



**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/893021109>

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

**ACCESS CODE:** 893-021-109

*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))*

**January 19, 2021 at 6:00 pm.**

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** December 15, 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:*

**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/
- Personnel Matters

**Regular Agenda (\*\*Reconvene Regular Meeting, Estimated Time 7:00 p.m.\*\*)**

**7. Financial matters**

Approval of Payroll and Payables from December 16, 2020, to January 15, 2021, in the amount of:

Payables – \$ 42,047.10

Payroll – \$ 168,130.02

Total – \$ 210,177.12

**8. Board action and/or discussion**

- Election of the Board Officers. (Etchart/Hollebrands) – No Attachment  
Recommended Action: Elect the President and Vice President of the Board.
- Board Committee Membership. (Etchart/Hollebrands) – Attachment  
Recommended Action: Establish the Board Committee membership.
- Discussion and considerations of Water Quality testing tools for nitrates at Well 8. (Engle) – No Attachment  
Recommended Action: Discuss potential tools and resources for nitrates at Well 8.

**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 February 16, 2021.

Regular Meeting  
December 15, 2020  
6:00 pm

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

## MINUTES

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

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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, Christian Oakland, Larry Harrold, and Diana Engle. Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward and Attorneys, Stuart Nielson, Jeanne Zolezzi, Greg Jones and Cary Quan (closed session only).

**Absent:** None.

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

#### **Approval of November 17, 2020, Regular Meeting minutes:**

Director Kentosh made the motion to approve November 17, 2020, Regular Meeting minutes. Director Harrold seconded the motion.

No public comments.

Kentosh/Harrold

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

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – A

All Ayes – 1 Abstain (Oakland)

M/S/C

### **3. Public Comments**

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

### **4. Elected Officials - Oath of Office**

Mr. Hollebrands congratulated Director Engle on re-election and welcomed newly elected Director Christian Oakland. While on video conference, directors

performed individual oaths, and each signed their respective MOWD Oath of Office forms.

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

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

Payables -	\$ 46,324.53
Payroll -	<u>\$ 43,105.68</u>
Total -	\$ 89,430.21

Director Oakland made the motion to approve the Payroll and Payables from November 16 to December 15, 2020. Director Engle seconded the motion.

#### **No Public Comment**

Oakland/Engle

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

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – Y

All Ayes

M/S/C

**\*\* The Board went into closed session at 6:15 pm \*\***

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

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

**\*\* C.Quan joined the meeting at 6:35 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/

**\*\* J. Zolezzi left the meeting at 6:25 pm\*\***

**\*\* G. Jones left the meeting at 7:13 pm\*\***

**\*\* C.Quan left the meeting at 7:13 pm\*\***

**\*\* The Board adjourned closed session at 7:20 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) Discussion and consider approval of General Pump proposal of \$25,102.27 for rehabilitation work on Well 1. (Hollebrands/R. Reese)**

Mr. Hollebrands introduced the proposal prepared by Mr. Reese of General Pump for Well 1. General Pump has conducted a "Dynamic Video" with the pump in operation and removed the pump, and completed a side-scan video log of the well. Background information and summary conclusions shared that the hole in the column is where the issue began. The pipe coupling is steel and was lying against the stainless steel screen, possibly creating an electrolysis condition of corrosion due to dissimilar metals. After the hole formed, the jetting action hit the gravel pack into the screen, creating a "turbulent" condition allowing gravel to toss around and work through the screen. Another possibility discussed was that there might be a source of gravel below the 63.3' depth, beyond the camera reach.

General Pump recommends replacing the steel column with stainless steel to prevent a corrosive environment; due to damage in the bowl assembly of the pump, replace the pump end, and reuse the motor and cable. The estimated cost to swab, then airlift with Dynamic Video is \$13,490.66. The estimated cost to upgrade the column piping and replace the bowl assembly is \$11,611.61, for a combined estimated total of \$25,102.27.

Directors Engle and Harrold expressed concern regarding the long-term sustainability of Well 1. Mr. Hollebrands agreed that Wells 1 and 2 have been in service since 1969, and as we work towards a new treatment plant for the water pumped by Wells 1 and 2, we should start looking to the future for planning and budget.

Director Engle made the motion to approve the General Pump proposal of \$25,102.27 for rehabilitation work on Well 1. Director Kentosh seconded the motion.

#### **Public Comment:**

Ms. Von Gunten stated the discussion was fascinating and had no comment.

Engle/Kentosh

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

Etchart – Y      Engle – Y      Harrold – Y      Kentosh – Y      Oakland – Y

All Ayes

M/S/C

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

Director Kentosh reviewed the development of this Request for Proposals for Wells 1 and 2 treatment plant design project. WREA performed the 35% design for the treatment plant and has an extensive work history with the District. The

recommendation is to provide an RFP sole-source from WREA; if we choose not to sole-source WREA, we will reissue the RFP to new organizations. Director Oakland requested clarification on the justification for going sole-source, is there a monetary threshold. Attorney Neilson offered that specialized/design/engineering work is not required to go through public bidding; he will research financial thresholds.

Director Kentosh made the motion to approve the sole-source WREA Request for Proposals for Wells 1 and 2 SWTR Filter Replacement Design Project. Director Oakland seconded the motion.

No Public Comments.

Kentosh/Oakland

**Roll Call Vote:**

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

All Ayes

M/S/C

**7. General Manager's Report**

Mr. Hollebrands presented the monthly GM Operations and Maintenance report. The District began purchasing water from Casitas on 9/29/2020. Staff continues to increase the amount of fieldwork they complete each month. Mr. Hollebrands noted that he has not been in the office/district since before Thanksgiving due to having COVID-19, and that he is working with staff remotely until he is cleared to return. The new District service truck has been ordered and is awaiting delivery; once available, the truck will then be taken to get the service bed installed. The new meter reading system transition is underway. Mr. Hollebrands reported that the Southern CA Edison subcontractor crew hit a water line at Hwy 33 and Fairview on 12/14/2020; repairs were completed in-house.

**8. Board Secretary Report**

Ms. Ward presented the monthly Board Secretary report for November 2020. Ms. Ward noted that the District Holiday Dinner would not be held this year due to COVID-19. Staff is currently working with Ms. Fanning on the financial audit for FY19-20. Ms. Ward reviewed the account receivable aging report; despite recent improvements in total balances >4months, we are seeing another increase of delinquent residential customer accounts. The CA Utility Commission has not provided an update on the moratorium on disconnections for non-payment. It is recommended that we continue to offer our customers no late fees and no disconnections due to non-payment at this time. Ms. Ward noted that we experienced a decrease in service orders in November, specifically fewer account turnovers and fewer abnormal consumption re-reads.

