime/man hour >8 weekdays and Saturdays up to 8 hours

8 Hours 3 Man crew and equipment @ \$499.00/Hour	\$3,992.00
4 Hours 2 Man crew and equipment @ \$280.00/Hour	\$1,120.00
0 Hours Overtime at \$66.00 per man Hour	\$0.00
<b><i>Total Field Labor</i></b>	<b><u><i>\$5,112.00</i></u></b>

**Materials/Rentals (Taxable):**

- |  |            |
|--|------------|
| • Replacement Pump end (Normal Cost \$3,870.00)                    | \$0.00     |
| • Replacement 4" X 50' Stainless Steel Riser Pipe with couplings   | \$3,401.00 |
| • Miscellaneous consumables including fittings, tape, banding etc. | \$365.00   |
| • Estimated Tax  | \$553.61   |

***Total Materials/Rentals (Taxable)*** ***\$4,319.61***

***Total Estimated Services*** ***\$11,611.61***

***Total Combined Estimated Services*** ***\$25,102.27***

Please let us know if there is any additional information needed or questions about the above report and if anyone would like to visit our facility to see the equipment firsthand.

Best Regards

*Ray Reece*  
General Manager



## MEINERS OAKS WATER DISTRICT

November 18, 2020

### Request for Proposal

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### Water Treatment Plant Final Design

#### 1. Introduction

Meiners Oaks Water District seeks to hire a qualified engineering consulting firm to prepare the final design of a small, replacement filtration plant to treat well water from MOWD's Wells No. 1 and 2. The final design shall include plans and specifications completed at the 100% level and ready for use as a basis for receiving bids from contractors, followed by construction of the project. In addition to information on the engineering firm's qualifications, a cost proposal for the final design work is requested. This Request for Proposal (RFP) provides background information and a proposed scope of work for the project.

A preliminary design of the filtration plant has already been completed to the 35% level. That work was completed by Water Resource Engineering Associates (WREA). Those plans are available for review. MOWD's initial approach is to issue this RFP to WREA as a request for a sole source proposal for the final design work. If the proposal is approved by MOWD's Board of Directors, then an agreement with WREA, including any subconsultants, would be negotiated for the work. If WREA's proposal is not accepted by the Board, this RFP would be revised and sent to other qualified firms to solicit proposals from them.

If selected, WREA would serve as the prime consultant under direct contract to MOWD. WREA may subcontract parts of the work to qualified subconsultants or subcontractors.

#### 2. About MOWD

Meiners Oaks Water District is a public agency with a 5-member elected board of directors. It is a special district established in 1949 under Section 30000 of the California Water Code, known as the "county water district law."

MOWD serves approximately 4,200 people through about 1,280 service connections. Though most water is for residential use, MOWD serves some commercial customers and agriculture. Before the current drought, MOWD delivered about 1,020 AF per year. Due to changes in water use in response to drought, recent deliveries have been around 700 AF/year.

MOWD is a resale agency of Casitas Municipal Water District, and has two metered connections to their water system.

### **3. Summary of MOWD's Water System**

MOWD's water system consists of a grid of 4" – 16" water mains in the vicinity of Meiners Oaks. 1.7 million gallons of storage is provided by three above-ground steel storage tanks located on a high point to the northwest of the District. Water main pressure is established by the water levels in those tanks.

MOWD receives most of its water from four wells located in the Ventura River bottomland: Wells No. 1, 2, 4 and 7 have a combined capacity of 1,300 gpm when the aquifer is full. The wells pump directly into the distribution system and its water mains. The SCADA system turns wells on or off as required to maintain water levels in the storage tanks.

A fifth well, Well No. 8, has a nominal capacity of 330 gpm, and has been used by MOWD as a potable supply from time to time. However, it is seldom used nowadays because its water usually exceeds the drinking water standards for nitrate, especially during dry periods.

There are two small, higher pressure zones that supply a limited number of customers at higher elevations.

