



BOARD OF DIRECTORS REGULAR MEETING AGENDA

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

JOIN BY COMPUTER: <https://meet.goto.com/803543613>

DIAL-IN (US TOLL-FREE): [1 866 899 4679](tel:18668994679)

ACCESS CODE: 803-543-613

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))

June 20, 2023, at 6:00 pm.

- 1. Call meeting to order.**
- 2. Roll call**
- 3. Approval of the minutes:** May 16, 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 (**Estimated 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 the following items:

- CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Gov. Code § 54956.9)
Name of case: *Santa Barbara Channelkeeper v. State Water Resources Control Board, et al.*, Los Angeles County Superior Court Case No. 19STCP01176
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov. Code § 54957(b))
Title: General Manager and Board Secretary & Assistant General Manager.

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

6. Financial matters

Approval of Payroll and Payables from May 16, 2023, to June 15, 2023, in the amount of:

Payables – \$ 79,671.13

Payroll – \$ 43,051.75

Total – \$122,722.88

7. Board action and/or discussion

- a) Approve Performance Management & Incentive Pay Policy. (Etchart/Oakland) – Attachments
Recommended Action: Approve Performance Management & Incentive Pay Policy, effective immediately.
- b) Approve compensation adjustments and/or incentive pay for the General Manager and the Board Secretary & Assistant General Manager based on performance evaluations. (Etchart/Oakland) – No Attachment
Recommended Action: Approve compensation adjustments and/or incentive payments for the GM and the Board Secretary & Assistant GM.
- c) Approve incentive/bonus payments for District Staff. (Etchart/Oakland) – No Attachment
Recommended Action: Approve incentive/bonus payments for District Staff.
- d) Presentation of Water Shortage Contingency Plan and Approve Resolution 20230620: Adoption of Water Shortage Contingency Plan. (Ward/Martinez) – Attachments
Recommended Action: Approve Resolution 20230620: Adoption of Water Shortage Contingency Plan, effective July 1, 2023.
- e) Presentation of the proposed FY 2023-2024 Budget and Approve Resolution 20230620-1: Adoption of FY 2023-2024 Fiscal Budget. (Oakland/Martinez) – Attachments.
Recommended Action: Receive the report and provide direction to staff.
- f) Discussion of the 2022-2023 Ventura County Grand Jury Final Report: Water Availability for Wildfires in Ventura County. (Etchart) – Attachment.
Recommended Action: Receive, provide direction to Emergency/Safety Committee and Staff.
- g) Approve New Meters & Expansion of Services Policy Revision. (Martinez/Kentosh) – Attachment.
Recommended Action: Approve New Meters & Expansion of Services Policy revision, effective immediately.
- h) Presentation of the 2022 Consumer Confidence Report. (Martinez) – Attachment.
Recommended Action: Receive and provide direction to staff.

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

12. Director Announcements/Reports

13. Adjournment: The next scheduled Regular Board meeting is July 18, 2023.

Regular Meeting
May 16, 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 6:01 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 (by teleconference).

Absent: None

3. Approval of the Minutes

Approval of April 18, 2023, Regular Board Meeting minutes.

Director Oakland made the motion to approve April 16, 2023, Regular meeting minutes. Director Cooper seconded the motion.

No Public Comment.

Oakland/Cooper

(5) Ayes- M/S/C

4. Public Comments

- None

****The Board went into closed session at 6:04 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.

- CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Gov. Code § 54956.9)
Name of case: *Santa Barbara Channelkeeper v. State Water Resources Control Board, et al.*,
Los Angeles County Superior Court Case No. 19STCP01176

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Gov. Code § 54957(b))
Title: General Manager and Assistant General Manager

****The Board adjourned closed session at 6:26 pm****

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

6. **Financial Matters** (Agenda item occurred after items 7a and 7b)

Approval of Payroll and Payables from April 16, 2023, to May 15, 2023, in the amount of:

Payables: \$ 80,916.36

Payroll: \$ 41,403.35

Total: \$122,319.71

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

No Public Comment.

Oakland/Pangea

(5) Ayes – M/S/C

7. **Board Discussion/Actions**

a. Presentation of Financial Audit for FY 2021-2022. (C. Fanning) *(Item occurred out of sequence before item 6).*

Ms. Fanning presented the Financial Audit statements and reports for the fiscal year 2021-2022, noting no new disclosures. Ms. Fanning reviewed the Independent Auditor's Report, followed by the statements of financial position, including the required supplementary information. Ms. Fanning held an expanded discussion of the overview letter to Senior Management and the Board of Directors. Ms. Fanning noted seventeen (17) audit adjustments totaling \$227,000, comparable to the last fiscal year. Twelve of the adjustments were related to capital assets. Ms. Fanning recommended that the appropriations for contingencies be expensed as repairs at the time incurred rather than as a capital asset and adjusted at the end of the fiscal year. There were \$21,000 in unadjusted errors related to one carryover account payable from a prior fiscal year (a software adjustment is required), one legal overpayment, and one unbilled account receivable. Ms. Fanning also recommended recording the accrued revenue for unbilled receivables related to water use. The District meter reading occurs around the 19th of each month, so the water use from June 19 to June 30, should be estimated and

recorded each fiscal year. Additionally, Ms. Fanning noted that a new accounting GASB101 standard would go into effect after December 2023 related to compensated absences. Ms. Fanning encouraged the District to develop some additional policies and procedures.

