

#### **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

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

JOIN BY COMPUTER: https://meet.goto.com/203971861

**DIAL-IN (US TOLL-FREE)**: 1 877 309 2073

**ACCESS CODE**: 203-971-861

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

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

## February 21, 2023, at 6:00 pm.

- 1. Call meeting to order
- 2. Roll call
- 3. Approval of the minutes: January 17, 2022, Regular Meeting
- 4. Public comment for items not appearing on the agenda

<u>Right to be heard</u>: 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.

<u>Closed Session Agenda</u> - 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 January 16, 2022, to February 15, 2023, in the amount of:

Payables - \$ 92,236.78

Payroll – \$ 51,514.35

Total – \$143,751.13

#### 7. Board action and/or discussion

- a) Approval of Resolution 20230221: Adoption of Board Bylaws. (Etchart/Oakland) Attachment Recommended Action: Approval of Resolution 20230221: Adoption of Board Bylaws.
- b) Approval of updated Board Policy F-002: Purchasing Goods & Services. (Etchart/Ward) Attachment

Recommended Action: Approve updated Board Policy F-002: Purchasing Goods & Services.

- c) Ventura Watershed Flow Enhancement and Water Resiliency Regional Framework (VRIF) Phase 2, Withdraw Grant Application. (Martinez/Etchart) Attachment Recommended Action: Approve GM sending withdrawal letter.
- d) Approval of Potential Grant Funding and Grant Application for the Replacement Treatment Plant.
   (Cooper/Etchart) Attachment
   Recommended Action: Approve the submittal of the general grant application.
- e) Approval of Will-Serve Letter requests for (1)1330 S. La Luna; (2) 190 E. El Roblar; (3) 240-244 N Arnaz; (4) 234 & 246 S Padre Juan; (5) 569 Tico; (6) 138 S Alvarado. (Martinez/Kentosh) Attachments

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

- f) Approval of migrating District phone and internet services from AT&T to Mitec Solutions. (Ward/Martinez) – Attachment Recommended Action: Approve migration of phone and internet from AT&T to Mitec Solutions.
- g) Approval of Temporary Standby Pay for GM during recruitment and training of replacement Utility Worker I/II, not to exceed six months. (Martinez) Attachment Recommended Action: Approval of temporary standby pay for GM not to exceed six months.
- h) Approval of a budget transfer of \$11,000 from System Maintenance to Meters to purchase an initial 35 smart meters not to exceed \$33,000. (Martinez) Attachment Recommended Action: Approve transferring \$11,000 budgeted funds from System Maintenance to Meters and purchase 35 smart meters not exceeding \$33,000.

#### 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 March 21, 2023.

Regular Meeting

January 17, 2023

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, Joe Pangea, and Christy Cooper. Staff Present: General Manager, Justin Martinez, and Board Secretary, Summer Ward. Attorney Present: Stuart Nielson.

**Absent: Christian Oakland** 

#### 3. Approval of the Minutes

Approval of December 20, 2022, Regular Board Meeting minutes.

Director Cooper made the motion to approve the December 20, 2022, Regular meeting minutes. Director Pangea seconded the motion.

#### No Public Comment.

Cooper/Pangea

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

Etchart - Y Kentosh - Y Oakland - A Pangea - Y Cooper - Y

- (4) Ayes- M/S/C
- (1) Absent Oakland

#### 4. Public Comments

- None
- 5. <u>Closed Session:</u> 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 did hold a Closed Session

#### 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

Director Kentosh made the motion to the Payroll and Payables from December 16, 2022, to January 15, 2023. Director Pangea seconded the motion.

#### No Public Comment.

Kentosh/Pangea

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

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

- (4) Ayes M/S/C
- (1) Absent Oakland

#### 7. Board Discussion/Actions

#### a. Election of the Board Officers. (Etchart)

Director Kentosh made the motion to nominate Director Etchart to the position of Board President for one year. Director Cooper seconded the motion.

#### No Public Comment.

Kentosh/Cooper

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

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

- (4) Ayes M/S/C
- (1) Absent Oakland

Director Etchart stated that he spoke to Director Oakland prior to the meeting, and Director Oakland is open to continuing as Vice President.

Director Cooper made the motion to nominate Director Oakland to the position of Board Vice President for one year. Director Pangea seconded the motion.

#### No Public Comment.

Regular Meeting Minutes January 17, 2023

#### Cooper/Pangea

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

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

- (4) Ayes M/S/C
- (1) Absent Oakland

#### b. Board Committee Membership. (Etchart)

Director Etchart reviewed the existing Board Committee Membership and District Representatives. The Board agreed on the Committee assignments. 2023 Committee Membership: (1) Executive Committee: Etchart & Oakland; (2) Budget & Rates: Oakland & Cooper; (3) Allocation, New Meters & Expansion of Services: Kentosh & Pangea; (4) Emergency & Safety: Oakland & Pangea; (5) Grants: Cooper & Etchart; (6) Ad Hoc Treatment Plant Funding & Design: Kentosh & Cooper. Board Representatives: (1) UVRGA: Etchart & Alternate Kentosh; (2) Ventura River Watershed Council: Cooper & Alternate Martinez; (3) Matilija Dam Removal: Martinez; (4) Adjudication Mediation Principals: Cooper, Kentosh & Alternate Etchart. Ms. Ward will reach out to each Committee to set up meetings.

No Public Comment.

No Motion.

#### c. Approval of Resolution 20230117: Adoption of Board Bylaws. (Etchart/Nielson)

Ms. Ward presented the proposed updates to the Board Bylaws, noting they have not been updated in over ten years. Attorney Stuart Nielson prepared the update to include legal and regulatory requirements and reformatted the document. Director Kentosh had some recommended changes and a few questions that he will send to Attorney Nielson and Staff. The Board agreed to send the Bylaws update to the Executive Committee to review Director Kentosh's recommendations. Then, it will bring the Bylaws and resolution back to the Board for adoption.

No Public Comment.

No Motion.

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

Mr. Martinez reviewed the Will-Serve request, as it was presented at the December 20, 2022, regular meeting. The homeowner lives out of the area and is proposing a garage conversion to an ADU but lacks the variable allocation. Additionally, the homeowner states that he is disabled and would like to use the ADU for himself and rent out the primary dwelling. The Board asked Attorney Nielson to review the Americans with Disabilities Act for any reason why an exemption to the policy should be granted to this

homeowner. Attorney Nielson reported that no such requirement exists in the ADA, and he recommended the Board follow the District policy with regard to this Will-Serve request. Mr. Martinez agreed with Attorney Nielson and recommended not granting the Will-Serve Letter at this time. Instead, Mr. Martinez will provide the homeowner with the policy language that describes what happens when Casitas Lake Levels are at or above 50%; the owner may have an opportunity to purchase additional allocation at a future time per the policy.

#### 8. General Manager's Report

Mr. Martinez reported that the Casitas Lake level is 41%; MOWD continues to purchase water from Casitas due to the proximity of the surface water from the river to the wells, per state regulations. Mr. Martinez stated that he anticipates returning to the wells very soon. Seasonal rainfall totals: Casitas Dam 26", Matilija Dam 41", Stewart Canyon 21.5", and Nordhoff Ridge 47". There have been some notable increases in the water levels. The District received the VRIF-2 Grant Agreement, which the Committee and Attorney Nielson will review before bringing it to the Board. 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.

#### 9. Board Secretary's Report

Ms. Ward presented the monthly Board Secretary report highlighting that the District submitted its annual State Waterboard Water Use Report. Ms. Ward noted that Kennedy Communications are calculating Income Surveys responses; additional surveys were mailed out earlier in the month and will help the District meet the minimum response rate required by the State. Ms. Ward reported that staff is evaluating the transition and consolidation of phone and internet services, moving away from AT&T to Mitec Solutions, the District's current IT services vendor. Ms. Ward will present a staff report with related expenses at the next board meeting. Director Pangea offered assistance with the planning for the transition to VoIP. Director Cooper recommended keeping at least one landline or adding a satellite phone for emergencies.

No Public Comment.

#### 10. Board Committee Reports

- Executive & Personnel Committee: No report.
- UVRGA: No report.
- Budget/Rate Committee: No report.
- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: No report.
- Grants: No report.

Regular Meeting Minutes January 17, 2023 • Treatment Plant Design Ad Hoc Committee: No report.

#### 11. Old Business

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

#### 12. Director Announcements/Reports

- Director Kentosh: No report.
- Director Oakland: Absent.
- Director Pangea: No report.
- Director Cooper: No report.
- Director Etchart: No report.

#### 13. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 7:38 pm.

Board Secretary	Board President	

## Report of Income as of 1/31/2023

	Month of	Year To	Budget	Appropriation
Income	January	Date	Appropriation	Balance
Interest	1,210.07	9,453.15		9,453.15
Taxes	2,045.47	114,632.89		114,632.89
Pumping Charges	346.60	2,889.85		2,889.85
Fire Protection	105.27	1,172.34		1,172.34
Meter & Inst. Fees				
Water Sales	58,971.14	611,525.62		(611,525.62)
<sup>1</sup> Casitas Water/Standby	7,632.85	26,001.85		26,001.85
MWAC Charges	58,865.83	409,354.65		(409,354.65)
MCC Chg.	6,162.67	44,998.41	-77	(44,998.41)
<sup>2</sup> Misc. Income	1,252.49	51,153.67		51,153.67
Late & Delinquent Chgs.	3,938.87	24,796.90		24,796.90
Conservation Penalty		5,390.91		(5,390.91)
Capital Improvement		A State		
Drought Surcharge	7,635.36	96,127.75	bis (	96,127.75
Fire Flow/Will Serve Letters	600.00	4,500.00		(4,500.00)
		120		
TOTAL INCOME	148,766.62	1,401,997.99		(1,401,997.99)

<sup>&</sup>lt;sup>1</sup> This line item is necessary because these sales are tracked in the expenditures <sup>2</sup> This line item includes a Hydrant Rental & Hartmann Allocation

#### Meiners Oaks Water District

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

Expenditures	Month of January	Year To Date	Budget Approp	Approp Bal 01/31/23	Current February	Approp FY Bal To Date
Salaries	49,378.53	340,947.88	600,000.00	259,052.12	-	259,052,12
Payroll Taxes	4,764.04	27,145,26	55,000.00	27,854.74	2	27,854.74
Retirement Contributions	6,524.76	45,416.83	75,000.00	29,583.17	( <del>=</del> ()	29,583.17
Group Insurance	6,740.92	51,678,36	96,000.00	44,321.64	197	44,321.64
Company Uniforms		2,341.56	4,500.00	2,158.44		2,158.44
Phone Office	1,075.22	7,163,44	10,000.00	2,836.56	224.06	2,612.50
Janitorial Service	598.09	3,642.63	6,000.00	2,357.37		2,357.37
Refuse Disposal	396.79	2,448.13	5,000.00	2,551.87	201	2,551.87
Liability Insurance	±.	65,376.96	66,000.00	623.04		623.04
Workers Compensation		15,313.30	16,000.00	686.70	9-2	686.70
Wells	208.83	2,941.34	5,000.00	2,058.66	50	2,058.66
Truck Maintenance	181.88	8,123.51	3,500.00	(4,623.51)	-	(4,623.51)
Office Equipment Maintenance	184.00	3,073.57	4,000.00	926,43	682.85	243.58
Security System	_16	191.70	1,000.00	808.30	95.85	712.45
Cell Phones	477.17	2,623.60	4,500.00	1,876.40	F2	1,876.40
System Maintenance	281.87	15,756.95	90,000.00	74,243.05	-	74,243.05
Safety Equipment	58.08	1,060.90	6,000.00	4,939.10	3	4,939.10
Laboratory Services	2,244.00	10,233.00	14,500.00	4,267.00	588.00	3,679.00
Membership and Dues		8,639.00	9,000.00	361.00	2 -	361.00
Printing and Binding		777.31	2,000.00	1,222.69	ā	1,222.69
Office Supplies	609.05	4,983.72	6,000.00	1,016.28	14	1,016.28
Postage and Express	67.75	9,572.48	12,000.00	2,427.52	:=	2,427.52
B.O.D. Fees		2	27,000.00	27,000.00	ā	27,000.00
Engineering & Technical Services		6,734.15	50,000.00	43,265.85	=======================================	43,265.85
Computer Services	1,051.95	12,520.31	17,000.00	4,479.69	834.84	3,644.85
Other Prof. & Regulatory Fees	422.09	30,608.14	40,000.00	9,391.86	38.00	9,353.86
Public and Legal Notices		*	2,000.00	2,000.00	-	2,000.00
Attorney Fees	1,372.50	16,798.00	50,000.00	33,202.00	2,730.00	30,472.00
GSA Fees		74,444.00	80,000.00	5,556.00		5,556.00
VR/SBC/City of VTA Law Suit	1,025.00	3,294.40	75,000.00	71,705.60	¥	71,705.60
Rental Equipment	750				*	
Audit Fees	1,350.00	15,850.00	25,000.00	9,150.00	300%	9,150.00
Small Tools	134.02	2,144.76	5,000.00	2,855.24	34	2,855.24
Election Supplies	150	15%	2,500.00	2,500.00	*	2,500.00
Treatment Plant	26.34	26.34	10,000.00	9,973.66	2,889.77	7,083.89
Fuel	1,327.72	12,523.33	20,000.00	7,476.67	*	7,476.67
Travel Exp./Seminars	382.38	1,767.37	2,000.00	232.63	#	232.63
Utilities	382.07	2,432.95	3,500.00	1,067.05	9	1,067.05
Power and Pumping	2,527.60	36,191.87	80,000.00	43,808.13	¥	43,808.13
Meters	333.07	4,381.16	25,000.00	20,618.84		20,618.84
Total Expenditures	84,125.72	849,168.21	1,605,000.00	755,831.79	8,083.37	747,748.42
Water Distribution System	-		21		j.	
144 # 0 A 17 4 B		781		*	-	194
Well 8 Nitrate Removal/Blending			60,000.00	60,000.00	=	60,000.00
Valve Replacements		(¥)	50,000.00	50,000.00	É	50,000.00
Tank Cleaning		:=:	*	-		(-
Meiners Rd. Tank/Zone	3		75,000.00	75,000.00		75,000.00
Structures and Improvements	-	:8:		-	(*)	1124
Ten observat Clarit 4000/ Company		37.5	0.00.000.00		3.5	J
Treatment Plant 100% Eng. Design	25,891.58	175,292.26	350,000.00	174,707.74	7/2	174,707.74
Field Equipment			(e)	= =	2-	141
Field Equipment		1.50			89:	
CIS Equipment 8 Software		40,000,54	45.000.00	- 107110	<b>19</b>	
GIS Equipment & Software		10,928.51	15,000.00	4,071.49	132	4,071.49
Air Compressor		:#:	3,500.00	3,500.00	4.0	3,500.00
		(4)	720		-	:75
A		30	34		295	
Appropriations for Contingencies	420.08	57,829.98	100,000.00	42,170.02	6,240.90	35,929.12
Total CIP Spending	26,311.66	244,050.75	653,500.00	409,449.25	6,240.90	403,208.35
GRAND TOTAL	110,437.38	1,093,218.96	2,258,500.00	1,165,281.04	14,324.27	1,150,956.77



## Meiner's Oaks County Water District, CA

## **Check Report**

By Vendor Name

Date Range: 01/16/2023 - 02/15/2023

Vendor Number Payable # Bank Code: AP Bank-	Vendor Name Payable Type AP Bank	Post Date	Payment Date Payable Descripti		Discount Am Discount Amount		Payment Amount able Amount	Number
AQUA-F	Aqua-Flo Supply		02/13/2023	Regular		0.00	4.41	10624
<u>\$12045375</u>	Invoice	01/12/2023	Copper Fitting Red	lucer	0.00		4.41	
ATT 3225768120123	AT&T (Phone & Internet) Invoice	01/06/2023	01/27/2023 Office Phone/Inte	Regular rnet	0.00	0.00	232.73 232.73	10607
ATT 3225768120223	AT&T (Phone & Internet) Invoice	02/06/2023	02/13/2023 Office Phone/Inter	Regular rnet	0.00	0.00	224.06 224.06	10625
AT&T 0126985706	AT&T Invoice	01/19/2023	01/27/2023 Office Phones	Regular	0.00	0.00	581.61 581.61	10605
AT&T 01840123	AT&T Invoice	01/13/2023	01/27/2023 Office Phones	Regular	0.00	0.00	260.88 260.88	10606
BADGER 0555281 8011683	Badger Meter Invoice Invoice	01/27/2023 01/30/2023	02/13/2023 Meters Beacon Hosting	Regular	0.00 0.00	0.00	410.17 333.07 77.10	10626
DRAGANCHUK 293454	Boyd & Associates Invoice	02/01/2023	02/13/2023 Security System	Regular	0.00	0.00	95.85 95.85	10627
CALPERS INVO002221	California Public Employee Invoice	s' Retirement 01/13/2023	01/31/2023 Health	Bank Draft	0.00	0.00	3,454.73 3,454.73	DFT0001742
CALPERS INVO002233	California Public Employee Invoice	s' Retirement 01/31/2023	01/31/2023 Health	Bank Draft	0.00	0.00	3,454.68 3,454.68	DFT0001752
CALPERS 011723	California Public Employee Invoice	s' Retirement 01/17/2023	01/27/2023 Health Premium	Bank Draft	0.00	0.00	22.80 22.80	DFT0001761
238406 238708	Cal-State Invoice Invoice	02/02/2023 02/07/2023	02/13/2023 Portable Toilet Portable Toilet	Regular	0.00 0.00	0.00	258.09 126.23 131.86	10628
CMWD  261150123 261150123-2 262000123	Casitas Municipal Water Di Invoice Invoice Invoice	otrict 01/31/2023 01/31/2023 01/31/2023	02/13/2023 Fairview Standby Fairview Purchased Hartmann Allocatio		0.00 0.00 0.00	0.00	35,347.91 1,033.31 34,102.53 212.07	10629
CLEANCO <u>1511</u>	Cleancoast Janitorial Invoice	01/27/2023	01/27/2023 January Janitorial	Regular	0.00	0.00	340.00 340.00	10608
VCRMA 059472	County of Ventura, RMA Invoice	01/06/2023	01/27/2023 CUP PL17-0095 @ :	Regular 2680 Maricopa Hwy.	0.00	0.00	225.84 225.84	10609
DOCUPRO 254200	DocuProducts Corporation Invoice	02/01/2023	02/13/2023 Copier Maintenanc	Regular e	0.00	0.00	682.85 682.85	10630
EJHAR 281300123 994260123	E. J. Harrison Rolloffs, Inc. Invoice Invoice	01/13/2023 01/13/2023	01/27/2023 Office Trash 3 Yard Dumpster	Regular	0.00 0.00	0.00	396.79 153.24 243.55	10610
<b>CFANN</b> 012623	Fanning & Karrh Invoice	01/26/2023	02/13/2023 Audit filiing of the S	Regular pecial Districts Financ		0.00	1,350.00 1,350.00	10631

Date Range: 01/16/2023 - 02/15/2023

Check Report						Dat	te Range: 01/16/202	23 - 02/15/2
Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Am	ount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Descripti	ion	Discount Amount			
FGLENV	FGL Environmental		01/27/2023	Regular		0.00	1,374.00	10611
219379A	Invoice	01/12/2023	Samples		0.00		1,267.00	
300038A	Invoice	01/18/2023	Samples		0.00		107.00	
FGLENV	FGL Environmental		02/12/2022	Desules		0.00	4.405.00	
219842A	Invoice	01/27/2023	02/13/2023	Regular		0.00	1,106.00	10632
220066A	Invoice	01/30/2023	Samples		0.00		63.00	
220476A	Invoice	01/30/2023	Samples	*:	0.00		143.00	
300373A		· · · · · · · · · · · · · · · · · · ·	Samples		0.00		98.00	
300706A	Invoice Invoice	01/31/2023 02/02/2023	Samples		0.00		107.00	
300700A	Invoice	02/02/2023	Samples		0.00		35.00	
300707A	Invoice	02/02/2023	Samples		0.00		35.00	
301094A	Invoice	02/08/2023	Samples		0.00		107.00	
301099A	Invoice	02/08/2023	Samples		0.00		443.00	
301033A	illyoice	02/08/2023	Samples		0.00		75.00	
GUARDIAN	Guardian		01/27/2023	Regular		0.00	678.01	10603
INV0002222	Invoice	01/13/2023	Dental		0.00		339.03	
INV0002234	Invoice	01/31/2023	Dental		0.00		338.98	
GUARDIAN	Guardian		01/27/2023	Regular		0.00	10.00	10613
7690460123	Invoice	01/17/2023	Dental Premium	IVERGIAI	0.00	0.00	10.00	10612
1030100123	mvoice	01/1//2025	Dentarriennam		0.00		10.00	
HLTHNE	Health Net Life Insurance	Company	01/27/2023	Regular	į	0.00	56.70	10613
61790123	Invoice	01/04/2023	Health Net Life Ins	surance	0.00		56.70	
LICC								
HCS	Herum/Crabtree/Suntag	04 /04 /0000	01/27/2023	Regular		0.00	1,025.00	10614
105764	Invoice	01/01/2023	SBCK vs VTA		0.00		1,025.00	
HODGE	Hodgepodge Mobile Gara	age	01/27/2023	Regular		0.00	37.38	10615
10957	Invoice	01/24/2023	Fuel Cap	0	0.00	0.00	37.38	10013
			·		5.00		37.30	
JCI	JCI Jones Chemical, Inc.		02/13/2023	Regular	(	0.00	2,889.77	10633
906449	Invoice	02/07/2023	Chlorine		0.00		3,489.77	
906458	Credit Memo	02/10/2023	Container Return		0.00		-600.00	
MOAR	Meiners Oaks Auto Repai	r	01/27/2023	Regular	(	0.00	78 70	10616
051706	Invoice	01/17/2023	Oil Change	6	0.00	0.00	78.70	10010
MOLIARD								
MOHARD 028888	Meiners Oaks Hardware	04/04/2022	02/13/2023	Regular		0.00	646.65	10634
0288926	Invoice	01/01/2023	Bolts & Screws		0.00		11.11	
028964	Invoice	01/01/2023	Primer, Cement, N		0.00		25.32	
029183	Invoice	01/01/2023	Copper Tube, Saw	Hole	0.00		117.44	
029867	Invoice Invoice	01/03/2023	Screwdriver	at Common Tools	0.00		16.58	
029963	Invoice	01/11/2023	Smart Straw, Buck	et, Super Tub	0.00		45.05	
030116	Invoice	01/11/2023 01/12/2023	Chain Coil, Nipple		0.00		59.58	
030232	Invoice	01/12/2023	Lime-Rust Remove	r Snap, Liquid Chlorinator	0.00		26.34	
030405	Invoice	01/16/2023	Bolts & Screws	onap, ciquio Chiorinator	0.00		156.60	
030429	Invoice	01/16/2023	Plastic Pails for Mo	stor Oil	0.00		17.07	
030473	Invoice	01/16/2023	Chain Link, Bolts &		0.00		6.62	
030523	Invoice	01/17/2023	Drill Bit	. Julews	0.00		13.02	
030592	Invoice	01/17/2023	Spring Snap		0.00 0.00		34.15 17.07	
030657	Invoice	01/18/2023	Bolts & Screws					
031109	Invoice	01/23/2023		Mildew Cleaner, Spong	0.00 0.00		37.92 62.78	
		,, 2023	saccines, wiola & I	cicanei, spong	0.00		02.76	
MKN&A	Michael K. Nunley & Asso		02/13/2023	Regular	C	0.00	9,258.02	10636
101955	Invoice	01/30/2023	Water Treatment F	Plant Design	0.00		9,258.02	
MITEC	MiTec Solutions LLC		01/27/2023	Regular	•	0.00	95.00	10617
87652	Invoice	01/15/2023	Splashtop, Anti-Vir	-	0.00		55.00	1001/
87717	Invoice	01/15/2023	Antivirus-Monthly		0.00		40.00	
		, -,	·		0.00		.0.00	
MITEC	MiTec Solutions LLC		02/13/2023	Regular	C	0.00	834.84	10637
1065510	Invoice	02/06/2023	Monthly Maintena	nce	0.00		360.00	

Date Range: 01/16/2023 - 02/15/2023

Cneck Report						Date Range: 01/16/202	23 - 02/15/2023
Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amor	unt Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Descripti		Discount Amount	•	
1065522	Invoice	02/06/2023	Remote Labor		0.00	60.00	
88142	Invoice	02/01/2023	Exchange, Web Ho	nsting ShareSync	0.00	256.84	
88181	Invoice	02/01/2023	Off Site Back Up	osting, sharesyne	0.00	98.00	
88352	Invoice	02/01/2023	X360 Recover				
00332	IIIVOICE	02/01/2023	A300 Recover		0.00	60.00	
NCK&K	Nelson Comis Kettle & Kir	nev. IIP	02/13/2023	Regular	0	.00 2,730.00	10638
9135	Invoice	02/03/2023	Attorney Fees		0.00	2,730.00	10030
3233	11110100	02,03,2023	recorney rees		0.00	2,730.00	
PATHIAN	Pathian Administrators		01/27/2023	Regular	0	.00 114.47	10604
INV0002224	Invoice	01/13/2023	HSBS	J	0.00	57.24	
INV0002236	Invoice	01/31/2023	HSBS		0.00	57.23	
		0-, 0-, 2020			0.00	37.23	
PATHIAN	Pathian Administrators		01/27/2023	Regular	0	.00 58.84	10618
INSXX204510	Invoice	01/16/2023	Vision	_	0.00	58.84	
		, , .			0.00	33.0	
PERS	Public Employees' Retiren	nent System	01/31/2023	Bank Draft	0.	.00 700.00	DFT0001741
INV0002220	Invoice	01/13/2023	457 Withholdings		0.00	700.00	
PERS	Public Employees' Retiren	nent System	01/31/2023	Bank Draft	0.	.00 3,125.26	DFT0001743
INV0002223	Invoice	01/13/2023	PERS		0.00	3,125.26	
						1/5	
PERS	Public Employees' Retiren	nent System	01/31/2023	Bank Draft	0.	.00 700.00	DFT0001751
INV0002232	Invoice	01/31/2023	457 Withholdings		0.00	700.00	
2500							
PERS	Public Employees' Retiren		01/31/2023	Bank Draft	0.	00 3,442.73	DFT0001753
<u>INV0002235</u>	Invoice	01/31/2023	PERS		0.00	3,442.73	
nenė	Dublic Constant of Dation		02/40/2022	D. 10.6			
PERS	Public Employees' Retiren	•	02/10/2023	Bank Draft		•	DFT0001762
10000001706909	Invoice	02/01/2023	Unfunded Accrued	Liability	0.00	2,853.83	
PERS	Public Employees' Retirem	ont System	02/10/2023	Bank Draft	0	00 137.50	DET0001763
10000001706910	• •	02/01/2023					DFT0001763
10000001/00310	invoice	02/01/2023	Unfunded Accrued	Liability	0.00	137.58	
SCE	Southern California Edisor	ı Co.	01/27/2023	Regular	0	00 2,692.77	10619
OFFELE0123	Invoice	01/26/2023	Office Electricity	певии	0.00	165.17	10013
TNKFRM0123	Invoice	01/26/2023	Tank Farm				
WELL1-0123		01/26/2023			0.00	31.23	
	Invoice		Well 1		0.00	411.77	
WELL2-0123	Invoice	01/26/2023	Well 2		0.00	341.67	
WELL4&70123	Invoice	01/26/2023	Well 4&7		0.00	1,110.55	
WELL80123	Invoice	01/26/2023	Well 8		0.00	171.60	
<u>Z-10123</u>	Invoice	01/26/2023	Zone 1		0.00	90.46	
Z-2FIRE0123	Invoice	01/26/2023	Zone 2 Fire		0.00	65.86	
Z-2PWR0123	Invoice	01/26/2023	Zone 2 Power		0.00	287.66	
<b>Z-3FIRE0123</b>	Invoice	01/26/2023	Zone 3 Fire		0.00	16.80	
SCGAS	Southern California Gas Co	).	02/13/2023	Regular	0.	00 216.90	10639
0689	Invoice	01/30/2023	Office Heat		0.00	216.90	
							2
STARDYMIX	State Ready Mix Inc.		01/27/2023	Regular	0.	00 413.87	10620
6333	Invoice	01/01/2023	Leak N. Rice & Fair	view	0.00	413.87	
CTA DOVA 41V							
STARDYMIX	State Ready Mix Inc.		02/13/2023	Regular		00 6.21	10640
<u>6333-2</u>	Invoice	01/31/2023	Service Charge		0.00	6,21	
CMDCD	Chata Water Deserves Des		04 /27 /2022	01			
SWRCB	State Water Resources Box		01/27/2023	Regular		00 100.00	10621
G5608530123	Invoice	01/16/2023		ction & Diversion for 2	0.00	50.00	
G5612870123	Invoice	01/16/2023	Groundwater Extra	ction & Diversion for 2	0.00	50.00	
SWIDER DWOER	State Weter Beauty	-t  D  D14/0.00	01/27/2022	Denview	_	00 00	10500
SWRCB-DWOCP	State Water Resources Cor			Regular			10622
T2JM2023	Invoice	01/20/2023	T2 - Justin		0.00	60.00	
TORO	Toro Enterprises Inc		02/12/2022	Pogular	•	00 6340.00	10644
	Toro Enterprises, Inc.	02/10/2022	02/13/2023	Regular		00 6,240.90	10641
16393	Invoice	02/10/2023	Fairview Rd. Emerg		0.00	3,257.50	
15395	Invoice	02/10/2023	Fairview Rd. Emerg	gency Repair	0.00	2,983.40	

#### **Check Report**

Date Range: 01/16/2023 - 02/15/2023

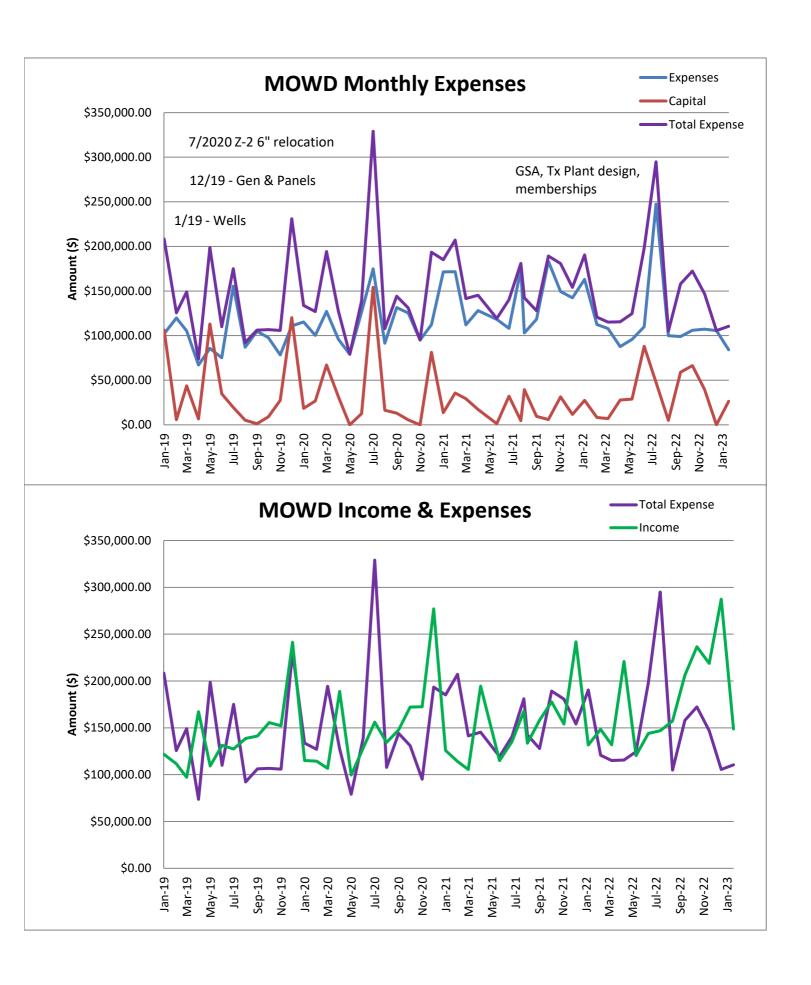
Vendor Number	Vendor Name		Payment Date	Payment Type	Discount Amoun	t Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	on	Discount Amount Pa	ayable Amount	
UAOFSC	Underground Service Ale	ert of So.Ca.	02/13/2023	Regular	0.0	38.00	10642
120230446	Invoice	02/01/2023	Digalerts		0.00	38.00	
USBANK	US Bank Corporate Pmt.	System	02/13/2023	Regular	0.0	0 1,367.06	10643
AAS011623	Invoice	01/16/2023	Stamps		0.00	67.75	
AGAVE122322	Invoice	01/01/2023	Christmas Dinner		0.00	382.38	
AMAZON010223	Invoice	01/02/2023	Water Bottle Caps		0.00	10.71	
AMAZON010623	Invoice	01/06/2023	Gloves		0.00	58.08	
<u>AMAZON011823</u>	Invoice	01/20/2023	Label Maker		0.00	41.88	
AMAZON012023	Invoice	01/20/2023	Storage Locker		0.00	337.82	
CUSTOM011823	Invoice	01/18/2023	Name Plates		0.00	96.98	
DROPBOX012023	Invoice	01/20/2023	Drop Box		0.00	90.00	
GOTO011623	Invoice	01/16/2023	Remote Meetings		0.00	10.00	
MOAR01923	Invoice	01/19/2023	Oil Change Ranger		0.00	65.80	
OSS011023	Invoice	01/10/2023	Storage Facility		0.00	184.00	
PRIME012023	Invoice	01/20/2023	Membership		0.00	16.08	
WESTRIDGE0116	Invoice	01/16/2023	Water		0.00	5.58	
VERIZON	Verizon Wireless		02/13/2023	Regular	0.00	9 477.17	10645
9926324818	Invoice	01/26/2023	Cell Phones		0.00	477.17	
WEX	WEX BANK		01/27/2023	Regular	0.00	1,327.72	10623
86414980	Invoice	01/15/2023	Fuel		0.00	1,327.72	

#### **Bank Code AP Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	100	41	0.00	74,345.17
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	17,891.61
EFT's	0	0	0.00	0.00
	109	50	0.00	92,236.78



51,514.35





#### Resolution 20230221

## 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 21<sup>st</sup> day of February 2023 by a majority vote of the members of the Board, as follows:

AYES: NOES: ABSTAIN: ABSENT:		
Board Secretary	Board President	
Summer Ward	Michel Etchart	

## MEINERS OAKS WATER DISTRICT

# BOARD OF DIRECTORS BYLAWS

(Adopted: February 21, 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 seg.* (hereinafter, the "Act").