Disinfection of MOWD's water is provided by chlorine gas, injected at the wells. The District uses 150-lb cylinders. Casitas MWD provides a backup water supply that is disinfected with chloramines. At present there is no consistent way to blend the two supplies before distribution.

### **4. Project Need**

After the passage of the California Surface Water Treatment Rule (SWTR), particulate analyses were performed on the water pumped by Wells No. 1 and 2. Those wells are located near the Ventura River. Observations through a microscope revealed evidence of microscopic organisms in the water. In the early 1990s, the California Department of Health Services determined that water from Wells No. 1 and 2 was "groundwater under the influence of surface water," and required filtration and disinfection under the SWTR.

In the early 1990s, MOWD installed a pressure filter treatment system at Wells No. 1 and 2, purchased from EPD USA Inc. The plant is nearing the end of its useful life and needs to be replaced. The principal problems with the plant have been caused by the corrosion of steel piping and pressure vessels. The building is also falling apart.

## **5. Project Description**

As presently envisaged, the project would include the following components:

- ◆ A concrete foundation and masonry building.
- ◆ A pressure filtration system supplied by EPD.
- ◆ Connections between the filtration plant inflow piping and the piping from Wells No. 1 and 2.
- ◆ Connections between the filtration plant outflow piping and the water main to Highway 33.
- ◆ Plant piping and appurtenances, including a fire hydrant.
- ◆ Backwash storage tanks and pumps.
- ◆ A chlorination system using 150-lb cylinders of chlorine.
- ◆ Accommodation for future conversion to sodium hypochlorite disinfection.
- ◆ All electrical components and SCADA system components.
- ◆ Connection to SCE's power line, located on a nearby power pole.
- ◆ Site improvements including parking, fencing and a security system.

Please refer to the preliminary design plans (35%) for more information.

## **6. Proposed Contracting Approach.**

Our proposed approach to contracting for this project is summarized below:

A) WREA, if selected, would serve as the prime engineering consultant for the final design. WREA may subcontract with other firms to do specialized work, including electrical design, geotechnical reports, surveying, etc.

B) WREA would prepare technical specifications for the filter plant assembly. The filter plant assembly will be purchased directly from EPD by MOWD, under a separate contract with EPD. EPD will be responsible for preparing plans of the filter plant assembly. EPD will provide interface drawings, dimensions and weights for use by WREA. EPD will supply shop drawings for review by WREA and MOWD. Any expenses by EPD for their design work will be paid by MOWD under the terms of the contract with EPD.

C) The construction of the filter plant project will be awarded to a qualified contractor through a public bid process open to all qualified contractors. WREA will prepare the bid documents, including plans and specifications, for that purpose. Bid



documents will be reviewed by District counsel before issuance. Engineering services to assist with construction bidding are beyond the scope of this RFP.

D) The contractor will construct the building and all site improvements, and install the filter plant assembly delivered by EPD.

E) Bidding assistance, project administration, and construction inspection services will be done by WREA or others under a separate contract with MOWD.

F) Programming of MOWD's SCADA system to incorporate the filter plant will be done by others under a separate contract with MOWD. The work done by others under that contract will include providing input and information needed by the engineer during the final design process.

## **7. Scope of Work**

The consultants' scope of work includes the following tasks, as a minimum:

A) Select or confirm design criteria

Based on information provided by MOWD, select appropriate design criteria for the treatment plant, including but not limited to the following:

- Nominal flow capacity
- Flow range limits
- Design pressures
- Backwash requirements
- Operating scenarios
- Automation requirements

The prime consultant shall provide a design memorandum with this information.

B) Prepare a technical performance specification for the EPD filter plant. Coordinate and collaborate with EPD on this task. The filters are expected to be a two stage pressure filter system with 4 filter vessels in the first stage and 3 filter vessels in the second stage.

C) Assist MOWD with its contract with EPD for the design and purchase of the filter plant assembly. Review interface drawings and any shop drawings prepared by EPD.

D) Perform surveying to locate the treatment plant facilities and confirm District right-of-way at the well site. Prepare topographical mapping for the site plan. Set stakes at the site as necessary to support the design work and site visualization. Existing piping will be potholed by MOWD prior to the survey.

