



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/807620261>

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

ACCESS CODE: 807-620-261

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))

February 16, 2021 at 6:00 pm.

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** January 19, 2021, 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 January 16, 2021, to February 15, 2021, in the amount of:

Payables – \$ 148,627.85

Payroll – \$ 39,829.65

Total – \$ 188,457.50

8. Board action and/or discussion

- a) Discussion and update on the new General Manager recruitment. (Etchart/Kentosh) – No Attachment
Recommended Action: Receive update and discuss recruitment of new GM.
- b) Discussion of temporary re-assignment of General Manager authorities and responsibilities. (Kentosh) - No Attachment
Recommended Action: Discuss interim-GM authority and responsibilities.
- c) Discussion of a possible Mutual-Aid Agreement with Ventura River Water District. (Etchart/Kentosh) – No Attachment
Recommended Action: Discuss possible mutual-aid agreement.
- d) 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.
- e) Resolution 02162021: Recognition of Mike Hollebrands' years of service. (Etchart) – Attachment.
Recommended Action: Adopt Resolution 02162021.

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 March 16, 2021.

Regular Meeting
January 19, 2021
6:00 pm

Meiners Oaks Water District

202 West El Roblar Drive
Ojai, CA 93023-2211
Phone 646-2114

MINUTES

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

1. Call to Order

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

Present: Board President, Mike Etchart, Board Directors, James Kentosh, Christian Oakland, and Larry Harrold. Staff Present: General Manager, Mike Hollebrands, and Attorneys, Stuart Nielson, Jeanne Zolezzi, and Greg Jones (closed session only).

Absent: Director, Diana Engle and Board Secretary, Summer Ward.

2. Approval of the Minutes

Approval of December 15, 2020, Regular Meeting minutes:

Director Kentosh made the motion to approve December 15, 2020, Regular Meeting minutes. Director Oakland seconded the motion.

No public comments.

Kentosh/Oakland

Roll Call Vote:

Etchart – Y Engle – Absent Harrold – Y Kentosh – Y Oakland – A
All Ayes – 1 Absent (Engle)
M/S/C

3. Public Comments

No public present.

**** The Board went into closed session at 6:10 pm ****

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

- State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875
- Meiners Oaks Water District vs Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/
- Personnel Matters

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

Attorney S. Nielson stated that in closed session, the Board discussed personnel matters and current ongoing litigation. No actions were taken during this closed session.

5. Financial Matters

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

Payables -	\$ 168,130.02
Payroll -	\$ 42,047.10
Total -	\$ 210,177.12

Director Kentosh made the motion to approve the Payroll and Payables from December 16 to January 15, 2021. Director Oakland seconded the motion.

No Public Comment

Kentosh/Oakland

Roll Call Vote:

Etchart – Y Engle – Absent Harrold – Y Kentosh – Y Oakland – Y
All Ayes – 1 Absent (Engle)
M/S/C

6. Board Discussion/Actions

a) Election of Board Officers. (Hollebrands/Etchart)

Director Kentosh nominated Director Etchart for Board President for the upcoming year. Director Oakland seconded the motion.

No public comment.

Kentosh/Oakland

Roll Call Vote:

Etchart – Y Engle – Absent Harrold – Y Kentosh – Y Oakland – Y
All Ayes – 1 Absent (Engle)
M/S/C

Director Harrold nominated Director Kentosh for Board Vice President for the upcoming year. Director Oakland seconded the motion.

No public comment.

Harrold/Oakland

Roll Call Vote:

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

All Ayes – 1 Absent (Engle)

M/S/C

b) Board Committee Membership. (Hollebrands/Etchart)

Director Etchart led discussion and reviewed membership of the committees. Recommended membership included:

Budget & Rates: Kentosh/Oakland

Drought & Allocation: Engle/Kentosh

New Meters & Expansion of Services: Kentosh/Oakland

Emergency Management: Harrold/Kentosh

Staff Procedures: Etchart/Kentosh

Director Kentosh made the motion to approve the Board Committee membership. Director Oakland seconded the motion.

No Public Comments.

Kentosh/Oakland

Roll Call Vote:

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

All Ayes – 1 Absent (Engle)

M/S/C

Director Etchart led discussion and reviewed Board Representation on other committees.

UVRGA: Engle/General Manager

Ojai/Ventura Water Partnership: Kentosh/General Manager

Matilija Dam Removal: General Manager

Director Kentosh made the motion to approve the Board Committee membership. Director Oakland seconded the motion.

No Public Comments.

Kentosh/Oakland

Roll Call Vote:

Etchart – Y Engle – Absent Harrold – Y Kentosh – Y Oakland – Y
All Ayes – 1 Absent (Engle)
M/S/C

Staff to update and distribute the Board Committee Membership & Representative table to all Directors.

7. General Manager's Report

Mr. Hollebrands presented the monthly GM Operations and Maintenance report. General Pump is experiencing some delays in scheduling Well #1 work due to COVID and staffing. Ray Reese anticipates General Pump will be out to do work in mid-February. Field repairs continue, concrete work was just completed on El Camino. A customer's representative called to discuss a billing matter, the property transitioned owners 2 years ago, one meter was not locked off during the transition and was not brought into active status under the new ownership. Two years of water use has accrued and retro billing arrangements were discussed. Based on the 2 year period, 238 units were used, the standby fees are \$1200 plus water use fees; the customer was offered a 50% reduction on the standby fees and may come to the Board to request further financial relief.

Casitas notified the District that they had misbilled MOWD since 2019, they failed to capture the last digit on the reads and underbilled by a factor of 10, resulting in an owed balance of about \$100,000. After discussion with Mike Flood, Casitas GM, they are unwilling to adjust off any of their billing error, however, we have 6-9 months to pay the balance; so you will see some increased Casitas payables in the next 6 months. Casitas installed the new meter today, 1/19/2021.

Well levels are unchanged at this time. The new service truck has been taken up to Fresno for bed installation. The work is scheduled to take approximately 12 weeks, the check has been cut and ready for the truck pick up. The service truck crane will need to be added to the next fiscal year budget.

WREA and the MOWD Emergency Management Committee recommend purchasing an additional generator for Meiners Rd; request agenda item for February 2021.

A customer on Meiners Rd was experiencing low to no pressure, which prompted some field assessments by the GM, staff and Byrd Electronics Programmer. The pumps had a 10-12 minute delay, which after adjusting the programming seems to have addressed the pressure issue for this customer.

Proposals for removal of the Meiners Rd tank and line management needs to be agendized for the February 2021 Board meeting.

8. Board Secretary Report

Tabled.

9. Board Committee Reports

- Executive Committee: No update
- UVRGA: No update.
- Allocation Program: No update.
- Budget & Rate Committee: Directors Kentosh & Oakland to schedule meeting.
- 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: Directors Kentosh & Oakland to schedule meeting.

