



# New Meters, Allocations & Expansion of Services Committee Agenda

August 8, 2022 at 11:00 a.m.

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/880882045>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 880-882-045

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.

***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))***

**A. Call To Order**

**B. Public Comments**

**C. Discussion Items:**

- a. Finalize draft "New Meters and Expansion of Services" policy revisions. - Attachment
  - i. Will-Serve Request – preparation items for Tekmar Development Team meeting.
- b. Allocation Waiver Requests (4 of 8) - Attachments
  - i. (1) Corner of W. El Roblar & La Luna; (2) 963 W. El Roblar; (3) 931 Fairview; (4) 995 S. La Luna

**D. Closed Session Items: None.**

**E. Adjourn**

***Meiners Oaks Water District***

**Policy on New Meters and Expansions of Service**

**DRAFT V3**

**August 3, 2022**

**A. Introduction**

This *Policy on New Meters and Expansions of Service* applies to existing and potential customers of Meiners Oaks Water District (MOWD) who wish to build a new residence, Accessory Dwelling Unit (ADU), or business or need a new or larger water meter. The following categories are covered:

- A new residence or structures requiring service on an empty lot.
- A new Accessory Dwelling Unit (ADU) structure on a lot with a primary residence.
- A garage conversion into an ADU.
- Multiple-family dwelling units.
- Affordable housing.
- Construction of a new business.
- Expansion of an existing business.
- Agricultural demand limits.
- Lot splits

This policy describes requirements and procedures for applying for new or larger meters. If all applicable conditions are met, Meiners Oaks Water District (MOWD) will provide an applicant with a Will-Serve Letter. A Will-Serve Letter means MOWD intends to supply water service to the parcel the Will-Serve Letter is attached to for the legal structures referenced in the letter.

**B. Background**

Key background information and talking points are summarized below:

- ◆ Though the development of this policy was motivated by the current drought, it is intended to maintain the policy in effect after the drought ends.

- ◆ Due to the housing shortage, State legislators have passed laws to ease the construction of new housing and ADUs. Portions of those laws apply to MOWD, as discussed herein.
- ◆ MOWD is dependent upon Casitas Municipal Water District (Casitas) for backup, emergency water supply. Therefore, any water connection to MOWD is also a connection to Casitas water supply, and appropriate connection and/or allocation fees must be paid to Casitas if applicable. Such additional allocation requirements thereby affect all MOWD customers, not just new customers.
- ◆ MOWD has a limited water allocation from Casitas and has no surplus water supply or allocation to support increased demands. **When the lake level drops to 35% or below, no new allocations, new meters or expansion of service will be approved.**
- ◆ The current drought has called into question the safe yield of **MOWD and Lake Casitas**. This issue is under review and may affect the reliability of MOWD's future water supply.

This policy is presented here with only a brief explanation. The attached Appendix A to this policy provides a more detailed discussion and explanation to support the policies that have been adopted.

### C. General Conditions and Requirements

To apply for a new meter and/or a Will-Serve Letter, the following conditions must be met:

- ◆ The parcel to be served must be located within the boundaries of Meiners Oaks Water District.
- ◆ The lot must be a legal lot that complies with the Subdivision Map Act and Ventura County's Subdivision Ordinance and has been issued a Certificate of Compliance.
- ◆ Any dwelling or structure to be supplied with water must be fully permitted by the County of Ventura.
- ◆ Any proposed new dwelling or structure must receive building permits from the County of Ventura before a new or larger meter is installed, **if available**.
- ◆ Application, connection and any other fees due and/or required must be paid to MOWD before a meter will be installed. **Installation of new water service lines will be performed by a MOWD approved contractor, to be paid by the customer.**
- ◆ The customer must not be in arrears for previous water bills. Payback plans are available to help customers pay the amounts owed to the District.

#### D. Application Process

Before submitting a formal application, Applicants are encouraged to talk to MOWD staff to understand the application process and requirements prior to proceeding. MOWD will inform the Applicant of their preliminary estimate of the adequacy of any available water allocation already in place for Applicant parcel. After MOWD informs Applicant of existing water allocation for Applicant lot, and before an application can proceed further, the Applicant must pay a, non-refundable application fee to MOWD ([See Water Services Policy Appendix A](#)).

To request a new meter or a Will-Serve Letter, a Project Applicant must provide MOWD with the following information:

- ◆ Ventura County Assessor's Parcel Number(s) for Affected Properties. (Note: Adjacent properties owned by a single landowner may be aggregated for the purpose of reassigning water allocations.)
- ◆ Street addresses for the affected properties (parcel, lot).
- ◆ MOWD Account Numbers for existing water meters (found on your water bills).
- ◆ A brief description of the historic water uses since 2010: residential, irrigation, orchards, pools, etc.
- ◆ A description of what changes will be made to the property: new dwellings, commercial use, etc. The applicant should provide a plot plan to scale showing the property's existing and future land uses, including future dwellings, structures, and newly irrigated areas.
- ◆ An estimate of future water uses on the property, if available. If unavailable, Applicant understands that water use above current allocation poses a burden on the entire District and its customers and that such use above current allocation will incur greater cost and in the event of further drought restrictions, possible limitations to service.

