

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/719299901>

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

ACCESS CODE: 719-299-901

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))

September 21, 2021 at 6:00 pm.

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** August 17, 2021, Regular Meeting

September 14, 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:*

5. Closed Session Items

- a) The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to attorney/client privilege, as authorized by Government Code Section 54957, 54956.8, & 54956.9 and 54957.

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

Regular Agenda (Reconvene Regular Meeting, Estimated Time 6:45 p.m.**)**

6. Financial matters

Approval of Payroll and Payables from August 16, 2021, to September 15, 2021, in the amount of:

Payables – \$ 95,852.62

Payroll – \$ 41,718.02

Total – \$ 137,570.64

7. Board action and/or discussion

- Authorize staff to issue an RFP to qualified engineering firms for the design of a replacement water filtration plant. (Kentosh) - Attachment
Recommended Action: Authorize staff to issue RFP.
- Discuss and consider selection of a firm and approve expense for tank cleaning and inspection based on submitted bids. (Martinez) - Attachments
Recommended Action: Select firm and approve expenditure.
- Approve Resolution 2021921: AB 361 – Brown Act: Remote Meetings During a State of Emergency. (Ward) – Attachment
Recommended Action: Approve Resolution 2021921
- Discuss and consider options for Director Compensation, provide direction to staff. (Etchart) - Attachments
Recommended Action: Discuss and provide direction to staff.
- Discuss Draft Financial Audit FY 2019-2020, provide direction to staff. (Ward) – Attachment
Recommended Action: Provide direction and feedback to staff.
- Approve revised MOWD Substance Use and Abuse Policy. (Martinez) - Attachment
Recommended Action: Approve revised policy.

8. General Manager's Report

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

9. Board Secretary's Report

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

10. Board Committee Reports

- Executive Committee
- UVRGA
- Allocation Program Committee
- Budget/Rate Committee
- Emergency Management Committee
- Staff Procedures Ad-hoc Committee
- New Meters & Expansion of Services Committee

11. Old Business

- State Water
- Matilija Dam Removal Update
- Nitrate Removal – CA Wildlife Conservation Grant

12. Director Announcements/Reports

13. Adjournment The next scheduled Regular Board meeting is October 19, 2021.

Regular Meeting
August 17, 2021
6:00 pm

Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023-2211

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 6:04 pm via teleconference.

2. Roll Call

Present: Board President, Mike Etchart, Board Directors: James Kentosh, Diana Engle, Christian Oakland, and Loni Anderson. Staff Present: General Manager, Justin Martinez. Attorney Present: Stuart Nielson, and Jeanne Zolezzi, Greg Jones (closed session only).

Absent: None.

3. Approval of the Minutes

Approval of July 16, 2021, Special Meeting Minutes

Approval of July 20, 2021, Regular Meeting Minutes

Approval of July 28, 2021, Special Meeting Minutes

Approval of August 2, 2021, Special Meeting Minutes

Director Engle made the motion to approve the July 16, 2021, special meeting minutes; July 20, 2021, regular meeting minutes; July 28, 2021, special meeting minutes; and August 2, 2021, special meeting minutes. Director Kentosh seconded the motion.

No public comment.

Engle/Kentosh

Roll Call Vote:

Etchart - Y Engle- Abstain Kentosh - Y Oakland – Y

All Ayes – M/S/C

4. Public Comments

- Ms. Von Gunten was present, provided a statement of attendance.

5. **Elected Official – Oath of Office**

Director Etchart performed the Oath of Office with the newly appointed Director, Loni Anderson, via video conference. Director Anderson to sign the physical form at the District Office.

No public comment.

No motion.

****The Board went into closed session at 6:09 pm****

****J. Zolezzi & G. Jones joined the meeting at 6:10 pm****

6. **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 v. SWRCB, San Francisco Superior Court, Case # CPF-14-513875
- Meiners Oaks Water District v. Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/
- Personnel matters

****G. Jones left the meeting at 6:37 pm & J. Zolezzi left the meeting at 6:53 pm****

****The Board adjourned closed session at 6:58 pm****

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

7. **Financial Matters**

Approval of Payroll and Payables from July 16 to August 15, 2021, in the amount of:

Payables: \$ 80,317.17

Payroll: \$ 41,362.83

Total: \$121,680.00

Director Engle made the motion to the Payroll and Payables from July 16 to August 15, 2021. Director Kentosh seconded the motion.

No public comment.

Engle/Kentosh

Roll Call Vote:

Etchart - Y Engle- Y Kentosh - Y Oakland – Y Anderson - Y

All Ayes – M/S/C

8. **Board Discussion/Actions**

a. **Approval of agreement with MKN & Associates for preparation of a nitrate removal feasibility study. (Kentosh)**

Director Kentosh presented the (attorney reviewed) agreement with MKN & Associates for preparing our nitrate removal feasibility study. The agreement contains standard legal language, project team, scope, schedule, deliverables, and cost.

Director Kentosh made the motion to approve the MKN & Associates agreement for the preparation of a nitrate feasibility study not to exceed \$32,000. Director Anderson seconded the motion.

Public Comment:

Ms. Von Gunten stated that removing nitrates is a good idea.

Kentosh/Anderson

Roll Call Vote:

Etchart - Y Engle- Y Kentosh - Y Oakland – Y Anderson - Y

All Ayes – M/S/C

*****Director Etchart left the meeting at 7:05 pm – Director Kentosh to chair remainder of the meeting*****

b. **Discuss nitrate removal feasibility study goals. (Kentosh)**

Director Kentosh stated that he had prepared a white paper to summarize where the District is at and some short-term goals, not included in the agenda packet. The primary goal of the feasibility study is determine if it is beneficial to remove the nitrates from the groundwater as a backup supply of drinking water. Director Kentosh reported that there may be other potential benefits from removing the nitrates, as it relates to the aquatic environment. Director Engle shared that clear messaging is important, and focus on the supply of clean drinking water for MOWD customers. Additionally, it is important that MOWD discuss potential plans with the UVRGA.

Public Comment:

Ms. Von Gunten recommended addressing the ongoing source of the contamination. She recommended evaluation of the District's carbon footprint as it considers adding additional instruments and equipment. Ms. Von Gunten asked under what context the physical solution was discussed in closed session. Director Kentosh replied the physical solution, as part of the City of Ventura adjudication lawsuit.

No Motion.

c. **Discuss and consider options for Director Compensation, provide direction to staff. (Etchart)**

Director Etchart requested this item be tabled to September 2021.

No motion.

d. Approval of new crane and installation for the new District service truck of \$14,848.56. (Martinez)

Mr. Martinez stated that when the new service truck was ordered last year it was designed for a crane. After evaluation the old crane was found to be unusable. The approved FY 2021-22 budget expenses included \$15,000 for the new crane purchase and installation. Scelzi Equipment quoted the new crane at \$14,848.56.

Director Engle made the motion to approve up to \$15,000 for the new crane purchase and installation. Director Oakland seconded the motion.

No Public Comment.

Engle/Oakland

Roll Call Vote:

Etchart - Y Engle- Y Kentosh - Y Oakland – Y Anderson - Y

All Ayes – M/S/C

e. Allocation Program: (1) Receive update on the billing system configuration progress; (2) Discuss the Artesian (203 E. El Roblar) new allocation and MWAC structure, provide direction to staff. (Ward/Engle)

Ms. Ward shared that the District has a new Tyler technician that is assisting with the required customizations for the annual allocation customers, which was causing the delay in implementation. Additionally, Ms. Ward met with Director Engle to discuss the Artesian account. They requested that the Allocation Committee meet to review and discuss the account allocation; and that the New Meters and Expansion of Services Committee meet to determine the account MWAC fee structure for the Artesian at 203 E. El Roblar. This is a new customer, unique to the District ,and does not fit into any of the established categories in the new allocation program. Ms. Ward is to schedule the sub-committee meetings.

No Public Comment.

No motion.

f. Review and approve MOWD information update to include in the customer billing statement for August 31st. (Kentosh)

Director Kentosh presented a draft August bill stuffer to update customers on various topics, such as the ongoing drought, the status of the moratorium on water

disconnections for non-payment, the allocation program, budget and pandemic related matters.

Directors were in consensus that the draft customer update was appropriate and directed Ms. Ward to include with the August billing statements.

No Public Comment

No motion.

9. **General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is down to 35.1%. The District began purchasing Casitas water on July 27, 2021 through the lower connection. Approximately one third of the customers in the District were served and helped to offset demand on the wells. The goal is to purchase less as a whole, fine tuning the zones. Mr. Martinez added that looking forward, it would be beneficial to explore a portable chloramination trailer or other means of blending Casitas and MOWD water. Mr. Martinez stated that the Earth Systems soils report for the Meiners Rd. antenna relocation project is due to arrive within a week, so that the engineering work for the footers can begin. The Field Operators will begin paperless monitoring, expanding the use of the tough pads currently only used for meter reading.

No Public Comment.

10. **Board Secretary's Report**

Ms. Ward presented the monthly Board Secretary report, highlighting that CA Executive Order N-29-20, modifying Brown Act meeting requirements during the pandemic is set to expire September 30, 2021, an update will be provided at the September meeting. The financial audit for FY 19-20 should be ready in draft by September. Delinquent accounts will be impacted by the September 30, 2021 expiration of the CA Executive Order 42-20. Once the order expires, the 2020 SB 998 timeline for customer disconnections due to non-payment will go into effect.

No Public Comment.

11. **Board Committee Reports**

- Executive Committee: No update.
- UVRGA: Director Engle reported that the Draft GSP is out for public review for 60 days. There will be two upcoming workshops hosted by the VC Watershed Council and UVRGA. Director Engle stated that the plan is available on the GSA website, comments can be made through the online comment form. Additionally, the GSA is looking at rates and fees moving forward.
- Budget/Rate Committee: No update.
- Emergency Management Committee: No update.
- Staff Procedures Committee: No update.

- New Meters & Expansion of Services Committee: No update.

12. **Old Business**

- State Water: No update.
- Matilija Dam Removal Update: Work at the Santa Ana bridge continues.
- Nitrate Removal: See Discussion Items 8a & 8b.

13. **Director Announcements/Reports**

- Director Engle: Presented a technical study on algae monitoring at a June 2021 meeting and has been asked to present to the LA Regional Control Board. Director Engle will share the presentation slides with Director Kentosh.
- Director Oakland: No report.
- Director Kentosh: Meeting with OV Sanitation District GM, Jim Palmer, to get information regarding nitrate removal.
- Director Anderson: No report.
- Director Etchart: Not present.

14. **Meeting Adjournment**

There being no further business to conduct at this time, Board Vice President, Jim Kentosh adjourned the meeting at 8:02 pm.

Board Secretary

Board President

Special Meeting
September 14, 2021
5:00 pm

Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023-2211

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 6:00 pm via teleconference.

2. **Roll Call**

Present: Board President, Mike Etchart, Board Directors: James Kentosh, Diana Engle, and Christian Oakland. Staff Present: General Manager, Justin Martinez; Board Secretary, Summer Ward. Attorneys: Stuart Nielson and Greg Jones (closed session only).

Absent: None.

3. **Approval of the Minutes**

No minutes to approve.

4. **Public Comments**

No public present.

5. **Board Discussion and/or Action**

No items.

****The Board went into closed session at 6:03 pm****

****G. Jones joined meeting at 6:04 pm****

6. **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.

- Meiners Oaks Water District v. Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/

****G. Jones left the meeting at 7:17 pm****

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

Attorney S. Nielson stated that the Board discussed pending litigation and no actions were taken.

7. **Meeting Adjournment**

There being no further business to conduct at this time, Board President, Mike Etchart adjourned the meeting at 7:20 pm.

Board Secretary

Board President

DRAFT



Meiner's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 08/16/2021 - 09/15/2021

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Post Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Bank-AP Bank						
AT&T 01840821	AT&T Invoice	08/27/2021 08/13/2021	Regular Office Phone	0.00 0.00	210.38 210.38	9868
AT&T 08330821	AT&T Invoice	09/13/2021 08/19/2021	Regular Office Phones	0.00 0.00	585.65 585.65	9885
BADGER 1452797	Badger Meter Invoice	08/27/2021 08/16/2021	Regular Meters	0.00 0.00	1,931.44 1,931.44	9869
BYRD 0805-21	Byrd Industrial Electronics Invoice	08/27/2021 08/12/2021	Regular Software Reports	0.00 0.00	898.40 898.40	9870
CALPERS INV0001809	California Public Employees' Retirement Invoice	08/31/2021 08/13/2021	Bank Draft Health	0.00 0.00	2,910.78 2,910.78	DFT0001344
CALPERS 81621	California Public Employees' Retirement Invoice	08/26/2021 08/16/2021	Bank Draft Admin. Fee	0.00 0.00	14.55 14.55	DFT0001357
CALPERS INV0001821	California Public Employees' Retirement Invoice	08/31/2021 08/31/2021	Bank Draft Health	0.00 0.00	2,910.78 2,910.78	DFT0001359
CAL-STATE 195182	Cal-State Invoice	08/27/2021 08/14/2021	Regular Portable Toilet	0.00 0.00	121.36 121.36	9871
CMWD 261150821 262000821 300650821 300650821-2	Casitas Municipal Water District Invoice Invoice Invoice Invoice	09/13/2021 08/31/2021 08/31/2021 08/31/2021 08/31/2021	Regular Fairview Standby Hartmann Allocation Tico & La Luna Standby Purchased Water	0.00 0.00 0.00 0.00 0.00	5,538.10 1,033.31 212.07 1,033.31 3,259.41	9886
CLEANCO 1395	Cleancoast Janitorial Invoice	09/13/2021 09/03/2021	Regular August Janitorial	0.00 0.00	300.00 300.00	9887
CVTDEP 320965	County of Ventura Transport. Dept. Invoice	09/13/2021 08/23/2021	Regular Lomita Ave.	0.00 0.00	370.00 370.00	9888
DATAP 3P55397 DP2103043	Dataprose LLC Invoice Invoice	09/13/2021 09/02/2021 08/31/2021	Regular Status Report Billing & Postage	0.00 0.00 0.00	1,133.15 268.47 864.68	9889
DTLEXC 081321	DTL Excavating Invoice	08/27/2021 08/13/2021	Regular Dig Test Holes	0.00 0.00	480.00 480.00	9872
EJHAR 281300821 994260821	E. J. Harrison Roloffs, Inc. Invoice Invoice	08/27/2021 08/13/2021 08/13/2021	Regular Office Trash 3 Yard Dumpster	0.00 0.00 0.00	310.80 89.90 220.90	9873
FGLENV 110139A 110466A 110469A	FGL Environmental Invoice Invoice Invoice	08/27/2021 08/10/2021 08/13/2021 08/10/2021	Regular Samples Samples Samples	0.00 0.00 0.00 0.00	236.00 85.00 85.00 66.00	9874
FGLENV 110465A 110467A 110468A 110905A 111317A	FGL Environmental Invoice Invoice Invoice Invoice Invoice	09/13/2021 08/24/2021 08/24/2021 08/24/2021 08/24/2021 08/26/2021	Regular Samples Samples Samples Samples Samples	0.00 0.00 0.00 0.00 0.00 0.00	374.00 59.00 30.00 30.00 85.00 85.00	9890

Check Report

Date Range: 08/16/2021 - 09/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
111772A	Invoice	08/31/2021	Samples	0.00	85.00	
GUARDIAN	Guardian	08/27/2021	Regular	0.00	535.11	9866
INV0001810	Invoice	08/13/2021	Dental	0.00	267.57	
INV0001822	Invoice	08/31/2021	Dental	0.00	267.54	
GUARDIAN	Guardian	08/27/2021	Regular	0.00	79.45	9875
7690460821	Invoice	08/17/2021	Dental	0.00	79.45	
HPWP&C	Hathaway, Perrett, Webster, Powers	08/27/2021	Regular	0.00	560.00	9876
113631	Invoice	08/01/2021	Attorney Fees	0.00	560.00	
HPWP&C	Hathaway, Perrett, Webster, Powers	09/13/2021	Regular	0.00	10,923.75	9891
114335	Invoice	08/31/2021	Attorney Fees	0.00	10,923.75	
HLTHNE	Health Net Life Insurance Company	08/27/2021	Regular	0.00	53.25	9877
61790821	Invoice	08/05/2021	Life Insurance	0.00	53.25	
HLTHNE	Health Net Life Insurance Company	09/13/2021	Regular	0.00	53.85	9892
61790921	Invoice	09/07/2021	Life Insurance	0.00	53.85	
LGABLER	Light Gabler	09/13/2021	Regular	0.00	660.00	9893
59537	Invoice	09/07/2021	General Consulting Fees	0.00	660.00	
MAR	MAR Lawn & Landscape, Inc.	09/13/2021	Regular	0.00	190.00	9894
12142	Invoice	09/01/2021	Landscaping Maintaining	0.00	190.00	
MOHARD	Meiners Oaks Hardware	09/13/2021	Regular	0.00	222.50	9895
976189	Invoice	08/01/2021	Towels, Key	0.00	18.49	
976421	Invoice	08/01/2021	Asphalt Patch	0.00	59.98	
976615	Invoice	08/01/2021	Tape Measures	0.00	40.97	
976829	Invoice	08/03/2021	Propane Torch, Torch Lighter, Gas Map Pr	0.00	25.01	
977695	Invoice	08/11/2021	Coupling, PVC Nipples	0.00	17.93	
977815	Invoice	08/12/2021	Chip Brushes	0.00	10.03	
978211	Invoice	08/16/2021	Mag Nut	0.00	4.87	
978289	Invoice	08/17/2021	Auto Bulb, Terry Towels	0.00	9.05	
978303	Invoice	08/17/2021	Caution Tape, Wire Brush	0.00	14.23	
978688	Invoice	08/20/2021	Garden Sprayer	0.00	16.58	
978692	Invoice	08/20/2021	Bleach	0.00	5.36	
MITEC	MiTec Solutions LLC	08/27/2021	Regular	0.00	350.00	9878
1060494	Invoice	08/18/2021	Connect emails to phones	0.00	180.00	
1060537	Invoice	08/23/2021	Set up Emails on Phones	0.00	120.00	
72760	Invoice	08/15/2021	Splashtop	0.00	50.00	
MITEC	MiTec Solutions LLC	09/13/2021	Regular	0.00	685.07	9896
1060634	Invoice	09/01/2021	Microsoft Office	0.00	323.23	
73145	Invoice	09/01/2021	Exchange, Web Hosting, ShareSync	0.00	263.84	
73221	Invoice	09/01/2021	Off Site Back Up	0.00	98.00	
NCK&K	Nelson Comis Kettle & Kinney, LLP	09/13/2021	Regular	0.00	1,592.50	9897
4753	Invoice	09/03/2021	Attorney Fees	0.00	1,592.50	
PATHIAN	Pathian Administrators	08/27/2021	Regular	0.00	111.84	9867
INV0001812	Invoice	08/13/2021	HSBS	0.00	55.93	
INV0001824	Invoice	08/31/2021	HSBS	0.00	55.91	
POLLARD	Pollard Water	08/27/2021	Regular	0.00	999.24	9879
0197776	Invoice	08/18/2021	Tools for Crew Truck	0.00	889.94	
WPO20482	Invoice	08/18/2021	Anti Seize	0.00	109.30	
POLLARD	Pollard Water	09/13/2021	Regular	0.00	1,086.87	9898
0197777	Invoice	08/23/2021	Tool for New Truck	0.00	917.52	
0197779	Invoice	08/18/2021	Tools for New Truck	0.00	169.35	

