



BOARD OF DIRECTORS REGULAR MEETING AGENDA

District Office: 202 W. El Roblar Drive, Ojai, CA 93023

JOIN BY COMPUTER: <https://meet.goto.com/315908133>

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

ACCESS CODE: 315-908-133

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-2114.

(Govt. Code Section 94594.1 and 94594.2 (a))

January 17, 2023, at 6:00 pm.

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** December 20, 2022, Regular Meeting
- 4. Public comment for items not appearing on the agenda**

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

Please Note: If you have comments on a specific agenda item(s), please fill out a comment card or send a virtual “chat” note 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

Regular Agenda (Reconvene Regular Meeting, Estimated Time 6:30 pm**)**

6. Financial matters

Approval of Payroll and Payables from December 16, 2022, to January 15, 2023, in the amount of:

Payables – \$121,445.25

Payroll – \$ 48,355.82

Total – \$169,801.07

7. Board action and/or discussion

- a) Election of the Board Officers. (Etchart/Oakland) – No Attachment

a. Board President

b. Board Vice President

Recommended Action: Elect the President and Vice President of the Board.

- b) Board Committee Membership. (President/VP) – Attachment

Recommended Action: Establish the Board Committee membership.

- c) Approval of Resolution 20230117: Adoption of Board Bylaws. (President/Nielson) – Attachment

Recommended Action: Approval of Resolution 20230117: Adoption of Board Bylaws.

- d) Status update on Will-Serve Letter request for 935 Devereux. (Martinez) – Attachments

Recommended Action: Consider approval of Will-Serve Letter request.

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 & Personnel Committee
- Upper Ventura River Groundwater Agency
- Allocation, New Meters & Expansion of Services Committee
- Budget & Rate Committee
- Grants Committee
- Emergency Management Committee
- Treatment Plant Design Ad Hoc Committee

11. Old Business

- State Water update
- Matilija Dam removal update
- Collaboration on drought response measures.

12. Director Announcements/Reports

13. Adjournment: The next scheduled Regular Board meeting is February 21, 2023.

Regular Meeting
December 20, 2022
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 6:00 pm via teleconference.

2. Roll Call

Present: Board President, Mike Etchart, Board Directors: James Kentosh, Christian Oakland, Loni Anderson, and Christy Cooper. Staff Present: General Manager, Justin Martinez, and Board Secretary, Summer Ward. Attorney Present: Stuart Nielson. Other present: Board Director (Elect), Joe Pangea.

Absent: None

3. Oaths of Office – Elected Officials

Director Oakland performed the Oath of Office with each 2022 elected official. Directors Etchart, Cooper, Kentosh, and Pangea each recited the Oath of Office on video; signed Oaths will be maintained at the District Office.

4. Approval of the Minutes

Approval of November 15, 2022, Regular Board Meeting minutes.

Director Anderson made the motion to approve the November 15, 2022, Regular meeting minutes. Director Cooper seconded the motion.

No Public Comment.

Anderson/Cooper

Roll Call Vote:

Etchart - Y Kentosh - Y Oakland – Y Anderson – Y Cooper - Y

(5) Ayes- M/S/C

5. Public Comments

- None

****The Board went into closed session 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 vs. SWRCB, San Francisco Supreme Court, Case# CPF-14-513875

****The Board adjourned closed session at 6:46 pm****

Attorney S. Nielson stated that the Board discussed pending litigation in a closed session, and no action was taken.

7. **Financial Matters**

Approval of Payroll and Payables from November 16, 2022, to December 15, 2022, in the amount of:

Payables: \$139,310.21

Payroll: \$ 46,708.80

Total: \$186,019.01

Director Kentosh made the motion to the Payroll and Payables from November 16, 2022, to December 15, 2022. Director Oakland seconded the motion.

No Public Comment.

Kentosh/Oakland

Roll Call Vote:

Etchart - Y Kentosh - Y Oakland – Y Pangea – Y Cooper- Y

(5) Ayes – M/S/C

8. **Board Discussion/Actions**

- a. **Discuss customer requests for drought surcharge relief, and determine the GM threshold for financial relief, historically up to \$500 per customer account.**

(Martinez)

Mr. Martinez stated that the District had an increase in the number of customers experiencing significant leaks and is requesting financial relief with the drought surcharge. Mr. Martinez noted the increase after the new rates were implemented. Historically the GM would approve any customer account changes up to \$500; however, with the new rate structure, many of these amounts are over \$500. Mr. Martinez requested the Board support the GM in making customer account adjustments up to \$1000.

Attorney Nielson recommended adding this to a policy statement.

Director Kentosh made the motion to authorize the GM to provide a customer financial relief up to \$1,000 in a 36-month period; if more than one incident in 36 months and/or

over \$1,000, the request will go to the Board for review. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

- b. Customer request for Drought Surcharge relief of \$865 due to a leak. (Martinez)**
Removed from agenda, based on board approval of agenda item 8a.

No Public Comment.

No Motion.

- c. Adoption of New Meters & Expansion of Services Policy with approval of Resolution 20221220. (Kentosh/Anderson)**

Director Kentosh presented the New Meters & Expansion of Services Policy. Director Kentosh noted that this policy required a lot of input and compromise from the Board, staff, and the public. Ms. Ward will be tracking future policy changes. Director Oakland supports adopting the policy.

Director Kentosh made the motion to approve Resolution 20221220: Adoption of New Meters & Expansion of Services Policy. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

- d. Approve Will-Serve Letter requests for (1) 235 N. La Luna; (2) 143 S. Padre Juan; (3) 221 N. Poli ADU & Junior ADU; (4) 649 S. La Luna; (5) 935 Devereux; (6) 1330 S. La Luna. (Kentosh/Martinez)**

Mr. Martinez stated that the board committee reviewed each Will-Serve Letter request, and all are recommended for approval.

235 N. La Luna: Request for constructing a new single-family, single-story primary dwelling; there is an existing ADU.

Director Kentosh made the motion to approve the allocation adjustment and issuance of the Will-Serve letter for the proposed project, as well as allow the option to add a second meter. Director Cooper seconded the motion.

No Public Comment

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

143 S. Padre Juan: Request for a pre-2016 ADU Will-Serve, to acquire a County permit. The dwelling is pre-existing, and the owner provided several years of tax and rental records.

Director Kentosh made the motion to approve the allocation adjustment and issuance of the Will-Serve letter for the pre-existing ADU. Director Oakland seconded the motion.

No Public Comment.

Kentosh/Oakland

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

221 N. Poli: The customer initially submitted two requests, a standalone ADU and a conversion of an existing indoor space to a Junior ADU. After a review of the existing allocation, there is not enough to support both projects. The customer would prefer to proceed with the Junior ADU.

Director Kentosh made the motion to approve the allocation adjustment and issuance of the Will-Serve letter for the proposed Junior ADU project. Director Cooper seconded the motion.

No Public Comment

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

649 S. La Luna: Request to convert an existing garage to an ADU; the property currently has one primary dwelling and a pool-house studio. The pool house was pre-existing to the allocation program and was not allocated water in the original calculation.

Director Kentosh made the motion to approve the allocation adjustment and issuance of the Will-Serve letter for the proposed project. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

Roll Call Vote:

Etchart – Y Kentosh – Y Oakland – Y Pangea – Y Cooper – Y

(5) Ayes – M/S/C

935 Devereux: Tabled to allow time to review some ADA compliance information.

1330 S. La Luna: (Owner present) Tabled to explore allocation distribution and consideration for an additional meter.

e. Approve Casitas Standby Pass-through Fee increase from \$0.72 to \$1.30. (Ward/Martinez)

Ms. Ward reviewed the history of the Casitas Standby passthrough fee. The fee needs to be increased by \$0.58/unit. Ms. Ward noted that moving forward this passthrough fee should be reviewed and adjusted annually at the fiscal year when the other scheduled rate changes occur.

The Board agreed to hold off on increasing the Casitas Standby fee until FY 23-24.

No Public Comment.

No Motion.

f. Receive required communication from Fanning & Karrh, CPAs, regarding FY 21-22 Financial Audit. (Martinez/Ward)

Ms. Ward presented the required communication from Fanning & Karrh to the Board of Directors regarding the upcoming financial audit for FY 2021-2022. The letter covers items such as US Generally Accepted Auditing Standards, planned scope, and the timing of the audit.

No Public Comment

No Motion.

g. Receive Ventura LAFCo Meiners Oaks Water District Municipal Service Review and Sphere of Influence. (Martinez/Ward)

Mr. Martinez introduced the Ventura LAFCo Municipal Service Review and the Sphere of Influence. There were no significant changes to the MSR, and the SOI was updated to remove two parcels that MOWD does not serve. Attorney Nielson represented the District at the LAFCo public hearing on December 16. Director Kentosh added that it is a great report and overview of MOWD and would like to consider discussing the potential of a future merger between the water agencies.

No Public Comment.

No Motion.

9. General Manager's Report

Mr. Martinez reported that the Casitas Lake level is at 30.3%; Casitas was able to divert some of the water from the last rain. Seasonal rainfall totals for Casitas Dam 7.41", Matilija Dam 10.71", Stewart Canyon 5.61", and Nordhoff Ridge 13.39". There have been some notable increases in the water levels; staff will continue monitoring so that MOWD wells can come back online as soon as possible. The Income Surveys were mailed out, and Kennedy Communications will mail out the second round of surveys in a few weeks. The District received the VRIF-2 Grant Agreement, which the Committee and Attorney Nielson will review before bringing it to the Board for approval. The GIS mapping of the District has been completed by staff, who are in the process of attaching detailed asset information to each mapped item. Work continues on the Treatment Plant Design and Well Sighting Study.

No Public Comment.

10. Board Secretary's Report

Ms. Ward presented the monthly Board Secretary report highlighting that the District participated in a MARS Safety Training Beta program in 2022. Previously staff would complete about 2-3 training per year; in 2022, a total of 115 training courses were completed by staff. Ms. Ward noted that Income Surveys are underway and are waiting on an update from Kennedy Communications on whether enough responses have been received. There were no significant billing or work order changes in the past month. Ms. Ward reviewed the final election results and reminded all attendees that meetings would be held in person starting in January; a video conferencing option will continue to be provided for the public that does not wish to attend in person. Updated Board Bylaws will be considered for approval in January, along with voting on President, Vice President, and Committee memberships.

No Public Comment.

11. **Board Committee Reports**

- Executive & Personnel Committee: No report.
- UVRGA: Director Etchart stated there was not a GSA meeting this month.
- Budget/Rate Committee: No report.
- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: No report.
- Grants: No report.
- Treatment Plant Design Ad Hoc Committee: Members to be assigned in January.