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: No update.

Harrold: No update.

Kentosh: Board of Ojai Sanitation is addressing ADU connection fees and related CA regulations, need to review our draft New Meters & Expansion of Services policy for compliance.

Oakland: No update.

Etchart: We are region 45, and you may start seeing the crews spraying for the Asian Citrus Psyllids.

12. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 7:34 pm.

Board Secretary

Board President



Meiners's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 01/16/2021 - 02/15/2021

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Bank-AP Bank							
AQUA-F 511672447	Aqua-Flo Supply Invoice	01/27/2021	02/10/2021 Marking Flag/Lubricant	Regular	0.00 0.00	22.71 22.71	9556
AT&T 01840121	AT&T Invoice	01/13/2021	01/27/2021 Office Phones	Regular	0.00 0.00	1.03 1.03	9536
AT&T 08330121	AT&T Invoice	01/19/2021	02/10/2021 Office Phones	Regular	0.00 0.00	780.85 780.85	9557
BADGER 1410482 1410935	Badger Meter Invoice Invoice	01/12/2021 01/14/2021	01/27/2021 Meters Meters	Regular	0.00 0.00 0.00	2,550.91 718.37 1,832.54	9537
BOB'S 11321	Bob's Fence Invoice	01/13/2021	01/27/2021 Replaced Loop Detector	Regular	0.00 0.00	350.00 350.00	9538
DRAGANCHUK 237243	Boyd & Associates Invoice	02/01/2021	02/10/2021 Office Alarm	Regular	0.00 0.00	95.85 95.85	9558
BYRD 0102-21	Byrd Industrial Electronics Invoice	01/11/2021	01/27/2021 Remote Labor	Regular	0.00 0.00	1,208.40 1,208.40	9539
CALPERS INV0001637	California Public Employees' Retirement Invoice	01/15/2021	01/31/2021 Health	Bank Draft	0.00 0.00	4,600.91 4,600.91	DFT0001172
CALPERS INV0001649	California Public Employees' Retirement Invoice	01/29/2021	01/31/2021 Health	Bank Draft	0.00 0.00	4,600.91 4,600.91	DFT0001183
CAL-STATE 177060	Cal-State Invoice	01/25/2021	01/27/2021 Portable Toilet	Regular	0.00 0.00	115.73 115.73	9540
CAL-STATE 175107 177533	Cal-State Invoice Invoice	01/02/2021 01/30/2021	02/10/2021 Portable Toilet Portable Toilet	Regular	0.00 0.00 0.00	242.72 121.36 121.36	9559
CMWD 261150121 261150121-2 261150121PP 262000121 300650121	Casitas Municipal Water District Invoice Invoice Invoice Invoice Invoice	01/29/2021 01/29/2021 02/04/2021 01/29/2021 01/29/2021	02/10/2021 Fairview Standby Fairview Purchased Water Payment Toward Reading Error Hartmann Allocation Tico & La Luna Standby	Regular	0.00 0.00 0.00 0.00 0.00	73,160.79 943.84 52,715.40 18,368.36 189.35 943.84	9560
CLEANCO 1290	Cleancoast Janitorial Invoice	01/25/2021	01/27/2021 January Janitorial	Regular	0.00 0.00	300.00 300.00	9541
VCRMA IN0210178 IN0210178-2	County of Ventura, RMA Invoice Invoice	01/26/2021 01/26/2021	02/10/2021 Cross Connection Cross Connection	Regular	0.00 0.00 0.00	363.54 313.49 50.05	9561
DATAP DP2100141	Dataprose LLC Invoice	01/31/2021	02/10/2021 Billing & Postage	Regular	0.00 0.00	800.83 800.83	9562
EJHAR 281300121 994260121	E. J. Harrison Rolloffs, Inc. Invoice Invoice	01/15/2021 01/15/2021	01/27/2021 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	310.80 89.90 220.90	9542

Check Report

Date Range: 01/16/2021 - 02/15/2021

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
FAMCON S100045375.003	Famcon Pipe and Supply, Inc Invoice	01/08/2021	02/10/2021 Meter Boxes/Covers	Regular	0.00 0.00	1,106.82 1,106.82	9563
FGLENV 100106A 100452A	FGL Environmental Invoice Invoice	01/20/2021 01/21/2021	01/27/2021 Samples Samples	Regular	0.00 0.00 0.00	170.00 85.00 85.00	9543
FGLENV 100727A 101044A	FGL Environmental Invoice Invoice	01/29/2021 01/29/2021	02/10/2021 Samples Samples	Regular	0.00 0.00 0.00	170.00 85.00 85.00	9564
FRANKS 94827	Frank's Rooter & Pumping Service, Inc. Invoice	01/12/2021	01/27/2021 Clean & Prep for Paving	Regular	0.00 0.00	1,077.00 1,077.00	9544
FRED'S 129727	Fred's Tire Man Invoice	01/15/2021	01/27/2021 Oil Change	Regular	0.00 0.00	54.33 54.33	9545
GUARDIAN INV0001638 INV0001650	Guardian Invoice Invoice	01/15/2021 01/29/2021	01/27/2021 Dental Dental	Regular	0.00 0.00 0.00	745.44 372.75 372.69	9534
GUARDIAN 7690460121	Guardian Invoice	01/16/2021	01/27/2021 Admin. Fee	Regular	0.00 0.00	10.00 10.00	9546
HLTHNE 61790121	Health Net Life Insurance Company Invoice	01/12/2021	01/27/2021 Life Insurance	Regular	0.00 0.00	43.35 43.35	9547
HCS 98563 98564	Herum/Crabtree/Suntag Invoice Invoice	01/01/2021 01/01/2021	01/27/2021 SBCK vs VTA SBCK vs VTA	Regular	0.00 0.00 0.00	2,965.67 1,213.80 1,751.87	9548
HCS 98807 98808	Herum/Crabtree/Suntag Invoice Invoice	01/25/2021 01/25/2021	02/10/2021 SBCK vs VTA SBCK vs VTA	Regular	0.00 0.00 0.00	3,052.35 1,047.54 2,004.81	9565
OTA 9200822297	Marvin Ota Invoice	01/01/2021	01/27/2021 Reimbursement for Pump	Regular	0.00 0.00	1,958.32 1,958.32	9549
MOHARD 463841 952115 952263 952550 952557 952748 952768 952771 953023 953536 953690 954309	Meiners Oaks Hardware Invoice Invoice Invoice Invoice Invoice Invoice Credit Memo Invoice Invoice Credit Memo Invoice Invoice	01/25/2021 01/01/2021 01/01/2021 01/04/2021 01/04/2021 01/06/2021 01/06/2021 01/06/2021 01/08/2021 01/13/2021 01/14/2021 01/20/2021	02/10/2021 Finance Charge Putty Knife/Bucket/Asphalt Patch,etc. Batteries Box/Bondo/Boring Bit,etc. Chlorine Tabs/Trowel/Broom Chisel Wood/Awl/Ajax,etc. Returns Bulb Face Shield/Lime-Rust Remover/Towel Billing Mistake Kneepad/Elbow Household Sprayer	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	187.95 4.08 49.39 16.58 20.50 39.18 45.14 -20.50 23.40 26.33 -43.25 24.67 2.43	9566
LEVIN 153564	Michael Levin Invoice	02/08/2021	02/10/2021 Repairs made by M. Reed	Regular	0.00 0.00	1,113.00 1,113.00	9567
MITEC 1058355 67358 67532	MiTec Solutions LLC Invoice Invoice Invoice	01/21/2021 01/15/2021 01/21/2021	01/27/2021 Remote Labor Splashtop/Anit-Virus Exchange	Regular	0.00 0.00 0.00 0.00	151.99 95.00 40.00 16.99	9550
MITEC 1058498 1058509 1058576	MiTec Solutions LLC Invoice Invoice Invoice	02/03/2021 02/04/2021 02/09/2021	02/10/2021 Monthly Maintenance New Computer Labor on New Computer	Regular	0.00 0.00 0.00	1,751.57 142.50 953.18 400.00	9568