#### ARTICLE II. PURPOSE AND FUNCTION

- Section 2.01 <u>Purpose and Powers</u>. 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 <u>Territory</u>. A map of the District and its boundaries is attached hereto as <u>Attachment 1</u>.
- Section 2.03 <u>Principal Office</u>. 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 <u>Board of Directors</u>. 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.
- 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 and resident of the District and otherwise qualified to hold office as provided in the Act and other applicable law. In accordance with Section 30508 of the Act, if a Director's place of residence, as defined in Section 244 of the Government Code, is moved outside the District's boundaries, and if within one hundred eighty (180) days of the move the Director fails to reestablish a place of residence within the District, it shall be presumed that a permanent change of residence has occurred and that a vacancy exists on the Board pursuant to Section 1770 of the Government Code.

#### Section 3.03 Elections.

A. <u>Election</u>. 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. <u>Term of Office</u>. 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. <u>Vacancies</u>. 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 <u>Board Compensation</u>. 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 <u>Act in the Public Interest</u>. 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 <u>Conduct of Directors</u>. 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. <u>Duty of Care.</u> 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. <u>Duty of Loyalty</u>. 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. <u>Duty of Obedience</u>. 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. <u>Fiduciary Duty</u>. 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 <u>Respect for Process</u>. Directors shall perform their duties in accordance with the processes and rules of order established in these Bylaws.
- Section 4.05 <u>Conduct at Public Meetings</u>. 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 <u>Decisions Based on Merit.</u> Directors shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- Section 4.07 <u>Communication</u>. 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 <u>Conflict of Interest</u>. 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 <u>Gifts and Favors</u>. 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 <u>Confidential Information</u>. 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.
- 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. Due to the small size of the District's staff, a Board member may from time to time provide support to staff. In those instances, the Director shall work closely with the General Manager and/or Board Secretary, and with the knowledge and consent of the Board. A Board member shall not attempt to circumvent Board direction by attempting to influence others outside of a public Board meeting.
- Section 4.14 <u>Positive Workplace Environment</u>. 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 <u>Titles and Functions</u>. 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. <u>President</u>. 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. <u>Vice-President</u>. The Vice-President shall assist the President in performance of his or her duties and in his or her stead when required.
  - C. <u>Board Secretary</u>. 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. <u>Length of Term</u>. The terms of all officers shall be from the date of their election by the Board 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. <u>Vacancies</u>. 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. <u>President and Vice-President Election Process</u>. 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. <u>Appointment of Board Secretary</u>. 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. <u>Assumption of Duties</u>. 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 <u>Time and Place</u>. Regular meetings of the Board shall be held on the third (3<sup>rd</sup>) Tuesday of each month, or as otherwise set by resolution of the Board. 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. For any agenda item that is complex or introduces topics unfamiliar to the Board, or for which the General Manager otherwise determines that a written staff report would be beneficial to the Board's review and discussion of the item, the General Manager shall prepare or direct the preparation of a written staff report or Board letter/memorandum 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. <u>Recordings</u>. All Board meetings shall be either audio or video-recorded and these recordings 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 or for such additional period of time as may otherwise be required by law or District policy.
- B. <u>Written Minutes of Board Meetings</u>. 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. <u>Official Signatures</u>. 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
  - 1. Adjournment
- Section 6.06 <u>Closed Sessions</u>. The Board may meet in closed session in accordance with the Brown Act.

- Section 6.07 <u>Amendments or Additions to the Agenda</u>. Government Code Section 54954.2 provides that no action or discussion shall be undertaken on any item not appearing on the posted agenda, with certain specific exceptions. Subject to such specified exceptions, other amendments or additions to the agenda that are considered by the Board during Agenda Review shall be limited to removal, rearrangement, or movement of items that are included in the agenda between categories, or addition of informational items.
- Section 6.08 <u>Adjournment</u>. 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 \$10,000 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 <u>Public Hearings</u>. 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 <u>Establishment of Committees</u>. 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. The attendance of a majority of the members of the Board at an open and noticed meeting of a standing committee of the District shall not constitute a meeting of the Board, provided that the members of the Board who are not also members of the committee attend only as observers. However, participation by a majority of the members of the Board (other than as observers, in the case of the non-committee members) in any committee meeting shall constitute a meeting of the Board and shall be noticed as a Board meeting in accordance with the requirements of the Brown Act.
- 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 <u>General Manager</u>. 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 <u>Legal Counsel</u>. 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 <u>Independent Auditor</u>. 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 <u>Conflict of Interest Code</u>. 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 <u>Fiscal Matters</u>. 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. <u>District Fiscal Year</u>. Fiscal Year begins July 1<sup>st</sup> and ends June 30<sup>th</sup>.
  - B. <u>Budget</u>. Prepare, for adoption by the Board of Directors prior to July 1<sup>st</sup> 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. <u>Finance Management</u>. 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. <u>Purchasing Authority</u>. 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. <u>Annual Audits</u>. 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 provide the Board of Directors with access to all correspondence related to the audit, simultaneously submitting copies of such correspondence to the General Manager and the Board Secretary.
  - F. <u>Statement of Investment Policy</u>. 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. <u>Reimbursement Disclosure</u>. 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 February 21, 2023. 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.

#### MIENERS OAKS WATER DISTRICT

## **Board Member Reference Guide**

## **Resolution 081611-1**

Meiners Oaks Water District 08/16/2011

The mission of Meiners Oaks Water District and its staff is to produce and deliver a reliable and sustainable supply of water to meet the needs of the residents and properties and the community within its boundaries.

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#### **Board Members BYLAWS**

## MEINERS OAKS WATER DISTRICT

#### Article I. NAME

The name of this organization is the Meiners Oaks Water District. (further referred to as District) The District was formed under Chapter 592 of the acts of the 40<sup>th</sup> session of the California Legislature in December, 1948 under Government Code section 53011 and 53051.

#### Article II. HISTORY

Meiners Oaks Water District was formed in December, 1948 as a Special District under Health and Safety Code 4011. Added to that, Meiners Oaks Water District operates under a permit issued by the State Board of Public Health since June, 1954.

#### Article III. MISSION AND OBJECTIVES

The mission of Meiners Oaks Water District and its staff is to produce and deliver a reliable and sustainable supply of water to meet the needs of the residents and properties and the community within its boundaries.

### Article IV. TERRITORY

Use LAFCO Definition (See attachment 1 and 2)

## Article V. PLACE OF BUSINESS

The administrative office is located at 202 West El Roblar, Ojai CA 93023.

## **Article VI. GOVERNING BOARD**

The Board is the governing body of the District. The Board receives its power from the California Constitution and State laws passed by the legislature, including the District's formation document dated March 1949. State law takes precedence if a conflict occurs between State Law, versus these bylaws or any action by the Board.

## **Article VII. POWERS**

The powers of the District, pursuant to Health & Safety Code § 4011 et seq., include but are not limited to:

Use a seal

- Sue and be sued
- Acquire property, plan, construct, reconstruct, alter, enlarge, lay, renew, replace, maintain, and operate as the Board deems necessary and proper
- Permit the use of District property by other governmental agencies
- Permit the lease of the District property [Water code 32449 and 32451]
- Acquisition and disposal of surplus property [ CA. Gov. Code Section 54220 – 54232]
- Make & accept contracts & deeds
- Expend any sum required in an emergency without complying with regular competitive bidding requirements
- Pay lawful claims & demands
- Employ & pay necessary employees
- Lay its mains & laterals in any public street or road in the County or City
- May sell, or otherwise dispose of byproducts resulting from District operations
- Call & conduct all necessary or proper elections
- Enter into contracts with county or city to pay and apportion costs of locating, repairing or relocating facilities on roads or other property of the other County or City
- Prescribe, revise & collect, fees, tolls, rates, rentals, or other charges for services & facilities furnished
- Exercise the power granted by [Water Code 32449/32451 & CA Government code 53011/53051]
- Borrow money & incur indebtedness & guarantee the performance of its legal or contractual obligations
- Enter upon private property for the purpose of inspection & maintenance of facilities

#### Section 1. Ethics Guidelines

#### 1.1 Acts 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.

#### 1.2 Comply with the Law

Directors shall comply with the laws of the Nation, the State of California and the District in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; Fair Political Practices laws; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open process of government; and policies in accordance with AB 1234.

#### 1.3 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, the staff or public.

#### 1.4 Respect for Process

Directors shall perform their duties in accordance with processes and rules of order established in this guide.

#### 1.5 Conduct at Public Meetings

Directors shall prepare themselves for public issues; listen courteously and attentively to all public discussion 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. Brown Act (See Attachment 3)

#### 1.6 Communication

Directors shall publicly share substantive information that is relevant to a matter under consideration by the Board, which they may have received from sources outside of the public decision-making process.

#### 1.7 Conflict of Interest

In order to assure their independence and impartially 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.

#### 1.8 Gifts and Favors

Directors shall not take any special advantage of services or opportunities for personal gain, by virtue of their public offices 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. (AB 1234 Board member ethics)

#### 1.9 Confidential Information

Directors shall respect the confidentiality of information concerning the property, personnel or affairs of the District. They shall not disclose confidential information unless required to fulfill their fiduciary duty. They shall not disclose confidential information to advance their personal, financial or other private interest.

#### 1.10 Representation of Private Interests

In keeping with their roles as stewards of the public interest, Directors shall not appear on behalf of the private interests of third parties before the Board.

#### 1.11 Advocacy

Directors shall represent the official policies of the District to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Directors shall explicitly state they do not represent their body, nor will they allow the inference that they do.

### 1.12 Policy Role of Directors

Directors shall not interfere with the administrative functions of the District or the professional duties of District staff; nor shall they impair the ability of staff to implement Board policy decisions.

### 1.13 Positive Workplace Environment

Directors shall support the maintenance of a positive and constructive workplace environment for District employees, customers, members of the public and businesses dealing with the District. District shall recognize their special role in dealings with District employees and in no way create the perception of inappropriate direction to staff.

### Section 2. Number of Directors

Pursuant to Water Code Section 30500 the minimum number of members for the Board of Directors is five (5), each representing the District as a whole.

### Section 3. Vacancies and Appointments

Refer to California Government Code Section 1780 et seq. regarding Board member vacancies and appointments.

No member of the Board shall have more than three (3) unexcused absences in one calendar year.

### Section 4. Elections

### 4.1 Election

Each member of the Board is elected in a general election pursuant to Elections Code 10500et seq.

### 4.2 Election Year

Elections are held in even-numbered years in November and are consolidated with the County of Ventura's general election; the new terms, following election, begin at the first meeting in January.

### 4.3 Residence Requirements

Each member of the Board is required to maintain their primary domicile (inhabiting) within the district from which they are elected: CA Gov. Code Section 34882, CA Elections Code Section 10227

### 4.4 Term of Office

The term of office for each member of the Board is four years beginning on the first regular meeting in January, following the general election. This date will also be designated in the letter from the County Elections Officer to the newly elected Board Member. A member's term can be terminated by his/her resignation from office, Board action, or termination of residence within the District.

### 4.5 Vacancies

Vacancies on the Board shall be filled for the unexpired term pursuant to Government Code Section 1780 et seq.

- Seating of newly elected directors takes place at the first meeting after the County Board of supervisors certifies the election results as recommended by the County Elections Office. Previous office holder, unless removed from the board, shall serve until the meeting of the newly elected director takes office.
- 2. Every newly elected director shall take an oath of office at the time of seating, as required by the County Clerk's office.
- 3. A newly elected director must file a Conflict of Interest Statement, pursuant to the requirements of the Political Reform Act, (Government Code Sections 87300-87302) as amended by the Fair Political Practices Commission pursuant to (Ca. Gov. Code Section 18730).

### Section 5. Board Compensation

### 5.1 Compensation

Directors shall be compensated for each meeting of the Board of Directors, or sub-committee meeting. [Government Code Section 20201 et seq.] Attended by him/her or for each day's service rendered as a member by request of the Board, together with any expenses incident thereto. Rate of compensation and eligible expense reimbursement shall be set by resolution of the Board. (Resolution # 031511-1)

### Article VIII. OFFICERS OF THE BOARD

### Section 1. Titles and Functions

The officers of the Board of Directors shall consist of the following:

### 1.1 President

The President shall preside at all meetings of the Board of Directors, have general supervision of the affairs of the Board of Directors, represent such duties as the bylaws may prescribe.

### 1.2 Vice-President

The Vice-President shall assist the President in performance of his/her duties and act in his/her stead when required.

### 1.3 Secretary (not an elected position)

The Secretary countersigns all resolutions and ordinances with the President of the Board. The General Manager may act as Secretary to the Board.

### Section 2. Terms of Office

### 2.1 Length of Term

The terms of all officers shall be from the date of their election (historically this election has been held at the December Board Meeting) for the following approximately 12 month period when elections are held again. Any member can be reelected to continue in the same office.

#### 2.2 **Vacancies**

If the President fails to complete his/her term, the Vice-President shall act in his/her stead and a new Vice-President shall be elected for the remainder of the term.

If the Vice-President fails to complete his/her term, the Board of Directors will elect a Board member to serve out the remainder of the unexpired term.

### Section 3. Office Elections

### 3.1 **Nominations**

Nominations for each office will be open to all members of the Board. Nominations will be made by members of the Board, and taken at the Board meeting at which the election of officers will occur. No member shall be nominated without his or her consent. to serve if elected.

### 3.2 **Election Process**

The election of officers shall take place as the first item of business at the regular meeting of Board of Directors in January of each year. Officers shall be elected in the following order: President and Vice-President

#### 3.3 Method of Election

There shall be one vote per slate of candidates for each office. The candidate (or nominee) who gains the majority of votes from the board members present shall win that office. Votes may not be cast in absentia. In elections with multiple nominees, where no one receives a majority, a runoff vote shall take place between the two top vote receivers.

(No abstentions are allowed in these elections)

### 3.4 **Assumption of duties**

Officers shall assume the duties of their offices immediately following completion of the election process for all offices.

### Article IX. MEETINGS OF THE BOARD OF DIRECTORS

### Section 1. Time and Place

The time and place of regular meetings of the Board shall be set by resolution. All meetings shall be conducted pursuant to Section 54950 et seg. of the California Government Code, commonly known as the Brown Act. (Attachment 3)

### Section 2. Agenda

The Secretary of the Board is responsible for posting a copy of each Board meeting agenda at the District Administration Office, on the outside posting board, for regular meetings at least 72 hours prior to the meeting time as required by Section 54954.2 of the California Government Code, and for other meetings as required by the Brown Act. The Secretary of the Board shall mail a copy of each agenda to those people, agencies, organizations who have requested to be placed on the current mailing list for such notices. The General Manager is responsible for preparing a written staff report on agenda items, as appropriate. The Board

President may change the sequence of items on the agenda. Any Board Member may request an item be placed on the agenda for discussion or action. All such requests shall consider the amount of time needed for staff to research. Emergency items can only be added pursuant to the Brown Act.

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 3. Quorum

A majority of the current Board membership shall constitute a quorum. (Three (3) or more) A majority of the Board members voting shall be required to approve, disapprove or otherwise act on any proposal. A tie vote shall be tabled for a full board vote.

### **Section 4. Special Meetings**

Special and Emergency Meetings of the Board shall be called in accordance with Section 54950 et seq. of the Brown Act.

### **Article X. RECORDS OF PROCEEDINGS**

### Section 1. Recordings

Meetings may be recorded to assist in the preparation of written minutes of Board proceedings. These sound recordings may be destroyed once the written minutes are prepared and approved by the Board.

### Section 2. Written Minutes

The Secretary of the Board shall prepare for approval by the Board of Directors minutes recording all resolutions, ordinances, actions, and determinations of the Board.

### Section 3. 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 Secretary to the Board shall be deemed sufficient.

### Section 4. Public Records Act Policy

The District shall comply with the California Public records Act [Government Code Section 6250 et seq.], all qualified written requests for District records shall be promptly made.

### Article XI. RULES OF ORDER

### Section 1. Order of Business-Board Meetings

The President, or acting President, may make changes in the order of the agenda unless a two-thirds vote of the members in attendance defeats the decision of the President. The preferred order of business shall be as follows:

### Section 2. Rules of Order Per Agenda Item

To obtain the floor, a Director or staff member must be recognized by the President. A public attendee must fill out a speakers card and be recognized by the President. The Board may limit the amount of time speakers are permitted to address the Board.

The Director originating a motion/or action, should state the action or actions desired.

A motion may be amended, prior to the vote, if the first & second on that motion agree to that amendment.

The Board must address the matter of whether to reconsider the action or not by a majority vote. If the decision to reconsider an action occurs at the same meeting as the action itself, and is affirmative, the matter will be placed on the Agenda for the next Board Meeting.

If after the conclusion of a meeting, a Board Member requests the reconsideration be placed on the Agenda of the next meeting, the

motion to reconsider and, if affirmative, the reconsideration shall occur at the meeting.

Vote on all other motions can be conducted by voice vote, i.e. aye or nay.

### Section 3. 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 Clerk of the Board
- 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 President.

### Section 4. Closed Sessions

Closed sessions may be called by the President at any time during a meeting in accordance with Section 54950, et seq. of the California Government Code. (Brown Act)

### Section 5. Additions to the Agenda

Items may be added to the agenda at the beginning of a regular meeting only when the item to be added meets the requirements in Government Code Section 54950 et seq., commonly referenced as "the Brown Act." Additions cannot be made to the agenda of any special meeting.

### Section 6. 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. (Brown Act)

### Section 7. Temporary Chairperson

In the absence of the President and the Vice-President 15 minutes after the noticed time of any meeting of the Board, the Secretary

of the Board 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.

### Article XII. BOARD COMMITTEE

Annually, following the election of officers, the Board will renew the Standing Committees deemed appropriate for the Board's needs. The President of the Board of Directors shall appoint from within the Board's membership, with the advice of the Board, Directors to serve on each of the standing committees, and any additional temporary ad hoc committees as he/she deems appropriate.

The President of the Board of Directors shall appoint individual Directors to serve as the Board's representative to boards, committees and agencies outside the District. The President may appoint himself/herself to serve in any of these positions.

Committee meetings are public and subject to the requirements of "the Brown Act."

Committees shall consist of no more than two (2) members.

The committee meeting schedule shall be mutually determined by the committee membership. Committee meetings cannot be held without 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 at the earliest time possible.

### Article XIII. ADMINISTRATION OF DISTRICT BUSINESS

### Section 1. 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. He/she shall serve at the pleasure of the Board.

The General Manager will be subject to review annually by the Board of Directors beginning in April.

The General Manager shall be responsible for the publication and distribution of an agenda packet for Board of Directors and Committee meetings.

### Section 2. Legal Counsel

The Board of Directors shall obtain legal counsel to insure that all business of the District is conducted in conformity with the laws of the State. Such legal counsel may be obtained by the employment of a competent attorney or by such other means deemed appropriate.

Contact with District Legal Counsel by an individual Director is prohibited except with the consent of President or by direction or approval of the Board. The General Manager is authorized to contact District Legal Counsel as deemed necessary.

### Section 3. Independent Auditor

Pursuant to Government Code 26909 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 comments deemed pertinent.

### Section 4. Conflict of Interest Code

All Board Members and covered employees (Board Secretary and General Manager and legal counsel) are subject to the District's conflict of interest code and shall file periodic statements as required by law.

### Section 5. Fiscal Matters

Consistent with the provisions of applicable laws of the State of California, and the operational needs of the District, the General Manager shall be authorized and responsible for the fiscal concerns of the District as follows:

Fiscal Year begins July 1st and ends June 30th.

### 5.1 Budget

Prepare, for adoption by the Board of Directors prior to July 1<sup>st</sup> 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. Adoption of said budget authorizes the General Manager 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 purpose in the adopted or amended budget and within the available funds on hand and revenues received.

### 5.2 Finance Management

As authorized in the District's Signatory Policy, adopted 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 of Directors.

### 5.3 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. (Policy # F002)

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 § 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 Staff.

### 5.5 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 § 53646.

### 5.6 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 § 53646.

# ARTICLE XIV. ADOPTION AND AMENDMENT OF this reference guide

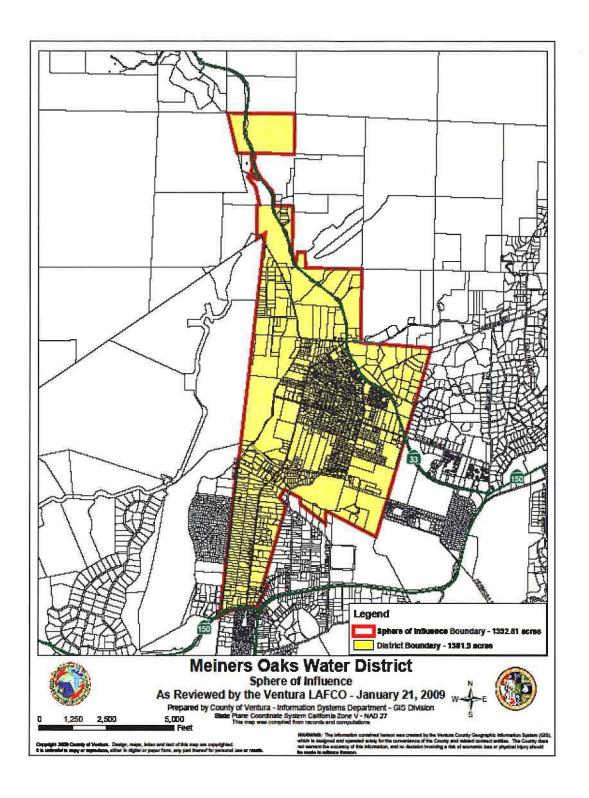
This reference guide shall be adopted by resolution and become effective on August 16, 2011. Proposed amendments shall be presented in writing at a regular meeting of the Board of Directors and may be adopted at the next regular meeting, provided at least 14 days have elapsed since the first meeting. Amendments shall be approved by resolution of the Board and attached to this document. Changes to the District's boundary map due to annexations or detachments, and changes to the sections of laws reference, and any changes to this reference guide 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.

Now, Therefore be it resolved that this Board Member Reference Guide be fully adopted as resolution 081611-1 by the Meiners Oaks Board of Directors on this 16<sup>th</sup> Day of August, 2011.

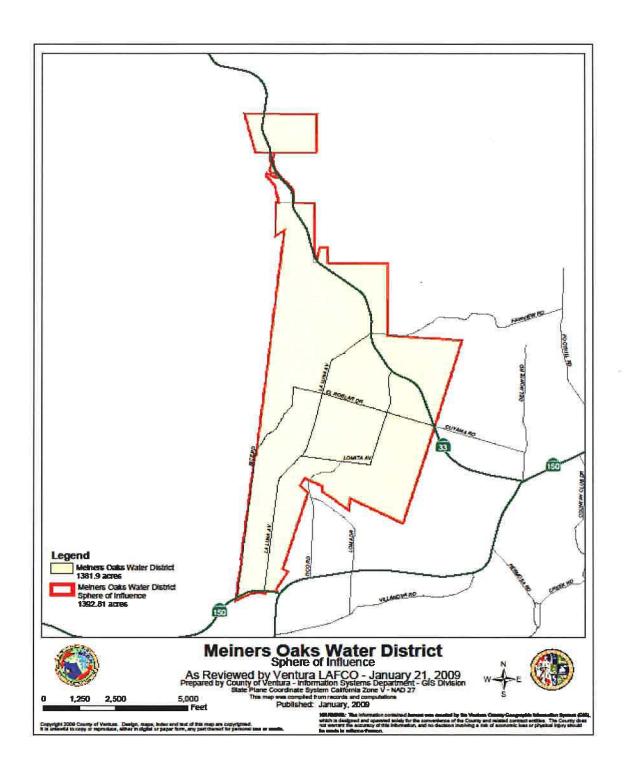
Board President, Moira Barron

Board Secretary, Brandi Malone

# **Attachment 1 District Boundary**



## **Attachment 2 District Boundary**



# **Attachment 3 Brown Act**





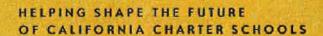
LAW OFFICES OF MIDDLETON, YOUNG & MINNEY, LLP

# The Ralph M. Brown Act

# California Government Code Sections 54950-54963

August 28, 2009

Please note the information contained herein is current as to the date above. Because the law is constantly changing, we do not recommend that you act on this information without consulting legal counsel. Additionally, the attached Government Code Sections have been scaled down to meet the needs of charter schools. Joint Powers Authorities, health insurance organizations, etc. should not rely upon this as a complete reproduction of the Brown Act.



MIDDLETON, YOUNG & MINNEY, LLP

TO UNIVERSITY AVENUE, SUITE IGO SACRAMENTO, CA 95825 1 916.645, 1400 - T 916.646, 1300 - WWW. MYNICHARTERIAW, CON





# **Board Policy F-002: Purchasing Goods & Services**

### **Purchasing Authority**

The purchasing authority of the District's General Manager is limited to no more than \$10,000 without prior Board authorization.

General Manager may designate, in writing, a specific level of purchasing authority to appropriate District employees. However, it may not exceed \$5,000.

### **Purchase Orders**

Purchase orders are required for all purchases greater than \$1,000.

### **Informal Bids**

A minimum of three written informal bids are required for all purchases or services in any amount greater than \$5,000 and below \$10,000. The data received is to be documented on a standard spreadsheet form which states what is being bid on and shall list the company name, address, contact person, phone number, date, and bid price, including any taxes, shipping, etc. along with any other notes or pertinent information. The written informal bids shall be attached to the spreadsheet and maintained with the purchase order for the specific good or service.

### **Formal Bids**

Formal competitive bidding procedures shall be used to procure all goods and services estimated to be over \$10,000. The District will prepare an invitation for bid or request for proposal, publicize the invitation for bid or request for proposal, bids or proposals will be submitted by prospective contractors/vendors, and the District will evaluate the bids or proposals and then award the contract.

### **Emergencies**

In case of an emergency, General Manager has the authority to make the purchases necessary to alleviate the emergency. As soon as practical, the Board President shall be notified of such action, and a determination shall be made as to whether or not an emergency Board meeting shall be convened to deal with the emergency or if the emergency is sufficiently under control to be able to wait for the next regular meeting to authorize further expenditures.

Approval		
		-
Board Secretary	Board President	

202 W. El Roblar Drive, Ojai, California 93023 Tel: (805) 646-2114 Web: <u>www.meinersoakswater.com</u>



Reference: Board Bylaws

Last Edit: May 15, 2007





2-6-2023

### Ventura Watershed Flow Enhancement and Water Resiliency Regional Framework Phase 2

Dear Ventura County Resource Conservation District (VCRCD),

Meiners Oaks Water District is grateful for your partnership and efforts to conserve water across our valley. We also acknowledge the time and effort put into our VRIF2 request. However, over the elapsed time the districts direction has changed. And the effort needed to fulfill VCRCD contractual agreements is a bit heavy for our small district. Respectfully, Meiners Oaks Water District is withdrawing our VRIF2 request.

MOWD looks forward to partnering with VCRCD on future projects.

Sincerely,

Justin Martinez
General Manager
Meiners Oaks Water District

### Potential Grant Funding: DWSRF FUNDING

Maximum PF, Grant or Co	mbination Thereof Per	Construction Pro	ject <sup>38, 39</sup>	
Type of Community⁴0	Residential Water Rates as a Percentage of MHI 41	Percentage of Total Eligible	Maxim	num Amount Per nnection <sup>42,43, 44</sup>
Category A – C and/or Consolidation Projects <sup>45</sup>				
Small DAC/SDAC; Eligible NTNC <sup>46</sup> That Serves a Small DAC/SDAC; Expanded Small DAC/SDAC; Medium DAC/SDAC; <sup>47</sup> or Small Non-DAC with MHI < 150% of Statewide MHI	N/A	up to 100%		\$60,000 48
Category D – F Projects				
Small DAC/SDAC or Eligible NTNC That Serves a Small DAC/SDAC	N/A	up to 100%		\$45,000
	>=1.5%			
Expanded Small DAC/SDAC	<1.5%	Not Eligible for	or PF, Grant Thereof	or Combination
Repayable	Construction Financin	ng Terms		
Type of Community	Residential Water Rates as a Percentage of MHI	Interest Rate	Maximum Financing Term <sup>49</sup>	Local Cost Share <sup>50</sup>
Small SDAC or Eligible NTNC That Serves a Small DAC	N/A	0%		
	>=1.5%		40 Years	Waived
Small DAC or Expanded Small DAC/SDAC	<1.5%	1/2 General Obligation Bond Rate	40 16815	vvalved

SDACs and DACs may be eligible for Prop. 1 GWGP drinking water treatment grants. For GWGP grants, the funding maximums provided above apply in addition to the limit for grant/PF from other funding sources. SDACs of any size may be eligible for GWGP grant funds regardless of water rates, and DACs of any size may be eligible for GWGP grant funds if residential water rates as a percentage of MHI≥1.5%. For GWGP grants, DACs and SDACs of any size, including large DACs, are subject to the grant limits specified for Small DACs in the table above. No local match is required.

NOTES: Where DFA amends an existing agreement for final budget approval or to add a subsequent phase of work, PF/grant for the final budget approval amendment or new phase may be awarded based on current IUP criteria or those in place at the time of original agreement execution, at DFA's discretion. DFA may deny DWSRF/SCG DW grant, PF or a combination thereof if the construction project has already been funded in part by other drinking water funding sources, including DWSRF and SCG DW funding. Where a PWS is privately owned, DFA may also consider the private owner's assets and ability to afford a loan before otherwise awarding PF, grant or combination thereof.