Check Report

Date Range: 08/16/2021 - 09/15/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
PERS	Public Employees' Retirement System	08/31/2021	Bank Draft	0.00	250.00	DFT0001343
INV0001808	Invoice	08/13/2021	457 Withholdings	0.00	250.00	
PERS	Public Employees' Retirement System	08/31/2021	Bank Draft	0.00	2,560.85	DFT0001345
INV0001811	Invoice	08/13/2021	PERS	0.00	2,560.85	
PERS	Public Employees' Retirement System	08/31/2021	Bank Draft	0.00	250.00	DFT0001358
INV0001820	Invoice	08/31/2021	457 Withholdings	0.00	250.00	
PERS	Public Employees' Retirement System	08/31/2021	Bank Draft	0.00	2,754.85	DFT0001360
INV0001823	Invoice	08/31/2021	PERS	0.00	2,754.85	
PERS	Public Employees' Retirement System	09/10/2021	Bank Draft	0.00	109.17	DFT0001368
10000001653897	Invoice	09/01/2021	Unfunded Accrued Liability	0.00	109.17	
PERS	Public Employees' Retirement System	09/10/2021	Bank Draft	0.00	2,443.25	DFT0001369
10000001653896	Invoice	09/01/2021	Unfunded Accrued Liability	0.00	2,443.25	
SAMHIL	Sam Hill & Sons, Inc.	08/27/2021	Regular	0.00	3,009.87	9880
3868	Invoice	08/01/2021	Water Line Repair	0.00	3,009.87	
SAMHIL	Sam Hill & Sons, Inc.	09/13/2021	Regular	0.00	8,177.15	9899
3884	Invoice	08/31/2021	6" Line Repair	0.00	8,177.15	
SCELZI	Scelzi	08/23/2021	Regular	0.00	14,896.19	9865
F7899	Invoice	08/23/2021	Crane for New Truck	0.00	14,896.19	
SCE	Southern California Edison Co.	08/27/2021	Regular	0.00	9,163.50	9881
OFFELE0821	Invoice	08/26/2021	Office Electricity	0.00	341.56	
TANKFRM0821	Invoice	08/26/2021	Tank Farm	0.00	25.65	
WELL1-0821	Invoice	08/26/2021	Well 1	0.00	809.13	
WELL2-0821	Invoice	08/26/2021	Well 2	0.00	731.73	
WELL4&70821	Invoice	08/26/2021	Wells 4&7	0.00	6,533.15	
WELL80821	Invoice	08/26/2021	Well 8	0.00	105.23	
Z-20821	Invoice	08/26/2021	Zone 2	0.00	98.68	
Z-2FIRO821	Invoice	08/26/2021	Zone 2 Fire	0.00	123.66	
Z-2PWRO821	Invoice	08/26/2021	Zone 2 Power	0.00	379.53	
Z-3FIRO821	Invoice	08/26/2021	Zone 3 Fire	0.00	15.18	
SCGAS	Southern California Gas Co.	09/13/2021	Regular	0.00	4.65	9900
0467	Invoice	08/27/2021	Office Heat	0.00	4.65	
SDRMA	Special District Risk Management Auth.	08/27/2021	Regular	0.00	542.74	9882
70831	Invoice	08/17/2021	Workers' Comp.	0.00	542.74	
SUMMER	Summer Ward	08/27/2021	Regular	0.00	16.25	9883
081721	Invoice	08/17/2021	Replenish Petty Cash	0.00	16.25	
TORO	Toro Enterprises, Inc.	09/13/2021	Regular	0.00	9,342.72	9901
00520-002	Invoice	08/01/2021	Water Service Replacement	0.00	2,373.34	
11520-001	Invoice	08/01/2021	Water Service Replacement	0.00	6,593.38	
11520-003	Invoice	08/01/2021	Water Service Replacement	0.00	376.00	
UAOFSC	Underground Service Alert of So.Ca.	09/13/2021	Regular	0.00	78.54	9902
820210444	Invoice	09/01/2021	Digalert	0.00	66.10	
dsb20204377	Invoice	09/01/2021	Digalert	0.00	12.44	

Check Report

Date Range: 08/16/2021 - 09/15/2021

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	09/13/2021	Regular	0.00	4,579.18	9903
AMAZON080121	Invoice	08/01/2021	SDS Binders & Signs	0.00	121.36	
AMAZON082021	Invoice	08/20/2021	Prime Membership	0.00	13.93	
AMSTERDAM082	Invoice	08/23/2021	Pens	0.00	644.00	
BESTBUY0817	Invoice	08/17/2021	Air Purifier/Cooling Fan	0.00	428.99	
CSDA0816	Invoice	08/16/2021	Virtual Workshop	0.00	175.00	
FRONTIER0812	Invoice	08/12/2021	Fire Hydrant Paint	0.00	60.33	
GRAMMAR08022	Invoice	08/01/2021	Grammarly Program	0.00	139.95	
HACH080121	Invoice	08/01/2021	DPD FREE and Total Refills	0.00	538.94	
LOGMEIN0816	Invoice	08/16/2021	Remote Meetings	0.00	10.00	
LOWES0819	Invoice	08/19/2021	Tools for New Truck	0.00	77.14	
LOWES081921	Invoice	08/19/2021	Tools for New Truck	0.00	42.86	
LOWES0820	Invoice	08/20/2021	Tools for New Truck	0.00	18.21	
LOWES082021	Invoice	08/20/2021	Tools for New Truck	0.00	26.79	
LOWES0821	Invoice	08/20/2021	Tools for New Truck	0.00	1,360.33	
LOWES082121	Invoice	08/21/2021	Tools for New Truck	0.00	8.58	
LOWES0822	Invoice	08/20/2021	Tools for New Truck	0.00	15.91	
OSS081021	Invoice	08/10/2021	Storage Unit	0.00	184.00	
TOTALSIGNS0804	Invoice	08/04/2021	Orange Safety Cones MOWD	0.00	712.86	
VERIZON	Verizon Wireless	09/13/2021	Regular	0.00	356.59	9905
9887185133	Invoice	08/26/2021	Cell Phones	0.00	356.59	
WRIGHT EXP	WEX Bank	08/27/2021	Regular	0.00	888.30	9884
73461416	Invoice	08/15/2021	Fuel	0.00	888.30	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	99	40	0.00	81,648.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	14,204.23
EFT's	0	0	0.00	0.00
	108	49	0.00	95,852.62

PR 41718.02

Report of Income as of 8/31/2021

Income	Month of August	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	559.21	1,306.24	--	1,306.24
Taxes	--	718.24	--	718.24
Pumping Charges	358.56	647.31	--	647.31
Fire Protection	139.72	275.80	--	275.80
Meter & Inst. Fees	--	--	--	--
Water Sales	66,207.80	144,357.72	--	(144,357.72)
¹ Casitas Water/Standby	880.50	1,810.96	--	1,810.96
MWAC Charges	51,256.14	114,713.79	--	(114,713.79)
MCC Chg.	6,023.49	12,872.84	--	(12,872.84)
² Misc. Income	149.78	7,278.76	--	7,278.76
Late & Delinquent Chgs.	--	35.00	--	35.00
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	8,025.59	17,358.94	--	17,358.94
	--	--	--	--
	--	--	--	--
	--	--	--	--
TOTAL INCOME	133,600.79	301,375.60	--	(301,375.60)

Note:

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

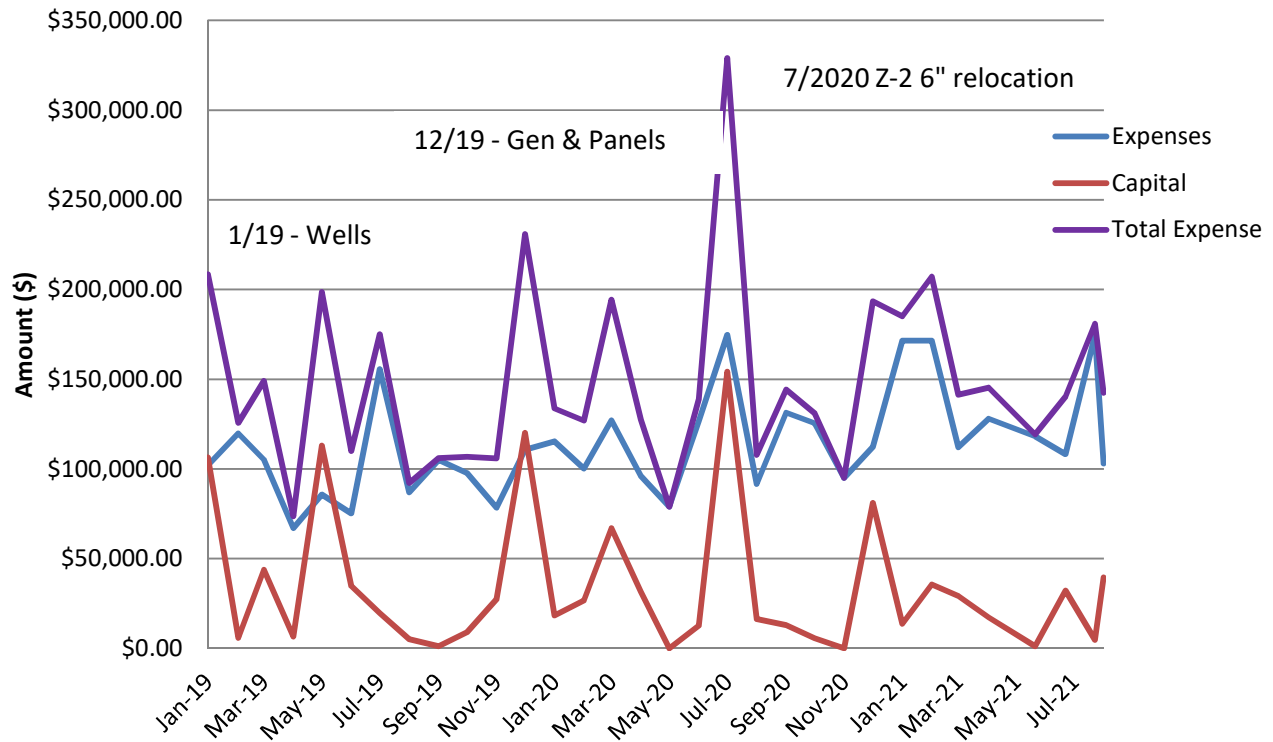
² This line item includes: Hartmann Allocation

Meiners Oaks Water District

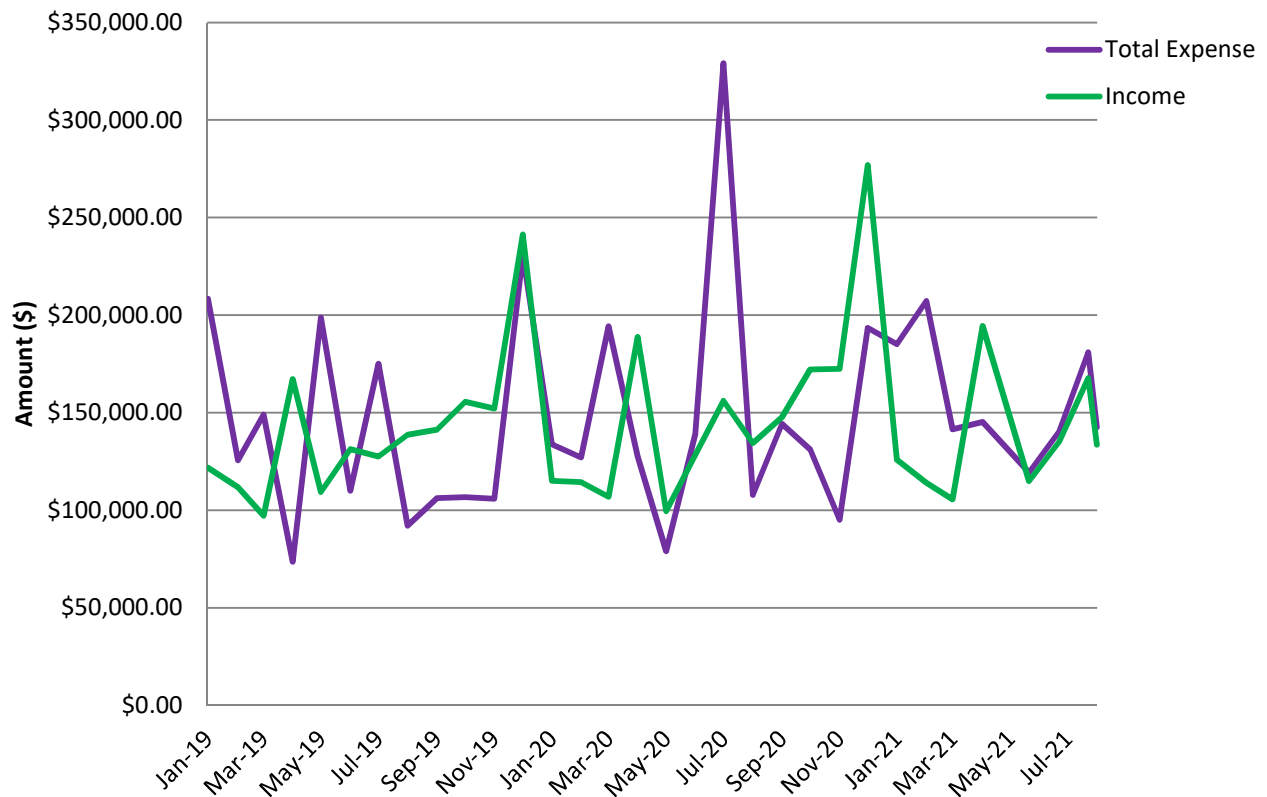
Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

Expenditures	Month of August	Year To Date	Budget Approp	Approp Bal 08/31/21	Current September	Approp FY Bal To Date
Salaries	42,832.86	82,005.98	600,000.00	517,994.02	-	517,994.02
Payroll Taxes	3,456.63	6,589.04	45,000.00	38,410.96	-	38,410.96
Retirement Contributions	6,140.09	11,480.77	55,000.00	43,519.23	-	43,519.23
Group Insurance	5,432.00	11,805.31	96,000.00	84,194.69	-	84,194.69
Company Uniforms	-	642.52	4,500.00	3,857.48	-	3,857.48
Phone Office	796.03	1,592.05	9,000.00	7,407.95	-	7,407.95
Janitorial Service	427.09	978.45	4,400.00	3,421.55	490.00	2,931.55
Refuse Disposal	310.80	621.60	4,500.00	3,878.40	-	3,878.40
Liability Insurance	-	53,916.53	54,000.00	83.47	-	83.47
Workers Compensation	542.74	11,436.56	18,000.00	6,563.44	-	6,563.44
Wells	17.93	17.93	10,000.00	9,982.07	-	9,982.07
Truck Maintenance	-	185.73	3,500.00	3,314.27	-	3,314.27
Office Equipment Maintenance	682.81	866.81	5,000.00	4,133.19	-	4,133.19
Security System	95.85	95.85	600.00	504.15	-	504.15
Cell Phones	356.59	529.40	4,500.00	3,970.60	-	3,970.60
System Maintenance	638.38	769.15	100,000.00	99,230.85	-	99,230.85
Safety Equipment	712.86	6,584.20	6,000.00	(584.20)	-	(584.20)
Laboratory Services	1,461.00	2,690.00	12,000.00	9,310.00	-	9,310.00
Membership and Dues	-	2,403.00	9,000.00	6,597.00	-	6,597.00
Printing and Binding	-	21.96	2,500.00	2,478.04	-	2,478.04
Office Supplies	1,360.55	1,602.74	6,000.00	4,397.26	-	4,397.26
Postage and Express	864.68	2,669.40	11,000.00	8,330.60	268.47	8,062.13
B.O.D. Fees	1,100.00	2,000.00	15,000.00	13,000.00	-	13,000.00
Engineering & Technical Services	-	-	30,000.00	30,000.00	-	30,000.00
Computer Services	949.34	3,522.74	17,000.00	13,477.26	685.07	12,792.19
Other Prof. & Regulatory Fees	70.29	1,669.62	40,000.00	38,330.38	78.54	38,251.84
Public and Legal Notices	6.00	19.06	2,000.00	1,980.94	-	1,980.94
Attorney Fees	15,548.75	15,548.75	75,000.00	59,451.25	2,252.50	57,198.75
GSA Fees	-	21,451.57	50,000.00	28,548.43	-	28,548.43
VR/SBC/City of VTA Law Suit	-	1,296.27	75,000.00	73,703.73	-	73,703.73
Rental Equipment	-	-	-	-	-	-
Audit Fees	-	-	25,000.00	25,000.00	-	25,000.00
Small Tools	45.84	384.21	5,000.00	4,615.79	-	4,615.79
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Water Purchase	3,259.41	3,259.41	150,000.00	146,740.59	-	146,740.59
CMWD Standby Charges	2,278.69	4,355.72	20,000.00	15,644.28	-	15,644.28
Treatment Plant	1,437.34	2,612.14	20,000.00	17,387.86	-	17,387.86
Fuel	888.30	1,960.84	13,000.00	11,039.16	-	11,039.16
Travel Exp./Seminars	175.00	175.00	2,000.00	1,825.00	-	1,825.00
Utilities	346.21	640.71	3,500.00	2,859.29	-	2,859.29
Power and Pumping	8,821.94	17,199.18	80,000.00	62,800.82	-	62,800.82
Meters	1,931.44	1,931.44	10,000.00	8,068.56	-	8,068.56
Total Expenditures	102,987.44	277,531.64	1,695,500.00	1,417,968.36	3,774.58	1,414,193.78
Water Distribution System	-	-	-	-	-	-
Fairview Connection (FY22-23)	-	-	-	-	-	-
Well 8 Nitrate Removal/Blending	-	-	8,000.00	8,000.00	-	8,000.00
4 Valve Replacements/Deadends	-	-	100,000.00	100,000.00	-	100,000.00
Tank Cleaning	-	-	6,000.00	6,000.00	-	6,000.00
El Sol to Lomita Tie-In Engineering	-	-	5,000.00	5,000.00	-	5,000.00
Repairs to Meiners Rd. 80K Gallon Tank	480.00	2,230.00	30,000.00	27,770.00	-	27,770.00
Structures and Improvements	-	-	-	-	-	-
Chlorine Alarms	-	-	40,000.00	40,000.00	-	40,000.00
T.P. Final Eng. 100% Design	-	-	175,000.00	175,000.00	-	175,000.00
Treatment Plant Set-Aside Fund	-	-	200,000.00	200,000.00	-	200,000.00
Wells 4&7 CL 17	-	-	15,000.00	15,000.00	-	15,000.00
Office Machines	-	-	-	-	-	-
Radio/Cellular Meters (FY22/23)	-	-	-	-	-	-
Field Equipment	-	-	-	-	-	-
Sounder	-	-	2,500.00	2,500.00	-	2,500.00
New Truck Generator	-	-	3,500.00	3,500.00	-	3,500.00
Welder	-	-	3,500.00	3,500.00	-	3,500.00
Air Compressor (Tow Behind)	-	-	16,000.00	16,000.00	-	16,000.00
Crane for New Truck	14,896.19	14,896.19	15,000.00	103.81	-	103.81
New Truck Tools	3,526.63	3,526.63	5,000.00	1,473.37	-	1,473.37
Appropriations for Contingencies	20,589.72	25,289.07	100,000.00	74,710.93	-	74,710.93
Total CIP Spending	39,492.54	45,941.89	724,500.00	678,558.11	-	678,558.11
GRAND TOTAL	142,479.98	323,473.53	2,420,000.00	2,096,526.47	3,774.58	2,092,751.89

MOWD Monthly Expenses



MOWD Income & Expenses





MEINERS OAKS WATER DISTRICT

September 13, 2021

Request for Proposals

Water Treatment Plant Final Design

1. Introduction

Meiners Oaks Water District seeks to hire a qualified engineering consulting firm to prepare the final design of a small, replacement pressure filtration plant to treat well water from MOWD's Wells No. 1 and 2. The plant will be sized to treat about 600 gpm of well production. The final design shall include plans and specifications completed at the 100% level and ready for use as a basis for receiving bids from contractors, followed by construction of the project. In addition to information on the engineering firm's qualifications, a cost proposal for the final design work is requested. This Request for Proposals (RFP) provides background information and a proposed scope of work for the project.