In summary, the District should be provided with sufficient information to evaluate the impact of the proposed land use on its future water demands. The attached Application Form should be used as a template, with attachments as needed to describe the proposed project.

#### E. Customers' Existing Allocations

Each of MOWD's existing customer accounts has an assigned water allocation. A customer's baseline allocation (before reduction during drought stages) is comprised of fixed and variable allocation portions. The fixed allocation is 10 HCF/month for a

primary residence, roughly corresponding to indoor water use, and is normally not reduced during drought stages. The variable part of the allocation roughly corresponds to outdoor water use and is reduced during drought stages. MOWD's *Allocation Program* is posted on its website. In addition, customers may use the allocation calculator on MOWD's website to confirm the allocation assigned to their account number.

#### F. Determination of Allocation Adequacy

After an application is filed with MOWD, a final determination will be made by MOWD staff whether the customer's existing water allocation is adequate to support the new dwelling or land use. If the existing allocation is adequate, then the allocation (fixed and variable) will be reassigned within the property. Approval by MOWD's Board will be required for the allocation reassignment, but no additional allocation will need to be acquired to proceed with the Will-Serve Letter and new meter if needed.

As an example of how this works, consider an existing residence on a large lot with a total baseline allocation of 300 HCF/year, consisting of 120 HCF/yr fixed allocation and 180 HCF/yr of variable allocation. Now suppose the homeowner wishes to build an ADU on the property. The fixed allocation for an accessory dwelling is 7 HCF/month or 84 HCF/yr. It turns out that a fixed allocation of 84 HCF/yr is equivalent to a variable allocation of 100 HCF/yr over a long-term drought cycle since the variable allocation is reduced with the drought stage, whereas a fixed allocation is not. So, to offset the water use of the proposed ADU, 100 HCF/yr would be subtracted from the variable allocation for the property. The results would be as follows:

#### Example of an Allocation Reassignment

Category of Water Use	Existing Allocation (HCF/yr)	Reassigned Allocation (HCF/yr)
Primary dwelling (Fixed)	120	120
Outdoor irrigation (Variable)	180	80
ADU (Fixed)		84
TOTAL	300	284

HCF = 100 cubic feet = 746 gallons

In the above example, the property has enough water allocation to support a second dwelling (ADU). The property owner must reduce outdoor irrigation – or other water uses – to offset the water use of the new dwelling.

## **G. Acquiring Additional Allocation**

In the previous example, a large lot has sufficient allocation to support a second dwelling. In the case of small lots, however, there may not be sufficient irrigation use to offset the new water demand of a second dwelling. Therefore, the adequacy of the existing allocation to support changes in land use will have to be determined by MOWD on a case-by-case basis.

If a property does not have a sufficient water allocation to support a new dwelling or land use by reassigning existing allocations, then no Will-Serve Letter will be issued. **An additional allocation may be purchased from Casitas MWD when allocation is available and the lake level is above 35% capacity.** Information on this program is taken from Casitas MWD's *Water Efficiency and Allocation Program*, or WEAP, as cited below and posted on their website:

Casitas Municipal Water District, *Water Efficiency and Allocation Program* (WEAP), May 12, 2021. The relevant portions of Casitas MWD's WEAP are reproduced below:

### **4.7 Availability of Allocations**

*The determination of supplies being available for issuance of new allocations of water shall be made upon staff recommendation at a regular Board of Directors meeting. The determination that water is or is not available shall be within the determination of the Board of Directors. The determination that a supply is available shall be based upon more detailed information about existing supplies, the availability of new supplies, new water supply projects, or contracts or proposed contracts for additional supplies where, in the opinion of the Board of Directors, the supply of water is definite enough to provide the assurance to the County of Ventura that there is a forty-year supply.*

### **4.8 Allocation for New or Expanded Water Uses**

*A customer may request a change to a water allocation assignment for the purposes of obtaining new or expanded use of water that is associated with a new building permit, new or existing conditional use permit, or agricultural irrigation acreage expansion. The approval of an addition or change to the limits of available water allocation and subject to the charges for new and/or expanded water allocation.*

*When the Board of Directors determine that additional new water supplies are available, either from the safe yield of the existing CMWD project supply or additional new supplies, supplies shall be allocated in accordance with the following criteria:*

- a) *No single property owner or applicant for the given type of service (municipal, industrial or agricultural) shall receive a new water allocation greater than 10 percent of the total new available supply or the minimum standard residential*

*allocation, whichever is greater. If the applicant's allocation requirements are not fully met, the applicant may maintain a position of priority until more water is available.*