The Allocation Program web look-up tool was live in October; bill stuffers went out 10/31, individualized customer letters were mailed 11/28-30. Tyler Technologies

is actively working on creating the billing system allocation templates, specifically the application of the drought surcharge based on account classification. Ms. Ward is currently collecting all waiver requests for consideration by the Allocation Subcommittee. Director Oakland requested clarification on the financial impact of the over-allocation fees based on the new allocations. Director Kentosh reviewed the budget and rate process and schedule, as well as invited Director Oakland to join the subcommittee, as there is now an open Director seat. The new meter reading software and handhelds have been purchased, and as of today, our Beacon Portal Administrator account has been set up, and we are awaiting configuration and training. Mechanics Bank has delivered us the in-office remote deposit check scanner; we are awaiting Bank availability for setup and training.

## **9. Board Committee Reports**

- Executive Committee: No update
- UVRGA: Director Engle reported that the GSA is in the technical phase of the plan, reviewing assumptions and projections. A recent OVN article regarding the UVRGA Public Information Act suit against Casitas Water, entering settlement to receive pumping extraction data that all other purveyors have provided. The data received from purveyors will be used for modeling.
- Allocation Program: Committee met on 12/3, discussed recommended changes to the Allocation Program plan; the changes were decided not to be urgently needed. Director Engle has created a method for addressing customer clarification requests. Ms. Ward will continue to collect waiver requests and provide them to the subcommittee, planned for February.
- 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.
- Water Supplier Partnership: No update.
- Matilija Dam Removal Project: No update.
- Nitrate Removal – CA Wildlife Conservation Grant: No update.

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

Engle: Recently conducted a research project in the Fillmore Basin; there are some helpful water sampling tools for the nitrate issue at Well 8. Ms. Ward to add Well 8 water quality sampling to the next meeting agenda for discussion. Director Engle referred to an email sent to staff regarding a new Federal EPA regulation and



reporting requirement. Mr. Hollebrands and Ms. Ward to provide an update to the Board at the next meeting.

Harrold: Requested an update on the new service truck. Mr. Hollebrands stated that the truck is still pending delivery, the bed will be custom-built and installed.

Kentosh: No report.

Oakland: Thanked everyone for the welcome and that he looks forward to working with everyone.

Etchart: Have a wonderful, safe, and happy holiday!

## **12. Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:55 pm.

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**Board Secretary**

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**Board President**



# Meiners Oaks County Water District, CA

## Check Report

By Vendor Name

Date Range: 12/16/2020 - 01/15/2021

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	AT&T		12/29/2020	Regular	0.00	788.24	9489
<a href="#">01841220</a>	Invoice	12/13/2020	Office Phones		0.00	205.52	
<a href="#">08331220</a>	Invoice	12/19/2020	Office Phones		0.00	582.72	
BADGER	Badger Meter		12/29/2020	Regular	0.00	-6,440.00	9490
BADGER	Badger Meter		12/29/2020	Regular	0.00	6,440.00	9490
<a href="#">1405573</a>	Invoice	12/09/2020	Meter Reading Program		0.00	6,440.00	
BADGER	Badger Meter		01/13/2021	Regular	0.00	3,740.00	9510
<a href="#">1405573-2</a>	Invoice	12/09/2020	Meter Reading Software		0.00	3,740.00	
CALPERS	California Public Employees' Retirement		12/31/2020	Bank Draft	0.00	4,458.40	DFT0001145
<a href="#">INV0001613</a>	Invoice	12/15/2020	Health		0.00	4,458.40	
CALPERS	California Public Employees' Retirement		12/23/2020	Bank Draft	0.00	689.34	DFT0001156
<a href="#">121420</a>	Invoice	12/14/2020	Retired Premium		0.00	689.34	
CALPERS	California Public Employees' Retirement		12/31/2020	Bank Draft	0.00	4,458.32	DFT0001159
<a href="#">INV0001625</a>	Invoice	12/31/2020	Health		0.00	4,458.32	
CAL-STATE	Cal-State		01/13/2021	Regular	0.00	474.18	9511
<a href="#">170648</a>	Invoice	12/31/2020	November Portable Toilet Invoice		0.00	121.36	
<a href="#">172664</a>	Invoice	12/31/2020	November Portable Toilet Invoice		0.00	115.73	
<a href="#">173012</a>	Invoice	12/31/2020	December's Portable Toilet Invoice		0.00	121.36	
<a href="#">174680</a>	Invoice	12/31/2020	December's Portable Toilet Invoice		0.00	115.73	
CMWD	Casitas Municipal Water District		01/13/2021	Regular	0.00	7,073.35	9512
<a href="#">261151220</a>	Invoice	12/31/2020	Fairview Standby		0.00	943.84	
<a href="#">261151220-2</a>	Invoice	12/31/2020	Fairview Purchased Water		0.00	4,892.50	
<a href="#">262001220</a>	Invoice	12/31/2020	Hartmann Allocation		0.00	189.35	
<a href="#">300651220</a>	Invoice	12/31/2020	Tico & La Luna Standby		0.00	1,047.66	
CLEANCO	Cleancoast Janitorial		12/29/2020	Regular	0.00	240.00	9491
<a href="#">1283</a>	Invoice	12/28/2020	December Janitorial		0.00	240.00	
CVTDEP	County of Ventura Transport. Dept.		01/13/2021	Regular	0.00	2,365.00	9513
<a href="#">308005</a>	Invoice	12/29/2020	Admin. Excavation Rider Permit		0.00	1,625.00	
<a href="#">308160</a>	Invoice	12/31/2020	238 S. Pueblo		0.00	370.00	
<a href="#">308163</a>	Invoice	12/31/2020	307 Carrizo		0.00	370.00	
DODGE	Crown Dodge		12/17/2020	Regular	0.00	59,860.23	9486
<a href="#">108265</a>	Invoice	12/16/2020	2021 Dodge Ram Truck 4500		0.00	59,860.23	
DATAP	Dataprose LLC		01/13/2021	Regular	0.00	1,711.44	9514
<a href="#">DP2004561</a>	Invoice	12/31/2020	Bulk Billing and Postage		0.00	1,711.44	
EJHAR	E. J. Harrison Rolloffs, Inc.		12/29/2020	Regular	0.00	283.84	9492
<a href="#">281301220</a>	Invoice	12/13/2020	Office Trash		0.00	64.15	
<a href="#">994261220</a>	Invoice	12/13/2020	3 Yard Dumpster		0.00	219.69	
FAMCON	Famcon Pipe and Supply, Inc		01/13/2021	Regular	0.00	611.33	9515
<a href="#">S100044317.001</a>	Invoice	12/17/2020	Angle Meter Stops/Couplings/Tape		0.00	611.33	
FGLENV	FGL Environmental		12/29/2020	Regular	0.00	85.00	9493
<a href="#">016929A</a>	Invoice	12/18/2020	Samples		0.00	85.00	
FGLENV	FGL Environmental		01/13/2021	Regular	0.00	170.00	9516
<a href="#">017330A</a>	Invoice	12/28/2020	Samples		0.00	85.00	