A preliminary design of the filtration plant has already been completed to the 35% level. That work was completed by Water Resource Engineering Associates (WREA). Those plans are available for review.

The selected firm will serve as the prime consultant under direct contract to MOWD. The prime consultant may subcontract parts of the work to qualified subconsultants or subcontractors.

2. About MOWD

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

MOWD serves approximately 4,200 people through about 1,280 service connections. Though most water is for residential use, MOWD serves some commercial customers and

agriculture. Before the current drought, MOWD delivered about 1,020 AF per year. Due to changes in water use in response to drought, recent deliveries have been around 700 AF/year.

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

3. Summary of MOWD's Water System

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

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

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

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

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

4. Project Need

After the passage of the California Surface Water Treatment Rule (SWTR), particulate analyses were performed on the water pumped by Wells No. 1 and 2. Those wells are located in coarse alluvium near the Ventura River. Observations through a microscope revealed evidence of microscopic organisms in the water. In the early 1990s, the California Department of Health Services determined that water from Wells No. 1 and 2 was "groundwater under the influence of surface water," and required filtration and disinfection under the SWTR. When the alluvial aquifer is full and the wells are functioning at their design capacity, the combined flow from Wells No. 1 and 2 is around 600 gpm. The plant is shut down during rains due to high well water turbidity.

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

5. Project Description

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

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

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

6. Proposed Contracting Approach.

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

- A) The selected firm would serve as the prime engineering consultant for the final design. The selected firm may subcontract with other firms to do specialized work, including electrical design, geotechnical reports, surveying, etc.
- B) The selected firm will prepare technical specifications for the filter plant assembly. The filter plant assembly will be purchased directly from EPD by MOWD, under a separate contract with EPD, based on the technical specifications prepared by the prime consultant. EPD will be responsible for preparing plans of the filter plant assembly. EPD will provide interface drawings, dimensions and weights for use by the selected firm. EPD will supply shop drawings for review by the prime consultant and MOWD. Any expenses by EPD for their design work will be paid by MOWD under the terms of the contract with EPD.
- C) The construction of the filter plant project will be awarded to a qualified contractor through a public bid process open to all qualified contractors. The prime consultant will prepare the bid documents, including plans and specifications, for that

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

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

E) It is our preference for the SCADA system work – design and programming to incorporate the replacement filter plant into the District’s current SCADA system – will be done by the prime consultant or their subconsultant as part of the treatment plant design. This work will include providing input and information needed by the engineer during the final design process. We hope that this approach will give us more options for SCADA services in the future.

F) Bidding assistance, project administration, and construction inspection services will be done by the prime consultant or others under a separate contract with MOWD.

7. Scope of Work

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

A) Select or confirm design criteria:

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

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

The prime consultant shall provide a design memorandum with this information. The nominal flow capacity will allow for a modest increase to accommodate possible higher flows from any future replacement well.

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

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

D) Perform surveying to locate the treatment plant facilities and confirm District right-of-way at the well site. Prepare topographical mapping for the site plan. Set

stakes at the site as necessary to support the design work and site visualization. Existing piping will be potholed by MOWD prior to the survey, if necessary.

E) Prepare a plant site layout using the 35% preliminary design as a starting point. Of particular interest will be the ability to remove filter vessels and other equipment from the building, to allow future replacement or maintenance. Use of an overhead crane or forklift should be considered. If possible, the new plant should be located to allow the new plant to be constructed while the old one remains in operation.

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

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

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

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

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

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

- Kickoff meeting with MOWD staff, to be held at the engineer's office.
- Bi-monthly (every 2 months) status meetings at the engineer's office.
- Final presentation on the work to MOWD's board of directors, at MOWD.

For convenience or depending on the status of COVID-19, some of these meetings may be held by videoconference.

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

8. Qualifications-Based Selection Process

The consultant is requested to submit a proposal with the following information:

- Information on the primary engineering firm and its expertise
- Resumes of key staff to be assigned to the project, and their roles

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

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

Based on the consultants' qualifications and understanding of our project, MOWD plans to interview at least two firms. After the interview, the Board will authorize negotiations with the top-ranked firm, after which staff would attempt to negotiate an agreement with them.

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

9. Schedule

We request a proposal from qualified firms by November 5, 2021. An interview will be scheduled during the following weeks. We will negotiate an agreement with the top-ranked firm, and it is hoped that the work will be authorized by the Board at its regular meeting on January 18, 2022.

10. Information to be Provided by MOWD

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

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

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

Tank Cleaning and Inspection

Meiners Oaks Water District is due to have all water storage tanks cleaned and inspected. An underwater evaluation and cleaning of three (3) water storage reservoirs has been put out to bid.

As a result, AWWA sanitary procedures and special underwater techniques will be incorporated. The tanks can remain in services while the work is being performed.

Last know inspections were done in 2008. However, some repairs and cleanings have been done since then. Including but not limited to the installation of mixers and inlet piping on the tanks. And the replacement of multiple bolted panels on tank #1.

Scope of work:

- Remove dirt, debris, and sediment accumulated on the facility floors
- Maintenance inspection with video and written/photographic report

CSI Services: \$7,950.00.

Catalyst Diving Inc.: \$3,489.00

Pittsburg Tank & Tower Group: \$5260.00



P. O. Box 801357
Santa Clarita, CA 91380
Phone: 877.274.2422
Fax: 661.775.7628
www.CSIServices.biz

Providing Quality Technical Services to the Coating Industry

Via email: Justin@meinersoakswater.com

August 31, 2021

Justin Martinez
General Manager
Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023

Subject: Proposal 3005A – Tank Diving Services

Re: Three Water Storage Reservoirs

Dear Justin:

CSI Services, Inc. (CSI) is pleased to submit this proposal to provide dive inspections on three (3) steel water storage reservoirs. We understand that the tanks can be made available the same day.

Thank you for this opportunity and should you have any questions or comments, I am best reached through e-mail at psweeney@CSIServices.biz or cell 661-478-8900.

Sincerely,
CSI Services, Inc.

A handwritten signature in blue ink that reads "Patrick Sweeney".

Patrick Sweeney
Project Manager

Hawaiian Office: P.O. Box, Aiea HI 96701
Corporate Office P.O. Box 801357, Santa Clarita, CA 95476
Coating Specialists and Inspection Services, Inc.

Consulting

Evaluations

Tank Diving

Inspection



CSI Services, Inc.
P. O. Box 801357 Santa Clarita, CA 91380
877.274.2422

Proposal 3005A Tank Diving Inspection Services Two Reservoirs



Prepared for:

Justin Martinez
General Manager
Meiners Oaks Water District
202 W. El Roblar Dr
Ojai, CA 93023

Prepared by:

CSI Services, Inc.

A handwritten signature in blue ink that reads "Patrick Sweeney".

Patrick Sweeney
Project Manager

August 31, 2021

Hawaiian Office: P.O. Box, Aiea HI 96701
Corporate Office: P. O. Box 801357, Santa Clarita, CA 91380
Coating Specialists and Inspection Services, Inc.

Consulting

Evaluations

Tank Diving

Inspection



Table of Contents

Discussion.....	1
Project Team.....	1
Scope of Services	2
Fee Schedule	3

Attachments

Metcalf CV
Sweeney Short Form CV – Water
SSPC-QP5 Certification
References
Brochures

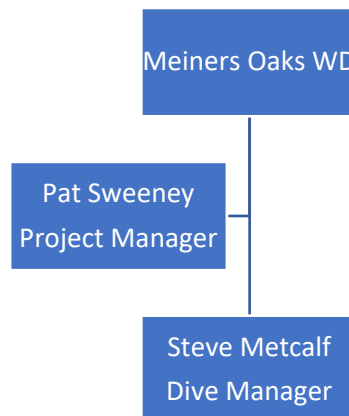


Discussion

It is understood that the goal of this project is to provide a maintenance inspection on two (2) reservoirs. CSI Services, Inc. (CSI) is excited about this opportunity to work with the District. We have extensive experience providing tank evaluations. The project requires a team that not only has extensive water tank inspection experience, but also can take the quality of inspection and underwater services to a 100 percent customer satisfaction level. CSI strives to continually meet this internal benchmark.

Project Team

We take great measures to assure that our clients receive a superior product. This allows us to take great pride in the service that we provide. There is no greater means of measuring the qualifications of an inspector, project manager, or firm than through its list of successfully completed projects with water storage tank owners. We recognize it is your project, but we further recognize that it is our reputation. An organizational chart of our proposed team follows:



CSI will complete this assignment using a team approach. Mr. Patrick Sweeney will act as Project Manager throughout the entire project. His personal inspection experience, as well as his history of managing over *1500 water storage tank inspection projects* will provide unsurpassed support and organization to the project. Mr. Sweeney is certified by *both* NACE International and SSPC as a Level III Coating Inspector. He is an SSPC Certified Protective Coating Specialist with 30 years of experience. He is also one of 31 SSPC certified MASTER Coating Inspectors. Mr. Sweeney is also past chairman of the AWWA Tanks, Reservoirs, and Structures Maintenance and Corrosion Control Committees. Additionally, Mr. Sweeney is an active member and one of the authors of the AWWA Task Group that is revising the AWWA D101-53 Standard for tank maintenance inspections, which is currently being updated for republication. The involvement in these committees and organizations allow him to act within the hub for ever-changing technological advances and standards. In addition to managing water tank diving projects, he has also surveyed over 750 storage tanks throughout the United States with the product of these surveys being plans for action future maintenance activities.



Mr. Steve Metcalf, Dive Manager of CSI will be onsite during all field work and has extensive experience diving water storage tanks. He is an ADC certified commercial diver and has personally completed the underwater inspection of over 750 water storage tanks. He has the added value of being a certified SSPC Protective Coatings Inspector. He is also a Marine Veteran with extensive war combat experience. The curricula vitae (CV) of each of these team members is attached.

Should other concerns or issues develop on the project, CSI provides many other types of services. These services include premature paint failure analysis, corrective recommendations, mediations and expert testimony, laboratory and field paint testing, specification writing and review, and in-process coating inspection.

Further, CSI is proud of its certification as an SSPC QP-5 Coating Inspection Firm. Much like an ISO 9001 certification, the QP-5 certification recognizes firms for their high level of technical strength, internal quality control program, financial stability, safety record, and ability to provide quality services over a long period of time. The QP-5 has been adopted by many large owners such as the U.S Department of Defense, Army Corp of Engineers, and many state governments as a means of prequalifying firms for inspection on their projects. We offer this QP-5 recognition as a third-party means of verifying the quality and abilities of our firm. Our certificate is attached.

Scope of Services

CSI's proposed services will include an underwater evaluation of three (3) water storage reservoirs. Our proposal assumes satisfactory access roads to the structures. The underwater survey of the tanks will be performed while they are full of water. It is understood that the tanks are for potable water. As a result, AWWA C652 sanitary procedures and special underwater techniques will be incorporated. The tanks can remain in services at the owner's option. The survey will be conducted by a team of highly trained commercial divers and coating inspectors having exceptional diving and underwater photography skills. The inspection will be made in accordance with the applicable requirements of American Water Works Association's Standard D102 "Coating Steel Water Storage Tanks," Standard D101 "Recommended Practice for Inspecting and Repairing Elevated Steel Water Storage Tanks, Standpipes and Reservoirs," Standard M42 "Steel Water Storage Tanks", and CSI's experience with evaluating over a thousand water storage facilities. During the evaluation, particular attention will be paid to the condition of the following critical areas:

Roof	Inlets/Outlets	Platforms/Railings
Roof Structure	Miscellaneous Piping	Manways
Shell	Vents/Screens	Hatches
Tank Bottom	Shell and Roof Chine/Joints	Ringwall/Anchor Bolts
Riser Pipe	Weld or Bolt Connections	Grade/Tank Crevices
Overflow Pipe/Weir	Ladders/Safety Climbs	Water Level Indicators
Drains/Sumps	Vandal Deterrents	CP Equipment/Components



The focus of the maintenance inspection will be to evaluate the current condition of the interior and exterior surfaces and coating system(s), and the level of corrosion and deterioration. The evaluation will primarily involve visual observations.

Sediment Cleaning - In order to provide a clear inspection of the tank bottoms, CSI will remove the sediment from the tank floors. Sediment will be removed with vacuum equipment using diving technicians. The tanks can be left in service during the clean-out operations, but water levels will need to be maintained at their highest water level in order to provide for the highest pumping efficiency. A normal amount of sediment on a tank bottom is typically less than one-quarter inch in depth. The sediment will be discharged with a 100-foot exit hose. It is assumed that any run-off will not enter storm drains. Should a NPDES permit be required where water run off may enter into a storm drain, it will be the tank owner's responsibility to acquire a permit. Uncontained slurry (water & smaller fines) will be deposited to a predetermined owner approved location adjacent to the tanks. Discharge of sediment and slurry will be made at the sole discretion of the owner. CSI can provide a 180-micron filter to contain heavy particle, but it is not our intent to be responsible for the discharge of any slurry or waste.

Underwater Lining Spot Repair

We are also proposing to complete some minor spot repairs on the accessible immersed areas of the tank interiors. Coating defects that are accessible will be spot repaired with an NSF certified underwater curing epoxy. We anticipate that not more than 30 spots will require underwater repairs in each tank.

Evaluation Product

A digital written/photographic report and narrated video will be included for each reservoir. General recommendations for coatings and/or *simple* structural repair work will be noted for the maintenance inspection. With respect to recommendations for coating maintenance work will be based on the percentage of failure, ability to be recoated, and projected film heavy metal content, estimated remaining life of the system(s); and/or concerns with any impressed current cathodic protection system(s). It should be clear that our cost proposal does not include a seismic analysis of the tanks' ability to structurally withstand a probable seismic event, nor does this scope include any geotechnical/soils reports.

Fee Schedule

CSI proposes to provide the above Scope of Services on a fixed fee basis in accordance with our standard terms and conditions. Fee assumes that the three (3) tanks will be available in the same day. Our fee follows:

Maintenance inspection with narrated video and
written/photographic report and cleaning and minor underwater repairs..... **\$2,650/tank***

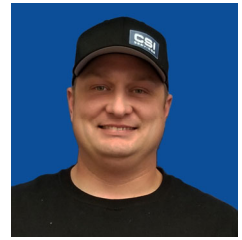
- * Includes prevailing wage payments as required by CA DIR and surface-supplied air and 3-man crew, as required by CalOSHA.

Total cost of three (3) tanks is \$7,950.00.



Steven Metcalf

Dive Division Manager



Certifications

- SSPC – Certified Protective Coatings Inspector Level III 
- Association of Diving Contractors (ADC) Certified Commercial Air Dive Supervisor
- CPR/First Aid Certified, AED, Emergency O₂ Provider

Professional Affiliations

- Association of Diving Contractors
- Diver Alert Network
- SSPC: The Society of Protective Coatings
- American Waterworks Association
- NACE International
- Department of Veterans Affairs
- United States Marine Corps Sergeant (Honorable Discharge)

Mr. Metcalf has been the Lead Dive Inspector for CSI Services, Inc. since 2007. Mr. Metcalf also routinely completes in-process coating inspections for the firm. Prior to becoming an inspector, Mr. Metcalf served on active duty for 8 years with the United States Marine Corps and is a combat war veteran. During his service, he worked in a number of challenging environments and activities including: expeditionary counterterrorism operations, humanitarian operations, and security operations. His experience has made him a vital part of CSI's tank inspection team.

Mr. Metcalf started his diving career at the US Marine Corps Combatant Diver School and his civil diving experience includes the dive inspections of over 850 reservoirs. Mr. Metcalf has the expertise to evaluate all manners of potable and reclaimed water systems including steel and concrete water storage tanks, elevated systems, and fire suppression. A partial listing of water tank dive inspection projects follow:

- | | |
|--|--|
| • Simplex-Grinnell | • City of Long Beach, CA |
| • COSCO Fire | • County of Ventura, CA |
| • Vandenberg Village CSD | • MCB Camp Pendleton |
| • Travis, AFB | • Aerojet |
| • City of Hollister, CA | • MCLB Barstow |
| • City of Watsonville, CA | • Eldorado Irrigation District |
| • Golden Hills Community Services District | • San Juan Water District |
| • Newhall County Water District | • Johnson Controls |
| • City of Oceanside, CA | • Northrop Grumman Marine Systems |
| • Loral/Space Systems | • USCG Base Kodiak Alaska |
| • Aerojet, Sacramento, CA | • Otay Water District |
| • Pacific Gas and Electric | • COSCO Fire Protection |
| • City of Lompoc, CA | • California Department of Prisons |
| • Valencia Water Company | • Heritage Ranch Community Services |
| • City of Firebaugh, CA | • City of Santa Clara |
| • City of Simi Valley, CA | • Apple Inc |
| • County of Ventura, CA | • Intel Inc |
| • City of Folsom, CA | • City of Stockton, CA |
| • City of Foster City, CA | • City of Lodi, CA |
| • County of Los Angeles, CA | • City of Watsonville |
| • Alameda County Water District | • Valley Children's Hospital, Madera, CA |
| • San Jose Water Company | • City of Pleasanton, CA |
| • Santa Clarita Valley Water Agency | • City of San Jose, CA |

List of additional projects available upon request



Patrick C. Sweeney – CV Short Form



Education

Bachelor of Science Degree,
California State University at
Los Angeles

Certifications



SSPC – Certified Protective
Coatings Specialist
Certificate #887-792-1267



NACE International –
Certified Coatings Inspector
Level 3 #4324



SSPC – Certified Master Coating
Inspector (MCI) #MI0031

SSPC – Certified Coating
Inspector Level 3 #45160

Certified Instructor for SSPC's C-
1 "Fundamentals of Coating on
Industrial Structures."

