



**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/997487125>

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

**ACCESS CODE:** 997-487-125

*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))*

**March 16, 2021 at 6:00 pm.**

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** February 16, 2021, Regular Meeting

March 3, 2021, Special Meeting

**4. Public comment for items not appearing on the agenda**

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public that is within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

Please Note: If you have comments on a specific agenda item(s), please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

**Closed Session Agenda** - Adjourn to Closed Session (**6:10 pm**): *It is the intention of the Board of Directors to meet in Closed Session to consider the following items:*

**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 February 16, 2021, to March 15, 2021, in the amount of:

Payables – \$ 141,759.85

Payroll – \$ 45,681.41

Total – \$ 187,441.26

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

- a) Discussion and approval of Employment Agreement with Justin Martinez for the General Manager position. (Etchart) - Attachment  
Recommended Action: Approval of employment agreement and authorization to execute the employment agreement.

**9. General Manager's Report**

The Board will receive an update from the Board Secretary 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

**13. Director Announcements/Reports**

**14. Adjournment** The next scheduled Regular Board meeting is April 20, 2021.

Regular Meeting  
February 16, 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.**

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

**Absent:** None.

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

#### **Approval of January 19, 2021, Regular Meeting minutes:**

Director Kentosh made the motion to approve January 19, 2021, Regular Meeting minutes. Director Harrold seconded the motion.

No public comments.

Kentosh/Harrold

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

Etchart – Y      Engle – Abstain      Harrold – Y      Kentosh – Y      Oakland – A  
All Ayes – 1 Abstain (Engle – Absent 1/19/21)  
M/S/C

### **3. Public Comments**

Ms. Von Gunten was present, provided a statement of attendance, and added that she has had conflicting board meetings, will continue to attend when available.

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

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

**\*\* G. Jones joined the meeting at 6:15 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

**\*\* J. Zolezzi left the meeting at 6:41 pm\*\***

**\*\* G. Jones left the meeting at 6:55 pm\*\***

**\*\* The Board adjourned closed session at 8:10 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  
January 16 to February 15, 2021, in the amount of:**

Payables -	\$ 148,627.85
Payroll -	<u>\$ 39,829.65</u>
Total -	\$ 188,457.50

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

**No Public Comment**

Harrold/Oakland

**Roll Call Vote:**

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

All Ayes

M/S/C

**6. Board Discussion/Actions**

**a) Discussion and update on the new General Manager recruitment.  
(Etchart/Kentosh)**

Directors Etchart and Kentosh updated the Board on the recruitments efforts. The District has created job ads and outreach, with interviews being scheduled

for 4-5 candidates. The interview panel will include representatives from Ventura River Water District and the City of Ventura Water.

No public comment.

No motion.

**b) Discussion of temporary re-assignment of General Manager authorities and responsibilities. (Kentosh)**

Director Kentosh provided a summary of duties that will need to continue during the transition to a new GM, including check signing. The Executive Committee will be discussing options, as well as possible in-office assistance. The option for an interim-GM will be addressed if there are delays in the recruitment process.

No Public Comments.

No motion.

**c) Discussion of a possible Mutual-Aid Agreement with Ventura River Water District. (Etchart/Kentosh)**

Director Kentosh stated that he has talked with VRWD Director Bruce Keubler and General Manager Bert Rapp, about merging the two districts. Director Kentosh noted that this is not the right time to merge but a good time to start the discussion.

Director Etchart provided direction to proceed with discussions.

No Public Comments.

No motion.

**d) Discussion and considerations of Water Quality testing tools for nitrates at Well 8. (Engle)**

Tabled.

No Public Comments.

No motion.

**e) Resolution 02162021: Recognition of Mike Hollebrands' years of service. (Etchart)**

Director Etchart announced Resolution 02162021: Recognition of Mike Hollebrands' years of service.

Director Engle made the motion to approve Resolution 02162021: Recognition of Mike Hollebrands' years of service. Director Kentosh seconded the motion.

No Public Comments.

Engle/Kentosh

**Roll Call Vote:**

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

All Ayes

M/S/C

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

Mr. Hollebrands presented the monthly GM Operations and Maintenance report. Rainfall totals have been down this winter, hoping for a miracle March. The District turned off the Casitas connection on February 2, 2021. Standard Industries will be providing a quote for the Meiners Road tank removal. WREA submitted the RFP for the Treatment Plant today; look good will hold for Director Kentosh to review and bring to a future meeting for approval. There were no serious leaks or repairs this past month. General Pump will be starting to work at Well #1 on 2/17/2021. The meter reading system tough-pads are on hand and awaiting system training. Mr. Hollebrands noted that he had attended 186 of the past 188 MOWD regular board meetings.

## **8. Board Secretary Report**

Ms. Ward presented the monthly Board Secretary report. The recruitment campaign for the General Manager position began on 1/25/2021. The customer account aging report showed 32 accounts with balances over 4 months delinquent, totaling \$7,665.44. Ms. Ward stated that notices would be mailed to each delinquent account, requesting that they contact the office to either make a payment or to make a payment arrangement. It is recommended that any customer that does not respond to the contact request may be subject to a flow restrictor at the meter. The intent is to engage the customers that have not made contact or attempt to make a payment arrangement. Customer billing and service orders were average for the time of year, with 89 service orders, 12 account turnovers, and a total AR of \$115,479.25.

Ms. Ward stated that the allocation program's billing system template changes are underway on the test side; once testing is completed, the changes will move over to production. The Beacon meter reading system is in process. The system configuration and the data file template were completed on 2/3/2021, training to be scheduled.

## **9. Board Committee Reports**

- Executive Committee: GM recruitment and applicant interviews.
- UVRGA: Director Engle reported that the GSA would be defining measurable objectives and minimum thresholds for groundwater elevations that correspond to effects on the surface water depletion using available criteria to decide river flow values that need to be connected to groundwater pumping. The GSA will be making these policy decisions over the next 2-3 months. The

groundwater/surface water hydrogeological model is being developed by consultants, Intera. UVRGA will be hosting the second public workshop on March 2, 2021, at 4:00 pm with a presentation by Intera.

- Allocation Program: No update.
- Budget & Rate Committee: Directors Kentosh & Oakland to schedule meetings.
- 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 will schedule meetings, review draft policy with ADU's and other regulatory requirements.

#### **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.
- COVID-19 Office Repopulation: Ms. Ward and Ms. Malone have returned to in-office work full-time, District Office remains closed to the public.

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

Engle: Director Engle shared that she has been hired by the Ventura River entities (through her employer) to do a technical evaluation of the first five years of monitoring data related to algae in the river. The state believes the nitrate concentrations in the river are driving the algae. Diana will be presenting her findings in June at the Ventura River Watershed Council, which may be of interest to some, as it relates to our one site that has higher nitrate concentrations.

Harrold: No update.

Kentosh: No update.

Oakland: No update.

Etchart: Cheers to Mr. Hollebrands; thank you for your service!

#### **12. Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 9:09 pm.

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**Board Secretary**

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**Board President**

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Regular Meeting Minutes  
February 16, 2021



Special Meeting  
March 3, 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.**

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### 1. Roll Call

The meeting was called to order by the Board President, Mike Etchart, at 6:01 pm via teleconference.

**Present:** Board President, Mike Etchart, Board Directors, James Kentosh, Christian Oakland, Diana Engle, and Larry Harrold. Staff Present: Board Secretary, Summer Ward, and Attorney, Stuart Nielson.

**Absent:** None.

### 2. Approval of Minutes: No minutes.

### 3. Public Comment: No public present.

### 4. Board Discussion and/or Action

#### a) General Manager Recruitment

Director Etchart stated that the Board will be going into closed session for personnel matters related to recruitment of the General Manager position.

No Public Comment

No motion

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

**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.**

- Personnel Matters

**\*\* The Board adjourned closed session at 8:11 pm \*\***

Attorney S. Nielson stated that in closed session, the Board discussed personnel matters, no actions were taken.