## Check Report

Date Range: 12/16/2020 - 01/15/2021

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<a href="#">017704A</a>	Invoice	01/12/2021	Samples		0.00	85.00	
FRANKS <a href="#">94821</a>	Frank's Rooter & Pumping Service, Inc. Invoice	01/13/2021 01/05/2021	Regular Jackhammer Asphalt 1150 Rice		0.00 0.00	924.28 924.28	9517
FRED'S <a href="#">129104</a>	Fred's Tire Man Invoice	12/29/2020 12/10/2020	Regular Computer Balance		0.00 0.00	1,200.00 1,200.00	9494
GRAINGER <a href="#">9760029372</a>	Grainger Invoice	01/13/2021 12/31/2020	Regular Bottle Freezing Gel/Red Epoxy Metal Seal		0.00 0.00	135.38 135.38	9518
GUARDIAN <a href="#">INV0001614</a> <a href="#">INV0001626</a>	Guardian Invoice Invoice	12/29/2020 12/15/2020 12/31/2020	Regular Dental Dental		0.00 0.00 0.00	745.44 372.75 372.69	9487
GUARDIAN <a href="#">7690461220</a>	Guardian Invoice	12/29/2020 12/16/2020	Regular Admin. Fee		0.00 0.00	10.00 10.00	9495
HLTHNE <a href="#">61791220</a>	Health Net Life Insurance Company Invoice	12/29/2020 12/08/2020	Regular Life Insurance		0.00 0.00	43.35 43.35	9496
HCS <a href="#">97746</a> <a href="#">98287</a> <a href="#">98288</a>	Herum/Crabtree/Suntag Invoice Invoice Invoice	12/29/2020 12/01/2020 12/01/2020 12/01/2020	Regular SBCK vs VTA SBCK vs VTA SBCK vs VTA		0.00 0.00 0.00 0.00	7,296.87 4,991.65 2,195.55 109.67	9497
INTERSTATE <a href="#">55547468</a>	Interstate Batteries Invoice	01/13/2021 01/08/2021	Regular Z-2		0.00 0.00	53.52 53.52	9519
NEILSON <a href="#">34881220</a>	Law Offices of Lindsay F. Nielson Invoice	12/29/2020 12/10/2020	Regular Attorney Fees		0.00 0.00	60.00 60.00	9498
LGABLER <a href="#">54259</a>	Light Gabler Invoice	01/13/2021 01/07/2021	Regular Consulting		0.00 0.00	210.00 210.00	9520
LIGHTNING <a href="#">11162003A</a>	Lightning Ridge Screen Printing, Inc. Invoice	12/29/2020 12/01/2020	Regular Hoodies		0.00 0.00	107.12 107.12	9499
MOHARD <a href="#">949981</a> <a href="#">950572</a> <a href="#">950758</a> <a href="#">951513</a>	Meiners Oaks Hardware Invoice Invoice Invoice Invoice	01/13/2021 12/10/2020 12/15/2020 12/16/2020 12/22/2020	Regular Ladder Cloth Plumber/Sockets Hose Sprayer/Towels/Bolts & Screws, etc. Marking Paint		0.00 0.00 0.00 0.00 0.00	292.42 243.98 11.07 24.50 12.87	9521
MITEC <a href="#">66585</a>	MiTec Solutions LLC Invoice	12/29/2020 12/15/2020	Regular Splashtop		0.00 0.00	40.00 40.00	9500
MITEC <a href="#">1058180</a> <a href="#">1058208</a> <a href="#">66957</a> <a href="#">66972</a> <a href="#">67046</a>	MiTec Solutions LLC Invoice Invoice Invoice Invoice Invoice	01/13/2021 01/04/2021 01/06/2021 01/01/2021 01/01/2021 01/01/2021	Regular Remote Labor Remote Monthly Maintenance Domain Email Exchange/Web Hosting Off Site Back Up		0.00 0.00 0.00 0.00 0.00 0.00	810.89 356.25 118.75 80.00 206.89 49.00	9522
NCK&K <a href="#">2977</a>	Nelson Comis Kettle & Kinney, LLP Invoice	01/13/2021 01/05/2021	Regular Attorney Fees		0.00 0.00	1,332.50 1,332.50	9523
OFFDEP <a href="#">141489795001</a> <a href="#">141525831001</a>	Office Depot Invoice Invoice	12/29/2020 12/08/2020 12/08/2020	Regular Calendars Calendar		0.00 0.00 0.00	139.38 96.49 42.89	9501
OILELE <a href="#">2030720</a>	Oilfield Electric Company, Inc. Invoice	12/29/2020 12/16/2020	Regular Electrician for Pumps		0.00 0.00	1,942.00 1,942.00	9502