12. **Old Business**

- State Water: No update.
- Matilija Dam Removal Update: No update.
- Collaboration on drought response measures: No update.

13. **Director Announcements/Reports**

- Director Kentosh: Welcomed Joe and confirmed the holiday dinner.
- Director Oakland: No report.
- Director Pangea: No report.
- Director Cooper: No report.
- Director Etchart: Welcomed Joe to the Board.

14. **Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:14 pm.

Board Secretary

Board President

Report of Income as of 12/31/2022

Income	Month of December	Year To Date	Budget Appropriation	Appropriation Balance
Interest	2,421.78	8,243.08	--	8,243.08
Taxes	106,154.31	112,587.42	--	112,587.42
Pumping Charges	390.32	2,543.25	--	2,543.25
Fire Protection	134.25	1,067.07	--	1,067.07
Meter & Inst. Fees	--	--	--	--
Water Sales	86,799.84	552,554.48	--	(552,554.48)
¹ Casas Water/Standby	7,351.92	18,369.00	--	18,369.00
MWAC Charges	58,123.53	350,488.82	--	(350,488.82)
MCC Chg.	6,536.02	38,835.74	--	(38,835.74)
² Misc. Income	341.36	49,901.18	--	49,901.18
Late & Delinquent Chgs.	3,524.28	20,858.03	--	20,858.03
Conservation Penalty	--	5,390.91	--	(5,390.91)
Capital Improvement	--	--	--	--
Drought Surcharge	14,571.90	88,492.39	--	88,492.39
Fire Flow/Will Serve Letters	1,000.00	3,900.00	--	(3,900.00)
		--	--	--
		--	--	--
TOTAL INCOME	287,349.51	1,253,231.37	--	(1,253,231.37)

Note:

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

² This line item includes a US Bank NASPO Contract
Payment

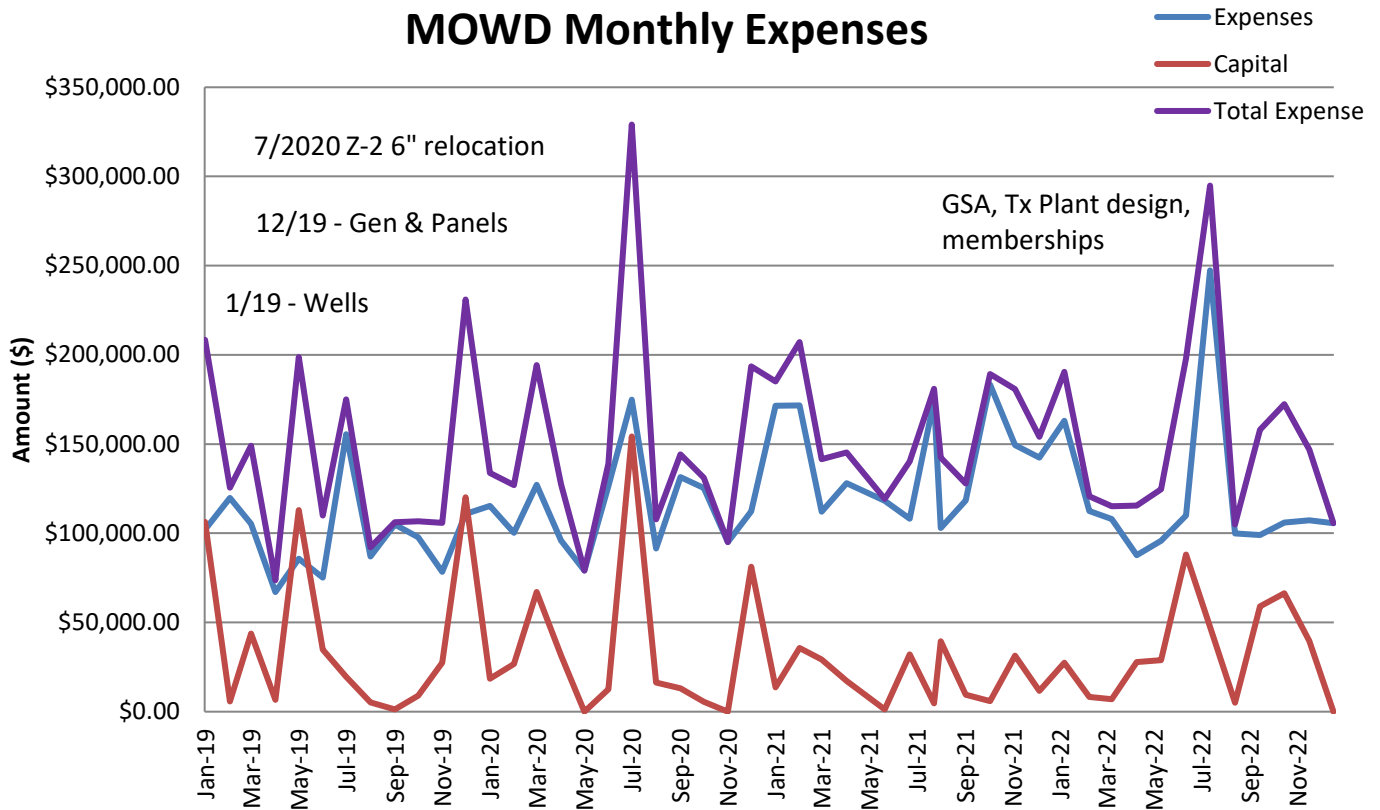
Meiners Oaks Water District

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

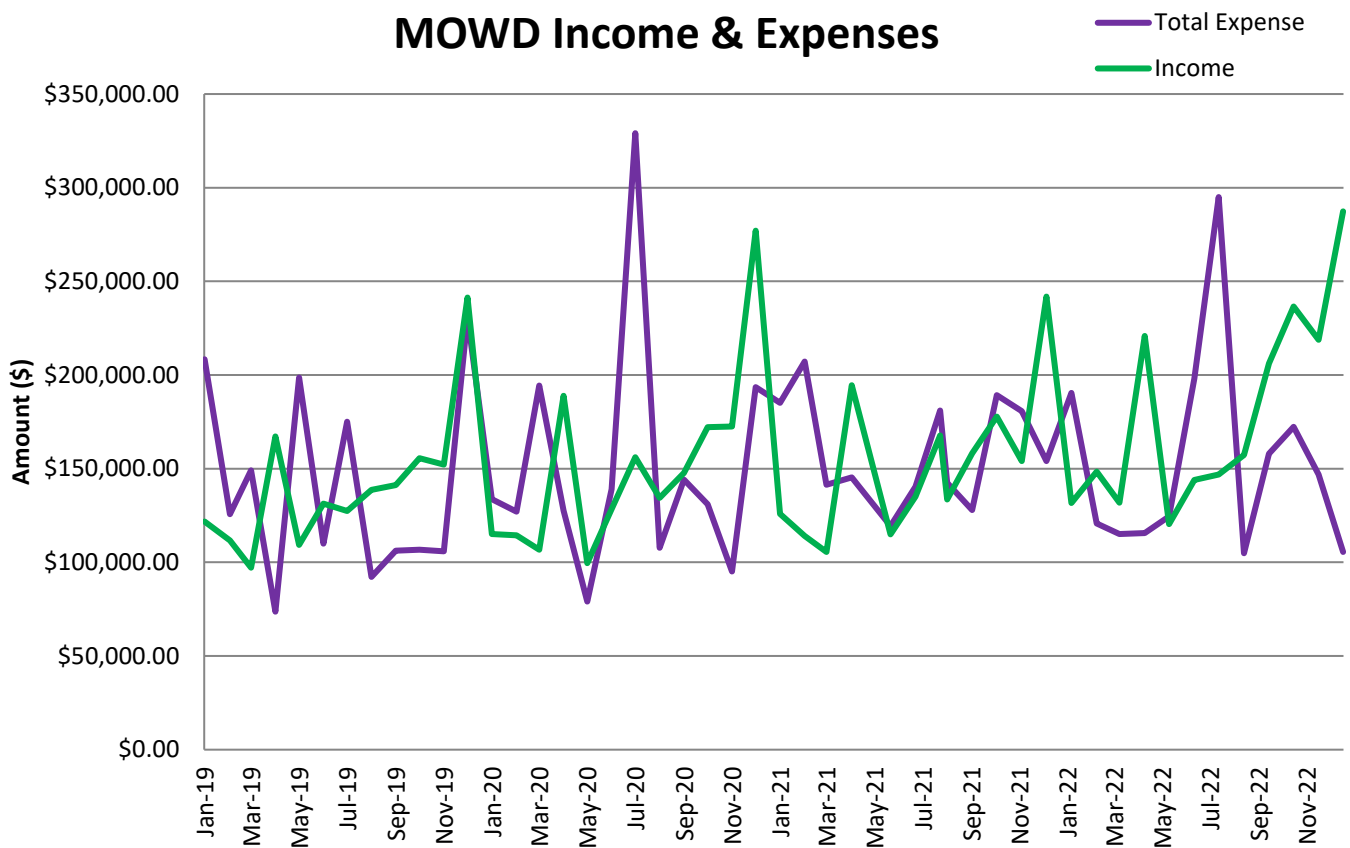
Expenditures	Month of December	Year To Date	Budget Approp	Approp Bal 12/31/22	Current January	Approp FY Bal To Date
Salaries	48,753.29	291,569.35	600,000.00	308,430.65	-	308,430.65
Payroll Taxes	3,695.81	22,381.22	55,000.00	32,618.78	-	32,618.78
Retirement Contributions	6,489.63	38,892.07	75,000.00	36,107.93	-	36,107.93
Group Insurance	6,699.33	44,937.44	96,000.00	51,062.56	-	51,062.56
Company Uniforms	32.78	2,341.56	4,500.00	2,158.44	-	2,158.44
Phone Office	1,321.00	6,088.22	10,000.00	3,911.78	-	3,911.78
Janitorial Service	530.09	3,044.54	6,000.00	2,955.46	-	2,955.46
Refuse Disposal	341.89	2,051.34	5,000.00	2,948.66	258.09	2,690.57
Liability Insurance	-	65,376.96	66,000.00	623.04	-	623.04
Workers Compensation	-	15,313.30	16,000.00	686.70	-	686.70
Wells	2,298.36	2,732.51	5,000.00	2,267.49	-	2,267.49
Truck Maintenance	25.00	7,941.63	3,500.00	(4,441.63)	-	(4,441.63)
Office Equipment Maintenance	184.00	2,889.57	4,000.00	1,110.43	-	1,110.43
Security System	-	191.70	1,000.00	808.30	-	808.30
Cell Phones	360.63	2,146.43	4,500.00	2,353.57	-	2,353.57
System Maintenance	1,799.79	15,475.08	90,000.00	74,524.92	-	74,524.92
Safety Equipment	653.00	1,002.82	6,000.00	4,997.18	-	4,997.18
Laboratory Services	-	7,989.00	14,500.00	6,511.00	352.00	6,159.00
Membership and Dues	-	8,639.00	9,000.00	361.00	-	361.00
Printing and Binding	-	777.31	2,000.00	1,222.69	-	1,222.69
Office Supplies	386.97	4,374.67	6,000.00	1,625.33	-	1,625.33
Postage and Express	1,791.64	9,504.73	12,000.00	2,495.27	-	2,495.27
B.O.D. Fees	-	-	27,000.00	27,000.00	-	27,000.00
Engineering & Technical Services	-	6,734.15	50,000.00	43,265.85	-	43,265.85
Computer Services	1,708.20	11,468.36	17,000.00	5,531.64	879.85	4,651.79
Other Prof. & Regulatory Fees	23,203.80	30,186.05	40,000.00	9,813.95	36.25	9,777.70
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	315.00	15,425.50	50,000.00	34,574.50	1,372.50	33,202.00
GSA Fees	-	74,444.00	80,000.00	5,556.00	-	5,556.00
VR/SBC/City of VTA Law Suit	-	2,269.40	75,000.00	72,730.60	-	72,730.60
Rental Equipment	-	-	-	-	-	-
Audit Fees	-	14,500.00	25,000.00	10,500.00	-	10,500.00
Small Tools	861.35	2,010.74	5,000.00	2,989.26	-	2,989.26
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Treatment Plant	-	-	10,000.00	10,000.00	-	10,000.00
Fuel	1,756.79	11,195.61	20,000.00	8,804.39	-	8,804.39
Travel Exp./Seminars	-	1,384.99	2,000.00	615.01	-	615.01
Utilities	288.83	2,050.88	3,500.00	1,449.12	-	1,449.12
Power and Pumping	2,097.03	33,664.27	80,000.00	46,335.73	-	46,335.73
Meters	-	4,048.09	25,000.00	20,951.91	-	20,951.91
Total Expenditures	105,594.21	765,042.49	1,605,000.00	839,957.51	2,898.69	837,058.82