Check Report

Date Range: 01/16/2021 - 02/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
67736	Invoice	02/01/2021	Exchange/Web Hosting	0.00	206.89	
67854	Invoice	02/01/2021	Off Site Back Up	0.00	49.00	
NCK&K	Nelson Cornis Kettle & Kinney, LLP	02/10/2021	Regular	0.00	1,235.00	9569
3197	Invoice	02/02/2021	Attorney Fees	0.00	1,235.00	
NS&G	Nielsen Sand & Gravel	01/27/2021	Regular	0.00	487.19	9551
30344	Invoice	01/01/2021	Fill Sand & Haul	0.00	487.19	
OILELE	Oilfield Electric Company, Inc.	02/10/2021	Regular	0.00	153.00	9570
2030943	Invoice	02/04/2021	Electrical Work	0.00	153.00	
PATHIAN	Pathian Administrators	01/27/2021	Regular	0.00	142.08	9535
INV0001640	Invoice	01/15/2021	HSBS	0.00	71.05	
INV0001652	Invoice	01/29/2021	HSBS	0.00	71.03	
PERS	Public Employees' Retirement System	01/31/2021	Bank Draft	0.00	150.00	DFT0001171
INV0001636	Invoice	01/15/2021	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	01/31/2021	Bank Draft	0.00	2,867.70	DFT0001173
INV0001639	Invoice	01/15/2021	PERS	0.00	2,867.70	
PERS	Public Employees' Retirement System	01/31/2021	Bank Draft	0.00	150.00	DFT0001182
INV0001648	Invoice	01/29/2021	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	01/31/2021	Bank Draft	0.00	2,685.33	DFT0001184
INV0001651	Invoice	01/29/2021	PERS	0.00	2,685.33	
PERS	Public Employees' Retirement System	02/09/2021	Bank Draft	0.00	2,000.13	DFT0001192
10000001631789	Invoice	02/01/2021	Unfunded Accrued Liability	0.00	2,000.13	
PERS	Public Employees' Retirement System	02/09/2021	Bank Draft	0.00	114.45	DFT0001193
10000001631790	Invoice	02/01/2021	Unfunded Accrued Liability	0.00	114.45	
QUINNRTL	Quinn Rental Services	01/27/2021	Regular	0.00	2,113.69	9552
16504401	Invoice	01/15/2021	Skiploader	0.00	2,113.69	
QUINNRTL	Quinn Rental Services	02/10/2021	Regular	0.00	2,387.78	9571
16618001	Invoice	01/15/2021	Backhoe	0.00	1,702.78	
NO12555	Invoice	01/26/2021	Maintenance	0.00	342.50	
NO12556	Invoice	01/26/2021	Maintenance	0.00	342.50	
SCE	Southern California Edison Co.	02/10/2021	Regular	0.00	788.66	9572
OFFELE0221	Invoice	02/10/2021	Office Electricity	0.00	111.29	
TNKFRM0221	Invoice	02/10/2021	Tank Farm	0.00	26.14	
WELL1-0221	Invoice	02/10/2021	Well 1	0.00	71.93	
WELL2-0221	Invoice	02/10/2021	Well 2	0.00	60.95	
WELL80221	Invoice	02/10/2021	Well 8	0.00	117.00	
Z-2 PWR0221	Invoice	02/10/2021	Zone 2 Power	0.00	223.71	
Z-20221	Invoice	02/10/2021	Zone 2	0.00	101.38	
Z-2FIRO221	Invoice	02/10/2021	Zone 2 Fire	0.00	61.69	
Z-3FIRO221	Invoice	02/10/2021	Zone 3 Fire	0.00	14.57	
SCGAS	Southern California Gas Co.	02/10/2021	Regular	0.00	89.46	9573
0402	Invoice	01/29/2021	Office Heat	0.00	89.46	
SDRMA	Special District Risk Management Auth.	01/27/2021	Regular	0.00	1,408.57	9553
69533	Invoice	01/07/2021	Addition of New Truck	0.00	1,408.57	
UAOFSC	Underground Service Alert of So.Ca.	02/10/2021	Regular	0.00	29.80	9574
120210438	Invoice	02/01/2021	Digalerts	0.00	29.80	
UVRGA	Upper Ventura River Groundwater Agency	01/27/2021	Regular	0.00	21,451.57	9554
2110	Invoice	01/20/2021	January - June 2021	0.00	21,451.57	

Check Report

Date Range: 01/16/2021 - 02/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
USBANK	US Bank Corporate Pmt. System	02/10/2021	Regular	0.00	1,927.86	9575
AMAZON0104	Invoice	01/04/2021	Calendar	0.00	21.04	
LOGMEIN0118	Invoice	01/18/2021	Remote Meetings	0.00	10.00	
LOGMEIN018	Invoice	01/18/2021	Remote Meetings	0.00	5.00	
NANA0115	Invoice	01/15/2021	Sympathy Flowers	0.00	172.76	
OFFDEP0106	Invoice	01/06/2021	Ink	0.00	50.63	
QSS0121	Invoice	01/01/2021	Storage Unit	0.00	1,104.00	
PPE0115	Invoice	01/15/2021	Water Pump	0.00	169.88	
PRIME0120	Invoice	01/20/2021	Membership	0.00	13.93	
RENTACAR0106	Invoice	01/06/2021	Car Rental	0.00	295.62	
USA0107	Invoice	01/07/2021	Fuel	0.00	30.00	
USPS0114	Invoice	01/14/2021	Stamps	0.00	55.00	
VERIZON	Verizon Wireless	02/10/2021	Regular	0.00	319.14	9576
9872153151	Invoice	01/26/2021	Cell Phones	0.00	319.14	
WRIGHT EXP	WEX Bank	01/27/2021	Regular	0.00	620.67	9555
69670654	Invoice	01/15/2021	Fuel	0.00	620.67	
WJWM&C	WJW Masonry & Concrete	02/10/2021	Regular	0.00	3,442.00	9577
43	Invoice	01/19/2021	Driveway Repair	0.00	3,442.00	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	44	0.00	131,458.42
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	17,169.43
EFT's	0	0	0.00	0.00
	103	52	0.00	148,627.85