## **6. Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:13 pm.

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**Board Secretary**

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**Board President**

**Meiners Oaks Water District**

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

<b>Expenditures</b>	<b>Month of February</b>	<b>Year To Date</b>	<b>Budget Approp</b>	<b>Approp Bal 02/28/21</b>	<b>Current March</b>	<b>Approp FY Bal To Date</b>
Salaries	50,078.58	349,385.32	575,000.00	225,614.68	-	225,614.68
Payroll Taxes	3,878.97	28,494.32	60,000.00	31,505.68	-	31,505.68
Retirement Contributions	5,045.18	42,073.43	51,000.00	8,926.57	-	8,926.57
Group Insurance	8,507.76	69,174.32	86,000.00	16,825.68	-	16,825.68
Company Uniforms	102.34	406.54	2,500.00	2,093.46	-	2,093.46
Phone Office	781.85	6,212.29	9,000.00	2,787.71	-	2,787.71
Janitorial Service	477.09	4,533.81	5,000.00	466.19	190.00	276.19
Refuse Disposal	464.56	2,478.40	3,400.00	921.60	-	921.60
Liability Insurance	-	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	736.72	1,701.74	10,000.00	8,298.26	-	8,298.26
Truck Maintenance	11.99	4,063.56	3,500.00	(563.56)	230.04	(793.60)
Office Equip. Maintenance	95.85	2,789.42	5,000.00	2,210.58	-	2,210.58
Cell Phones	319.14	2,584.66	4,500.00	1,915.34	-	1,915.34
System Maintenance	4,667.29	74,801.27	75,000.00	198.73	-	198.73
Safety Equipment	-	1,688.94	3,000.00	1,311.06	-	1,311.06
Laboratory Services	982.00	7,306.37	11,000.00	3,693.63	-	3,693.63
Membership and Dues	-	7,145.00	8,000.00	855.00	750.00	105.00
Printing and Binding	150.95	1,381.28	3,500.00	2,118.72	-	2,118.72
Office Supplies	1,407.91	5,916.45	5,000.00	(916.45)	-	(916.45)
Postage and Express	-	9,450.34	10,000.00	549.66	-	549.66
B.O.D. Fees	850.00	8,550.00	15,000.00	6,450.00	-	6,450.00
Engineering & Technical Services	-	7,824.71	50,000.00	42,175.29	-	42,175.29
Computer Services	8,328.89	15,328.34	17,000.00	1,671.66	884.83	786.83
Other Prof. & Regulatory Fees	2,005.59	24,314.81	40,000.00	15,685.19	831.08	14,854.11
Public and Legal Notices	-	1,785.79	2,000.00	214.21	-	214.21
Attorney Fees	1,655.00	63,152.92	75,000.00	11,847.08	1,430.00	10,417.08
GSA Fees	-	31,299.79	50,000.00	18,700.21	-	18,700.21
VR/SBC/City of VTA Law Suit	-	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	6,200.00	6,200.00	25,000.00	18,800.00	-	18,800.00
Small Tools	-	1,568.91	3,000.00	1,431.09	-	1,431.09
Election Supplies	-	-	2,500.00	2,500.00	2,517.03	(17.03)
Water Purchase	69,816.56	134,527.34	75,000.00	(59,527.34)	-	(59,527.34)
CMWD Standby Charges	2,077.03	16,143.51	20,000.00	3,856.49	-	3,856.49
Treatment Plant	1,186.57	6,658.51	20,000.00	13,341.49	-	13,341.49
Fuel	997.98	5,764.17	13,000.00	7,235.83	-	7,235.83
Travel Exp./Seminars	-	831.08	2,000.00	1,168.92	-	1,168.92
Utilities	111.29	1,983.86	3,500.00	1,516.14	191.34	1,324.80
Power and Pumping	677.37	677.37	80,000.00	79,322.63	1,451.65	77,870.98
Meters	-	-	10,000.00	10,000.00	-	10,000.00
<b>Total Expenditures</b>	<b>171,614.46</b>	<b>1,030,660.90</b>	<b>1,586,400.00</b>	<b>555,739.10</b>	<b>8,475.97</b>	<b>547,263.13</b>
<b>Water Distribution System</b>	-	-	-	-	-	-
Automating Fairview Conn. Design	-	-	-	-	-	-
Well 8 Nitrate Removal/Blending	-	-	5,000.00	5,000.00	-	5,000.00
4 Valve Replacements/Deadends	-	-	-	-	-	-
Relocate 6" Main for Z-2	-	155,050.00	150,000.00	(5,050.00)	-	(5,050.00)
El Sol to Lomita Tie-In Engineering	-	-	5,000.00	5,000.00	-	5,000.00
Repairs to Meiners Rd. 80K Gallon Tank	-	20,013.74	50,000.00	29,986.26	-	29,986.26
<b>Structures and Improvements</b>	-	-	-	-	-	-
T.P. Final Eng. 100% Design	-	-	50,000.00	50,000.00	-	50,000.00
Treatment Plant Set-Aside Fund	-	-	-	-	-	-
<b>Vehicles</b>	-	-	-	-	-	-
1 Ton Service Truck	-	-	83,000.00	83,000.00	-	83,000.00
<b>Furniture and Fixtures</b>	-	-	-	-	-	-
General Managers Desk	-	-	2,500.00	2,500.00	-	2,500.00
<b>Office Machines</b>	-	-	-	-	-	-
New Meter Reading Handhelds/Software	1,350.00	12,506.70	16,000.00	3,493.30	-	3,493.30
<b>Field Equipment</b>	-	-	-	-	-	-
Leak Detector	-	-	2,500.00	2,500.00	-	2,500.00
Vibraplate	-	-	-	-	-	-
Welder for New Truck	-	-	-	-	-	-
Air Compressor for New Truck	-	-	-	-	-	-
Crane for New Truck	-	-	-	-	-	-
<b>Appropriations for Contingencies</b>	<b>34,265.15</b>	<b>34,265.15</b>	<b>100,000.00</b>	<b>65,734.85</b>	<b>-</b>	<b>65,734.85</b>
<b>Total CIP Spending</b>	<b>35,615.15</b>	<b>221,835.59</b>	<b>464,000.00</b>	<b>242,164.41</b>	<b>-</b>	<b>242,164.41</b>
<b>GRAND TOTAL</b>	<b>207,229.61</b>	<b>1,252,496.49</b>	<b>2,050,400.00</b>	<b>797,903.51</b>	<b>8,475.97</b>	<b>789,427.54</b>