Certified Instructor for SSPC's C-
2 "Specifying and Managing
Protective Coatings Projects."

SSPC-C3 Certified Supervisor for
Deleading of Ind. Structures

Certified Instructor for NACE
International and SSPC's
Certified Coating Inspector
Programs (CIP and PCI)

Federal Highway Admin./FHI -
Certified Instructor "Bridge
Coatings Inspection"

Professional Affiliations

AWWA Current D101 "Tank
Inspection" Revision Committee

Past Cal/Nev Tank, Reservoirs...
Maintenance Committee Chair and
Corrosion Control Committee Chair

SSPC (Southern Cal/Southern Nevada
Chapter Chair)

NACE International (Past Channel
Islands Section Trustee)

Mr. Sweeney has worked for over 30 years as a third-party coating professional supporting the quality of coating projects in the water, wastewater, transportation, petrochemical, and most other industries. He has successfully completed over 2500 storage tank projects. He routinely manages projects and completes maintenance and corrosion surveys and develops specifications on fuel and water storage tanks. He also has extensive experience on similar project on bridges, dams, penstocks, pipelines, treatment plants, amusement parks, and other types of projects. A partial listing of successfully completed projects follow:

Santa Clarita Valley Water Agency, CA – On going

Project Manager/Inspector during the new construction and maintenance of 160 water storage tank projects. The assignments involved evaluations (wet & dry), specifications, and inspection as part of a CSI prepared Master Tank Maintenance Plan.

City of Long Beach Water Department, CA – 2019

Project Manager/Inspector during the (wet & dry) evaluation of 32 water storage tanks. These scope included the development of a CSI prepared Master Tank Maintenance Plan.

County of Ventura, CA – On going

Project Manager/Inspector during the new construction and maintenance work of 60 water storage tank projects. These involved evaluations (wet and dry), specifications, and inspection services as part of a CSI prepared Master Tank Maintenance Plan.

U.S. Department of Defense - Project Manager/Inspector during the evaluations of over 500 storage tanks located at military installations throughout the country.

City of Simi Valley, CA – On going

Project Manager/Inspector during the evaluation of 25 water storage tanks. This included evaluations (wet and dry), specifications, and inspection services as part of a Master Tank Maintenance Plan.

Honolulu International Airport, HI – On going

Project Manager/Inspector during the assessment of 45 large capacity fuel storage tanks. The assignment included evaluations, engineering and design, and inspection as part of a CSI prepared Master Tank Maintenance Plan.

Otay Water District, CA – On going

Project Manager during evaluation of over 15 water storage tanks, including evaluations (wet and dry) and coating inspection services.

Mr. Sweeney has also been intimately involved in projects for clients such as Golden Gate Bridge, U.S. Navy, Army Corp of Engineers, Disney, SC Edison, NASA, MTA, JPL, PG&E, ExxonMobil, and hundreds of others.

A more comprehensive CV is available.

CSI Services, Inc.

Of

Santa Clarita, CA

*has met or exceeded the requirements set forth in the
SSPC Coating and Lining Inspection Company Certification*

SSPC – QP5



J. A. Wright

.....
President, SSPC

March 31, 2021 – March 31, 2022

.....
Validation Period



**P. O. Box 801357
Santa Clarita, CA 91380
Toll Free: 877.274.2422
Fax: 661.775.7628
www.CSIServices.biz**

Providing Quality Technical Services to the Coating Industry

Water Reference List

The following is a partial list of references for the quality of work that CSI provides:

- 1. Santa Clarita Valley Water Agency (2004 – Present)**
26521 Summit Circle Santa Clarita, CA 91350-3049
Mr. Adam Pontious, Production Manager, Phone: 661.425.7708, x 208
CSI has provided coating inspection services on over 200 welded steel water storage tank projects. Work also included underwater tank inspections and the development of technical coating specifications and a Tank Maintenance Program.

- 2. County of Ventura (2008 – Present)**
Water & Sanitation Dept. 6767 Spring Rd. Moorpark, CA 93020-0250
Sean Hanley, Water Distribution Supervisor Phone: 805.377.7169
CSI has provided coating inspection services on over 22 welded steel water storage tank projects. Work also included underwater tank inspections and the development of technical coating specifications.

- 3. Eastern Municipal Water District (2004 – Present)**
P. O. 8300, Perris, CA 92572 Mr. Jon DeRyke, Phone: 951.541.8216
CSI has provided coating inspection services on over 90 welded steel water storage tank projects. Work has also included the development of technical specifications.

- 4. City of Simi Valley (2006 – Present)**
2929 Tapo Canyon Road Simi Valley, CA 93063
Mr. Steve Seiberlich, Engineering, Phone: 805.583.6786
CSI has provided inspection services on over 15 welded steel water storage tank projects. Work also included underwater tank inspections and the development of technical coating specifications.

- 5. Otay Water District (2014 – Present)**
2554 Sweetwater Springs Blvd. Spring Valley, CA 91978
Kevin Cameron, P.E. Engineer Office: 619-670-2248 Cell: 619-300-8537
CSI has provided coating consulting and inspection services to the District on over 9 tank welded steel tank projects. Services have included surveys (dry and diving) and coating inspection services.

***Hawaiian Office: PO Box 671 Aiea, HI 96701
Northern California Office: PO Box 371, Sonoma, CA 95476***

Coating Specialists and Inspection Services, Inc.

Consulting

Evaluations

Tank Diving

Inspection

From the roof to the floor, CSI's diving team of greatly skilled inspectors and technicians utilizes sophisticated equipment to scrutinize and evaluate the coating on any type of water reservoir.

The divers employ digital audio/video recording systems to document every square foot of your tank's coating without having it drained or taken out of service.

Based on industry standards and CSI's years of experience, diving technicians follow specific processes and methods in determining the condition of your coating and structure, such as those established by the American Water Works Association (AWWA) and the National Fire Protection Association (NFPA). CSI's inspection findings result in a thorough report that includes recommendations for repair and improvements, designed to minimize your costs, reduce or eliminate the downtime of your reservoir, and ensure the maximum life of your water tank.

AWWA and NFPA recommend that all tanks be inspected every 3 to 5 years. Coating systems may last in excess of 35 years if properly maintained. CSI continually meets this standard for its clients — a clear reason why it is one of the most reputable and recognized companies in the industry. The following services are provided by CSI:

- **Evaluations:** CSI recognizes that your tank's coating system is its first, and often only, line of defense against corrosion. This is where our expertise gives added value. CSI helps protect your reservoir from failing by providing a meticulous inspection and evaluating the coating and levels of corrosion so that you can implement an efficient tank-maintenance plan. CSI's evaluation also extends to reviewing applicable safety, sanitary, vandalism and seismic concerns.



CSI's team of divers and engineers use advanced technology to inspect your reservoir and make repairs without having it drained.

continued on back



CSI Services, Inc., P.O. Box 801357, Santa Clarita, CA 91380-2316
P: 877-274-2422 / F: 661-775-7628
E: sales@csiservices.biz
www.csiservices.biz

UNDERWATER INSPECTION

- **Repairs:** CSI divers are equipped and highly skilled at performing underwater repairs to your reservoir. Utilizing a sophisticated scope, divers can efficiently and accurately correct any coating defect with power equipment. Repairs are done using underwater curing, NSF-certified materials that can extend the life of existing systems by more than 50 percent.
- **Cleaning:** Over time, sediment settles inside reservoirs and builds up on the floor, contributing to poor water quality. CSI's team is experienced at expediting a thorough cleaning with satisfying results, meeting AWWA and NFPA guidelines.
- **Tank Maintenance Plan:** CSI's expertise includes not only evaluating individual tanks, but also developing a tank-maintenance plan where all tanks in a system are viewed as a whole. This ultimately results in life-cycle cost savings.
- **Seismic Baseline Survey:** Preparation and planning are the foundation for a successful emergency response to any disaster. CSI provides a pre-event baseline survey and response handbook to assist emergency responders with ascertaining the condition of a water storage tank after a seismic or other event. Should your structure become damaged during an earthquake, this document becomes vital in dealing with the Federal Emergency Management Agency (FEMA) and state-emergency services.



CSI helps protect your reservoir from failing by evaluating the coating and levels of corrosion so that you can employ an effective tank-maintenance plan.

PROPOSAL OF SERVICES FOR

MEINERS OAKS WATER DISTRICT RESERVOIR CLEANING AND INSPECTION



AUGUST 31, 2021

PREPARED FOR
Meiners Oaks Water District

PREPARED BY
Catalyst Diving Inc.

CONTENTS

1. EXECUTIVE SUMMARY	3
2. PROFILE OF FIRM	4
3. PROJECT UNDERSTANDING	5
4. RATE SHEET	6
5. APPENDIX A - EXAMPLE PHOTO LOGS	7

1. EXECUTIVE SUMMARY

The Catalyst Diving team brings innovative ideas, grounded in local experience, to solve complex challenges and projects. Catalyst Diving understands better than most that to thrive as a sustainable and reliable city, a safe and effective water system is crucial.

Our Contract Manager for this proposal, **Devon Merrill-Cox**, established in the industry for ably managing projects, is supported by two task leads, each of whom are leaders in their respective fields. Among them is **Aaron Hirshfield**, who brings his wealth of knowledge from serving as Dive Supervisor for hundreds of tank inspections, cleanings, and repairs. **Mike Grams** is actively pursuing his civil engineering P.E. certification and will support the ADCI compliant three-man dive team.

Thank you for your consideration of our proposal. Our shared commitment to excellence, strong working relationships, and collaborative approaches will help to successfully deliver this project.

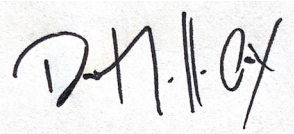


2. PROFILE OF FIRM

Catalyst Diving started from local beginnings in 2019, specializing in the inspection, cleaning, and repairs of water reservoirs and related storage facilities. Catalyst Diving is proud to be an employee-owned, certified small business. Although Catalyst Diving is a relatively new firm in the industry, the team has over 18 years in the field and is eager to build relationships and successfully deliver projects. Catalyst continues to grow and has built a close-knit team to provide unmatched services to our clients.

Table 1. Contractor Information

CONTRACTOR NAME:	Catalyst Diving Inc.
YEAR EST.:	2019
BUSINESS ADDRESS:	3807 Declaration Ave. Calabasas CA, 91302
WEBSITE:	www.catalystdiving.com
DIR REGISTRATION NUMBER:	PW-LR-1000592226
APPLICABLE LICENSE(S) #:	Certified Small Business No: 2016873
SUBMITTED BY:	Devon Merrill-Cox, Vice President
	Aaron Hirshfield, President
TELEPHONE:	Office: (818) 932-7555
	Devon's Cell: (818) 274-8453
	Aaron's Cell: (818) 961-7324
EMAIL:	Devon@CatalystDiving.com
	Aaron@CatalystDiving.com

Signature: 

Date: 8/31/2021

Title: Vice President

Signature: 

Date: 8/31/2021

Title: President

I declare under penalty of perjury that I have the authority to execute this bid and that the foregoing is true and correct.

3. PROJECT UNDERSTANDING

Our team is committed to achieving the District's goal and vision for reservoir cleanings and inspections. The following section describes the proposed scope of work for this project.

3.1. DE-CHLORINATION PROCEDURE

Prior to mobilizing any equipment and material on-site, our team will provide a comprehensive plan for a de-chlorination schedule during sediment discharge. Materials required for de-chlorination will be invoiced at an additional charge of cost plus 10 percent.

3.2. TANK EVALUATION

Our team will provide a detailed evaluation of the tank's interior, exposed exterior components, and accessories. The evaluation includes inspection of the roof and other structural members of the tank and a safety and sanitary evaluation. The evaluations will locate and identify sanitary deficiencies and compliance with present American Water Works Association (AWWA), Occupational Safety and Health Administration (OSHA), and other applicable California standards.

The underwater diving portion of the tank inspection will implement AWWA, OSHA, and other applicable California standards. Prior to entering the water, the diver will be wearing a vulcanized rubber dry suit that is in proper working condition. All materials, personnel and equipment coming in contact with potable water inside the tank or reservoir will be thoroughly disinfected in a 200ppm solution of chlorine and water. Our dive crew will have a two-way hard wired communication at all times.

3.3. TANK CLEANING

Our team will remove dirt, debris, and sediment accumulated on the facility floors, walls, and columns without creating visible turbidity. Cleaning will combine adequate brushing of surfaces in addition to removing material from the reservoirs by water vacuuming suction. Our team will remove sediment up to 3 inches in depth. If piles of sediment or sand greater than 3 inches in depth are found, a District representative will be contacted to authorize additional work at an hourly rate of \$382.00. Additionally, if any large debris, failed coating, rust scale or rocks are discovered in the reservoir, it may not be possible to use Catalyst's standard vacuuming practices and will be considered a changed condition. Similarly, a District representative will be contacted to authorize additional work at an hourly rate of \$382.00.

Catalyst Diving will provide the District with real time HD videos illustrating the cleaning of each reservoir and a detailed narration of what was seen by the diver during the inspection and cleaning.

3.4. DELIVERABLES

Catalyst Diving will provide the District one (1) hard copies and one (1) electronic copy of the written inspection report for each reservoir. Each report will contain color photographs of the tank's internal and external components. The photographs will provide additional documentation of the tank's condition. Included in the

report will be a schematic drawing of the tank and reservoir that has a numerical system for the sections of the reservoir and documentation of amounts and types of material found. In addition, the report will provide recommended repairs based on the inspection results.

Our team will provide the District an inspection video with live narration to provide reasonable documentation of the condition of the potable water storage facility interior before and after completion of work.

4. RATE SHEET

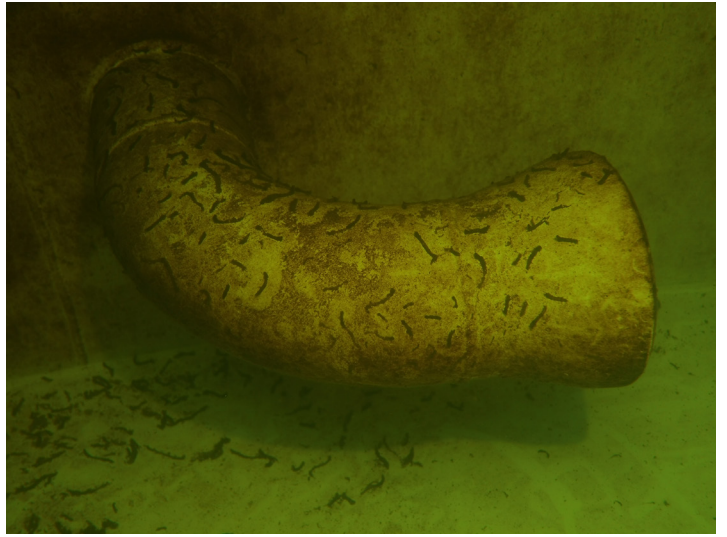
The cost quoted below includes all taxes and all other charges, including travel expenses, and is the cost the District will pay for our team's services described in Section 3 of this document.

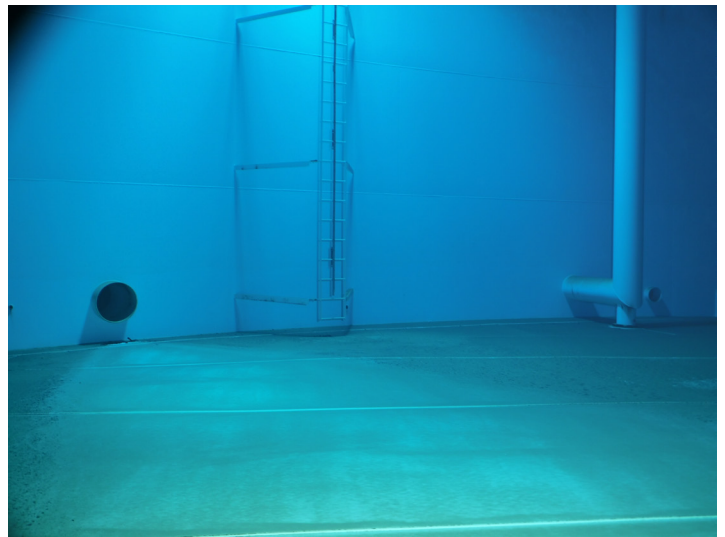
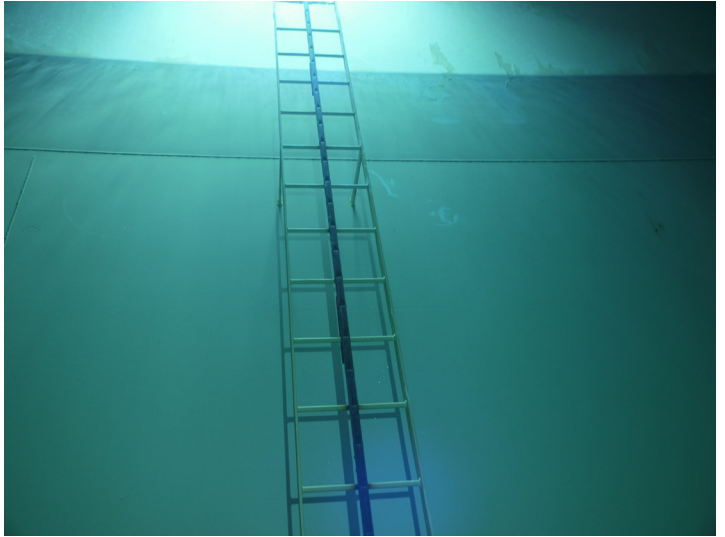
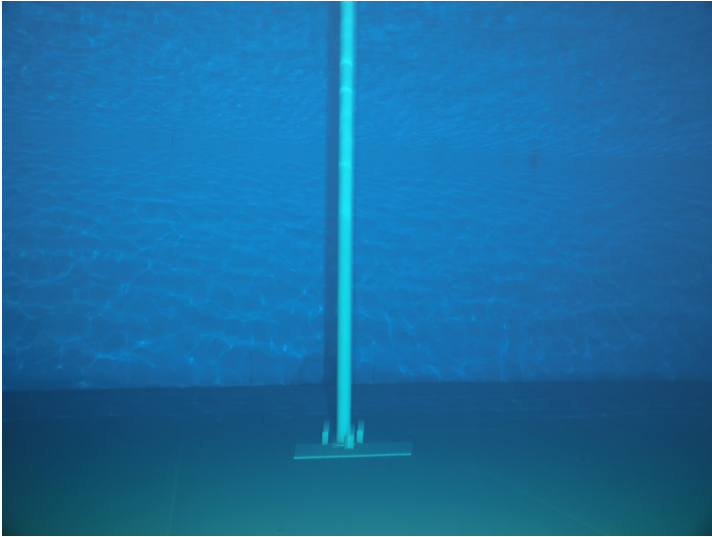
Table 2. Rate Sheet