PR 39,829.65

Meiners Oaks Water District

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

Expenditures	Month of January	Year To Date	Budget Approp	Approp Bal 01/31/21	Current February	Approp FY Bal To Date
Salaries	39,356.34	299,306.74	575,000.00	275,693.26	-	275,693.26
Payroll Taxes	4,517.78	24,615.35	60,000.00	35,384.65	-	35,384.65
Retirement Contributions	5,143.73	37,028.25	51,000.00	13,971.75	-	13,971.75
Group Insurance	8,485.68	60,666.56	86,000.00	25,333.44	-	25,333.44
Company Uniforms	-	304.20	2,500.00	2,195.80	-	2,195.80
Phone Office	781.88	5,430.44	9,000.00	3,569.56	-	3,569.56
Janitorial Service	658.45	4,056.72	5,000.00	943.28	-	943.28
Refuse Disposal	310.80	2,013.84	3,400.00	1,386.16	-	1,386.16
Liability Insurance	1,408.57	40,100.79	40,000.00	(100.79)	-	(100.79)
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	54.33	4,051.57	3,500.00	(551.57)	-	(551.57)
Office Equip. Maintenance	1,104.00	2,693.57	5,000.00	2,306.43	95.85	2,210.58
Cell Phones	319.14	2,265.52	4,500.00	2,234.48	-	2,234.48
System Maintenance	10,600.72	70,133.98	75,000.00	4,866.02	1,266.00	3,600.02
Safety Equipment	-	1,688.94	3,000.00	1,311.06	-	1,311.06
Laboratory Services	425.00	6,324.37	11,000.00	4,675.63	-	4,675.63
Membership and Dues	-	7,145.00	8,000.00	855.00	-	855.00
Printing and Binding	-	1,230.33	3,500.00	2,269.67	-	2,269.67
Office Supplies	296.76	4,508.54	5,000.00	491.46	953.18	(461.72)
Postage and Express	855.83	9,450.34	10,000.00	549.66	-	549.66
B.O.D. Fees	450.00	7,700.00	15,000.00	7,300.00	-	7,300.00
Engineering & Technical Services	-	7,824.71	50,000.00	42,175.29	-	42,175.29
Computer Services	962.88	6,999.45	17,000.00	10,000.55	798.39	9,202.16
Other Prof. & Regulatory Fees	6,272.04	22,309.22	40,000.00	17,690.78	29.80	17,660.98
Public and Legal Notices	-	1,785.79	2,000.00	214.21	-	214.21
Attorney Fees	1,332.50	61,497.92	75,000.00	13,502.08	1,235.00	12,267.08
GSA Fees	21,451.57	31,299.79	50,000.00	18,700.21	-	18,700.21
VR/SBC/City of VTA Law Suit	6,018.02	27,302.59	75,000.00	47,697.41	-	47,697.41
State Water	-	-	20,000.00	20,000.00	-	20,000.00
Audit Fees	-	-	25,000.00	25,000.00	-	25,000.00
Small Tools	215.02	1,568.91	3,000.00	1,431.09	-	1,431.09
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Water Purchase	52,715.40	64,710.78	75,000.00	10,289.22	18,368.36	(8,079.14)
CMWD Standby Charges	2,077.03	14,066.48	20,000.00	5,933.52	-	5,933.52
Treatment Plant	1,208.40	5,471.94	20,000.00	14,528.06	-	14,528.06
Fuel	650.67	4,766.19	13,000.00	8,233.81	-	8,233.81
Travel Exp./Seminars	295.62	831.08	2,000.00	1,168.92	-	1,168.92
Utilities	194.61	1,872.57	3,500.00	1,627.43	111.29	1,516.14
Power and Pumping	850.88	850.88	80,000.00	79,149.12	677.37	78,471.75
Meters	2,550.91	2,550.91	10,000.00	7,449.09	-	7,449.09
Total Expenditures	171,564.56	862,448.23	1,586,400.00	723,951.77	23,535.24	700,416.53
Water Distribution System	-	-	-	-	-	-
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
Structures and Improvements	-	-	-	-	-	-
T.P. Final Eng. 100% Design	-	-	50,000.00	50,000.00	-	50,000.00
Treatment Plant Set-Aside Fund	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
1 Ton Service Truck	10,170.49	-	83,000.00	83,000.00	-	83,000.00
Furniture and Fixtures	-	-	-	-	-	-
General Managers Desk	-	-	2,500.00	2,500.00	-	2,500.00
Office Machines	-	-	-	-	-	-
New Meter Reading Handhelds/Software	-	11,156.70	16,000.00	4,843.30	-	4,843.30
Field Equipment	-	-	-	-	-	-
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	-	-	-	-	-	-
Appropriations for Contingencies	3,442.00	3,442.00	100,000.00	96,558.00	-	96,558.00
Total CIP Spending	13,612.49	189,662.44	464,000.00	274,337.56	-	274,337.56
GRAND TOTAL	185,177.05	1,052,110.67	2,050,400.00	998,289.33	23,535.24	974,754.09

Report of Income as of 1/31/2021

Income	Month of January	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	362.50	13,564.89	--	13,564.89
Taxes	1,982.14	102,047.78	--	102,047.78
Pumping Charges	245.53	2,872.30	--	2,872.30
Fire Protection	162.34	1,289.90	--	1,289.90
Meter & Inst. Fees	--	--	--	--
Water Sales	55,869.54	497,688.56	655,040.00	157,351.44
¹ Casitas Water/Standby	2,816.19	60,602.81	--	60,602.81
MWAC Charges	53,167.90	392,753.14	770,915.00	378,161.86
MCC Chg.	6,063.71	44,897.93	113,329.00	68,431.07
² Misc. Income	149.78	7,287.45	--	7,287.45
Late & Delinquent Chgs.	--	348.37	--	348.37
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	5,078.02	62,593.34	--	62,593.34
	--	--	--	--
		--	--	--
		--	--	--
TOTAL INCOME	125,897.65	1,185,946.47	1,539,284.00	353,337.53

Note:

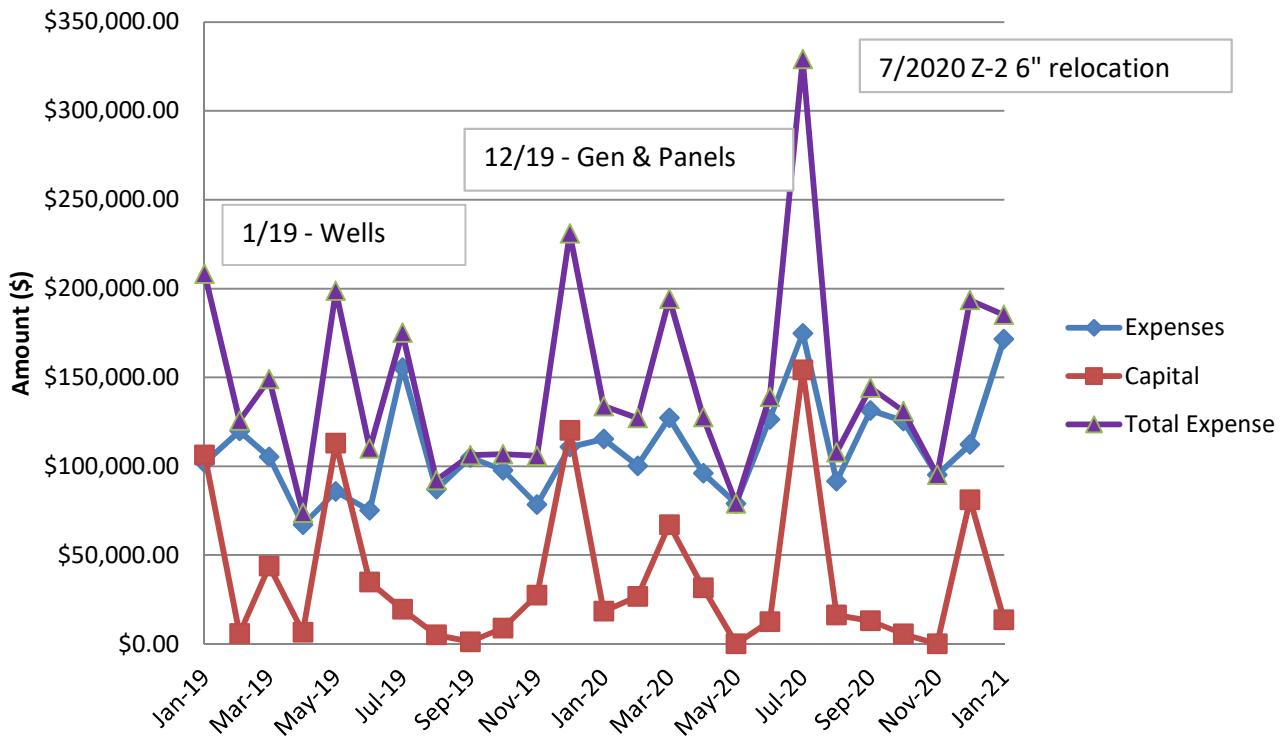
¹ This line item is necessary because these sales are tracked in the expenditures

² This line item could includes thigs such as:

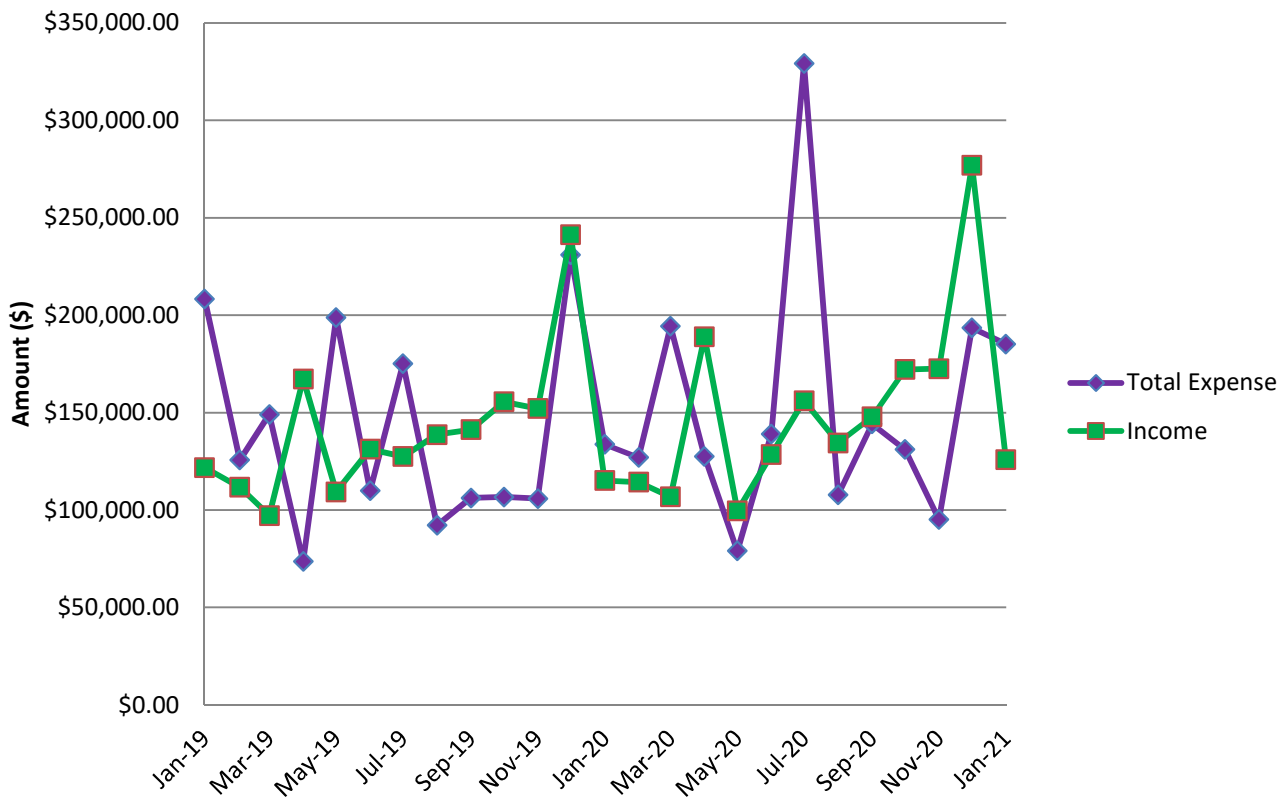
Recycled meters and scrap metal

Employee payments for insurance payouts

MOWD Monthly Expenses (Rolling 2 Years)



MOWD Income & Expenses (Rolling 2 Years)