### Category A, B, and C projects:

- Category A immediate health risk such as waterborne disease outbreak
- Category B untreated or at-risk sources such as untreated surface water or untreated groundwater under direct influence of surface water
- Category C compliance or shortage problems such as chemical contamination or source capacity problem



### MEINERS OAKS WATER DISTRICT

February 14, 2023

### **Will-Serve Summary Report**

**Property** 1330 S La Luna Avenue

**Customer** The customer requests MOWD to provide a Will-Serve Letter for a **Request** proposed new primary residence that would be built on one of 4 lots

which already have two meters that serve two existing primary

single family residences.

Committee This project was discussed at the Feb 3 meeting of the MOWD

Committee on Allocations, New Meters and Expansion of Service;

and with the project proponent.

**Prepared by** Jim Kentosh, Director

### **Description and History of the Existing Property**

These four properties, shown in the site plan below, have a complex history. Current information on the parcels is summarized in the table below:

### **Existing Status of the Four Parcels**

Parcel	Address	APN	Area (acres)	Meter	Use	Fixed Allocation (HCF/yr)	Variable Allocation (HCF/yr)
#1	1330 S La Luna	018-0-	1.25		Empty		
		102-36					
#2	1330 S La Luna	018-0-	1.25	Yes	1 SFR	none	none
		102-37					
#3	1330 S La Luna	018-0-	1.25		Empty		
		102-38					
#4	1304 S La Luna	018-0-	1.16	Yes	1 SFR	120	521
		102-39					

We are not sure of the complete history of these parcels or when the larger lot was split into four parcels. What we know is that the original 1,811 SF primary dwelling, with 2 bedrooms and two baths, was built in 1949 on what is now Parcel #4. The street address appears to be 1304 S La Luna Avenue, though one reference cites it as 1303 S La Luna Ave. The 4-lot property was originally served by a single MOWD meter on La Luna Avenue.

### **Site Plan of 4 Parcels and Meters**



At some unknown time prior to 2017, the property was split into the four lots shown. In 2017, lots #1 through #3 were sold together to a single owner. In 2019 a 2,349 SF single family residence with 4 bedrooms and 3 baths was built on Parcel #2. The new residence was supplied water by a new MOWD meter on La Luna Avenue.

On February 28, 2017, MOWD provided a Will-Serve letter prior to the construction of the second residence in 2019. The letter assigned a baseline allocation of 1.44 acre-feet (627 HCF), though it is unclear how that was to be distributed among the four parcels. At that time MOWD had not yet adopted its *Policy on New Meters and Expansion of Service* (adopted in December of 2022), and our new allocation program was in a state of flux. In addition, the County of Ventura does not normally inform us when lot splits occur – if one occurred in that time frame.

As we were finalizing our current allocation program, there were a number of unusual cases where properties had multiple lots, multiple dwellings and multiple meters. We accounted for those as best we could at the time. Our waiver program is intended to resolve any inconsistencies that may be uncovered. In the present case we had four lots with 2 dwellings and 2 owners served by two meters.

Whatever may have happened, it appears that the MOWD staff who were working on finalizing the allocation program were unaware of the existence of the new (2019) residence on Parcel #2, or of the sale of Parcels #1 – #3 to a new owner. As a result, all of the allocation for the four parcels – 120 fixed and 521 variable – was calculated and assigned to the meter that serves the original residence on Parcel #4, which has a different owner. Ironically, there is no allocation assigned to the new residence on Parcel #2, and all water used there has been charged the full over-allocation penalty. Our accounting software did not notify us of this. It took a request for a Will-Serve letter to bring this unique situation to light. Upon further investigation, the Board might determine that a partial refund to the customer might be warranted.

It may be useful to better understand whether and how a new meter was installed to support a new residence without Board knowledge. Perhaps we need to improve our internal processes and external communications with the County. However, with a new landowner after 2021, some of that information may be lost.

### **Proposed 2-Step Process**

So, based on our preliminary analysis, it is proposed that MOWD proceed with a 2-step process:

- 1) Board approval of some method for recalculating and/or reassigning water allocations for the 4 properties to account for the new residence on Parcel #2. This would essentially be equivalent to a waiver process to adjust and correct the original allocations assigned to the properties.
- 2) Depending on the amount of allocation available for Parcels 1-3, make a determination whether sufficient allocation is available there to support a new

primary dwelling on Parcel #3, and whether that conforms with MOWD policy for issuing a Will-Serve letter.

### **One Possible Outcome**

One possible method for adjusting water allocations for this project is presented below. This is intended for discussion purposes only and is not meant to limit future board decisions on this matter. The two steps would proceed as follows:

### Step 1 – reassign original allocations through a waiver process

We are in the unusual situation of needing to reduce the allocation of one landowner (Parcel #4) and transferring part of it to a different property (Parcel #2) in which the first landowner has no financial interest. It is important to be fair to the owner of Parcel #4, who may feel penalized without having done anything wrong. The most equitable solution would be to assign Parcel #4 its full allocation as calculated from MOWD's current Allocation Program, without any reductions to accommodate the new residence and associated irrigation on Parcel #2. The residence on Parcel #4 would be granted fixed and variable allocations as follows:

### **Proposed Allocation for Parcel #4**

Fixed: 120 HCF/yr for 1 primary residence

Variable: Irrigable area = 36,013 SF

Variable Allocation = 318 HCF/yr (from allocation calculator)

These are essentially the allocations we would have calculated for Parcel #4 if Parcels 1-3 did not exist. In the absence of evidence that we had some other understanding with the landowner, these allocations are probably the most supportable.

An approach for assigning an allocation for Parcel #2 with its new residence and expansive green lawn (as displayed in realtors' photos) is far less obvious. That residence was built at a time when MOWD had in effect a moratorium on new connections. How did that happen?

Nevertheless, we provided a will-serve letter and allocation. The residence is built and people seem to be living in it. We can't reasonably shut their water off. So, as a minimum, Parcels 1-3 should be assigned a fixed allocation of 120 HCF/yr for the residence on Parcel #2. That amount is required for health and safety purposes.

So what should we do about the variable allocation for Parcels 1-3? Let's compare the allocations that would be calculated for each parcel by itself and for the 3 parcels treated as one aggregated parcel, as summarized in the table below:

Parcel Combinations	Parcel Area (Acres)	Irrigable Area (SF)	Variable Alloc (HCF/yr)
#1	1.25	52,373	384
#2	1.25	52,570	385
#3	1.25	53,463	388
Total for #1 – #3	3.75		1157
Combined #1 _ #3	3.75	158406	521

**Baseline Variable Allocation Combinations** 

Using an "Allocation Calculator" app based on MOWD's Allocation Program (posted online), the baseline variable allocation is calculated for each parcel or parcel combination in the table. The Irrigable Area for each parcel or combination is taken from aerial survey results received from Eagle Aerial around 2017. Each of Parcels #1 through #3, by itself, has a baseline variable allocation of 384, 385, and 388 HCF/yr, respectively. Added together, the 3 parcels would have a total variable allocation of 1157 HCF/yr. However, that amount of allocation would be excessive for a single residence.

Our Allocation Program does not provide for any allocation for an empty lot without a meter. Nevertheless, it does allow adjacent parcels to be combined for the purpose of calculating allocations. If the irrigable areas for the 3 parcels are added, the corresponding variable allocation would be 521 HCF/yr. That amount is limited by the 2 acre cap on irrigable area, which is specified in the Allocation Program and is more appropriate for a single family residence on a large lot. Therefore, it is proposed that the variable allocation for Parcels #1 – #3 be set at 521 HCF/yr in Step 1.

As one option for Step 1, these allocation adjustments are recommended to accommodate the construction in 2019 of a new residence on Parcel #2. A new allocation would be provided to the meter that serves Parcels #1 - #3.

### **Step 2: Allocation Adjustment for New Dwelling on Parcel #3**

A basic principle of our Policy on New Meters and Expansion of Service is that customers can, within limits, decide how they want to use the allocations they have been assigned, whether for indoor use, landscaping, pools, horses or Auxiliary Dwelling Units. If a customer wishes to reduce irrigation to support a "granny flat," that would be allowed, provided their existing allocation is adequate.

In this case, the owner of Parcels #1-#3 wishes to build a new primary residence on Parcel #3. They have sufficient allocation to do so. Furthermore, the owner has requested that their variable allocation be distributed equally between the three

parcels, to give them the maximum flexibility for another future dwelling. In that case, their allocations would be reassigned as follows:

- a) A new meter will be provided to supply the proposed residence on Parcel #3.
- b) A 120 fixed allocation would be assigned to the new meter for the proposed new primary residence on Parcel #3.
- c) 140 would be subtracted from the 521 variable allocation from Step 1, leaving 381 variable allocation for Parcels 1-3.
- d) The 381 variable allocation would, in turn, be divided and assigned to the 2 meters as follows: 254 for the existing meter, and 127 for the new meter for the proposed new dwelling;

where all allocations have units of HCF/yr. Note that all allocations are assigned to a specific meter and account number.

The final allocation re-assignments are summarized in the table below:

### **Existing and Proposed Allocations**

		Exis Alloc	0	•	p 1 tment 19 SFR	Ste Adjus for Ne	tment
Parcel	Description	Fixed	Var	Fixed	Var	Fixed	Var
#4	Original SFR	120	521	120	318	120	318
#1&2	Home built in 2019	None	None	120	521	120	254
#3	Proposed SFR					120	127

SFR = Single family residence

### Recommendation

By readjusting the existing allocation from the original property to the three parcels, all three residences should have sufficient allocations for health-and-safety purposes and for landscaping.

Therefore, it is recommended that the Board authorize a Will-Serve letter be sent to the landowner for the proposed new primary residence on Parcel #3, subject to the allocation reassignments described.

Since nothing prevents a future owner from selling the parcels to different owners, a new meter is recommended for Parcel #3.



### 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 Inf	ormation:	Account #	03-4	
Name:	Ron	# Ex	xisting Permitted D	wellings 1
Company:	Redemption	Date	e Dwellings Permit	<sup>tted</sup> 1969
Mailing Address:	190 E El Roblar	Dr, Ojai,	CA 93023	
Phone:	(805)			
Email:	@redemptio	onojai.org	ı	
<b>Project Inform</b> Assessor's Parce		325		
Service Address	: 190 E El Roblar	Dr		
City, State, Zip C	Code: Ojai, CA 930	)23		
Planning Departi	ment Development case nu	ımber (if applic	able):	
Type of Cons		ovement	ADU	Other
Type of Use: Single Fami	ly Res Multi-Family	/ Res (# of dwe	llings)	Commercial
Description o	f Project:			
	a 5,000 sf metal st ch will include 2 re		the north e	nd of our

## 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 Date , Corporate President 11/14/2022

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.

### **Review of Application for Will Serve Letter**

### New 5,000 sf metal structure w/2 bathrooms for Property with Existing Meter at 190 E. El Roblar.

### Proposal

The proposed project consists of adding a new 5,000 sf metal structure w/2 bathrooms at the north end of the property, no living quarters.

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 2.78-acre parcel. APN: 017-0-090-32

### Screening Step 2. Will the current allocation support an ADU? YES

### Allocation Details:

Allocation Case Identifier: D-0025

• Allocation Category: 2" COM meter, 1 Parcel

Parcel Size: 2.78 acre

• Current Base Fixed Allocation: 120 HCF/yr

• Current Base Variable Allocation: 1,272 HCF/yr

Fixed Base Allocation Needed to Support ADU: 0 HCF/yr

Deduction from Variable Allocation needed to Support ADU through drought stages: 0 HCF/yr

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

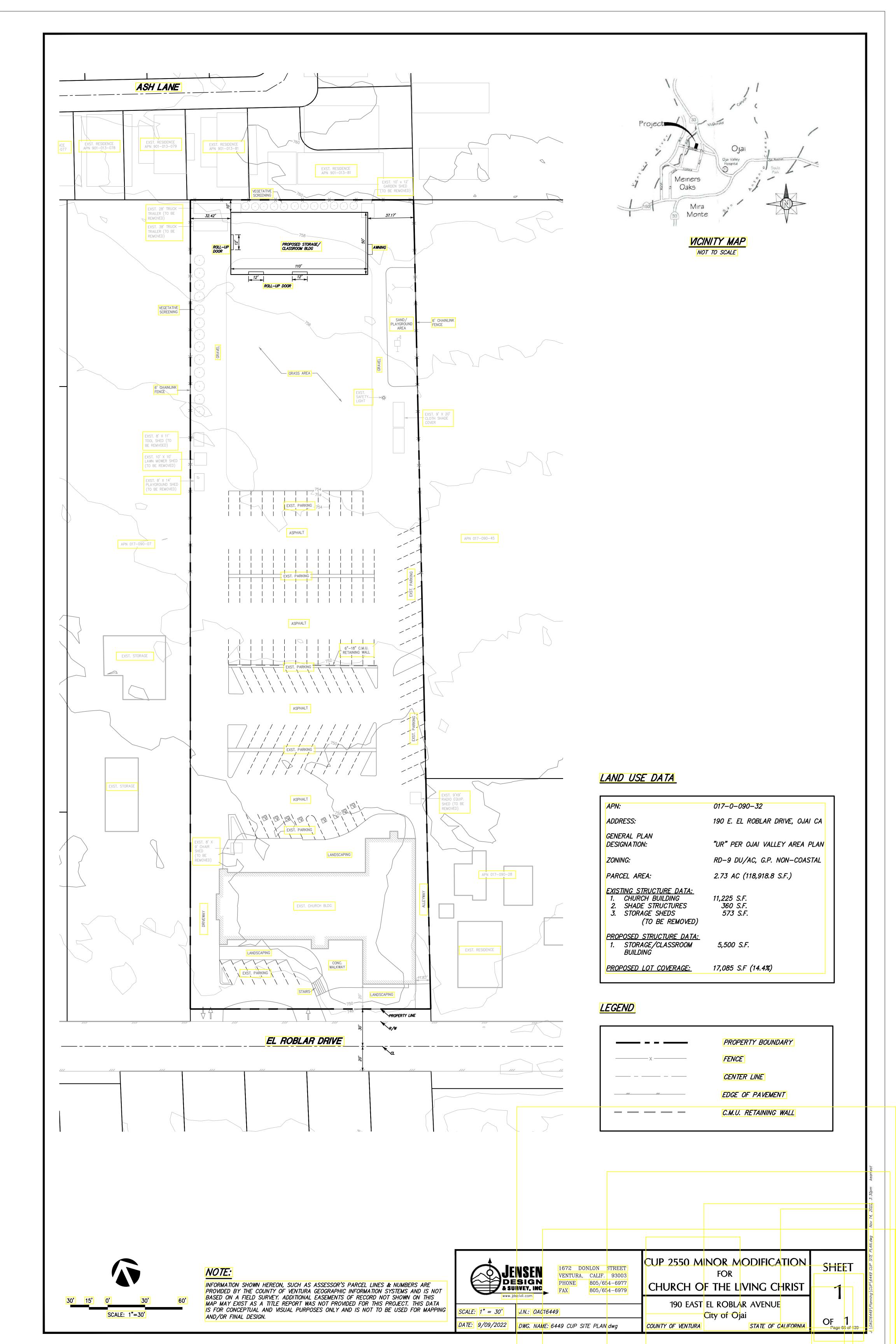
No Change to Base Fixed Allocation: 120 HCF/yr

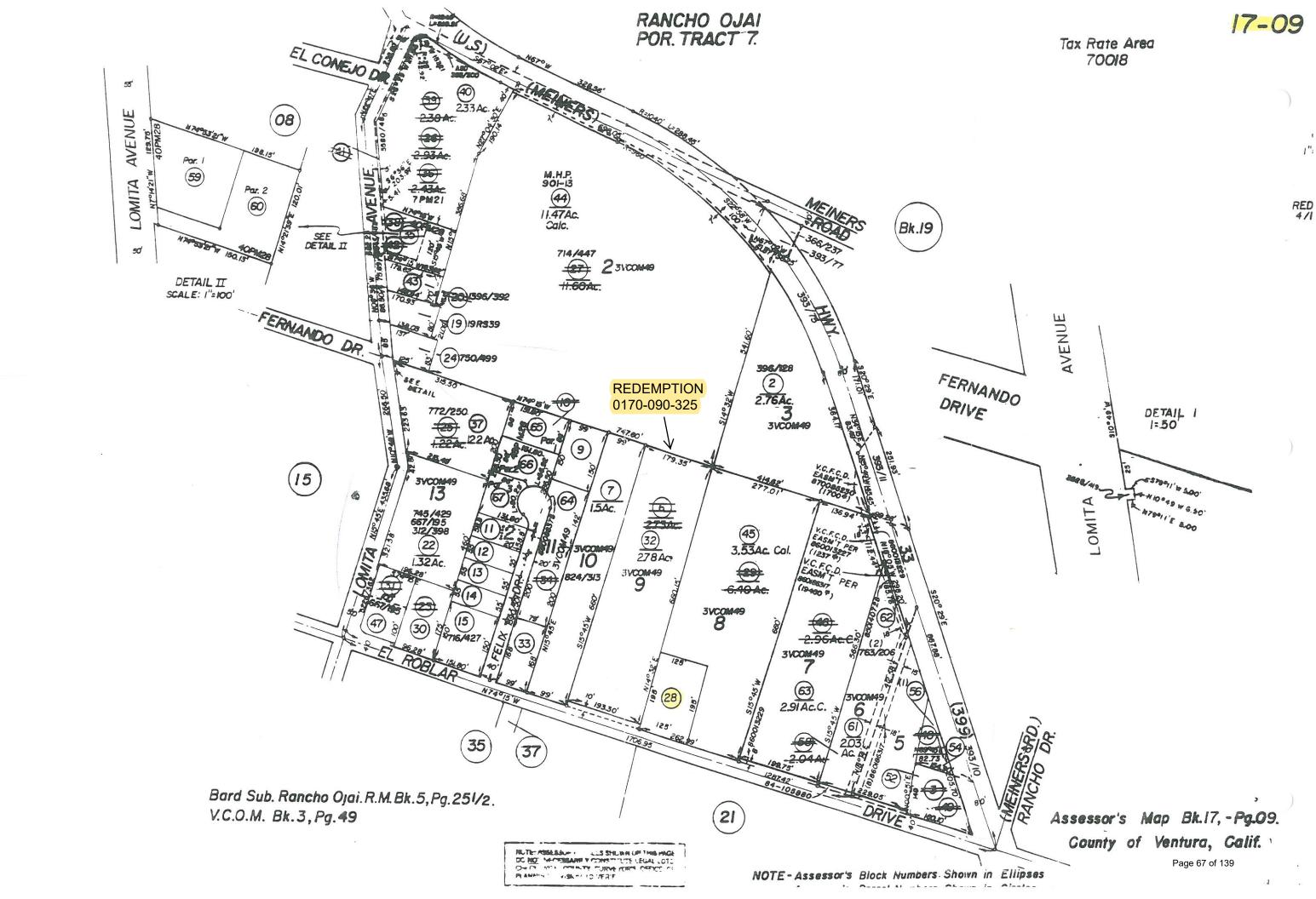
No Change to Base Variable Allocation: 1,272 HCF/yr

### 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 11-14-2022
- 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/Meter Request Form

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

### **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.

Applicant Information:	
Account Number:	
Name:	Stephen
Company:	
Mailing Address:	Ventura, CA 93004
Phone Number:	805
Email Address:	@gmail.com
Project Information: New Meter Requested:	✓ Yes No
Assessor's Parcel #(s):	017-0-061-460 ands 470
Service Address:	240 N. Arnaz Avenue
City, State, Zip code:	Meiners Oaks, CA 93023
Planning Dept Case #:	N/A
# of Existing Dwellings:	2 Date Dwellings Permitted: 1946 + 1951
Type of Construction:	
New Construction	Tenant Improvement ☐ ADU ✓ Other
Type of Use:	
✓ Single Family Res	Multi-Family Res (# of dwellings) ✓ Other
Project Dimensions (Sqf	t):

Continued on Next Page



# Will-Serve/Proof of Service/Meter Request Form

### **Detailed Project Description:**

My client Mr kaufmann bouth the two Aprils seperately from property owner that owned both lots. THE was were created by the original parcel MAP Meiners Opi cons suddivision. The lots are number 20 AND 21 of Block 6.
projectly owner that owned both lots. THE wis were created
by the original parcel that theirs offi cours seems
The 1815 are number 30 AND 31 OF Block 6
The explicitle 1911 needs I believe built the 1000 so con 11007
1 AND SINCE THEIR OWNER DOTH CONTISTUS POTS
they only had one water meter to serve
both lots
Me. KAUTONAN WANTS another water meter for
Apr 017-0-061-460, so he can either sell this lot separately or rent it out the z
cell this but sopprately or rent it out the Z
ht and marge level to part by is 6,000 SO ET
TOTS are not merged because each lot is 6,000 =0. FT
WHICH CANTONIS IN THE 1- 6,000 INT STE

Please allow a minimum of 60 days to evaluate and process Will-Serve letter and new meter requests.

The time frame will depend on receipt of satisfactory information from the applicant and schedule of pertinent District Committees and Board of Directors meetings.

✓ I acknowledge that MOWD will bill a \$100 Add	ministrative Fee for processing this request.
Applicant Signature	Date
	1/7/23

### **Review of Application for Will Serve Letter**

This property (water account) has two APNs, each parcel has an existing dwelling, served by one meter 240-244 N. Arnaz. The owner intends to sell each parcel and needs a meter to serve the second parcel (017-0-061-46 & 017-0-061-47).

### Proposal

The proposed project consists of adding a new meter to serve existing dwelling on parcel 017-0-061-46 and splitting the remaining variable allocation.

### 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 indicates two 0.137-acre parcels. APN: 017-0-061-46 (244 N. Arnaz) and 017-0-061-47 (240 N. Arnaz).

### Screening Step 2. Will the current allocation support two primary dwellings and allocation split? YES

Allocation Details:

Allocation Case Identifier: B-0006

• Allocation Category: 5/8" RES meter, 2 Parcels

Parcel Size: 0.137 acres x2 parcels

Current Base Fixed Allocation: 168 HCF/yr (each dwelling has 7 HCF/mo)

Current Base Variable Allocation: 156 HCF/yr

Fixed Base Allocation Needed to Support ADU: 72 HCF/yr (Increase each dwelling by 3 HCF/mo)

Deduction from Variable Allocation needed to Support ADU through drought stages: 100 HCF/yr

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

New Base Allocation (Total): 240 HCF/yr
 New Base Variable (Total): 56 HCF/yr

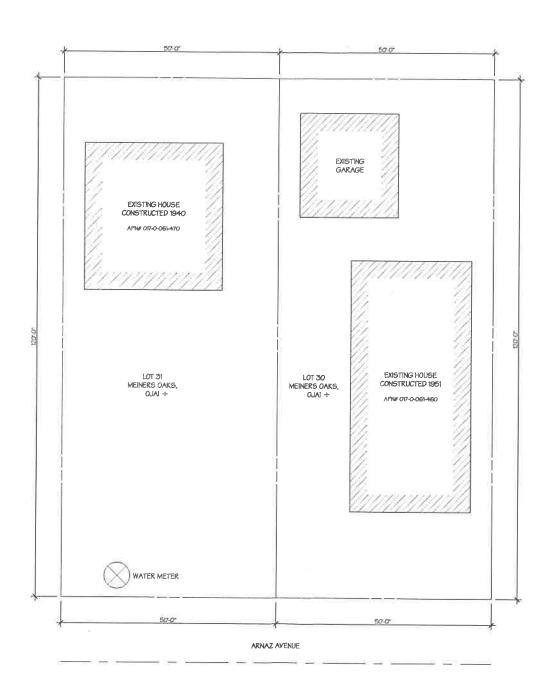
• Recommended allocation split:

240 N Arnaz: (1) Dwelling & Garage	244 N. Arnaz: (1) Dwelling
Fixed = 120 HCF/yr	Fixed = 120 HCF/yr
Variable = 25 HCF/yr	Variable = 31 HCF/yr

### Recommendation

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

- Letter applies only to the proposed new meter request and allocation split as described in the applicant-provided preliminary site plan with the file date 1-20-2023.
- 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.
- Customer will pay capital Improvement fee to buy into MOWD system.



PROJECT DESCRIPTION:

REQUEST FOR A WATER METER
FOR APN 017-0-061-460

SITE PLAN

SCALE: ½" = 1' - 0"

CONTRIGHT HOTICE  As now represent his management of manag	Acception with a contract of the contract of t
RESIDENCE	290 ARNAZ AVENUE MEINERS OAKS, CA 93023
SITE PLAN - REQUEST FOR A WATER METER	

BOLIN FOR PARCEL SPLIT FROM CHURT TOOL TO SO FOR

RESIDENTIAL BUILDING RECORD

BRNA2 240 ADDRESS

CODE 16-18

BLK.

LOT TO

NAME

SHEETS

OF

SHEET

460

017-0-061-050

Starlad Finish INTERIOR FINISH SHOWER Ceilings 2 FIXTURES Tone Grode Wolls 2 12 Ft. Splosh: FLOOR FINISH DETAIL Wc. La Tub Type BATH DETAIL Z Moterial Grade 74167 M DO Droin Bd. Moterial: M. C.A. Walls 2 FINISH FLOORS 8 1 2 Floors × Kheating Cooling ROOMS Cond. After Plan form Cupbal Closes missing FI. No. Kilchen Ent Hall Living Dining Bed Bed Humid. AIR CONDITION M-8.7. U. DESCRIPTION OF BUILDING Water Hir-Auta X Fireplace Oil Burner Floor Unit Grovity Wall Unit Zone Unit RATING (E, G, A, F, P) Centrol -Q Wiring X Cobie Cheap Special Peer X Me. Ster Woter - Softner × Med. LIBMTING PLUMBING Fixtures Loundry Mony Few K.T. AVQ. X SINK \$ T A Pitch ROSS, 2"x6 "24" Compa Shingle 80 8 % 2000 % ROOF Dormers Tile Trim Compo.; Cut Up Gutters Shingle U RGO Soble Shake 43 760 42 URGO Shed Flor Toble Hip 77.10 Remain q NORMAL 888. X 7.86. D.H. Cosemen x Stucco on CL) WINDOWS EXTERIOR Metal Sosh Age X Screens 00 Shingle Shoke Brick Y Siding Stone 4661 EFFEC. APPR. YEAR YEAR 75 2761 SUB MEINERS DAKS = 3 MAP Insulated Ceilings CLASS & SHAPE CONSTRUCTION STRUCTURAL Insulated Walls 8.4 B. 7.4 G. 2" x H" -16 Concrete Block Concrete Floor 1957 1957 K Floor Joist: Sheothing Sub-Floor Asobe Frame Brick 156 000 Above-Stondord CONSTRUCTION RECORD FOUNDATION Light Heavy Sub-Standard Reinforced 2000 000 y Standard Amount X Concrete Special Brick Wood Piers ARCHITECTURE Use Design Unita GAM 1 Stories For Flot-Court Apar tment Permit Dup!ex Double Y Single Mote! 1444 16 21 Wo.

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SPECIAL FEATURES

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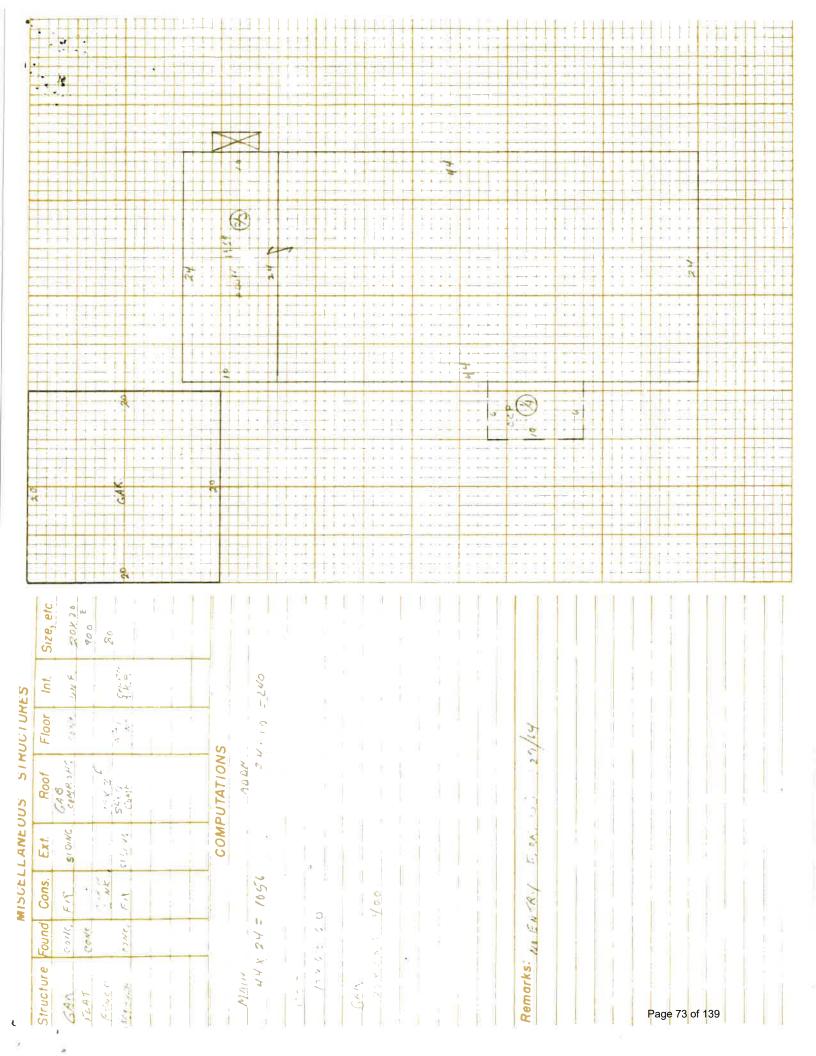
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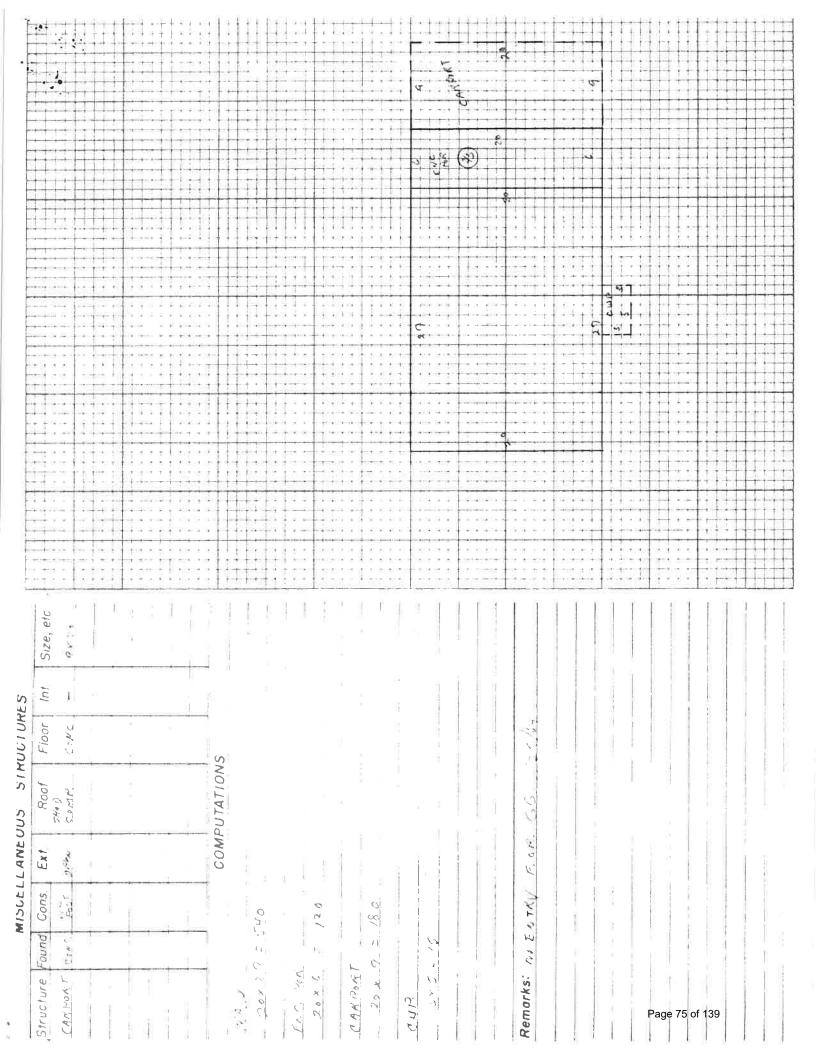


