



BOARD OF DIRECTORS REGULAR MEETING AGENDA

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

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ACCESS CODE: 403-733-237

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

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

March 21, 2023, at 6:00 pm.

- 1. Call meeting to order**
- 2. Roll call**
- 3. Approval of the minutes:** February 21, 2023, Regular Meeting
- 4. Public comment for items not appearing on the agenda**

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

Please Note: If you have comments on a specific agenda item(s), please fill out a comment card or send a virtual “chat” note to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board’s consideration of that item.

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

5. Closed Session Items

- a) The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to attorney/client privilege, as authorized by Government Code Section 54957, 54956.8, & 54956.9, and 54957.
 - State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875

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

6. Financial matters

Approval of Payroll and Payables from February 16, 2023, to March 15, 2023, in the amount of:

Payables – \$113,659.55

Payroll – \$ 43,147.98

Total – \$156,807.53

7. Board action and/or discussion

- a) Approval of reducing Artesian Monthly Water Availability Charge from 64 dwelling units (\$2,304) down to 4 dwelling units (\$144). (Martinez/Ward) – Attachment
Recommended Action: Committee recommends approving reduction of the Artesian MWAC.

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 April 18, 2023.

Regular Meeting
February 21, 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, Christian Oakland, Joe Pangea, and Christy Cooper. Staff Present: General Manager, Justin Martinez, and Board Secretary, Summer Ward. Attorney Present: Stuart Nielson.

Absent: None

3. **Approval of the Minutes**

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

Director Kentosh made the motion to approve January 17, 2023, Regular meeting minutes, with the correction that there was no closed session. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

(5) Ayes- M/S/C

4. **Public Comments**

- None

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

5. **Closed Session:** The Board of Directors held a closed session to discuss litigation, pursuant to the attorney/client privilege, as authorized by Government Code Sections §54957 & 54956.8, 54956.9, and 54957.

- State case: SBCK vs. SWRCB, San Francisco Supreme Court, Case# CPF-14-513875

****The Board adjourned closed session at 6:17 pm****

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

6. **Financial Matters**

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

Payables:	\$ 92,236.78
Payroll:	<u>\$ 51,514.35</u>
Total:	\$143,751.13

Director Oakland made the motion to the Payroll and Payables from January 16, 2023, to February 15, 2023. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(5) Ayes – M/S/C

7. **Board Discussion/Actions**

a. Approval of Resolution 20230221: Board Bylaws. (Etchart/Oakland)

Director Oakland presented the revised Board Bylaws. The Executive Committee reviewed the comments and recommended revisions provided by Director Kentosh and Attorney Nielson and supported the revised Bylaws and adoption of Resolution 20230221.

Director Oakland made the motion to approve Resolution 20230221: Board Bylaws. Director Kentosh seconded the motion.

No Public Comment.

Oakland/Kentosh

Roll Call Vote:

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

(5) Ayes – M/S/C

b. Approval of updated Board Policy F-002: Purchasing Goods & Services. (Etchart/Ward)

Ms. Ward presented the revised Board Policy F-002: Purchasing Goods & Services, updated to reflect the increased thresholds recommended by the Executive Committee. This Board policy is referenced in the Board Bylaws in Section 6.10G.

Director Oakland made the motion to approve Board Policy F-002: Purchasing Goods & Services. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(5) Ayes – M/S/C

c. Ventura Watershed Flow Enhancement and Water Resiliency Regional Framework (VRIF) Phase 2, Withdraw Grant Application. (Martinez/Etchart)

Mr. Martinez presented the proposed withdrawal from the Ventura Watershed Flow Enhancement and Water Resiliency Regional Framework Phase 2 Grant. Mr. Martinez explained that when the grant was initially presented to the District last year, the in-kind services were manageable; however, those contractual requirements have increased to an amount that outweighs the benefit to the District. Therefore, staff and the Grants Committee recommend withdrawing from this round of VRIF grant funding.

Director Pangea made the motion to approve the VRIF-2 Grant Application Withdrawal letter, with grammar and spelling corrections, and authorize the General Manager to submit it on behalf of the District. Director Oakland seconded the motion.

No Public Comment.

Pangea/Oakland

(5) Ayes – M/S/C

d. Approval of Potential Grant Funding and Grant Application for the Replacement Treatment Plant. (Cooper/Etchart)

Director Cooper opened the discussion, and Ms. Ward provided an update on the Income Survey results, with a preliminary Median Household Income (MHI) of \$69,500. Director Cooper will be following up with Kennedy Communications regarding the timeline for the second round of survey submissions and also stated that the CA 2023 MHI has not yet been published.

Director Cooper presented potential construction grant funding, discussed at the Grant Committee, for the replacement treatment plant. Depending on the District's MHI, the District would be eligible for up to \$7.2 million as a small community. Director Cooper and staff have prepared the pre-application document covering basic District demographics and background and a brief project description. This general application can be used for future state grant funding applications. Director Cooper requests approval to submit the pre-application to get into the queue for a project manager. Director Kentosh requested that the Grants Committee review the application before submission.

Director Cooper made the motion to authorize the Grant Committee to review and submit the Grant Application for the construction of the Replacement Treatment Plant, subject to a satisfactory MHI level. Director Kentosh seconded the motion.

No Public Comment.

Cooper/Kentosh

(5) Ayes – M/S/C

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) 138 S Alvarado. (Martinez/Kentosh)

Mr. Martinez reviewed the Will-Serve requests for the five accounts. Mr. Martinez highlighted two accounts that had special considerations. Requests for 240& 244 N. Arnaz and 234 & 246 S. Padre Juan each have two existing primary dwellings on separate lots, served by one meter. The recommendation is to split the allocations accordingly and allow the owners to purchase an additional meter for each primary dwelling. In addition, Mr. Martinez recommends preparing two Will-Serve letters for each account.

Director Kentosh stated that the New Meters & Expansion of Services Committee reviewed the Will-Serve Letter requests and recommended all for approval.