Fiscal Year AT-A-Glance
2019-20

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	To Date	Budgeted	% of Budgeted
CIP		\$154,261.24	\$16,279.50	\$13,050.00	\$1,487.20	\$0.00	\$81,187.43	\$10,170.49						\$276,435.86	\$446,000.00	61.98%
Expenditures	Budgeted	\$174,836.70	\$91,562.44	\$131,154.11	\$125,448.34	\$95,113.29	\$112,272.65	\$171,564.56						\$901,952.09	\$1,586,400.00	56.86%
	Unbudgeted	\$0.00	\$8,527.00	\$0.00	\$4,160.00	\$0.00	\$0.00	\$3,442.00						\$16,129.00	\$100,000.00	16.13%
Income		\$156,105.31	\$134,454.05	\$147,801.50	\$172,097.65	\$172,564.67	\$277,025.64	\$125,897.65						\$1,185,946.47	\$1,734,284.00	68.38%
Reserves		\$1,699,776.13	\$1,557,065.92	\$1,557,363.70	\$1,560,505.69	\$1,566,834.41	\$1,662,921.30	\$1,665,246.32						\$11,269,713.47		

	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		\$83,000.00	\$0.00	\$0.00	96.63%
Furniture and fixtures					
General Managers Desk		\$2,500.00	\$0.00	\$11,156.70	446.27%
Office Machines					
New meter reading hardware		\$16,000.00	\$0.00	\$11,156.70	69.73%
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		\$454,000.00	\$10,000.00	\$198,864.34	55.94%

Meiners Oaks Water District

RESOLUTION NO. 02162021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MEINERS OAKS WATER DISTRICT**

Honoring Mike Hollebrands for 16 years of service as General Manager

WHEREAS, Mike Hollebrands has been a faithful employee of the District since June 13, 2005; and

WHEREAS, Mike has committed himself and his efforts in an exemplary fashion; and

NOW THEREFORE, BE IT RESOLVED, that Mike Hollebrands is hereby commended and thanked for his dedication and service to Meiners Oaks Water District and its constituents.

PASSED, APPROVED AND ADOPTED this 16th day of February, 2021.

ATTEST:

Board Secretary

Board President

January 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 5.22”

WY – 2020-21 M.O. Fire Station 1.90”

LAKE CASITAS LEVEL

39.2%

Board Committees

The Executive Committee has met 3 times since the G.M. has given his notice in January 19, regular meeting..

Current Well levels and specific capacity

Well 1	Jan.	Feb.	Well 2	Jan.	Feb.	Well 4	Jan.	Feb.	Well 7	Jan.	Feb.
Static	OFF ,	OFF ,	Static	35.5'	28.9'	Static	48.9'	40.9'	Static	53.9'	46.9'
Running	OFF ,	OFF ,	Running	OFF ,	OFF ,	Running	97.0'	76.8'	Running	62.7'	50.1'
Drawdown	7.7'	OFF ,	Drawdown	OFF ,	OFF ,	Drawdown	48.1'	35.9'	Drawdown	8.8'	3.2'
Specific Cap.	13.0 gal/ft	OFF gal/ft	Specific Cap.	OFF gal/ft	OFF gal/ft	Specific Cap.	7.3 gal/ft	10.1 gal/ft	Specific Cap.	32.9 gal/ft	92.5 gal/ft

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

Total Pumped

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

Total Sold

Total Sold for January 2020:	40.35 AF
Total Sold 2019:	563.62 AF
Total Sold 2020:	635.47 AF

Total Purchased

Total Purchased from CMWD 2020	197.26 AF
Total Purchased January	40.35 AF

January 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)

January	2020:	\$ 40,319.54
January	2021:	\$ 55,869.54

Reserve Funds

* Balance at the County of Ventura	\$ 1,413,867.03
Total Taxes	\$ 1,982.14
Total Interest from reserve account#	\$ 0.00

Fiscal Year Total Revenues

July 1 st – January 31 st	2019	\$ 1,014,637.12
July 1 st – December 31 st	2020	\$ 1,188,946.47

Bank Balances

* LAIF Balance	\$ 229,480.68
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 362.27
* Money Market (Mechanics Bank)	\$ 7,621.43

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	\$.12
General Fund Balance	\$ 164,178.25
Trust Fund Balance	\$ 16,668.66
* Capital Improvement Fund	\$ 14,277.18
(#) Quarterly Interest from Capital Account	\$.11
Total Interest accrued	\$ 362.50

*** Accounts considered Liquid Reserves**

District Summary/Update

- **Purchased Water;** The District began purchasing water on 9-28-2020 and returned to producing our own water on February 1st.
- **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.**
- **Meiners Rd tank** needs to be removed and the new water line to the pumps needs to be installed.
- **District work;** Staff continues to increase the amount of field work they complete each month.
- **Wells –** Work on well 1 will continue on February 17th.
- **Meter reading system –** We are currently working on this item.

January 2020

- **RFP for Water Treatment Plant 100% Design** – The RFP has been submitted has been received by WREA and will be apart of next month's agenda.

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

1. Well 4 Development (Completed)
2. Engineer design report for the treatment plant (100% In Process)
3. Replace 6 inch main for Zone 2 (Completed)
4. El Sol and Lomita Tie-in (Engineering to start this month)
5. Automate Casitas connection at Fairview and Hwy 33 (Tabled until next year)
6. Two generator purchase and electrical panel upgrades (Complete)
7. Stave replacement at Meiners road tank (Complete)
8. New Meter Reading Software (In Process)
9. New Service Truck (In Process)

Unscheduled Work

<u>Type of Repair</u>	<u>Cause</u>	<u>Date</u>	<u>Leak Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Service replacement	Age	8/25/20	1880 Meiners Rd	Sam Hill	\$8,527.00
Main Leak	Poor Bedding	10/1/2020	330 N. La Luna	Sam Hill	\$4,146.00
Rebuild Fire pump at Z-3	Age/Leaking	10/8/2020	Z-3	Staff	In - House
Replace fire hydrant Z- 2	Age/Upgrade	10/13/2020	Meiners Rd	Staff	In - House
Main Leak	Poor bedding	11/11/2020	El Camino	Staff	In - House
Valve Replacement	Old Age	11/16/2020	404 W. Lomita	Staff	In - House
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