# Meiner's Oaks County Water District, CA

## Check Report

By Vendor Name

Date Range: 02/16/2021 - 03/15/2021

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>							
AQUA-F <a href="#">511686036</a>	Aqua-Flo Supply Invoice	02/24/2021	03/12/2021 Ball Valve/Flanges/Fittings	Regular	0.00 0.00	141.78 141.78	9594
AWAVC <a href="#">06-13211</a>	Association of Water Agencies Invoice	03/01/2021	03/12/2021 2021 AWA Annual Membership	Regular	0.00 0.00	750.00 750.00	9595
AT&T <a href="#">01840221</a>	AT&T Invoice	02/13/2021	02/24/2021 Office Phones	Regular	0.00 0.00	196.20 196.20	9580
AT&T <a href="#">08330221</a>	AT&T Invoice	02/19/2021	03/12/2021 Office Phones	Regular	0.00 0.00	585.65 585.65	9596
BADGER <a href="#">1417309</a>	Badger Meter Invoice	02/18/2021	03/12/2021 Billing Integration	Regular	0.00 0.00	1,350.00 1,350.00	9597
CALPERS <a href="#">INV0001661</a>	California Public Employees' Retirement Invoice	02/12/2021	02/28/2021 Health	Bank Draft	0.00 0.00	4,600.91 4,600.91	DFT0001196
CALPERS <a href="#">021621</a>	California Public Employees' Retirement Invoice	02/16/2021	02/23/2021 Admin. Fee	Bank Draft	0.00 0.00	22.08 22.08	DFT0001205
CALPERS <a href="#">INV0001673</a>	California Public Employees' Retirement Invoice	02/26/2021	02/28/2021 Health	Bank Draft	0.00 0.00	4,600.91 4,600.91	DFT0001208
CAL-STATE <a href="#">179693</a>	Cal-State Invoice	02/22/2021	02/24/2021 Portable Toilet	Regular	0.00 0.00	115.73 115.73	9581
CAL-STATE <a href="#">180961</a>	Cal-State Invoice	02/27/2021	03/12/2021 Portable Toilet	Regular	0.00 0.00	121.36 121.36	9598
CMWD <a href="#">261150221</a> <a href="#">261150221-2</a> <a href="#">261150221PP</a> <a href="#">262000221</a> <a href="#">300650221</a>	Casitas Municipal Water District Invoice Invoice Invoice Invoice Invoice	02/26/2021 02/26/2021 02/26/2021 02/26/2021 02/26/2021	03/12/2021 Fairview Standby Purchased Water Fairview Payment Towards Casitas Error Hartmann Allocation Tico/La Luna Standby	Regular	0.00 0.00 0.00 0.00 0.00	53,525.23 943.84 33,079.84 18,368.36 189.35 943.84	9599
CLEANCO <a href="#">1302</a>	Cleancoast Janitorial Invoice	02/25/2021	03/12/2021 February Janitorial	Regular	0.00 0.00	240.00 240.00	9600
CVTDEP <a href="#">309935</a> <a href="#">310978</a> <a href="#">310979</a>	County of Ventura Transport. Dept. Invoice Invoice Invoice	02/10/2021 02/26/2021 02/26/2021	03/12/2021 404 Lomita 205 S. Lomita 238 S. Pueblo	Regular	0.00 0.00 0.00 0.00	510.00 170.00 170.00 170.00	9602
VCRMA <a href="#">IN0210938</a>	County of Ventura, RMA Invoice	03/01/2021	03/12/2021 Hazardous Materials Business Plan	Regular	0.00 0.00	792.14 792.14	9603
VCED <a href="#">110320</a>	County of Ventura Invoice	03/01/2021	03/12/2021 Election Ballots	Regular	0.00 0.00	2,517.03 2,517.03	9601
EJHAR <a href="#">281300121</a> <a href="#">974660221</a> <a href="#">994260221</a>	E. J. Harrison Rolloffs, Inc. Invoice Invoice Invoice	02/11/2021 02/01/2021 02/11/2021	02/24/2021 Office Trash 10 Yard R/O 3 Yard Dumpster	Regular	0.00 0.00 0.00 0.00	368.56 89.90 57.76 220.90	9582
EJHAR	E. J. Harrison Rolloffs, Inc.		03/12/2021	Regular	0.00	96.00	9604



## Check Report

Date Range: 02/16/2021 - 03/15/2021

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="#">974660321</a>	Invoice	02/28/2021	Roll Off Container		0.00	96.00	
FAMCON <a href="#">5100045373.001</a>	Famcon Pipe and Supply, Inc Invoice	02/18/2021	03/12/2021 Meter Resetter	Regular	0.00 0.00	332.48 332.48	9605
CFANN <a href="#">21021</a>	Fanning & Karrh Invoice	02/10/2021	02/24/2021 Filing of the Special Districts Financial Rep	Regular	0.00 0.00	6,200.00 6,200.00	9583
FGLENV <a href="#">101434A</a> <a href="#">101832A</a>	FGL Environmental Invoice Invoice	02/11/2021 02/16/2021	02/24/2021 Samples Samples	Regular	0.00 0.00 0.00	170.00 85.00 85.00	9584
FGLENV <a href="#">101229A</a> <a href="#">101433A</a> <a href="#">102218A</a>	FGL Environmental Invoice Invoice Invoice	02/22/2021 02/25/2021 02/26/2021	03/12/2021 Samples Samples Samples	Regular	0.00 0.00 0.00	812.00 126.00 601.00 85.00	9606
FH PUMPS <a href="#">86144</a>	FH Pumps Invoice	02/19/2021	03/12/2021 Seal Kit/Bearings	Regular	0.00 0.00	594.94 594.94	9607
GENERAL <a href="#">28494</a>	General Pump Company, Inc. Invoice	02/28/2021	03/12/2021 Well 1 Repairs	Regular	0.00 0.00	34,265.15 34,265.15	9608
GUARDIAN <a href="#">INV0001662</a> <a href="#">INV0001674</a>	Guardian Invoice Invoice	02/12/2021 02/26/2021	02/24/2021 Dental Dental	Regular	0.00 0.00 0.00	745.44 372.75 372.69	9578
GUARDIAN <a href="#">7690460221</a>	Guardian Invoice	02/14/2021	02/24/2021 Admin. Fee	Regular	0.00 0.00	10.00 10.00	9585
HPWP&C <a href="#">111854</a>	Hathaway, Perrett, Webster, Powers Invoice	02/28/2021	03/12/2021 Attorney Fees	Regular	0.00 0.00	420.00 420.00	9609
HLTHNE <a href="#">61790221</a>	Health Net Life Insurance Company Invoice	02/09/2021	02/24/2021 Life Insurance	Regular	0.00 0.00	43.35 43.35	9586
MACS <a href="#">23342</a>	Mac's Auto Upholstery Invoice	03/08/2021	03/12/2021 Seat Repair	Regular	0.00 0.00	230.04 230.04	9610
MAR <a href="#">11608</a>	MAR Lawn & Landscape, Inc. Invoice	03/01/2021	03/12/2021 Yard Maintenance	Regular	0.00 0.00	190.00 190.00	9611
MOHARD <a href="#">955274</a> <a href="#">955577</a> <a href="#">955678</a> <a href="#">955699</a> <a href="#">955888</a> <a href="#">955894</a> <a href="#">955967</a> <a href="#">956041</a> <a href="#">956060</a> <a href="#">956431</a> <a href="#">956635</a> <a href="#">957315</a> <a href="#">958377</a> <a href="#">958447</a>	Meiners Oaks Hardware Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	02/01/2021 02/01/2021 02/02/2021 02/02/2021 02/03/2021 02/03/2021 02/04/2021 02/04/2021 02/04/2021 02/08/2021 02/10/2021 02/16/2021 02/25/2021 02/25/2021	03/12/2021 Belt Dressing Brass Motor Oil Washer Rubber Hose Watch Battery Batteries Rat Zapper/Rat Bait Station/Batteries Gloves/Scour Pad/Rust Remover,etc. Vinyl Tube/Supply Hose Discharge Hose Compressor Oil Gopher Wire/Nipples/Ball Valve,etc. Steel Wool Pad Drill Bit/Bolts & Screws	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 0.00 0.00	352.52 6.42 4.18 11.99 1.36 6.03 12.68 95.61 42.76 41.83 8.77 4.82 86.53 4.87 24.67	9612
MITEC <a href="#">1058678</a> <a href="#">68079</a>	MiTec Solutions LLC Invoice Invoice	02/19/2021 02/15/2021	02/24/2021 Remote Labor Splashtop/Antivirus	Regular	0.00 0.00 0.00	111.25 71.25 40.00	9587
MITEC <a href="#">1058752</a> <a href="#">1058782</a>	MiTec Solutions LLC Invoice Invoice	02/26/2021 03/02/2021	03/12/2021 New Monitor Installation New Monitor	Regular	0.00 0.00	1,004.83 120.00 193.94	9614