Director Kentosh made the motion to approve each of the Will-Serve Letter requests and allocation adjustments for the listed addresses. Director Oakland seconded the motion.

Public Comment.

Mr. Nelson requested clarification on the allocation calculations for 1330 S. La Luna. Director Kentosh reviewed the account's allocation history and calculation method for each parcel, allotting each a third of the total allocation. Mr. Nelson was satisfied with the explanation and agreed with the final computations.

Kentosh/Oakland

(5) Ayes – M/S/C

f. Approval of migrating District Phone and Internet from AT&T to Mitec Solutions. (Ward/Martinez)

Ms. Ward presented the staff recommendation for migrating the District phones and internet from AT&T to Mitec Solutions, citing the functional and customer service-related issues as well as the increasing billing rates. The District is paying \$1,075 monthly for four phone lines and internet. Mitec Solutions has been the District's IT Services vendor for over ten years; they are local and understand our infrastructure and needs. The District could eliminate the traditional fax line and include free web fax in the phone

package. Monthly expenses for phone and internet would drop to approximately \$231. Initial equipment costs for the phone and internet migration from analog to VoIP would be \$1,748.90. The Mitec package includes Elevate Pro Telco, which would allow for individual staff extensions and voicemails, as well as messaging capabilities so that the District could receive texts, photos, and videos in addition to phone calls. Additionally, staff would have the ability to forward their assigned phone extension to a mobile device when not physically at the office. Elevate Pro provides a platform for online meetings if the District replaces GoToMeeting (currently \$10/month).

Director Oakland made the motion to approve the migration from AT&T to Mitec Solutions for phone and internet, as provided in quotes 1028, 1029, and 1030. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(5) Ayes – M/S/C

g. Approval of Temporary Standby Pay for GM during recruitment and training of replacement Utility Worker I/II, not to exceed six months. (Martinez)

Mr. Martinez requested temporary standby pay during the recruitment and training of a new Utility Worker I/II, including language from the District's labor attorney. The empty position primarily offsets the salary adjustment. Mr. Neary's last day was February 17, 2023. The position has been posted, and interviews will be scheduled starting March 3, 2023.

Director Etchart requested this be discussed at Executive Committee.

Director Kentosh made the motion to authorize the Executive Committee to approve the temporary standby pay for the GM, not to exceed six months. Director Oakland seconded the motion.

No Public Comment.

Kentosh/Oakland

(5) Ayes – M/S/C

h. Approval of budget transfer of \$11,000 from System Maintenance to Meters to purchase an initial 35 smart meters, not to exceed \$33,000. (Martinez)

Mr. Martinez presented the request to transfer \$11,000 from the budget for System Maintenance over to Meters for the purchase of 35 smart meters, not to exceed \$33,000. The meter budget was initially set for the cost share under the VRIF-2 grant, which the District is no longer pursuing. Mr. Martinez reviewed that transitioning the District over to Advanced Metering Infrastructure (smart meters) is to capture a more accurate measurement of water used and provide the District and customers with the

Eye-On-Water app that provides high-flow leak alerts in real-time. The ultrasonic measurement system has no moving parts, offers long-term accuracy, and saves staff time manually reading each meter monthly. The District currently uses the software platform for meter reading, so there will not be a need to purchase additional software for the cellular-based smart meters. The goal is to start with the largest consumers, Agriculture and Commercial meters, then phase in the residential meters, which are less expensive than these initial large meters.

Director Pangea requested warranty information for the smart meters. Mr. Martinez will get that information.

Director Cooper made the motion to approve the budget transfer of \$11,000 and the purchase of 35 smart meters, not exceeding \$33,000. Director Oakland seconded the motion.

No Public Comment.

Kentosh/Oakland

(5) Ayes – M/S/C

8. General Manager's Report

Mr. Martinez reported that the Casitas Lake level is 45%, up 26.8 ft since January 1, 2023, and MOWD has been on its wells since February 3. Seasonal rainfall totals: Casitas Dam 26.9", Matilija Dam 41.87", and Nordhoff Ridge 47.87". The Grant Committee is looking into potential grant funding for the replacement treatment plant through the State Revolving Fund. The GIS mapping of the District has been completed by staff, which are attaching detailed asset information to each mapped item. Additionally, the District has engaged Ziptility with regard to the EPA requires that the District inventory service lines between the water meter and homes. Work continues on the Treatment Plant Design and Well Sighting Study. The District is actively recruiting a Water Utility Worker I/II; the job posting will close on March 2, 2023.

No Public Comment.

9. Board Secretary's Report

Ms. Ward presented the monthly Board Secretary report highlighting that the District received a preliminary report from Kennedy Communications that the median household income is \$69,500. Ms. Ward will be sending each Director the link to their bi-annual Ethics and Anti-Harassment training, to be completed by April 1. The County of Ventura has sent out the annual Conflict of Interest Form 700 emails, and they are due by April 1. The online bill pay transaction fee has increased to \$2 per the card processing vendor. There was one account disconnected for non-payment; the house had been vacant, the owner had passed away, and the family was managing the account; attempts to reach the family have been unsuccessful. There was an increase in service

orders for January due to a high number of leak checks and re-reads due to lower-than-normal consumption, likely from the rain events.

No Public Comment.

10. Board Committee Reports

- Executive & Personnel Committee: Met and discussed Bylaws and Policy F-002.
- UVRGA: No meeting.
- Budget/Rate Committee: No report.
- Emergency Management Committee: No report; Ms. Ward is to send MOWD Plan and sample plans from other agencies prior to the meeting.
- Allocations, New Meters & Expansion of Services Committee: Met and discussed Will-Serve Letter requests.
- Grants: Met and discussed income survey status, VRIF-2 withdrawal, and potential construction grant funding.
- Treatment Plant Design Ad Hoc Committee: Initial meeting, reviewed initial priority areas, and discussed the status of design plans.