- b) All applicants seeking an allocation shall provide Casitas with a detailed description of the project, the use of water for which the water is sought, and information on peak flow and annual water requirements. Casitas shall determine meter size and amount of allocation based upon reasonable and necessary needs and Casitas' Rates and Regulations.*
- c) The amount of water to be allocated shall be at Casitas' sole discretion. The assignment of an allocation shall be limited to the availability of water from the Lake Casitas safe yield, and be based on current water demand factors as adopted by the District and as amended. The amount of water required for the project may be calculated and submitted for the consideration of Casitas by a civil engineer, registered in the State of California, representing the project proponent.*

When lake level is above 35% capacity, the process would generally proceed as follows:

Commented [SW1]: Decision: Keep section or discard

- 1) The Project Applicant will submit a detailed written application to MOWD, as previously described.
- 2) The Applicant will discuss the project with District staff, who will provide a preliminary assessment of the adequacy of available allocations, or whether additional allocation must be purchased from Casitas MWD.
- 3) If the Applicant is still interested in proceeding with an application, they must pay the MOWD application fee, and the formal application process will begin.
- 4) MOWD will advise the applicant in writing how much additional allocation must be acquired from Casitas MWD for the project.
- 5) The Applicant would then meet with Casitas MWD and receive some sort of written assurance that sufficient additional allocation is currently available for the applicant to acquire from Casitas MWD.
- 6) Once MOWD has heard from Casitas MWD that additional Casitas allocation is available and that the applicant is eligible to apply for it. MOWD will provide the applicant with a Conditional Will-Serve Letter. The conditions in the letter will include the following:
  - A new or larger meter will be installed only after MOWD has received full credit for the additional allocation transferred from Casitas MWD.
  - The applicant's water allocations will be formally reassigned only after MOWD has received full credit for the additional allocation transferred from Casitas MWD.

**H. Minimum Allocation To Be Acquired from Casitas MWD**

It is not reasonable to saddle future MOWD customers with unreasonably low allocations. Therefore, if the existing allocation is not sufficient to serve a new dwelling, then a minimum allocation should be acquired from Casitas MWD. The minimum baseline allocation should be calculated for a property using the procedures provided in MOWD's Allocation Program. The existing allocation plus the new allocation acquired from Casitas MWD must together be adequate to supply the baseline allocation calculated for the property using the Allocation Plan procedures. The calculated allocation should consider any irrigable area removed from service due to the footprint of any new dwelling or structure.

Example: Suppose a Project Applicant wishes to construct an ADU on a property with 120 units of fixed allocation and 90 units of variable allocation. There is not enough variable allocation to support the 100 units of equivalent fixed allocation for the ADU. The applicant might propose acquiring an additional 10 units per year, leaving no allocation for outside irrigation. But in this case, once the threshold for acquiring Casitas MWD water is reached, the applicant would have to acquire sufficient allocation from Casitas MWD to achieve the allocation for the property that would be calculated using the Allocation Program. Suppose the footprint of the ADU reduces the variable allocation from 90 to 50. Then the amount of allocation to be acquired from Casitas MWD would be  $120 + 100 + 50 - 210 = 60$  units.

**I. What if Casitas Has No Allocations Available?**

Casitas MWD's *Water Efficiency and Allocation Program*, normally posted on CMWD's website, provides for the purchase of additional allocation for new dwellings. In recent years, the total amount of new allocation has been limited to 10 AF/year of new baseline demand. That is not much new demand compared to a pre-drought district-wide demand of nearly 20,000 AF/yr.

Suppose Casitas MWD does not have sufficient allocation available for purchase. In that case, a Project Applicant may have to wait until allocation becomes available in the following year, or until the current drought ends, or until new water projects like the importation of water from the State Water Project to augment the local water supply are completed. The availability of surplus allocation is at the sole discretion of Casitas MWD.

**K. Categories of meters within MOWD**

MOWD serves water to existing residential, commercial, and agricultural customers. MOWD's policy for will-serve letters, new meters, and expansion of service is discussed below for each meter category.



**Existing Residential Meters**

The MOWD Board believes that MOWD's Allocation Program is sufficient to supply the water needs of a typical family with a reasonable amount of outdoor irrigation.

Residential customers who need more water to support a business could consider acquiring a commercial meter, **when available**. The procedures for acquiring a new commercial meter would be followed, **including review and approval by the Board of Directors**.

**Existing Residential Meters – Small Remodels**

Any residential customer with an existing water meter who constructs a remodel, room addition, garage conversion, etc., which does not require a will-serve letter from MOWD to obtain building permits, may receive water from the existing meter for those new purposes. However, no additional water allocation will be granted for those purposes. Outside irrigation must be reduced to stay within allocation limits, or the customer would pay over-allocation penalties for over-usage of water.

**Existing Commercial Meters**

Commercial baseline water allocations are determined as specified by the Allocation Program in effect. The Board will approve any modifications to the allocation amount to meet current demands using the waiver process provided in the Allocation Program if any existing commercial customers plan to expand their business and need to increase their water allocation.

**Existing Agricultural Meters**

MOWD serves several agricultural customers. Until we can be assured of an adequate, secure water supply in times of drought, MOWD will not encourage or provide for any increase in water demand for existing agricultural customers.