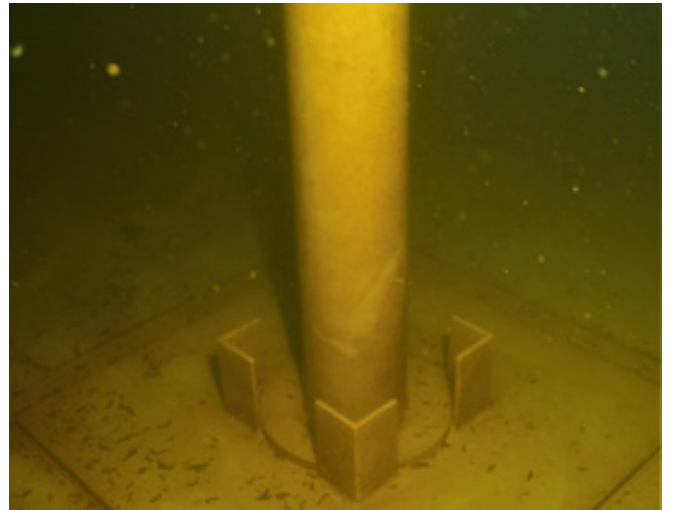
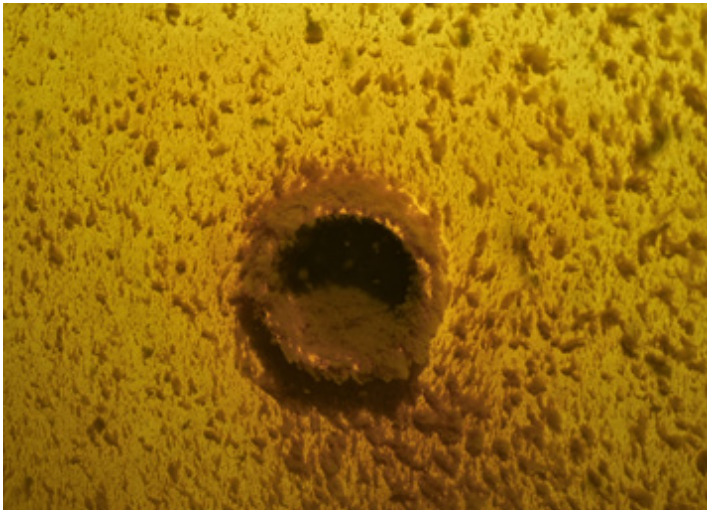
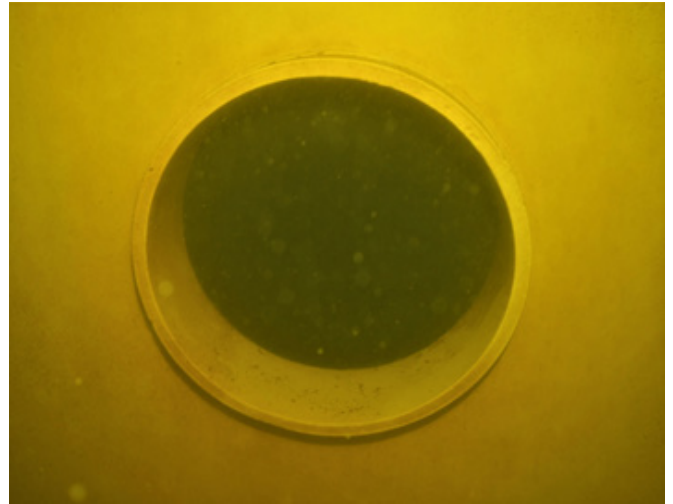
Tank Name	# of Days to Complete	Cleaning & Inspection Service	Deliverables (i.e., video & written report)	Total (\$)
STEEL BOLTED ON-GRADE (SBOG) TANK NO. 1	0.33	1	1	\$1,163.00
SBOG TANK NO. 2	0.33	1	1	\$1,163.00
STEEL WELDED ON GRADE TANK NO. 1	0.33	1	1	\$1,163.00
Total	1	3	3	\$3,489.00

The information provided in this document is trade secret and shall not be published without written consent.

5. APPENDIX A - EXAMPLE PHOTO LOGS









1 Watertank Place
PO Box 1849
Henderson, KY 42419
P: 270-826-9000
F: 270-767-6912
www.pttg.com

Monday, August 30, 2021

Justin Martinez
General Manager
Meiners Oaks County Water District
202 W El Roblar
Ojai, CA 93023
805-646-2114
justin@meinersoakswater.com

Justin,

Since 1919, Pittsburg Tank & Tower Group Maintenance Division has been providing tank services to our customers in over 60 countries, proudly making us a Global Company. Our wealth of experience encompasses all aspects of tank maintenance services, from paint and repair to dismantle and inspections. Our expertise expands beyond maintenance to tank design, fabrication, erection and professional engineering services for new tanks and modifications to existing tanks, including raising, lowering and moving services.

Having been ranked in the Top 600 Specialty Contractors and among the top 15 steel erectors according to Engineering News Record, it was natural to expand our offerings into the Custom Engineering and Manufacturing Industry. Our sister company, Allstate Tower Inc., manufactures structural steel components for towers and agricultural material handling, including complete turn-key systems and installation services.

At Pittsburg Tank & Tower Group, it's not only about the products we produce, but the people as well. Being a family-operated company with a commitment to the Safety and Health of our family of employees, we have worked with the Commonwealth of Kentucky's Labor Cabinet to achieve our SHARP Certification (Safety and Health Achievement Recognition Program), and we are recognized as a Drug Free Workplace in accordance with the standards set forth by the regulation; [803 KAR 25:280 Certification of Drug-Free Workplace](#).

We are proud to provide you with this proposal and look forward to working with you should you decide to accept it. To accept the proposal, simply sign and date one (1) copy and return it to our Henderson, KY office either by mail, fax or email.

Please feel free to contact us should you have any questions or concerns, or simply want to discuss the proposal further.

Respectfully,

Pittsburg Tank & Tower Group
Maintenance Division

Mark Moesner
National Accounts Manager
270-869-9400 Ext: 4612
270-873-8302 Fax
mmoesner@pttg.com



1 Watertank Place
PO Box 1849
Henderson, KY 42419
P: 270-826-9000
F: 270-767-6912
www.pttg.com

Monday, August 30, 2021

Justin Martinez
General Manager
Meiners Oaks County Water District
202 W El Roblar
Ojai, CA 93023
805-646-2114
justin@meinersoakswater.com

In accordance with the price, terms and conditions listed herein, we propose to furnish all labor, materials, equipment and insurance necessary to perform the work quoted. Please initial in the column next to your service selection.

<u>Tank Type</u>	<u>Tank Address</u>	<u>Cap. Gal</u>	<u>Dia.</u>	<u>Ht.</u>	<u>Const. Type</u>	<u>Service</u>	<u>Dive Insp. with Cleanout</u>	<u>Initial</u>
GST	2680 Maricopa Highway, Ojai, CA 93023	500,000	59'	25'	Bolted	Dive Inspection and Cleanout	\$5,260.00	
GST East	2680 Maricopa Highway, Ojai, CA 93023	500,000	59'	25'	Bolted	Dive Inspection and Cleanout		
GST	2680 Maricopa Highway, Ojai, CA 93023	750,000	77'	22'	Welded	Dive Inspection and Cleanout		
Total pricing is for work to be performed on all three (3) tanks.								

Inspection of tank(s) will be for compliance with the following codes and standards:

Underwater operations: All dive maintenance technicians and associated in-tank equipment are fully disinfected in accordance with AWWA Standard C652-02. All system entries will be conducted in accordance with applicable OSHA regulations pertaining to Diving and Confined Space, including 1910.401 thru 1910.441. Specialty equipment may include but is not limited to; appropriate OSHA climbing and personal fall protection, AWWA and ADCI approved commercial diving equipment dedicated to in-service potable water operations.

Monday, August 30, 2021

BASE BID Inspection:

Interior and exterior assessments will review structural, sanitary, safety, security and any installed coating conditions. Reporting will be provided based on water tank inspection criteria, referencing applicable OSHA, EPA, AWWA, TCEQ, and NFPA requirements. Minimum items examined will include ladders, shell, roof, vent, manways, welds, seams, foundation, anchors, safety systems, hatches, external overflow and plumbing.

Underwater interior video documentation will be completed with real-time closed circuit high-resolution color underwater video equipment. All pertinent findings will be recorded on DVD format (including dive maintenance technician's findings and narrative summary).

Services will include detailed interior video documentation of the potable water tanks(s) and/or clearwell(s) as described above. Discounted multi-tank pricing is provided for combination of two or more tanks completed as a single dispatch.

BASE BID Cleanout:

Removal of accumulated bottom sediment from the floor is accomplished using HydroDyne™ cleaning equipment. Normal cleaning prices provided include removal of sediment accumulations up to first three inches (3") in depth or cubic yards given on reservoir information breakout. Material that cannot be vacuumed with HydroDyne™ (e.g. concrete, gravel, misc. materials or compact sediment requiring the use of a hand nozzle), is considered debris. Cleaning includes up to one hour of debris removal per tank at no additional charge.

For normal cleaning operations client shall make available an approved discharge location (sewer, cofferdam, etc.) within 300' of the reservoir access hatch. (Site-specific discharge recommendations can be provided upon request).

CLARIFICATIONS:

- Prior to arrival, and during underwater operations, water level in tanks/clearwells to remain full.
- Client's Point-of-Contact will be available for access, as well as authorization of any additional requested work.
- Facilities are accessible with standard truck/trailer combo (overall length- Crew Cab= 23' / Trailer= 22').
- Access into tanks/clearwells are sufficient (i.e. 24" diameter), with no obstructions in the hatchway.
- Exterior inspections will be performed from the ground, installed ladders, and exterior roof while utilizing installed ANSI & OSHA-certified personal fall protection equipment, without additional scaffolding or rigging.
- There are no special discharge requirements (i.e. long distances / permits).
- Bottom sediment in excess of three inches (3") or cubic yards stated will be removed at **\$42.00** per cubic yard.
- Debris removal will be charged at a rate of **\$425.00** per hour.
- Unscheduled delays, which are a direct result of the utility's obligations (i.e. access and water level), may incur standby charges.
- Access requiring portable set-up (i.e. truck only), will incur additional setup/tear-down charge.



Monday, August 30, 2021

Terms & Conditions

- 1) Prior to start of work, Owner will be furnished a certificate of insurance covering Workman's Compensation, Occupational Disease, Employer's Liability, and General Liability.
- 2) If tank is to be drained prior to our arrival, it shall be drained by owner, if it becomes necessary to drain the tank while on site, it must be drained by the Owner/Customer.
- 3) If needed a pressure release valve will be furnished during the cleaning and painting operation. Owner required to notify PTTM prior to mobilization if required.
- 4) In the event interior and/or exterior complete tank repainting is not included in this scope of work, all new tank appurtenances furnished and installed by PTTM as part of this scope of work shall be field primed and finish coated to match existing coating system(s), unless specifically excluded from our scope of work. Color to match as close as possible.
- 5) No paint shall be applied during wet, damp, or inclement weather.
- 6) All paint will be delivered to the job site in original containers with contents identified by the manufacturer.
- 7) If necessary, customer will be required to clear/move vehicles and equipment a safe distance from the job site to prevent damage and place physical barricades around the perimeter to restrict access.
- 8) Work to be performed using our standard wage scale with Open Shop personnel, by mechanics skilled in their trade.
- 9) All workmanship is guaranteed for twelve (12) months after completion.
- 10) Owner is to provide dumpster(s) for trash, paint consumables, blast media, and all other waste produced during course of job, including disposal of said waste.
- 11) Handling, removal, and/or disposal of hazardous or contaminated material (e.g., asbestos, lead, chemicals, heavy metals, etc.) requiring special handling or transportation to a specific disposal site are not included in the submitted quotation for work. Unless specifically included in our scope of work.
- 12) This quote does not provide for the shrouding or containment of blast media and paint.
- 13) Owner understands and agrees any Federal, State, and Municipal taxes imposed on Contractor with respect to the outlined work are additional expenses not included in the contract and further assumes the obligation of paying said additional costs incurred by Contractor. PTTM does not include costs for any permits, local licenses, fees, etc. in this proposal.
- 14) OWNER / CONTRACTOR agree that the exclusive venue for any litigation arising out of or relating to this Agreement shall be in the Circuit Court of Henderson County, Kentucky and that this Agreement and any litigation arising thereunder shall be governed, construed and interpreted according to Kentucky law.
- 15) In the event OWNER initiates any litigation against PTTM in contravention of this venue provision, OWNER shall pay PTTM's attorney's fees and costs incurred in obtaining a dismissal and transfer of the litigation to the proper venue in the Circuit Court of Henderson County, Kentucky.
- 16) OWNER and PTTM hereby waive any right they may otherwise have to venue in a federal court including, but not limited to, any right arising under federal question or diversity jurisdiction.

TERMS

50% with Order; Balance upon Completion OR Mutually Agreed Payment Terms
MasterCard, Visa and American Express are accepted, with prior authorization
Payments made by credit card will be subject to a processing fee of 3%.
Interest will be applied to payments not received in accordance to payment terms.

The parties approving this contract certify that they are fully authorized to do so, and that all legal requirements have been complied with. You are hereby authorized to furnish all labor, material, equipment and insurance required to complete the work mentioned in the above proposal, for which the undersigned agrees to pay the amount mentioned in said proposal. OWNER / CONTRACTOR agree that the exclusive venue for any litigation arising out of or relating to this Agreement shall be in the Circuit Court of Henderson County, Kentucky and that this Agreement and any litigation arising thereunder shall be governed, construed and interpreted according to Kentucky law. In the event OWNER initiates any litigation against PTTM in contravention of this venue provision, OWNER shall pay PTTM's attorney's fees and costs incurred in obtaining a dismissal and transfer of the litigation to the proper venue in the Circuit Court of Henderson County, Kentucky. OWNER and PTTM hereby waive any right they may otherwise have to venue in a federal court including, but not limited to, any right arising under federal question or diversity jurisdiction.

ALL QUOTATIONS SUBJECT TO ACCEPTANCE WITHIN 60 DAYS

Accepted : _____, 2021

Company : Meiners Oaks County Water District

By : _____

Title : _____

Respectfully Submitted by:

**Pittsburg Tank & Tower Group
Maintenance Division**

By : _____

Jordan Pyles, Executive Director of Sales

jpyles@pttg.com

270-869-9400 Ext: 4601

Paint • Repair • Dismantle • Inspect • Reinsulate • Tanks Raised, Lowered, and Moved
New and Used Tanks



California Special Districts Association

Districts Stronger Together

AB 361 PROCESS: AN EXECUTIVE SUMMARY

1. An emergency situation arises. The specific nature of the emergency produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to CA GOVT § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of CA GOVT § 54953, subdivision (e). For this meeting, the modified Brown Act requirements apply (e.g., meeting notices/agendas do not need to be posted at all teleconference locations).
4. A resolution is passed consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., a resolution passed by majority vote determining that meeting in person would present imminent risks to the health or safety of attendees).¹ This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may act to renew its resolution effecting the transition to teleconferenced meetings by passing another resolution, consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (3) (i.e., a resolution which includes findings that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person.²

¹ Alternatively, in lieu of a resolution finding that meeting in person would present imminent risks to the health or safety of attendees, a local agency may use modified Brown Act procedures when state/local officials recommend/require measures to promote social distancing.

² Should state/local officials continue to impose or recommend measures to promote social distancing, this may instead be used as a basis for renewing a resolution (as opposed to the fact that the state of emergency continues to directly impact the ability of the members to meet safely in person).

This communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.

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RESOLUTION NO. 2021921:

AB 361-Brown Act: Remote Meetings During a State of Emergency

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MEINERS OAKS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY CA EXECUTIVE ORDER N-29-20 MARCH 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF MEINERS OAKS WATER DISTRICT FOR THE PERIOD SEPTEMBER 22, 2021 – OCTOBER 22, 2021 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the MEINERS OAKS WATER DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of MEINERS OAKS WATER DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, March 4, 2020 CA Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; despite sustained efforts the virus continues to spread and is impacting nearly all sectors of California; and

WHEREAS, the Ventura County Public Health Officer issued order August 20, 2021 regarding the highly transmissible Delta Variant, recommends vaccinated and unvaccinated persons to mask and social distance through October 19, 2021, or until its extended, rescinded, superseded, or amended by the Health Officer; and

WHEREAS, the Board of Directors does hereby find that the ongoing risk posed by the highly transmissible COVID-19 virus, will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and

facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of MEINERS OAKS WATER DISTRICT shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, all meeting agendas, meeting dates, times and manner in which the public may attend the meeting and offer public comment by call-in option or internet-based service option, are posted at a minimum, on the District website and physically outside the District Office.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MEINERS OAKS WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and the ongoing risk posed by the highly transmissible COVID-19 virus, and, Ventura County Public Health orders for social distancing has caused, and will continue to cause, conditions of peril to the safety of persons within the District.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager, Board Secretary and legislative bodies of MEINERS OAKS WATER DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of October 19, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of MEINERS OAKS WATER DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of MEINERS OAKS WATER DISTRICT, this 21 day of SEPTEMBER, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

6. Part Time Employee Benefits

- A. Mr. Singleton's draft amendment ordinance defining "Permanent Part-Time Employees and how benefits are to be administered."

7. Board Discussion and/or Action

- A. Uniforms.
- B. Merit & Cost of Living Increase.
- X C. Board Of Director fees.
- D. Honorable Service Awards for Former Board Members.
- E. Water Tanks.

8. General Managers Report

- X A. Status Report on 16' Gate at Meyer Road.
- B. Water Consumption/Conservation Letter.
- C. Request for items to go on next agenda.
- D. Chloramine Issues/Mixing.

9. Adjournment

Staff - General Manager/Secretary, Singleton.

APPROVAL OF MINUTES:

No additions or corrections to the minutes of the September 15, 1998 meeting. M/S/C Johnson/Wright Jr., to approve the minutes.

PUBLIC COMMENTS:

No public comments.

GUEST SPEAKER, JAY PADDOCK:

President Burr adjourned the meeting at 7:35 pm and Mr. Paddock spoke on his seeking election to the Casitas Water District. President Burr called the meeting back to order at 7:46 pm.

FINANCIAL MATTERS:

Approval of the bills payable from September 16, 1998 through October 15, 1998 in the amount of \$40,250.26. M/S/C Wright Sr.,/Roddick to approve.

PUBLIC HEARING:

President Burr opened the meeting for Public Hearing on the ordinance 98-10-20 to amend the compensation authorized to be paid to the Directors. Since there was no public comment, President Burr closed the Public Hearing.