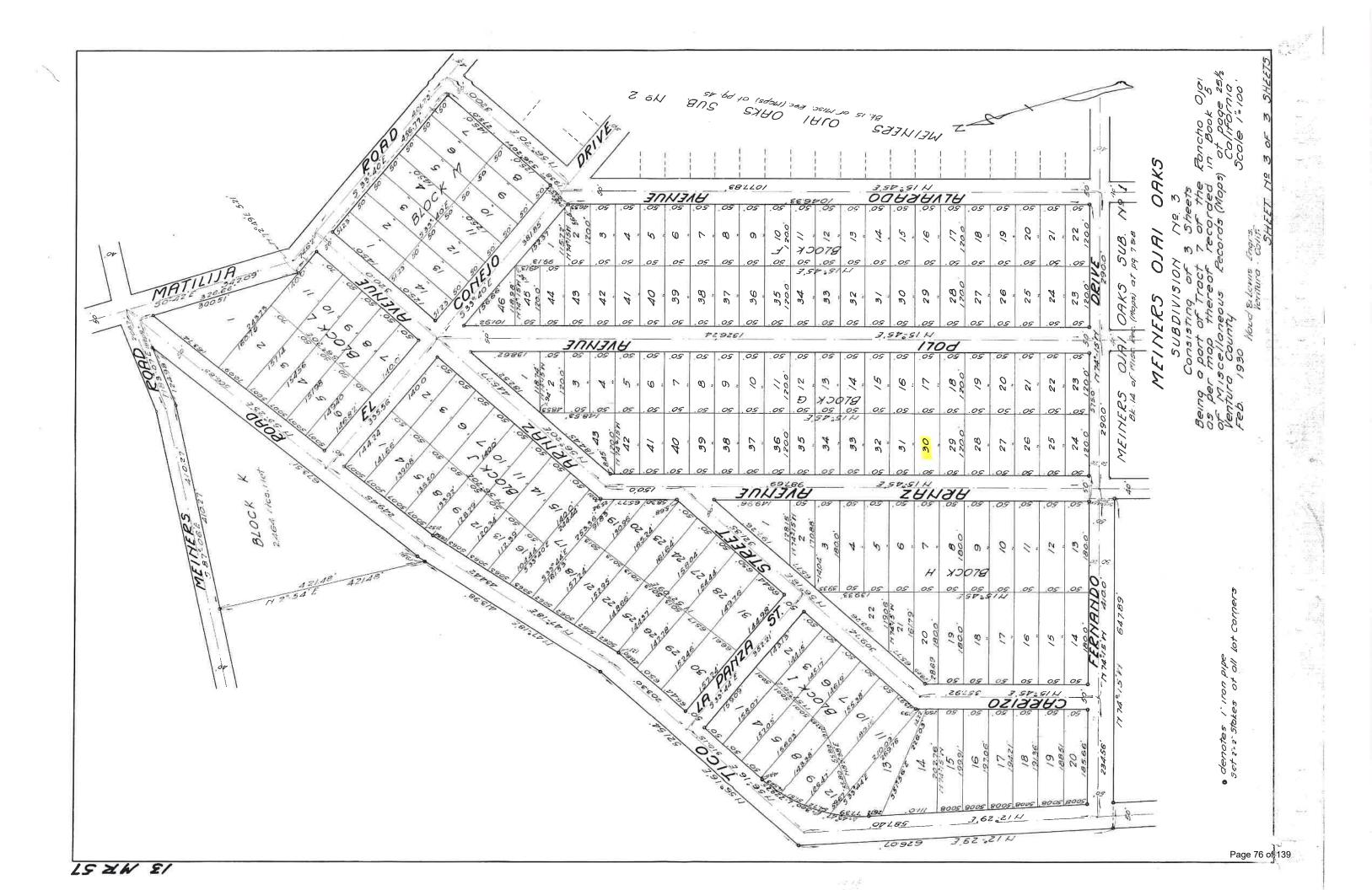
\_SHEETS PARCEL 017-0-0616

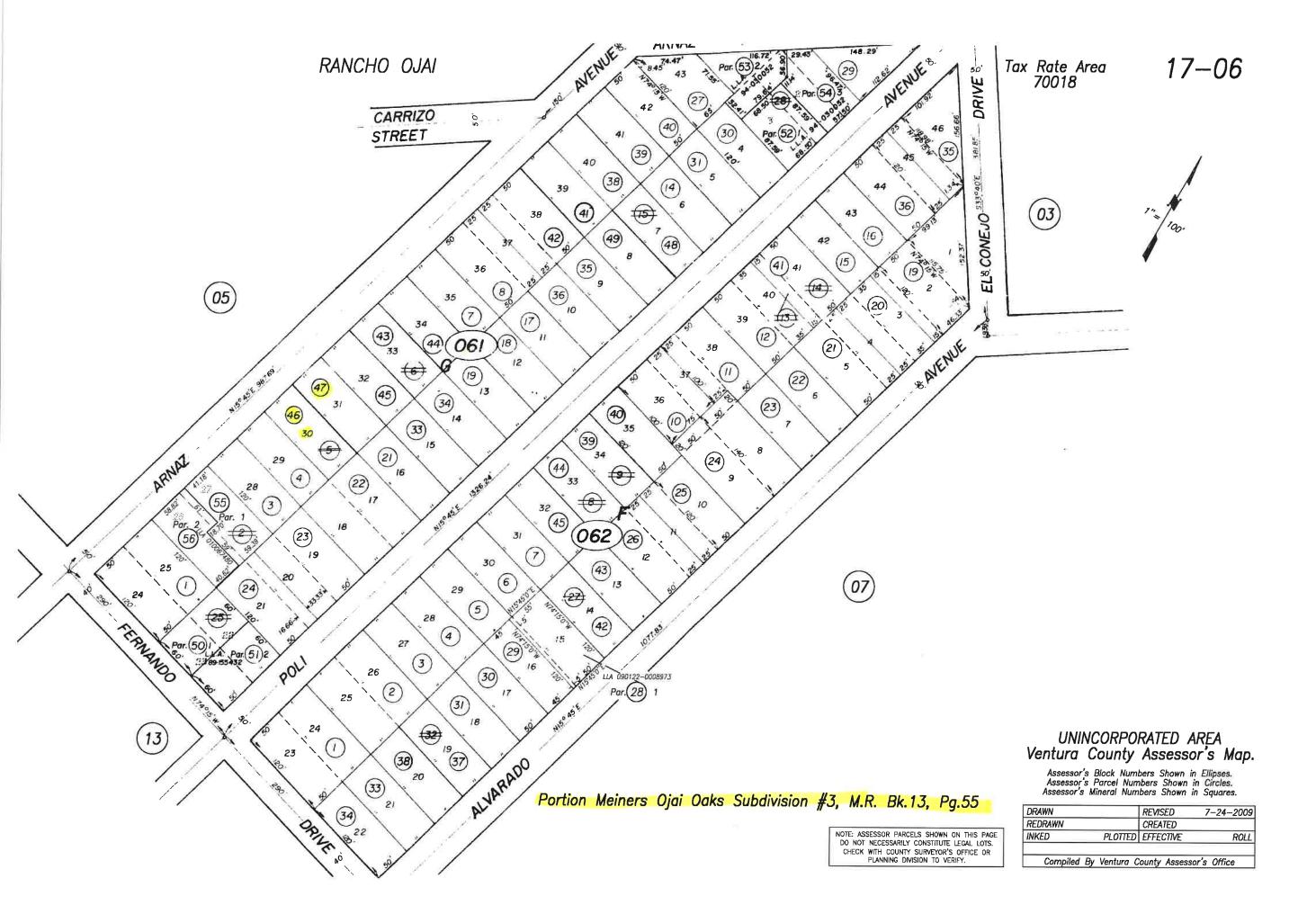
n 10F SHEET RESIDENTIAL BUILDING RECORD DESCRIPTION OF BUILDING ADDRESS 2444 N. FIRNA 2 CODE 70-18 SUB Meinens OAKS # 3 MAP LOT 34' BLK.

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#### Will-Serve/Proof of Service/Meter Request Form

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

#### **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.

#### Applicant Information:

Account Number:	02-01
Name:	Stephen.
Company:	
Mailing Address:	/entura, CA 93004
Phone Number:	805
Email Address:	@gmail.com
Project Information:  New Meter Requested:  Assessor's Parcel #(s):	✓ Yes
Service Address:	234 and 246 S. Padre Juan Avenue
City, State, Zip code:	Meiners Oaks, CA 93023
Planning Dept Case #:	N/A
# of Existing Dwellings:	2 Date Dwellings Permitted: 1946 + 1959
Type of Construction:	2015
New Construction	Tenant Improvement ADU ✓ Other
Type of Use:	
✓ Single Family Res	Multi-Family Res (# of dwellings)
Project Dimensions (Sqt	ft): N/A

**Continued on Next Page** 

Page 1 of 2



#### Will-Serve/Proof of Service/Meter Request Form

#### **Detailed Project Description:**

THE SUBJECT PROPERTY CONSISTS OF TWO SEPARATE lots, Lots 9 and 10 of BLOCK is of the Hall Tuttle TRACT. THE TWO LOTS have separate APNS 017-0-195-020 is lot 9, with an address of 2465. Padre Juan, lot 10 Apn is 017-0-195-030 and his an adress of 234 S. Padre Juan. There is ONLY one water meter for both 10ts, which is located on 2845. Padre Juan 10ts, which is located on 2845. Padre Juan 17HE property owner wants a separate meter for 2465. Padre Juan

Please allow a minimum of 60 days to evaluate and process Will-Serve letter and new meter requests.

The time frame will depend on receipt of satisfactory information from the applicant and schedule of pertinent District Committees and Board of Directors meetings.

✓ I acknowledge that MOWD will bill a \$100 Administrative Fee for processing this request.

**Applicant Signature** 



Date

#### **Review of Application for Will Serve Letter**

Add a new RES meter for existing dwelling at 246 S. Padre Juan, currently served with Existing Meter at 234 S. Padre Juan. This property (water account) has two APNs, each parcel has an existing dwelling, served by one meter. The owner intends to sell each parcel and needs a meter to serve the second parcel (017-0-195-02).

#### **Proposal**

The proposed project consists of adding a new meter to serve existing dwelling on parcel 017-0-195-02. Applicant provided a detailed site plan, and proposed removal of pool and decking.

#### 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 indicates two 0.16-acre parcels. APN: 017-0-195-02 (246 S. Padre Juan) and 017-0-195-03 (234 S. Padre Juan).

#### Screening Step 2. Will the current allocation support two primary dwellings? YES

#### Allocation Details:

- Allocation Case Identifier: B-0308
- Allocation Category: 5/8" RES meter, 2 Parcels
- Parcel Size: 0.16 acres x2 parcels
- Current Base Fixed Allocation: 168 HCF/yr (each dwelling has 7 HCF/mo)
- Current Base Variable Allocation: 111 HCF/yr
- Fixed Base Allocation Needed to Support ADU: 72 HCF/yr (Increase each dwelling by 3 HCF/mo)
- Deduction from Variable Allocation needed to Support ADU through drought stages: 100 HCF/yr

If the ADU are provided the customary fixed dwelling allocations, the new allocation for this property **without pool & decking removal** would be as follows:

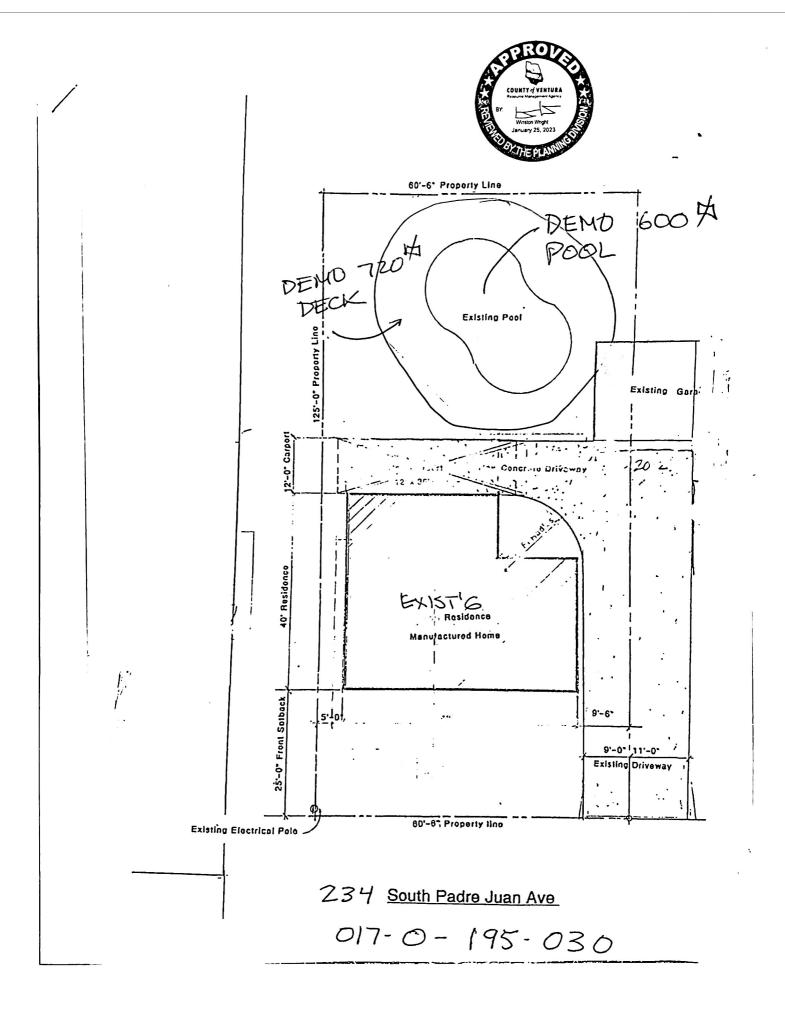
246 S. Padre Juan	234 S. Padre Juan
Fixed = 120 HCF/yr	Fixed = 120 HCF/yr
Variable = 5 HCF/yr	Variable = 5 HCF/yr

The property owner may submit an allocation waiver request after the pool and decking have been removed, for re-calculation of the variable allocation.

#### Recommendation

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

- Letter applies only to the proposed new meter request and allocation split as described in the applicant-provided preliminary site plan with the file date 1-20-2023
- Owner may submit an allocation waiver request after pool and decking is removed for re-calculation of the variable allocation.
- 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.
- Customer will pay capital Improvement fee to buy into the MOWD system.

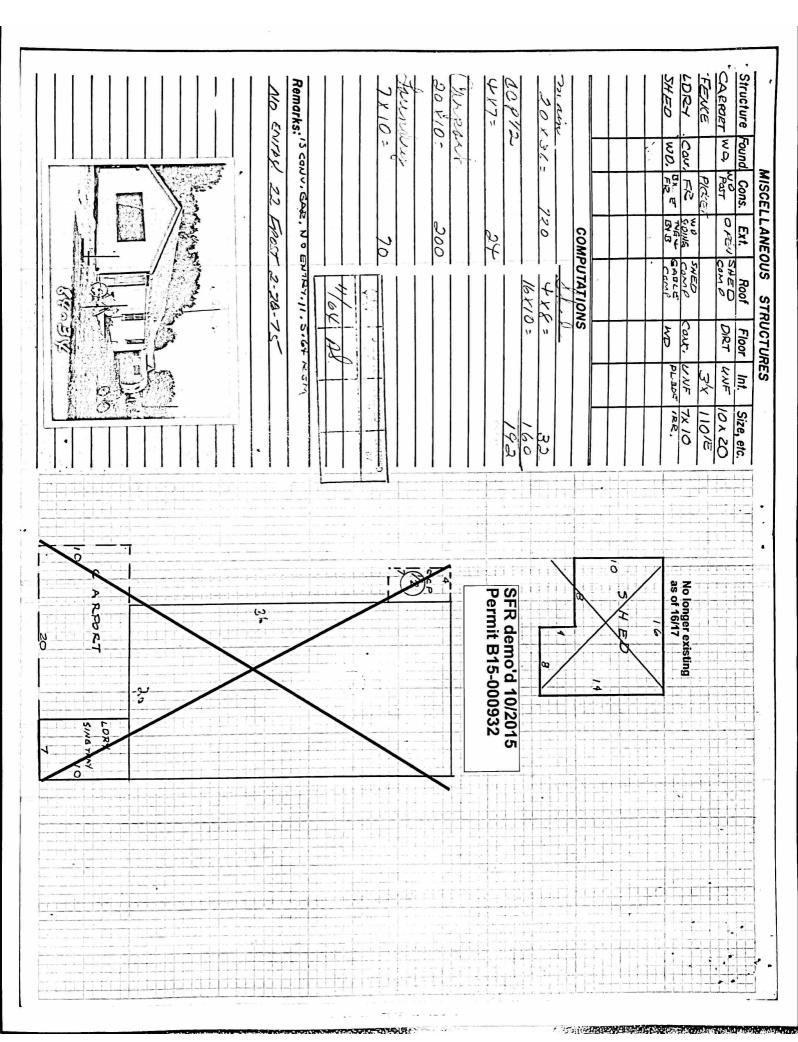


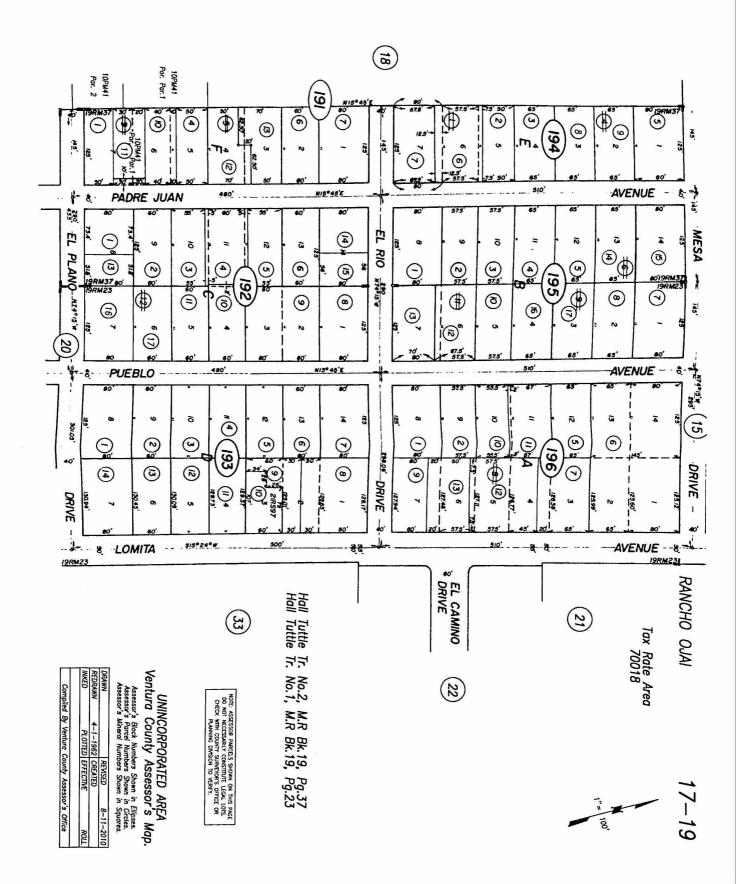
017-0- 195-030 & WATER 234 S. PADRE JUAN E. CArport E. House P001 M 246 S. Padre Juan 017-0-195-030 M. House

Padre Juon

Page 83 of 139

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#### 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:	Account #
Name: Steve	# Existing Permitted Dwellings
Company:	Date Dwellings Permitted 1977
Mailing Address: VENTURA, CA Phone: 805	93004
Email:	gmail.com
Project Information: Assessor's Parcel Number:	
Service Address: 569 TICO	RD.
City, State, Zip Code: OJAI, C	A 93023
Planning Department Development case	number (if applicable): ZC23-0009
Type of Construction:  New Construction Tenant Im	provement ADU Other
Type of Use: Single Family Res Multi-Fam	nily Res (# of dwellings) Commercial
Description of Project:	. )
NEW DETACHED	600 A ADU
MANUFACTURED HO	DMF

#### **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

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

Applicant Signature

Date /2023

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.

#### **Review of Application for Will Serve Letter**

#### New 600 sf ADU (manufactured home) for Property with Existing Meter at 569 Tico Rd.

#### Proposal

The proposed project consists of adding a new ADU. 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 0.34-acre parcel. APN: 017-0-250-20

#### Screening Step 2. Will the current allocation support an ADU? YES

#### Allocation Details:

Allocation Case Identifier: AA-0916

• Allocation Category: 5/8" RES meter, 1 Parcel

• Parcel Size: 0.34 acre

Current Base Fixed Allocation: 120 HCF/yr

• Current Base Variable Allocation: 170 HCF/yr

Fixed Base Allocation Needed to Support ADU: 84 HCF/yr

Deduction from Variable Allocation needed to Support ADU through drought stages: 120 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: 204 HCF/yr
 New Base Variable Allocation: 50 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 1-5-2023
- 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.

## GENERAL NOTES

- I. ALL WORK SHALL BE IN ACCORDANCE WITH THE CALIFORNIA CODE OF REGULATIONS (TITLE 24) AND ALL OTHER LOCAL CODES AND ORDINANCES OF THE GOVERNING AUTHORITY HAVING JURISDICTION, AND AS IDENTIFIED UNDER APPLICABLE CODES ON THIS SHEET. IT IS THE INTENT OF THESE DOCUMENTS TO COMPLY THERETO.
- 2. ALL DRAWINGS ARE TO BE USED IN CONCERT WITH EACH OTHER. IF THE CONTRACTOR DISCOVERS ANY DISCREPANCY BETWEEN THE DOCUMENTS, HE SHALL PROMPTLY REQUEST FROM THE ARCHITECT CLARIFICATION OF GOVERNING CRITERIA. REFER TO THE ARCHITECTURAL DRAWINGS FOR EXACT PLACEMENT, ORIENTATION AND COORDINATION OF WORK. INFORMATION SHOWN IN THE LARGEST GRAPHIC ARE INTENDED TO SUPPLEMENT INFORMATION OF SMALLER, PRECEDING REFERENCE DRAWINGS.
- . NOTATIONS MARKED "TYPICAL" (TYP.) SHALL BE CONSISTENT THROUGHOUT ALL SUCH REFERENCE NOMENCLATURE, SYMBOLS AND DRAWING INDICATIONS OF LIKE OR SIMILAR KIND.
- 4. DO NOT SCALE THE DRAWINGS. THE CONTRACTOR SHALL FIELD VERIFY CONSTRUCTION CONDITIONS AND DIMENSIONS PRIOR TO ORDERING. FABRICATING. AND INSTALLATION OF ANY ASSOCIATED WORK. IF DISCREPANCIES ARE FOUND, THE CONTRACTOR SHALL PROMPTLY REQUEST FROM THE ARCHITECT CLARIFICATION PRIOR TO COMMENCEMENT OF ASSOCIATED WORK.
- 5. DIMENSIONS ARE RELATED SPECIFICALLY TO FACE OF CONCRETE, FACE OF MASONRY. FACE OF EXTERIOR STUDS. CENTERLINE OF STRUCTURAL COLUMNS AND BEAMS, OR CENTERLINE OF INTERIOR STUDS, UNLESS OTHERWISE NOTED. CLEAR DIMENSIONS ARE INDICATED FROM FINISHED SURFACES OF MATERIALS OR ASSEMBLIES.
- 6. BUILDING ELEVATION REFERENCES ARE FROM DIRECT APPLICATION OF FINISH FLOORING APPLIED TO THE STRUCTURAL FLOOR SUBSTRATE OF THE GROUND FLOOR DATUM (MAIN ENTRANCE). CONTRACTOR SHALL INCLUDE REQUIRED DEPRESSIONS AND/OR PROJECTIONS IN ACHIEVING REQUIRED ELEVATIONS. CEILING HEIGHTS ARE REFERENCED TO FINISHED SURFACES UNLESS OTHERWISE NOTED.
- 7. KEYNOTES USED ON THE DRAWINGS ARE FOR ASSEMBLIES, MATERIAL, REFERENCES AND NOTES. REFER TO THE KEYNOTE LEGEND ON THE RESPECTIVE DRAWING FOR THE INFORMATION WHICH RELATES TO EACH KEYNOTE. NOT ALL KEYNOTES REFERENCED MAY BE APPLICABLE TO SIMILAR TYPE DRAWINGS.
- 8. EXISTING WORK IS SHOWN FOR REFERENCE ONLY. THE OWNER AND ARCHITECT DO NOT GUARANTEE EXISTING CONDITIONS INDICATED ON THESE DOCUMENTS.
- 9. MATERIALS SUSPECTED OF CONTAINING ASBESTOS THAT ARE DISCOVERED DURING THE PROGRESS OF THE WORK SHALL BE REPORTED TO THE OWNER. WORK IN THAT PARTICULAR AREA SHALL BE SUSPENDED UNTIL THE OWNER TESTS THE SUSPECT MATERIAL AND IT IS FOUND TO BE SAFE. OR UNTIL THE SUSPECT MATERIAL HAS BEEN PROPERLY ABATED.
- 10. CONTRACTOR SHALL VERIFY, AT SITE, ALL EXISTING CONDITIONS PRIOR TO SUBMITTAL OF BIDS, SITE VISITS DURING BIDDING SHALL BE COORDINATED WITH THE OWNER IN ACCORDANCE WITH PROVISIONS OF THE SPECIFICATIONS.
- II. CONTRACTOR SHALL PROTECT ALL EXISTING WORK. ANY DAMAGED WORK SHALL BE REPLACED WITH THE SAME MATERIALS, INCLUDING MATCHING THE EXISTING COLORS AND TEXTURES.
- 12. CONTRACTOR(S) SHALL BE RESPONSIBLE FOR THEIR OWN CLEANUP AS WORK PROGRESSES.
- 13. ALL WORK IS NEW UNLESS OTHERWISE NOTED.
- 14. EXISTING CONSTRUCTION SHOWN ON THE DRAWINGS WAS OBTAINED FROM THE ORIGINAL CONSTRUCTION DRAWINGS. SHOULD THESE DOCUMENTS EXIST, THEY WILL BE MADE AVAILABLE. THE ORIGINAL CONSTRUCTION DRAWINGS ARE NOT A PART OF THE CONSTRUCTION DOCUMENTS AND DO NOT WARRANT EXISTING CONDITIONS. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND NOTIFY THE ARCHITECT OF ALL EXCEPTIONS
- BEFORE PROCEEDING WITH THE WORK. 15. CONSTRUCTION SHALL BE ADMINISTERED PER CALIFORNIA CODE OF REGULATIONS TITLE 24, PART 1, CHAPTER 4, GROUP 1.
- 15.1. A COPY OF PARTS 1 AND 2, TITLE 24, C.C.R. SHALL BE KEPT ON THE JOB SITE AT ALL TIMES.
- 15.2. ALL CHANGE ORDERS AND ADDENDA TO BE SIGNED BY THE ARCHITECT AND THE OWNER APPROVED. CHANGE ORDERS ARE NOT VALID UNTIL
- 15.3. ALL TESTS TO CONFORM TO THE REQUIREMENT OF SECTION 4-335, PART I, TITLE 24, AND APPROVED T. \$ 1. SHEET.
- 15.4. TESTS OF MATERIALS AND TESTING LABORATORY SHALL BE IN ACCORDANCE WITH SECTION 40335 OF PART 1, TITLE 24, AND THE OWNER SHALL EMPLOY AND PAY THE LABORATORY. COSTS OF RE-TEST MAY BE BACK CHARGED TO THE CONTRACTOR.
- 15.5. THE CONTRACTOR SHALL PERFORM HIS DUTIES IN ACCORDANCE WITH SECTION 4-343, PART 1, TITLE 24.
- 16. GRADING PLANS, DRAINAGE IMPROVEMENTS, ROAD AND ACCESS REQUIREMENTS, AND ENVIRONMENTAL HEALTH CONSIDERATIONS SHALL COMPLY WITH LOCAL ORDINANCES.