## Check Report

Date Range: 02/16/2021 - 03/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">1058804</a>	Invoice	03/03/2021	Monthly Maintenance	0.00	210.00	
<a href="#">1058839</a>	Invoice	03/05/2021	Computer Cleanout and Cleanup	0.00	225.00	
<a href="#">68459</a>	Invoice	03/01/2021	Email Exchange/Web Hosting	0.00	206.89	
<a href="#">68509</a>	Invoice	03/01/2021	Off Site Back Up	0.00	49.00	
NCK&K	Nelson Cornis Kettle & Kinney, LLP	03/12/2021	Regular	0.00	1,430.00	9615
<a href="#">3368</a>	Invoice	03/02/2021	Attorney Fees	0.00	1,430.00	
OFFDEP	Office Depot	03/12/2021	Regular	0.00	121.35	9616
<a href="#">157932032001</a>	Invoice	02/19/2021	Paper/Moisteners/Sanitizers,etc.	0.00	109.26	
<a href="#">158153776001</a>	Invoice	02/19/2021	Scissors	0.00	12.09	
OILELE	Oilfield Electric Company, Inc.	02/24/2021	Regular	0.00	1,821.91	9588
<a href="#">2031007</a>	Invoice	02/17/2021	Motor	0.00	1,210.91	
<a href="#">2031009</a>	Invoice	02/17/2021	Electrical Work	0.00	611.00	
OBC	Ojal Business Center, Inc.	03/12/2021	Regular	0.00	150.95	9617
<a href="#">15890</a>	Invoice	02/25/2021	Employee Handbooks	0.00	150.95	
PATHIAN	Pathian Administrators	02/24/2021	Regular	0.00	142.08	9579
<a href="#">INV0001664</a>	Invoice	02/12/2021	HSBS	0.00	71.05	
<a href="#">INV0001676</a>	Invoice	02/26/2021	HSBS	0.00	71.03	
PERS	Public Employees' Retirement System	02/28/2021	Bank Draft	0.00	150.00	DFT0001195
<a href="#">INV0001660</a>	Invoice	02/12/2021	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	02/28/2021	Bank Draft	0.00	2,867.70	DFT0001197
<a href="#">INV0001663</a>	Invoice	02/12/2021	PERS	0.00	2,867.70	
PERS	Public Employees' Retirement System	02/28/2021	Bank Draft	0.00	150.00	DFT0001207
<a href="#">INV0001672</a>	Invoice	02/26/2021	457 Withholdings	0.00	150.00	
PERS	Public Employees' Retirement System	02/28/2021	Bank Draft	0.00	2,502.95	DFT0001209
<a href="#">INV0001675</a>	Invoice	02/26/2021	PERS	0.00	2,502.95	
PERS	Public Employees' Retirement System	03/11/2021	Bank Draft	0.00	2,000.13	DFT0001217
<a href="#">10000001634884</a>	Invoice	03/01/2021	Unfunded Accrued Liability	0.00	2,000.13	
PERS	Public Employees' Retirement System	03/11/2021	Bank Draft	0.00	114.45	DFT0001218
<a href="#">10000001634885</a>	Invoice	03/01/2021	Unfunded Accrued Liability	0.00	114.45	
SCE	Southern California Edison Co.	03/12/2021	Regular	0.00	1,559.97	9618
<a href="#">OFFELE0321</a>	Invoice	03/12/2021	Office Electricity	0.00	108.32	
<a href="#">TNKFRM0321</a>	Invoice	03/12/2021	Tank Farm	0.00	33.45	
<a href="#">WELL1-0321</a>	Invoice	03/12/2021	Well 1	0.00	262.22	
<a href="#">WELL2-0321</a>	Invoice	03/12/2021	Well 2	0.00	63.99	
<a href="#">WELL4&amp;70321</a>	Invoice	03/12/2021	Well 4&7	0.00	494.58	
<a href="#">WELL8321</a>	Invoice	03/12/2021	Well 8	0.00	125.11	
<a href="#">Z-20321</a>	Invoice	03/12/2021	Zone 2	0.00	110.93	
<a href="#">Z-2FIR0321</a>	Invoice	03/12/2021	Zone 2 Fire	0.00	63.21	
<a href="#">Z-2PVR0321</a>	Invoice	03/12/2021	Zone 2 Power	0.00	282.63	
<a href="#">Z-3FIR0321</a>	Invoice	03/12/2021	Zone 3 Fire	0.00	15.53	
SCGAS	Southern California Gas Co.	03/12/2021	Regular	0.00	83.02	9619
<a href="#">0425</a>	Invoice	03/02/2021	Office Heat	0.00	83.02	
TYLER	Tyler Technologies, Inc.	02/24/2021	Regular	0.00	7,299.25	9589
<a href="#">025-324205</a>	Invoice	02/23/2021	Incode Maintenance 2021-2022	0.00	7,299.25	
UAOFSC	Underground Service Alert of So.Ca.	02/24/2021	Regular	0.00	12.44	9590
<a href="#">dsb20200342</a>	Invoice	02/21/2021	Digalert	0.00	12.44	
UAOFSC	Underground Service Alert of So.Ca.	03/12/2021	Regular	0.00	38.94	9620
<a href="#">220210437</a>	Invoice	03/01/2021	Digalerts	0.00	26.50	



## Check Report

Date Range: 02/16/2021 - 03/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">dsb20200969</a>	Invoice	03/01/2021	CA State Fees	0.00	12.44	
USBANK	US Bank Corporate Pmt. System	03/12/2021	Regular	0.00	2,497.01	9621
<a href="#">A10205</a>	Invoice	02/05/2021	Water for Plant	0.00	2.96	
<a href="#">AMAZON0125</a>	Invoice	02/01/2021	Work Phone Case	0.00	19.96	
<a href="#">AMAZON0219</a>	Invoice	02/19/2021	Mike's Gift	0.00	53.57	
<a href="#">BOOTB0215</a>	Invoice	02/15/2021	New Boots for Mike	0.00	102.34	
<a href="#">CUSTOM0218</a>	Invoice	02/18/2021	Trophy for Years of Service	0.00	123.92	
<a href="#">GRAINGER0222</a>	Invoice	02/22/2021	Air Compressor Pump	0.00	490.68	
<a href="#">HACH0212</a>	Invoice	02/12/2021	Lamp Assembly	0.00	313.18	
<a href="#">HACH0217</a>	Invoice	02/17/2021	Chlorine Reagent	0.00	788.80	
<a href="#">INDEED0127</a>	Invoice	02/01/2021	Job Posting	0.00	25.15	
<a href="#">INDEED0216</a>	Invoice	02/02/2021	Job Posting	0.00	54.20	
<a href="#">LOGMEIN0216</a>	Invoice	02/16/2021	Remote Log In Access	0.00	5.00	
<a href="#">LOGMEIN0221</a>	Invoice	02/16/2021	Remote Login Access	0.00	10.00	
<a href="#">MEMBER0126</a>	Invoice	02/01/2021	Job Posting	0.00	399.00	
<a href="#">PRIME0222</a>	Invoice	02/22/2021	Prime Membership	0.00	13.93	
<a href="#">TAXFORMS0202</a>	Invoice	02/01/2021	1099's	0.00	94.32	
VERIZON	Verizon Wireless	03/12/2021	Regular	0.00	319.14	9623
<a href="#">9874267304</a>	Invoice	02/26/2021	Cell Phones	0.00	319.14	
W&B	Wagner & Bonsignore CCE	02/24/2021	Regular	0.00	1,485.00	9591
<a href="#">02-21-635</a>	Invoice	02/01/2021	Analysis	0.00	1,485.00	
WRIGHT EXP	WEX Bank	02/24/2021	Regular	0.00	997.98	9592
<a href="#">70190660</a>	Invoice	02/15/2021	Fuel	0.00	997.98	

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	101	43	0.00	124,750.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	17,009.13
EFT's	0	0	0.00	0.00
	<b>110</b>	<b>52</b>	<b>0.00</b>	<b>141,759.85</b>

PR \$45,681.41

**All Bank Codes Check Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	101	43	0.00	124,750.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	17,009.13
EFT's	0	0	0.00	0.00
	<b>110</b>	<b>52</b>	<b>0.00</b>	<b>141,759.85</b>

**Fund Summary**

Fund	Name	Period	Amount
10	OPERATING	2/2021	34,613.74
10	OPERATING	3/2021	107,146.11
			<b>141,759.85</b>



### Report of Income as of 2/28/2021

Income	Month of February	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	976.52	14,541.41	--	14,541.41
Taxes	--	102,047.78	--	102,047.78
Pumping Charges	231.42	3,103.72	--	3,103.72
Fire Protection	99.14	1,389.04	--	1,389.04
Meter & Inst. Fees	--	--	--	--
Water Sales	45,273.85	542,962.41	655,040.00	112,077.59
<sup>1</sup> Casitas Water/Standby	3,623.91	64,226.72	--	64,226.72
MWAC Charges	54,983.81	447,736.95	770,915.00	323,178.05
MCC Chg.	6,100.56	50,998.49	113,329.00	62,330.51
<sup>2</sup> Misc. Income	149.78	7,437.23	--	7,437.23
Late & Delinquent Chgs.	--	348.37	--	348.37
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	2,651.03	65,244.37	--	65,244.37
	--	--	--	--
		--	--	--
		--	--	--
<b>TOTAL INCOME</b>	<b>114,090.02</b>	<b>1,300,036.49</b>	<b>1,539,284.00</b>	<b>239,247.51</b>

Note:

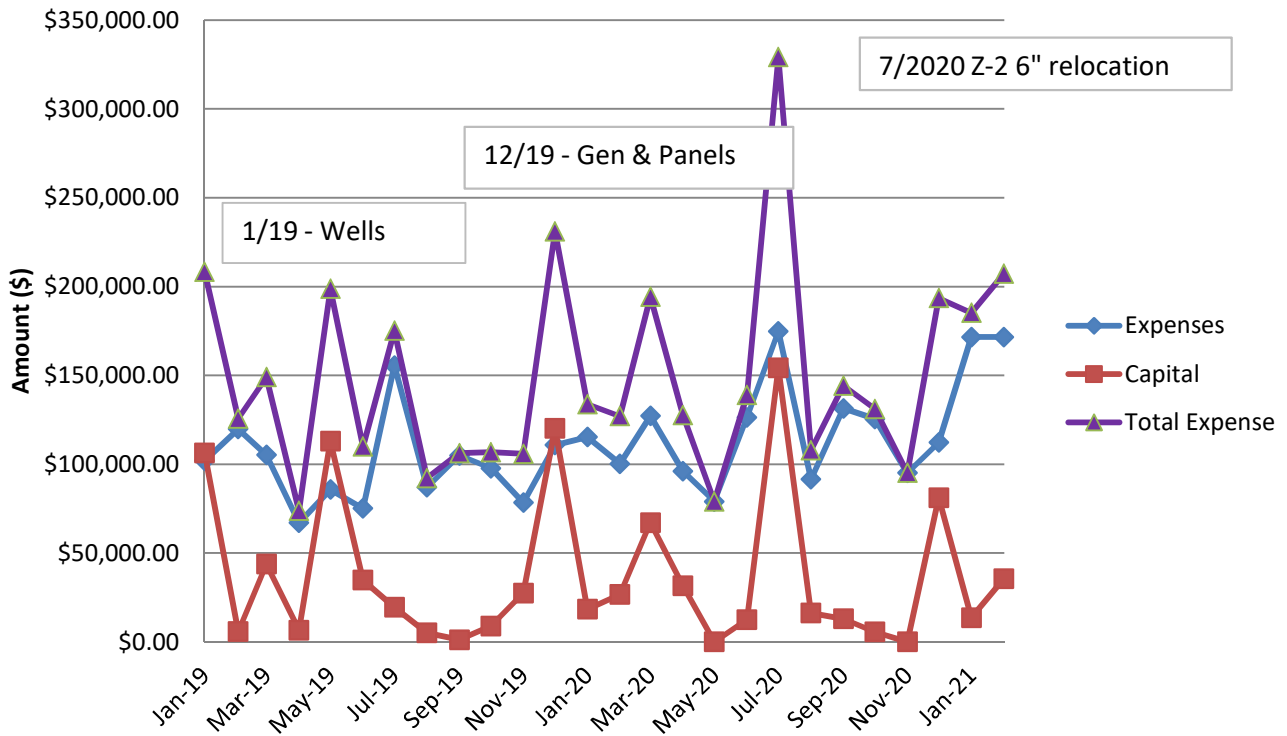
<sup>1</sup> This line item is necessary because these sales are tracked in the expenditures

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

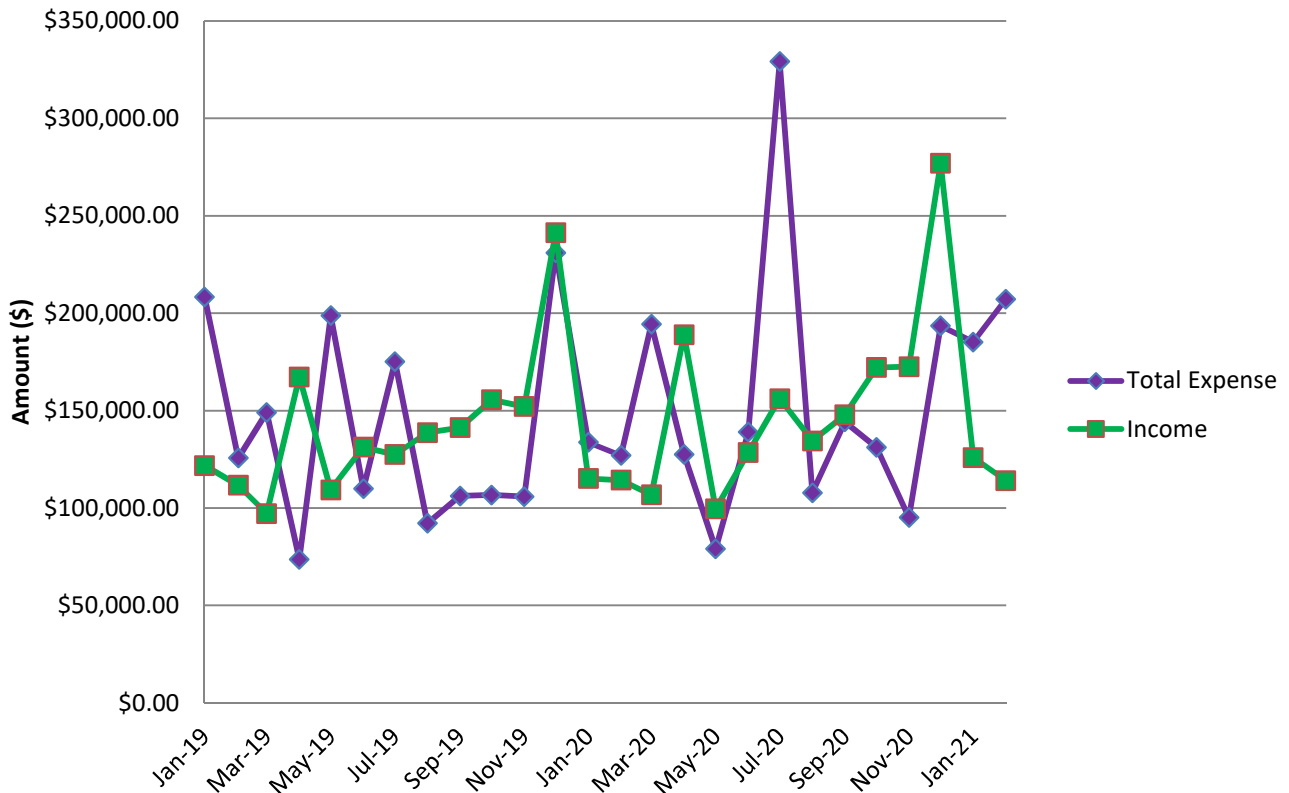
Recycled meters and scrap metal

Employee payments for insurance payouts

## MOWD Monthly Expenses



## MOWD Income & Expenses



## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into as of \_\_\_\_\_, 2021, by and between the MEINERS OAKS WATER DISTRICT, a county water district formed and operating under the provisions of the California County Water District Law (California Water Code §30000 et seq.) (hereafter, the "District"), and JUSTIN MARTINEZ (hereafter, "Employee").

### RECITALS

A. The District desires to employ the services of Employee as the District's General Manager as provided by the California County Water District Law and subject to and on the terms and conditions set forth in this Agreement.

B. Employee desires to be employed by the District in such capacity subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and conditions contained in this Agreement, the District and Employee agree as follows:

#### 1. Terms and Conditions of Employment.

**1.1. Employment.** The District hereby employs Employee as the General Manager of the District, and Employee accepts such employment with the District in such capacity subject to the terms and conditions hereof.

**1.2. Authority and Duties.** Employee shall be responsible to the District's Board of Directors for the efficient administration of all activities and affairs of the District which are under his control and as directed by the Board of Directors in accordance with all laws, ordinances and regulations applicable to the services to be performed. Employee shall exercise such powers and authority, perform such duties and functions, and discharge such responsibilities as are associated with Employee's position as General Manager of the District as prescribed by applicable law and as may otherwise be imposed or prescribed by the Board of Directors from time to time.

**2. Exclusivity.** Throughout the term of Employee's employment hereunder, Employee shall devote substantially all of his or her time, attention, energy, knowledge and skill during regular business hours to the performance of the duties of Employee's employment (vacations and reasonable absences due to illness excepted), shall faithfully and industriously perform such duties, and shall diligently follow and implement all reasonable and lawful management policies and decisions of the District. The expenditure of reasonable amounts of time for personal business, charitable or professional activities shall not be deemed a breach of this Agreement, provided such activities do not interfere with or otherwise adversely impact the services required to be rendered by Employee to the District hereunder.