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: No report.
- Director Pangea: No report.
- Director Cooper: No report.
- Director Etchart: No report.

13. Meeting Adjournment

The next meeting will be held on March 21, 2023. There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 7:27 pm.

Board Secretary

Board President

Report of Income as of 2/28/2023

Income	Month of February	Year To Date	Budget Appropriation	Appropriation Balance
Interest	3,839.78	13,292.93	--	13,292.93
Taxes	--	114,632.89	--	114,632.89
Pumping Charges	26.04	2,915.89	--	2,915.89
Fire Protection	84.48	1,256.82	--	1,256.82
Meter & Inst. Fees	--	--	--	--
Water Sales	44,193.07	655,718.69	--	(655,718.69)
¹ Casas Water/Standby	5,982.97	31,984.82	--	31,984.82
MWAC Charges	55,968.40	465,323.05	--	(465,323.05)
MCC Chg.	7,066.33	52,064.74	--	(52,064.74)
² Misc. Income	32.04	51,185.71	--	51,185.71
Late & Delinquent Chgs.	4,048.55	28,845.45	--	28,845.45
Conservation Penalty	--	5,390.91	--	(5,390.91)
Capital Improvement	--	--	--	--
Drought Surcharge	5,858.52	101,986.27	--	101,986.27
Fire Flow/Will Serve Letters	100.00	4,600.00	--	(4,600.00)
		--	--	--
		--	--	--
TOTAL INCOME	127,200.18	1,529,198.17	--	(1,529,198.17)

Note:

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

² Hartmann Allocation



Meiners Oaks County Water District, CA

Check Report

By Vendor Number

Date Range: 02/16/2023 - 03/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank-AP Bank						
AT&T	AT&T	02/24/2023	Regular	0.00	260.74	10649
01840223	Invoice	02/13/2023	Office Phones	0.00	260.74	
AT&T	AT&T	03/13/2023	Regular	0.00	583.74	10667
3940306702	Invoice	02/19/2023	Office Phones	0.00	583.74	
AWAVC	Association of Water Agencies	02/24/2023	Regular	0.00	750.00	10648
06-14666	Invoice	02/28/2023	2023 AWA Annual Membership	0.00	750.00	
BADGER	Badger Meter	03/13/2023	Regular	0.00	977.10	10668
80121197	Invoice	02/28/2023	Beacon Service Agreement	0.00	977.10	
C I T	Coastal Instrumentation & Telemetry	03/13/2023	Regular	0.00	1,900.00	10671
23-001	Invoice	02/01/2023	Work on SCADA communication	0.00	1,900.00	
CALPERS	California Public Employees' Retirement	02/28/2023	Bank Draft	0.00	3,454.73	DFT0001765
INV0002245	Invoice	02/15/2023	Health	0.00	3,454.73	
CALPERS	California Public Employees' Retirement	02/28/2023	Bank Draft	0.00	421.30	DFT0001774
INV0002256	Invoice	02/17/2023	Health	0.00	421.30	
CALPERS	California Public Employees' Retirement	02/24/2023	Bank Draft	0.00	22.80	DFT0001781
021423	Invoice	02/14/2023	Health Premium	0.00	22.80	
CALPERS	California Public Employees' Retirement	02/28/2023	Bank Draft	0.00	3,033.38	DFT0001783
INV0002266	Invoice	02/28/2023	Health	0.00	3,033.38	
CAL-STATE	Cal-State	03/13/2023	Regular	0.00	258.09	10669
240441	Invoice	03/01/2023	Portable Toilet	0.00	126.23	
240746	Invoice	03/06/2023	Portable Toilet	0.00	131.86	
CFANN	Fanning & Karrh	02/24/2023	Regular	0.00	5,000.00	10653
021023	Invoice	02/10/2023	Audit 07/2021 - 06/2022 Progress Billing	0.00	5,000.00	
CLEANCO	Cleancoast Janitorial	02/24/2023	Regular	0.00	272.00	10651
1513	Invoice	02/24/2023	February Janitorial	0.00	272.00	
CMWD	Casitas Municipal Water District	02/24/2023	Regular	0.00	1,033.31	10650
300650123	Invoice	02/01/2023	Tico & La Luna Standby	0.00	1,033.31	
CMWD	Casitas Municipal Water District	03/13/2023	Regular	0.00	27,543.28	10670
251150223	Invoice	02/28/2023	Fairview Standby	0.00	1,033.31	
251150223-2	Invoice	02/28/2023	Fairview Purchased Water	0.00	25,264.59	
262000223	Invoice	02/28/2023	Hartmann Allocation	0.00	212.07	
300650223	Invoice	02/28/2023	Tico & La Luna Standby	0.00	1,033.31	
DATAP	Dataprose LLC	03/13/2023	Regular	0.00	917.18	10672
DP2300623	Invoice	02/28/2023	Bulk Billing & Postage	0.00	917.18	
E H D	Environmental Health Division	03/13/2023	Regular	0.00	977.40	10673
IN0236124	Invoice	02/27/2023	Consolidated Hazardous Materials	0.00	977.40	
EJHAR	E. J. Harrison Rolloffs, Inc.	02/24/2023	Regular	0.00	396.79	10652
281300223	Invoice	02/15/2023	Office Trash	0.00	153.24	
994260223	Invoice	02/15/2023	3 Yard Dumpster	0.00	243.55	