Agricultural allocations are determined as specified by the Allocation Program in effect. The Board shall approve any modifications to allocation amounts using the waiver process provided in the Allocation Program. Except as provided through the waiver process, no additional allocations may be acquired from MOWD or purchased from Casitas by existing agricultural customers.

**New Residential Meters**

New residential meters may be provided to new customers on empty lots. If the property does not have a MOWD baseline allocation, the Project Applicant must **request one from MOWD**. The new meter will be installed after **all fees have been paid**. **Any new**

service lines must be installed by a MOWD approved contractor at the customer's expense.

If the proposed project includes both a new primary dwelling and an ADU, then the available allocation transfer should be adequate for both. Depending on the site layout, the District will determine whether two different water meters will be necessary.

#### **New Stand-Alone Accessory Dwelling Units**

An existing customer may wish to construct a stand-alone ADU separate from the primary dwelling. Suppose the existing water allocation can be redistributed between the primary dwelling and ADU, with some leftover for outside irrigation. Then the existing allocation is adequate, and a Will-Serve Letter may be issued. Depending on the site layout, the District will determine whether 2 different water meters and service laterals will be necessary.

#### **New ADU Conversion**

If a new ADU is constructed mostly within the footprint of an existing dwelling, as described in Section 65852.2 of the CA Government Code, and the water allocation assigned to the parcel is adequate, then MOWD will issue a Will-Serve letter, this will not require a separate meter and water service line for the ADU. No connection fee will be charged. If the customer wishes MOWD to install a separate meter for convenience, that would be done at the customer's expense.

#### **New Tiny Homes**

Tiny homes (under 500 SF) with permanent foundations will be treated the same as other types of homes, whether existing or new, primary or secondary residences, ADU, etc., except that the monthly fixed baseline allocation will be set at 5 Units/mo, as established in the Allocation Program. This policy applies only to County-permitted tiny homes.

#### **New Commercial Meters**

A Project Applicant may receive a new commercial meter to support a new or expanded business. If the property does not have a MOWD baseline allocation, the Project Applicant will need to request sufficient allocation from MOWD, as described in the preceding sections.

#### **New Agricultural Meters**

It is MOWD's policy that MOWD will install no new agricultural meters. An exception may be considered when the new meter is a replacement for convenience only and will not support additional water demands (above pre-drought levels) nor support increases

to planted acreage. Any new agriculture within MOWD would have to be supplied from private wells until we can be assured of an adequate, secure water supply in times of drought.

#### **L. New Meters for Affordable Multiple-Family Dwellings**

Considering the current housing shortage in California, MOWD will consider issuing Will-Serve Letters on a case-by-case basis for new multiple-family dwellings or new mobile home parks of 5 or more units that dedicate 100% of their units for affordable housing as defined in Section 50052.5 of the California Health and Safety Code.

State law requires agencies to prioritize affordable housing, so the steps are provided in some detail below. A proposed project would proceed with the following steps:

##### **1) Initial Submittal to MOWD**

The following information shall be submitted to MOWD for approval of the MOWD Board for consideration of a Will-Serve Letter:

- ◆ A detailed written description of the project.
- ◆ A project site plan.
- ◆ A calculation of the baseline water allocation for that project.
- ◆ A description of water metering arrangements for the project.
- ◆ Any Initial Study or CEQA documents prepared for environmental review.
- ◆ A detailed project schedule.
- ◆ A discussion of any Net Zero Plan for water supply mitigation, including a plan that guarantees its long-term maintenance and viability.
- ◆ A detailed description of what is requested from MOWD.

Before formally submitting this information to MOWD Board, it is recommended that the project proponent meets with MOWD General Manager and possibly with a Board committee at the General Manager's discretion. The General Manager may make recommendations of additional information that should be provided.

##### **2) Determination of Project Requirements**

After reviewing the submitted project application, the Board will make a determination by voice vote at a regularly scheduled Board meeting whether or not (a) the information is adequate and (b) the proposed project meets MOWD's requirements for a Will-Serve Letter for affordable housing, and (c) the project would be allowed to proceed to the next stage of the process. The required baseline allocation would also be approved. The Board may impose additional requirements on the project at that time. MOWD reserves the right to develop its own water demand projections for the project. The

Board may impose an application fee and a connection fee that reflects the cost of developing new well capacity and related facilities.

### **3) Confirm Allocation Available from Casitas**

MOWD must receive a written letter from Casitas confirming that they will approve the purchase of the required baseline allocation by the project proponent and, after its purchase, a transfer of the baseline allocation to MOWD's account. The amount of baseline allocation shall be the larger of the project proponent's County-approved water demand estimate or a baseline allocation calculated using the MOWD *Allocation Program* then in effect.

### **4) Board Approval of the Will-Serve Letter**

Once written confirmation is received that Casitas is willing to allow the project proponent to purchase the necessary baseline water allocation and to transfer that allocation to MOWD, then MOWD will approve the issuance of the Will-Serve Letter to the project proponent. Approval shall be by voice vote at a regularly scheduled MOWD Board meeting.