#### 3. Compensation.

**3.1. Salary.** In consideration for Employee's services hereunder, the District shall pay Employee an annual salary ("Annual Salary") in the amount of One Hundred Thirty Thousand Dollars (\$130,000.00) per year. The Annual Salary shall constitute the base compensation payable to Employee for all duties and services required of Employee under this Agreement. The Annual Salary shall be payable to Employee in arrears and in periodic installments in accordance with the normal payroll payment practices of the District and subject to such deductions and withholdings as law or policies of the District, from time to time in effect, require. If Employee is entitled to receive an installment of Annual Salary for any period that is less than the applicable semimonthly pay period, the payment of the installment of Annual Salary for such period shall be computed by prorating the installment of Annual Salary due for such period based upon the actual number of

days therein. The District will review Employee's performance and salary at least annually, and the District may, in its sole discretion, increase Employee's Annual Salary during Employee's employment with the District

**3.2. Reduction of Salary.** The District at any time during the term of this Agreement may reduce Employee's Annual Salary or other financial benefits in the same percentage as an across-the-board reduction for all employees of the District. In addition, the District may reduce Employee's Annual Salary or other financial benefits as part of a disciplinary action.

**3.3. Benefits.** During the term of Employee's employment hereunder, Employee shall be entitled to the employee benefits set forth herein as follows:

**3.3.1. Health, Dental and Vision Insurance.** During the term of this Agreement, Employee may participate in and, upon Employee's election, shall receive the health, dental and vision insurance benefits upon the same terms and conditions as provided to all other District employees.

**3.3.2. Vacation and Sick Leave.** Employee shall be entitled to paid vacation leave of 13.34 hours per month (20 working days per year) with full pay in accordance with and subject to the terms of the plans and policies in effect generally as to other employees of the District from time to time; provided that, upon the commencement of Employee's employment pursuant to this Agreement, Employee will be treated as an 11-year employee of the District to take into account Employee's prior employment with the District. At fifteen (15) years of service, paid vacation leave will max out at 20 hours per month (30 working days per year). Employee shall also be entitled to be absent from employment due to illness in accordance with and subject to the terms of the plans and policies in effect generally as to other employees of the District from time to time; provided that the District will reinstate approximately one-half (i.e., 364.25 hours) of Employee's accrued sick days from Employee's prior employment with the District upon the commencement of Employee's employment hereunder, and the District will reinstate the remaining approximately one-half (i.e., 364.00 hours) of such accrued sick days upon the first anniversary of Employee's employment hereunder.

**3.3.3. Other Benefits; Changes by District.** Employee shall receive such other benefits of employment made available by the District when and as Employee becomes eligible for them in accordance with the applicable policies, practices and procedures of the District in effect from time to time. The foregoing shall not be construed to require the District to establish or offer any particular employee benefit programs, plans or other benefits, or to prevent the modification or termination thereof by the District once established. Employee recognizes that District has the right, in its sole discretion, to modify, suspend, or discontinue any and all of the above-mentioned plans, practices, policies, and programs at any time as long as such action is taken generally with respect to other similarly situated employees of the District.

**3.4. Expenses.** The District agrees to budget and to pay for substantiated professional dues and subscriptions of Employee necessary for continuation and full participation in national, regional, state and local associations and organizations. Such expenses are necessary and desirable for Employee's continued professional growth and advancement and for the good of and to further the interests of the District. In addition, the District shall reimburse Employee for all reasonable business-related expenses incurred by Employee in connection with his employment with the District in accordance with the policies, practices, and procedures in effect generally with respect to other employees of the District.

**4. At-Will Employment.** It is expressly acknowledged and agreed that Employee's employment with the District pursuant to this Agreement is for no specified term and is at the mutual consent of both Employee and the District. Specifically, Employee's employment is voluntary and will be on an "at will" basis, meaning that either Employee or the District may terminate the employment relationship with or without cause, and with or without notice, at any time. There are no express or implied agreements contrary to the foregoing, and the at-will nature of Employee's employment hereunder may not be modified by any officer or employee of the District except by an agreement in writing signed by the President of the District's Board of Directors, and shall not otherwise be modified by any publication or document.

**5. District Policies.** During Employee's employment with the District, Employee shall be subject to and observe all policies, practices and procedures of the District, including without limitation the District's anti-discrimination and sexual harassment policies.

**6. Severability.** Each of the provisions of this Agreement shall be deemed separate, severable and independent covenants, and in the event that any provision shall be declared invalid or unenforceable by any court of competent jurisdiction, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way

**7. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to the laws of conflicts.

**8. Notices.** All notices, requests, demands and other communications required to be given under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, one (1) day after delivery to the carrier if sent by reputable overnight courier to the recipient's address given below, or on the third (3<sup>rd</sup>) business day after mailing if mailed to the party to whom notice is to be given, by first class mail, registered or certified, postage prepaid, and properly addressed as follows:

**Employee:** Justin Martinez  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The District:** Meiners Oaks Water District  
Attn: Board of Directors  
202 W. El Roblar Dr.  
Ojai, CA 93023

Any party may change its address for purposes of this paragraph by giving the other party written notice of the new address in the manner set forth above.

**9. Entire Agreement.** This Agreement supersedes all prior agreements, understandings, and communications between Employee and the District, whether written or oral, express or implied, relating to the subject matter of this Agreement and is intended as a complete and final expression of the terms of the agreement between Employee and the District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone acting on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

**10. Amendment.** This Agreement may not be altered or amended except in a writing signed by both parties to this Agreement.

**11. Binding Effect.** The provisions of this Agreement shall be binding upon the parties hereto and their respective successors in interest.

**12. Captions and Section Headings.** The captions and section headings used herein are for convenience only and are not a part of this Agreement and shall not be used in construing it.

**13. Attorneys' Fees.** The prevailing party in any litigation, including arbitration, concerning this Agreement shall be entitled to recover that party's reasonable attorneys' fee, in addition to recoverable costs.

**14. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument. This Agreement may be signed by the parties by the use of “facsimile” or “PDF” transmitted signed documents. Each party agrees to accept, and may rely upon, such documents as if they bore original signatures.

IN WITNESS WHEREOF, the District and Employee have each executed and delivered this Agreement as of the date first shown above.

**DISTRICT:**

MEINERS OAKS WATER DISTRICT

By: \_\_\_\_\_  
Michael Etchart, President, Board of Directors

**EMPLOYEE:**

\_\_\_\_\_  
JUSTIN MARTINEZ

APPROVED AS TO FORM:

\_\_\_\_\_  
Stuart G. Nielson, Legal Counsel



## 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 5.82” of rain Matilija Canyon

WY – 2020-21 4.51” of rain Meiners Oaks Fire Station

## Casitas Lake Level

**38.9%**

## Board Committees

The Executive Committee met 4 times in February 2021 for the General Manager recruitment.

## Current Well Levels and Specific Capacity

Well 1	Feb	Mar	Well 2	Feb	Mar	Well 4	Feb	Mar	Well 7	Feb	Mar
<b>Static</b>	OFF'	30.54'	<b>Static</b>	28.9'	29.35'	<b>Static</b>	40.9'	40.10'	<b>Static</b>	46.9'	46.30'
<b>Running</b>	OFF'	OFF'	<b>Running</b>	OFF'	OFF'	<b>Running</b>	76.8'	77.90'	<b>Running</b>	50.1'	51.70'
<b>Drawdown</b>	OFF'	OFF'	<b>Drawdown</b>	OFF'	OFF'	<b>Drawdown</b>	35.9'	37.8'	<b>Drawdown</b>	3.2'	5.4'
<b>Specific Cap.</b>	OFF gal/ft	OFF gal/ft	<b>Specific Cap.</b>	OFF gal/ft	OFF gal/ft	<b>Specific Cap.</b>	10.1 gal/ft	9.60 gal/ft	<b>Specific Cap.</b>	92.5 gal/ft	53.52 gal/ft

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

**Total Pumped**

Total Pumped for February 2021	59.13 AF
Total Pumped 2020:	609.61 AF
Total Pumped YTD 2021:	59.13 AF