E) Perform a geotechnical investigation and report as necessary to support the foundation design etc.

F) Prepare complete plans and specifications for the filtration plant, including the following:

- Site improvement plans
- Masonry building and foundation plans
- Filter plant assembly location and mounting plan
- Plans of piping and appurtenances
- Electrical and SCADA plans
- Complete specifications and bid documents

G) Work with MOWD to develop a bid itemization table to be used in the bid documents.

H) Prepare an engineer's cost estimate for construction of the project.

I) Attend meetings with MOWD representatives and others, including the following meetings:

- Kickoff meeting with MOWD staff, to be held at the engineer's office.
- Monthly status meetings at the engineer's office.
- Final presentation on the work to MOWD's board of directors, at MOWD.

Depending on the status of COVID-19, some of these meetings may be held by videoconference.

Permitting and environmental work will be done by others under a separate contract.

## **8. Qualifications-Based Selection Process**

WREA is requested to submit a proposal with the following information:

- Information on the primary engineering firm and its expertise
- Resumes of key staff to be assigned to the project, and their roles
- Abstracts of projects completed by the prime consultant that are similar to MOWD's project
- Information on any subconsultants, their qualifications and roles (abstracts not required for subconsultants)
- A tabulation of WREA's rates and fees
- A cost proposal for the final design with a not-to-exceed amount and breakdown (including costs by subconsultants)
- Schedules of rates and fees for subconsultants
- A brief discussion of the schedule to complete the final design
- A summary of the firm's insurance and limits

The proposal should explain any exceptions to the scope of work and RFP.

Based on the firm's qualifications and understanding of our project, MOWD plans to interview WREA. After the interview, the Board may authorize the work and attempt to negotiate an agreement with WREA.

MOWD does not have a standard agreement for engineering services. After the interviews, we would review WREA's standard form of agreement and use that as a starting point for negotiations.

**9. Information to be Provided by MOWD**

The following information will be provided by MOWD to the consultant:

- Plans of Wells No. 1 and 2 and the site facilities
- Assessor's map of the well site
- Wells No. 1 and 2 pump curves
- Pump tests of Wells No. 1 and 2, including specific capacity
- Other information as needed

MOWD is available to find and provide additional information as needed. The proposal should list important additional information needed, if any, that is not listed above.

November 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**

**39.5%**

**Board Committees**

No Committees met this month

**Current Well levels and specific capacity**

Well 1	Nov.	Dec.	Well 2	Nov.	Dec.	Well 4	Nov.	Dec.	Well 7	Nov.	Dec.
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 November 2020	0.00 AF
Total Pumped 2019:	609.61 AF
Total Pumped YTD 2020:	485.71 AF

**Total Sold**

Total Sold for December 2020:	58.61 AF
Total Sold 2019:	563.62 AF
Total Sold 2020:	526.01 AF

**Total Purchased**

Total Purchased from CMWD 2020	128.15 AF
Total Purchased December	58.61 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)

December	2019:	\$ 63,844.61
December	2020:	\$ 74,759.67

**Reserve Funds**

* Balance at the County of Ventura	\$ 1,315,778.65
Total Taxes*	\$ 4,677.04
Total Interest from reserve account#	\$ 1,690.73

**Fiscal Year Total Revenues**

July 1 <sup>st</sup> – November 30 <sup>th</sup>	2019	\$ 658,176.02
July 1 <sup>st</sup> – November 30 <sup>th</sup>	2020	\$ 786,023.18

**Bank Balances**

* LAIF Balance	\$ 229,118.41
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
* Money Market (Mechanics Bank)	\$ 7,621.09
Amount Transferred to Mechanics from County this month	\$ 0.00

Amount Transferred to General Fund from Money Market	\$ 0.00
Monthly Interest received from Money Market	\$ .32
General Fund Balance	\$ 146,931.85
Trust Fund Balance	\$ 16,504.40
* Capital Improvement Fund	\$ 14,316.26
(#) Quarterly Interest from Capital Account	\$ .12
Total Interest accrued	\$ .44