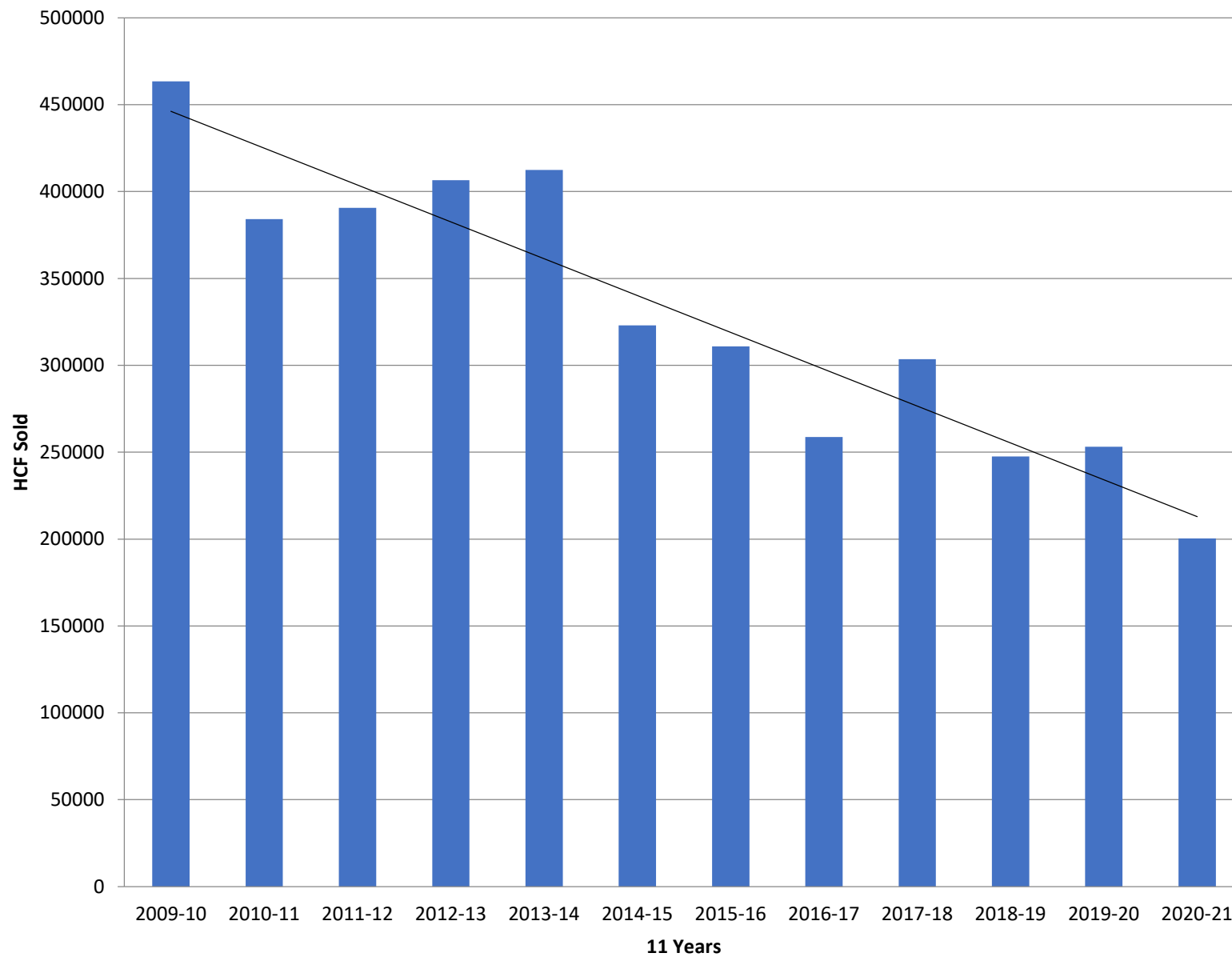
Life expectancy for a welded steel tank 100 years