Ordinance No. 98-10-20.

Director Wright Sr., offered Ordinance 98-10-20 to be read by title only. M/S/C Roddick/Wright Jr., to accept the ordinance of the Meiners Oaks County Water District amending the compensation authorized to be paid to the Directors pursuant to Water Code Section 20200, et. seq.

Roll Call---5 Yes

0 No

Now, therefore, be it ordained by the Board of Directors as follows:

On or after the effective date of this ordinance, the compensation of the Directors of Meiners Oaks County Water District shall be increased to \$150.00 per meeting provided that compensation shall not be paid for more than a total of three meetings in any calendar month.

NOTE:

This ordinance shall be effective sixty (60) days from the date of its passage. (After December 19, 1998.)

VENTURA RIVER STEELHEAD:

On-going agenda item. The plan for H. C. P. is looking to cost from \$300-500 thousand and the participating agencies are

Meeting of 10-20-98

Meiners Oaks Water District

Board Member Reimbursement for Attending Groundwater Sustainability Act Meetings

Resolution 062116-1


WHEREAS, Meiners Oaks Water District (MOWD) relies on a sustainable supply of groundwater from the Upper Ventura River Basin; and


WHEREAS, the Sustainable Groundwater Management Act (SGMA) provides local agencies with a framework for managing groundwater basins in a sustainable manner. In accordance with SGMA, MOWD is forming a Groundwater Sustainability Agency (GSA) in partnership with Ventura River Water District, Casitas Municipal Water District, the County of Ventura, and the City of San Buenaventura. MOWD will appoint one Board member to serve as a director of the GSA and appoint another to serve as an alternate director for the GSA; and

WHEREAS, California Government Code Section 53232.1(b) allows MOWD to pay compensation to its directors by adopting, in a public meeting, a written policy specifying the types of occasions that constitute the performance of official duties.

NOW, therefore, be it resolved that

1. Attendance by MOWD's appointed board member(s) at meetings of the GSA Formation Committee, at publicly-noticed meetings of the GSA board, and at GSA-related public meetings, all constitute part of the official duties of the appointed board member(s). This finding also applies to any MOWD board member when serving as an alternate GSA director in the absence of the appointed board member.
2. MOWD will pay its board members, who participate in such meetings in an official capacity, at the same rate as for attending MOWD regular board meetings.


MOWD Board President
James Kentosh


Secretary to the Board
Mike Hollebrands

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT

Financial Statements for the
Years Ended June 30, 2020 and 2019
And Independent Auditor's Report

Fanning & Karrh

Certified Public Accountants

A Professional Corporation

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT Table of Contents

	<u>Page</u>
Governing Board of Directors and Management	1
Independent Auditor's Report	2 - 3
Management's Discussion and Analysis	4 - 7
Statements of Net Position, June 30, 2020 and 2019	8
Statements of Revenues and Expenses and Changes in Net Position for the Years Ended June 30, 2020 and 2019	9
Statements of Cash Flow for the Years Ended June 30, 2020 and 2019	10
Notes to the Financial Statements	11 - 22
<u>Required Supplementary Information</u>	
Cost Sharing Defined Benefit Pension Plan - Schedule of Proportionate Share of Net Pension Liability and Schedule of Contributions	23
Schedule of Changes in the Net OPEB Liability and Related Ratios	24
<u>Other Report</u>	
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	25 - 26

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT
Governing Board of Directors and Management
June 30, 2020

<u>Name</u>	<u>Position</u>
<u>Governing Board of Directors:</u>	
Mike Etchart	President
Jim Kentosh	Vice President
Diana Engle	Director
Christian Oakland	Director
Loni Anderson	Director
<u>Management:</u>	
Justin Martinez	General Manager
Summer Ward	Board Secretary



Fanning & Karna
Certified Public Accountants

A Professional Corporation

DRAFT (9-16-2021)

PO Box 7464
Ventura, California 93003
Telephone (805) 654-0450

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Meiners Oaks Water District:

We have audited the accompanying financial statements of Meiners Oaks Water District (District) as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

DRAFT (9-16-2021)

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Meiners Oaks Water District as of June 30, 2020 and 2019, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7, the Schedules of Proportionate Share of the Net Pension Liability and of Contributions on page 23, and the Schedule of Changes in the Net OPEB Liabilities and Related Ratios on page 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Ventura, California
September __, 2021

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT MANAGEMENT'S DISCUSSION AND ANALYSIS For the Year Ended June 30, 2020

This discussion and analysis of Meiners Oaks Water District's (District) financial performance during the fiscal year ended June 30, 2020 provides an overview of the District's operational activities that had an impact on the financial performance of the District.

Financial Highlights

- The District's total assets were \$5,126,968. Of this amount, \$3,214,195 represents capital assets net of accumulated depreciation and \$1,912,773 represents current assets consisting of cash and cash equivalents and receivables.
- The District's total liabilities were \$1,052,627. Of this amount, \$113,868 represents current liabilities and \$938,759 represents long-term liabilities.
- Deferred Outflows of Resources and Deferred Inflows of Resources related to pensions and other postemployment benefited amounted to \$161,179 and \$277,465, respectively.
- Operating revenues for the year ended June 30, 2020 were \$1,474,988 and primarily consisted of water sales and water availability charges.
- Operating expenses for the year ended June 30, 2020 were \$1,687,262. Significant expenses included salaries and employees benefit expenses of \$765,143, repairs and maintenance expense of \$164,320, professional fees of \$231,292 and depreciation expense of \$203,202.

Required Financial Statements

This report consists of a series of financial statements with accompanying notes. The Statements of Net Position presents information on all the District's assets, deferred outflows, liabilities and deferred inflows. Over time, increases or decreases in net position may serve as an indicator of whether the financial position of the District is improving or deteriorating. The Statements of Revenues, Expenses and Changes in Net Position provides the results of operating for the years ended June 30, 2020 and 2019 and the effect on the District's net position due from these results.

The District's financial strength can be evaluated by reviewing the Statements of Net Position and measuring the difference between the assets the District owns and the liabilities/debt the District owes. The increase or decrease in the net position over time is an indicator of the wellbeing of the District. However, other non-financial aspects need to be considered when evaluating the District's wellbeing such as capital projects and the District's philosophy to maintain low water rates for its customers.

The District uses a single enterprise fund for accounting and reporting the results of all operations. The statements referred to above include all assets and liabilities using the accrual basis of accounting, which is similar to accounting used by most private-sector companies. Accrual of current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The notes that follow the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

DRAFT (9-16-2021)

Statements of Financial Position

The District is operated and reported as a single enterprise fund; there are no subsidiary fund financial statements presented as part of this report. The following is a summary of the net position of the District and the change in the net position from the prior fiscal year.

	2020	2019
<u>Assets and Deferred Outflows</u>		
Current assets	\$ 1,912,773	\$ 1,817,490
Capital assets	<u>3,214,195</u>	<u>3,150,214</u>
Total assets	5,126,968	4,967,704
 Deferred outflows of resources	<u>161,179</u>	<u>115,184</u>
 Total Assets and Deferred Outflows of Resources	<u>5,288,147</u>	<u>5,082,888</u>
 <u>Liabilities and Deferred Inflows of Resources</u>		
Current liabilities	113,868	86,820
Long-term liabilities	<u>938,759</u>	<u>974,784</u>
Total liabilities	1,052,627	1,061,604
 Deferred Inflows of Resources	<u>277,465</u>	<u>96,531</u>
 Total Liabilities and Deferred Inflows of Resources	<u>1,330,092</u>	<u>1,158,135</u>
 Net Position		
Invested in capital assets	3,214,195	3,150,214
Unrestricted	<u>743,860</u>	<u>774,539</u>
 Total Net Position	<u>\$ 3,958,055</u>	<u>\$ 3,924,753</u>

The net position of the District increased 1%, as follows:

- Current assets increased by 5.24% (\$95,283) resulting from current year earnings and increased receivables due to higher usage in June 2020 compared to June 2019.
- An increase in capital assets of 2.03% (\$63,981) primarily due to improvements to the District's wells, offset by depreciation expense.
- Current liabilities increased by 31.15% (\$27,048) primarily due to the timing of payments for operating expenses.
- An increase in deferred inflows of resources of 187.44% (\$180,934) is due to pension and other postemployment benefit activities.

DRAFT (9-16-2021)

Statement of Revenues, Expenses and Changes in Net Position

	2020	2019
<u>Operating Revenue</u>		
Water sales and charges	\$ 1,450,582	\$ 1,484,594
Late and delinquency charges	18,165	24,438
Other	6,241	4,910
Total operating revenue	<u>1,474,988</u>	<u>1,513,942</u>
<u>Non-Operating Revenues (Expenses)</u>		
Property taxes	172,309	164,674
Interest income	31,379	36,695
Other	42,877	6,555
Loss on disposition of capital assets	(989)	-
Total non-operating revenue	<u>245,576</u>	<u>207,924</u>
<u>Operating Expenses</u>		
Salaries and employee benefits	765,143	623,770
Water purchases	40,044	296,474
Repairs and maintenance	164,320	291,433
Professional fees	231,292	172,021
Other	283,261	241,344
Depreciation expense	203,202	194,048
Total operating expenses	<u>1,687,262</u>	<u>1,819,090</u>
Change in Net Position	<u>\$ 33,302</u>	<u>\$ (97,224)</u>

- Total operating revenues reflect a slight decrease of \$38,954 resulting from reduced pass-through charges because less outside water was purchased. This was offset slightly by an increase in water usage in the current year as compared to the prior year. Additionally, service disconnections and late fees were suspended at the onset of the COVID-19 pandemic.
- Total non-operating revenues and expenses increased 18.11% (\$37,652), primarily due reimbursement from Southern California Edison for damages and reimbursement from UVRGA for certain administrative costs.
- Operating expenses reflect a decrease of 7.25% (\$131,828) due to less purchased water and fewer repairs and maintenance expenses.

DRAFT (9-16-2021)

Actual Results Compared to Budget

	<u>Actual</u>	<u>Budget</u>
Total Operating Revenue	\$ 1,474,988	\$ 1,871,213
Less: Operating Expenses		
Salaries and benefits	(765,143)	(665,000)
Water purchases	(40,044)	(92,000)
Repairs and maintenance	(164,320)	(107,100)
Professional fees	(231,292)	(342,000)
Other	<u>(283,261)</u>	<u>(306,000)</u>
Net Operating Revenue (Loss)	<u>\$ (9,072)</u>	<u>\$ 359,113</u>
<u>Non-Operating Revenues (Expenses)</u>		
Property taxes	\$ 172,309	\$ -
Interest income	31,379	-
Other	42,877	-
Insurance recoveries	-	-
Loss on disposition of capital assets	<u>-</u>	<u>-</u>
Total non-operating revenue	<u>\$ 246,565</u>	<u>\$ -</u>

Conditions Affecting Current Financial Position

Economic Factors - Economic factors include wages, insurance (medical, dental, vision, etc.) and other benefit costs including retirement expenses. Other economic factors include GSA (Groundwater Sustainability Act) fees, professional fees, rises in vendor charges, including piping, fittings, disinfection products and tax rates. Most of these factors occur outside of the District, but heavily impact the financial operating of the District.

Request for Information

This financial report is designed to provide a general overview for all those with an interest in the District's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the General Manager, 202 West El Roblar Drive, Ojai, California 93023.

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT
STATEMENTS OF NET POSITION
JUNE 30, 2020 and 2019

ASSETS	Notes	2020	2019
CURRENT ASSETS			
Cash and cash equivalents	2	\$ 1,749,561	\$ 1,689,042
Receivables:			
Customers, net of allowance for doubtful accounts of \$45,000 and \$25,000, at June 30, 2020 and 2019, respectively		153,879	113,891
Interest		9,333	14,557
TOTAL CURRENT ASSETS		<u>1,912,773</u>	<u>1,817,490</u>
CAPITAL ASSETS			
Capital assets not being depreciated		288,535	309,557
Capital assets being depreciated		6,989,466	6,706,306
Total		7,278,001	7,015,863
Less: Accumulated depreciation and amortization		(4,063,806)	(3,865,649)
NET CAPITAL ASSETS	3	<u>3,214,195</u>	<u>3,150,214</u>
TOTAL ASSETS		<u>5,126,968</u>	<u>4,967,704</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows of resources related to pensions	4	116,860	110,624
Deferred outflows of resources related to OPEB	5	44,319	4,560
TOTAL DEFERRED OUTFLOWS OF RESOURCES		<u>161,179</u>	<u>115,184</u>
LIABILITIES			
CURRENT LIABILITIES			
Accounts payable		44,587	48,919
Accrued compensated absences		25,237	14,106
Customer service deposits		31,649	11,765
Deferred revenue		12,395	12,030
TOTAL CURRENT LIABILITIES		<u>113,868</u>	<u>86,820</u>
LONG-TERM LIABILITIES			
Net pension liability	4	349,053	309,043
Net other postemployment benefit liability	5	589,706	665,741
TOTAL LONG-TERM LIABILITIES		<u>938,759</u>	<u>974,784</u>
TOTAL LIABILITIES		<u>1,052,627</u>	<u>1,061,604</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows of resources related to pensions	4	32,279	41,648
Deferred inflows of resources related to OPEB	5	245,186	54,883
TOTAL DEFERRED INFLOWS OF RESOURCES		<u>277,465</u>	<u>96,531</u>
NET POSITION			
Net investment in capital assets		3,214,195	3,150,214
Unrestricted		743,860	774,539
TOTAL NET POSITION		<u>\$ 3,958,055</u>	<u>\$ 3,924,753</u>

See accompanying notes to financial statements.

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT
STATEMENTS OF REVENUES AND EXPENSES AND CHANGES IN NET POSITION
For the Years Ended June 30, 2020 and 2019

	Notes	2020	2019
OPERATING REVENUES			
Water sales		\$ 588,061	545,775
Water availability charges		710,039	707,515
Meter capacity charges		79,720	80,048
Drought surcharges		61,913	52,004
Casitas passthrough charges		10,849	99,252
Late and delinquency charges		18,165	24,438
Other revenue		6,241	4,910
TOTAL OPERATING REVENUES		<u>1,474,988</u>	<u>\$ 1,513,942</u>
OPERATING EXPENSES			
Salaries and employee benefits		765,143	623,770
Source of water supply		40,044	296,474
Repairs and maintenance		164,320	291,433
Professional fees		231,292	172,021
UVRGA fees	7	50,000	50,000
Utilities		60,730	33,148
Insurance		27,225	25,069
Outside services		39,693	51,958
Postage and printing		12,718	15,370
Treatment plant supplies		8,037	14,677
Communications		13,094	11,421
Travel and fuel		12,049	10,649
Dues and memberships		7,720	8,357
Supplies		16,845	7,400
Board member fees		15,150	12,650
Bad debt		20,000	-
Other		-	645
Depreciation and amortization		203,202	194,048
TOTAL OPERATING EXPENSES		<u>1,687,262</u>	<u>1,819,090</u>
LOSS FROM OPERATIONS		<u>(212,274)</u>	<u>(305,148)</u>
NON-OPERATING REVENUES AND EXPENSES			
Property taxes		172,309	164,674
Interest income		31,379	36,695
Other revenue		42,877	6,555
Loss on disposition of capital assets		(989)	-
TOTAL NON-OPERATING REVENUES AND EXPENSES		<u>245,576</u>	<u>207,924</u>
CHANGE IN NET POSITION		<u>33,302</u>	<u>(97,224)</u>
NET POSITION - Beginning of year		<u>3,924,753</u>	<u>4,021,977</u>
NET POSITION - End of year		<u>\$ 3,958,055</u>	<u>\$ 3,924,753</u>

See accompanying notes to financial statements.

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from user charges	\$ 1,435,365	\$ 1,510,361
Cash payments to employees	(655,098)	(569,530)
Cash payments for operating expenses	(723,249)	(1,031,999)
Cash payments from deposits	<u>19,884</u>	<u>1,050</u>
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	<u>76,902</u>	<u>(90,118)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Purchase of capital assets	<u>(268,172)</u>	<u>(395,498)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Property taxes collected	172,309	164,674
Other revenue	<u>42,877</u>	<u>6,555</u>
NET CASH PROVIDED BY NONCAPITAL FINANCING ACTIVITIES	<u>215,186</u>	<u>171,229</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income	<u>36,603</u>	<u>30,372</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	60,519	(284,015)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>1,689,042</u>	<u>1,973,057</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,749,561</u>	<u>\$ 1,689,042</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Operating loss	(212,274)	\$ (305,148)
Adjustments to reconcile operating loss to net cash provided by (used for) operating activities:		
Depreciation and amortization	203,202	194,048
Changes in assets, deferred outflows, liabilities and deferred inflows:		
Accounts receivable - customers	(39,988)	(607)
Deferred outflows of resources	(45,995)	7,957
Accounts payable	(4,332)	(30,727)
Accrued compensated absences	11,131	1,920
Customer service deposits	19,884	1,050
Deferred revenue	365	(2,974)
Net pension liability	40,010	(5,498)
Other postemployment benefits	(76,035)	13,340
Deferred inflows of resources	<u>180,934</u>	<u>36,521</u>
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	<u>\$ 76,902</u>	<u>\$ (90,118)</u>

See accompanying notes to financial statements.

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization – The Meiners Oaks Water District (District), a special district of the State of California, was organized in 1949 and formed under the County Water District Law of the State of California, as amended, Government Code Sections 30,000 et seq. The District supplies water to an unincorporated portion of Ventura County known as Meiners Oaks. The Board of Directors consists of a five-member group which has the governance responsibilities over the activities related to the District. The Directors are elected by the public for four-year terms. The Directors have the decision-making authority, the power to designate management, the responsibility to significantly influence operations and accountability for fiscal matters. All of the Directors reside within the District boundaries and either purchase water from the District or guarantee the payment of water purchases by tenants.

Reporting Entity – The District's reporting entity includes all significant operation and revenue sources which the District Board of Directors exercises oversight responsibility. Oversight responsibility is determined on the basis of selection of the governing board, designation of management, ability to significantly influence operations, accountability for fiscal matters, and the scope of public service. There are no component units included in this report.

Basis of Accounting – The Meiners Oaks Water District is accounted for as a proprietary fund in accordance with generally accepted accounting principles as applied to governmental units. Proprietary funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the expenses, including depreciation, of providing goods or services to the general public are recovered through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control, and other purposes. Because the District is accounted for as a proprietary fund, the District uses the economic resources measurement focus and the accrual basis of accounting is used for financial statement reporting purposes. Revenues are recognized when they are earned, and expenses are recognized when they are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the Statement of Net Position. Net position is segregated into investment in capital and unrestricted.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing goods and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the District are charges to customers for sales and services. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Principles of Presentation – The accompanying financial statements are presented utilizing the accrual method of accounting.