## Check Report

Date Range: 12/16/2020 - 01/15/2021

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
OBC <a href="#">15779</a>	Ojai Business Center, Inc. Invoice	12/31/2020	01/13/2021 Bulk Mailing	Regular	0.00 0.00	1,046.35 1,046.35	9524
PATHIAN <a href="#">INV0001616</a> <a href="#">INV0001628</a>	Pathian Administrators Invoice Invoice	12/15/2020 12/31/2020	12/29/2020 HSBS HSBS	Regular	0.00 0.00 0.00	142.08 71.05 71.03	9488
PATHIAN <a href="#">120920</a>	Pathian Administrators Invoice	12/09/2020	12/29/2020 Vision	Regular	0.00 0.00	60.65 60.65	9503
POWER <a href="#">W44043</a> <a href="#">W44045</a> <a href="#">W44287</a>	Power Machinery Center Invoice Invoice Invoice	12/18/2020 12/18/2020 12/21/2020	12/29/2020 Maintenance on Golf Carts Maintenance on Golf Carts Maintenance on Golf Carts	Regular	0.00 0.00 0.00	446.57 94.44 81.40 270.73	9504
POWER <a href="#">W44347</a>	Power Machinery Center Invoice	12/31/2020	01/13/2021 Maintenance on Golf Cart	Regular	0.00 0.00	67.68 67.68	9525
PERS <a href="#">INV0001612</a>	Public Employees' Retirement System Invoice	12/15/2020	12/31/2020 457 Withholdings	Bank Draft	0.00 0.00	150.00 150.00	DFT0001144
PERS <a href="#">INV0001615</a>	Public Employees' Retirement System Invoice	12/15/2020	12/31/2020 PERS	Bank Draft	0.00 0.00	2,867.70 2,867.70	DFT0001146
PERS <a href="#">INV0001624</a>	Public Employees' Retirement System Invoice	12/31/2020	12/31/2020 457 Withholdings	Bank Draft	0.00 0.00	150.00 150.00	DFT0001158
PERS <a href="#">INV0001627</a>	Public Employees' Retirement System Invoice	12/31/2020	12/31/2020 PERS	Bank Draft	0.00 0.00	3,050.10 3,050.10	DFT0001160
PERS <a href="#">10000001628539</a>	Public Employees' Retirement System Invoice	01/01/2021	01/13/2021 Unfunded Accrued Liability	Bank Draft	0.00 0.00	2,000.13 2,000.13	DFT0001168
PERS <a href="#">10000001628540</a>	Public Employees' Retirement System Invoice	01/01/2021	01/13/2021 Unfunded Accrued Liability	Bank Draft	0.00 0.00	114.45 114.45	DFT0001169
QUINNNTL <a href="#">16148901</a>	Quinn Rental Services Invoice	12/08/2020	12/29/2020 Backhoe	Regular	0.00 0.00	3,875.55 3,875.55	9505
SCELZI <a href="#">211566</a>	Scelzi Invoice	12/05/2020	12/29/2020 Truck Bed	Regular	0.00 0.00	10,170.50 10,170.50	9506
SCELZI <a href="#">211566-2</a>	Scelzi Invoice	01/12/2021	01/13/2021 Truck Bed	Regular	0.00 0.00	10,170.49 10,170.49	9526
SCE <a href="#">OFFELE0121</a> <a href="#">TNKFRM0121</a> <a href="#">WELL1-0121</a> <a href="#">WELL2-0121</a> <a href="#">WELL4&amp;70121</a> <a href="#">WELL80121</a> <a href="#">Z-20121</a> <a href="#">Z-2FIRO121</a> <a href="#">Z-2PWR0121</a> <a href="#">Z-3FIRO121</a>	Southern California Edison Co. Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	01/12/2021 01/12/2021 01/12/2021 01/12/2021 01/12/2021 01/12/2021 01/12/2021 01/12/2021 01/12/2021 01/12/2021 01/12/2021	01/13/2021 Office Electricity Tank Farm Well 1 Well 2 Well 4&7 Well 8 Z-2 Zone 2 Fire Z-2 Power Z-3 Fire	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	956.03 105.15 38.72 74.86 59.95 168.03 113.39 77.20 81.33 223.73 13.67	9527
SCGAS <a href="#">0373</a>	Southern California Gas Co. Invoice	12/30/2020	01/13/2021 Office Heat	Regular	0.00 0.00	77.83 77.83	9528
SWRCB <a href="#">LW-1031572</a>	State Water Resources Board Invoice	12/18/2020	12/29/2020 Water System Annual Fees	Regular	0.00 0.00	7,554.80 7,554.80	9507
TYLER <a href="#">025-320315</a>	Tyler Technologies, Inc. Invoice	12/31/2020	01/13/2021 Subscription Utility Billing	Regular	0.00 0.00	6.70 6.70	9529



## Check Report

Date Range: 12/16/2020 - 01/15/2021

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.	01/13/2021	Regular	0.00	76.90	9530
<a href="#">1220200440</a>	Invoice	01/01/2021	Digalerts	0.00	59.50	
<a href="#">dsb20197293</a>	Invoice	01/01/2021	CA State Fee	0.00	17.40	
USBANK	US Bank Corporate Pmt. System	01/13/2021	Regular	0.00	9,200.34	9531
<a href="#">LOGMEIN121620</a>	Invoice	12/16/2020	Remote Meetings	0.00	10.00	
<a href="#">LOGMEIN121720</a>	Invoice	12/16/2020	Remote Meetings	0.00	5.00	
<a href="#">MRD112420</a>	Invoice	12/01/2020	Meter Reading Device	0.00	3,708.35	
<a href="#">MRD121120</a>	Invoice	12/11/2020	Meter Reading Device	0.00	3,708.35	
<a href="#">PRIME122120</a>	Invoice	12/21/2020	Membership	0.00	13.93	
<a href="#">TAXF120920</a>	Invoice	12/09/2020	Tax Forms	0.00	197.56	
<a href="#">USPS121620</a>	Invoice	12/16/2020	Envelopes	0.00	1,557.15	
VERIZON	Verizon Wireless	01/13/2021	Regular	0.00	333.85	9532
<a href="#">9870042885</a>	Invoice	12/26/2020	Cell Phones	0.00	333.85	
W&B	Wagner & Bonsignore CCE	12/29/2020	Regular	0.00	6,174.90	9508
<a href="#">12-20-185</a>	Invoice	12/01/2020	Analysis of Land Documents	0.00	6,174.90	
W&B	Wagner & Bonsignore CCE	01/13/2021	Regular	0.00	6,747.70	9533
<a href="#">01-21-331</a>	Invoice	01/01/2021	Analysis	0.00	5,621.60	
<a href="#">11-20-998</a>	Invoice	12/01/2020	Analysis	0.00	1,126.10	
WRIGHT EXP	WEX Bank	12/29/2020	Regular	0.00	336.90	9509
<a href="#">69140738</a>	Invoice	12/15/2020	Fuel	0.00	336.90	

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	48	0.00	156,631.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-6,440.00
Bank Drafts	9	9	0.00	17,938.44
EFT's	0	0	0.00	0.00
	<b>99</b>	<b>58</b>	<b>0.00</b>	<b>168,130.02</b>