### **5) Issue Will-Serve Letter**

Once Board approval is obtained, the General Manager will provide the project proponent with a written Will-Serve Letter. The letter will expire after **one** year but may be extended with Board approval. MOWD's connection fee must be paid or a bond provided before the meter will be installed.

### **6) Acquire Allocation from Casitas**

Within 2 years or more, and if an extension is granted, the project proponent shall purchase a baseline allocation from Casitas and arrange for its transfer to MOWD. The project proponent is responsible for negotiating a sales agreement with Casitas, including cancellation and buyback provisions in case the project is abandoned.

### **7) Install the Water Meter(s)**

The project's water meter(s) will be constructed and activated once the connection fees have been paid, with service line installed by District approved contractor at customer's expense, and all other project requirements have been met.

### **Other Requirements**

- 1) To ensure the developer's compliance with MOWD's conditions, MOWD may require the developer to provide a suitable bond to ensure conformance.

2) For multiple-family dwelling units, it is preferable for each apartment to have a separate water meter. The Homeowners Association may have a separate meter for communal landscape irrigation. The total baseline allocation will be distributed appropriately among those meters, as determined by MOWD.

3) Will-Serve Letters for new Multiple-Family dwellings will be limited to one per year, on a first-come-first-served basis, as established by Step 2 above. (Completing Step 2 provides evidence that the project is serious.) If the quota for these projects is filled, the project proponent may wait until space becomes available. Nevertheless, to maintain priority, the project proponent must make regular progress in advancing the project. Priority will not be granted for projects that are not serious.

#### **M. Unique Customer Conditions**

Some customers may have unique conditions not clearly encompassed within the preceding meter categories. For example, some projects might offset existing water demands in some way. The Board will consider such unique cases providing a way is found to offset any future demand increases above historical levels with reduced irrigation, purchase of allocation from Casitas, etc. Customers must provide a letter explaining their project and its unique circumstances.

#### **N. Fire Flow Requirements**

Meiners Oaks Water District provides fire hydrants distributed throughout the District. These should be adequate to support most residences and new dwellings. The following requirements apply:

- ◆ Suppose a larger water meter is required on a residential or commercial property solely to upgrade fire protection to indoor, automatic fire sprinklers, without any other expectation of increased water use. In that case, no additional water allocation is required, and a more simple application process would be followed. Again, supporting documentation should be provided to MOWD by the Project Applicant.
- ◆ The Project Applicant is responsible for ensuring that the location of the nearest fire hydrant meets any requirements of the Ventura County Fire Protection District as part of the County permitting process.
- ◆ If a new residence requires the installation of a new hydrant, the applicant will be responsible for funding the new hydrants and associated pipelines to existing water mains.

- ◆ New residences high on hillsides, where adequate fire pressures cannot be reliably maintained, shall require special consideration. The Project Applicant may be required to fund new facilities needed to increase pressure. Alternatively, Applicants may need to install their own booster pumps and hydropneumatic tanks. The Ventura County Water Works Manual requires MOWD only to supply a minimum pressure in the water main, not at the residence.

#### **O. Utility Connection Fees and Meter Expenses**

Utility connection fees shall be established for new meters or for larger meters with significant expansions of water service. Those fees are associated with the capital cost of producing and delivering water. MOWD does not charge any impact fees as described in Section 65852.2 of the Government Code.

In accordance with Section 65852.2 of the Government Code, MOWD charges a connection fee for a stand-alone ADU, even if no second meter is installed. In accordance with Section 65852.2 of the Government Code, MOWD does not charge a connection fee for new ADUs built nearly entirely within the footprint of a primary residence.

**Commented [SW2]:** Discuss: Capital Improvement Prop  
218 fees

#### **P. Cost of Meters**

The Project Applicant must pay for purchasing and installing any new meter and related facilities: corp-stop, service lateral, isolation valves, to District standards. MOWD will provide a list of approved contractors, and the Project Applicant must contract directly with one of them to do the work. In addition, the Project Applicant must pay MOWD's inspection fees.

Once the meter is installed, MOWD will assume the maintenance cost from the water main up to and including the meter.

#### **Q. Other Related Policy Issues**

##### **1) Allocations Subject to Change**

All assigned baseline and reduced drought-stage allocations are subject to change by MOWD Board action and as required due to worsening drought, new State laws, changes to the policies of Casitas, etc.

##### **2) Net Zero Impact of New Development**

As a condition for obtaining approvals for new development, the County of Ventura may require a "Net Zero Impact" for a development. MOWD may also impose a Net Zero Impact requirement before issuing a Will-Serve Letter. Under that requirement, the

developer must retrofit other facilities within the MOWD boundaries and provide water conservation off-site within the MOWD boundaries, to compensate for proposed water use by the development.

Before MOWD issues a Will-Serve Letter to a developer with a Net-Zero Impact requirement, the developer must commit to implementing the associated mitigation within the boundaries of MOWD to reduce water demands on MOWD. The Will-Serve Letter will include a condition that the meter will not be installed until the mitigations within MOWD have been completed and certified by the County.