Well Drilled Dates & Depths

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

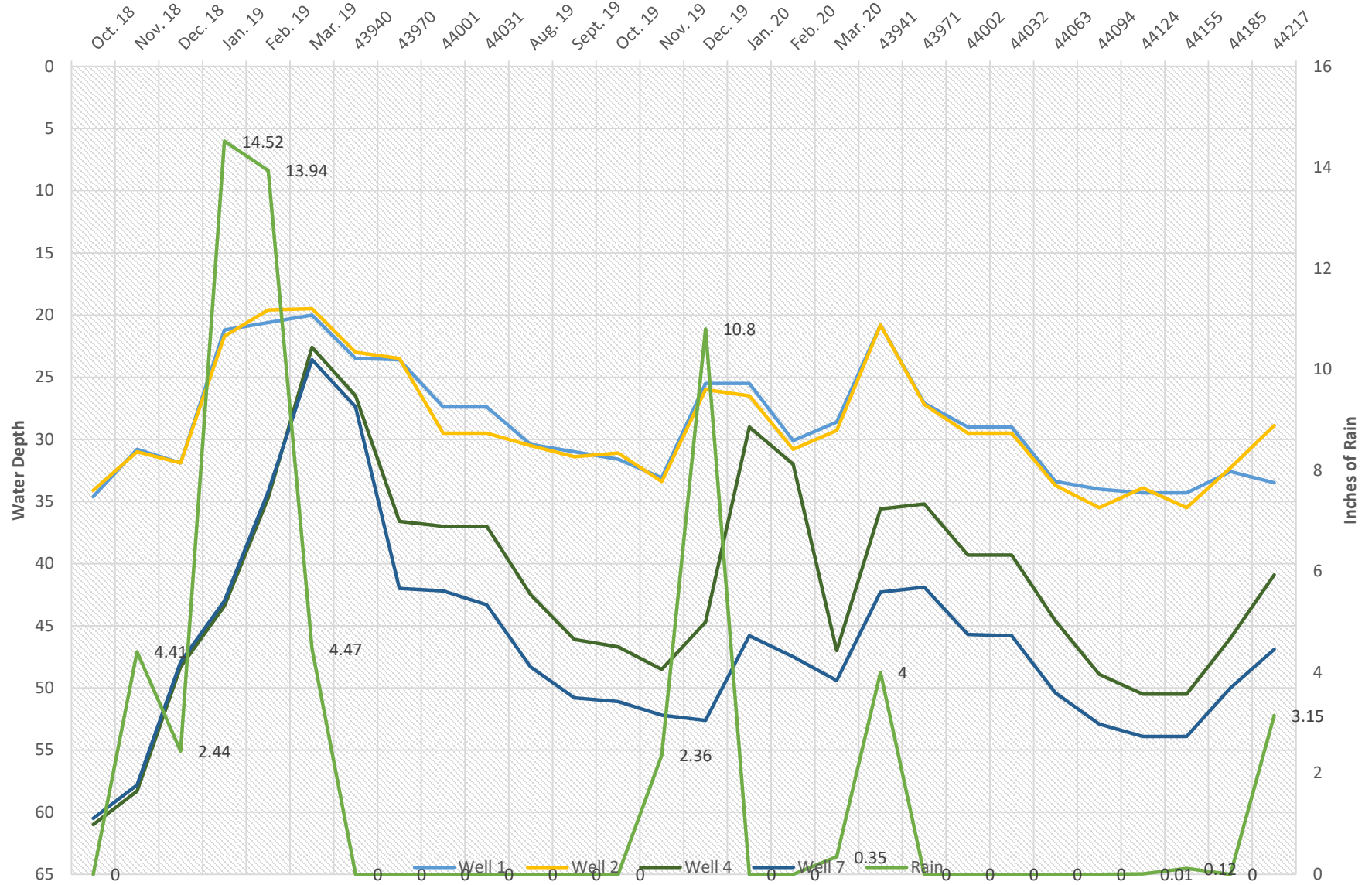
Board of Directors

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



1-HCF = 748
Gallons

Static Well Levels and Rainfall



GM Consumption Report

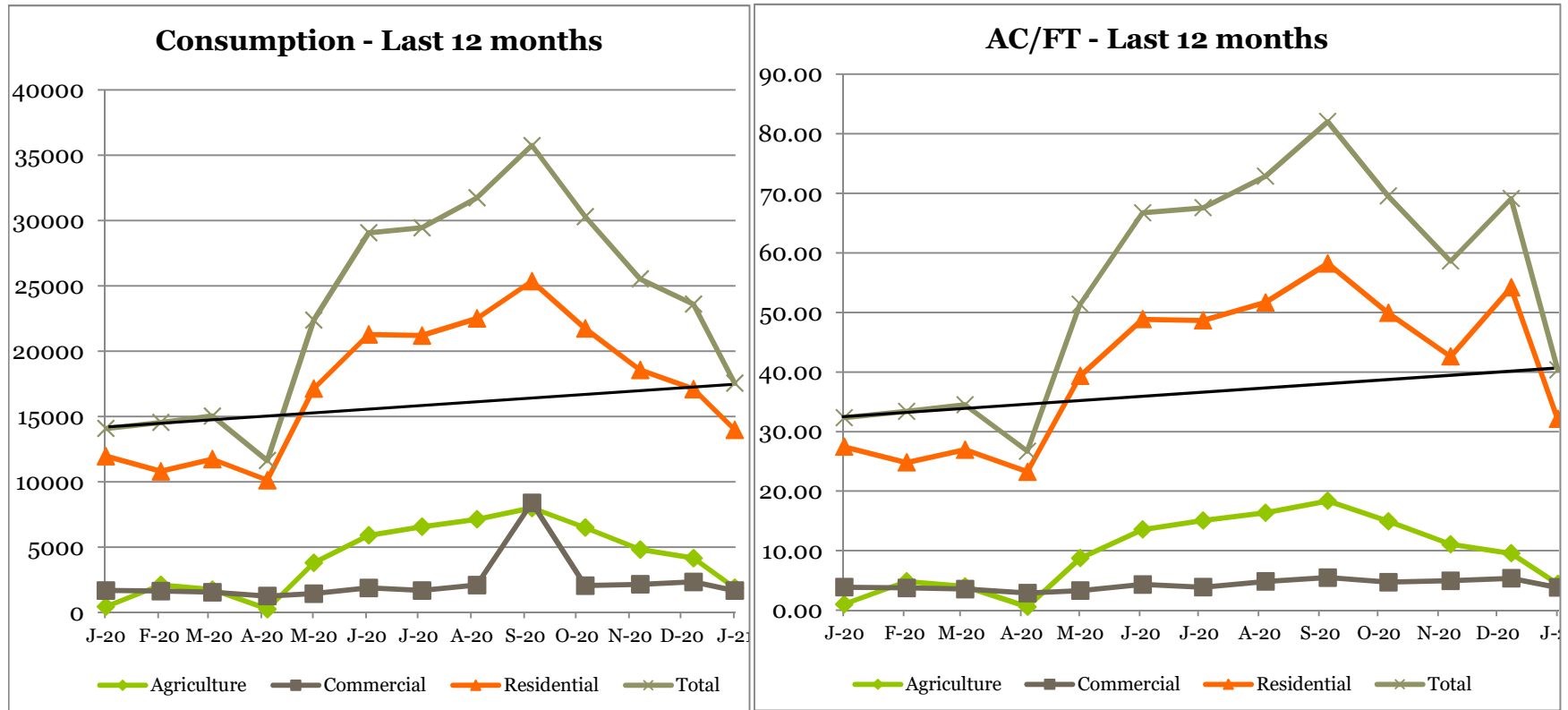
Billed Consumption for January 2021

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	30	1923	748	4.41
Commercial	56	1669	748	3.83
Residential	1190	13986	748	32.11

Total Consumption	1276	17578	Grand total	40.35
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*Turned on Casitas Connection 9/28/2020

GM Report



Note: Previous report showed spike in January 2019, two factors contributed to high value: (1) Oso Rd. Leak 799 units (Res); (2) Meter Misread, corrected customer account and billing but the output report had not updated, erroneous 9,997 Res units removed from January Residential Consumption. ** June 2020 - abnormally high consumption - staff performed roughly 200 service orders to check high reads for accuracy and if there were any indications of a leak (of which there were several - customer contact via door hanger, phone call and/or letter).

GM Report

AG	CONSUMPTION					AC/FT				
	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021
JAN	605.00	3389.00	1212.00	437.00	1892.00	1.39	7.78	2.78	1.00	4.41
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	2021	2017	2018	2019	2020	2021
JAN	1531.00	2179.00	1582.00	1686.00	1669.00	3.51	5.00	4.25	3.87	3.83
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	2021	2017	2018	2019	2020	2021
JAN	9145.00	14041.00	11567.00	11961.00	13986.00	20.99	32.23	26.55	27.46	32.11
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

February 2021

1. Administrative

- a. Recruitment campaign for General Manager position started 1/25/2021.

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. There has been an increase in non-payment during the winter months. There are now a total of 32 accounts with balances over 4 months delinquent. Recommend sending individualized letters to these 32 customers outlining their balances and encourage payment plan options for paying down balances. I would also recommend considering flow restrictors for customers who do not make contact to discuss payment options and have not made a payment in the past 6 months.

Class	#Customers	\$ @>3 mo	\$ @>4 mo	Notes
Residential	30	\$2,311.21	\$6,605.07	16 of the RES accounts have not made a payment in >6 months.
Commercial	0	\$0	\$0	
Agriculture	2	\$609.74	\$1060.37	(1) Last pmt 12/30/2020 of \$1,000.00 (2) Last pmt 9/18/2020 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. Connection turned off 2/2/2021.

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
Jan 21	89	12	\$115,479.25	\$0	\$2,730.00	\$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 –Tyler has begun building the allocation template changes within our server (on the test side, not yet in production), the monthly “UDD” fields built in test will be assigned by service address, the cloned Drought Surcharge code with the added reference months for each service are also being assigned. The team will test the functionality of the newly built allocation templates and surcharge codes prior to moving into production, I have not been provided a detailed timeline, however, sever access was provided the week of 2/8/2021 to begin the install process.
- b. Staff Procedures Ad-Hoc Committee – Status quo.
- c. Grants: Nitrate Removal – No update.
- 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, testing of date file started 2/3/2021.
- e. District Office Check Processing – completed.

5. Complaints & Compliments

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

Attachments: None.