Check Report

Date Range: 02/16/2023 - 03/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FGLENV	FGL Environmental	02/24/2023	Regular	0.00	1,212.00	10654
301096A	Invoice	02/21/2023	Samples	0.00	155.00	
301101A	Invoice	02/21/2023	301101A	0.00	67.00	
301268A	Invoice	02/21/2023	Samples	0.00	67.00	
301428A	Invoice	02/21/2023	Samples	0.00	155.00	
301381A	Invoice	02/21/2023	Samples	0.00	613.00	
301333A	Invoice	02/21/2023	Samples	0.00	155.00	
FGLENV	FGL Environmental	03/13/2023	Regular	0.00	683.00	10674
301098A	Invoice	03/03/2023	Samples	0.00	220.00	
301332A	Invoice	02/27/2023	Samples	0.00	35.00	
301384A	Invoice	02/28/2023	Samples	0.00	107.00	
302225A	Invoice	02/28/2023	Samples	0.00	107.00	
302572A	Invoice	03/10/2023	Samples	0.00	107.00	
302395A	Invoice	03/10/2023	Samples	0.00	107.00	
GUARDIAN	Guardian	02/24/2023	Regular	0.00	724.51	10646
INV0002246	Invoice	02/15/2023	Dental	0.00	339.03	
INV0002257	Invoice	02/17/2023	Dental	0.00	35.72	
INV0002257	Invoice	02/28/2023	Dental	0.00	349.76	
HACHCO	Hach Company	02/24/2023	Regular	0.00	1,559.21	10655
13460973	Invoice	02/10/2023	Chlorine Reagent, Refill Vial	0.00	792.96	
13468470	Invoice	02/16/2023	Pocket Colorimeter, Dispenser	0.00	766.25	
HACHCO	Hach Company	03/13/2023	Regular	0.00	100.76	10675
13489614	Invoice	03/03/2023	Bulk Dispenser & Powder	0.00	100.76	
HCS	Herum/Crabtree/Suntag	03/13/2023	Regular	0.00	529.25	10676
106569	Invoice	02/27/2023	SBCK vs VTA	0.00	529.25	
HLTHNE	Health Net Life Insurance Company	02/24/2023	Regular	0.00	56.70	10656
61790223	Invoice	02/03/2023	Life Insurance	0.00	56.70	
HOPKINS	Hopkins Groundwater Consultants	03/13/2023	Regular	0.00	14,500.00	10677
11931	Invoice	03/02/2023	Well Site Study	0.00	14,500.00	
LGABLER	Light Gabler	03/13/2023	Regular	0.00	210.00	10678
71333	Invoice	03/04/2023	Employment Counseling	0.00	210.00	
MITEC	MiTec Solutions LLC	02/24/2023	Regular	0.00	155.00	10657
1065655	Invoice	02/21/2023	Remote Labor	0.00	60.00	
83608	Invoice	02/15/2023	Splashtop, Antivirus Monthly	0.00	55.00	
88673	Invoice	02/15/2023	Antivirus	0.00	40.00	
MITEC	MiTec Solutions LLC	03/13/2023	Regular	0.00	654.84	10681
1065731	Invoice	03/07/2023	Remote Labor Monthly Maintenance	0.00	240.00	
39112	Invoice	03/01/2023	Exchange, Web Hosting, ShareSync	0.00	256.84	
39142	Invoice	03/01/2023	Off Site Back Up	0.00	98.00	
39316	Invoice	03/01/2023	X360Recover Server	0.00	60.00	
MKN&A	Michael K. Nunley & Associates, Inc.	03/13/2023	Regular	0.00	6,212.71	10680
102038	Invoice	03/01/2023	Water Treatment Plant Design	0.00	6,212.71	
MOHARD	Meiners Oaks Hardware	03/13/2023	Regular	0.00	156.33	10679
031592	Invoice	02/01/2023	Padlock	0.00	29.26	
031847	Invoice	02/01/2023	Paints & Liquid Chlorinator	0.00	98.18	
032779	Invoice	02/07/2023	Bolts & Screws, Windshield Wash	0.00	19.25	
033554	Invoice	02/15/2023	Oil	0.00	9.64	
NCK&K	Nelson Comis Kettle & Kinney, LLP	03/13/2023	Regular	0.00	3,770.00	10682
9373	Invoice	03/03/2023	Attorney Fees	0.00	3,770.00	