In addition, a project proponent shall provide a detailed plan that guarantees the long-term viability of the Net Zero Impact measures implemented. Approval of this plan by the County and by MOWD is required before MOWD will approve a conditional Will-Serve Letter.

### 3) Validity Dates of Outstanding Will-Serve Letters

Prior to the current drought, MOWD issued some Will-Serve Letters without expiration dates. With current water supply limitations, those letters committed MOWD to deliver water it does not have available. **Therefore, MOWD hereby adopts a policy that all outstanding Will-Serve Letters without expiration dates will expire (or have expired) 5 years after the date of issuance.** If a Will-Serve Letter does not have an issue date on it, MOWD will assign an issue date based on associated correspondence.

Commented [SW3]: Confirm expiration

Once a Will-Serve letter has expired, the Board may consider issuing a new Will-Serve letter to that customer with updated terms and conditions that incorporate the latest information on drought reliability, water allocations, and drought stage. The customer should apply for the replacement Will-Serve letter and provide all relevant project information. The Board will use its discretion to decide whether or not to issue a new letter.

### 4) Lot Splits

It is MOWD's policy that additional allocations will not be provided to a customer who has completed a lot split after the adoption of this policy and the Allocation Program. Note that the County does not typically notify MOWD of lot splits. This issue would usually be brought to MOWD's attention by a customer requesting revised allocations for the new amended lot(s).

## Appendix A

Supporting Information





### Allocation Adjustment Request Form

The Meiners Oaks Water District's Drought Contingency Plan was developed and implemented to meet State mandated reduction measures and help manage our local supplies. If you believe that your allocation is not set at an appropriate amount and should be adjusted for the reasons stated below, you must complete this form. Allocations are based on the average use for your property minus the appropriate required reduction in that declared stage of drought, during the years 2010, 2011, 2012. Any allocation adjustment may be reviewed by MOWD staff or the board, and subject to periodic review and change due to drought conditions.

NAME: [REDACTED] Account Number: 01-[REDACTED]-001 (APN 017-0-160-150)  
Email: [REDACTED]@gmail.com Daytime Phone: 805-[REDACTED] Other: 805-[REDACTED] CORNER OF EL ROBLAR & LA LUNA  
Mailing address: (If different from service address): 1921 MEINERS RD OJAI CA 93023

I have read the Guidelines for allocation adjustments (On the back page) and request an allocation adjustment for the following reason(s):

☐ Please explain reason(s) below; attach any additional sheets if needed. An inspection of your property will be required for verification.

REQUESTING AN INCREASE IN ALLOCATION ON THIS 10 ACRE PARCEL. WE ARE PLANNING TO BEGIN FARMING ON THE PARCEL AND ESTIMATE WE WILL NEED 3 ACRE FEET PER ACRE PER YEAR. WE ARE PLANNING TO FARM APPROX 6 ACRES. SO WE ARE REQUESTING A TOTAL ALLOCATION OF 18 ACRE FEET PER YEAR. THANK YOU FOR YOUR CONSIDERATION.

CURRENT IN ADDITION WE ARE PLANNING ON BUILDING A HOME ON THE PROPERTY IN THE NEXT 2 YEARS BUT THE REQUESTED ALLOCATION WILL BE SUFFICIENT.  
Note: Any request form submitted that is incomplete or has missing information, will be returned to the applicant. Any approval of an allocation does not relieve that customer from conserving water on their property, or from over allocation and conservation penalties. MOWD could take up to 30 days to respond to your request in writing. If approved, your new allocation will start at following billing cycle.

All applications can be sent to: Meiners Oaks Water District, 202 W. EL Roblar, Ojai Ca, 93023 (Fax) 805 646 2297 or by Email: [moh2odist@sbcglobal.net](mailto:moh2odist@sbcglobal.net)

I have completed this form and affirm that I am the above account holder and the information contained herein, (including attachments), is complete and accurate. I further understand that all variances are subject to change and I may be liable for back charges for providing false information.

Print Name: [REDACTED] Signature: [REDACTED]

Do not write below this line (District use only)

Date received: \_\_\_\_\_ Current Allocation: \_\_\_\_\_ Documentation submitted: \_\_\_\_\_



LEGAL DESCRIPTION:

Parcel 2 as shown on Lot Line Adjustment Parcel Map Waiver No. 724, as evidenced by document recorded October 12, 1994 as Instrument No. 94-164444 of Official Records, being more particularly described as follows:

That portion of Tract 7, Bard Subdivision of the Rancho Ojai, in the unincorporated territory of the County of Ventura, State of California, as per map recorded in Book 5, Page 25-1/2 of Miscellaneous Records (Maps) of said County, described as follows:

Beginning at the intersection of the centerline of La Luna Avenue, 50.00 feet wide, formerly known as Tico Road, and the centerline of El Roblar Drive, 50.00 feet wide; thence along said centerline of La Luna Avenue,

1st: South 12° 28' 32" West 766.85 feet; thence,

2nd: North 77° 31' 00" West 618.51 feet to a point in a line parallel to and 44.00 feet easterly of, measured at right angles, the Southerly prolongation of the Easterly line of Lot 7 of said Tract No. 2729; thence along said parallel line,

3rd: North 12° 02' 00" East 766.87 feet to the intersection of said parallel line with the centerline of said El Roblar Drive; thence along said centerline,

4th: South 77° 31' 00" East 624.28 feet to the point of beginning.