PR \$42,047.10

Meiners Oaks Water District

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

Expenditures	Month of December	Year To Date	Budget Approp	Approp Bal 12/31/20	Current January	Approp FY Bal To Date
Salaries	42,284.19	259,950.40	575,000.00	315,049.60	-	315,049.60
Payroll Taxes	3,180.15	20,097.57	60,000.00	39,902.43	-	39,902.43
Retirement Contributions	5,340.87	31,884.52	51,000.00	19,115.48	-	19,115.48
Group Insurance	8,985.46	52,180.88	86,000.00	33,819.12	-	33,819.12
Company Uniforms	107.12	304.20	2,500.00	2,195.80	-	2,195.80
Phone Office	788.24	4,648.56	9,000.00	4,351.44	-	4,351.44
Janitorial Service	714.18	3,398.27	5,000.00	1,601.73	-	1,601.73
Refuse Disposal	283.84	1,703.04	3,400.00	1,696.96	-	1,696.96
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	1,714.25	3,997.24	3,500.00	(497.24)	-	(497.24)
Office Equip. Maintenance	-	1,589.57	5,000.00	3,410.43	-	3,410.43
Cell Phones	333.85	1,946.38	4,500.00	2,553.62	-	2,553.62
System Maintenance	9,333.31	59,533.26	75,000.00	15,466.74	977.80	14,488.94
Safety Equipment	-	1,688.94	3,000.00	1,311.06	-	1,311.06
Laboratory Services	340.00	5,899.37	11,000.00	5,100.63	85.00	5,015.63
Membership and Dues	-	7,145.00	8,000.00	855.00	-	855.00
Printing and Binding	1,046.35	1,230.33	3,500.00	2,269.67	-	2,269.67
Office Supplies	365.87	4,211.78	5,000.00	788.22	-	788.22
Postage and Express	3,268.59	8,594.51	10,000.00	1,405.49	-	1,405.49
B.O.D. Fees	850.00	7,250.00	15,000.00	7,750.00	-	7,750.00
Engineering & Technical Services	-	7,824.71	50,000.00	42,175.29	-	42,175.29
Computer Services	540.09	6,036.57	17,000.00	10,963.43	810.89	10,152.54
Other Prof. & Regulatory Fees	14,974.55	16,037.18	40,000.00	23,962.82	5,908.50	18,054.32
Public and Legal Notices	-	1,785.79	2,000.00	214.21	-	214.21
Attorney Fees	1,652.50	60,165.42	75,000.00	14,834.58	1,332.50	13,502.08
GSA Fees	-	9,848.22	50,000.00	40,151.78	-	40,151.78
VR/SBC/City of VTA Law Suit	7,296.87	21,284.57	75,000.00	53,715.43	-	53,715.43
State Water	-	-	20,000.00	20,000.00	-	20,000.00
Audit Fees	-	-	25,000.00	25,000.00	-	25,000.00
Small Tools	243.98	1,353.89	3,000.00	1,646.11	-	1,646.11
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Water Purchase	4,892.50	11,995.38	75,000.00	63,004.62	-	63,004.62
CMWD Standby Charges	2,180.85	11,989.45	20,000.00	8,010.55	-	8,010.55
Treatment Plant	-	4,263.54	20,000.00	15,736.46	-	15,736.46
Fuel	336.90	4,115.52	13,000.00	8,884.48	-	8,884.48
Travel Exp./Seminars	-	535.46	2,000.00	1,464.54	-	1,464.54
Utilities	188.75	1,677.96	3,500.00	1,822.04	105.15	1,716.89
Power and Pumping	1,029.39	1,029.39	80,000.00	78,970.61	850.88	78,119.73
Meters	-	-	10,000.00	10,000.00	-	10,000.00
<b>Total Expenditures</b>	<b>112,272.65</b>	<b>691,913.06</b>	<b>1,586,400.00</b>	<b>894,486.94</b>	<b>10,070.72</b>	<b>884,416.22</b>
<b>Water Distribution System</b>	-	-	-	-	-	-
<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
<b>Structures and Improvements</b>	-	-	-	-	-	-
<i>T.P. Final Eng. 100% Design</i>	-	-	50,000.00	50,000.00	-	50,000.00
<i>Treatment Plant Set-Aside Fund</i>	-	-	-	-	-	-
<b>Vehicles</b>	-	-	-	-	-	-
1 Ton Service Truck	70,030.73	-	75,000.00	75,000.00	10,170.49	64,829.51
<b>Furniture and Fixtures</b>	-	-	-	-	-	-
<i>General Managers Desk</i>	-	-	2,500.00	2,500.00	-	2,500.00
<b>Office Machines</b>	-	-	-	-	-	-
New Meter Reading Handhelds/Software	11,156.70	-	6,000.00	6,000.00	-	6,000.00
<b>Field Equipment</b>	-	-	-	-	-	-
<i>Leak Detector</i>	-	-	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>81,187.43</b>	<b>175,063.74</b>	<b>446,000.00</b>	<b>270,936.26</b>	<b>10,170.49</b>	<b>260,765.77</b>
<b>GRAND TOTAL</b>	<b>193,460.08</b>	<b>866,976.80</b>	<b>2,032,400.00</b>	<b>1,165,423.20</b>	<b>20,241.21</b>	<b>1,145,181.99</b>

### Report of Income as of 12/31/2020

Income	Month of December	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	1,691.07	13,202.39	--	13,202.39
Taxes	94,415.51	100,065.64	--	100,065.64
Pumping Charges	334.13	2,626.77	--	2,626.77
Fire Protection	162.51	1,127.56	--	1,127.56
Meter & Inst. Fees	--	--	--	--
Water Sales	71,385.54	441,819.02	655,040.00	213,220.98
<sup>1</sup> Casitas Water/Standby	34,220.06	57,786.62	--	57,786.62
MWAC Charges	60,691.04	339,585.24	770,915.00	431,329.76
MCC Chg.	6,848.72	38,834.22	113,329.00	74,494.78
<sup>2</sup> Misc. Income	227.61	7,137.67	--	7,137.67
Late & Delinquent Chgs.	201.28	348.37	--	348.37
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	6,848.17	57,515.32	--	57,515.32
	--	--	--	--
		--	--	--
		--	--	--
<b>TOTAL INCOME</b>	<b>277,025.64</b>	<b>1,060,048.82</b>	<b>1,539,284.00</b>	<b>479,235.18</b>

Note:

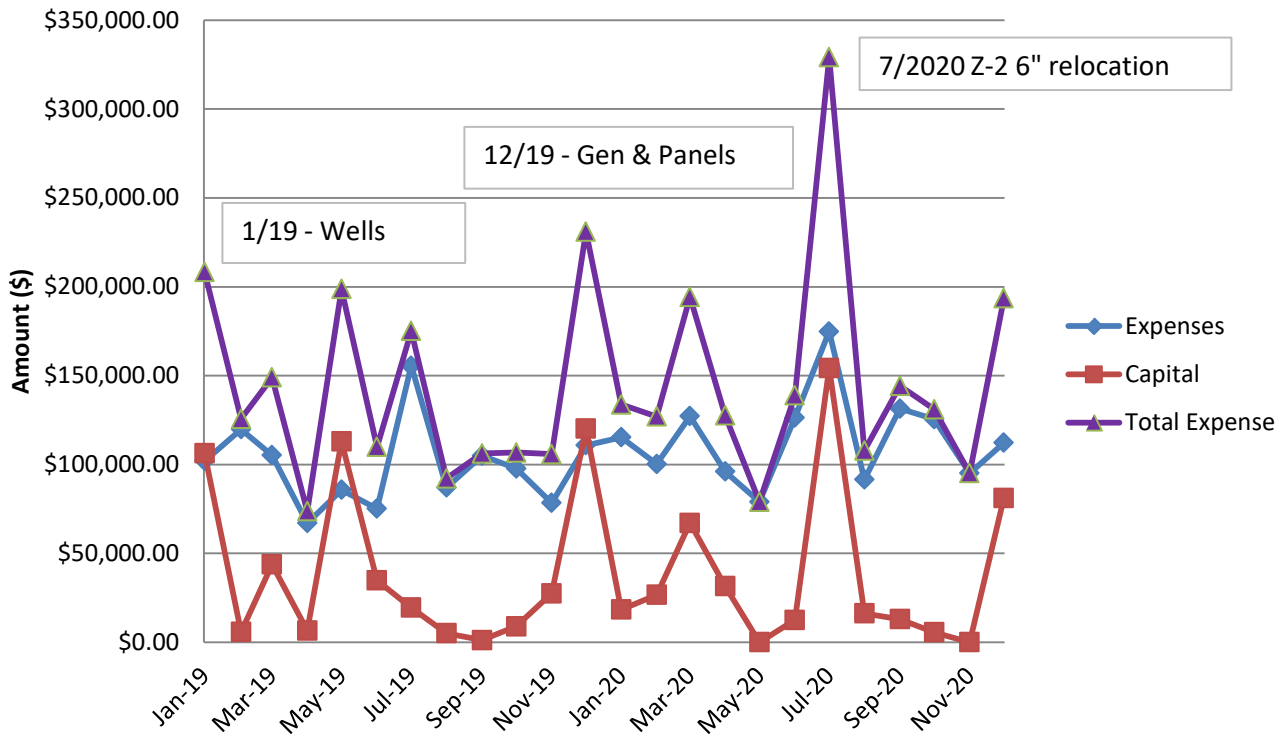
<sup>1</sup> This line item is necessary because these sales are tracked in the expenditures