Water Distribution System	-	-	-	-	-	-
	-	-	-	-	-	-
Well 8 Nitrate Removal/Blending	-	-	60,000.00	60,000.00	-	60,000.00
Valve Replacements	-	-	50,000.00	50,000.00	-	50,000.00
Tank Cleaning	-	-	-	-	-	-
Meiners Rd. Tank/Zone	-	-	75,000.00	75,000.00	-	75,000.00
Structures and Improvements	-	-	-	-	-	-
	-	-	-	-	-	-
Treatment Plant 100% Eng. Design	-	149,400.68	350,000.00	200,599.32	16,633.56	183,965.76
	-	-	-	-	-	-
Field Equipment	-	-	-	-	-	-
	-	-	-	-	-	-
GIS Equipment & Software	-	10,928.51	15,000.00	4,071.49	-	4,071.49
Air Compressor	-	-	3,500.00	3,500.00	-	3,500.00
	-	-	-	-	-	-
	-	-	-	-	-	-
Appropriations for Contingencies	-	57,409.90	100,000.00	42,590.10	-	42,590.10
Total CIP Spending	-	217,739.09	653,500.00	435,760.91	16,633.56	419,127.35
GRAND TOTAL	105,594.21	982,781.58	2,258,500.00	1,275,718.42	19,532.25	1,256,186.17

MOWD Monthly Expenses



MOWD Income & Expenses





Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 12/16/2022 - 01/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank-AP Bank						
AQUA-F	Aqua-Flo Supply	01/11/2023	Regular	0.00	137.22	10580
S12041702	Invoice	12/28/2022	Threaded Galvanized Ell	0.00	65.82	
S12041804	Invoice	12/29/2022	Brass Bushing, Ball Valve, Brass Nipple, et	0.00	71.40	
ATT	AT&T (Phone & Internet)	12/29/2022	Regular	0.00	241.40	10553
322576812	Invoice	12/06/2022	Office Phones/Internet	0.00	241.40	
AT&T	AT&T	12/29/2022	Regular	0.00	259.69	10552
01841222	Invoice	12/13/2022	Office Phones	0.00	259.69	
AT&T	AT&T	01/11/2023	Regular	0.00	578.51	10581
1808735708	Invoice	12/19/2022	Office Phones	0.00	578.51	
BADGER	Badger Meter	01/11/2023	Regular	0.00	77.10	10582
80116090	Invoice	12/29/2022	Beacon Hosting	0.00	77.10	
CALPERS	California Public Employees' Retirement	12/29/2022	Regular	0.00	22.80	10554
121422	Invoice	12/14/2022	Active Premium	0.00	22.80	
CALPERS	California Public Employees' Retirement	12/29/2022	Regular	0.00	-22.80	10554
CALPERS	California Public Employees' Retirement	12/31/2022	Bank Draft	0.00	3,454.73	DFT0001721
INV0002198	Invoice	12/15/2022	Health	0.00	3,454.73	
CALPERS	California Public Employees' Retirement	12/31/2022	Bank Draft	0.00	3,454.68	DFT0001729
INV0002208	Invoice	12/30/2022	Health	0.00	3,454.68	
CALPERS	California Public Employees' Retirement	12/29/2022	Bank Draft	0.00	22.80	DFT0001738
121422-2	Invoice	12/29/2022	Health Premium	0.00	22.80	
CAL-STATE	Cal-State	01/11/2023	Regular	0.00	258.09	10583
236354	Invoice	01/05/2023	Portable Toilet	0.00	126.23	
236637	Invoice	01/10/2023	Portable Toilet	0.00	131.86	
CMWD	Casitas Municipal Water District	01/11/2023	Regular	0.00	45,214.66	10584
261151222	Invoice	12/30/2022	Fairview Standby	0.00	1,033.31	
261151222-2	Invoice	12/30/2022	Purchased Water	0.00	42,778.89	
262001222	Invoice	12/30/2022	Hartmann Allocation	0.00	212.07	
300651222	Invoice	12/30/2022	Tico & La Luna Standby	0.00	1,033.31	
300651222-2	Invoice	12/30/2022	Purchased Water	0.00	157.08	
CLEANCO	Cleancoast Janitorial	01/11/2023	Regular	0.00	272.00	10585
1509	Invoice	12/29/2022	December Janitorial	0.00	272.00	
CVTDEP	County of Ventura Transport. Dept.	01/11/2023	Regular	0.00	1,705.00	10586
348347	Invoice	12/20/2022	Admin. Excavation Rider Permit	0.00	1,705.00	
CRICKET	Cricket Consulting	01/11/2023	Regular	0.00	95.00	10587
1223	Invoice	01/09/2023	Well Depth Reports	0.00	95.00	
DATAP	Dataprose LLC	01/11/2023	Regular	0.00	1,791.64	10588
DP2205568	Invoice	12/31/2022	Billing & Postage	0.00	1,791.64	
EJHAR	E. J. Harrison Rolloffs, Inc.	12/29/2022	Regular	0.00	341.89	10555
281301222	Invoice	12/14/2022	Office Trash	0.00	109.94	
994261222	Invoice	12/14/2022	3 Yard Dumpster	0.00	231.95	

Check Report

Date Range: 12/16/2022 - 01/15/2023

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
FAMCON	Famcon Pipe and Supply, Inc		01/11/2023	Regular	0.00	2,049.06	10589
S1000916118.00	Invoice	12/01/2022	Parts for Ranchitos Well		0.00	1,845.28	
S100092732.001	Invoice	12/27/2022	Spool		0.00	342.13	
S100094195.001	Credit Memo	12/28/2022	Parts Return		0.00	-138.35	
FGLENV	FGL Environmental		12/29/2022	Regular	0.00	314.00	10556
213130A	Invoice	12/14/2022	Samples		0.00	143.00	
213381A	Invoice	12/14/2022	Samples		0.00	73.00	
213643A	Invoice	12/14/2022	Samples		0.00	98.00	
FGLENV	FGL Environmental		01/11/2023	Regular	0.00	691.00	10590
219325A	Invoice	12/29/2022	Samples		0.00	98.00	
219328A	Invoice	01/03/2023	Samples		0.00	218.00	
219839A	Invoice	01/03/2023	Samples		0.00	68.00	
219840A	Invoice	12/30/2022	Samples		0.00	143.00	
220214A	Invoice	12/29/2022	Samples		0.00	98.00	
220217A	Invoice	01/03/2023	Samples		0.00	33.00	
220219A	Invoice	01/03/2023	Samples		0.00	33.00	
FRED'S	Fred's Tire Man		12/29/2022	Regular	0.00	25.00	10557
144308	Invoice	12/14/2022	Flat Repair		0.00	25.00	
GUARDIAN	Guardian		12/28/2022	Regular	0.00	678.01	10550
INV0002199	Invoice	12/15/2022	Dental		0.00	339.03	
INV0002209	Invoice	12/30/2022	Dental		0.00	338.98	
GUARDIAN	Guardian		12/29/2022	Regular	0.00	10.00	10558
7690461222	Invoice	12/10/2022	Admin. Fee		0.00	10.00	
HLTHNE	Health Net Life Insurance Company		12/29/2022	Regular	0.00	17.25	10559
6179122722	Invoice	12/06/2022	Life Insurance		0.00	17.25	
LGABLER	Light Gabler		01/11/2023	Regular	0.00	105.00	10591
69952	Invoice	01/09/2023	Employment Consultant		0.00	105.00	
MKENNEDY	Maria Elena Kennedy		12/29/2022	Regular	0.00	12,075.00	10560
113022	Invoice	12/01/2022	Income Survey Grant Funds Received 8/1		0.00	12,075.00	
MOHARD	Meiners Oaks Hardware		01/11/2023	Regular	0.00	403.32	10592
025891	Invoice	12/01/2022	Sprayer, Marking Paint, Spraypaint		0.00	29.63	
026131	Invoice	12/01/2022	Bolts & Screws, Electrical Tape, Tight Conn		0.00	12.90	
026228	Invoice	12/01/2022	Cylinder Scale		0.00	25.94	
026278	Invoice	12/01/2022	Cylinder Scale		0.00	35.91	
026348	Invoice	12/02/2022	Cylinder Scale		0.00	24.77	
027269	Invoice	12/12/2022	Liquid Chlorinator		0.00	25.70	
027495	Invoice	12/14/2022	Air Filter		0.00	23.58	
027533	Invoice	12/14/2022	Circular Saw, Blade		0.00	170.51	
027612	Invoice	12/15/2022	Liquid Chlorinator		0.00	25.70	
027711	Invoice	12/15/2022	Quietfill Valve Flap Kit		0.00	17.56	
027754	Invoice	12/16/2022	Soft Flapper		0.00	11.12	
MKN&A	Michael K. Nunley & Associates, Inc.		01/11/2023	Regular	0.00	16,633.56	10593
101795	Invoice	01/03/2023	Water Treatment Final Design		0.00	16,633.56	
MITEC	MiTec Solutions LLC		12/29/2022	Regular	0.00	185.00	10561
1065082	Invoice	12/19/2022	Remote Labor		0.00	90.00	
36665	Invoice	12/15/2022	SplashTop, Anti-Virus Monthly		0.00	55.00	
36729	Invoice	12/15/2022	Anti-Virus Monthly		0.00	40.00	
MITEC	MiTec Solutions LLC		01/11/2023	Regular	0.00	879.85	10594
1065169	Invoice	12/28/2022	Remote Labor		0.00	95.00	
1065255	Invoice	01/10/2023	Monthly Maintenance		0.00	300.00	
87159	Invoice	01/01/2023	Yearly Domain		0.00	80.00	
87170	Invoice	01/01/2023	Exchange, Web Hosting, ShareSync		0.00	246.85	