## GENERAL NOTES

## APPLICABLE CODES:

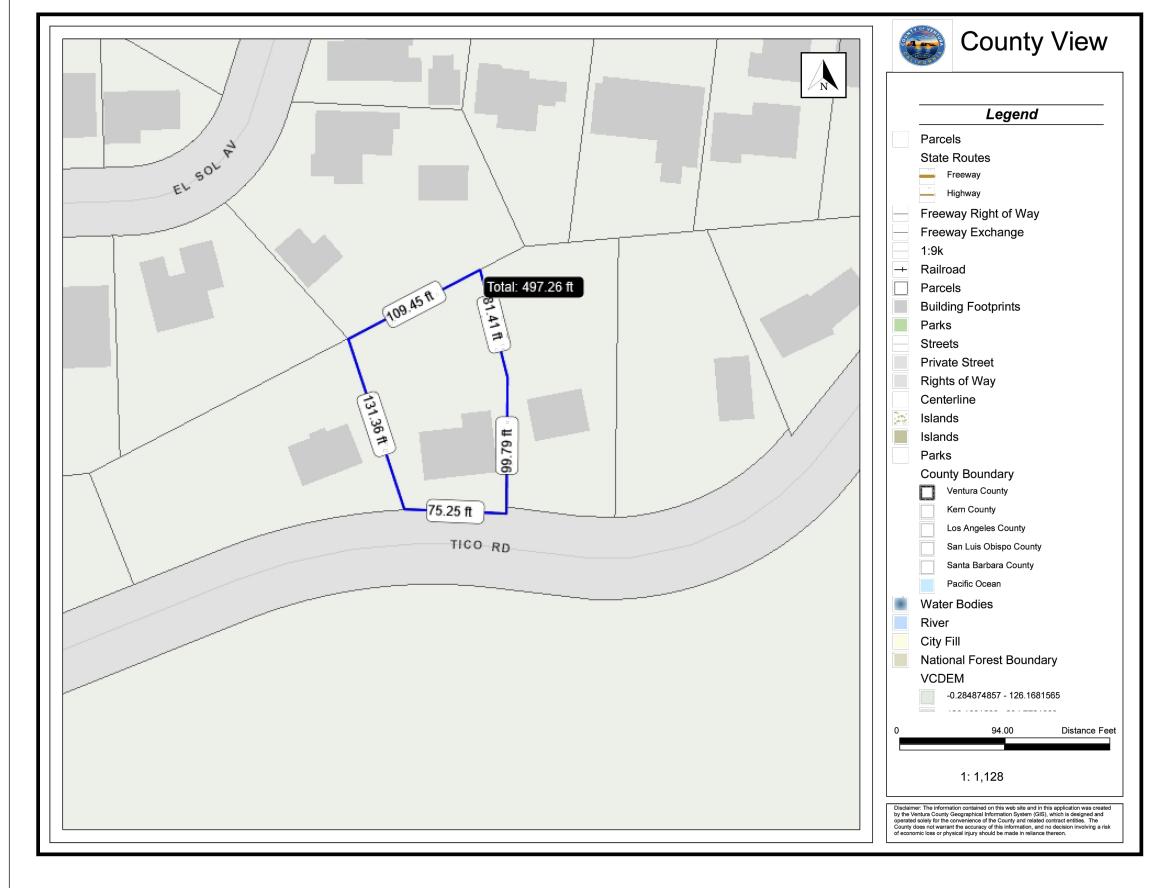
- 1. 2019 CALIFORNIA BUILDING CODE (2018 IBC)
- 2. 2019 CALIFORNIA RESIDENTIAL CODE (2018 IRC) 3. 2019 CALIFORNIA ELECTRICAL CODE (2017 NEC)
- 4. 2019 CALIFORNIA MECHANICAL CODE (2018 IMC) 5. 2019 CALIFORNIA PLUMBING CODE (2018 IPC)
- 6. 2019 CALIFORNIA FIRE CODE
- 7. 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN)
- 8. 2019 CALIFORNIA ENERGY CODE
- 9. 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE

# PROPOSED PREFABRICATED ADU

## DEVIN WITT

569 TICO ROAD, OJAI, CA 93023 - 017-0-250-200

## COUNTY VIEW MAP

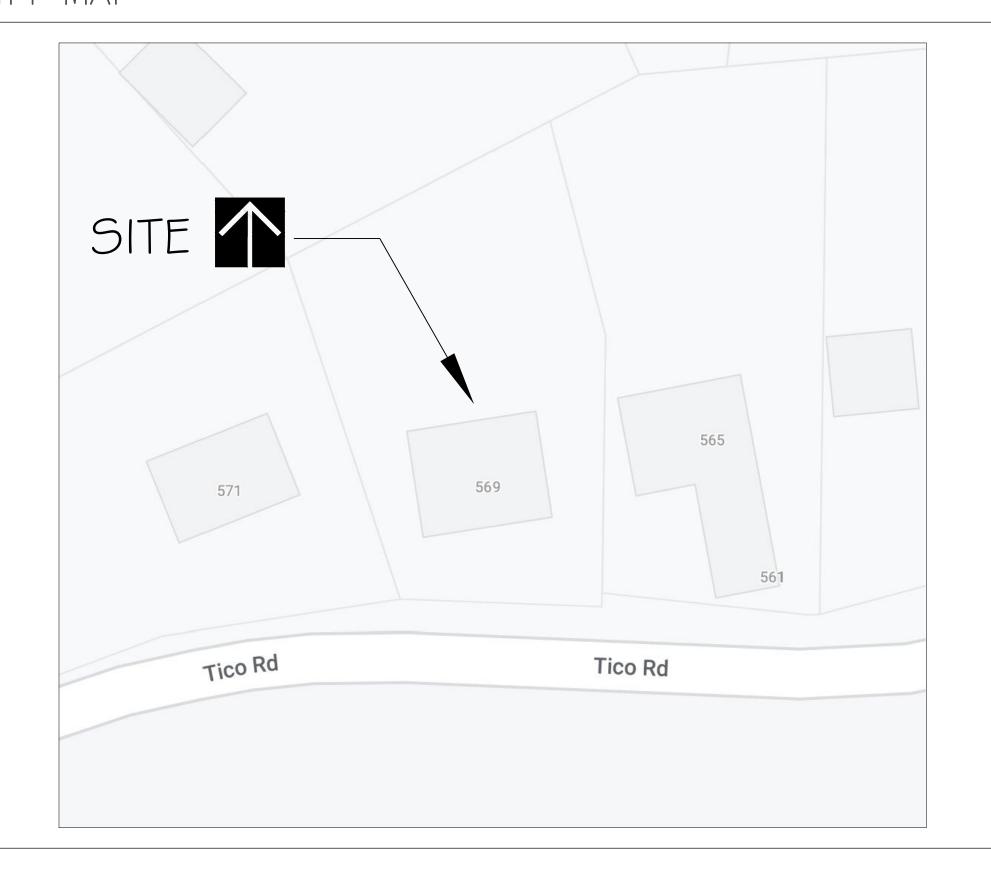


## HEIGHT AND SETBACK TABLE

PROPOSED HEIGHT OF PREFABRICATED ADU: 1-STORY / 11'-3 4" HEIGHT LIMIT: 16'-0"

SETBACKS	REQUIRED	EXISTING	PROPOSED
FRONT	20'-0"	NA	NA
SIDE	4'-0"	NA	O'-O"
SIDE	4'-0"	NA	62'-2 ½"
REAR	4'-0"	NA	15'-0"

## VICINITY MAP



## TABULATION

OWNER: DEVIN WITT APN: 017-0-250-200 BLOCK:

ZONING: R-I

CONSTRUCTION TYPE: V-B OCCUPANCY: R-3 PROPOSED ADU BUILDING HEIGHT: 11'-3 1"

VERY HIGH FIRE HAZARD SEVERITY ZONE: NO

## SCOPE OF WORK

LOT AREA: 14,810 SF, .34 ACRES

PROPOSED PREFABRICATED ADU THAT IS 598 SF, WITH A BUILDING HEIGHT OF 11'-3 1/4". MODEL # GS-20302A AND CONSTRUCTED BY CAVCOWEST.

THE PROPOSED ADU INCLUDES A LIVING ROOM, KITCHEN (INCLUDING STOVE AND REF.), MASTER BEDROOM W/ CLOSET, SECONDARY BEDROOM W/ CLOSET, FULL BATHROOM AND WASHER AND DRYER AREA.

THE PROPOSED ADU CONFORMS TO ANY AND ALL REQUIRED SETBACKS, BUILDING HEIGHTS, AND SQUARE FOOTAGES.

## FLOOR AREA

## ADU & EXISTING SINGLE-FAMILY RESIDENCE, GARAGE, & SHED

AREA	NET	GR0SS	TOTAL
PROPOSED ADU		598 SF	598 SF
EXISTING IST-STORY		640 SF	640 SF
EXISTING 2ND-STORY		640 SF	640 SF
EXISTING SFR TOTAL		I,280 SF	1,280 SF
EXISTING GARAGE		666 SF	666 SF
EXISTING SHED		96 SF	96 SF

## WILDLAND URBAN INTERFACE NOTES

- I. THIS PROJECT IS LOCATED WITHIN THE DESIGNATED WILDLAND URBAN INTERFACE FIRE AREA. PRIOR TO BUILDING PERMIT FINAL APPROVAL, THE PROPERTY SHALL BE IN COMPLIANCE WITH THE VEGETATION MANAGEMENT REQUIREMENTS PRESCRIBED IN CALIFORNIA FIRE CODE SECTION 4906, INCLUDING CALIFORNIA PUBLIC RESOURCES CODE 429 I OR CALIFORNIA GOVERNMENT CODE SECTION 5 | 182 PER CRC R337.3.1.
- 2. WHERE THE ROOF PROFILE ALLOWS A SPACE BETWEEN THE ROOF COVERING AND ROOF DECKING, THE SPACE SHALL BE CONSTRUCTED TO PREVENT THE INTRUSION OF FLAMES AND EMBERS, BE FIRE STOPPED WITH APPROVED MATERIALS OR HAVE ONE LAYER OF 72 POUNDS MINERAL-SURFACED, NON-PERFORATED CAP SHEET INSTALLED OVER THE COMBUSTIBLE DECKING PER CRC R337.5.2.
- 3. EXTERIOR WALL COVERINGS SHALL EXTEND FROM THE TOP OF THE FOUNDATION TO THE ROOF, AND TERMINATE AT 2 INCH NOMINAL SOLID WOOD BLOCKING BETWEEN RAFTERS AT ALL ROOF OVERHANGS, OR IN THE CASE OF ENCLOSED EAVES, TERMINATE AT THE ENCLOSURE PER CRC R337.7.3.2.
- 4. EXTERIOR WINDOWS AND EXTERIOR GLAZED DOOR ASSEMBLIES SHALL COMPLY WITH ONE OF THE FOLLOWING REQUIREMENTS PER CRC R337.8.2.1.
- 4.1. BE CONSTRUCTED OF MULTI-PANE GLAZING WITH A MIN. OF ONE TEMPERED PANE MEETING THE REQUIREMENTS OF SECTION 2406 SAFETY GLAZING, OR. 4.2. BE CONSTRUCTED OF GLASS BLOCK UNITS, OR
- 4.3. HAVE A FIRE-RESISTANCE RATING OF NOT LESS THAN 20 MINUTES WHEN TESTED ACCORDING TO NFPA 257, OR 4.4. BE TESTED TO MEET THE PERFORMANCE REQUIREMENTS OF SFM STANDARD 12-7A-2. 5. EXTERIOR DOORS SHALL COMPLY WITH ONE OF THE FOLLOWING PER CRC R337.8.3.
- 5.1. THE EXTERIOR SURFACE OR CLADDING SHALL BE OF NONCOMBUSTIBLE OR IGNITION-RESISTANT MATERIAL, OR 5.2. SHALL BE CONSTRUCTED OF SOLID CORE WOOD THAT COMPLY WITH THE FOLLOWING REQUIREMENTS: 5.2.1. STILES AND RAILS SHALL NOT BE LESS THAN 1-3/8" THICK
- 5.2.2. RAISED PANELS SHALL NOT BE LESS THAN 1-1/4" THICK, EXCEPT FOR THE EXTERIOR PERIMETER OF THE RAISED PANEL THAT MAY TAPER TO A TONGUE NOT LESS THEN 3" THICK
- 5.3. SHALL HAVE A FIRE-RESISTANCE RATING OF NOT LESS THAN 20 MINUTES WHEN TESTED ACCORDING TO NFPA 252,
- 5.4. SHALL BE TESTED TO MEET THE PERFORMANCE REQUIREMENTS OF SFM STANDARD 12-8A-1 6. WHERE VALLEY FLASHING IS INSTALLED. THE FLASHING SHALL NOT BE LESS THAN NO. 20 GAGE GALVANIZED SHEET
- CORROSION-RESISTANT METAL INSTALLED OVER NOT LESS THAN ONE LAYER OF MINIMUM 72-POUND MINERAL SURFACED, NON-PERFORATED CAP SHEET, AT LEAST 36 INCH WIDE RUNNING THE FULL LENGTH OF THE VALLEY PER CRC R337.5.3
- 7. ROOF GUTTERS SHALL BE PROVIDED WITH THE MEANS TO PREVENT THE ACCUMULATION OF LEAVES AND DEBRIS THE GUTTER PER CRC R337.5.4
- 8. VENTILATION OPENINGS FOR ENCLOSED ATTICS, ENCLOSED EAVE SOFFIT SPACES, ENCLOSED RAFTER SPACES FORMED WHERE CEILINGS ARE APPLIED DIRECTLY TO THE UNDERSIDE OF ROOF RAFTERS, AND UNDER FLOOR VENTILATION OPENINGS SHALL BE FULLY COVERED WITH METAL WIRE MESH, VENTS, OTHER MATERIALS OR OTHER DEVICES THAT MEET THE FOLLOWING REQUIREMENTS PER CRC R337.6.2
- 8.1. DIMENSIONS OF THE OPENINGS SHALL BE A MINIMUM  $\frac{1}{16}$  AND SHALL NOT EXCEED  $\frac{1}{8}$
- 9. MATERIALS USED SHALL BE NONCOMBUSTIBLE AND CORROSION RESISTANT
- 10. VENTS SHALL NOT BE INSTALLED ON THE UNDERSIDE OF EAVES AND CORNICES PER CRC R337.6.3. II. THE EXPOSED UNDERSIDE OF EXTERIOR PORCH CEILINGS SHALL BE PROTECTED BY O NE OF THE FOLLOWING PER CRC
- R337.7.6.
- II.I. NONCOMBUSTIBLE MATERIAL. 11.2. IGNITION-RESISTANT MATERIAL
- II.3. ONE LAYER OF  $\frac{5}{8}$  TYPE 'X' GYPSUM SHEATHING APPLIED BEHIND THE EXTERIOR COVERING ON THE UNDERSIDE OF THE
- 1.4. THE EXTERIOR PARTITION OF A 1-HOUR FIRE RESISTIVE EXTERIOR WALL ASSEMBLY APPLIED TO THE UNDERSIDE OF THE CEILING ASSEMBLY INCLUDING ASSEMBLIES USING THE GYPSUM PANEL AND SHEATHING PRODUCTS LISTED IN THE GYPSUM ASSOCIATION FIRE RESISTANT DESIGN MANUEL.
- I I.5. PORCH CEILING ASSEMBLIES WITH A HORIZONTAL UNDERSIDE THAT MEET THE PERFORMANCE CRITERIA IN ACCORDANCE WITH THE TEST PROCEDURES SET FORTH IN SFM STANDARD 12-7A-3.

### PERMIT CONSULTANT: STEVE ALARY

T: 805-407-6729

SHEET INDEX

AOI COVER SHEET

PROPOSED ADU PLAN

AO3D DIMENSIONED FLOOR PLAN

₽ ROOF PLAN

AO4 EXTERIOR ELEVATIONS

AO5 | INTERIOR ELEVATIONS

AOG | ARCHITECTURAL DETAILS

AO2 | SITE PLAN

ARCHITECTURAL

ARCHITECTURAL

E: STEVE.ALARY@GMAIL.COM

PROFESSIONALS

DRAFTSMAN / DESIGNER:

377 PRINCETON AVENUE,

CAMERON A. CLARK

VENTURA, CA 93003

T: 818.606.4048

## INSPECTION NOTES

REQUIRED DEPUTY AND CONSULTANT INSPECTIONS THE CONTRACTOR SHALL INFORM THE DESIGNER 48 HOURS IN ADVANCE OF REACHING THE FOLLOWING STAGES OF CONSTRUCTION:

) FOOTING EXCAVATIONS COMPLETED, FORMS READY FOR PLACING OF REINFORCING. 2) FOOTING REINFORCING BARS IN PLACE.

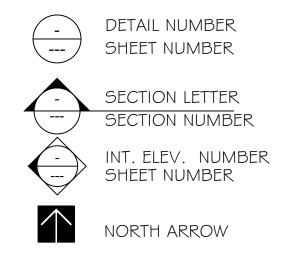
CONCRETE PLACING OPERATIONS.

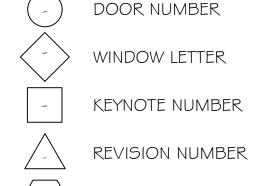
4) WOOD FRAMING COMPLETED BUT NOT CLOSED IN 5) PLY. NAILING COMPLETED BUT NOT COVERED.

TEST AND INSPECTIONS: THE FOLLOWING ITEMS REQUIRE SPECIAL DEPUTY INSPECTION PER 2017 LARC, SEE PLANS AND DETAILS FOR SPECIFIC LOCATIONS.

MISCELLANEOUS TEST ) DRILLED CONCRETE OR CMU ANCHORS 2) EPOXY EMBEDED MEMBERS

## SYMBOLS





CEILING HEIGHT

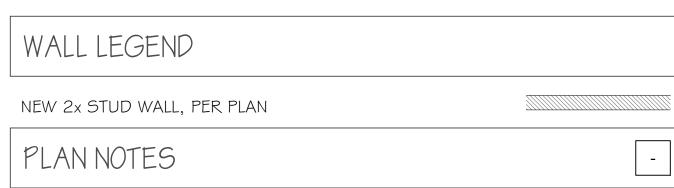
**REVISIONS** 

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1/03/2023

A01



#### SEE SHEET 'A I I' FOR EXTENDED NOTES \$ ITEM DESCRIPTIONS.

17. DISHWASHER SPACE. I . SMOKE DET. \$ CO ALARM. 2. HABITABLE SPACES. 18. REFRIGERATOR/ FREEZER SPACE. 3. SECONDARY MEANS OF EXIT. 19. COOK TOP/ OVEN. 20. BUILT-IN CABINETRY/ CLOSET. 4. SAFETY GLAZING. 21. BUILT-IN BOOK SHELVES. 5. FIRE RATED GARAGE WALLS. 6. FLOORS IN GARAGE. 22. COUNTER TOP. 7. LEVELED LANDING. 23. KITCHEN SINK. 8. DECKING SYSTEM. 24. BAR SINK/ UTILITY SINK. 25. FIREPLACE & CHIMNEY SYSTEM. 9. STAIRWAY REQUIREMENTS. 26. FIREPLACE NOTES. 10. PARAPET & RAILING. 27. WATER HEATER. I I. WROUGHT-IRON HANDRAIL. 12. TUB OR SHOWER. 28. NATURAL & ARTIFICIAL LIGHT. 29. ATTIC ACCESS. 13. WATER CLOSETS. 30. ROOF HATCH. 14. EXHAUST FAN. @ 31. HAND TOOL INT. CORNERS. 15. SCUPPER. 32. DUMBWAITER. I G. WASHER/DRYER SPACE. 33. GARAGE TURNTABLE.

AREA SUMMARY	
	GROSS
EXISTING RESIDENCE	1,280 SF
EXISTING GARAGE	666 SF
EXISTING SHED	96 SF
PROPOSED ADU	598 SF

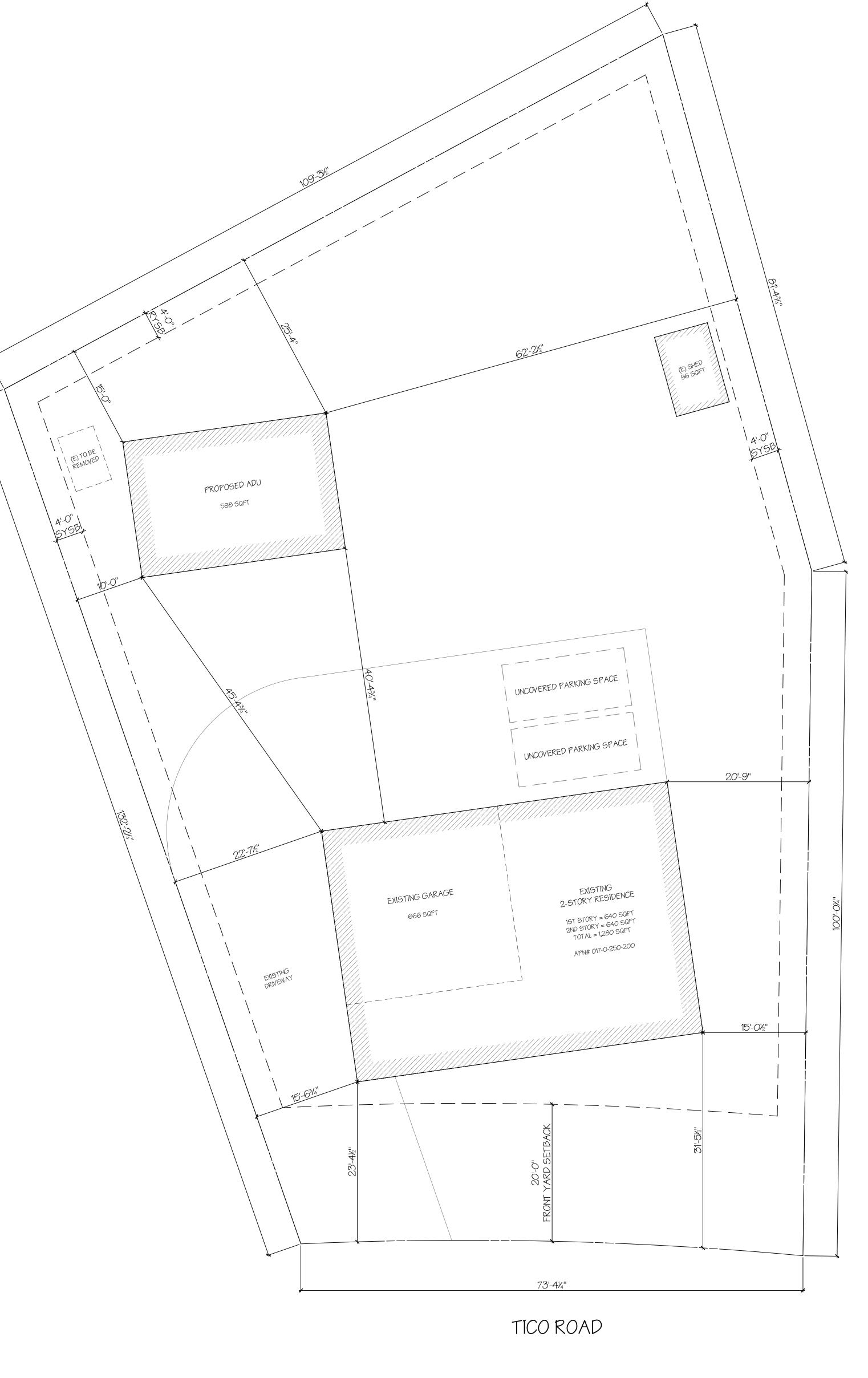
## MECHANICAL SYMBOLS & LEGEND

- SMOKE DETECTOR HARD IN ALL SLEEPING AREAS.

- CARBON MONOXIDE ALARM.

- EXHAUST FAN - CEILING MOUNTED (VENTED TO OUTSIDE AIR).

NEWLY INSTALLED BATHROOM EXHAUST FANS, NOT FUNCTIONING AS A COMPONENT OF A WHOLE HOUSE VENTILATION SYSTEM, MUST BE CONTROLLED BY A HUMIDISTAT WHICH SHALL BE READILY ACCESSIBLE.





REVISIONS DATE:

1/03/2023

A02

## WALL LEGEND

NEW 2x STUD WALL, PER PLAN

## PLAN NOTES

SEE SHEET 'A I I' FOR EXTENDED NOTES \$ ITEM DESCRIPTIONS.

- I. SMOKE DET. & CO ALARM.
- 2. HABITABLE SPACES. 3. SECONDARY MEANS OF EXIT.
- 4. SAFETY GLAZING.
- 5. FIRE RATED GARAGE WALLS.
- 6. FLOORS IN GARAGE.
- 7. LEVELED LANDING. 8. DECKING SYSTEM.
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- 32. DUMBWAITER. 33. GARAGE TURNTABLE.

## AREA SUMMARY

GROSS NET

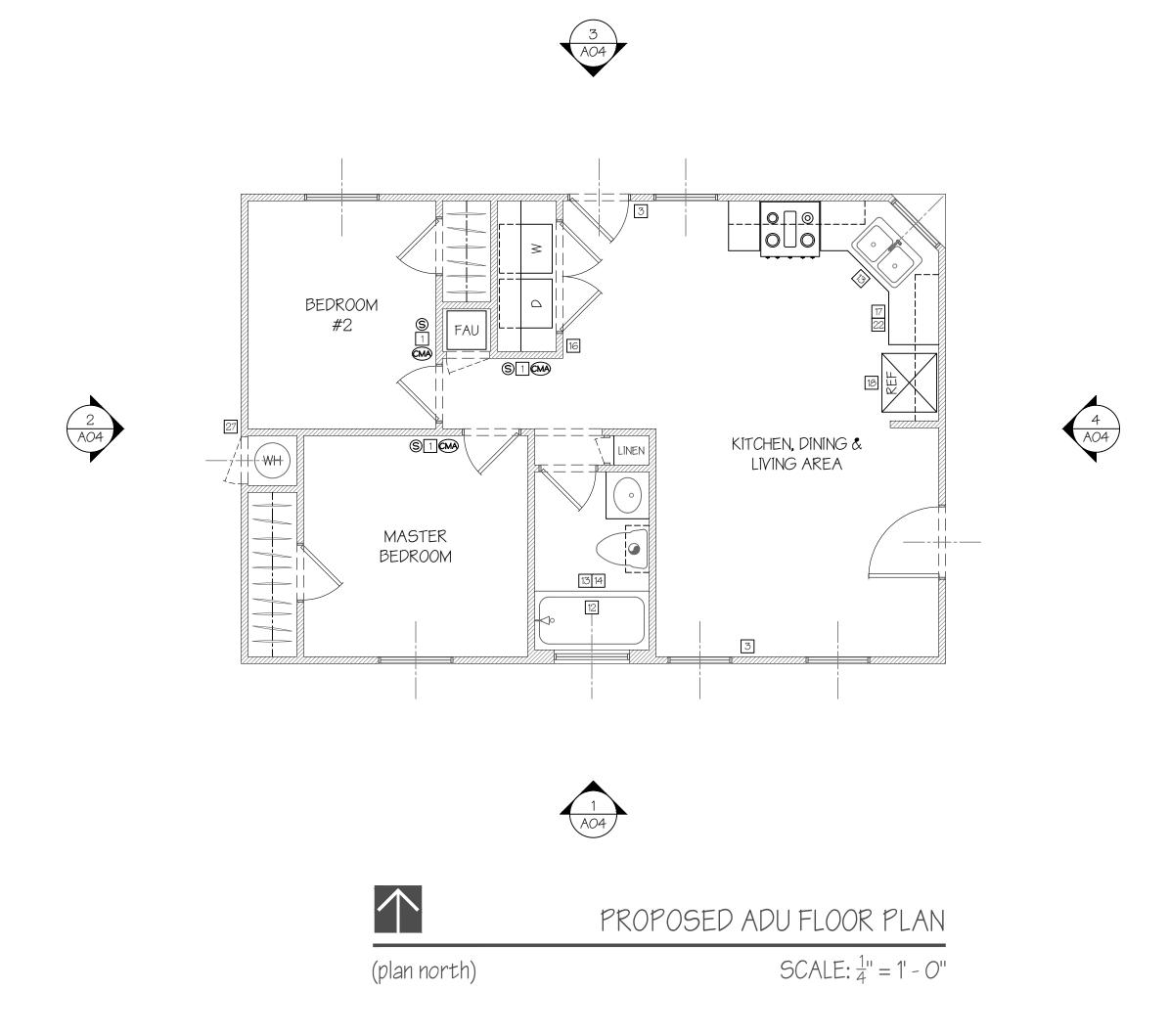
1,280 SF EXISTING RESIDENCE EXISTING GARAGE 666 SF EXISTING SHED 96 SF 598 SF PROPOSED ADU

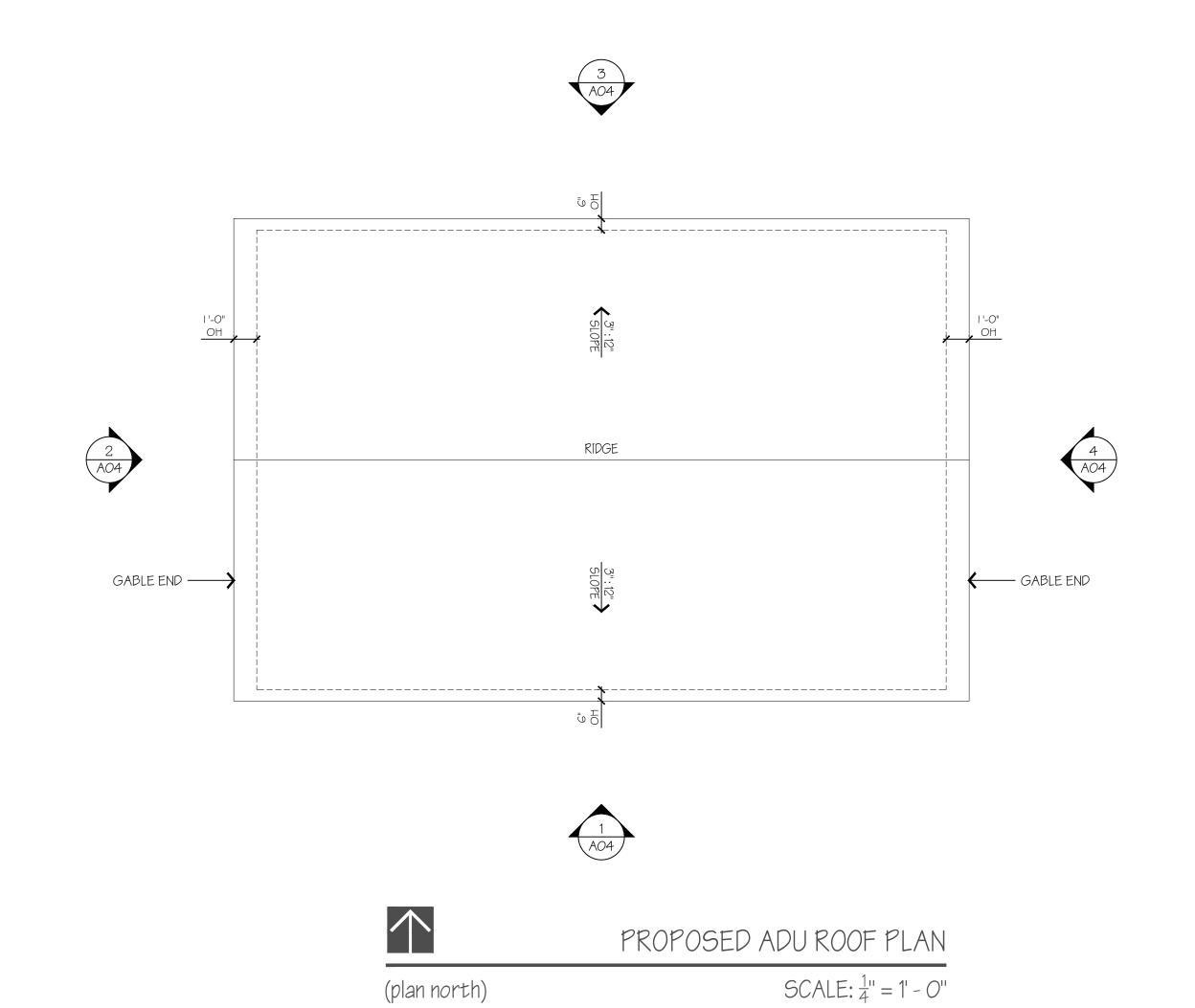
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(plan north)

REVISIONS

1/03/2023

## WALL LEGEND

NEW 2x STUD WALL, PER PLAN

## PLAN NOTES

## SEE SHEET 'A I I' FOR EXTENDED NOTES & ITEM DESCRIPTIONS.

- I . SMOKE DET. ¢ CO ALARM.
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EXISTING GARAGE

AREA SUMMARY

1,280 SF EXISTING RESIDENCE 666 SF EXISTING SHED 96 SF

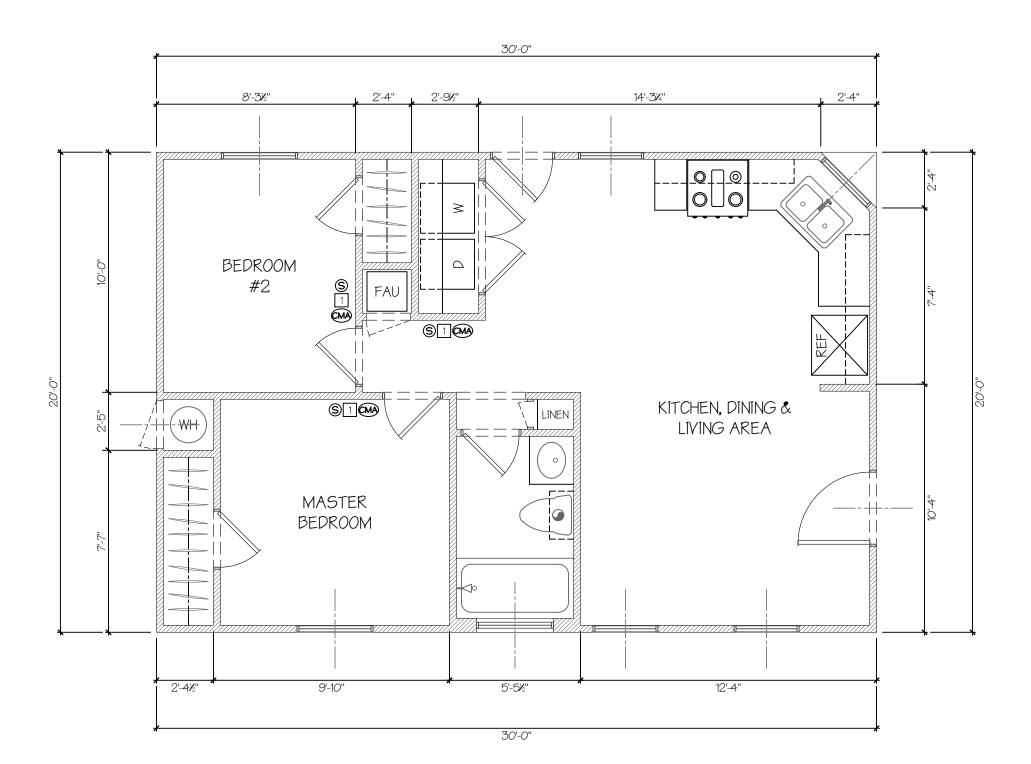
GROSS

NET

598 SF PROPOSED ADU

## MECHANICAL SYMBOLS & LEGEND

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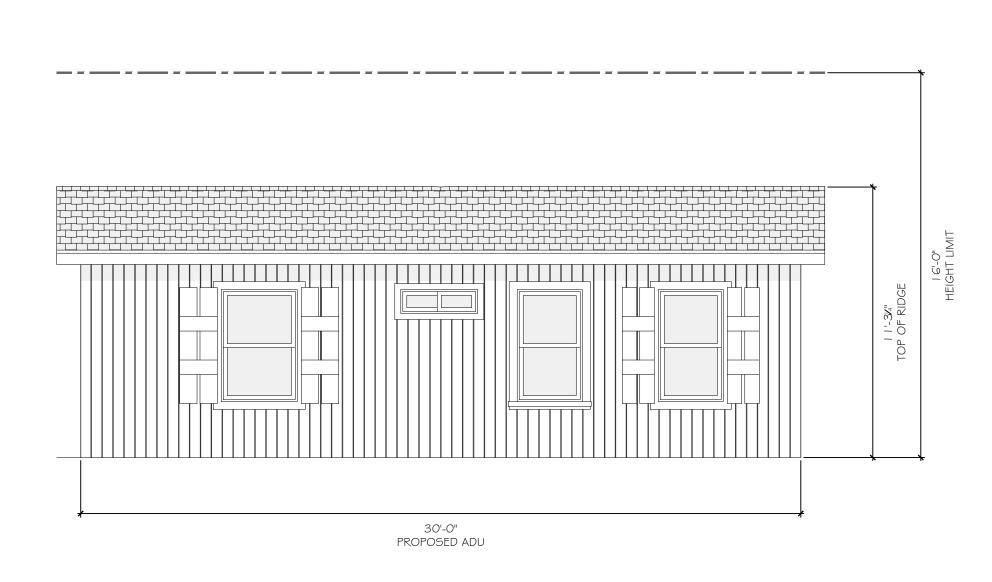
PROPOSED DIMENSIONED ADU FLOOR PLAN