Check Report

Date Range: 02/16/2023 - 03/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
NCR	Nightly Cinnamon Roll LLC	02/24/2023	Regular	0.00	50.00	10658
1051	Invoice	02/22/2023	General Web Labor	0.00	50.00	
OFFDEP	Office Depot	02/24/2023	Regular	0.00	67.13	10659
292849586001	Invoice	02/08/2023	Notebook	0.00	14.59	
292851572001	Invoice	02/08/2023	Paper	0.00	52.54	
PATHIAN	Pathian Administrators	02/24/2023	Regular	0.00	114.47	10647
INVC002248	Invoice	02/15/2023	HSBS	0.00	57.24	
INVC002259	Invoice	02/17/2023	HSBS	0.00	10.27	
INVC002269	Invoice	02/28/2023	HSBS	0.00	46.96	
PERS	Public Employees' Retirement System	02/28/2023	Bank Draft	0.00	700.00	DFT0001764
INVC002244	Invoice	02/15/2023	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	02/28/2023	Bank Draft	0.00	3,284.00	DFT0001766
INVC002247	Invoice	02/15/2023	PERS	0.00	3,284.00	
PERS	Public Employees' Retirement System	02/28/2023	Bank Draft	0.00	62.25	DFT0001775
INVC002258	Invoice	02/17/2023	PERS	0.00	62.25	
PERS	Public Employees' Retirement System	02/28/2023	Bank Draft	0.00	700.00	DFT0001782
INVC002265	Invoice	02/28/2023	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	02/28/2023	Bank Draft	0.00	2,686.42	DFT0001784
INVC002268	Invoice	02/28/2023	PERS	0.00	2,686.42	
PERS	Public Employees' Retirement System	03/10/2023	Bank Draft	0.00	137.58	DFT0001792
10000001709737	Invoice	03/01/2023	Unfunded Accrued Liability	0.00	137.58	
PERS	Public Employees' Retirement System	03/10/2023	Bank Draft	0.00	2,853.83	DFT0001793
10000001709736	Invoice	03/01/2023	Unfunded Accrued Liability	0.00	2,853.83	
POLLARD	Pollard Water	02/24/2023	Regular	0.00	916.96	10660
0231431	Invoice	02/15/2023	Dechlorinator, Hydrant Meter	0.00	916.96	
POLLARD	Pollard Water	03/13/2023	Regular	0.00	297.69	10683
0233123	Invoice	03/02/2023	40 Tablet Ascorbic Vita-D Chlor	0.00	297.69	
QUINNRTL	Quinn Rental Services	02/24/2023	Regular	0.00	1,726.09	10661
WON10019358	Invoice	02/09/2023	Generator Maintenance	0.00	1,021.13	
WON10019359	Invoice	02/09/2023	Generator Maintenance	0.00	704.96	
SCE	Southern California Edison Co.	02/24/2023	Regular	0.00	2,506.25	10662
OFFELE0223	Invoice	02/24/2023	Office Electricity	0.00	187.15	
TNKFRM0223	Invoice	02/24/2023	Tank Farm	0.00	34.13	
WELL1-0223	Invoice	02/24/2023	Well 1	0.00	866.18	
WELL2-0223	Invoice	02/24/2023	Well 2	0.00	797.34	
WELL30223	Invoice	02/24/2023	Well 8	0.00	141.15	
Z-10223	Invoice	02/24/2023	Zone 1	0.00	111.81	
Z-2FIRE0223	Invoice	02/24/2023	Zone 2 Fire	0.00	65.06	
Z-2PWRO223	Invoice	02/24/2023	Zone 2 Power	0.00	286.03	
Z-3FIRE0223	Invoice	02/24/2023	Zone 3 Fire	0.00	17.40	
SCGAS	Southern California Gas Co.	03/13/2023	Regular	0.00	137.90	10684
0725	Invoice	03/01/2023	Office Heat	0.00	137.90	
TYLER	Tyler Technologies, Inc.	02/24/2023	Regular	0.00	10,810.39	10663
025-412202	Invoice	02/01/2023	Incode Maintenance 2023-2024	0.00	10,810.39	
UAOFSC	Underground Service Alert of So.Ca.	03/13/2023	Regular	0.00	59.00	10685
220230436	Invoice	03/01/2023	Digalert	0.00	59.00	

Check Report

Date Range: 02/16/2023 - 03/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
USBANK	US Bank Corporate Pmt. System	03/13/2023	Regular	0.00	4,414.25	10686
AAS012623	Invoice	02/01/2023	Stamps	0.00	134.00	
AMAZON013023	Invoice	02/01/2023	Envelope Moisteners	0.00	11.26	
AMAZON020323	Invoice	02/08/2023	Screen Protectors	0.00	72.60	
AWM011723	Invoice	02/01/2023	Portable Groundwater Level Sounder	0.00	1,154.33	
DROPBOX022023	Invoice	02/20/2023	DropBox	0.00	90.00	
GOTO021623	Invoice	02/16/2023	Remote Meetings	0.00	10.00	
HOSEMAN02062	Invoice	02/06/2023	Hose Repair	0.00	229.16	
OPIZZA022023	Invoice	02/20/2023	Michael's Going Away Lunch	0.00	126.10	
OSS020923	Invoice	02/09/2023	Storage Unit	0.00	184.00	
POLLARD020723	Invoice	02/07/2023	Dechlorinator	0.00	1,045.00	
POLLARD020723-	Invoice	02/07/2023	Hydrant Meter	0.00	992.72	
PRIME022023	Invoice	02/20/2023	Membership	0.00	16.08	
VCSTAR020823	Invoice	02/08/2023	Job Posting	0.00	349.00	
VERIZON	Verizon Wireless	03/13/2023	Regular	0.00	421.69	10688
9928709806	Invoice	02/26/2023	Cell Phones	0.00	421.69	
WEX	WEX BANK	02/24/2023	Regular	0.00	1,387.50	10664
87218352	Invoice	02/15/2023	Fuel	0.00	1,387.50	
ZIP	Ziptility	02/24/2023	Regular	0.00	2,000.00	10665
1323	Invoice	02/14/2023	Assistance with LCRR	0.00	2,000.00	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	91	41	0.00	96,303.26
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	11	11	0.00	17,356.29
EFT's	0	0	0.00	0.00
	102	52	0.00	113,659.55