Check Report

Date Range: 12/16/2022 - 01/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
87244	Invoice	01/01/2023	Off Site Back Up	0.00	98.00	
37395	Invoice	01/01/2023	X360 BackUp	0.00	60.00	
NCK&K	Nelson Comis Kettle & Kinney, LLP	01/11/2023	Regular	0.00	1,267.50	10595
3899	Invoice	01/06/2023	Attorney Fees	0.00	1,267.50	
OFFDEP	Office Depot	12/29/2022	Regular	0.00	27.34	10562
276121067002	Invoice	12/07/2022	Stapler	0.00	27.34	
OFFDEP	Office Depot	01/11/2023	Regular	0.00	214.23	10596
284675576001	Invoice	12/21/2022	Stapler	0.00	14.71	
284678845001	Invoice	12/21/2022	Batteries, Dividers, Paper, etc.	0.00	89.75	
284678847002	Invoice	12/21/2022	Binders	0.00	109.77	
PATHIAN	Pathian Administrators	12/28/2022	Regular	0.00	114.47	10551
INV0002201	Invoice	12/15/2022	HSBS	0.00	57.24	
INV0002211	Invoice	12/30/2022	HSBS	0.00	57.23	
PERS	Public Employees' Retirement System	12/31/2022	Bank Draft	0.00	700.00	DFT0001720
INV0002197	Invoice	12/15/2022	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	12/31/2022	Bank Draft	0.00	3,251.34	DFT0001722
INV0002200	Invoice	12/15/2022	PERS	0.00	3,251.34	
PERS	Public Employees' Retirement System	12/31/2022	Bank Draft	0.00	700.00	DFT0001728
INV0002207	Invoice	12/30/2022	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	12/31/2022	Bank Draft	0.00	3,251.34	DFT0001730
INV0002210	Invoice	12/30/2022	PERS	0.00	3,251.34	
PERS	Public Employees' Retirement System	01/11/2023	Bank Draft	0.00	2,853.83	DFT0001739
10000001704028	Invoice	01/01/2023	Unfunded Accrued Liability	0.00	2,853.83	
PERS	Public Employees' Retirement System	01/11/2023	Bank Draft	0.00	137.58	DFT0001740
10000001704029	Invoice	01/01/2023	Unfunded Accrued Liability	0.00	137.58	
SCE	Southern California Edison Co.	12/29/2022	Regular	0.00	2,260.87	10563
OFFELE1222	Invoice	12/27/2022	Office Electricity	0.00	163.84	
TNKFRM1222	Invoice	12/27/2022	Tank Farm	0.00	31.46	
WELL1-1222	Invoice	12/27/2022	Well 1	0.00	431.66	
WELL2-1222	Invoice	12/27/2022	Well 2	0.00	443.21	
WELL4&71222	Invoice	12/27/2022	Wells 4&7	0.00	486.07	
WELL81222	Invoice	12/27/2022	Well 8	0.00	148.68	
Z-11222	Invoice	12/27/2022	Zone 1	0.00	92.32	
Z-2FIRE1222	Invoice	12/27/2022	Zone 2 Fire	0.00	84.64	
Z-2PWR1222	Invoice	12/27/2022	Zone 2 Power	0.00	361.69	
Z-3FIRE1222	Invoice	12/27/2022	Zone 3 Fire	0.00	17.30	
SCGAS	Southern California Gas Co.	01/11/2023	Regular	0.00	124.99	10597
0653	Invoice	12/30/2022	Office Heat	0.00	124.99	
SWRCB	State Water Resources Board	12/29/2022	Regular	0.00	11,076.80	10564
LW-1041847	Invoice	12/21/2022	Water System Annual Fees	0.00	11,076.80	
SUMMER	Summer Ward	01/11/2023	Regular	0.00	15.00	10598
101722	Invoice	12/30/2022	Water For Office	0.00	5.00	
110922	Invoice	12/30/2022	Water For Office	0.00	5.00	
122922	Invoice	12/29/2022	Water For Office	0.00	5.00	
TYLER	Tyler Technologies, Inc.	01/11/2023	Regular	0.00	313.75	10599
025-407521	Invoice	12/31/2022	Transaction Fees Insite	0.00	313.75	
UAOFSC	Underground Service Alert of So. Ca.	01/11/2023	Regular	0.00	36.25	10600
1220220437	Invoice	01/01/2023	Digalert	0.00	36.25	

Check Report

Date Range: 12/16/2022 - 01/15/2023

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	01/11/2023	Regular	0.00	1,012.08	10601
<u>AMAZON121522</u>	Invoice	12/15/2022	Trash Bags	0.00	14.32	
<u>AMAZON121622</u>	Invoice	12/16/2022	Lockers	0.00	664.90	
<u>DROPBOX122022</u>	Invoice	12/20/2022	DropBox	0.00	90.00	
<u>GOTO121622</u>	Invoice	12/16/2022	GoTo Meetings	0.00	10.00	
<u>JNDESIGN120222</u>	Invoice	12/02/2022	Embroidery	0.00	32.78	
<u>OSS120922</u>	Invoice	12/09/2022	Storage Unit	0.00	184.00	
<u>PRIME122022</u>	Invoice	12/20/2022	Membership	0.00	16.08	
VERIZON	Verizon Wireless	01/11/2023	Regular	0.00	360.63	10602
<u>9923950856</u>	Invoice	12/26/2022	Cell Phones	0.00	360.63	
WEX	WEX BANK	12/29/2022	Regular	0.00	1,756.79	10565
<u>85775038</u>	Invoice	12/15/2022	Fuel	0.00	1,756.79	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	94	39	0.00	103,641.75
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-22.80
Bank Drafts	9	9	0.00	17,826.30
EFT's	0	0	0.00	0.00
	103	49	0.00	121,445.25

PR

48,355.82

Board Committee Membership 2023

Executive Committee Mike Etchart Chris Oakland	The executive committee consists of the President and Vice-President of the Board; they will meet and make recommendations to the Board on legal matters, personnel matters with regard to the benefits, and major policy issues.
Budget & Rates Jim Kentosh Chris Oakland	The budget committee will work with the General Manager to prepare and recommend the District's annual budget and proposed water rates. It will also oversee and ensure Prop 218 compliance.
Allocations, New Meters & Expansion of Services Jim Kentosh Loni Anderson	The Allocations, New Meters and Expansion of Services committee will work with the G.M. to develop and recommend policies to the Board to help the District and its customers manage issuance of new meters and services, in relation to current and future conditions, including water shortage emergency declarations. Additionally, the committee is responsible for the District's allocation program and waiver requests.
Emergency Preparedness & Safety Chris Oakland Loni Anderson	The Emergency Preparedness and Safety committee will work with the G.M. to develop and recommend policies and actions to the Board to help the District and its customers mitigate current and future safety risks.
Grants Loni Anderson Christy Cooper	The Grants committee will work with staff to identify grant funding opportunities, support the grant application process and grant activity monitoring and reporting.
Ad Hoc Treatment Plant Funding & Design Director Director	The Ad Hoc Treatment Plant committee will work with staff and consultants to support the design completion process and help identify funding opportunities.

Board Representatives:

UVRGA Mike Etchart Alt: Jim Kentosh	The GSA committee is responsible for MOWD's oversight of the policies, operations, budgets and fees, work products and implementation actions of the Upper Ventura River Groundwater Agency. The committee reviews work products, agreements and contracts; makes recommendations; attends meetings and workshops; and may participate in subcommittees of the UVRGA. One committee member will represent MOWD on the Board of Directors of UVRGA, and the other member will serve as alternate director.
Ventura River Watershed Council Loni Anderson Alt: Justin Martinez	The Ventura River Watershed Council is a stakeholder group for watershed planning in the Ventura River Watershed. It is an open group with active participation by government agencies, water and sanitation districts, environmental and educational non-profits, agricultural organizations, community volunteer groups, as well as engineers, biologists, businesses and private citizens.
Matilija Dam Removal Justin Martinez	The G.M. will participate in the Ventura County Matilija Dam Removal project and report to the Board any updates that would pertain to MOWD.



Resolution 20230117

RESOLUTION OF THE BOARD OF DIRECTORS OF MEINERS OAKS WATER DISTRICT ADOPTING REVISED AND UPDATED BOARD BYLAWS

WHEREAS, the Meiners Oaks Water District ("District") is a special district organized and operating under the County Water District Law, California Water Code Section 30000 *et seq.* (hereinafter, the "Act"); and

WHEREAS, the District has authority pursuant to the Act and other applicable law to adopt and enforce policies, rules and regulations for the administration of the District; and

WHEREAS, the current Bylaws of the District were last amended by the District's Board of Directors ("Board") in 2011; and

WHEREAS, the Board wishes to revise and update the Bylaws at this time; and

WHEREAS, at its meeting on January 17, 2023, the Board reviewed the proposed revised and updated Bylaws.