(plan north)

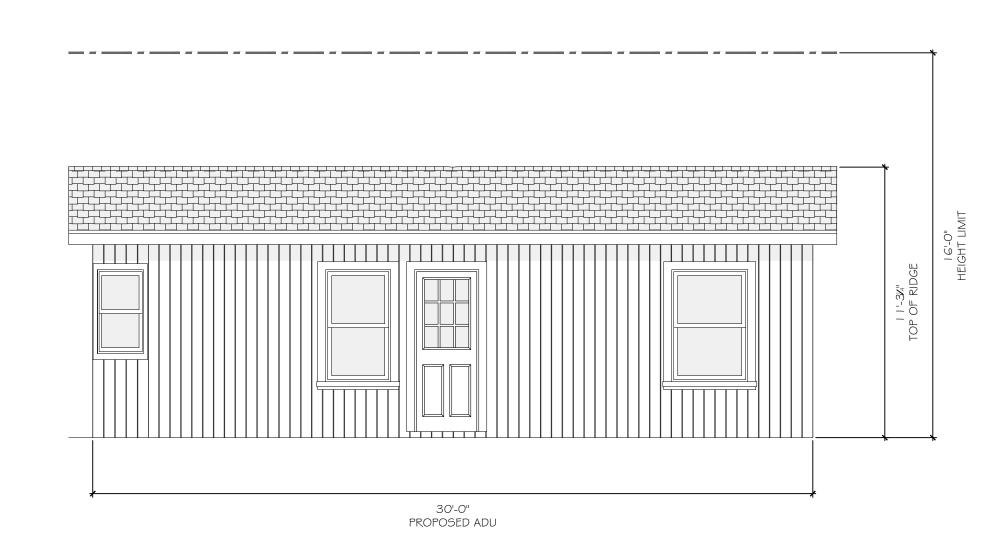
SCALE:  $\frac{1}{4}$ " = 1' - 0"

REVISIONS

1/03/2023

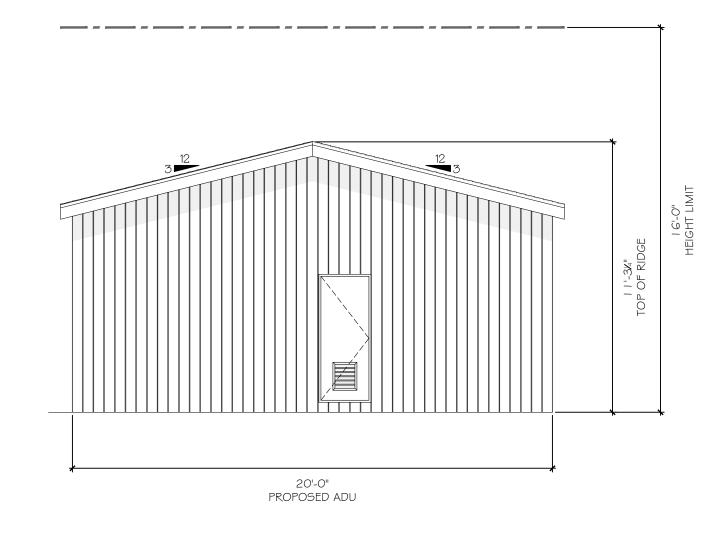


WITT ADU - SOUTH ELEVATION SCALE: <sup>1</sup>/<sub>4</sub>"=1'-0"

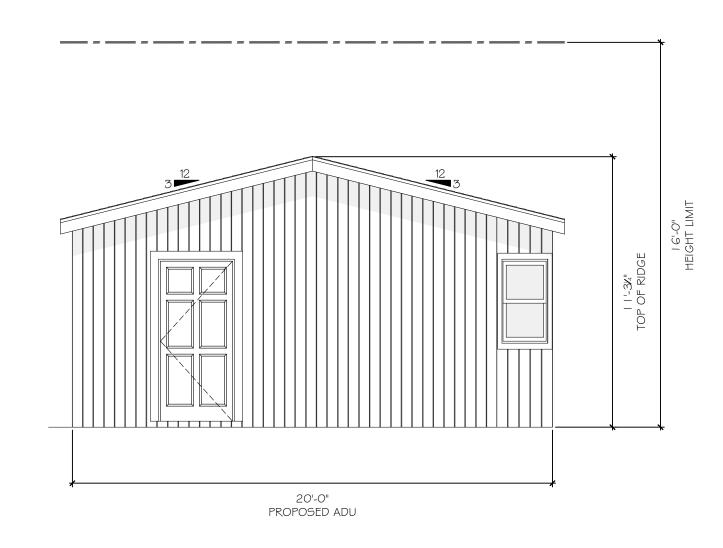


WITT ADU - NORTH ELEVATION

SCALE: \frac{1}{4}"=1'-0"



WITT ADU - WEST ELEVATION SCALE: <sup>1</sup>/<sub>4</sub>"=1'-0"

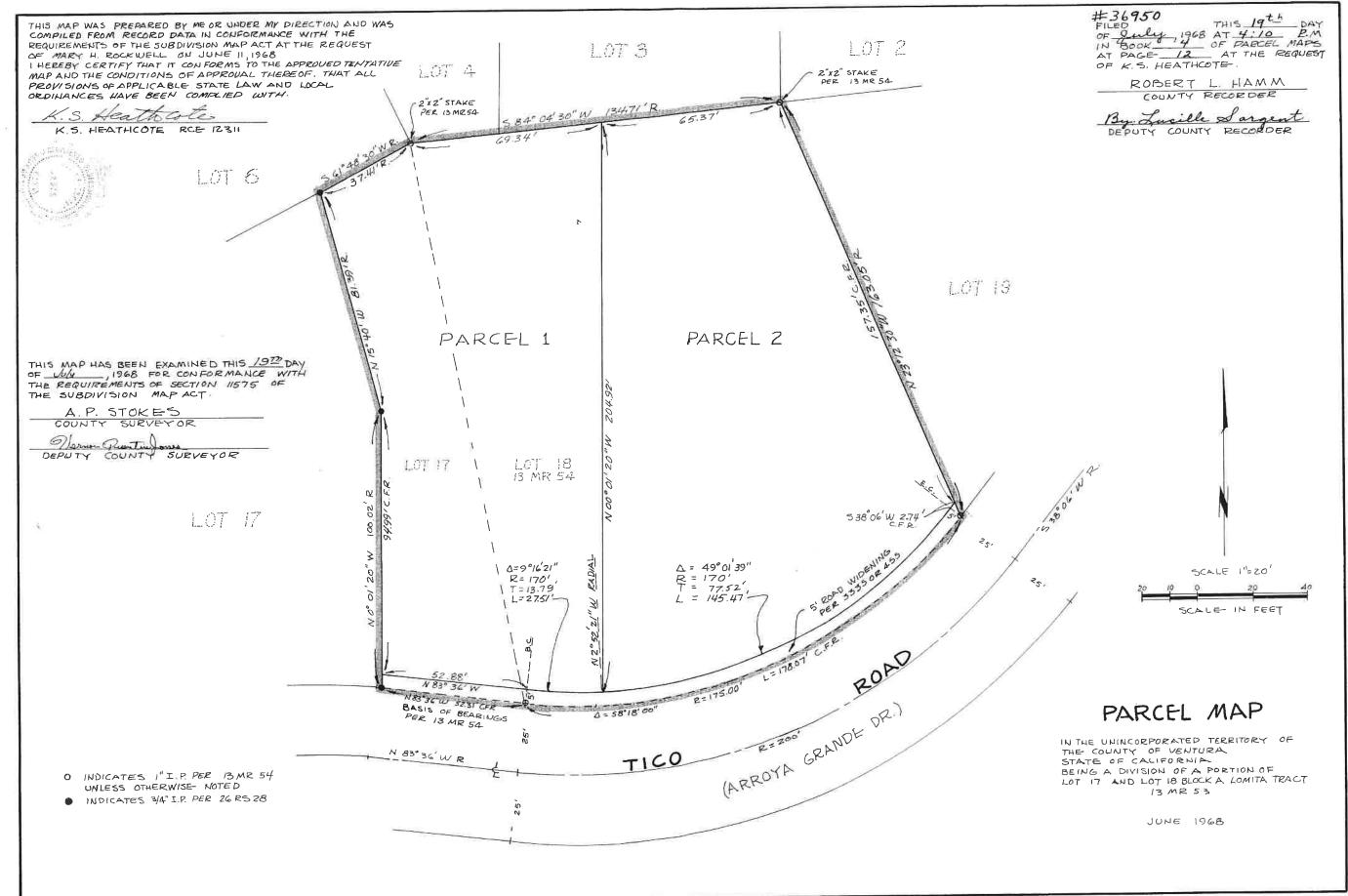


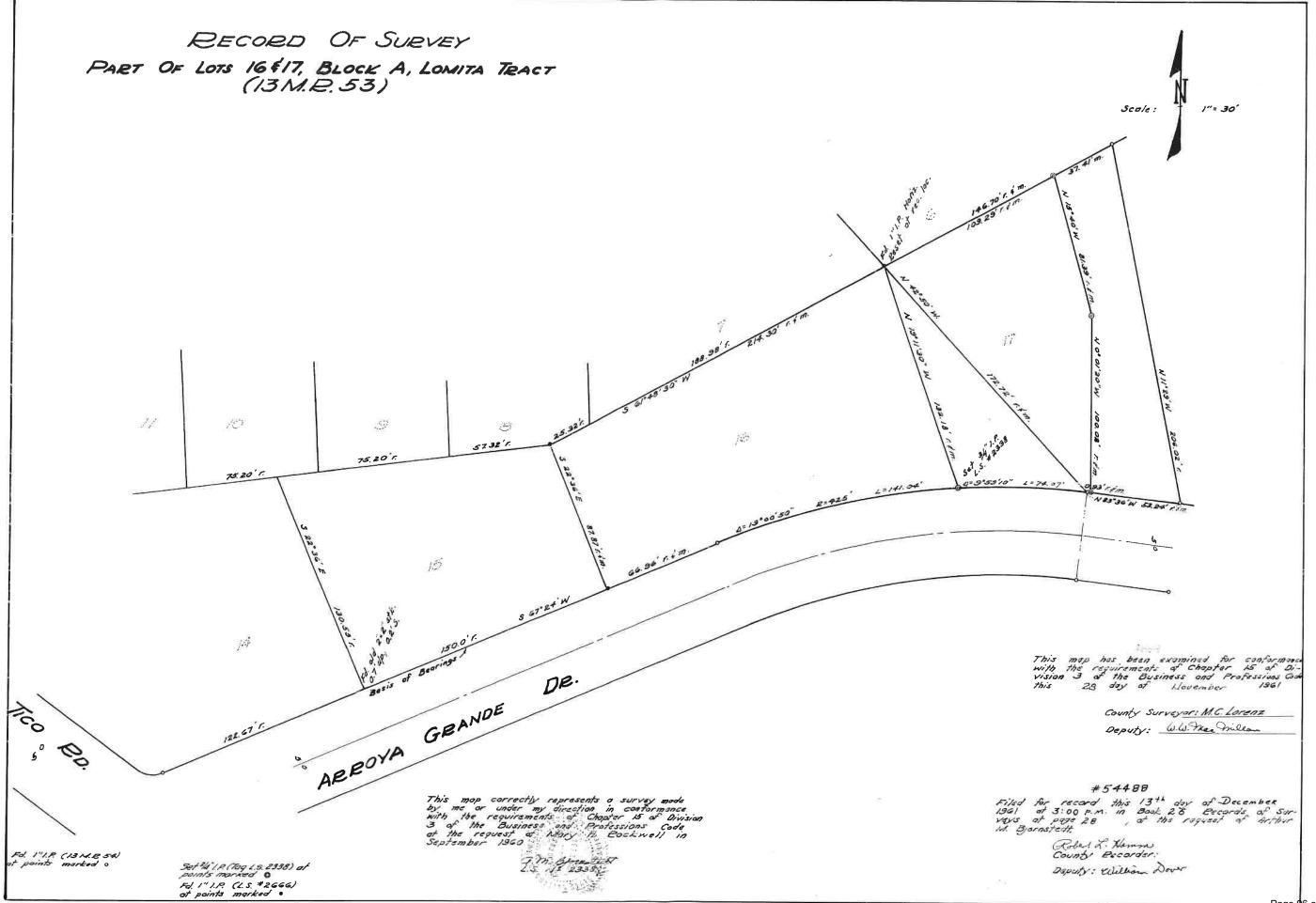
WITT ADU - EAST ELEVATION SCALE: <sup>1</sup>/<sub>4</sub>"=1'-0" REVISIONS

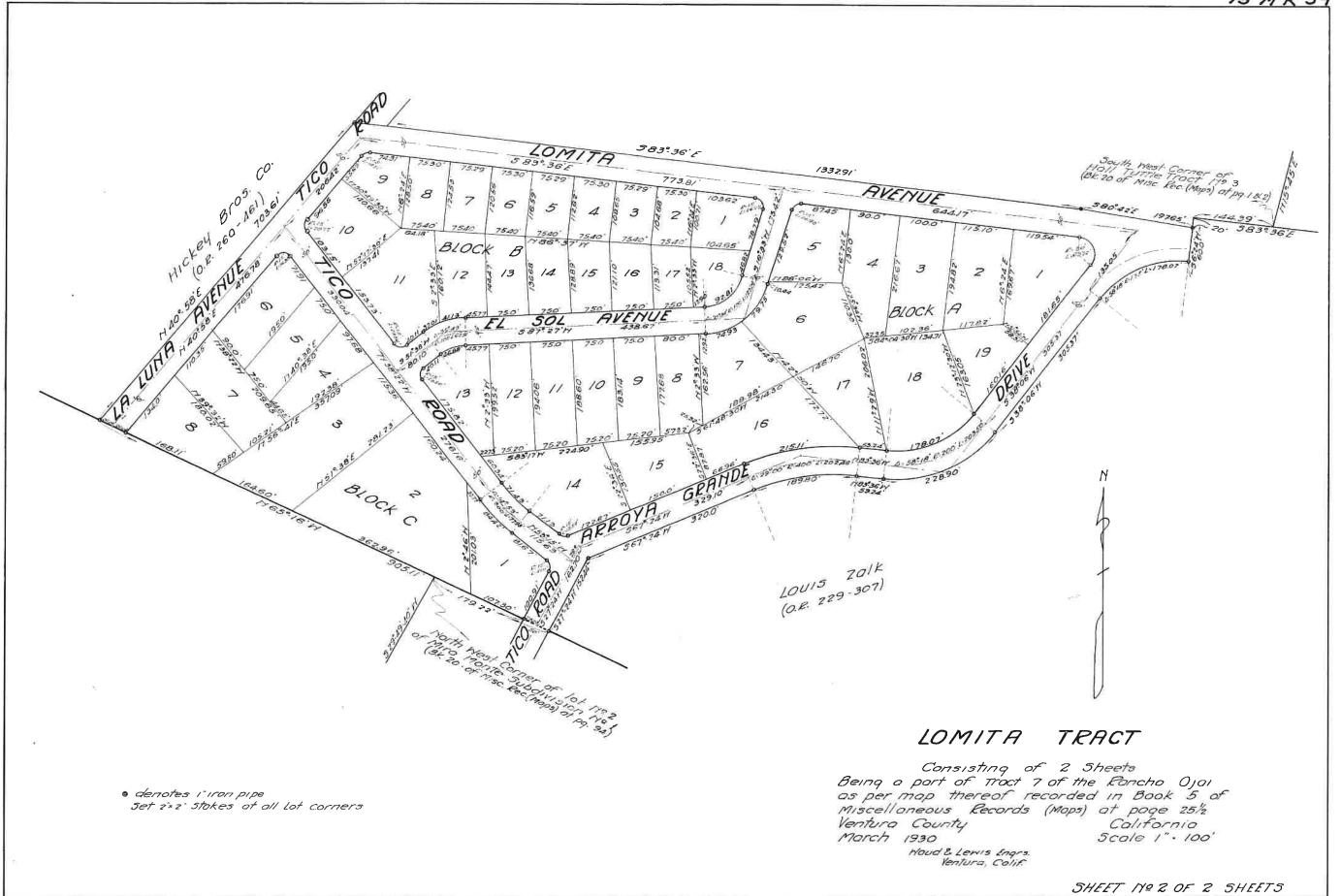
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1/03/2023







# TRACT LOMITTA

M. H. HITTOR, COURTY LIGHT

EXCOTIND AIR REFERENCE CONTRIBUTE VERFORM, 187 HO, 1823, Ant. 40 min. Park 11 of the S. . M. In Sect 15 Minor liber rus Reco (Gaps), at order 50 mil 50, 18 min a contri Records.

Civil Engineer, that I have, under instructions I am a Hickey Brothers Company, under instructions from thickey Brothers Company, supdivided the lands delinated upon this map fonsisting of two (2) sheets, this being sheet No.1 thereof, may lots, blocks, roads, drives a avenues, and in making the survey of said finds. I have established permanent monuments at the locations planny indicated upon this map, by which any surveyor or engineer may retrace my

WITNESS my hand this latday at Warth, 1930,

R. B. Luck,

A. L. Hallowell, County Clerk of lathura County, State at California,

Chill Englineer, Said County, State at California,

Charles been soonwed by said Board at Supervisors at said County, of hereby

Board at Supervisors at said County, a good and sufficient band that

I has been soonwed by said Board, in the sum of the minh said

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but are a len along the date at the day of soon the pount of the map to which this certificate is affected to a said soon

the map to which this certificate is affected entitled "Lomita

IN WITNESS WHEREOF, I have set my hand and an at it.

TWESS WHEREOF, I have set my hand and attived the seal of the Cert of Seal of May, AD 1930 Clerk of County of Ventura, State of California and Exodicio Clerk of the Board of Supervisors of Said County.

County of Ventures, do hereby cer. "Those corrections special assessments, other than the real property included within the yellow shaded lines of the merities any pending special assessment district, it clude any pending special assessment district, it bonds ary pending special assessment district, it bonds ary pending special assessment district, it was included within seid tract come a lien upon it land included within seid tract.

Clare that at the undersigned, severally hereby certify and dees the electron of the curains at a clare the curains at a clare that our consont is necessary to pass a clear title to the parcel of real property enclosed Luithin the consisting of two (2) sheets, this being sheet No.1 thereof and we severally consont to the map entitled "Lomina the sort map, and recording of thereof, such map, and hereby, "El Sol Amenie," Louise "La Luna Avenue," "Theo Road," El Sol Amenie, Lomina Avenue" and "Arroya Grande Drive, all as delineared on said map.

of Ventura, State of California, do heraby certify that there are not like that there are not like that es against the Host of California, do heraby certify that es against the Host of Monda State or County taxentified Lonina Tract of Bond State or County that map year 1930-31, which are not yet due and payable. With the Sand Saal this day of

Les.

COMPANY, & COTOOPPION, OWNER BY: CON, ME SAN SONDER BY: BY: Con and & Will formette

HICKEY BROTHERS COMPANY, a corporation, owner. By Henry B. Hinny, Pren. By: W. C. Hickey, Sary.

That he was

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Ett Myleydore County Arditor Spetty Sharf Naly Spetty

the County of Ventures 18 State of California, and flere by certify that I have examined the map entitled "Lomins fract," as to the examined the map entitled control of the sufficiency of afficients, consorted to the making the sufficiency of afficients, consorted to the making the sufficiency of afficients, and the same had computation, and there material as a such other material as a such other material as a correspond to the same to be correspond to the map the first him the legitative map thereof, as approved by the desiral control of the same to be correspond to the map the same to be correspond to the same to the same to be correspond to the same to the same to be correspond to the same to be corr

the unspersioned, a Motory of March, 1930, betore me, and State, residing therein, duly commissioned and sworn, personally appeared City, mand for said Cunty sworn, personally appeared City, milk the sound former to be the lower through the lower through the corporation described in the above certificate, and also known to me to be the persons who therein named said certificate on behalf of the corporation executed the same that such corporation executed the same that allowed year since the resonance of the same that such corporation executed the same that

two (2) sheets, being presented to the Board of Supervisors of Vertiled Longital to the Board of Supervisors of Vertile Board of Supervisors of Service Board of Supervisors of Service Board of Service Collecting, at a regular meeting of Service Board of Service Sproved by Said Board does hereby society on behalf of the Refusion and for public use La Luts Avenue. The Board Drive. IN WINNESS WHEREOF, Sajd Board of Superficients has caused this certificant to be signed by its Chairman and affected by its Clerk, and the caticial seal of the County Clerk of Said County of Ventura to be atticed hereto, this cold aby of May. 1930.

Notary Public in and for the County of Vinterial State of

STATE OF CALIFORNIA COUNTY OF VENTURA

Attest Clerk of said Board men of the Board BOARD OF SUPERVISORS OF COUNTY OF VENTURA, STATE OF CALIFORNIA.

the undersigned is Notary Public in and for said County and State, residing therein, duly commissioned and known, to me to be the known to me to be the known to me to be the known to me to be the said certificate on behalt of the corporation, and said certificate on behalt of the corporation cape. MITWESS my hand and official seel, the clay acknowledged to me that such corporation executed.

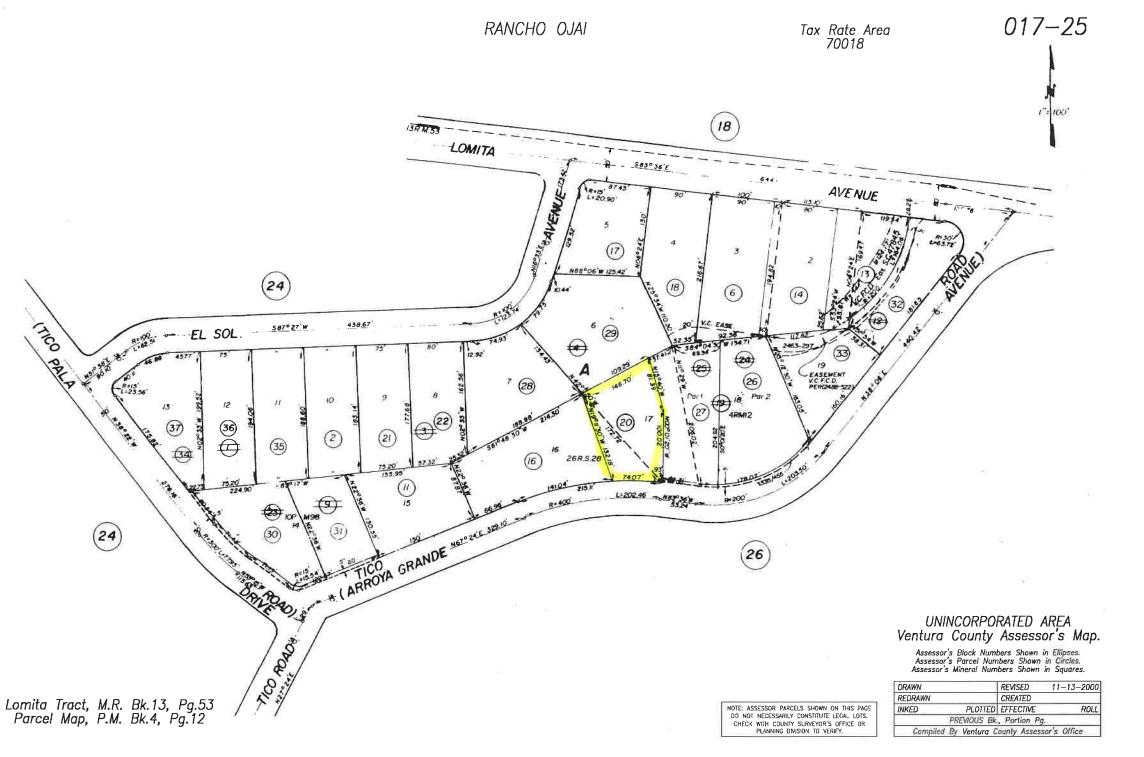
WITWESS my hand and official seel, the clay and year first hereinabove written.

Notary Public in and for the County of Ventura, State of

I, Geoege J. Little, County Tax Collector of the County County Tax Collector of the County County taxes for fiscal year 1929—30, on that Gertain tract of land shown on the Map entitled Lonita Tract, have been paid in full.

WITNESS MY hand this Six day of March, 1930

Collector from the courts



VENTURA 535 E. MAIN ST. 648-6131 93001 648 - 6131 SIMI VALLEY DIST. 2-4

BUILDING PERMIT APPLICATION

LEE R. LEISHMAN DIRECTOR DEPARTMENT of BUILDING and SAFETY

3200 E. COCHRAN ST. 522-3012 93066 93065 CAMARILLO DIST. 3 -5 2490 VENTURA BLVD.

93010

COUNTY OF VENTURA

DIST. 7 170 N. VENTURA ST. 646 -5581

482 - 8841

FOR APPLICANT TO FILL IN PROJECT ADDRESS Ojai 569 Tico Road EAREST CROSS STREET LOT NO. 17 Lomita Lomita ASSESSOR PARCEL NO. 646-7152 Mr. and mrs. Andy Delnagro LOCALITY

TRACT FLR PLAN INSPECTION RECORD INSPECTOR DATE ZONING MAIL ADDRESS **FOUNDATION** Ca. 920 So. Rice Road, Ojai, CONTRACTOR STATE LICENSED SLAB Owner MAIL ADDRESS FIREPLACE Same as above 9055 CHITECT, ENGINEER, DESIGNE GROUT 1 C.E. Gerard Dieges, MAIL ADDRESS **GROUT 2** 336 Sol Pueblo Ave Øjai 646-3018 ADDRESS SHEATHING KOF E OF BUILDING DESCRIPTION FRAMING Residenc 39,468.00 ROOF COVERING 00 = 5 26 347 EXT. LATH / SIDING 510.00 = \$6,500.00 INT. LATH/Dry Wall ' = \$ VALUATION 45,968.00 FINISH GRADING WITHER PERMITS PLAN CHECK FEE \$ 176.93 HOUSE NUMBER GRADING # \$ 217.00 BUILDING PERMIT FINAL PLUMBING # STATE SURCHARGE 3.22 Notes: MECHANICAL# \$ REFEREN TO SENIVE ELECTRICAL # TOTAL FEES \$ 397.15 USE ZONE ROCCEDULE ENCREMINE PERMITS ZONE CLEARANCE NO. 31895 FIRE ZONE FOR TENP MOBILE WATER AVAILABILITY LETTER SOLL TEST, BY, GEOLOGY REPORT BY: ENVIRONMENTAL HEPORT DURNING CONSTRUCTION PEROGLATION TEST BY: REQUIRED ☐ NO LUCKS GROUP DWELLING UNITS DIVISION TYPE OF CONST. I-J V 1 ADD /ALTER DEMOLISH X NOTICE

PENDED OR A
I hereby certify that I have read and examined this application and COMMENCED.
know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. No person shall be allowed to perform work under this permit in violation of the Labor Code of the State of California.
I further state that I am properly licensed as required by Section 7031.5 of the State Business & Professions Code (or Claim Exemption as owner under Section 7044).

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED THIS PERMIT BECOMES NULL AND VOID IF WORK ON CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 60 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS ANY TIME AFTER WORK IS COMMENCED.

WHEN PROPERLY VALIDATED (IN THIS SPACE) THIS IS YOUR PERMIT

PLAN CHECK VALIDATION

PERMIT VALIDATION

27001 1061260 176.934

348876 SEP 30 1 217.004 348976 SEP 30 9 0 Page 100 221239▲

JS

TYPIST



#### Will-Serve/Proof of Service/Meter Request Form

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

#### Required Attachments:

Applicant Information:

Project Dimensions (Sqft):

- 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.

Account Number:	02-102
Name:	Jennifer
Company:	n/a
Mailing Address:	138 S. Alvarado Street Meiners Oaks CA 93023
Phone Number:	805 :
Email Address:	.com
Project Information:  New Meter Requested:  Assessor's Parcel #(s):	Yes ✓ No 017-0-141-065
Service Address:	138 S. Alvarado street
City, State, Zip code:	Meiners Oaks
Planning Dept Case #:	ZC23-0058
# of Existing Dwellings:	Date Dwellings Permitted: \ \ 953
Type of Construction:	
New Construction	Tenant Improvement ADU Other
Type of Use:	
Single Family Res	Multi-Family Res (# of dwellings) ✓ Other

**Continued on Next Page** 

404



#### Will-Serve/Proof of Service/Meter Request Form

Detailed Project Description:	
Please allow a minimum of 60 days to evaluate and p The time frame will depend on receipt of satisfactor of pertinent District Committees are	ry information from the applicant and schedule
I acknowledge that MOWD will bill a \$100 Add	ministrative Fee for processing this request.
Applicant Signature	Date
	1/20/23

#### **Review of Application for Will Serve Letter**

New Tiny Home ADU for Property with Existing Meter at 138 S. Alvarado.

#### Proposal

The proposed project consists of adding a new Tiny Home ADU. 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. APN: 017-0-141-06

#### Screening Step 2. Will the current allocation support an ADU? YES

Allocation Details:

Allocation Case Identifier: AA-0308

• Allocation Category: 5/8" RES meter, 1 Parcel

Parcel Size: 0.17 acre

• Current Base Fixed Allocation: 120 HCF/yr

• Current Base Variable Allocation: 103 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: 33 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 1-20-2023
- 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.



#### BEST MANAGEMENT PRACTICES

ALL OF THE FOLLOWING MUST BE FOLLOWED

ERODED SEDIMENTS AND OTHER POLLUTANTS MUST BE RETAINED ON SITE AND MAY NOT BE TRANSPORTED FROM THE SITE VIA SHEET FLOW, SWALES, ARE DRAINS, NATURAL DRAINAGE COURSES OR WIND.

STOCKPILES OF EARTH AND OTHER CONSTRUCTION RELATED MATERIALS MUST BE PROTECTED FROM BEING TRANSPORTED FROM THE SITE BY THE FORCES OF WIND OR WATER

FUELS, OILS, SOLVENTS AND OTHER TOXIC MATERIALS MUST BE STORED IN ACCORDANCE WITH THEIR LISTING AND ARE NOT TO CONTAMINATE THE SOIL AND SURFACE WATERS. ALL APPROVED STORAGE CONTAINERS ARE TO BE PROTECTED FROM THE WEATHER. SPILLS MAY NOT BE WASHED INTO THE DRAINAGE SYSTEM.

EXCESS OR WASTE CONCRETE MAY NOT BE WASHED INTO THE PUBLIC WAY OR ANY OTHER DRAINAGE SYSTEM. PROVISIONS MUST BE MADE TO RETAIN CONCRETE WASTES ON SITE UNTIL THEY CAN BE DISPOSED OF AS A SOLID WASTE.