**\* 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 or repaired 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. Conclusions from WREA and Jim and I agree, that fire protection remains unchanged, meaning the tank can be removed. WREA also states that a generator for the lower pump station is required.
- 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.
- Wells –** A video was performed on well 1 and discovered a hole in the pump column, that we believe was caused by dissimilar metals. We have yet to know the origin of the gravel, but we also know that there is about two feet debris at the bottom of the well that we cannot

rule out. A proposal is in your packet from General Pump that we hope will rectify all the issues with well 1.

- **New truck** – We have not taken delivery yet
- **Meter reading system** – We are currently working on this item.
- **RFP for Water Treatment Plant 100% Design** – The RFP for the Water Treatment Plant Final design is in this months packet for your approval.

**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**

<b><u>Type of Repair</u></b>	<b><u>Cause</u></b>	<b><u>Date</u></b>	<b><u>Leak Location</u></b>	<b><u>Contractor</u></b>	<b><u>Amount \$</u></b>
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
Service Leak	Unknown	11/23/2020	205 S. 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

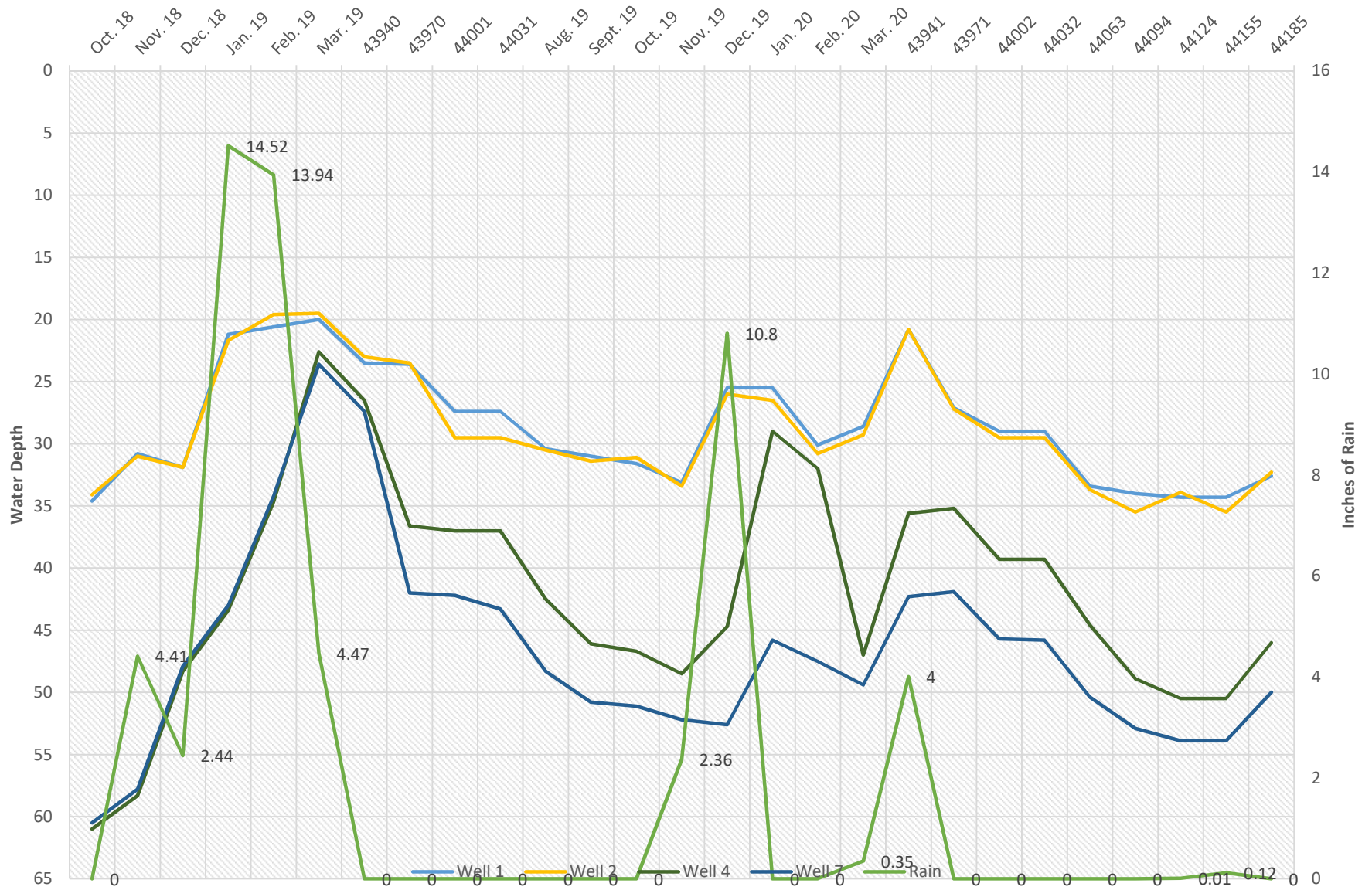
### **Well Drilled Dates & Depths**

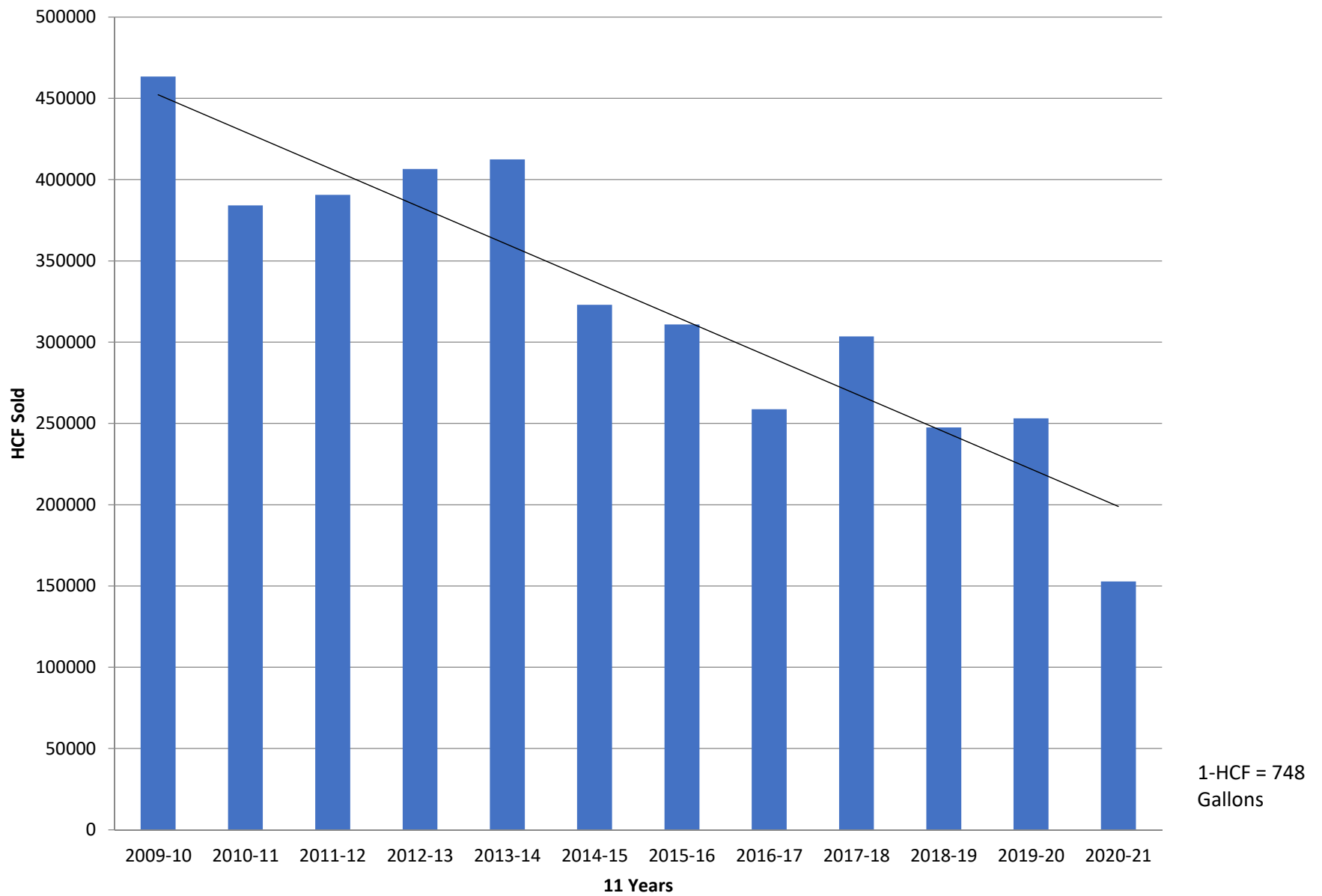
	<b><u>Date drilled</u></b>	<b><u>Drill Depth</u></b>
1. Well # 1	1969	65 feet Rehabilitated 2018
2. Well # 2	1969	110 feet Rehabilitated 2018
3. Well # 4	1969	240 feet (NON-OP.)
4. New well 4	2018	165 feet
5. Well # 7	1961	156 feet
6. Well # 8	1968	144 feet (NON-OP.)