NOW THEREFORE, the Board of Directors hereby resolves as follows:

1. BE IT RESOLVED that the Board does hereby approve and adopt the Bylaws in the form attached hereto and incorporated herein by reference, to become effective immediately.
2. RESOLVED FURTHER that the attached Bylaws replace and supersede in their entirety all previously adopted Bylaws of the District, and all such previously adopted Bylaws are hereby repealed.

Passed, Approved, and Adopted this 17th day of January 2023 by a majority vote of the members of the Board, as follows:

AYES:

NOES:

ABSTAIN:

ABSENT:

Board Secretary
Summer Ward

Board President
Michel Etchart

MEINERS OAKS WATER DISTRICT

BOARD OF DIRECTORS BYLAWS

(Adopted: January 17, 2023)

BYLAWS
MEINERS OAKS WATER DISTRICT

ARTICLE I. NAME

Section 1.01 Name. The name of this organization is MEINERS OAKS WATER DISTRICT, formerly known as Meiners Oaks County Water District (hereinafter referred to as the “District”). The District is a California special district formed in 1949 and operating under the provisions of the County Water District Law, Water Code Section 30000 *et seq.* (hereinafter, the “Act”).

ARTICLE II. PURPOSE AND FUNCTION

Section 2.01 Purpose and Powers. The District is an independent special district established in accordance with and having the authority and powers as set forth in the Act. The mission of the District is to deliver a safe, reliable and sustainable supply of water to meet the needs of the residents and properties within the District’s service area. To that end, the District maintains and operates both water procuring and water distribution systems.

Section 2.02 Territory. A map of the District and its boundaries is attached hereto as Attachment 1.

Section 2.03 Principal Office. The District’s administrative office shall be located at 202 W. El Roblar Drive, Ojai, California, or at such other place as the Board of Directors shall determine.

ARTICLE III. GOVERNING BODY

Section 3.01 Board of Directors. The Board of Directors (hereinafter, the “Board”) is the governing body of the District and the powers of the District shall, except as otherwise provided in the Act, be exercised by and under the direction of the Board. The Board receives its power from the California Constitution and State laws passed by the legislature, including the Act. State law takes precedence if a conflict occurs between State law and these Bylaws or any action by the Board.

Section 3.02 Number and Qualifications. The Board shall consist of five (5) Directors, each representing the District as a whole, and each of whom shall be a voter of the District and otherwise qualified to hold office as provided in the Act and other applicable law.

Section 3.03 Elections.

A. Election. Board member elections are conducted in the manner provided in the Act and in accordance with the Uniform District Election Law, Elections Code Section 10500 *et seq.* Elections are held in even-numbered years in November and are consolidated with the County of Ventura general election. Board members serve four (4) year terms that are staggered so that every two years elections are held for either three or two of the seats on the Board. The terms of newly-elected Directors, following election, begin as determined and provided

for in Section 10554 of the Elections Code.

- B. Term of Office. The term of office for each member of the Board is four (4) years. A member's term can be terminated by his or her resignation, removal, or disqualification from office.
- C. Vacancies. Vacancies on the Board shall be filled for the unexpired term as provided in Government Code Section 1780

Section 3.04 Oath of Office. Each Director elected or appointed to the Board shall, before entering upon the duties of his or her office, take and subscribe the following oath of office and file it with the Board Secretary:

“I, *[state name]*, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

Section 3.05 Board Compensation. Directors shall be compensated for each day's attendance at meetings of the Board and meetings of District committees, and for each day's service rendered as a member of the Board by request of the Board, as provided in the District's Director Compensation Ordinance (Ord. No. 22-01-18) and the District's Board Compensation Policy, as the same may be amended from time to time.

ARTICLE IV. ETHICS GUIDELINES FOR BOARD OF DIRECTORS

Section 4.01 Act in the Public Interest. Directors must recognize that stewardship of the public interest must be their primary concern. Directors will work for the common good of the people of the District and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Board.

Section 4.02 Comply with the Law. Directors shall comply with all applicable federal, state and local laws and regulations in the performance of their public duties. These laws include, but are not limited to: the United States and California Constitutions; California Political Reform Act of 1974 (Gov. Code Sections 87100-87500) and corresponding Fair Political Practices Commission regulations (Title 2 Calif. Code of Regs., Section 18701 *et seq.*); laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, Brown Act Open Meetings Law (Gov. Code Section 54950 *et seq.*), Public Records Act (Gov. Code Section 6250 *et seq.*), AB 1234 (Local agencies: ethics; Stats. 2005, ch. 700) and AB 1661 (Local governments: sexual harassment prevention training and education; Stats. 2016, ch. 816).

Section 4.03 Conduct of Directors. The professional and personal conduct of Directors must be above reproach and avoid even the appearance of impropriety. Directors shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of

other Directors, District staff, other public agencies, representatives of other public agencies, and the public.

- A. Duty of Care. A Director must pay attention to organization matters and participate fully in Board review and decision-making. He or she must exercise the care that an ordinarily prudent person would exercise in a like position and under similar circumstances.
- B. Duty of Loyalty. A Director must put the needs of the organization ahead of any personal interest when making decisions affecting the District and may not use information obtained as a Director for personal gain. A Director must always maintain confidentiality regarding confidential District operations and business.
- C. Duty of Obedience. A Director must be faithful to the District's mission and may not act in a manner that is inconsistent with this mission. This requirement is based on the public trust afforded to governmental entities, and the assumption that the agency will manage constituent funds in fulfillment of the District's statutory purpose.
- D. Fiduciary Duty. A Director has a fiduciary (i.e., "one who must exercise a high standard of care in managing another's money or property" (Black's Law Dictionary, 10th ed., p. 743)) duty to the organization and is responsible for assuring the District's fiscal health.

Section 4.04 Respect for Process. Directors shall perform their duties in accordance with the processes and rules of order established in these Bylaws.

Section 4.05 Conduct at Public Meetings. Directors shall be prepared to attend and participate at Board meetings and Board committee meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

Section 4.06 Decisions Based on Merit. Directors shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

Section 4.07 Communication. Directors shall publicly share substantive information that is relevant to a matter under consideration by the Board which they may have received *ex parte* from sources outside of the public decision-making or public hearing process.

Section 4.08 Conflict of Interest. To ensure their independence and impartiality on behalf of the common good, Directors shall not use their official positions to influence government decisions in which they have a material financial interest as defined by California law.

In accordance with governing law, Directors shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist pursuant to Federal and California laws.

Section 4.09 Gifts and Favors. Directors shall not take any special advantage of services or

opportunities for personal gain, because of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

- Section 4.10 Confidential Information. Directors shall respect the confidentiality of information concerning the property, personnel or affairs of the District that they learn or receive from their interactions with other Board members, staff, or legal counsel outside of a public meeting, especially for those matters discussed and acted upon in closed session. Directors shall not disclose confidential information unless required to fulfill their fiduciary duty. Nor shall they disclose confidential information to advance their personal, financial or other private interest.
- Section 4.11 Representation of Private Interests. In keeping with their role as stewards of the public interest, Directors shall not appear on behalf of the private interests of third parties before the Board.
- Section 4.12 Advocacy. Directors shall represent the official policies of the District to the best of their ability when designated as representatives or delegates for this purpose. When presenting or communicating their individual opinions and positions to the public or to other agencies or agency staff, Directors shall: (a) explicitly state that they do not represent the District or the Board; (b) explicitly state that their views do not reflect the views of the District or the Board; (c) explicitly state that their opinions and positions are theirs alone; and (d) not allow any inference that they are speaking or acting as District or Board representatives.
- Section 4.13 Policy Role of Directors. The primary roles of the Directors are policy setting and policy review. Directors shall not participate in, interfere with, nor direct the daily administrative functions of the District or the professional duties of District staff or consultants; nor shall they impair the ability of District staff to implement Board policy decisions. A Board member shall not attempt to circumvent Board direction by attempting to influence others outside of a public Board meeting.
- Section 4.14 Positive Workplace Environment. Directors shall support the maintenance of a positive and constructive workplace environment for District employees and for citizens and businesses dealing with the District. Directors shall recognize their special role in dealings with District employees and shall not provide direct or indirect direction to staff other than the General Manager or the Board Secretary.

ARTICLE V. OFFICERS OF THE BOARD

- Section 5.01 Titles and Functions. The officers of the Board shall consist of the following, who shall be elected or appointed by the Board in the manner provided in the Act:
- A. President. The President shall preside at all meetings of the Board, have general supervision of the affairs of the Board, represent the Board in any actions taken by the Board, be an *ex officio* member of all Board committees, sign all contracts on behalf of the District, and perform such other duties and have such other powers and authority as prescribed by these Bylaws or as provided in the Act.

- B. Vice-President. The Vice-President shall assist the President in performance of his or her duties and in his or her stead when required.
- C. Board Secretary. The Board Secretary shall attest to all resolutions and ordinances adopted by the Board, countersign all contracts on behalf of the District, and perform such other duties and have such other powers and authority as imposed by the Board, as prescribed by these Bylaws, or as provided in the Act.

Section 5.02 Terms of Board Officers.

- A. Length of Term. The terms of all officers shall be from the date of their election for the following approximately one year period when elections are held again. Any officer can be re-elected to continue in the same office.
- B. Vacancies. If the President fails to complete his or her term, the Vice-President shall act in his or her stead and a new Vice-President shall be elected for the remainder of the term. If the Vice-President fails to complete his or her term, the Board shall elect a Board member to serve as Vice-President for the remainder of the term. If the Secretary fails to complete his or her term, the Board shall appoint a new Secretary to serve for the remainder of the term.

Section 5.03 Board Office Election/Appointment Process.

- A. President and Vice-President Election Process. At its regular meeting held in the month of January of each year, the Board shall elect one of its members as President and one of its members as Vice-President.
- B. Appointment of Board Secretary. At its regular meeting held in the month of January of each year, the Board shall appoint, by majority vote, the Board Secretary in the manner provided in the Act. A Director may not serve as the Secretary.
- C. Assumption of Duties. Officers shall assume the duties of their offices immediately following completion of the election or appointment process for all offices.

ARTICLE VI. MEETINGS OF THE BOARD OF DIRECTORS

Section 6.01 Time and Place. Regular meetings of the Board shall be set by resolution. All meetings shall be conducted pursuant to and in compliance with the provisions of Government Code Section 54950 *et seq.*, commonly known as the Brown Act.

Section 6.02 Agenda.