TRASH AND CONSTRUCTION RELATED SOLID WASTES MUST BE DEPOSITED INTO A COVERED RECEPTACLE TO PREVENT CONTAMINATION OF RAINWATER AND DISPERSAL BY WIND

SEDIMENTS AND OTHER MATERIAL MAY NOT BE TRACED FROM THE SITE BY VEHICLE TRAFFIC. THE CONSTRUCTION ENTRANCE ROADWAYS MUST BE STABILIZED SO AS TO INHIBIT SEDIMENTS FROM BEING DEPOSITED INTO THE PUBLIC WAY. ACCIDENTAL DEPOSITIONS MUST BE SWEPT UP IMMEDIATELY AND MAY NOT BE WASHED DOWN BY RAIN OR OTHER MEANS.

ANY SLOPE WITH DISTURBED SOILS OR DEMANDED OF VEGETATION MUST BE STABILIZED SO AS TO INHIBIT EROSION BY WIND AND WATER.

#### CODE COMPLIANCE

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN COMPLIANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES.

2020 VENTURA COUNTY BUILDING CODE / ORDINANCES 2020 CALIFORNIA GREEN BLDG STAND CODE

2020 CALIFORNIA BUILDING CODE

2020 CALIFORNIA RESIDENTIAL CODE

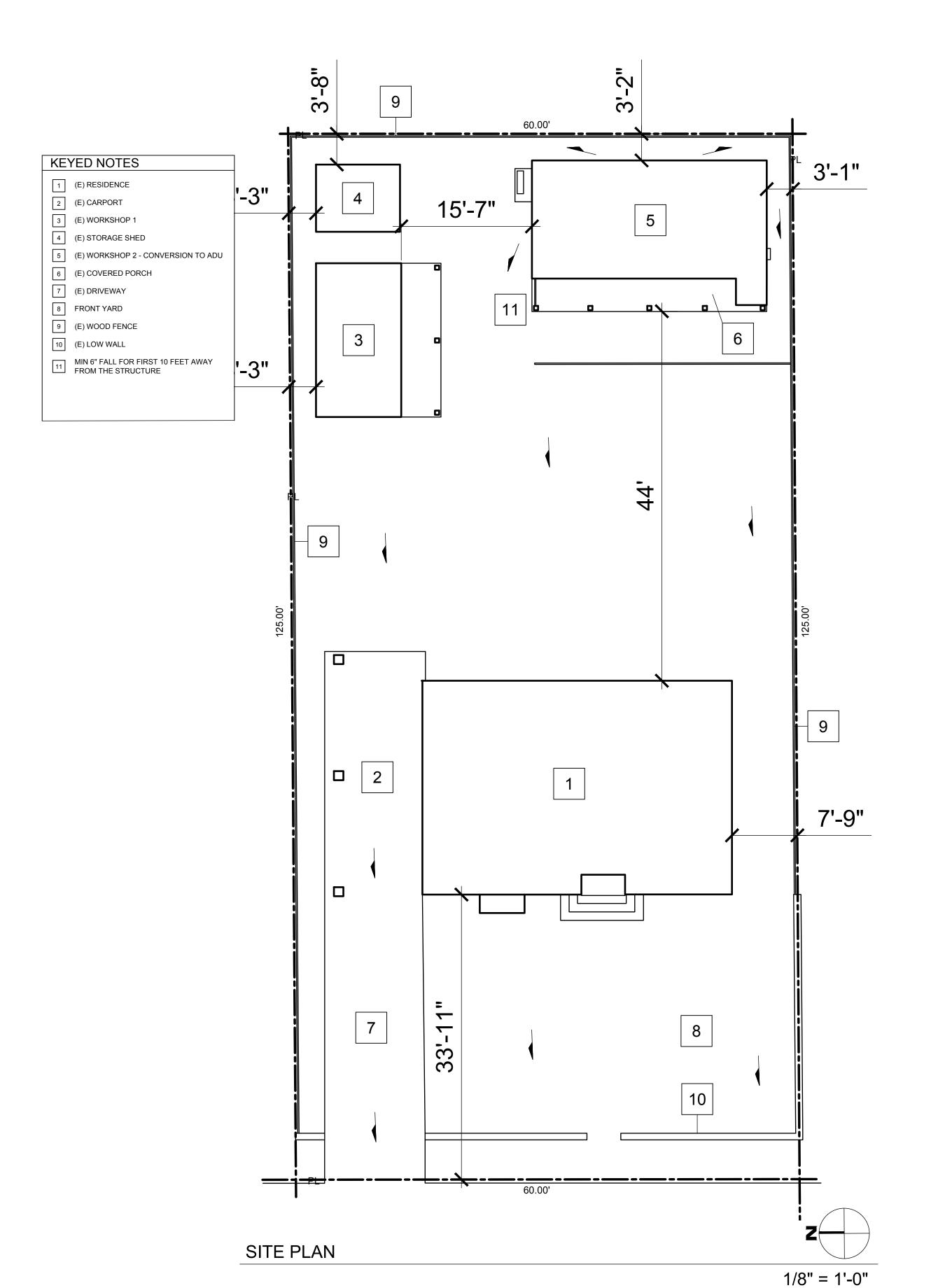
2020 CALIFORNIA ELECTRICAL CODE

2020 CALIFORNIA MECHANICAL CODE

2020 CALIFORNIA PLUMBING CODE 2020 CALIFORNIA ENERGY CODE

2020 CALIFORNIA FIRE CODE

2020 CALIFORNIA TITLE 24

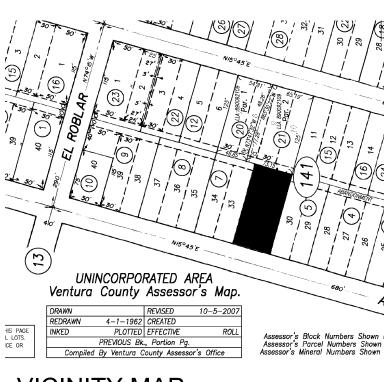


#### PROJECT SCOPE

CONVERSION OF (E) WORKSHOP INTO A 404 SF ACCESSORY DWELLING UNIT (ADU).

#### PROJECT INFORMATION

SITE / ADDRESS:	138 S. ALVARADO AV OJAI, CA 93023
OWNER/ADDRESS:	JENNIFER MOSES & CHRIS KIRKEGAARE 138 S. ALVARADO AV OJAI, CA 93023
APN:	017014106
LOT SIZE:	.17 ACRE
ZONE:	R1-10,000
OCCUPANCY:	R-3
CONST TYPE:	TYPE V-B
NO. STORIES:	1
FIRE SEVERITY AREA:	NO
FIRE SPRINKLERS:	NO
(E) AREAS	SF
(E) RESIDENCE:	952
(E) CARPORT:	300
(E) WORKSHOP 1:	186
(E) STORAGE SHED:	80
(E) WORKSHOP 2: (TO BE <u>CONVERTED</u> TO ADU)	404
(N) ADU:	404



## VICINITY MAP

## SHEET INDEX

T-0 COVER SHEET, SITE PLAN, PROJECT INFO VICINITY MAP

FLOOR PLAN & ELEVATIONS

COVER SHEET PROJ INFO SITE PLAN VIC MAP

## 138 S. ALVARADO AVENUE

OJAI, CALIFORNIA

Ray Ames - Designer

2309 Aztec Ave
Ventura, CA 93001
(805) 407-9327
fthillray@yahoo.com
foothilldesigngroup.com
houzz.com/pro/fthillray

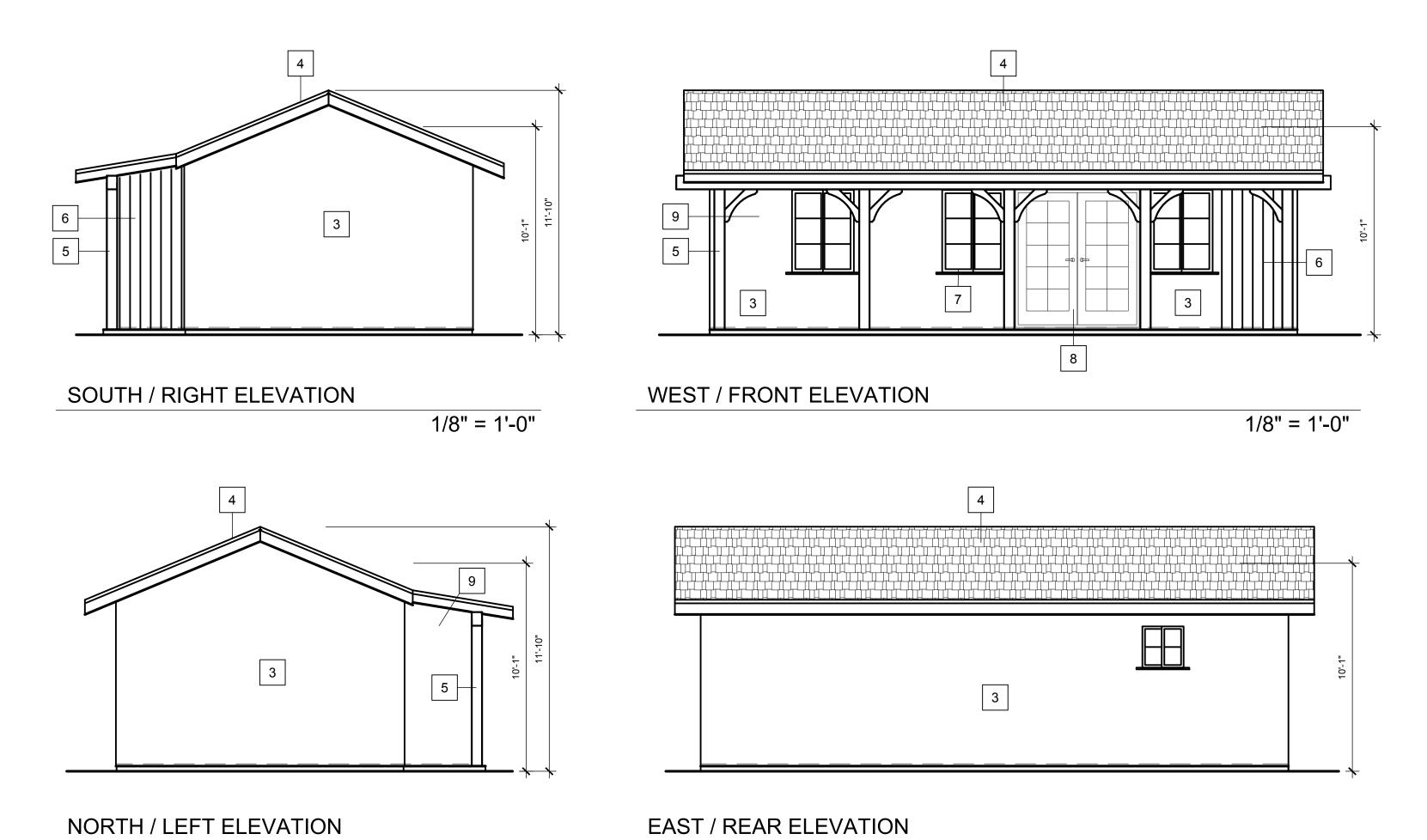
1.19.23

T-0

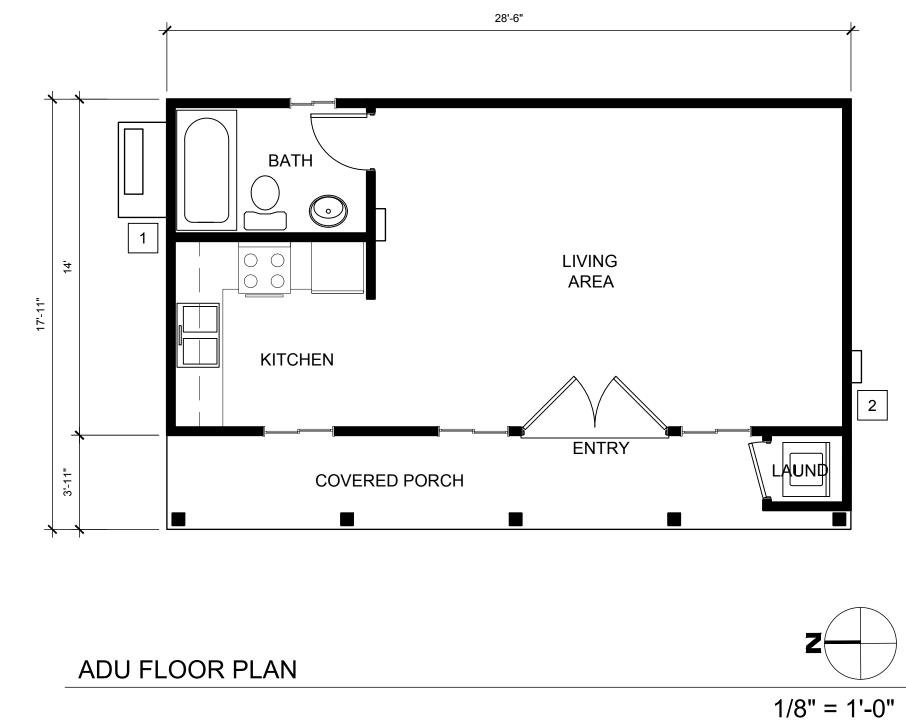
Page 104 of 139



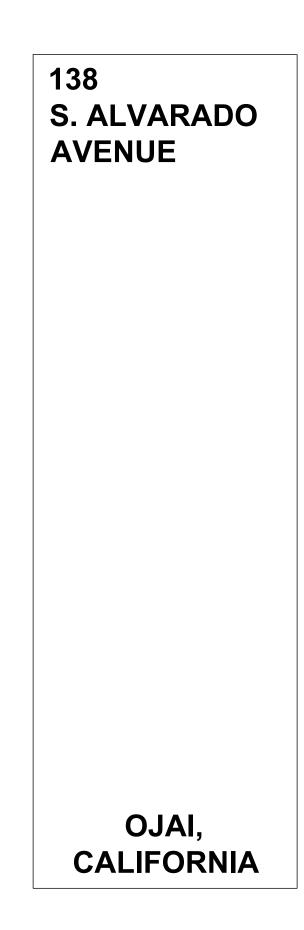
FLOOR PLAN & ELEVATIONS



1/8" = 1'-0"



1/8" = 1'-0"



Ray Ames - Designer

2309 Aztec Ave
Ventura, CA 93001
(805) 407-9327
fthillray@yahoo.com
foothilldesigngroup.com
houzz.com/pro/fthillray

1.19.23



Page 105 of 139

7241	Gadois hereby permitted	Divisions 1. 2. 3. 4.	ft.	ft. ft. ox	14-120 (CT-18-120) (C)
Address of Job 138 & Chenge Charles Ch	Veriess (g	A. A. B. G. C. H. D. I.	Paid Cash Chk.  Paid M. O.	our Deed Rear Lot Line Front Lot Line  RAY SHULTZ, Building Inspector	By Kin heelthed.
DEPARTMENT ntura	Tract_7	TYPE Fire Resistive Heavy Timber Ordinary Masonry Metal Frame	12	or your Deed RAY SHULT	$B_{\mathrm{y}}$ $\int_{\mathbb{R}^{2}}$
BUILDING INSPECTION DEPARTMENT County of Ventura  BUILDING PERMIT	Lot <b>3/-3.2</b> Block	1. Fig. 11. Or 11. Mc 11. Or 17. We 11. Or 17. We 11. Or 17. We 1	Valuation \$ 600 mg.  The Building Code requires you to construct your structure at least the following distances from	The County Zoning Ordinance or the County Subdivision Ordinance or your Deed Restrictions may require additional setbacks.	IS PERMIT
BUILDII BUILDII Bl	Crisks who	mage	o C	ce or the County Su ditional setbacks.	N BACK OF TH
Address of Job 138 &	Memera 200	Erect After Repair Move Demolish	Valuation \$_600 \\ ding Code requires you to costrom	nty Zoning Ordinan ions may require ad	READ CONDITIONS ON BACK OF THIS PERMIT
Hity of writing, typing or miting UNSATISFACTORY portions of the document portions of the document and refluinging. Permit N	Locality Contractor Owner	TO Re A.E.	Valua  Valua  The Building C	The Cou	READ CENTERS

	Permit No. 7241	Date June 9 1952
		ers aks
)		OR S RECORD
	Permittee H C Barr	les
	Address138 S Al	varado St Lot 31-32
	ContractorOwne	18
	Job Frame gara	ge \$600
	No <u>INS</u>	PECTIONS
	Setback	Bond Beam_
	Excavation	Fireplace
ŝ	Forms	Ext. Netting
X.	Piers	Int. Lathing
	Foundation 6-20/	Int. Plaster
	Ext. Walls	
	Int. Walls	V
	Joist 7.22 K	
	Rafters	Garage Sep
	Kit. Vent.	Final //-/0-526
	Heating	RECTIONS
		**************************************
_	ER	A MEMO:
,		ibility of writing, typing or inting UNSATISFACTORY
	- pr	portions of the document

**COUNTY OF VENTURA** APPLICATION & PERMIT RESOURCE MANAGEMENT AGENCY - DIVISION OF BUILDING AND SAFETY SITE INFORMATION BUILDING ADD/ALTER SIZE OF BUILDING SQ. FT. @ \$ OX 77= 220Q. FT.@\$ PHONE , X SQ. FT. @:\$ ARCHITECT ENGINEER DESIGNER STATE LICENSE NO TOTAL VALUATION MAIL ADDRESS PHONE Fire Protection District Conditions Domestic Water Source: Private Well \_ \_ Public COMPANY NAME Method of Sewage Disposal: Private \_\_\_ \_ Public . (DISTRICT) LEGAL DECLARATIONS **BUILDING PLAN** BUILDING LICENSED CONTRACTOR DECLARATION REVIEW FEE PERMIT FEE I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions STATE ENERGY FEE SEISMIC FEE Code, and my license is in full force and effect. PLUMBING Lic. Number License Class ATER CLOSET BATH/SHOWER LAVATORY Contractor\_ Date DANER-BUILDER DECLARATION I hereby affirm that I am exempt from the Contractor's License Law for WTR. HEATER the following reason , as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered Gas Piping Outlets for sale Private Sewage I, as owner of the property, am exclusively contracting with licensed Disposal System contractors to construct the project **Building Sewer** ☐ I am exempt under Sec. , B. & P. C. for this reason Water System @\$ Owner, **WORKERS' COMPENSATION DECLARATION** I hereby affirm that I have a certificate of consent to self-insure, or a certificate of Workers' Compensation Insurance, or a certified copy thereof PLMBG. PLAN PLMBG. (Sec. 3800, Lab. C.). REVIEW FEE PERMIT FEE Company Policy No. MECHANICAL Certified copy is hereby furnished. Certified copy is filed with the Ventura County Division of Building D@\$ Heated Area and Safety or the Ventura County department. Heating/Cooling Applicance @\$ Applicant: Flue CERTIFICATE OF EXEMPTION FROM **WORKERS' COMPENSATION INSURANCE** Ducts (This section need not be completed if the permit is for one hundred Fan/Air Handling dollars (\$100) or less.) @\$ Equipment I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California.

Applicant Chilly Light MEGH. PLAN MECH. REVIEW FEE PERMIT FEE NOTICE TO APPLICANT: If, after making this Certificate of Exemption, you should become subject to the Workers' Compensation provisions of the ELECTRICAL Labor Code, you must forthwith comply with such provisions or this permit SERVICE **VOLTS** shall be deemed revoked. NO CONSTRUCTION LENDING AGENCY I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.). Page 108 of 139

CO

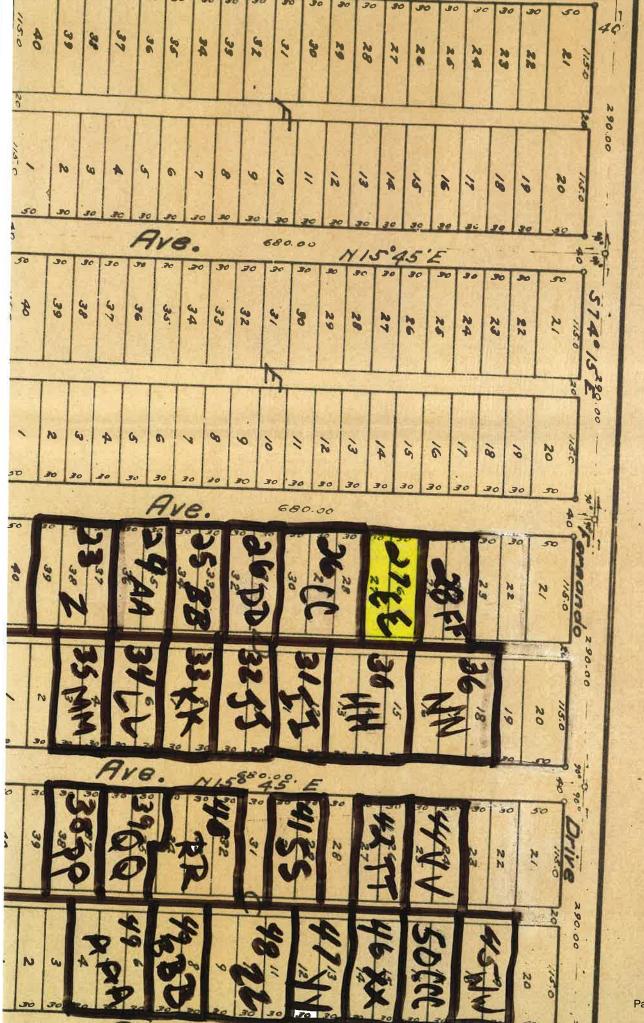
SQ. FT:

USE/OCCUPANCY

Lender's Name

### **INSPECTION RECORD**

BUILDING	DATE	INSPECTOR	CORRECTION
ZONING			
FOUNDATION: UFER-GROUND			1
SLAB .			
BOND BEAMS		3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	
BOND BEAMS			
BOND BEAMS	— **** K———		
TILT UP PANELS			362
TILT UP PANELS			×.
FIRE DISTRICT			
FLOOR FRAMING			
ROOF SHEATHING		***************************************	
PRE-WRAP		The state of the s	
FRAME	·		
INSULATION			
EXTERIOR LATH/SIDING		<del></del>	
INTERIOR LATH/DRYWALL			_
PLUMBING	DATE	INSPECTOR	
UNDERGROUND SOIL			
UNDERGROUND WATER			
ROUGH/TOP OUT			
GAS TEST	30000		
SEWER/SEWAGE SYSTEM			
			al .
*		* .	
MECHANICAL	DATE	INSPECTOR	
ROUGH			-
. ROUGH			_
ELECTRICAL	DATE	INSPECTOR	1
TEMPORARY POWER			
ROUGH			",
		2.5	1
			Page 109 of 139



NDEXED-



VERIFIED.S

OF VENTURA COUNTY, CALIFORNIA RECORDED IN OFFICIAL RECORDS MIN.

RICHARD D. DEAN, COUNTY RECORDER 3 P.M. APR PAST

RESOURCE MANAGEMENT AGENCY

South Victoria Avenue

008 008

Ventura, CA 93009

PLANTING DIVISION

FREE-

SPACE ABOVE THIS LINE FOR RECORDER'S USE

# MERGE

(NOM-84292)

Record owners of lots affected by this notice:

C. & Margarite E. & Jessie E. Arnor Boehme, A Gossett,

& Holly L

Helm, Douglas R.

Leonor

Young,

26. 27. 28. 29.

W. 7 LEFT BLANK

Eisman, Paul INTENTIONALLY

Mushaney, Susan Mushaney, Robert M.

30.

Mushaney, Kor.

- Jessie E.
- BLANK LEFT INTENTIONALLY Evans, William
- William J. & Rebecca S
  - Charles Gaynor, Char Gaynor, Nad
- INTENTIONALLY LEFT BLANK
  - Henry, James

La Vonne

Ann

McCabe, Mary

31. 32. 33. 34.

Norah Fahy

Keily, Wilson; Evely. Hernandez, Norah Fal

Zorskie, Joe.
'+h. Carol B.

- Wilson, William B. White, Floyd B. & Dorothea Spellman Family Trust

  - Patricia ফ Edsel Titus,

    - Barreío, John & Maloy Sockwell, Aaron E. Cross, Alan C. & Betty
- & Betty A

Beverly A

BLANK

Fancher, Gregory E, INTENTIONALLY LEFT B Wold, Jack L. Sr. &

36. 38. 39.

LEFT BI Sr. & 3

Parks, Harvey R. & Ione Bee, Frank J. & Elaine Gilbert, Dorothy E. Ledesma, Martin & Laura R.

- Cross, Ala...
  Verkuil, John W.
  Wells, David E. & P.
  Ticherd, Bruce L. 1. C. ¥. Wells, Dav.
  Hibberd, Bruce L. 10. 11. 12. 13A. 13. 14. 15.
- & Mary L. L. & Virginia L
  - Tucker, Alice M. Elias, Maurice W. Pagano, Frank S. 17. 18. 19.
- W. S. & Betty A. Caroline Rockenbaugh, 20.

42. 43. 44.

41.

- Dowd, Timothy Dowd, Eugene G
- Tulleys, 14.

  Omholt, I 22
- BLANK 23.
- Dec. Barbara Σ Talova
- r left Sandra Douglas A. INTENTIONALLY Hansen, Ralph & Sa Fogliadini, Dougla
- Monanau, ....
  INTENTIONALLY LEFT BLANN.
  Dye, Wilford W. & Doreen M.
  Spineto, Eugene D. & Helene L. Dye, Will Spineto, Eugene L.
  - Robertson, John H. & Mildred Maloney, Charlotte M. et al. Fladwed, Joseph M. Robertson, John H. Maloney, cua-46. 47. 48. 49. 50.

the location to the total from each the When section cannot of 1984, certain of the lo. 1 hereto ceased to thereto. 66451.19(a) thru (c) that on or before June 30, 1984, certain of the depicted upon the tract map described in Attachment No. 1 hereto ceased to as individual parcels and merged into new units of land for the purposes Subdivision Map Act and Ventura County ordinances enacted pursuant thereto. two or more lots merge, they become a single parcel or unit of land and thereafter lawfully be developed, sold, leased or financed separately fro other. Merger occurred pursuant to Government Code Section 66424.2 and V County Ordinance Code Section 8162-7 and 8284 then in effect. Code Government to pursuant June 30, persons r before a11to GIVEN HEREBY



## NOTICE OF MERGER

NOM-84292 CONTINUATION

which such lot Attachment in map upon specified tract ŢS n merger of the t such description affected by the certain lots attached hereto beneath Each of the

The lots have merecons of land created by treto. The lot numbers lot numbers second column units, and the tract in the second column ch lots have merged. as numbered 

ls by which title was acquired to such lous by the county of an Attachment 3 hereto. The owners of such lots are listed in The book and page of the Official Records of Ventura County in deed is recorded are listed in the second column of Attachment on which each such deed was recorded is listed in the third on which each such deed was recorded is listed in the third of the contraction of the such deed was recorded in the third t Attachment date on deeds listed column.  $\operatorname{snch}$ reference. The are which each οĘ first No. 3. column owners page

ADVISORY AGENCY

Dated: 4-

By: Jeff Walker, Senior F Pranting Division Resource Management A

Planner

State of California) SS. County of Ventura

Notary executed Management Ventura to me before me, οĘ On this 2 md day of HAK/L in the year 1985, before me Public for said State personally appeared Jeff Walker, personally known be a deputy of the Advisory Agency, and known to me to be the person who this instrument as Senior Planner, Planning Division of the Resource Ma County  $^{\mathrm{the}}$ that me to acknowledged and Ventura οĘ County Agency, Cou executed it

OFFICIAL SEAL
LORETTA A. JEFFRYES
NOTARY PUBLIC, CALIFORNIA
PRINCIPAL OFFICE IN
VENTURA COUNTY
My commission expires Feb. 12, 1988

Notary Public

032887

LW:NL:j/NOM1A/B88

Page 112 of

### ATTACHMENT 1

## LIST OF LOTS AFFECTED BY MERGER AND OF TRACT MAPS UPON WHICH SUCH LOTS ARE DEPICTED

et of Meiners Ojai Oaks Sub 1 Tract recorded October 25, 1924, in Book 14, Page 7, seq., of Miscellaneous Records (Maps), Records of Ventura County, State California, (called "14MR7" on Attachment No. 2 hereto).

Block jo 38 through 32 30, 29, 27; through 24 thru
3 18; 24 through
thru
3 13; 15 through
Block I. Lot Nos.

24 through 36 of Block D Lot Nos.

35 through 37 29 through 32; 25; 22 through 15 through 19; I. Lot Nos.

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of Block 34 through 22 10 through 19; Lot Nos.