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

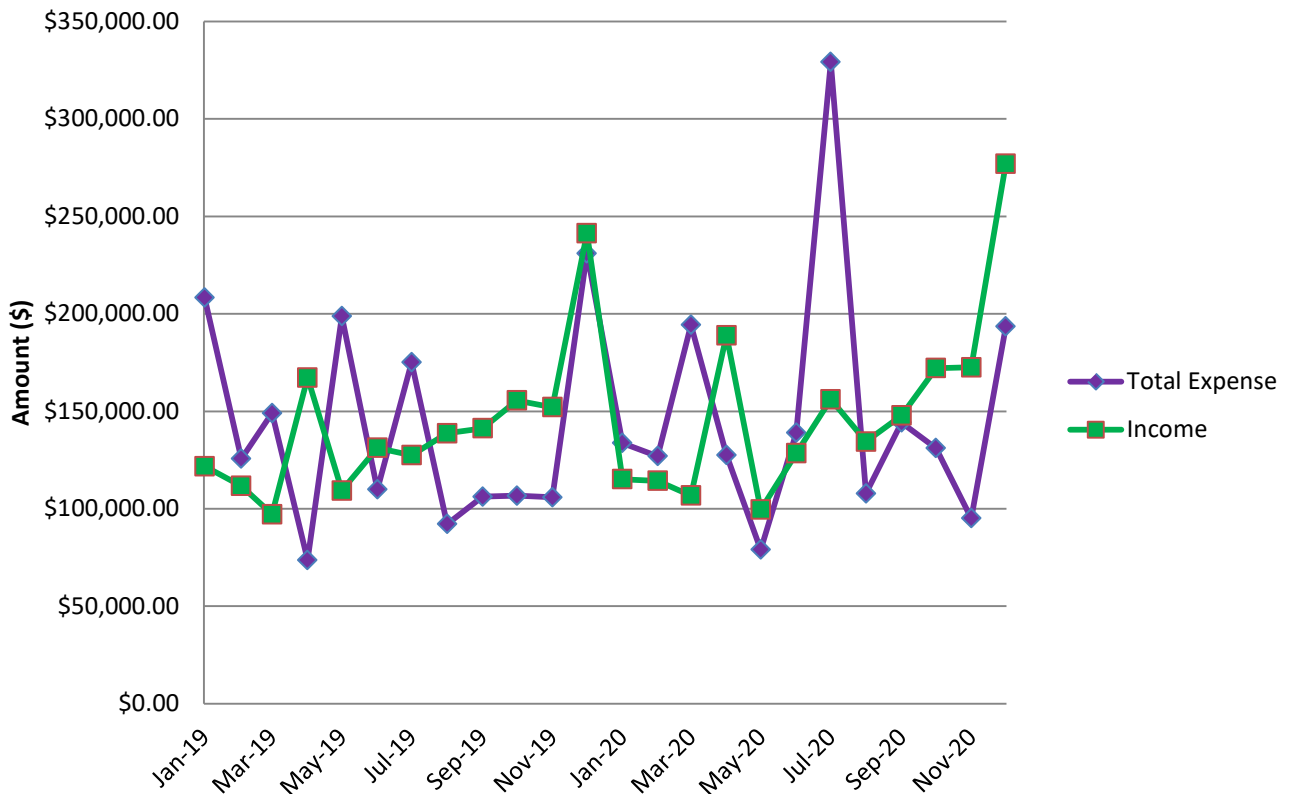
Recycled meters and scrap metal

Employee payments for insurance payouts

## MOWD Monthly Expenses (Rolling 2 Years)



## MOWD Income & Expenses (Rolling 2 Years)





### **Board Committee Membership**

<b>Executive Committee</b> Mike Etchart Jim Kentosh	The executive committee consists of the President and Vice-President of the Board; they will meet and make recommendations to the Board on legal matters, personnel matters with regard to the benefits, and major policy issues.
<b>Budget &amp; Rates</b> Jim Kentosh (Open)	The budget committee will work with the General Manager to prepare and recommend the District's annual budget and proposed water rates. It will also oversee and ensure Prop 218 compliance.
<b>Drought &amp; Allocations</b> Jim Kentosh Diana Engle	The Drought committee will work with the G.M. to develop and recommend policies to the Board to help the District and its customers through all water shortage emergency declarations. Additionally, the committee is responsible for the development and implementation of the District's allocation program.
<b>New Meters &amp; Expansion of Services</b> Jim Kentosh (Open)	The New Meters and Expansion of Services committee will work with the G.M. to develop and recommend policies to the Board to help the District and its customers manage issuance of new meters and services, in relation to current and future conditions.
<b>Emergency Preparedness &amp; Safety</b> Jim Kentosh Larry Harrold	The Emergency Preparedness and Safety committee will work with the G.M. to develop and recommend policies and actions to the Board to help the District and its customers mitigate current and future safety risks.
<b>Staff Procedures</b> Jim Kentosh Mike Etchart	The Staff Procedures committee will work with the General Manager and Board Secretary to prepare and recommend the personnel policies and procedures.

### **Board Representatives:**

<b>UVRGA</b> Diana Engle  Alt: Mike Hollebrands	The GSA committee monitors, reports, and makes recommendations on the GSP and will report to the Board any updates that would pertain to UVRGA. One committee member will serve on the GSA Board and the other as an alternate.
<b>Water Supplier Partnership</b> Jim Kentosh  Alt: Mike Hollebrands	The new Water Supplier Partnership will be a cohort of water purveyors, aimed at improving communication and coordination related to water delivery, conservation and long-term strategies. One committee member will participate in the partnership.
<b>Matilija Dam Removal</b> Mike Hollebrands	The G.M. will participate in the Ventura County Matilija Dam Removal project and report to the Board any updates that would pertain to MOWD.