- A. Formation, review and finalization of the agenda for each regular or special Board meeting shall be the joint responsibility of the Board President, General

Manager, Board Secretary, and District legal counsel.

- B. The General Manager shall prepare or direct the preparation of a written staff report or Board letter/memorandum on all agenda items that will explain the agenda item, indicate the fiscal impact, if any, of the agenda item, and clearly indicate a recommended action to be taken by the Board.
- C. The Board Secretary shall be responsible for complying with all applicable requirements for preparing, posting, mailing, emailing, and otherwise distributing each Board meeting agenda as required by the Brown Act.
- D. The Board President, or acting President, may make changes in the order of the items on the Board agenda unless a two-thirds vote of the Board members in attendance defeats the decision of the President.
- E. In accordance with Government Code Section 54954.2(a)(3), any Board member may request an item be placed on a future Board meeting agenda for discussion or action. The Board President, in cooperation with the District General Manager, shall determine when and how such a request for an item to be placed on a Board meeting agenda will be accomplished. When a Board member requests that a certain matter be placed on a future Board meeting agenda, its actual placement on a future Board meeting agenda shall depend upon several factors including, but not limited to: existing Board priorities, agenda items already in progress for placement on the Board meeting agenda, work load of affected District staff responsible for preparing a Board letter or memorandum on the subject as determined by the General Manager, and District Board consensus to place the matter on a future agenda.
- F. Emergency items can only be added pursuant to the provisions set forth in Government Code Section 54954.2.
- G. Members of the public may request to have an item placed on a future Board agenda during the public comment portion of a Board meeting. The President shall ask if any Board member supports this request. If there is support, the General Manager will be directed to place the item on a future Board agenda.

Section 6.03 Quorum. A majority of the current Board membership shall constitute a quorum. A majority of the Board members voting shall be required to approve, disapprove or otherwise act on any proposal, except matters requiring action by a specific number or percentage of the full Board as required by statute. A tie vote shall constitute a denial.

Section 6.04 Record of Proceedings.

- A. Recordings. All Board meetings shall be either audio or video-recorded and these records may be destroyed once the written minutes are prepared and approved by the Board, but in any event no less than thirty (30) days after the recording.

- B. Written Minutes of Board Meetings. The Board Secretary shall prepare for approval by the Board minutes recording all resolutions, ordinances, actions, and determinations of the Board. Minutes shall contain mainly a record of what was done at the meeting, not what was said by the Board members, staff or public. Robert's Rules of Order (11th Ed.), Section 48.
- C. Official Signatures. All papers involving official acts of the Board shall be signed in accordance with appropriate legislation relating to such acts. In the absence of specific regulations, the signature of the President or Vice-President attested by the Board Secretary shall be deemed sufficient.

Section 6.05 Order of Business. Subject to the authority of the President to make changes to the order of the agenda as provided in Section 6.02.C above, the preferred order of business shall generally be as follows:

- a. Call to Order
- b. Roll Call
- c. Agenda Review
- d. Approval of Prior Meeting Minutes
- e. Public Comment for Items Not Appearing on the Agenda
- f. Closed Session Agenda
- g. Regular Agenda
- h. Public Hearings
- i. General Manager Informational Report on District Operations
- j. Board Secretary's Report
- k. Committee Reports
- j. Old Business/Information Items
- k. Director Announcements/Reports
- l. Adjournment

Section 6.06 Closed Sessions. The Board may meet in closed session in accordance with the Brown Act.

Section 6.07 Amendments or Additions to the Agenda. Government Code Section 54954.2(b) provides that no action shall be taken on any item not appearing on the posted agenda, with certain specific exceptions. Other amendments to the agenda to be conducted during Agenda Review shall consequently be limited to removal, rearrangement, movement between categories, or addition of informational items.

Section 6.08 Adjournment. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment, pursuant to Government Code Section 54955.

Section 6.09 Temporary President. In the absence of the President or Vice-President 15 minutes after the noticed time of any meeting of the Board, the Board Secretary shall convene the meeting and the Board shall elect a temporary President to conduct such meeting. Upon arrival of the President or Vice-President, the higher ranking regular officer shall become the presiding officer and conduct such meeting.

Section 6.10 Rules of Order for Board and Board Committee Meetings.

- A. To the fullest extent practicable, the Board shall follow the latest edition of *Robert's Rules of Order Newly Revised* in the conduct of all Board and Board Committee business. If a conflict should arise between these Bylaws and *Robert's Rules of Order Newly Revised*, the latter shall take precedence over the former.
- B. To obtain the floor, a Director, staff member or public attendee must be directly recognized by the President.
- C. The Director making a motion shall clearly state the action or actions desired.
- D. A motion may be amended, prior to the vote, if the first & second on that motion agree to the amendment.
- E. A Board member who voted with the prevailing side on a question previously considered by the Board, may, prior to the adjournment of the meeting where such question was considered, move that the Board reconsider the vote on that question. Any member may second the motion to reconsider. If a majority of the Board votes in favor of the motion to reconsider, the question will be reheard before the Board. A motion to reconsider made at the same meeting has precedence over every main motion, and may be taken up at any time during the meeting if there is no other motion on the floor. Upon adoption, a motion for reconsideration cancels the previous vote on the question as though the previous vote had never taken place.
- F. If, after the adjournment of a meeting where a question was previously considered, a Board member who voted with the prevailing side on that question requests reconsideration of the question, a motion for reconsideration will be placed on the agenda of the Board's next scheduled meeting. At that next scheduled meeting, any member may second the motion to reconsider. If a majority of the Board votes in favor of the motion to reconsider, the question will be reheard before the Board. Upon adoption, a motion for reconsideration cancels the previous vote on the question as though the previous vote had never taken place.
- G. Agenda items which shall require a roll call vote are:
 - a) Contracts or any action involving the expenditure of over \$15,000 of District funds;
 - b) Board resolutions;
 - c) Quasi-legislative matters; and
 - d) Quasi-adjudicatory matters.
- H. All other Board votes on other Board meeting agenda items may be conducted by voice vote, (i.e., signifying affirmative or negative). The Board Secretary

shall publicly report any action taken in the minutes and the vote or abstention on that action of each member present.

Section 6.11 Public Hearings. Public hearings will be conducted as follows:

1. Open public hearing
2. Receive staff report and recommendations
3. Report of written communications by Board Secretary
4. Public comment
5. Close public hearing
6. Discussion by Board of Directors

Further input by the public after the close of the public hearing shall be at the discretion of the Board President.

The formal rules of evidence applicable to an action at law shall not apply to hearings before the Board. The only rule that shall govern the admissibility or the reception of evidence is the requirement that the offered evidence have some reasonable tendency to explain or shed light on the matter at issue.

The testimony and argument of all persons appearing before the Board shall be limited to a reasonable time as determined by the Board President.

ARTICLE VII. BOARD COMMITTEES

Section 7.01 Establishment of Committees. The President may appoint such standing or temporary (*ad hoc*) committees as he or she deems appropriate and shall appoint, with the advice and consent of the Board, the members of committees from among the members of the Board. Committees shall be composed solely of members of the Board that are less than a quorum of the Board. All Board committees are advisory to the Board and thus are not binding on the Board.

Section 7.02 Committee Meetings. Committee meetings are public and subject to the requirements of the Brown Act. The committee meeting schedule shall be mutually determined by the committee membership. Committee meetings cannot be held without a majority of the committee membership present. If a committee member is unable to attend a scheduled committee meeting, it is the member's responsibility to notify the General Manager and Board Secretary at the earliest time possible.

Section 7.03 Representation on Other Boards, Committees and Agencies. The President shall appoint individual Directors to serve as the Board's representative to board, committees and agencies outside the District. The President may appoint himself or herself to serve in any of these positions.

ARTICLE VIII. ADMINISTRATION OF DISTRICT BUSINESS

Section 8.01 General Manager. The Board of Directors shall appoint a General Manager to

implement the policies and programs approved by the Board of Directors. The General Manager so selected shall meet such minimum qualifications as are established by the Board of Directors. The General Manager shall be an “at will” employee and shall serve at the pleasure of the Board.

- Section 8.02 Legal Counsel. The Board of Directors shall retain legal counsel to ensure all business of the District is conducted and all District Board actions taken conform to all applicable federal, state and local laws and regulations.
- Section 8.03 Independent Auditor. As required by law, the Board shall obtain the services of an independent certified public accountant to annually audit the financial books and records of the District. Such auditor shall annually present a written report of the District’s financial position to the Board of Directors along with a management letter containing any observations or comments deemed pertinent.
- Section 8.04 Other Employees. The General Manager shall appoint such other employees as are necessary to carry out the programs and policies of the Board of Directors and shall have the authority to execute employment agreements and make appointments pursuant to relevant personnel rules and regulations and shall be within the framework of the annual budget approved by the Board of Directors. The General Manager shall be the primary point of contact with the Board of Directors and individual Directors and shall be the intermediary between the Board of Directors and individual Directors and District staff.
- Section 8.05 Conflict of Interest Code. All Board Members and covered employees are subject to the District’s conflict of interest code and shall file periodic statements as required by the Political Reform Act of 1974 (Gov. Code Section 81000 *et seq.*) and Fair Political Practices Commission regulations (2 Calif. Code of Regs., Section 18000 *et seq.*).
- Section 8.06 Fiscal Matters. Consistent with the provisions of applicable laws of the State of California, and the operational needs of the District, the General Manager or his or her designee shall be authorized and responsible for the fiscal concerns of the District as follows:
- A. District Fiscal Year. Fiscal Year begins July 1st and ends June 30th.
 - B. Budget. Prepare, for adoption by the Board of Directors prior to July 1st of each year, a budget showing anticipated revenues and expenses for personnel, services, supplies, equipment and related expenses to perform the purposes and goals of the District. The Board-approved annual fiscal year budget shall authorize the General Manager and his or her staff to collect and expend funds for purposes identified in the adopted budget, as it may be amended by the Board of Directors from time to time. The General Manager shall control expenditures to be within the specific categories and purposes in the adopted or amended budget and within the available funds on hand and revenues received.

- C. Finance Management. As authorized by the Board, the General Manager will direct the collection and disbursement of all monies into and out of the District treasury. The General Manager is authorized to make investments and open and close bank accounts as necessary to conduct the business of the District and in accordance with the District's current investment policy adopted by the Board.
- D. Purchasing Authority. The General Manager has the authority to procure labor, supplies, services and equipment as necessary in accordance with policies established by the Board of Directors.
- E. Annual Audits. The General Manager shall arrange for entrance and exit interviews with the independent auditor as directed by the Board.