**Total Sold**

Total Sold for February 2021:	43.26 AF
Total Sold 2019:	563.62 AF
Total Sold 2020:	664.65 AF

**Total Purchased:**

Total Purchased from CMWD 2020	197.26 AF
Total Purchased February	0.00 AF

**Total Capacity**

1,600 Gallons per Minute (G.P.M.) 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)

February 2020:	\$ 49,484.30
February 2021:	\$ 45,273.85



**Reserve Funds**

* Balance at the County of Ventura	\$ 1,414,843.32
Total Taxes	\$ 0.00
Total Interest from reserve account#	\$ 976.29

**Fiscal Year Total Revenues**

July 1 <sup>st</sup> –February 28 <sup>th</sup>	2020	\$ 1,185,989.89
July 1 <sup>st</sup> – February 28 <sup>th</sup>	2021	\$ 1,300,036.49

**Bank Balances**

* LAIF Balance	\$ 229,480.68
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
* Money Market (Mechanics Bank)	\$ 7,621.55
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	\$ 65,773.89
Trust Fund Balance	\$ 16,913.68
* Capital Improvement Fund	\$ 14,257.57
(#) Quarterly Interest from Capital Account	\$ .23
Total Interest accrued	\$ 0.00

\* Accounts considered Liquid Reserves

## **District Summary/Update**

- **Purchased Water:** The District began purchasing water on 9-28-2020 and returned to producing our water on February 1<sup>st</sup>.
- **Meiners Rd Tank:** Director Kentosh and the former G.M. reviewed the draft Zone-2 (Meiners Rd) compliance report from W.R.E.A. This will be reviewed with the new GM.W.R.E.A. 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, per the former GM.
- **District Work: (Provided by Field Operators)**
  - Sam Hill & Sons completed meter relocation for the parcel on E. El Roblar, tie into the main line that was previously not connected – was pending for several years.
  - Flushed dead-ends throughout District;
  - Zone 1 pump electrical work, in consult with Oilfield Electric, built mount and relocated compressor and motor;
  - Ran Wells 1 & 2 to waste in preparation to bring treatment plant back online; additionally, tanks were filled and drained when coming off Casitas connection due to no residual.
  - Installed new motor #1 at the top of Meiners Rd and performed 3 motor/pump operational tests;
  - Completed required sampling and state reports;
  - Dig Alerts and service orders.
- **Wells:** General Pump began work at Well #1 on 2/17/2021 and completed 3/3/2021. The treatment plant had been offline since October 2020; operators have been working to bring the plant back online. Wells 4 & 7 meeting current customer demand.
- **Meter Reading System** – Beacon Training scheduled for 3/15/2021.
- **R.F.P. for Water Treatment Plant 100% Design** – The R.F.P. is on hold until the new GM can review.

**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

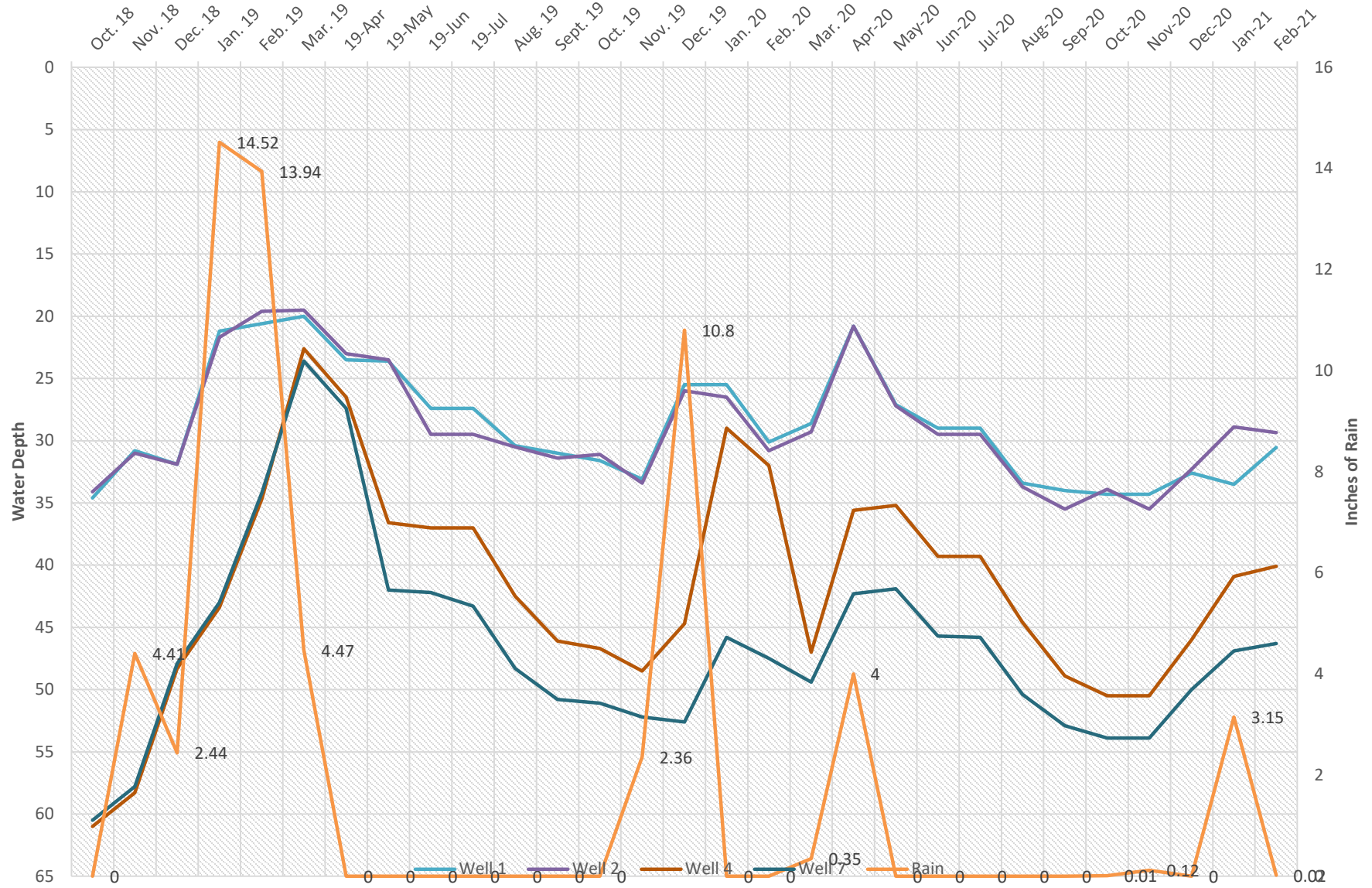
### **Well Drilled Dates & Depths**

	<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. Well # 4 (New)	2018	165 feet
5. Well # 7	1961	156 feet
6. Well # 8	1968	144 feet (NON-OP.)