Director Kentosh asked Ms. Fanning for a statement that it was a clean audit. Ms. Fanning noted that the opinion section of the Independent Auditor's Report conveys that it was in accordance with accounting principles, as there were no qualifications or errors that were in question, so yes, it was a good audit. Ms. Fanning shared that she will be retiring soon, so the next fiscal audit for 2022-2023 will be her last. The Board and Staff thanked Ms. Fanning for her expertise and time in presenting the audit reports and statements.

No Public Comment.

No motion.

- b. Approve Resolution 20230516-1: Financial Audit for FY 2021-2022. (Martinez/Ward)** *(Item occurred out of sequence before item 6 and after 7a).*

Ms. Ward presented Resolution 20230516-1: Financial Audit for FY 2021-2022, based on the presentation given by Ms. Fanning.

Director Kentosh made the motion to approve Resolution 20230516-1: Financial Audit for FY 2021-2022. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

(5) Ayes – M/S/C

(Agenda items resumed in order)

- c. Approval of Resolution 20230516: Declaring Stage 1 Conditions. (Martinez/Ward)**

Ms. Ward presented Resolution 20230516: Declaring Stage 1 Conditions for All Meiners Oaks Water District Customers. Ms. Ward reported that following the last Board meeting, she reviewed the drought surcharge fee history and documentation with Attorney Nielson. Since the origination of the drought surcharge fee was established based on the drought stage and linked to the Casitas Municipal Water District's charge of the over-allocation fee, MOWD will need to discontinue the drought surcharge fee with the adoption of this resolution. The District can revisit the fee at a future Prop 218. Ms. Ward stated that the Stage 1 allocation data set is ready for implementation in the billing software.

Director Cooper made the motion to approve Resolution 20230516: Declaring Stage 1 Conditions for All Meiners Oaks Water District Customers. Director Oakland seconded the motion.

No Public Comment.

Cooper/Oakland

(5) Ayes – M/S/C

d. Review Valve Replacement Bids and Approve Contractor and expenditure, not to exceed \$60,000. (Martinez)

Mr. Martinez reviewed that the Valve Replacement budget was historically \$100,000; however, funds had been redistributed, leaving a budget of \$50,000. The District has valves and hydrants needing replacement or upgrade. The current request for proposals was for two valves and one 4" warhead to a fire hydrant upgrade. The hydrant upgrade will play a strategic role in a water emergency. If in the event MOWD cannot use current Casitas connections, this upgrade will allow MOWD to run a highline off the suction side of Casitas' Fairview Booster Station. After reviewing the four bids submitted by R. Meier Construction, Gruber Grading and Ag, Toro Enterprises, and Shirck Underground, Mr. Martinez recommended approving the R. Meier Construction bid, not to exceed \$60,000. Mr. Martinez added that the District has confidence in the quality of work provided by all companies and noted that R. Meier submitted the lowest bid. Mr. Martinez requests approval to move \$10,000 budget funds from the Well 8 Nitrate Blending to Valve Replacements.

Director Pangea made the motion to approve the budget adjustment and selection of the R. Meier Construction bid for the three valves, not to exceed \$60,000. Director Kentosh seconded the motion.

No Public Comment.

Pangea/Kentosh

(5) Ayes – M/S/C

e. Update on the Well Siting Study performed by Hopkins Groundwater Consulting. (Kentosh/Martinez)

Director Kentosh reported the Ad Hoc Treatment Plant Committee had reviewed the detailed well-siting study performed by Hopkins Groundwater Consulting. A site visit was recently held with Curtis Hopkins to examine one potential area near the Treatment Plant. Director Kentosh noted that as a result of the site visit, he would like to have a geophysical survey of the area, which would provide data on the various layers of material beneath the surface. Director Kentosh noted that the basin is full, and the District can proceed calmly with adding a new well site. Director Kentosh requested the Committee be authorized to continue exploring options for the new well location and

consider moving wells 1 & 2 away from the river and potentially eliminating the Treatment Plant. The Board requested that there be a presentation of the findings at a future meeting. Mr. Martinez will coordinate with Hopkins Groundwater Consulting to schedule a presentation to the Board.

No Public Comment.

No motion.

f. Consider approval of the customer's request for additional financial relief for 137 Besant due to a leak. (Martinez/Kentosh)

Ms. Ward presented a customer request for Board consideration of additional financial relief. The customer at 137 Besant had a tree fall on the property during the winter storms in March. As a result, the irrigation pipe burst, but it was not easily detected due to the active rain. When the leak was detected, the customer had the leak repaired immediately. The historical usage of the account over the past two years is 37 units per month, with a peak of 84 units. In March 2023, the billed consumption was 153 units, the monthly allocation being 11 units. Ms. Ward noted that the General Manager had already approved a reduction of the drought surcharge from \$5/unit to \$1/unit, providing relief of \$568.00, which was applied to the customer's account on April 3, 2023. The customer is requesting additional relief beyond the reduction of the drought surcharge. The New Meters, Expansion of Services & Allocations Committee reviewed this request and recommends that the Board follow precedent for leak relief, which is a reduction of the drought surcharge and offering a payment plan.