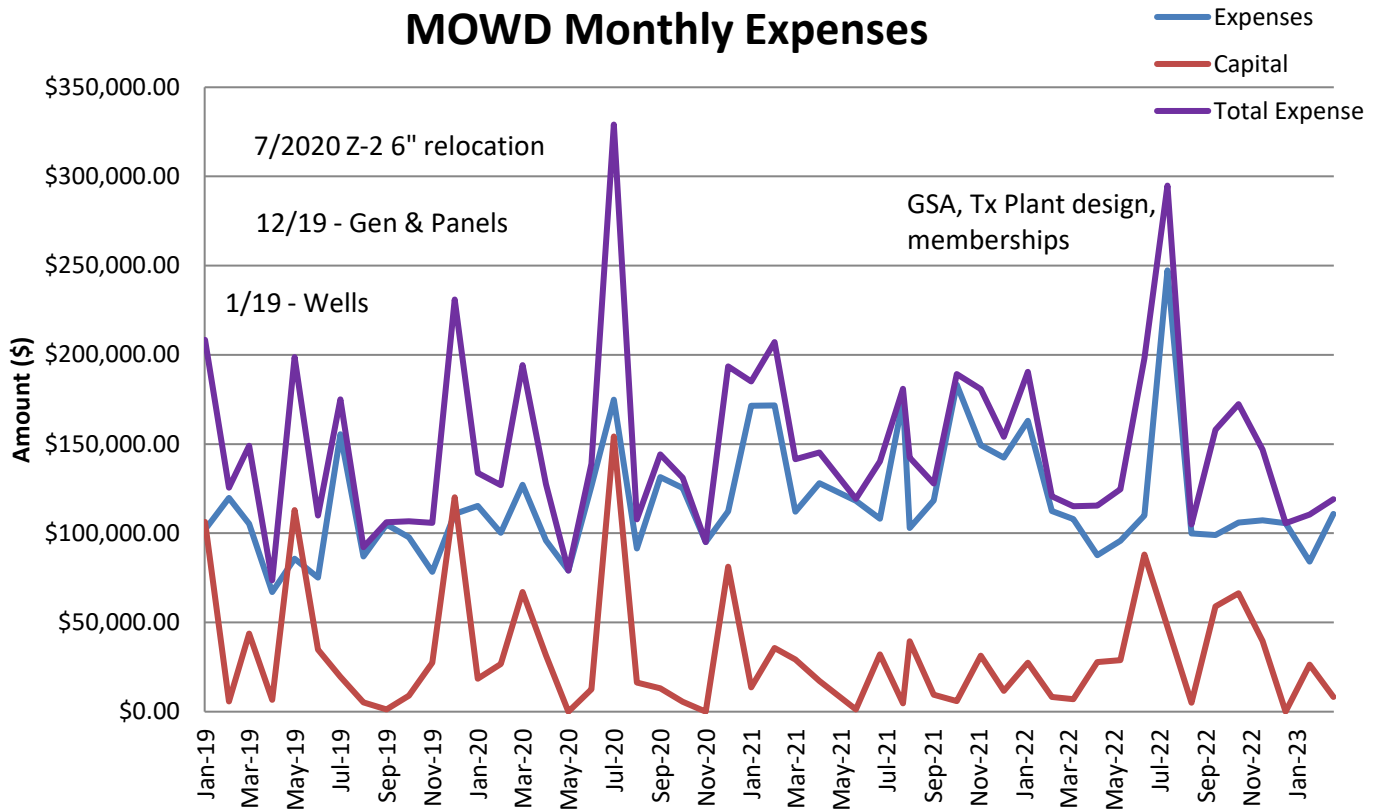


Meiners Oaks Water District

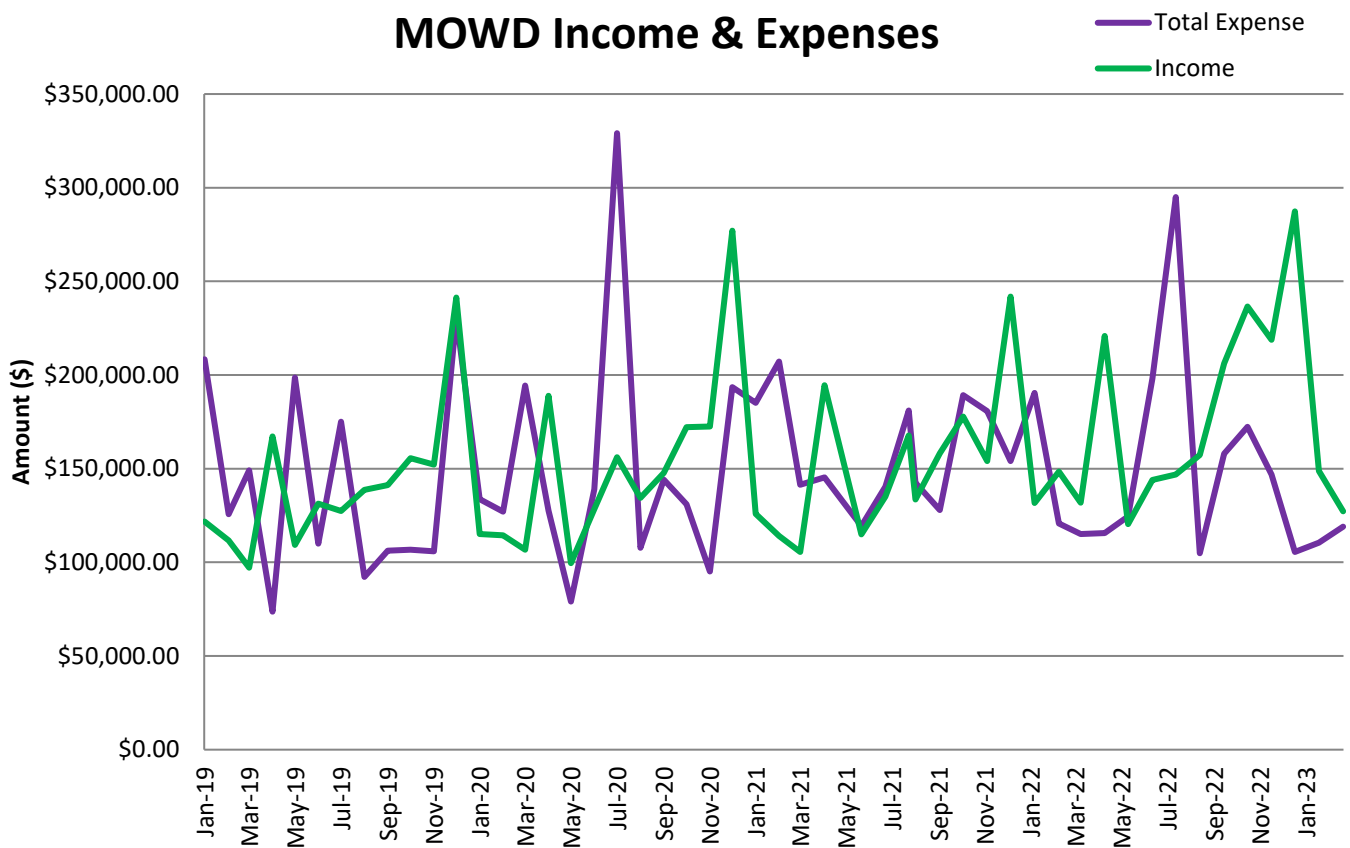
Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