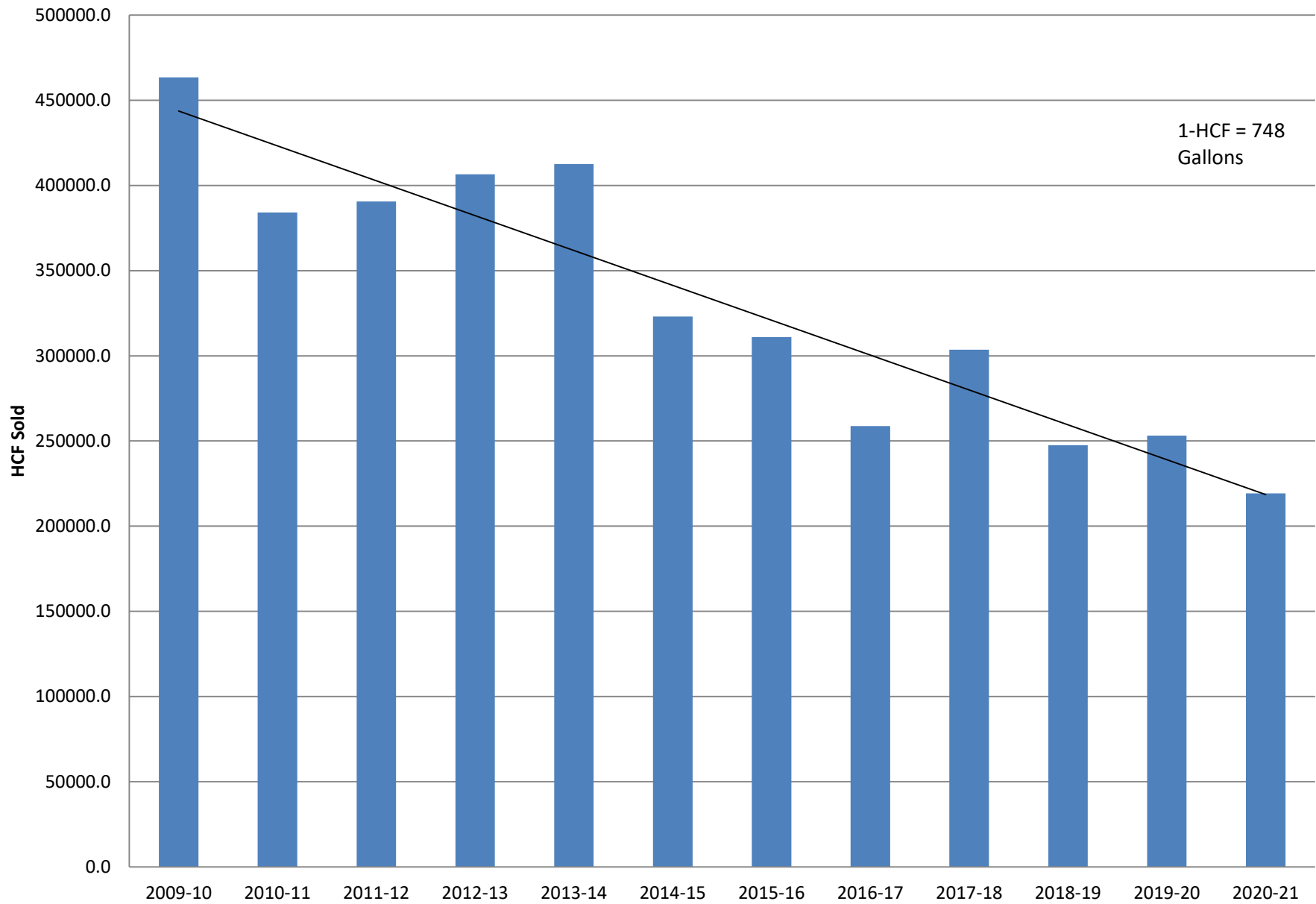
### **Board of Directors**

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

# Static Well Levels and Rainfall



## Water Sales 2009- Current



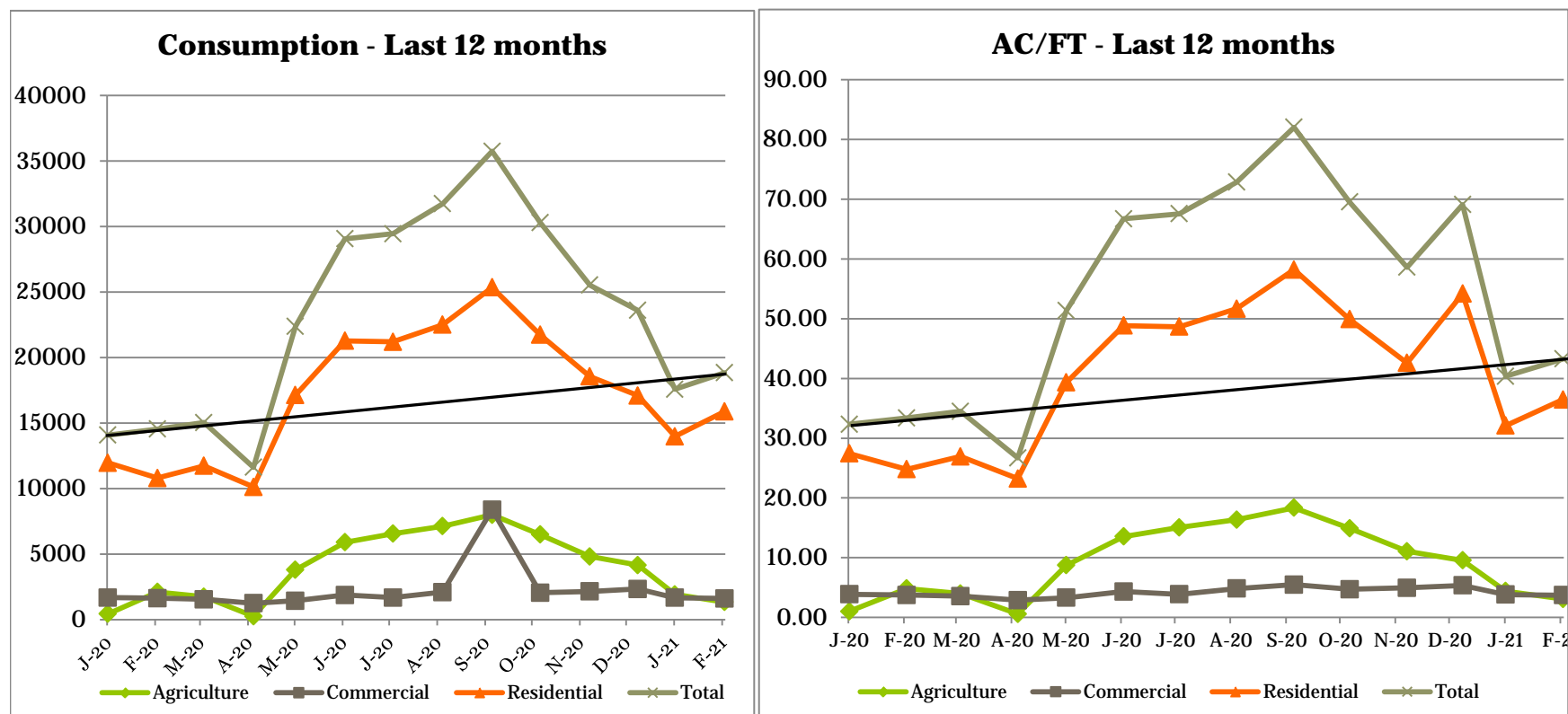
# GM Consumption Report

Billed Consumption for January 2021

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	30	1345	748	3.09
Commercial	57	1620	748	3.72
Residential	1189	15879	748	36.45

<b>Total Consumption</b>	<b>1276</b>	<b>18844</b>	<b>Grand total</b>	<b>43.26</b>
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\*Turned off Casitas Connection 2/2/2021



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	1923.00	1.39	7.78	2.78	1.00	4.41
FEB	195.00	4487.00	163.00	2109.00	1345.00	0.45	10.30	0.37	4.84	3.09
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	1620.00	4.15	4.02	3.25	3.76	3.72
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	15879.00	22.81	32.16	18.92	24.79	36.45
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

### March 2021

#### 1. Administrative

- Recruitment campaign for General Manager.
- Quarterly ControlScan for online bill pay, completed on time and in compliance 3/11/2021.
- Mechanic's Bank authorized signature sheet will be updated this month, look for email from Ms. Malone.

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

- Audit for FY19-20 – *currently engaged in prep work with C. Fanning.*
- 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. As of March 10, there are 27 accounts with balances over 4 months delinquent. Customer notices outlining their balances, last payment information and options for payment arrangements were mailed and emailed to the 27 customers on 3/2/2021, with a requested response/contact by 3/15/2021.

Class	#Customers	\$ @>3 mo	\$ @>4 mo	Notes
Residential	25	\$2,365.44	\$8,194.83	23 of the RES accounts have not made a payment in >6 months.
Commercial	0	\$0	\$0	
Agriculture	2	\$666.66	\$1,312.11	(1) Last pmt 12/30/2020 of \$1,000.00 (2) Last pmt 3/5/2021 of \$400.00

#### 3. Projects

- 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.
- Staff Procedures Ad-Hoc Committee – Status quo.
- Grants: Nitrate Removal – No update.
- 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. Training scheduled for Monday, March 15.

#### **4. Billing/Customer Service**

- a. Summary of Billing Statements & Customer Service Orders
- b. Casitas Connection on 9/28/2020 - 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
Feb 21	75	13	\$108,605.39	\$0	\$2,460.00	\$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.

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

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

**Attachments:** None.