The General Manager is responsible for annually submitting financial reports to the State Controller's office (State Controller's Report) in accordance with Government Code Section 53891.

The independent auditor is to be instructed to supply the Board of Directors with all correspondence, related to the audit, simultaneously submitting copies of such correspondence to the General Manager and District staff.

- F. Statement of Investment Policy. The General Manager is responsible to present to the Board, for review and approval, an annual Statement of Investment Policy in accordance with Government Code Section 53646.
- G. Reimbursement Disclosure. The General Manager is responsible for a report being published, at least annually, to disclose any reimbursement paid by the District of at least one hundred dollars (\$100) for each individual charge for services or product received, in accordance with Government Code Section 53065.5.

ARTICLE IX. ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws are adopted by resolution and become effective on [REDACTED]. Proposed amendments shall be presented in writing at a regular meeting of the Board and may be adopted at the next regular meeting, provided at least fourteen (14) days have elapsed since the first meeting. Amendments shall be approved by resolution of the Board.

Changes to the District's boundary map due to annexations or detachments, and changes to the sections of laws referenced, and any changes to these Bylaws by reason of a change in the District's principal act or other State law affecting the District, shall be automatically incorporated as part of this document without the need for specific amendment following such changes.

Review of Application for Will Serve Letter [\[TABLED: ADA CONSIDERATIONS\]](#)

Garage Conversion to ADU for Property with Existing Meter at 935 Devereux.

Proposal

The proposed project consists of converting a 400 sqft garage to a "Tiny Home" ADU, with no change to the footprint, square footage or roofline. The ADU will have a kitchen and full bath.

Applicant provided a detailed site plan, showing the location of the proposed structure.

Screening Step 1: Is the proposed building site on a legal lot? YES

Applicant provided a copy of a tax assessor parcel map and a subdivision map that indicate a single 0.17-acre parcel.

Screening Step 2. Will the current allocation support an ADU? NO

Allocation Details:

- Allocation Case Identifier: AA-0044
- Allocation Category: 5/8" RES meter, 1 Parcel
- Parcel Size: 0.17 acre (7405 sqft)
- Current Base Fixed Allocation: 120 HCF/yr
- Current Base Variable Allocation: 47 HCF/yr (Stage 3 = 33 HCF/yr)
- Fixed Base Allocation Needed to Support ADU: 60 HCF/yr
- Deduction from Variable Allocation needed to Support ADU through drought stages: 70 HCF/yr

If the ADU are provided the customary fixed dwelling allocations, the new allocation for this property would be as follows:

- New Base Fixed Allocation: **180 HCF/yr**
- New Base Variable Allocation: **-23 HCF/yr**

Recommendation

If a will serve letter is to be supplied, but must clearly state:

- Letter applies only to the proposed ADU as described in the applicant-provided preliminary site plan with the file date 11-21-2022
- There will be no increase in the total (fixed plus variable) water allocation assigned to the meter Will Serve Letter will expire after 1 year.



Will-Serve/Proof of Service Letter Request Form for Existing Meters

A "Will-Serve" letter may be issued upon the District's completion of an analysis determining that all conditions of approval are met.

Applicant Information:

Name: [REDACTED] Account # Rental House
Existing Permitted Dwellings 1
Company: N/A Date Dwellings Permitted 1956
Mailing Address: [REDACTED] WA. 98926
Phone: 509-[REDACTED]
Email: [REDACTED]@elltel.net

Project Information:

Assessor's Parcel Number: 017-0-102-080

Service Address: 935 Devereux Drive

City, State, Zip Code: Ojai, CA. 93023

Planning Department Development case number (if applicable):

Type of Construction:

☐ New Construction ☐ Tenant Improvement ☒ ADU ☐ Other

Type of Use:

☐ Single Family Res ☐ Multi-Family Res (# of dwellings____) ☐ Commercial

Description of Project:

400 square foot detached ADU (existing garage conversion)

Required Attachments:

1. Drawing/sketch of project (with dimensions)
2. Tax Assessors parcel map that includes the subject property.
3. Subdivision map covering the location of the project.*
4. Documentation of existing permitted dwellings on the property.

* Clearly indicate all APNs and legal lots involved in the project. Ensure any markups to county documents do not obscure the underlying information.



Will-Serve/Proof of Service Letter Request Form for Existing Meters

☒ I acknowledge that MOWD will bill a \$100 Administrative Fee.

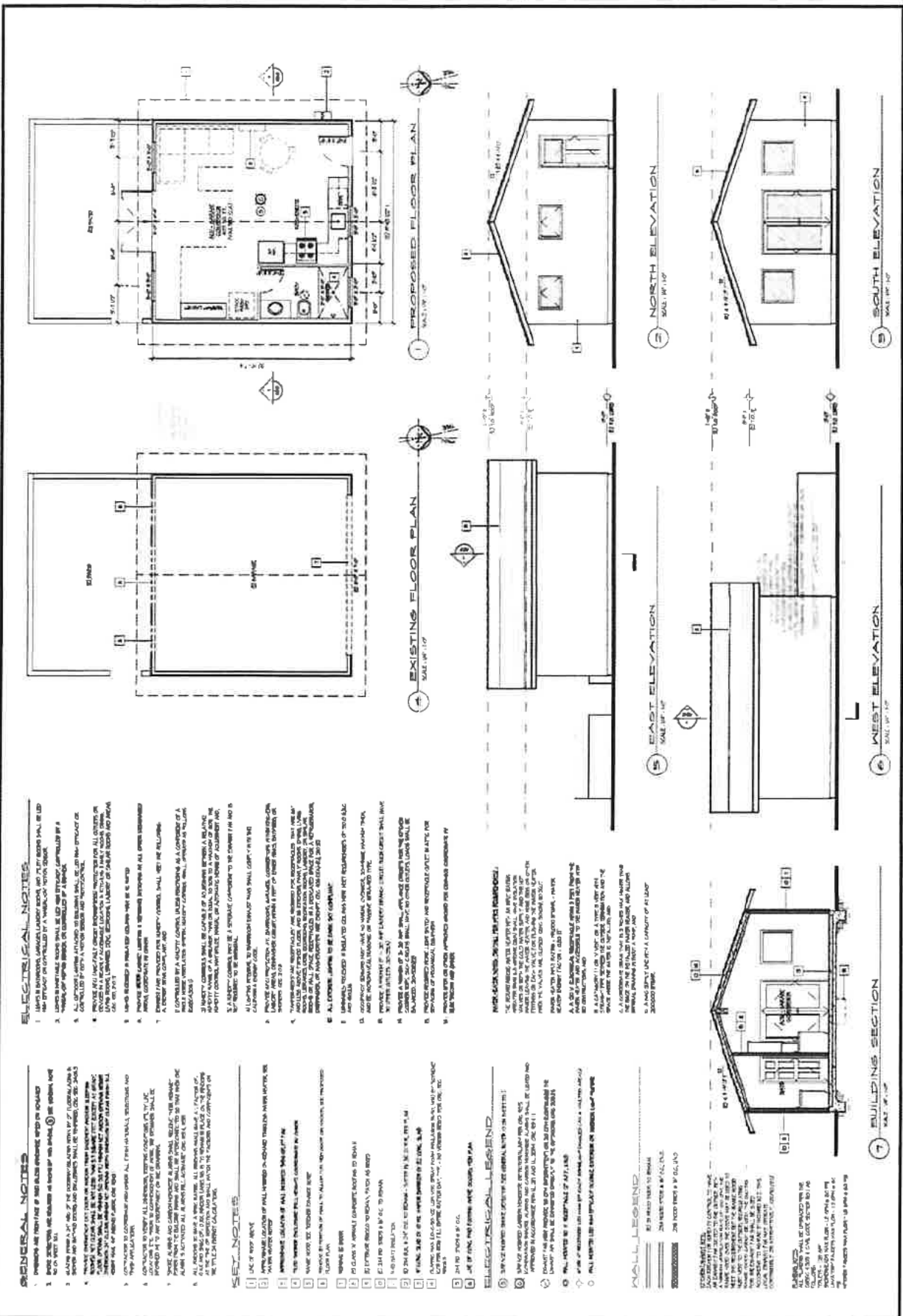
Applicant Signature

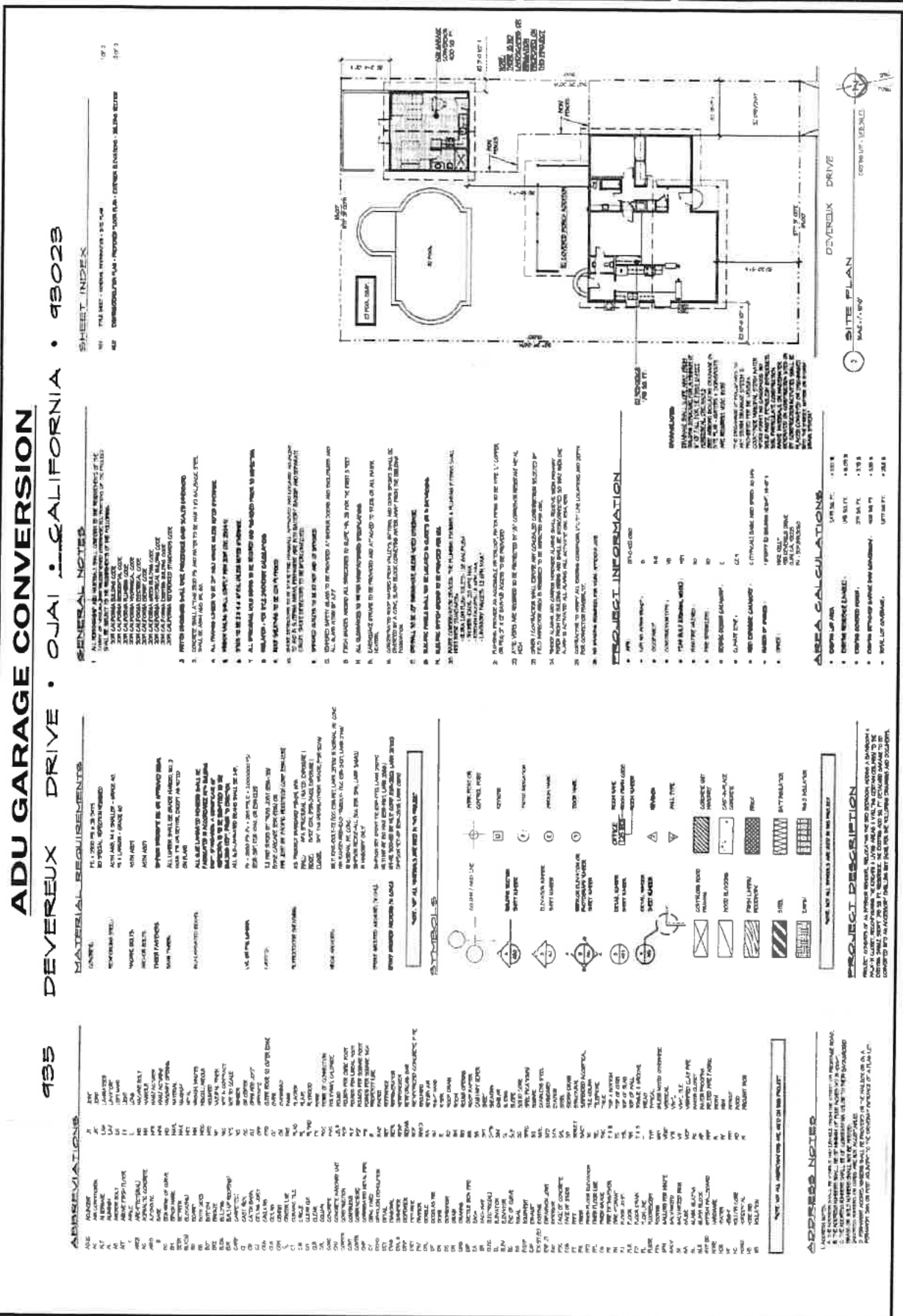
[Redacted Signature]