### **Board of Directors**

President – Michel Etchart Re-elected in 2018	Term ends 2022	Long Term
Vice-President – James Kentosh Re-elected in 2018	Term ends 2022	Long Term
Board Member – Larry Harrold Re-elected in 2018	Term ends 2022	Long Term
Board Member – Christian Oakland Elected 2020	Term Ends 2024	Long Term
Board Member – Diana Engle Elected 2016	Term Ends 2024	Long Term

# Static Well Levels and Rainfall





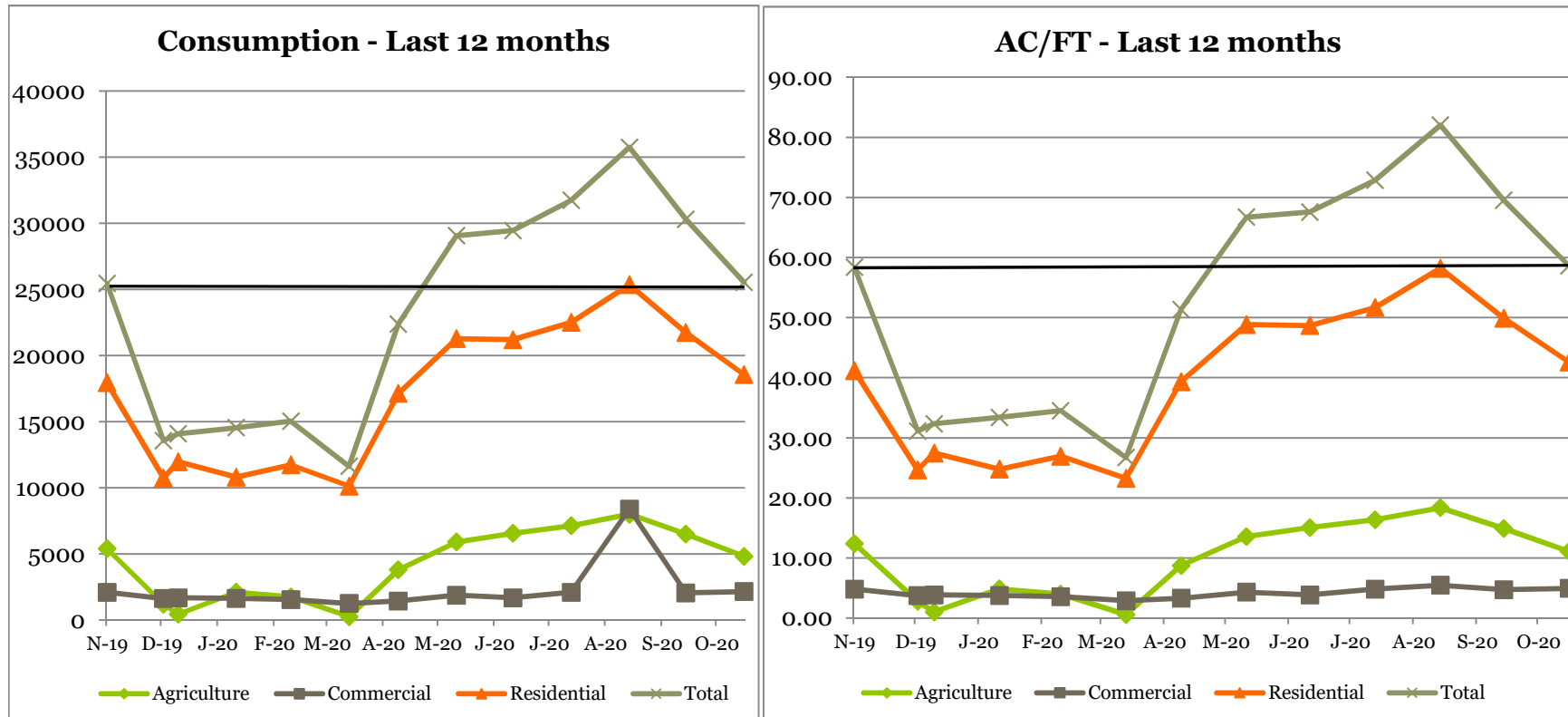
# GM Consumption Report

Billed Consumption for November 2020

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	30	4820	748	11.07
Commercial	56	2157	748	4.95
Residential	1191	18552	748	42.59

<b>Total Consumption</b>	<b>1277</b>	<b>25529</b>	<b>Grand total</b>	<b>58.61</b>
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\*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).

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	4820.00	13.53	8.90	12.40	11.07
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	2157.00	5.70	4.97	4.82	4.95
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	18552.00	39.18	37.43	41.18	42.59
DEC	17147.00	10645.00	10734.00		39.36	24.44	24.64	



## Board Secretary Report

**December 2020**

### 1. Administrative

- a. The annual holiday dinner will not be held this year due to COVID-19. The District Office will be closed on 12/25 & 12/28 in observance of the holiday.

### 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 was noted in October, but it was not sustained into December. Total balances over 4 months = \$5,991.98 compared to \$5,105.29 last month. All customers that are now new in the >4months category are single home residential accounts. CA Utility Commission and CA Executive Orders remain in effect; CSDA Board Secretary query for updates resulted in confirmation that others are seeking the same information, will continue to monitor for official notifications.

Class	#Customers	\$ @>4 mo	Notes
Residential	18	\$4,395.71	>50% of these customers are historically late payers, 8 of the RES accounts have not made a payment in >6 months.
Commercial	1	\$201.28	Last payment made 11/27/2020.
Agriculture	1	\$1,394.99	Ag account is a historically late payer, made pmt 10/2 of \$1,500.00. Total balance due as of 12/10/20: \$2,595.75.

### 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
Nov 20	79	7	\$172,514.41	\$37,554.48	\$6,779.00	\$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 were sent to customers; Field Operators documented irrigation during mid-day hours – next observed violation will result in fine. Sep 50% of SO's were reread 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, individualized customer letters mailed out 11/28-30. Approximately 40 customers have responded to the letters via calls and email. Tyler Technologies is actively working on our billing system allocation templates, currently working on the restructuring of the Drought Surcharge fees based on classification type (monthly v. annual).
- b. Staff Procedures Ad-Hoc Committee – Status quo.
- c. Grants: Nitrate Removal – Status quo.
- d. Meter Reading Handheld – Budget and vendor selection approved and in process.
- e. District Office Check Processing – Mechanic's Bank in-office check processing device, currently under transition, the scanner is in-hand, and we are awaiting training.

#### **5. Complaints & Compliments**

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

**Attachments:** None.