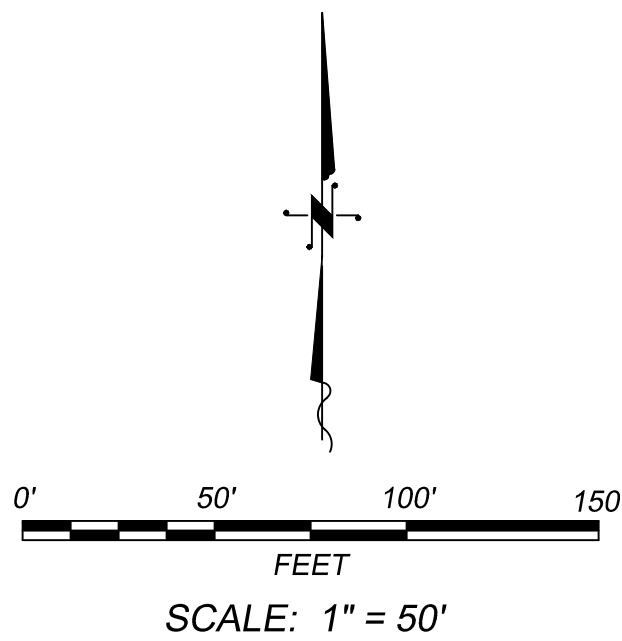
Assessor's Parcel No.: 017-0-160-150

NOTES:

- 1) Except as specifically stated or shown on this plat, this topographic survey does not purport to reflect any of the following which may be applicable to the subject real estate: easements, building setback lines, restrictive covenants, zoning or other land use regulations, and any other facts that an accurate and current title search may disclose.
- 2) The boundary shown hereon is based upon the recorded deed and record maps. This survey does not constitute a boundary establishment survey and is for general reference of site conditions and limits. Due to the lack of existing monumentation per the record map, alternate solutions may exist for the boundary shown hereon. The boundary survey shown hereon is a preliminary survey for examination purposes only, as noted in the California Land Surveyor's Act, Section 8761(c). Upon the request of the client or any governmental agency, additional boundary and monument recovery may be necessary in order to file a Corner Record or Record of Survey with the local agency.
- 3) No attempt has been made as a part of this topographic survey to obtain or show data concerning existence, size, depth, condition, capacity or location of any utility or municipal/public service facility, except as may be shown hereon. For information regarding these utilities or facilities, contact the appropriate agency.
- 4) The aerial image is shown for reference purposes only.

LEGEND:

- Electrical Box
- Fire Hydrant
- Gas Valve
- Guy Wire
- Hosebib
- Light Standard
- Power Pole
- Sewer Manhole
- Storm Drain Manhole
- Water Meter
- Water Valve
- Chainlink Fence
- Electrical Line
- Gas Line
- Overhead Line
- Sewer Line
- Storm Drain Line
- Telephone Line
- Water Line
- Wood Fence



HENRY LAND SURVEYING  
JEREMY HENRY - LAND SURVEYOR  
619 Crestview Drive, Ojai, CA, 93023  
jeremyhenry1118@gmail.com  
(805) 216-6124



HORIZONTAL DATUM: NAD 83, ZONE 5, US SURVEY FEET  
VERTICAL DATUM: NAVD 88

DATE OF SURVEY: JULY 1, 2020  
CONTOUR INTERVAL = 1 FOOT  
DRAWN BY: JEREMY HENRY, LS 8135

APN 017-0-160-150  
EL ROBLAR & LA LUNA  
OJAI, CALIFORNIA

SHEET 1  
OF 1  
JOB NO.  
20-75





### Allocation Adjustment Request Form

The Meiners Oaks Water District's Drought Contingency Plan was developed and implemented to meet State mandated reduction measures and help manage our local supplies. If you believe that your allocation is not set at an appropriate amount and should be adjusted for the reasons stated below, you must complete this form. Allocations are based on the average use for your property minus the appropriate required reduction in that declared stage of drought, during the years 2010, 2011, 2012. Any allocation adjustment may be reviewed by MOWD staff or the board, and subject to periodic review and change due to drought conditions.

NAME: CHRIS [REDACTED] Account Number: 01-[REDACTED]-04  
Email: [REDACTED]@ojai-resort.com Daytime Phone: 805 [REDACTED] Other: \_\_\_\_\_

Mailing address: (If different from service address): \_\_\_\_\_

I have read the Guidelines for allocation adjustments (On the back page) and request an allocation adjustment for the following reason(s):

☒ Please explain reason(s) below; attach any additional sheets if needed. An inspection of your property will be required for verification.