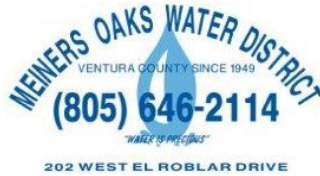
Expenditures	Month of February	Year To Date	Budget Approp	Approp Bal 02/28/23	Current March	Approp FY Bal To Date
Salaries	44,050.68	368,375.92	600,000.00	231,624.08	-	231,624.08
Payroll Taxes	3,744.06	30,889.32	55,000.00	24,110.68	-	24,110.68
Retirement Contributions	6,240.50	51,657.33	75,000.00	23,342.67	-	23,342.67
Group Insurance	6,672.09	58,350.45	96,000.00	37,649.55	-	37,649.55
Company Uniforms	-	2,341.56	4,500.00	2,158.44	-	2,158.44
Phone Office	1,068.54	8,231.98	10,000.00	1,768.02	-	1,768.02
Janitorial Service	530.09	4,172.72	6,000.00	1,827.28	258.09	1,569.19
Refuse Disposal	396.79	2,844.92	5,000.00	2,155.08	-	2,155.08
Liability Insurance	-	65,376.96	66,000.00	623.04	-	623.04
Workers Compensation	-	15,313.30	16,000.00	686.70	-	686.70
Wells	-	2,941.34	5,000.00	2,058.66	-	2,058.66
Truck Maintenance	-	8,123.51	3,500.00	(4,623.51)	-	(4,623.51)
Office Equipment Maintenance	866.85	3,940.42	4,000.00	59.58	-	59.58
Security System	95.85	287.55	1,000.00	712.45	-	712.45
Cell Phones	421.69	3,045.29	4,500.00	1,454.71	-	1,454.71
System Maintenance	5,921.26	21,678.21	79,000.00	57,321.79	297.69	57,024.10
Safety Equipment	95.85	1,156.75	6,000.00	4,843.25	-	4,843.25
Laboratory Services	2,049.00	12,282.00	14,500.00	2,218.00	434.00	1,784.00
Membership and Dues	750.00	9,389.00	9,000.00	(389.00)	-	(389.00)
Printing and Binding	-	777.31	2,000.00	1,222.69	-	1,222.69
Office Supplies	267.07	5,250.79	6,000.00	749.21	-	749.21
Postage and Express	1,051.18	10,623.66	12,000.00	1,376.34	-	1,376.34
B.O.D. Fees	3,463.05	20,085.69	27,000.00	6,914.31	-	6,914.31
Engineering & Technical Services	-	6,734.15	50,000.00	43,265.85	14,500.00	28,765.85
Computer Services	12,827.33	25,347.64	17,000.00	(8,347.64)	654.84	(9,002.48)
Other Prof. & Regulatory Fees	1,015.40	31,623.54	40,000.00	8,376.46	59.00	8,317.46
Public and Legal Notices	349.00	349.00	2,000.00	1,651.00	-	1,651.00
Attorney Fees	2,730.00	19,528.00	50,000.00	30,472.00	3,980.00	26,492.00
GSA Fees	-	74,444.00	80,000.00	5,556.00	-	5,556.00
VR/SBC/City of VTA Law Suit	529.25	3,823.65	75,000.00	71,176.35	-	71,176.35
Rental Equipment	-	-	-	-	-	-
Audit Fees	5,000.00	20,850.00	25,000.00	4,150.00	-	4,150.00
Small Tools	2,199.33	4,344.09	5,000.00	655.91	-	655.91
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Treatment Plant	4,448.98	4,475.32	10,000.00	5,524.68	100.76	5,423.92
Fuel	1,387.50	13,910.83	20,000.00	6,089.17	-	6,089.17
Travel Exp./Seminars	126.10	1,893.47	2,000.00	106.53	-	106.53
Utilities	187.15	2,620.10	3,500.00	879.90	137.90	742.00
Power and Pumping	2,319.10	38,510.97	80,000.00	41,489.03	-	41,489.03
Meters	-	4,381.16	36,000.00	31,618.84	-	31,618.84
Total Expenditures	110,803.69	959,971.90	1,605,000.00	645,028.10	20,422.28	624,605.82
Water Distribution System	-	-	-	-	-	-
	-	-	-	-	-	-
Well 8 Nitrate Removal/Blending	-	-	60,000.00	60,000.00	-	60,000.00
Valve Replacements	-	-	50,000.00	50,000.00	-	50,000.00
Tank Cleaning	-	-	-	-	-	-
Meiners Rd. Tank/Zone	-	-	75,000.00	75,000.00	-	75,000.00
Structures and Improvements	-	-	-	-	-	-
	-	-	-	-	-	-
Treatment Plant 100% Eng. Design	-	175,292.26	350,000.00	174,707.74	6,212.71	168,495.03
	-	-	-	-	-	-
Field Equipment	-	-	-	-	-	-
	-	-	-	-	-	-
GIS Equipment & Software	2,000.00	12,928.51	15,000.00	2,071.49	-	2,071.49
Air Compressor	-	-	3,500.00	3,500.00	-	3,500.00
	-	-	-	-	-	-
	-	-	-	-	-	-
Appropriations for Contingencies	6,240.90	64,070.88	100,000.00	35,929.12	-	35,929.12
Total CIP Spending	8,240.90	252,291.65	653,500.00	401,208.35	6,212.71	394,995.64
GRAND TOTAL	119,044.59	1,212,263.55	2,258,500.00	1,046,236.45	26,634.99	1,019,601.46

MOWD Monthly Expenses



MOWD Income & Expenses





Modification of Artesian MWAC

Meiners Oaks Water District implemented the new water allocation program in December 2021. It was discovered that the new Artesian (Memory Care) Assisted Living facility at 203 E El Roblar had finally opened. Aside from determining the appropriate allocation, at that time, the Monthly Water Availability Charge (MWAC) was set at 64. The Artesian has 64 individual bedrooms, each with a private partial bathroom, within 4 buildings. In addition, the facility has shared common areas for dining and laundry services. The Artesian is classified as Commercial, in alignment with the other assisted living facility in the District. However, the other assisted living facility only has one MWAC per building, but with shared bedrooms and bathrooms. The Area Housing Authority, a residential account, has an MWAC x 34 full apartments. Of Note: Artesian allocation was assigned a fixed allocation of 480 units (120 units x 4 buildings), plus a base variable allocation of 1,555 units. The Artesian will continue to pay all other required fees and rates.