December 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**

**39.2%**

**Board Committees**

No Committees met this month

**Current Well levels and specific capacity**

<b>Well 1</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Well 2</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Well 4</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Well 7</b>	<b>Dec.</b>	<b>Jan.</b>
<b>Static</b>	<b>34.3'</b>	<b>34.3'</b>	<b>Static</b>	<b>35.5'</b>	<b>35.5'</b>	<b>Static</b>	<b>48.9'</b>	<b>50.5'</b>	<b>Static</b>	<b>53.9'</b>	<b>53.9'</b>
<b>Running</b>	<b>42.0'</b>	<b>42.0'</b>	<b>Running</b>	<b>70.0'</b>	<b>70.0'</b>	<b>Running</b>	<b>97.0'</b>	<b>95.4'</b>	<b>Running</b>	<b>62.7'</b>	<b>62.7'</b>
<b>Drawdown</b>	<b>7.7'</b>	<b>7.7'</b>	<b>Drawdown</b>	<b>36.1'</b>	<b>36.1'</b>	<b>Drawdown</b>	<b>48.1'</b>	<b>48.1'</b>	<b>Drawdown</b>	<b>8.8'</b>	<b>8.8'</b>
<b>Specific Cap.</b>	<b>13.0 gal/ft</b>	<b>13.0 gal/ft</b>	<b>Specific Cap.</b>	<b>3.8 gal/ft</b>	<b>3.8 gal/ft</b>	<b>Specific Cap.</b>	<b>7.3 gal/ft</b>	<b>7.3 gal/ft</b>	<b>Specific Cap.</b>	<b>32.9 gal/ft</b>	<b>32.9 gal/ft</b>

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

**Total Pumped**

Total Pumped for December 2020	0.00 AF
Total Pumped 2019:	609.61 AF
Total Pumped YTD 2020:	485.71 AF

**Total Sold**

Total Sold for December 2020:	69.11 AF
Total Sold 2019:	563.62 AF
Total Sold 2020:	595.12 AF

**Total Purchased**

Total Purchased from CMWD 2020	197.26 AF
Total Purchased December	69.11 AF

December 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)

December	2019:	\$ 79,754.06
December	2020:	\$ 71,385.54

**Reserve Funds**

* Balance at the County of Ventura	\$ 1,411,884.89
Total Taxes	\$ 94,415.51
Total Interest from reserve account#	\$ 1,690.73

**Fiscal Year Total Revenues**

July 1 <sup>st</sup> – December 31 <sup>st</sup>	2019	\$ 899,501.32
July 1 <sup>st</sup> – December 31 <sup>st</sup>	2020	\$ 1,063,048.82

**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)	\$ 7,621.31
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	\$ .22
General Fund Balance	\$ 168,295.43
Trust Fund Balance	\$ 16,540.80
* Capital Improvement Fund	\$ 14,296.69
(#) Quarterly Interest from Capital Account	\$ .12
Total Interest accrued	\$ .34

**\* Accounts considered Liquid Reserves**

### **District Summary/Update**

- **Purchased Water;** The District began purchasing water on 9-28-2020. Amounts purchased are reflected above.
- **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.
- **Wells –** Work on well 1 will start in mid to late February
- **New truck –** We have taken delivery of the new service truck and has been delivered Scelzi Truck Beds in Fresno. Completion time is 10-12 weeks. The truck will need to be picked up in Fresno when completed.
- **Meter reading system –** We are currently working on this item.

- **RFP for Water Treatment Plant 100% Design** – The RFP has been submitted to WREA

**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 = 38 (Zone -2) Out of service 9/15/2020
2. 500k gallon bolted tank was installed in 1973 age = 48 (Put back into service 2011)
3. 500k gallon bolted tank was installed in 2003 age = 18
4. 750k gallon welded tank completed in 2015 age = 6

Life expectancy for a bolted tank is 30 – 40 years

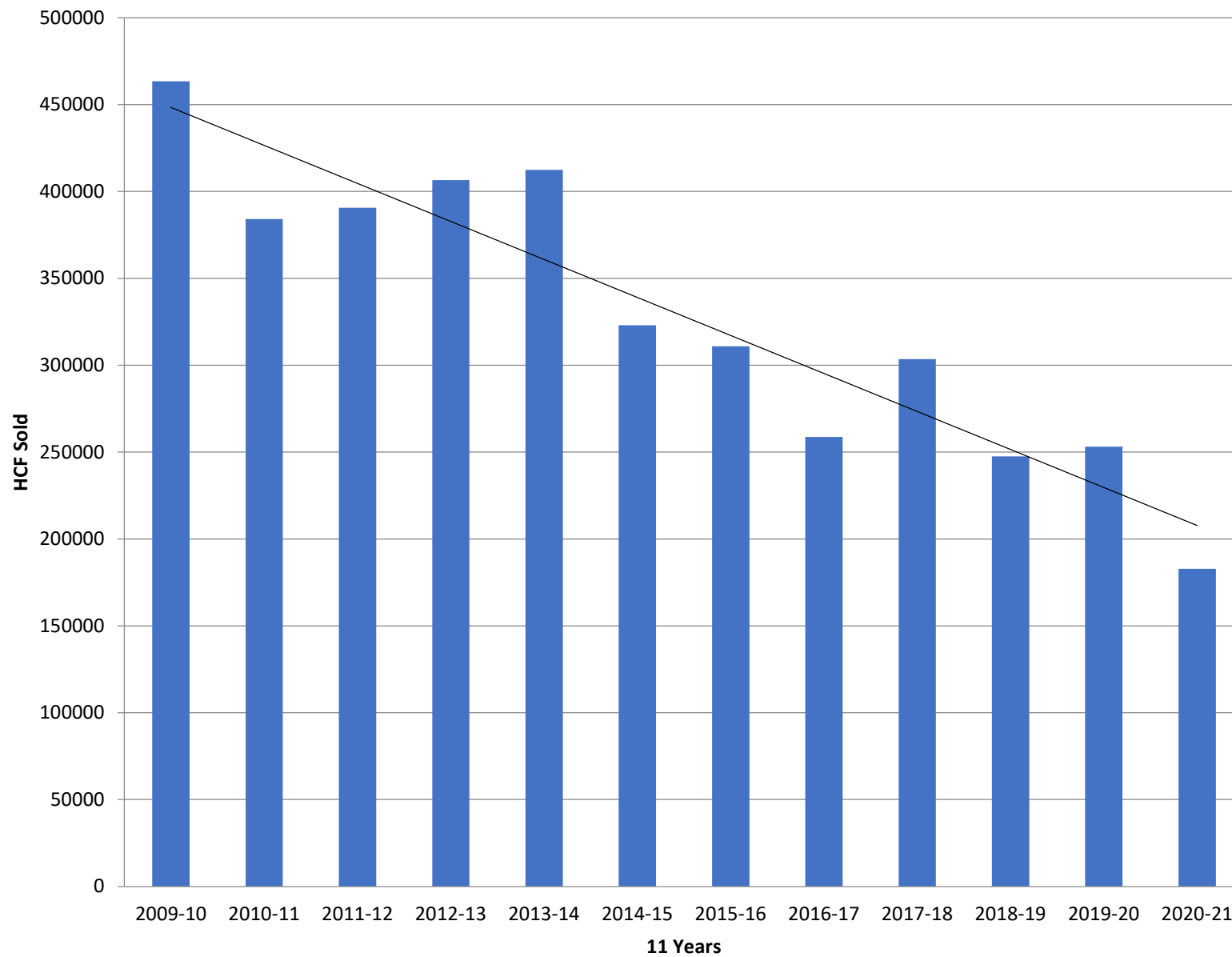
Life expectancy for a welded steel tank 100 years