— ATTACHED —

Note: Any request form submitted that is incomplete or has missing information, will be returned to the applicant. Any approval of an allocation does not relieve that customer from conserving water on their property, or from over allocation and conservation penalties. MOWD could take up to 30 days to respond to your request in writing. If approved, your new allocation will start at following billing cycle.

All applications can be sent to: Meiners Oaks Water District, 202 W. EL Roblar, Ojai Ca, 93023 (Fax) 805-646-2297 or by Email: [moh2odist@sbcglobal.net](mailto:moh2odist@sbcglobal.net)

I have completed this form and affirm that I am the above account holder and the information contained herein, (including attachments), is complete and accurate. I further understand that all variances are subject to change and I may be liable for back charges for providing false information.

Print Name: Chris [REDACTED] Signature: [REDACTED]

Do not write below this line (District use only) \_\_\_\_\_

Date received: \_\_\_\_\_ Current Allocation: \_\_\_\_\_ Documentation submitted: \_\_\_\_\_

December 14, 2020

To Whom It May Concern:

I recently received the allocation letter in the mail and called Brandy at the office today to better understand the ramifications of the new proposed allocations. My property is approximately 1.5 acres and has a main house and guest house. We have approximately 70 fruit trees in the orchard, a vegetable garden and mature redwoods and other landscaping. Our current allocation is 151 units per month. If we could ask you to review our history, you will see we do not go over our allocation but still average around 120-140 units. The proposed allocation as received in the letter attached indicates that our allocation would drop to 49 units in the summer months and overall an average of 29 units per month. This is physically impossible for us to mitigate our usage to 19% of our previous allocation. We always water at night and do not abuse the rules of water usage. Please help us to re-evaluate our property as this is just not possible for us to adhere to. We are more than happy to offer a tour of the property to verify everything highlighted in this letter.

Sincerely,

A large black rectangular redaction box covering the signature of Chris.

Chris

A small black rectangular redaction box covering the last name of Chris.

963 W. El Roblar Drive

Ojai, CA 93023

Date: January 18, 2021

To: Meiners Oaks Water District

From: John [REDACTED]

Subject: Water Allocation – Account No. 04-[REDACTED]-01 931 Fairview Rd

We would respectfully request a wavier in the amount of our allocation by presenting some information that you possibly were not aware of in determining our usage. We have reviewed our usage carefully these last two months and found that the current allocation will require some significant changes.

1. We are currently supplying residential water to five (5) other families who live on our property. We also supply residential water to a guest house that we host guests from non-profits at no charge for their use approximately 150 days a year. In the past, this has included the Ojai Music Festival, the USC Tennis Team, the Ojai Art Center, the Ojai Playwrights Conference, the Huntington Medical Research Institutes and Ojai residents who are temporarily homeless or need a temporary place to stay.
2. For the past 20 years we have had a wild and domestic sanctuary for injured and abandoned animals. This includes hooved, farm animals and some exotics plus about 500 birds, ducks and geese. Most of these have come from residents of Ojai, the Bureau of Land Management, the Department of Agriculture, Wildlife Waystation, the Department of Fish and Game, Humane Society of Ventura County and the Pasadena Humane Society. All of their drinking water and the water for a pond comes from this account.

These two (2) activities plus our residential use accounts for about 90% of the usage. Last year we used about 850 HCF each year. Our allocation for 2021 is 653 HCF's. This represents a 23% decrease. We feel we have been already very frugal in our water usage these last two (2) years particularly, so without an increase we will probably need to make significant changes.

Thank you for your consideration and we would be glad to answer any questions. This information is for your use only.

John [REDACTED]

805-[REDACTED]

## Summer

---

**From:** Nancy [REDACTED]@hotmail.com>  
**Sent:** Thursday, February 4, 2021 8:15 PM  
**To:** Summer  
**Subject:** Allocation for account 05-[REDACTED]-02

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To whom it may concern:

I am writing to contest our new 2021 water allocation. We bought our house in 2019. We have an acre lot with a citrus grove and other various fruit trees. We feel very mindful of our water usage and have plans to further xeriscape our front and back yards with drought tolerant plants to conserve water for the regenerative gardening we would love to do. However, this takes time and money but our plans are in the works. We also have a lot of oak trees on our property that are sadly declining. We just lost a huge Oak due to the last heat wave, the canopy was scorched. Our water usage went up that month in attempt to save it. We were told by arborists that the oaks need to be watered prior to heat waves in order to keep them from being fried. Looking at the new allocation our allocation significantly drops after August. As we all know the hottest months here tend to be from late summer into the fall and possibly even early winter. I would really like our allocation to be reconsidered so that if we need to use more water during these hotter months to keep our vegetation alive, we may do so without being penalized. We are not in the socioeconomic standing to just be able to go over our allocation at will and pay the fine. Thank you for your consideration.

With kindness,

Nancy [REDACTED]