Use of Estimates – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates. Significant estimates used in preparing these financial statements include:

- Depreciable lives and estimated residual value of capital assets
- Allowance for uncollectible receivables
- Accrual of net pension liability
- Accrual of other postemployment benefit liability

Cash and Cash Equivalents – For the purpose of the Statement of Cash Flows, the District considers all highly liquid investments with original maturities of 90 days or less to be cash and cash equivalents. The District considers funds in the Ventura County Treasury Fund to be cash equivalents.

DRAFT (9-16-2021)

Accounts Receivable – Accounts receivable are stated at net realizable value and net of related allowance for uncollectible accounts. The District uses the allowance method to account for uncollectible accounts. At June 30, 2020 and 2019, the District determined that an allowance for uncollectible accounts of \$45,000 and \$25,000, respectively, was adequate.

Capital Assets – Capital assets that are acquired and/or constructed are capitalized at historical cost. Donated property is recorded at fair market value at the date of donation. No formal capitalization policy has been established. Depreciation is recorded on a straight-line basis over the estimated service lives. The services lives of assets are as follows:

Vehicles	5 years
Furniture and fixtures	5-10 years
Water distribution system	10-60 years
Buildings and improvements	10-20 years
Equipment	5-20 years

Compensated Absences – The District's personnel policies provide for accumulation of compensated absences. Liabilities for compensated absences are recorded when benefits are earned. Payment of unused compensated absences is available to those qualified employees upon termination or retirement. Sick leave is not included in the accrual as the District does not pay for unused sick time upon employee termination.

Deferred Outflows of Resources and Deferred Inflows of Resources – Deferred outflows of resources is a consumption of net position by the District that is applicable to a future period and deferred inflows of resources is an acquisition of net position by the District that is applicable to a future reporting period. Both deferred outflows and inflows are reported in the Statement of Net Position, but are not recognized in the financial statements as revenue and expenses until the period(s) to which they relate. Deferred outflows of resources and deferred inflows of resources are related to pensions and other postemployment benefits.

Pensions – For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) cost-sharing multiple-employer defined benefit plan and additions to/deductions from the plan's fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when currently due and payable in accordance with the benefit terms. Investments are reported at fair value.

Postemployment Benefits Other Than Pensions (OPEB) – The District follows GASB Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions for purposes of measuring the net other postemployment liability. The District does not pre-fund the OPEB plan in a trust. The total OPEB liability represented the actuarial present value of projected OPEB benefit payments attributable to employees' past services as of June 30, 2020.

Net Position – Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources on the financial statements. Net position is classified in the following categories:

- Net investment in capital assets – This category includes capital assets, net of accumulated depreciation and reduced by any outstanding debt related to the acquisition, construction or improvement of those assets.
- Restricted – This category consists of net position with legal limitations imposed on their use by external restrictions by other governments, creditors, grantors, contributors, laws or regulations, or through constitutional provision, or enabling legislation. As of June 30, 2020 and 2019, the District did not have restricted net position.
- Unrestricted net position – This category consists of all other net position that does not meet the definition of restricted or invested in capital assets.

DRAFT (9-16-2021)

Subsequent Events – The District has evaluated subsequent events through September __, 2021, the date which the financial statements were available to be issued.

Reclassifications - Certain reclassifications have been made to the prior year financial statements in order to conform to the presentation of the current year financial statements for comparative purposes. There is no material effect on the financial statements.

2. DEPOSITS AND INVESTMENTS

The District's carrying value of deposits with a bank was \$71,646 and \$30,024 at June 30, 2020 and 2019, respectively. The corresponding bank balance was \$129,443 and \$79,687, respectively. Of the bank balances, \$250,000 was covered by Federal deposit insurance. The California Government Code requires all financial institutions to secure a local government agency's deposits by pledging governmental securities as collateral. The market value of pledged securities must equal 110% of an agency's deposits. California law also allows financial institutions to secure an agency's deposits by pledging first trust deed mortgage notes having a value of 150% of an agency's total deposits, and collateral is considered to be held in the name of the District. All cash held by financial institutions is, therefore, entirely insured or collateralized.

At June 30, the District had the following investments, which are included in Cash and Cash Equivalents:

	<u>2020</u>	<u>2019</u>
County of Ventura Investment Pool	\$ 1,449,936	\$ 1,396,600
State of California - Local Agency Investment Fund	<u>227,802</u>	<u>262,239</u>
Total	<u>\$ 1,677,738</u>	<u>\$ 1,658,839</u>

The County Treasurer maintains a cash investment pool for all funds of the County and other agencies for which the County treasury is the depository. Interest earned on the pooled funds is allocated and credited to these funds quarterly. Interest is apportioned to the District based on the average daily balances on deposit with the County Treasurer. Investment earnings are accrued at year-end. The investment pool operates in accordance with appropriate state laws and regulations and the investment policy of the County. The District's investment in the County of Ventura Investment Pool was rated AAA by Standard & Poor's for a primary objective of safety and SI by Standard & Poor's for a secondary objective of liquidity.

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The State Treasurer's Office audits the funds annually. The fair value of the position in the investment pool is the same as the value of the pool shares. The fair value of the District's investment in this pool is reported at amounts based upon the District's pro-rata share of the fair value provided by LAIF portfolio.

The District's investment policy established by the Board of Directors permits the District to invest in the County of Ventura investment pool, LAIF and commercial banks.

To address credit risk, the District invests its funds in accordance with state statutes and the District's investment policy. The criteria for selecting investments are, in order of priority, (1) safety – consideration of the potential loss of principal or interest, (2) liquidity – the ability to have funds available at any moment in time with a minimal potential loss and (3) yield – the optimum rate of return while preserving capital.

DRAFT (9-16-2021)

3. CAPITAL ASSETS

	Balance June 30, 2019	Increases	Decreases	Balance June 30, 2020
Capital assets not being depreciated -				
Land and permanent easements	\$ 57,035	\$ -	\$ -	\$ 57,035
Water rights	231,500	-	-	231,500
Construction in progress	21,022	-	(21,022)	-
Total capital assets not being depreciated	309,557	-	(21,022)	288,535
Capital assets being depreciated:				
Buildings	61,472	-	-	61,472
Water distributions system	5,372,562	102,138	(6,034)	5,468,666
Structures and improvements	396,422	-	-	396,422
Equipment	53,228	187,056	-	240,284
Transportation	212,822	-	-	212,822
Furniture and fixtures	40,946	-	-	40,946
Office machines	50,485	-	-	50,485
Communication equipment	19,159	-	-	19,159
SCADA water project	499,210	-	-	499,210
Total capital assets being depreciated	6,706,306	289,194	(6,034)	6,989,466
Less accumulated depreciation	(3,865,649)	(203,202)	5,045	(4,063,806)
Total capital assets being depreciated and amortized, net	2,840,657	85,992	(989)	2,925,660
Total capital assets, net	\$ 3,150,214	\$ 85,992	\$ (22,011)	\$ 3,214,195

4. DEFINED BENEFIT PENSION PLAN

A. General Information about the Pension Plan

Plan Description, Benefits Provided and Employees Covered – All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plan (Plan). The Plan is a cost-sharing multiple employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and Local Government resolution. The Plan provides retirement, death and disability benefits to plan members and beneficiaries. The benefit provisions of the plan's employees are established by statute. CalPERS issues publicly available reports that include a full description regarding number of employees covered, benefit provisions, assumptions, and membership information that can be found on the CalPERS website.

The Plan's provisions and benefits in effect at June 30, 2020, as summarized as follows:

	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2% @ 60	2% @ 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life
Retirement age	50	52
Required employee contribution rates	7.000%	6.750%
Required employer contribution rates	8.081%	6.985%

DRAFT (9-16-2021)

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in rate. The Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Beginning for the year ended June 30, 2016, CalPERS collected employer contributions towards unfunded liability as a dollar amount instead of the prior method of a contribution rate. The pool's unfunded liability is allocated to each individual plan based on the plan's total liability rather than by plan individual payroll. The District's unfunded liability payment for the year ended June 30, 2020 was \$21,212.

For the year ended June 30, 2020, the contributions recognized as part of pension expense were as follows:

Contributions - employer	\$	51,053
Contributions - employee	\$	27,177

B. Pension Liabilities, Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2020, the District's reported net liability for its proportionate share of the net pension liability was \$349,053.

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability as of June 30, 2020 and 2019 was as follows:

Proportion - June 30, 2019	0.00820%
Proportion - June 30, 2020	0.00872%
Change - Increase (Decrease)	0.00052%

For the year ended June 30, 2020, the District recognized pension expense of \$75,458. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

DRAFT (9-16-2021)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 51,053	\$ -
Net differences between projected and actual earnings on plan investments	-	6,104
Difference between expected and actual experiences	24,243	1,878
Changes in assumptions	16,644	5,900
Differences between actual contributions and proportionate share of contributions	-	18,397
Change in employer's proportion	24,920	-
Total	\$ 116,860	\$ 32,279

The \$51,053 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Measurement Period Ended June 30:	Deferred Outflows/(inflows) of Resources, Net
2021	\$ 27,988
2022	522
2023	3,786
2024	1,232
Total	\$ 33,528

Actuarial Methods and Assumptions - For the measurement period ended June 30, 2019 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2018 total pension liability determined in the June 30, 2018 actuarial accounting valuation. The June 30, 2019 total pension liability was based on the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	7.50%
Mortality	Derived using CalPERS' Membership Data
Post Retirement Benefit Increase	Contract COLA up to 2.50% until purchasing power protection allowance floor on purchasing power applies, 2.50% thereafter

The underlying mortality assumption and all other actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period 1997 to 2015, including updates to salary increase, mortality and retirement rates. The Experience Study can be found on the CalPERS' website under Forms and Publications.

DRAFT (9-16-2021)

Discount Rate – The discount rate used to measure the total pension liability was 7.15%. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15% discount rate is deemed adequate and the use of the municipal bond rate calculation is not necessary. The long-term expected discount rate of 7.15% is applied to all plans in the Public Employees Retirement Fund. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained from the CalPERS' website under the GASB 68 section.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimates ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as schedule in all future years. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11–60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by assets class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (a)	Real Return Years 11+ (b)
Global Equity	50.00%	4.80%	5.98%
Fixed Income	28.00%	1.00%	2.62%
Inflation Assets	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Estate	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%

(a) An expected inflation of 2.0% used for this period

(b) An expected inflation of 2.92% used for this period

Amortization of Deferred Outflows and Deferred Inflows of Resources – Under GASB 68, actuarial gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time.

The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflow and deferred inflows of resources related to pension and are to be recognized in future pension expense.

The amortization period differs depending on the source of the gain or loss:

DRAFT (9-16-2021)

Net difference between projected and actual earnings on pension plan investments

5 year straight-line amortization

All other amounts

Straight-line amortization over the expected average remaining service lifetime (EARSL) of all members that are provided with pensions (active, inactive, and retired) as of the beginning of the measurement period

The net difference between projected and actual investment earnings on pension plan investments is amortized over a five-year period on a straight-line basis. One-fifth is recognized in pension expense during the measurement period, and the remaining net difference between projected and actual investment earnings on pension plan investments at the measurement date is to be amortized over the remaining four-year period. The net difference between projected and actual investment earnings on pension plan investments in the schedule of collective pension amounts represents the unamortized balance relating to the current measurement period and the prior measurement period on a net basis.

Deferred outflows of resources and deferred inflows of resources relating to differences between expected and actual experience, changes of assumptions and employer-specific amounts should be amortized over EARSL of members provided with pensions through the plan.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.15%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.15%) or 1 percentage point higher (8.15%) higher than the current year:

	1% Decrease 6.15%	Current Discount Rate 7.15%	1% Increase 8.15%
District's proportionate share of the net pension liability	\$ 574,256	\$ 349,053	\$ 163,165

Pension Plan Fiduciary Net Position – The plan's fiduciary net position disclosed in the District's GASB 68 accounting valuation report may differ from the plan assets reported in the District's funding actuarial valuation report due to several reasons. For the accounting valuations, CalPERS must keep items such as deficiency reserves, fiduciary self-insurance and OPEB expense included in fiduciary net position. These amounts are excluded for rate setting purposes in the District's funding actuarial valuation. Detailed information about the pension plan's fiduciary net position is available in the separately CalPERS financial reports.

C. Payable to the Pension Plan

At June 30, 2020, the District reported a payable of \$0 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2020.

5. OTHER POSTEMPLOYMENT BENEFITS

A. General Information about the OPEB Plan

Plan description – The District's defined benefit OPEB plan (Plan) provides lifetime post-employment medical insurance to eligible retirees and their spouses through the California Public Employees Medical and Hospital Care Act (PEMHCA), commonly referred to as PERS Health. PEMHCA provides health insurance through a variety of Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options.

DRAFT (9-16-2021)

Benefits provided – Employees may retire directly from the District under PERS (age 50 and 5 years of PERS service) and receive a District-paid contribution towards medical premiums. The District joined PEMHCA in 2007 under the unequal contribution method, with the monthly cap being based on the Blue Shield Los Angeles single non-Medicare premium. As of 2019, the District contributes up to 60% of the non-Medicare premium. The contribution will increase 5% each year until the full non-Medicare single rate is reached in 2027. The cap is scheduled to increase not more than \$100 each year per the unequal method rule, until/unless the cap equals the Blue Shield Los Angeles single non-Medicare premium, after which the \$100 rule no longer applies. Survivor benefits are available and spouse benefits are available until the cap. The District also pays the CalPERS administrative fee of .27% of premium for 2019. The District does not offer vision, dental, or life benefits for retirees.

Plan membership – As of the June 30, 2019 measurement date, membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefit payments	1
Inactive employees entitled to but not yet receiving benefit payments	0
Active employees	5
Total	<u>6</u>

Contributions – The contribution requirements of Plan members and the District are established and amended by the District. The required contribution is based on projected pay-as-you-go financing requirements. No assets are accumulated in a trust that meets the criteria in Paragraph 4 of GASB 75.

B. Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2019 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation using the Alternative Measurement Method as of that date. Standard actuarial update procedures were used to project/discount from valuation to measurement dates.

Actuarial assumptions – The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount rate	3.13%
Inflation rate	3.00%
Salary increases	3.00%
Medical cost trend rate	5.9% for 2019 decreasing by 0.10 percent each year to an ultimate rate of 5.00% for 2028 and later years

Pre-retirement mortality rates were based on the RP-2014 Employee Mortality Table for Males or Females, as appropriate, without projection. Post-retirement mortality rates were based on the RP-2014 Health Annuitant Mortality Table for Males or Females, as appropriate, without projection.

Discount rate – A discount rate of 3.13% was used in the valuation. The rate, as required by GASB 75, reflects the following:

- The long-term expected rate of return on OPEB investments – to the extent that the OPEB plan's fiduciary net position (if any) is projected to be sufficient to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return.
- A yield or index rate for 20-year, tax-exempt general obligations municipal bonds with an average rating of AA/Aa or higher – to the extent that the conditions in (a) are not met.

To determine a resulting single (blended) rate, the amount of the plan's projected fiduciary net position (if any) and the amount of projected benefit payments is compared in each period of projected benefit payments. The discount rate used to measure the District's total OPEB liability is based on these requirements and the following information:

DRAFT (9-16-2021)

Reporting date	Measurement Date	Long-Term Expected Return of Plan Investments (if any)	Municipal Bond 20- Year High Grade Rate Index	Discount Rate
June 30, 2020	June 30, 2019	4.00%	3.13%	3.13%

The components of the net OPEB liability are as follows:

Total OPEB liability	\$589,706
Plan fiduciary net position	\$ 0
Net OPEB liability	\$589,706

Measurement date	June 30, 2019
Reporting date	June 30, 2020

Changes in the Net OPEB Liability

The changes in the net OPEB liability for the Plan are as follows:

	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Total OPEB Liability (Asset) (a) - (b)
Balances at June 30, 2019	\$ 665,741	\$ -	\$ 665,741
Changes for the year:			
Service cost	82,703	-	82,703
Interest	26,966	-	26,966
Changes of benefit terms	-	-	-
Plan experience differences	(223,758)	-	(223,758)
Changes in assumptions	45,147	-	45,147
Contributions - employers	-	7,093	(7,093)
Benefit payments	(7,093)	(7,093)	-
Administrative expenses	-	-	-
Net changes	(76,035)	-	(76,035)
Balances at June 30, 2020	\$ 589,706	\$ -	\$ 589,706

Sensitivity of the net OPEB liability to changes in the discount rate and health-care cost trend rates – The following presents the net OPEB liability of the District if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2019:

	1% Decrease 2.13%	Current Discount Rate 3.13%	1% Increase 4.13%
Net OPEB Liability	\$ 698,744	\$ 589,706	\$ 502,386

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates – The following presents the net OPEB liability of the District if it were calculated using health care cost trend rates that are one percentage point lower or one percentage point higher than the current rate, for measurement period ended June 30, 2019:

DRAFT (9-16-2021)

	1% Decrease 4.9% decreasing to 4%	Healthcare Cost Trend Rate 5.9% decreasing to 5%	1% Increase 6.9% decreasing to 6%
Net OPEB Liability	\$ 490,360	\$ 589,706	\$ 716,578

C. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2020, the District recognized OPEB expenses of \$74,509. At June 30, 2020, the District reported deferred outflows of resources and inflows of resources related OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ 4,678	\$ -
Difference between expected and actual experience		196,470
Changes in assumptions	39,641	48,716
Total	\$ 44,319	\$ 245,186

The \$4,678 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized as pension expense as follows:

Measurement Period Ending June 30:	Deferred Outflows (Inflows) of Resources, Net
2021	\$ (27,949)
2022	(27,949)
2023	(27,949)
2024	(27,949)
2025	(27,949)
Thereafter	(65,800)

6. RISK MANAGEMENT

The District is exposed to potential losses from claims arising from its business operations. Significant losses are covered by commercial insurance. There have been no significant reductions in insured coverage. Settlement amounts have not exceeded insurance coverage.

7. JOINT POWERS AGREEMENT CREATING THE UPPER VENTURA RIVER GROUNDWATER AGENCY

The District participates as a member of the Upper Ventura River Groundwater Agency (UVRGA), to provide sustainable management of the Upper Ventura River Basin pursuant to the Sustainable Groundwater Management Act. The UVRGA is funded through contributions from member agencies and assessed extraction fees. The District made contributions of \$50,000 to UVRGA during the years ended June 30, 2020 and 2019, respectively. Extraction fees of \$22,215 and \$0 were paid during the years ended June 30, 2020 and 2019, respectively.

DRAFT (9-16-2021)

8. CONTINGENCIES

The District is involved in certain lawsuits arising in the ordinary course of business. Management believes that the potential adverse impact of these proceedings would be material to the basic financial statements of the District.

The COVID-19 pandemic developed rapidly in 2020 in the United States and around the world. Measures taken by various organizations and governments to contain the virus have affected economic activity. At this stage, the impact on the District's financial position and results of operations have not been significant. The future economic uncertainties due to the continued spread of COVID-19 and the financial impact, if any, on the District is unknown at this time. Management continues to monitor the situation closely and are taking steps they believe to be reasonable to enable the District to manage its operations.