Fiscal Impact:

Account	Classification	Current MWAC	Proposed MWAC
Artesian	Commercial	\$36 x 64 = \$2,304/mo	\$36 x 4 = \$144/mo
Glen Oak 1	Commercial	\$36 x 1 = \$36	No Change
Glen Oak 2	Commercial	\$36 x 1 = \$36	No Change
Area Housing Authority	Residential	\$36 x 34 = \$1,224	No Change

Recommended Action:

New Meters, Allocations & Expansion of Services Committee recommends approving the reduction of the Artesian MWAC from 64 to 4 dwelling units.



District Summary/Update

- **Casitas Lake Level:** 56% +38' January 1st – 3/14/23
- **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	--.--"
Matilija Dam	57.69"
M.O. Fire Station	37.45"
Stewart Canyon	--.--"
Nordhoff Ridge	64.61"
- **GIS Mapping:** GIS mapping of the district has been Completed. Staff is currently attaching info to each asset
- **Treatment Plant Project:** MKN & Associates are working towards final design
- **Well Study:** Complete; Final Report has been submitted by Hopkins Groundwater Consultants, Inc (In Review)
- **Meters:** Most Ag and Commercial meters have been ordered
- **Battery Back-Up Power:** Ventura Energy, Clara Nagy McBane
- **Employment Opportunity:** MOWD has a candidate in the pre-employment process for the Water Utility I Operator Position. Tentative start date of April 3, 2023

Current Well Levels and Specific Capacity

WELL #1	JAN 23'	FEB 23'	MAR 23'	APR 23'	MAY 23'	JUN 23'	JUL 23'	AUG 23'	SEP 23'	OCT 23'	NOV 23'	DEC 23'
STATIC (ft)	14.53'	19.3'	15.52'									
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'	16.86'									
RUNNING (ft)	OFF	25'										
DRAW DOWN (ft)	OFF	5'										
Gallons Per Minute (GPM)	OFF	220										
Specific Capacity (gal/ft DD)	OFF	44										
WELL #4a	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	23.6'	26.6'	22.9'									
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'	30.5'									
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	OFF									
DRAW DOWN (ft)	OFF	OFF	OFF									
Gallons Per Minute (GPM)	OFF	OFF	OFF									
Specific Capacity (gal/ft DD)	OFF	OFF	OFF									

Water Pumped, Sold, Purchased & Water Sales

MONTH	PUMPED (AF)	SOLD (AF)	PURCHASED (AF)	WATER SALES (\$)
2023 JAN	1.12	24.10	24.10	\$58,971.14
FEB	28.40	26.09	0	\$44,193.07
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
YTD 2023	29.52	50.19	24.10	\$103,164.21
TOTAL 2022	451.43	615.38	216.43	\$823,145.74
TOTAL 2021	411.94	640.95	266.57	\$648,269.32
TOTAL 2020	485.71	635.47	197.26	\$657,912.06

Reserve Funds

* Balance at the County of Ventura	\$ 1,429,968.81
Total Taxes	\$ 0.00
Total Interest from reserve account#	\$ 3,839.55

Fiscal Year Total Revenues

July 1 st – February 28th	2022	\$ 1,313,422.22
July 1 st – February 28th	2023	\$1,529,198.17

Bank Balances

* LAIF Balance	\$ 232,799.27
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$1,209.82
* Money Market (Mechanics Bank)	\$ 7,624.64
Amount Transferred to Mechanics from County this month	
Amount Transferred to General Fund from Money Market	\$ 0.00
Monthly Interest received from Money Market	\$.12
General Fund Balance	\$ 138,190.12
Trust Fund Balance	\$ 7,722.74
* Capital Improvement Fund	\$ 13,791.07
(#) Quarterly Interest from Capital Account	\$.11
Total Interest accrued	\$ 0.23

Capital Improvement Projects for 2022-2023
Budgeted Capital Funds \$ 653,500 FY 2022-2023

1. Well #8 Nitrate Removal/Blending (Tabled)
2. Valve Replacement
3. Meiners Rd. Tank/Zone (Pending)
4. Treatment Plant 100% Design (In-Progress)
5. GIS Equipment & Software (Complete, Data entry in progress)
6. Air Compressor for Crew Truck
7. Appropriations for Contingencies (In-Progress)



Board Secretary Report

March 2023

Administrative

- Income Survey – Kennedy Communications has been processing the second round of surveys and will be calculating the MOWD Median Household Income level and submitting results to the state at the end of March 2023.
- Recurring Board requirements reminders: Annual Form 700 due before April 1; Bi-Annual Harassment & Ethics Training; Photos for District ID cards.

Financial (any items not covered in separate Financials Report)

- Online Bill Pay vendor secure transaction fee increased from \$1.25 to \$2.00 on February 1.
- Financial Audit FY 21-22 in progress. – Fanning & Karrh, CPA.
- Accounts Receivable –SB 998 timeline for disconnects for non-payment (>\$200 @ 60 days) is in effect. Late fees and District past-due processes resumed as of March 26, 2022. *As of 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	\$138,726.38	\$7,935.00	\$0
Jan 23	134	4	\$122,495.23	\$6,800.00	\$0
Feb 23	81	3	\$121,590.44	\$7,940.00	\$0

- 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 – in progress.
- g. Phone & Internet migration from AT&T to Mitec Solutions – in progress.

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

Attachments: None.