Date

11-21-22

Please allow a minimum of 60 days to evaluate and process this Will Serve letter request. The time frame will depend on receipt of satisfactory information from the applicant and schedule of pertinent District Committees and Board of Directors meetings.







District Summary/Update

- **Casitas Lake Level:** 39.6% +17' December 1st – 1/11/23
- **Purchased Water:** MOWD is 100% on Casitas as of 9/2/2022
- **Wells:** Field Staff is working on preparing the well for service
- **Grant Funding:** Well Feasibility Study, Land Resiliency Partnership Projects, Advanced Metering Infrastructure (Grant Agreement has been presented)
 - Schedule a Grant Committee Meeting to go over the contract
 - Discuss Grant writing assistance from California Rural Water Association
- **Rain Fall Totals (28 days/Season) :**

Casitas Dam	16.58" / 23.89"
Matilija Dam	26.72" / 37.44"
Stewart Canyon	12.95" / 18.56"
Nordhoff Ridge	29.84" / 43.07"
- **GIS Mapping:** GIS mapping of the district has been Completed. Staff is currently attaching info to each asset
- **Treatment Plant Project:** MKN & Associates are working towards final design
- **Well Study:** In Progress; Water quality sample results have been received and being assessed by Hopkins Groundwater Consultants, Inc

Current Well Levels and Specific Capacity

WELL #1	DEC 21'	JAN 22'	FEB 22'	MAR 22'	APR 22'	MAY 22'	JUN 22'	JUL 22'	AUG 22'	SEP 22'	OCT 22'	NOV 22'	DEC 22'	JAN 23'
STATIC (ft)	26.6	24.9	31.5	31.1	30.6	35.3	36.75	37.85	N/A	36.80	35.90	34.95	23.2	14.53
RUNNING (ft)	OFF	31.5	37.3	37.8	37.3	42.7	45	41.8	42.25	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	6.6	5.8	6.7	6.7	7.4	8.25	3.95	N/A	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	276	261	269	261	224	172	134	97	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	41.8	45	40.15	38.96	30.27	20.85	33.92	N/A	OFF	OFF	OFF	OFF	OFF
WELL #2	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
STATIC (ft)	25.95	24.6	30.5	31.1	30.9	34.95	36.8	39.5	N/A	37.4	34	34	23.5	16.36
RUNNING (ft)	OFF	36.15	44.2	42.7	39.3	41.15	58.5	43.2	58.8	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	11.55	13.7	11.6	8.4	6.2	21.7	3.7	N/A	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	209	194	172	157	74.8	89	59	52	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	18.1	14.16	14.83	18.7	12.06	4.14	15.95	N/A	OFF	OFF	OFF	OFF	OFF
WELL #4	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
STATIC (ft)	52.3	28.8	31.2	32.5	34.8	39.2	51.7	61.2	N/A	69.30	66.8	63.8	54.8	23.60
RUNNING (ft)	OFF	54.9	56.9	60	59.4	63.4	74.7	103.5	78.7	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	26.1	25.7	27.5	24.6	24.2	23	42.3	N/A	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	380	382	390	377	361	334	273	178	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	14.5	14.86	14.18	15.33	14.92	14.52	6.45	N/A	OFF	OFF	OFF	OFF	OFF
WELL #7	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
STATIC (ft)	55	19.8	24.5	26.95	31.2	38.95	54.4	63.8	N/A	72.30	69.5	66.5	57.45	31.10
RUNNING (ft)	OFF	23.7	28.15	30.65	34.55	42.6	59.6	68.95	74.1	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	3.95	3.65	3.7	3.35	3.65	5.2	5.15	N/A	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	336	332	342	321	309	281	273	195	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	85	90.96	92.43	95.82	84.66	54.04	53.01	N/A	OFF	OFF	OFF	OFF	OFF
WELL #8	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
STATIC (ft)	65.5	46	51.55	54.8	57.7	62.9	67.1	71	73.50	75.20	76.5	75.9	58.2	33
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

Water Pumped, Sold, Purchased & Water Sales

MONTH	PUMPED (AF)	SOLD (AF)	PURCHASED (AF)	WATER SALES (\$)
2022 JAN	31.61	32.73	5.67	\$27,558.18
FEB	46.91	42.54	0.00	\$43,304.04
MAR	51.63	46.99	0.00	\$47,874.06
APR	52.30	41.27	0.00	\$41,677.74
MAY	59.56	54.39	0.00	\$45,566.68
JUN	66.59	58.50	0.00	\$59,471.10
JUL	71.51	66.96	1.74	\$68,164.20
AUG	65.83	68.31	6.55	\$114,437.40
SEP	4.12	66.18	65.42	\$110,857.55
OCT	0.47	60.02	58.38	\$100,581.25
NOV	0.27	45.86	45.59	\$76,853.70
DEC	0.63	31.63	33.08	\$86,799.84
YTD 2022	451.43	615.38	216.43	\$823,145.74
TOTAL 2021	411.94	640.95	266.57	\$648,269.32
TOTAL 2020	485.71	635.47	197.26	\$657,912.06

Reserve Funds

* Balance at the County of Ventura	\$ 1,424,084.79
Total Taxes	\$ 106,154.31
Total Interest from reserve account#	\$ 2,421.54

Fiscal Year Total Revenues

July 1 st – December 31 st	2021	\$ 1,033,207.76
July 1 st – December 31 st	2022	\$1,253,231.37

Bank Balances

* LAIF Balance	\$ 231,589.45
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$0.00
* Money Market (Mechanics Bank)	\$ 7,624.39
Amount Transferred to Mechanics from County this month	
Amount Transferred to General Fund from Money Market	\$ 0.00
Monthly Interest received from Money Market	\$.13
General Fund Balance	\$ 174,607.75
Trust Fund Balance	\$ 7,597.22
* Capital Improvement Fund	\$ 13,827.04
(#) Quarterly Interest from Capital Account	\$.11
Total Interest accrued	\$ 0.24

Board Secretary Report

January 2023

1. Administrative

- The State Waterboard Annual Water Use report has been submitted, due by February 1.
- Income Survey – Kennedy Communications expects to finish up the survey responses received to date, MOWD to mail out additional surveys to increase response rate and expect results by mid-to late January 2023.
- Staff evaluating transition and consolidation of phone and internet services, moving away from AT&T to Mitec Services. Staff report will be presented in February.

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

- Online Bill Pay vendor secure transaction fee will be increasing from \$1.25 to \$2.00 February 1.
- Financial Audit FY 21-22 in progress. – Fanning & Karrh, CPA.
- Accounts Receivable –SB 998 timeline for disconnects for non-payment (>\$200 @ 60 days) is in effect. Late fees and District past-due processes resumed as of March 26, 2022. *As of December 15, 2022, no accounts have been shut off for non-payment.*

3. Billing/Customer Service

Month	#Total Service Orders	# Account Owner Changes	Monthly Customer Bill Total	Over-Allocation \$ (drought)	Other Conservation Penalties
Dec 21	53	6	\$141,663.91	\$3,002.00	\$0
Jan 22	110	5	\$110,228.55	\$882.00	\$0
Feb 22	72	10	\$124,078.38	\$4,993.00	\$0
Mar 22	80	7	\$123,073.26	\$5,308.00	\$0
Apr 22	72	14	\$113,351.51	\$2,131.00	\$0
May 22	101	6	\$129,660.69	\$2,294.00	\$0
Jun 22	68	7	\$133,628.56	\$4,311.00	\$0
Jul 22	110	6	\$142,448.60	\$4,095.00	\$100
Aug 22	109	8	\$195,707.04	\$5,236.00	\$0
Sep 22	81	6	\$211,050.86	\$28,070.00	\$0
Oct 22	81	6	\$214,082.52	\$35,420.00	\$0
Nov 22	78	5	\$174,076.68	\$19,655.00	\$0
Dec 22	119	5	\$325,512.38*	\$107,275.00*	\$0

- Over-Allocation charges for September 2022 reflect the rate increase from \$1 to \$5 and multiple customer leaks during the billing period.
- Dec 22 monthly billing and over-allocation were artificially high due to two misreads, accounting for \$186,786 and \$99,340 respectively. (Actual totals: \$138,726.38 and \$7,935).

Board of Directors

Board Member	Position	Term Ends	Term Type
Michel Etchart	President	2026	Long Term (Re-elected 2022)
Christian Oakland	Vice President	2024	Long Term (Elected 2020)
James Kentosh	Director	2026	Long Term (Re-elected 2022)
Christy Cooper	Director	2024	Appointed May 9, 2022, Re-elect for 2 yr term to 2024
Joe Pangea	Director	2026	Long Term (Elected 2022)

4. Projects

- a. Policy & Procedure, Resolution & Ordinance web posting – in progress.
 - Financial Audit recommended policies and procedures – ad hoc committee
- b. Board Bylaws – Presented to the Board for review/approval.
- c. Employee Handbook – Draft in process.
- d. Staff evaluation of multimedia and document scanning, archiving and search/edit software.

5. Complaints & Compliments

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

Attachments: None.