DRAFT (9-16-2021)

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
California Public Employees' Retirement System
June 30, 2020
Last 10 years *

Schedule of Proportionate Share of the Net Pension Liability

Year Ended *	Proportion of the Net Pension Liability	Proportionate Share (Amount) of Net Pension Liability	Actual Covered Member Payroll	Net Pension Liability as a Percentage of Covered Payroll	Fiduciary Net Position as a Percentage of Total Pension Liability
6/30/15	0.46200%	\$ 287,230	\$ 300,506	95.58%	88.30%
6/30/16	0.79500%	\$ 218,077	\$ 325,293	67.04%	83.39%
6/30/17	0.79800%	\$ 260,208	\$ 334,923	77.69%	80.85%
6/30/18	0.74900%	\$ 314,541	\$ 344,499	91.30%	79.28%
6/30/19	0.00820%	\$ 309,043	\$ 361,962	85.38%	80.13%
6/30/20	0.00000%	\$ 349,053	\$ 351,533	99.29%	79.15%

* The data provided in the schedule is based as of the measurement date of CalPERS net pension liability, which is as of the beginning of the District's fiscal year.

Schedule of Contributions

Year Ending	Statutorily Required Contributions	Actual Employer Contributions	Contribution Excess/ (Deficiency)	Actual Covered Member Payroll	Contributions as a Percentage of Covered Payroll
6/30/15	\$ 56,243	\$ 56,243	\$ -	\$ 325,293	17.29%
6/30/16	\$ 20,365	\$ 20,365	\$ -	\$ 334,923	6.08%
6/30/17	\$ 22,308	\$ 22,308	\$ -	\$ 344,499	6.48%
6/30/18	\$ 35,526	\$ 35,526	\$ -	\$ 361,962	9.81%
6/30/19	\$ 41,918	\$ 41,918	\$ -	\$ 351,533	11.92%
6/30/20	\$ 51,053	\$ 51,053	\$ -	\$ 395,018	12.92%

These schedules are intended to show information for ten years. Additional years will be displayed as they become available.

DRAFT (9-16-2021)

MEINERS OAKS WATER DISTRICT
REQUIRED SUPPLEMENTARY INFORMATION
Schedule of Changes in the Net OPEB Liability and Related Ratios
Last Ten Years*

	Measurement Date 6/30/19	Measurement Date 6/30/18	Measurement Date 6/30/17
Total OPEB Liability			
Service cost	\$ 82,703	\$ 59,403	\$ 57,673
Interest	26,966	20,337	18,105
Changes of benefit terms	-	-	-
Differences between expected and actual experience	(223,758)	-	-
Changes of assumptions	45,147	(61,050)	-
Benefit payments	(7,093)	(5,350)	(3,629)
Net change in total OPEB liability	(76,035)	13,340	72,149
Total OPEB liability - beginning	665,741	652,401	580,252
Total OPEB liability - ending	<u>\$ 589,706</u>	<u>\$ 665,741</u>	<u>\$ 652,401</u>
Plan Fiduciary Net Position			
Contribution - employer	\$ 7,093	\$ 5,350	\$ 3,629
Net investment income	-	-	-
Benefit payments	(7,093)	(5,350)	(3,629)
Administrative expense	-	-	-
Net change in plan fiduciary net position	-	-	-
Plan fiduciary net position - beginning	-	-	-
Plan fiduciary net position - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net OPEB liability - ending	<u>\$ 589,706</u>	<u>\$ 665,741</u>	<u>\$ 652,401</u>
Plan fiduciary net position as a percentage of the total OPEB liability	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>
Covered employee payroll	<u>\$ 395,018</u>	<u>\$ 351,533</u>	<u>\$ 361,962</u>
Net OPEB liability as a percentage of covered employee payroll	<u>149.29%</u>	<u>189.38%</u>	<u>180.24%</u>

Notes to Schedule:

Changes in assumptions: none

Benefit changes - none

* Historical information is required only for measurement period for which GASB 75 is applicable. Future years' information will be displayed up to 10 years as information becomes available. Fiscal year 2017-2018 was the first year of implementation.

DRAFT (9-16-2021)

OTHER REPORT



Fanning & Karr
Certified Public Accountants

A Professional Corporation

DRAFT (9-16-2021)

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Meiners Oaks Water District:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Meiners Oaks Water District as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Meiners Oaks Water District's basic financial statements, and have issued our report thereon dated September __, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Meiners Oaks Water District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Meiners Oaks Water District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Meiners Oaks Water District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Meiners Oaks Water District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

DRAFT (9-16-2021)

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Ventura, California
September __, 2021

Substance Use and Abuse Policy

MOWD will establish safeguards against drug (including marijuana) and alcohol use or abuse to ensure a safe and healthy working environment. **Substance abuse** imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks. To mitigate these risks, ~~the District has developed this substance use and abuse policy to prohibit the use, possession or sale of drugs on MOWD premises and strictly regulate the consumption of alcohol, marijuana or illegal drugs.~~ *MOWD has a strict policy against the use or possession of drugs, marijuana or alcohol in the workplace.*

Scope:

All job applicants, employees, contractors, and part-time employees should abide by the provisions of this policy.

Policy elements:

Illegal drugs, inhalants, and prescription, as well as over-the-counter drugs, fall into the “substances” category. We will also place restrictions on alcohol and marijuana consumption. Possession or use of marijuana remains unlawful under federal law.

While working, the employee must not:

- Possess, use or be under the influence of alcohol, marijuana, elicit inhalants or drugs.
- *Employees may not report for work, begin work, or remain on duty or on on-call status while under the influence of or impaired by any illegal drug, marijuana or alcohol, or be sufficiently impaired by any legal or prescription drug that would or could create a danger in the workplace, or inhibit the employee’s ability to perform the job in any way. Being “under the influence” of alcohol, marijuana or any other drug means that a drug or alcohol test would detect the presence of the drug or alcohol in the body.*
- The employee may consume alcohol in moderation while in approved business meetings or social gatherings. Employees who use alcohol at MOWD events or on MOWD premises must appropriately limit their intake so as to avoid any unprofessional or prohibited conduct and to ensure the utmost safety and professional behavior. Employees who consume alcohol at a MOWD event or on MOWD premises should not drive a vehicle to any location after the event if their consumption would cause them to be impaired in any way, and should instead arrange for a designated driver or driver service before leaving MOWD event or premises. Provision of alcohol or permission to consume alcohol at a Company event does not excuse, nor does MOWD condone, any violation of MOWD policy or applicable law.
- Sell, buy, transfer or distribute drugs, marijuana, or drug paraphernalia.
- Use prescription drugs that affect motor skills or impair judgment (e.g., medical marijuana) while working or being on company premises.
- Although California has legalized marijuana for medicinal and recreational purposes, MOWD is not required to allow the medicinal or recreational use of marijuana in the workplace. Using or being under the influence of marijuana is strictly prohibited while on work time and may result in discipline, up to and including discharge. A California Medical Marijuana Identification Card is not sufficient to overcome these prohibitions. If

the employee has a medical issue for which the employee's doctor wants to prescribe marijuana, the employee may bring this to the District's attention and the District will work with the employee to consider any available leave of absence or allow the employee to find another treatment method that does not cause the employee to be under the influence of marijuana while working for MOWD. The District will not accommodate an employee who has already violated this policy and is now subject to disciplinary action.

To prevent accidents and productivity losses, we implemented drug, marijuana, and alcohol tests for employees/candidates when:

1. The District has made a formal job offer to the final candidate or when the District is about to promote a current employee.
2. Whenever the District has a reasonable suspicion that the employee is under the influence of marijuana, drugs or alcohol during work time (for example, when the employee exhibits slurred speech, erratic behavior, loss of balance and coordination or similar conduct or appearance).
3. If the employee is involved in an accident that causes damage to property or injury to persons and there is a reasonable possibility that the employee's use of marijuana, drugs and/or alcohol was a contributing factor.
4. The District will test employees randomly (MOWD reserves the right to exercise this practice at any time subject to applicable law.)

Refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of this policy.

Especially if the employee is doing a safety-sensitive job (e.g., [machine operator](#)), the District reserves the right to withdraw the District's job offer, alter the employee's job duties or send the employee home for the day if the employee is under the influence of [alcohol](#), drugs (e.g., muscle relaxants) or marijuana. The District may also terminate the employee if the employee's actions create safety risks. The District will determine the best disciplinary action on a case-by-case basis.

Depending on the law, the employee may still clear a random drug test if the employee tests positive for prescription drugs (e.g., medical marijuana.) If the employee's job is safety-sensitive though, the employee must show that the employee can perform the employee's duties without problems. The employee's supervisor will be responsible for spotting and reporting any impairment resulting from drug use.

Disciplinary Consequences: MOWD will invoke disciplinary action up to termination when an employee,

- Tests positive for illicit drugs (e.g., cocaine);
- Sells, or attempts to sell, any drugs, illicit or otherwise;
- Uses any kind of illicit drug on company premises;
- Refuses to take company mandated drug test.

The General Manager will decide on the appropriate disciplinary action depending on the circumstances.



District Summary/Update

- **Casitas Lake Level: 33.9%** 9/15/2021
- **Purchased Water:** The District began purchasing water from Casitas at the S. La Luna Connection on 7-21-2021 and the Fairview Connection 8-25-2021
MOWD is currently in discussion with the DDW on an approved plan to blend MOWD well water with purchased water from Casitas
- **Meiners Rd Tank:** Waiting on soils report from Earth Systems for tower footing
- **Source Water Options:** Redemption Church Well; N. Rice Rd and W. El Roblar Dr.
- **District Work:**
 - Main Leak Walbridge Way & Re-Pave
 - Turn on north Casitas Connection @ Fairview
 - Leak, Blow Off; Oso Rd. Possible hit and run (Sam Hill)
 - AMS Replacements
 - Clean instermentation and shut down Treatment Plant
 - Dig Alerts and Service Orders.
- **Wells:** Wells 1, 2, 4, 7 are all off-line and the system is being supplied by Casitas. MOWD is currently in discussion with the DDW on an approved plan to blend MOWD's well water (4&7) with purchased water from Casitas
- **Advanced Metering Infrastructure (AMI):** Develop a meter exchange program. Increase revenue by capturing water loss through old worn out meters. Installing smart meters will give customers the options to track their own water usage through an app called "EyeOnWater".
EyeOnWater lets customers connect to a supported water utility accounts and view their water usage. It can even alert customers to possible leaks on their property.
- **Staff:** Closed Session

Scheduled/Unscheduled Work

<u>Type of Repair</u>	<u>Cause</u>	<u>Date</u>	<u>Leak Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Main Leak	Poor Bedding	8/20/2021	Walbridge Way	Sam Hill	\$8,177.15
100% on Casitas	Drought	8/25/2021	N/A	N/A	N/A
B.O. Leak	Possible Hit and Run	8/26/2021	982 Oso Rd.	Sam Hill	\$3928.07
AMS Leak	Age	8/31/2021	271 N. LaLuna	Staff	N/A
AMS Leak	Age	9/8/2021	177 N. Poli	Staff	N/A
AMS Leak	Age	9/14/2021	273 B N. LaLuna	Staff	N/A

Well Drilled Dates & Depths

<u>Well</u>	<u>Date Drilled</u>	<u>Drill Depth</u>
Well #1	1969	65' (Rehab 2018)
Well #2	1969	110' (Rehab 2018)
Well #4	1969	240' (Non-Op)
Well #4 (New)	2018	165'
Well #7	1961	156'
Well #8	1968	144' (Non-Op)

Current Well Levels and Specific Capacity

WELL #1	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	OFF	OFF	31.52	27	34.74	36.1	39.2	31.5				
RUNNING (ft)	OFF	OFF	OFF	41	43.24	38.3	40.95	31.75				
DRAW DOWN (ft)	7.7	OFF	OFF	14	8.5	2.2	1.75	.25				
Gallons Per Minute (GPM)			OFF	191	187	105	104	97				
Specific Capacity (gal/ft DD)	13.0	OFF	OFF	13.86	22	47.73	59.42	ERROR				
WELL #2	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	35.5	28.9	31.23	37	37.4	37	40.95	32.3				
RUNNING (ft)	OFF	OFF	OFF	49.9	47.4	42.4	44.1	33.1				
DRAW DOWN (ft)	OFF	OFF	OFF	12.9	10	5.4	3.15	.8				
Gallons Per Minute (GPM)			OFF	126	127	82	59	59				
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	9.84	12.7	15.19	18.73	73.75				
WELL #4	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	48.9	28.9	45.70	47.9	52.40	57.6	67.3	70.3				
RUNNING (ft)	97.0	76.8	77.35	80.3	79.90	81.7	80.4	85.55				
DRAW DOWN (ft)	48.1	35.9	31.65	32.4	27.5	24.1	13.1	15.25				
Gallons Per Minute (GPM)			375	388	375	390	197	178				
Specific Capacity (gal/ft DD)	7.3	10.1	11.84	11.98	13.63	16.18	15.03	11.67				
WELL #7	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	53.9	46.9	50.60	54	54.70	60.3	70.2	72.9				
RUNNING (ft)	62.7	50.1	53.15	58	60.40	64.1	73.5	77.2				
DRAW DOWN (ft)	8.8	3.2	2.55	4	5.7	3.8	3.3	4.3				
Gallons Per Minute (GPM)			292	337	278	280	172	167				
Specific Capacity (gal/ft DD)	32.9	92.5	114.51	84.25	48.77	73.8	52.12	38.83				
WELL #8	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	OFF	OFF	OFF	67.6	65.7	68.3	72.6	71				
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF				
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF				
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF				
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF				

Water Pumped, Sold, Purchased & Water Sales

MONTH	PUMPED (AF)	SOLD (AF)	PURCHASED (AF)	WATER SALES (\$)
JAN	0	40.35	40.35	\$55,869.54
FEB	59.13	43.26	0	\$45,273.85
MAR	45.88	37.35	0	\$38,245.86
APR	54.26	52.05	0	\$52,993.98
MAY	55.31	53.77	0	\$50,789.57
JUN	68.5	68.23	0	\$69,254.64
JUL	74.30	66.27	1.46	\$78,149.92
AUG	46.76*	72.24	13.2	\$73,260.72
SEP				
OCT				
NOV				
DEC				
TOTAL 2021	226.07	259.47	55.01	\$463,838.08
TOTAL 2020	485.71	635.47	197.26	\$657,912.06

*August "pumped" reflects calendar month, not billing cycle which reflect more AF pumped.

Reserve Funds

* Balance at the County of Ventura	\$ 1,310,656.92
Total Taxes	\$ 0.00
Total Interest from reserve account#	\$ 559.21

Fiscal Year Total Revenues

July 1 st – July 31 st	2020	\$ 290,559.36
July 1 st – July 31 st	2021	\$ 301,375.60

Bank Balances

* LAIF Balance	\$ 229,918.96
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$0.00
* Money Market (Mechanics Bank)	\$ 7,622.34
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	\$.13
General Fund Balance	\$ 102,972.29
Trust Fund Balance	\$ 17,966.74
* Capital Improvement Fund	\$ 14,140.30
(#) Quarterly Interest from Capital Account	\$.12
Total Interest accrued	\$ 0.25

Capital Improvement Projects for 2021-2022
Budgeted capital funds \$ 724,000.00 FY 2021-2022

1. Well 8 Nitrate Feasability Study (In Progress)
2. Engineer design report for the treatment plant (100% In Process)
3. Valve Replacements
4. El Sol and Lomita Tie-in (Engineerin,TBD)
5. Tank Cleaning and Inspection
6. Remove Meiners Rd Tank & Antenna Tower Install (In Progress)
7. Chlorine Gas Alarms at well sites
8. Install CL17 at Wells 4 & 7
9. Crane for New Service Truck (On Order)
10. Air Compressor
11. Service Truck Generator
12. Service Truck Welder
13. Service Truck Tool (In Progress)
14. Leak Detector/Sounder
15. Appropriations and Contingencies

Board Secretary Report

September 2021

1. Administrative

- SWRCB CA Water & Wastewater Arrearage Payment Program survey for all community water systems was submitted 9/10/2021. SWRCB set to adopt program guidelines 9/22/2021, application period anticipated to be Oct-Nov. (Residential & Commercial only)
- CA Executive Orders expiring 9/30/2021: N-29-20: Brown Act meetings & N-42-20 moratorium on customer disconnections for non-payment. AB 361: Brown Act: Remote Meeting During a State of Emergency – see Discussion Item 7c.
- PCI Quarterly Control Scan 9/17/2021.
- Direct Deposit is available to all Directors, contact Brandi for details.

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

- Audit for FY19-20 – *Draft provided for review, goal for C. Fanning to present final in October.*
- Accounts Receivable – Customer account balance aging during COVID-19 moratorium on disconnections due to non-payment. In March 2021 we mailed individual notices to each delinquent customer, in April 2021-September 2021 door hangers were placed at each delinquent service location to prompt contacting the office to setup payment arrangements. There has been progress in customer contact and payment arrangements. No flow restrictors have been implemented at this time. *The CA Executive Order 42-20 is set to expire on 9/30/2021. Customers' full balances will be due after 9/30/2021, or they can contact the office to setup a 12-month payment plan per Gov. Code §60372(2). After EO 42-20 expires, the "new" 4/1/2020 SB 998 timeline for disconnects for non-payment (>\$200 @ 60 days) will go into effect.*

Class	#Customers (>\$200 bal)	All Balances \$ >2 mo	Notes
Residential	27	\$11,548 (27 accounts)	11 of the 29 RES accounts have not made a payment in the past 4 months.
Commercial	0	\$0	
Agriculture	2	\$1,279	(1) Last pmt 7/2021 of \$400 (2) Last pmt 7/2021 of \$775

3. Projects

- eCheck payment processing added to online payment portal.
- Paperless tracking forms for field staff.

4. Billing/Customer Service

- a. Summary of Billing Statements & Customer Service Orders
- b. Casitas Connection turned on 7/27/2021.

Month	#Total Service Orders	# Account Owner Changes	Monthly Customer Bill Total	Monthly Casitas Surcharge	Over-Allocation \$ (drought)	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
Mar 21	73	16	\$108,985.68	\$0	\$1,936.00	\$0
Apr 21	125	9	\$127,363.90	\$0	\$5,084.00	\$0
May 21	134	11	\$129,394.85	\$0	\$5,525.00	\$0
Jun 21	72	20	\$147,682.37	\$0	\$9,566.00	\$0
Jul 21	139	8	\$145,721.09	\$0	\$8,865.00	\$0
Aug 21	151	13	\$153,370.61	\$0	\$10,660.00	\$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. Aug 2021 70% were due to abnormal consumption during meter reading.

Board of Directors

Board Member	Position	Term Ends	Term Type
Michel Etchart	President	2022	Long Term (Re-elected 2018)
James Kentosh	Vice President	2022	Long Term (Re-elected 2018)
Diana Engle	Director	2024	Long Term (Re-elected 2020)
Christian Oakland	Director	2024	Long Term (Elected 2020)
Loni Anderson	Director	2022	Appointed July 2021

5. Complaints & Compliments

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

Attachments: None.