### **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

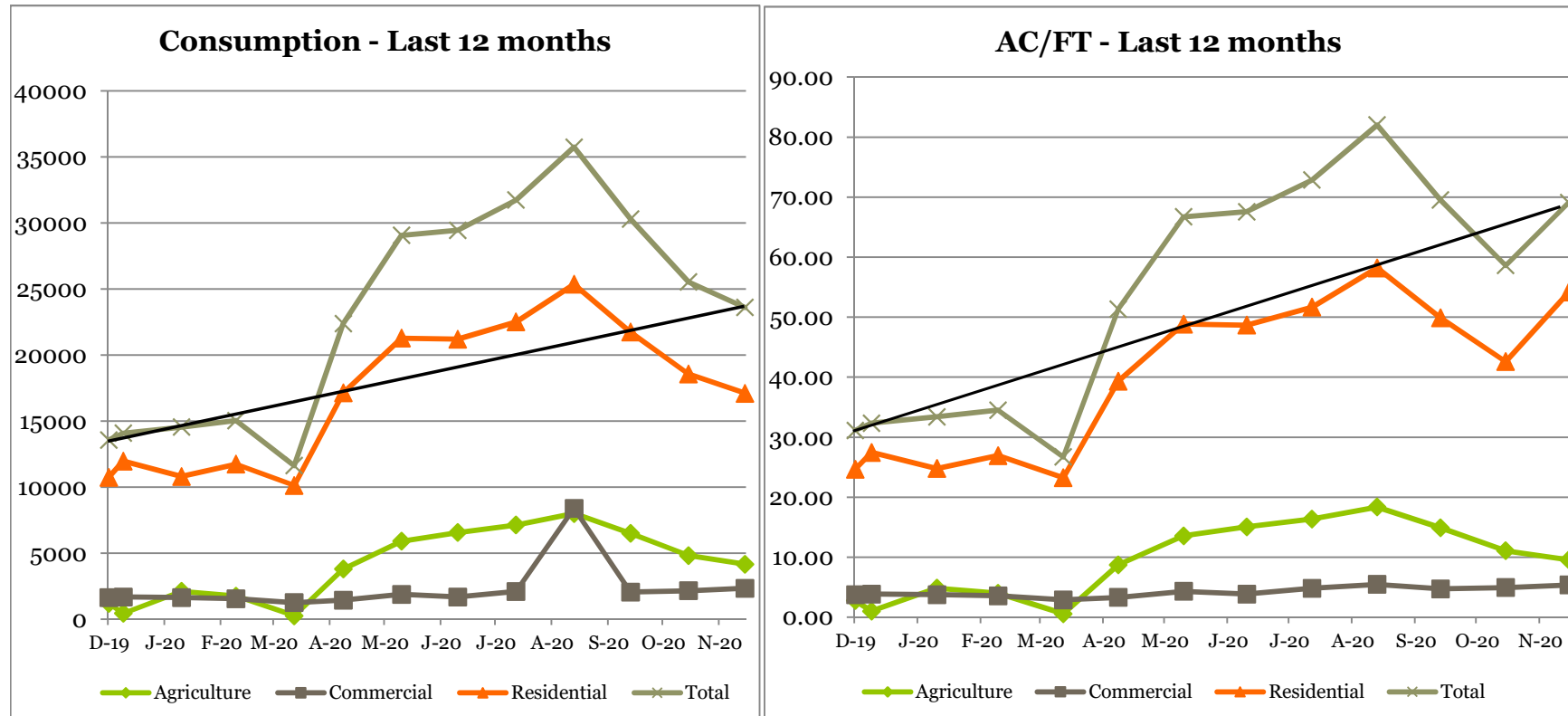


1-HCF = 748  
Gallons



GM Consumption Report				
Billed Consumption for December 2020				
Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	30	4162	748	9.55
Commercial	57	2340	748	5.37
Residential	1191	23602	748	54.18
<b>Total Consumption</b>	<b>1278</b>	<b>30104</b>	<b>Grand total</b>	<b>69.11</b>

\*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	4162.00	15.17	24.44	2.76	9.55

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	2340.00	4.96	4.10	3.73	5.37

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	17100.00	39.36	24.44	24.64	69.11



## Board Secretary Report

January 2021

### 1. Administrative

- a. One year work anniversary for Levi this month!
- b. GM completed the (every 5 year) attestation requirement for EPA America's Water Infrastructure Act of 2018 – involving Risk and Resilience Assessments (RRAs) and Emergency Response Plans (ERPs) on 12/30/2020.

### 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 continues to stay around \$5000. 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	\$ @>3 mo	\$ @>4 mo	Notes
Residential	19	\$2,197.08	\$5,106.07	13 of the RES accounts have not made a payment in >6 months (>4 months = \$1528, >3 months = \$975.
Commercial	0	\$0	\$0	
Agriculture	2	\$714.00	\$687.62	(1) Last pmt 12/30/20 of \$1,000.00 (2) Last pmt 9/18/20 of \$1,253

### 3. Billing/Customer Service

- a. Summary of Billing Statements & Customer Service Orders
- b. Casitas Connection on 9/28/2020; January GM discussions with Casitas regarding meter and billing.

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
Dec 20	74	5	\$130,327.05	\$0	\$5,631.00	\$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 still actively working on our billing system allocation templates, nothing yet available for testing.
- b. Staff Procedures Ad-Hoc Committee – Status quo.
- c. Grants: Nitrate Removal – Quarterly Progress Report & Invoice submitted 1/8/2021.
- d. Meter Reading Handheld – Beacon contract submitted, completed the Tyler Tech PO for integration between handheld and billing system, project team actively working on system configuration, staff training and go live schedule pending vendor.
- e. District Office Check Processing – Mechanic's Bank remote deposit check scanning transition was completed on 1/4/2021, all general and trust fund check deposits are now completed at the office, only cash payments require bank deposit.

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

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

**Attachments:** None.