Attachment 1 to NOM-84292

ATTACHMENT 2

## MANNER IN WHICH LOTS HAVE MERGED

COLUMN 1	COLUMN 2	COLUMN 3
INTO WHICH   LOTS MERGED  TRACT MAP (as alpha- betized for	_	OWNER AS NUMBERED
reference purpose in this Notice)		8
ALL IN 14	14MR7 ALL IN BLOCK I	
A	22, 23	1
B	24, 25	2
O O	INTENTIONALLY LEFT BLANK	೯
D	29, 30	4
н	31, 32	5
뚄	INTENTIONALLY LEFT BLANK	9
9	35 through 37	7
н	3, 4	∞
I	5, 6	8
رسا	11 through 13	6
K	15 through 17	10
H	18, 19	11
M	7 and the Northerly 20 feet of Lot 8	12
×	The Southerly 10 feet of Lot 8; 9 & 10	13A
	ALL IN BLOCK J	
0	22, 23	13
Q.	7, 8	14
) (A) (A) (A) (A) (A) (A) (A) (A) (A) (A	10 through 12 +hr::	15
<b>25</b>	13/15	16
S	16, 17	17
Т	18, 19	18
D	26, 27, 28 except the Southerly 15 feet of Lot 26.	19
۵	29, 30	20
į.	24, 25 and the southerly 15 feet of Lot 26	21
<b>M</b>	31, 32	22
2	33, 34	22

Z	INTENTIONALLY LEFT BLANK	23
AA	35, 36	24
BB	33, 34	25
၁၁	28 through 30	56
DD	31, 32	26
EE	26, 27	27
FF	24, 25	28
99	INTENTIONALLY LEFT BLANK	29
HH	13 through 15	30
II	11, 12	31
JJ	9, 10	32
KK	7, 8	33
LL	5, 6	34
ММ	3, 4	35
NN	16/18	36
00	INTENTIONALLY LEFT BLANK	37
	ALL IN BLOCK C	
PP	37, 38	38
ō	That portion of Lot 35 as described in Deed recorded July 3, 1973 in Book 4134, Page 966 of Official Records of Ventura County and Lot 36.	39
RR fw)	34, 33 and that portion of Lot 34 as described in Deed Recorded October 23, 1980 in Book 5759, Page 25 of Official Records of Ventura County	40
SS	29, 30	41
TT	26, 27	42
nn	INTENTIONALLY LEFT BLANK	43
ΛΛ	24, 25	74
WW	18, 19	45
XX	14, 15	97
YY	12, 13	47
7.7	9 through 11	87
AAA	4 through 6	67
BBB	7, 8	64
כמכ	16, 17	50

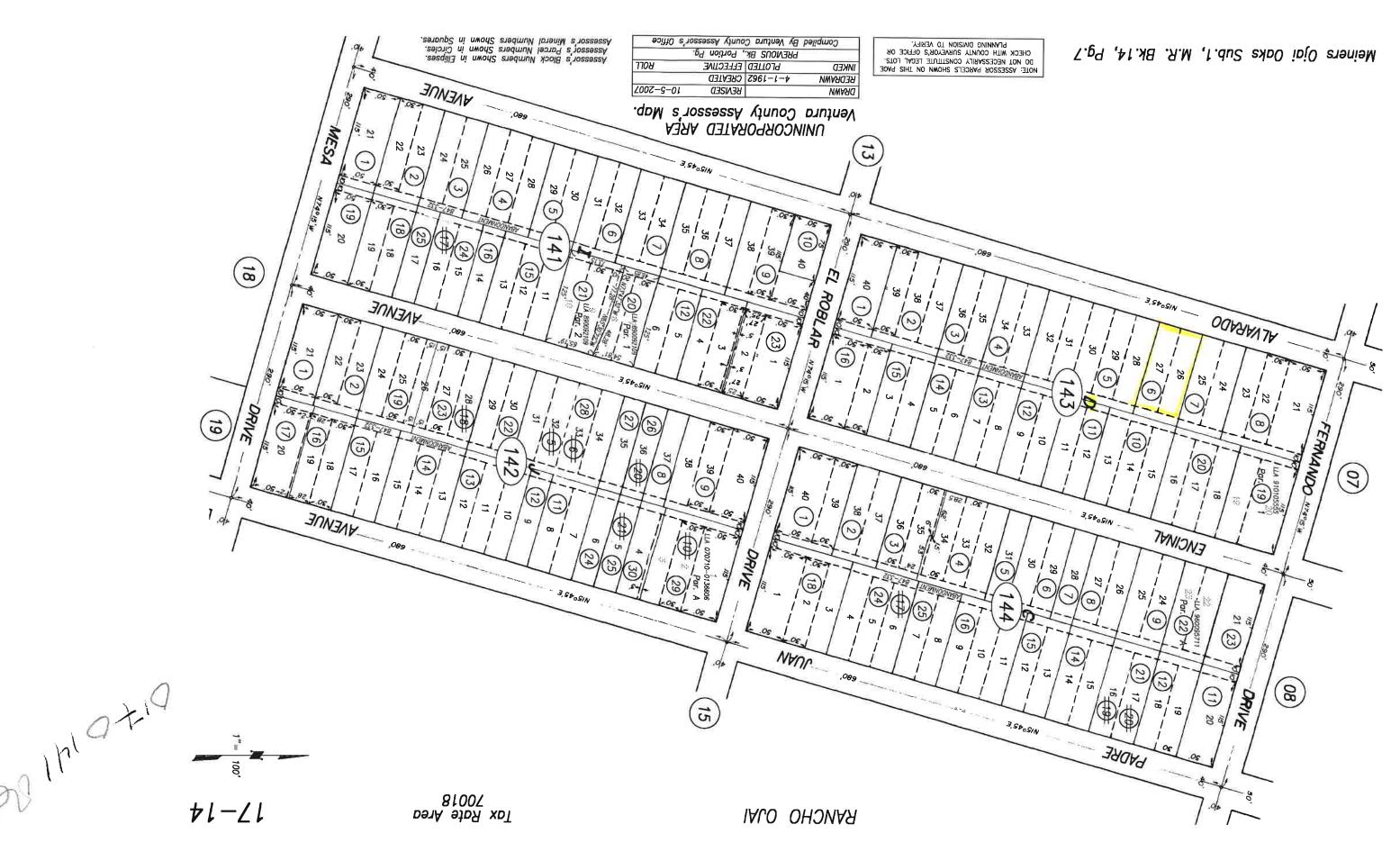
ALL IN BLOCK D

Attachment 2 to NOM-84292

LIST OF DEEDS BY WHICH NOTICED OWNER(S) ACQUIRED TITLE TO LOTS AFFECTED BY MERGER

Deckme, Arnor C. & Hargarite L. 5311-650   AS NAMEN   AS NAMEN   AS NAMEN   BOOK-PAGE   Gossett, Leon E. & Jessie E. 5311-650   Gossett, Leon E. & Jessie E. 5311-650   Gaynor, Gharles   Gossett, Leon E. & Jessie E. 5311-650   Gaynor, Gharles   Gaynor, Madiene   1162-458   1162-458     INTENTIONALIY LEFT BIANK   1033-093     Wilson, William B. & Dorothea   1034-573     Wilson, William B. & Dorothea   1036-223     Wilson, William B. & Borothea   1036-223     Wilson, William B. & Borothea   1006-208     Wilson, William B. & Gorothea   1006-228     Wilson, Wilson, Warnice W. & Gorothea   1006-228     Wilson, Wilson, Washare B. & Holly L. & Gorothea   1006-112     Weckenbaugh, Caroline B. & Wilson, Rayle B. & Boverly M. & Gorothea   1006-122     Wilson, Wilson, Worah Rahy C. & La Vonne   2803-243     Wilson, Worah Rahy C. & La Vonne   2803-243     Wilson, Worah Rahy C. & La Vonne   4451-696     Wilson, Carle B. & Roverly M. & Globe, Mary R. Orothea   1004-106     Wilson, Warin & Elaine   1006-126     Wilson, Wilson B. & Helme B. & Helme B. & Helme B. & Malone S. & Mondan, Ray A. E. P. & Elaine   1006-126     Wilson, Wilson B. & Millored   3713-214     Wilson, Wilson B. & Millored   3361-256     Wilson, Wilson B. & Millored   316-176     Wilson, Wilson B. & Millored   316-176     Wilson, Wilson B. & Millored   4374-174     Wilson, Wilson B. & Millored   4374-174     Wilson, Wilson B. & Wilson, Weather R. & Diane S. Hellored   4374-174     Wilson, Wilson B. & Millored   4374-174     Wil	COLUMN 3   DATE   RECORDED	1-24-79 10-15-53	12-20-68	11-28-83	11-13-51	4-21-70	N 1	3-2-81	12-6-83	11-1-77	0-3-64	4-19-84	2-4-77	5-25-73	$\frac{2-1}{1}$	0-10-83	1-26-73		4-25-84	6-23-76	8-3-81	5-14-76	4-25-77	FF 31.0	8-25-75	6-5-72	11-3-78	2-24-84	70 06-7	7-3-73	10-23-80	9-20-83	10-14-76	4-30-63		8-30-48	9-5-68	6-23-67	
Boehme, Arnor C. & Margarite Gossett, Leon E. & Jessie E. INTENTIONALLY LEFT BLANK Evans, William J. & Rebecca S Gaynor, Charles Gaynor, Charles Gaynor, Nadene INTENTIONALLY LEFT BLANK Henry, James W. Wilson, William B. White, Floyd B. & Dorothea Spellman Family Trust Titus, Edsel & Patricia Barreto, John & Maloy Growell, Aaron E. Cross, Alan C. & Betty A. Verkuil, John W. Wells, David E. & Mary L. Hibberd, Bruce L. & Virginia Tucker, Alice M. Barnero, Falova M. Dec. Rockenbaugh, Caroline B. Dowd, Fugene G. Tulleys, Talova M. Dec. Attn: Omholt, Barbara INTENTIONALLY LEFT BLANK Hansen, Ralph & Sandra Fogliadini, Douglas R. & Holly L. Young, Leonor Roll, John W. Sandra Helm, Douglas R. & Holly L. Stokeb, Mary Ann McCabe, Mary A. INTENTIONALLY LEFT BLANK Wold, Jack L. Sr. & Beverly A. Barks, Harvey R. & Ione Wilson, Evelyn Hernandez, Norah Faby Smith, Carol B. Fancher, Gregory E. INTENTIONALLY LEFT BLANK Wold, Jack L. Sr. & Beverly A. Smith, Carol B. Farks, Harvey R. & Ione Bee, Frank J. & Blaine Gilbert, Dorothy E. Ledesma, Martin & Laura R. Monahan, Kay A. INTENTIONALLY LEFT BLANK Wold, Jack L. Sr. & Briene L. Porter, Robert R. & Diane S. Ledesma, Martin & Ledesma, Martin & Lidew D. Porter, Robert R. & Diane S. Arnold, Nina Fladwed, Joseph M. Spineto, Suballotte M. et al. Foley, Alice V.	1.36 (1.1)	ro H	3418-106	0154-5/3		రు	0085-417	0019-298 3478-612	0138-035	4981-799	4494-753	0042-654	4/65-668 5410-167	4118-224	0118-270	771 - 1000	4067-906		0044-593	4615-016	0073-185	4590-532	4826-135	4946-100	4451-032	3963-950 2803-343	5251-621	0020-194	0042-684	4134-966	5759-025	0104-106	4691~296	2314-502 5724-208	001-0100	3713-214	3361-564	3160-186	
22 22 22 22 23 33 33 33 33 33 33 33 33 3	COLUMN 1 OWNER(S) AS NAMED IN NOTICE	 Gossett, Leon E. & Jessie E.	Evans, William J. & Rebecca	Gaynor, Nadene INTENTIONALLY LEFT	Henry, James W.	Wilson, William White, Floyd B.	Spellman Family	Titus, Barreto	. Sockwell, Aaron E.	Cross, Alan C. & Betty Verkuil, John W.	Wells, David E. & Mary L.	Hibberd, Bruce L. & Virginia	Elias, Maurice W.	. Pagano, Frank S. & Betty	. Kockenbaugh, . Dowd. Timothy	Dowd, Eug		INTENTIONALLY LEFT	Hansen, Fogliadi	Helm, Douglas R. & Holly		+	30. Mushaney, Susan	Mary Ann	Kelly, Jack		35. Zorskie, Joseph W. Smith, Carol R	, Gregory E.	Sr. & Beverly	& Ione	Bee, Frank J. & Elaine Gilbert, Dorothy E.	Ledesma, Monahan	INTENTIONALLY I	Dye, Wilford W. & Doreen M. Spineto, Eugene D. & Helene	Robert R. & Diane Nina	Joseph M.	son, John H.	Alice V.	

in the last





### **Migration of Phone & Internet Services**

Meiners Oaks Water District has been with AT&T for phone and internet services; however, staff evaluated other service options due to ongoing service issues, poor customer service, and increasing rate charges.

MOWD has used Mitec Solutions in Ventura for IT services for the past ten years. Mitec Solutions offers competitive phone and internet services. The additional benefit of Mitec Solutions is that its technical support team is local and understands MOWD's IT configurations and needs.

Mitec's Elevate Pro Telco will allow the District to:

- Manage the phone lines internally with staff extensions (not offered by AT&T);
  - Ability to forward staff extensions to mobile devices;
- Offers a platform for online meetings (replace GoToMeeting monthly expense);
- Ability to create an office schedule with auto-dial after-hours emergency calls (not offered with AT&T);
- Messaging capabilities (text, photo, and video not offered with AT&T);
- Web fax at no cost (currently an additional phone line expense with AT&T).

### **Fiscal Impact:**

Service	AT&T (Current)	Mitec Solutions (Proposed)	Difference
Phone Lines - Monthly	\$842.49	\$161.47	(\$681.02)
Phone Lines – Initial Setup	-	\$1,149.90	\$1,149.90
Fax	\$61.53	\$0	(\$61.53)
Internet - Monthly	\$171.20	\$69.99	(\$101.21)
Internet – Initial Setup	-	\$599.00	\$599.00
GoToMeeting (Not AT&T)	\$10.00	\$0	(\$10.00)
Monthly Total	\$1,075.22	\$231.46	(\$853.76)
One-Time Fee	-	\$1,748.90	\$1,748.90

### **Recommended Action:**

Approve the one-time and ongoing monthly expenses of migrating phone and internet services from AT&T over to Mitec Solutions, with initial rates not exceeding \$300 monthly and a \$2,000 one-time setup. District Staff will research a satellite phone for emergency situations.



Quote #:

00001028

This quote expires

February 24, 2023

### Hi!

I hope your day is going well so far!

Thank you for supporting your local Internet Service Provider! We look forward to providing you with outstanding service.

Product	Description	Qty	Unit Price	Price
Elevate Pro Telco Fees - Monthly Service	Elevate Pro Telco Fees - Per User - Subject to change based on usage - Monthly Service Fees include the Regulatory Compliance Fee, Emergency Services Surcharge, and Administrative Surcharge.	1	\$ 4.58	\$ 4.58
Web Fax - Monthly Service	Fax using the Internet instead of traditional POTS Fax Line Monthly Service	1	\$ 0.00	\$ 0.00
Elevate Essentials - Monthly Service	Elevate Essentials - 1 x User - Monthly Service Unlimited local & long-distance calling, connection to 1	3	\$ 29.99	\$ 89.97

	device, Chat, Online Meeting (4 web participants per meeting). 1 license is required for each user in the organization.				
Elevate Essentials Telco Taxes - Monthly Service	Elevate Essentials Telco Taxes - Per User - Subject to change based on usage - Monthly Service Taxes include Federal, State, Local, and Municipal. Teleco taxes as applicable per billing address.	3	\$ 3.25	\$ 9.75	
Elevate Essentials Telco Fees - Monthly Service	Elevate Essentials Telco Fees - Per User - Subject to change based on usage - Monthly Service Fees include the Regulatory Compliance Fee, Emergency Services Surcharge, and Administrative Surcharge.	3	\$ 4.58	\$ 13.74	
Auto Attendant - Monthly Service	The Auto Attendant is for automated call routing. Monthly Service	1	\$ 0.00	\$ 0.00	
Add-on Phone Number - Monthly Service	Additional phone numbers are needed for services such as fax, etc., or numbers that are ported from	2	\$ 1.99	\$ 3.98	

your previous phone service provider & used with our phone service for DID or other purposes.

Elevate Pro - Monthly Service

Elevate Pro - 1 x User
- Monthly Service
Unlimited local and
long-distance calling,
connection to up to 5
devices, Chat, File
Sharing (10 GB/user),
Online Meeting (100
web participants per
meeting). 1 license is
required for each user.

34.99 34.99

4.46

4.46

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Elevate Pro Telco Taxes - Monthly Service Elevate Pro Telco
Taxes - Per User Subject to change
based on usage Monthly Service Taxes
include Federal, State,
Local, and Municipal.
Teleco taxes as
applicable per billing
address.

Total \$ 161.47

Please let us know if you have any questions or concerns in the meantime.

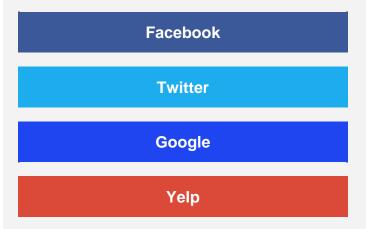
If you'd like to move forward please respond to this email or call our office at 805-643-4375.

Have a great day!

Anthony Andre
Mitec Internet
2110 E. Thompson Blvd.
Ventura, CA 93001
805-643-4375

sales@mitec.net

### Connect With Us:



### Contact Info:

Phone: 805-643-4375

Email: sales@mitec.net

2110 E Thompson Blvd.

Ventura, CA 93001



Quote #:

00001029

This quote expires

February 24, 2023

### Hi!

I hope your day is going well so far!

Thank you for supporting your local Internet Service Provider! We look forward to providing you with outstanding service.

Product	Description	Qty	Unit Price	Price
Hardware Special Order - Onetime Fee	Yealink Cordless Handset Wireless Base - Supports Up To 8 Cordless Handsets - 1 Year Manufacturer Hardware Warranty / 30-Day Mitec Warranty	1	\$ 129.99	\$ 129.99
Hardware Special Order - Onetime Fee	Yealink Cordless VoIP Phone - 1 Year Manufacturer Hardware Warranty / 30-Day Mitec Warranty	4	\$ 249.99	\$ 999.96
Standard Shipping - Onetime Fee	Standard Hardware Shipping 7-10 Business Days Onetime Fee	1	\$ 24.92	\$ 24.92

Remote VoIP Labor - Onetime Fee	Remote Labor - Onetime Fee	2	\$ 120.00	\$ 240.00
Port Number Fee - Onetime Fee	This onetime fee is per local phone number that is being ported from your previous phone service provider to us Onetime Fee	3	\$ 19.99	\$ 29.98
Onsite Labor VoIP - Onetime Fee	Setup users, Auto Attendant, Call & Paging Groups, Configure Phone Hardware, Setup Wefax, and/or Traditional Fax Adapters if needed. Install Elevate apps, and train clients to use the new system.	5	\$ 145.00	\$ 725.00
VoIP Phone Hardware Discount	Requires a 1-year agreement. **If the subscriber terminates service before the 1-year agreement is fulfilled, they will be responsible for the full price of the phone hardware plus any return shipping costs and sales taxes.**	4	\$- 249.99	\$- 999.96

Please let us know if you have any questions or concerns in the meantime.

If you'd like to move forward please respond to this email or call our office at 805-643-4375.

Have a great day!

Anthony Andre
Mitec Internet
2110 E. Thompson Blvd.
Ventura, CA 93001
805-643-4375

sales@mitec.net

### Connect With Us:

Facebook
Twitter
Google
Yelp

### Contact Info:

Phone: 805-643-4375

Email: sales@mitec.net

2110 E Thompson Blvd.

Ventura, CA 93001



Quote #:

00001030

This quote expires

September 6, 2022

### Hi!

I hope your day is going well so far!

Thank you for supporting your local Internet Service Provider! We look forward to providing you with outstanding service.

Price	Unit Price	Qty	Description	Product
\$ 69.99	\$ 69.99	1	Bronze Business Wireless 10Mbps x 10Mbps Internet - Monthly Service - After tower upgrade speeds will be 20Mbps x 20Mbps for same monthly rate	Bronze Business Wireless Internet - Monthly Service
\$ 15.00	\$ 15.00	1	1 x Static IP - Monthly Service	Static IP - Monthly Service
\$ 599.00	\$ 599.00	1	Wireless Installation - Requires 30" Dish and LTU Radio Onetime Fee	Wireless Installation 30" Dish & LTU Radio - Onetime Fee

Please let us know if you have any questions or concerns in the meantime.

If you'd like to move forward please respond to this email or call our office at 805-643-4375.

Have a great day!

Anthony Andre
Mitec Internet
2110 E. Thompson Blvd.
Ventura, CA 93001
805-643-4375

sales@mitec.net

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### Contact Info:

Phone: 805-643-4375

Email: sales@mitec.net

2110 E Thompson Blvd.

Ventura, CA 93001



2-8-2023

### **GM Temporary Salary Adjustment**

As an exempt employee paid on a salary basis, overtime analysis would not come into play. Exempt employees must earn a fixed salary that is at least two times the minimum wage and perform "exempt" job duties including managing other individuals or departments for more than half the time. Your job description confirms that these prerequisites have been met.

Given this, The Board of Directors could decide to pay you at the same rate and give you additional duties, or to adjust your salary as it determines appropriate.

Please let me know if you have any questions regarding the foregoing.

Thanks,

Susie (Light Gabler Law)

The GM is requesting a temporary salary adjustment of a 20% increase, \$2,361.49 per month, starting February 20<sup>th</sup> ending no later than August 31<sup>st</sup>. This will cover the extra workload, standby, and duties while recruiting for and training the District's vacant Field Operator position. One less field Operator's salary offsets the cost.

### Standby rotation is every other week, 14 day/month:

14 days @ \$68.12/day = \$953.68

8 hrs @1.5 x \$68.12 (Rounds) = \$817.00

6 Call Outs (Average) = \$613.00

\$2383.68



### **AMI (Advanced Metering Infrastructure) Start-Up**

### **Summary:**

Over the past year, MOWD has been working toward AMI. The District had applied for a grant through the Ventura County Resource Conservation District (VCRCD) VRIF2 process. The District had budgeted the recommended amount by VCRCD of \$22,000 to cover the district portion of the grant. However, MOWD is withdrawing from the VCRCD grant. As a result, the AMI start-up has not yet been fully funded.

### **Background:**

The primary purpose of this transition is to capture a greater percentage of our customers' water consumption. In addition, the Eye-On-Water app, associated with smart meter technology, will play a significant part in conservation with early leak detection.

The ultrasonic measurement system has no moving parts, provides long-term accuracy, and eliminates measurement errors due to sand, suspended particles, air pockets, and pressure fluctuations. The Badger Meter E-Series Ultrasonic meters are designed and manufactured to provide long-term service with no maintenance and a greater extended low flow accuracy than mechanical meters. E-Series Ultrasonic Meters has a 3.6-volt lithium thionyl chloride battery; the battery is fully encapsulated within the register housing and is not replaceable but has a 20-year battery life.

BEACON AMA (Advanced Metering Analytics) provides a wealth of powerful yet easy-to-use water conservation tools to help, including:

- Leak analytics identify continuous flow conditions that represent potential leaks. When user-definable usage thresholds are crossed, the system can automatically notify you via email and text message. BEACON also lets you export contact information for notifying customers by phone, email, regular mail, or door hanger.
- Reduction Goal filters provide one-click access to accounts that met or failed to meet mandated water use reduction goals.

202 W. El Roblar Drive, Ojai, California 93023 Tel: (805) 646-2114 Web: <u>www.meinersoakswater.com</u>



- Parity filters for monitoring usage based on whether a premise has an odd or even numbered street address. Parity filters let you identify and notify customers who aren't in compliance with watering (irrigation) restriction rules.
- High/Low Consumption filters for counting and selecting meters whose usage falls above or below utility-defined thresholds of normal water use.
- Diurnal Demand exports let you quickly identify daily peak water demand cycles. Tracking daily peak demand helps manage the cost of purchasing and moving water and wastewater.
- District Metering Area (DMA) support lets you monitor usage across your water distribution network. The ability to compare usage between supply meters and demand meters lets you spot and quantify non-revenue water at its source.
- EyeOnWater, iOS and Android smartphone apps, along with a web portal, lets customers monitor their real-time water use and get notified of potential leaks via email and text messages.

### **Recommended Actions:**

The GM recommends that the board approve the purchase of an initial 35 meters. The 35 meters will cover Ag and Commercial meters between the sizes of 1"- 4" within the District. The total cost of the 35 meters needed with 12 months of cellular service is \$31,209.34. Therefore, the District can transfer funds from System Maintenance of \$11,000 to cover the budgeted cost difference.





Badger Meter Inc. 4545 W Brown Deer Road Milwaukee WI 53223 PO Box 245036 Milwaukee WI 53224-9536

California 93023

**Revised Date** 

**Customer ID** 00042129

To Justin Martinez
MEINERS OAKS COUNTY WATER DIST
202 W EL ROBLAR
OJAI

Effective Dates 02-15-2023 - 08-09-2023

Salesperson	Proposal Subject	Shipping Terms / INCO Terms	Payment Terms
008104 KEVIN BRYANT	E55 TO E4/TWIST 5'/CF/CELL- C/SERVICE UNITS (TAX & FREIGHT)	QUOTED FREIGHT FCA FACTORY	NET 30 DAYS

Line #	Description	Qty	Unit Net Price USD	Line Totals USD
1	BMI Part No.: 109-3727 Cat String: EB-ECA-PXTX-E5-CA-19FD-K3Y2-XXTF-XX-B0A Description: E-Series Brz, 1"(10-3/4), Thk Wshr, Enc, 4CXN2 ORION, 9D-0.001 FT3, (TS-766), SN Yr 9D & PBB, TT-5', BMI STD,	14	232.51	3,255.07
2	BMI Part No.: 100-1727 Cat String: EU-EDA-PXXX-E5-CA-19GD-A5Y2-XXTF-XX-B0A Description: E-Series SS, 1-1/2" EL(13), Enc, 4CXN2 ORION, 9D-0.01 FT3, SN Yr 9D & PBB, TT-5', BMI STD,	4	588.21	2,352.83
3	BMI Part No.: 100-1596 Cat String: EU-EEA-PXXX-E5-CA-19GD-A6Y2-XXTF-XX-B0A Description: E-Series SS, 2" EL(17), Enc, 4CXN2 ORION, 9D-0.01 FT3, SN Yr 9D & PBB, TT-5', BMI STD,	14	792.30	11,092.14
4	BMI Part No.: 103-3251 Cat String: EB-EFC-PXXP-E5-CA-19GD-E3Y2-XXTF-XX-B0A Description: E-Series Brz, 3" RND(12), TP Prsr, Enc, 4CXN2 ORION, 9D-0.01 FT3, SN Yr 9D & PBB, TT-5', BMI STD,	1	1,988.86	1,988.86
5	BMI Part No.: 103-7750 Cat String: EB-EGC-PXXP-E5-CA-19GD-E4Y2-XXTF-XX-B0A Description: E-Series Brz, 4" RND(14), TP Prsr, Enc, 4CXN2 ORION, 9D-0.01 FT3, SN Yr 9D & PBB, TT-5', BMI STD,	2	2,425.76	4,851.53

### Thank you for your business!

Estimated ship dates subject to change based upon component availability, as a result of global supply chain constraints, or credit review.

This acknowledgment is made subject to the terms & conditions found on our web-site: <a href="https://www.badgermeter.com/terms-and-conditions">https://www.badgermeter.com/terms-and-conditions</a>.

Terms and conditions related to service units, training, and professional services can be found here: <a href="https://badgermeter.com/serviceggurigatermagend-conditions">https://badgermeter.com/serviceggurigatermagend-conditions</a>



Line #	Description	Qty	Unit Net Price USD	Line Totals USD
6	BMI Part No.: 103-6671 Cat String: E4-4E-AM-AG-TAAA-B0A Description: EP Only, For Enc, ORION CELL C, Thru Ld Instl Kit, TT-8in, Grnd/Ocean-Pause, BMI STD, 24 PACK,	35	138.65	4,852.58
7	BMI Part No.: 68886-104 Description: ORION CELLULAR LTE SERV UNIT	420	0.890	373.80

Subtotal - USD	28,766.81
<b>Estimated Freight Charges</b>	356.94
Tax	2,085.59
Total Price - USD	31,209.34

### **Notes and Assumptions**

If applicable, sales tax and freight, if included on the proposal, is an estimate and will be recalculated based on rates and tax status in effect at the time of invoicing.

Actual lead time to be provided at time of order.

To aid in processing your order, please include the Quote number on the PO that is submitted for this proposal.

Badger Meter provides certification files to help manage meter and endpoint inventory and to maintain meter accuracy data. The standard method of delivery for this format is via electronic mail. Any deviations from our standard format, or any custom file formats, will be considered on a time and material basis.

Due to continuous improvements and redesign of Badger Meter products and technology solutions, Badger Meter reserves the right to provide our newest product solutions as an alternative to the proposed products provided they are in conformance with the requirements of the specifications and do not exceed the prices quoted.

If you would like to place an order, please contact us at Utilityorders2@badgermeter.com or by calling 1-800-876-3837.



### **District Summary/Update**

• Casitas Lake Level: 45% +26.8' January 1st – 2/15/23

• Wells: MOWD is 100% on our own wells as of 2/3/2023

• Grant Funding: Christy Cooper has started the Grant Application process with SRF, State Revolving Fund, for the Treatment Plant

• **Income Survey:** Waiting on a final report from Kennedy Communications

• Rain Fall Totals (Season): Casitas Dam 26.9" Matilija Dam 41.87" Stewart Canyon --.--" Nordhoff Ridge 47.87"

GIS Mapping: GIS mapping of the district has been Completed. Staff is currently attaching info to each asset
 LCRR Layer (Lead & Copper Rule Revisions) has been attached, EPA is requiring water utilities to inventory lead service lines between the water meter and the house

- Treatment Plant Project: MKN & Associates are working towards final design
- Well Study: In Progress; waiting on a final report by Hopkins Groundwater Consultants, Inc.
- Employment Opportunity: MOWD is seeking to recruit a Water Utility I/II operator. Job posting closes March 2, 2023

### Scheduled/Unscheduled Work

<u> </u>			<del> </del>		
Type of Work	<u>Cause</u>	<u>Date</u>	<u>Location</u>	<u>Contractor</u>	Amount \$
Service Line Leak; Contractor pulled service line out of the main	Custom Contour Construction	1/26/2023	931 Fairview	Sam Hill & Sons	\$4,218.35
Regrade road to Wells 4 & 7	Flooding	2/2/2023		Toro	\$2,983
District back on Wells		2/3/2023		Staff	n/a

### **Current Well Levels and Specific Capacity**

WELL #1	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	23'	23'	23'	23'	23'	23'	23'	23'	23'	23'	23'	23'
STATIC (ft)	14.53'	19.3'										
RUNNING (ft)	OFF	21.9'										
DRAW DOWN (ft)	OFF	2.6'										
Gallons Per Minute (GPM)	OFF	299										
Specific Capacity (gal/ft DD)	OFF	115										
WELL #2	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	16.36	20'										
RUNNING (ft)	OFF	25'										
DRAW DOWN (ft)	OFF	5'										
Gallons Per Minute (GPM)	OFF	220										
Specific Capacity (gal/ft DD)	OFF	44										
WELL #4	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	23.60	26.6'										
RUNNING (ft)	OFF	46.2'										
DRAW DOWN (ft)	OFF	1.7'										
Gallons Per Minute (GPM)	OFF	350										
Specific Capacity (gal/ft DD)	OFF	18.6										
WELL #7	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	31.10	33.7'										
RUNNING (ft)	OFF	35.7'										
DRAW DOWN (ft)	OFF	1.7'										
Gallons Per Minute (GPM)	OFF	350										
Specific Capacity (gal/ft DD)	OFF	176										
WELL #8	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	33											
RUNNING (ft)	OFF	OFF										
DRAW DOWN (ft)	OFF	OFF										
Gallons Per Minute (GPM)	OFF	OFF										
Specific Capacity (gal/ft DD)	OFF	OFF										

Water Pumped, Sold, Purchased & Water Sales

_	water Furripeu, Solu, Furchaseu & water Sales							
MONTH	PUMPED (AF)	SOLD (AF)	PURCHASED (AF)	WATER SALES				
				(\$)				
2023 JAN	1.12	24.10	24.10	\$58,971.14				
FEB								
MAR								
APR								
MAY								
JUN								
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								
YTD 2023	1.12	24.10	24.10	\$58,971.14				
TOTAL 2022	451.43	615.38	216.43	\$823,145.74				
TOTAL 2021	411.94	640.95	266.57	\$648,269.32				
<b>TOTAL 2020</b>	485.71	635.47	197.26	\$657,912.06				

### **Reserve Funds**

* Balance at the County of Ventura	\$ 1,426,130.26
Total Taxes	\$ 2,045.47
Total Interest from reserve account#	\$ 0.00

### **Fiscal Year Total Revenues**

July 1st – January 31st	2022	<u>\$ 1,164,941.35</u>
July 1st - January 31st	2023	\$1,401,997.99

### **Bank Balances**

Bank Balances	
* LAIF Balance	\$ 232,799.27
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$1,209.8 <u>2</u>
* Money Market (Mechanics Bank)	\$ 7,624.52
A .T	
Amount Transferred to Mechanics from County this month	
Amount Transferred to General Fund from Money Market	\$ 0.00
Monthly Interest received from Money Market	<u>\$</u> .13
General Fund Balance	\$ 152,118.73
T 45 10 1	<b>A</b> = 400 00
Trust Fund Balance	\$ 7,493.30
* Capital Improvement Fund	\$ 13,807.48
	ψ 13,007.40
(#) Quarterly Interest from Capital Account	\$ .12
	'
Total Interest accrued	\$ 1,210.07



### Board Secretary Report February 2023

### **Administrative**

- Income Survey Kennedy Communications has reported that we met the minimum response threshold to submit results to the State, the preliminary calculated Median Household Income is \$69,500.
- Recurring Board requirements reminders: Annual Form 700 due before April 1; Bi-Annual Harassment & Ethics Training; Photos for District ID cards.

### **<u>Financial</u>** (any items not covered in separate Financials Report)

- a. Online Bill Pay vendor secure transaction fee increased from \$1.25 to \$2.00 on February 1.
- b. Financial Audit FY 21-22 in progress. Fanning & Karrh, CPA.
- c. 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 February 16, 2023, one account has been shut off for non-payment, is vacant, and the phone is no longer in service; mailed notices and door hangers have been unsuccessful (\$449.20).

### **Billing/Customer Service**

Month	#Total Service Orders	# Account Owner Changes	Monthly Customer Bill Total	Over- Allocation \$ (drought)	Other Conservation Penalties
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
Jan 23	134	4	\$122,495.23	\$6,800.00	\$0

- 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).
- Jan 23 Service Orders: 10 leak checks and 105 re-reads during meter reading for abnormal consumption.

### **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	Short-Term Re-elect for 2 yr term to 2024
Joe Pangea	Director	2026	Long Term (Elected 2022)

### **Projects**

- d. Policy & Procedure, Resolution & Ordinance web posting in progress.
  - Financial Audit recommended policies and procedures ad hoc committee
- e. Employee Handbook Draft in process.
- f. Staff evaluation of multimedia and document scanning, archiving, and search/edit software.
- g. Phone & Internet migration from AT&T to Mitec Solutions.

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

Attachments: None.