Director Etchart asked whether any circumstances about this leak differed from other customers' leaks during the recent storms. Staff stated that the circumstances were similar to other customers' leaks that occurred during the winter storms. The Board agreed that precedent should be followed by reducing the drought surcharge only and offering an extended payment plan of up to 24 months.

Ms. Ward will notify the customer of the Board's decision and offer the extended payment plan as an option.

Director Kentosh made the motion to approve only the reduction of the drought surcharge and offer an extended payment plan for the leak at 137 Besant. Director Pangea seconded the motion.

No Public Comment.

Kentosh/Pangea

(5) Ayes – M/S/C

8. **General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is 74%, up 58.8 feet since January 1, 2023. Some locations' seasonal rainfall totals were unavailable due to technical issues: Matilija Dam 64.10", M.O. Fire Station 42.08", and Nordhoff Ridge 71.81". The GIS mapping of District assets is complete, and staff is working on adding asset details and making progress on the Lead & Copper Revised Rule survey responses. The District will be preparing to replace strategic valves within the distribution system. MKN Associates are working on the final design and awaiting revisions from sub-consultants. Staff are preparing Wells 4a & 7 to come back online with disinfection and sampling now that the surface water has subsided. Mr. Martinez noted an error on the GM report related to a service line leak repair performed by Sam Hill & Sons, the amount of \$4,218.35 should be \$758.10. Mr. Martinez noted that well levels have peaked, and static levels are slowly coming down.

No Public Comment.

9. **Board Secretary's Report**

Ms. Ward presented the monthly Board Secretary report highlighting that the completed District Income Survey report submitted to UC San Bernadino by Kennedy Communications is pending submission to DDW. Additionally, Ms. Ward reported that the SWRCB eAR for 2022 was submitted on May 11. The SWRCB Drought & Conservation Reporting is ongoing, and in compliance, the Annual Consumer Confidence Report is pending data from FGL, expected in early June. The new SWRCB Water Shortage Contingency Plan (Water Code 10609.60) is in progress and in coordination with VRWD, referencing the Casitas Urban Water Management Plan and UVRGA GSP documents. Ms. Ward noted that there is a new CA AB 1637, currently being amended in Assembly, which will require local agencies that maintain a website and emails used for the public, would need to utilize a ".gov" or ".ca.gov" domain no later than January 1, 2026. MOWD is in the application process for obtaining its ".ca.gov" domain. Ms. Ward reported that the phone and internet migration from AT&T to Mitec Solutions is in progress and should be completed very soon.

No Public Comment.

10. **Board Committee Reports**

- Executive & Personnel Committee: Met and discussed the GM and Assistant GM performance evaluations.
- UVRGA: Director Etchart reported that the State approved the GSP.
- Budget/Rate Committee: No meeting.
- Emergency Management Committee: No meeting.
- Allocations, New Meters & Expansion of Services Committee: Routine meeting to review Will-Serve Letter requests, leak assistance, and a potential policy revision.
- Grants: No meeting.

- Treatment Plant Design Ad Hoc Committee: No meeting; there was a site visit to the Treatment Plant area with Curtis Hopkins.

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: She and staff have a call with the State tomorrow at 3:00 pm to discuss the grant application for the Replacement Treatment Plant.
- Director Etchart: No report.

13. **Meeting Adjournment**

The next meeting will be held on June 20, 2023. There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:01 pm.

Board Secretary

Board President

Report of Income as of 5/31/2023

Income	Month of May	Year To Date	Budget Appropriation	Appropriation Balance
Interest	0.27	18,702.26	--	18,702.26
Taxes	1,002.16	197,880.63	--	197,880.63
Pumping Charges	303.23	3,772.92	--	3,772.92
Fire Protection	65.99	1,358.28	--	1,358.28
Meter & Inst. Fees		--	--	--
Water Sales	46,239.89	795,948.12	--	(795,948.12)
¹ Casitas Water/Standby	3,740.18	38,247.23	--	38,247.23
MWAC Charges	55,061.83	636,024.98	--	(636,024.98)
MCC Chg.	6,103.73	71,151.96	--	(71,151.96)
² Misc. Income	112.86	65,438.25	--	65,438.25
Late & Delinquent Chgs.	2,494.79	42,771.43	--	42,771.43
Conservation Penalty		100.00	--	(100.00)
Capital Improvement		--	--	--
Drought Surcharge	2,801.16	117,495.95	--	117,495.95
Fire Flow/Will Serve Letters	92.62	6,292.62	--	(6,292.62)
		--	--	--
		--	--	--
TOTAL INCOME	118,018.71	1,995,184.63	--	(1,995,184.63)

Note:

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

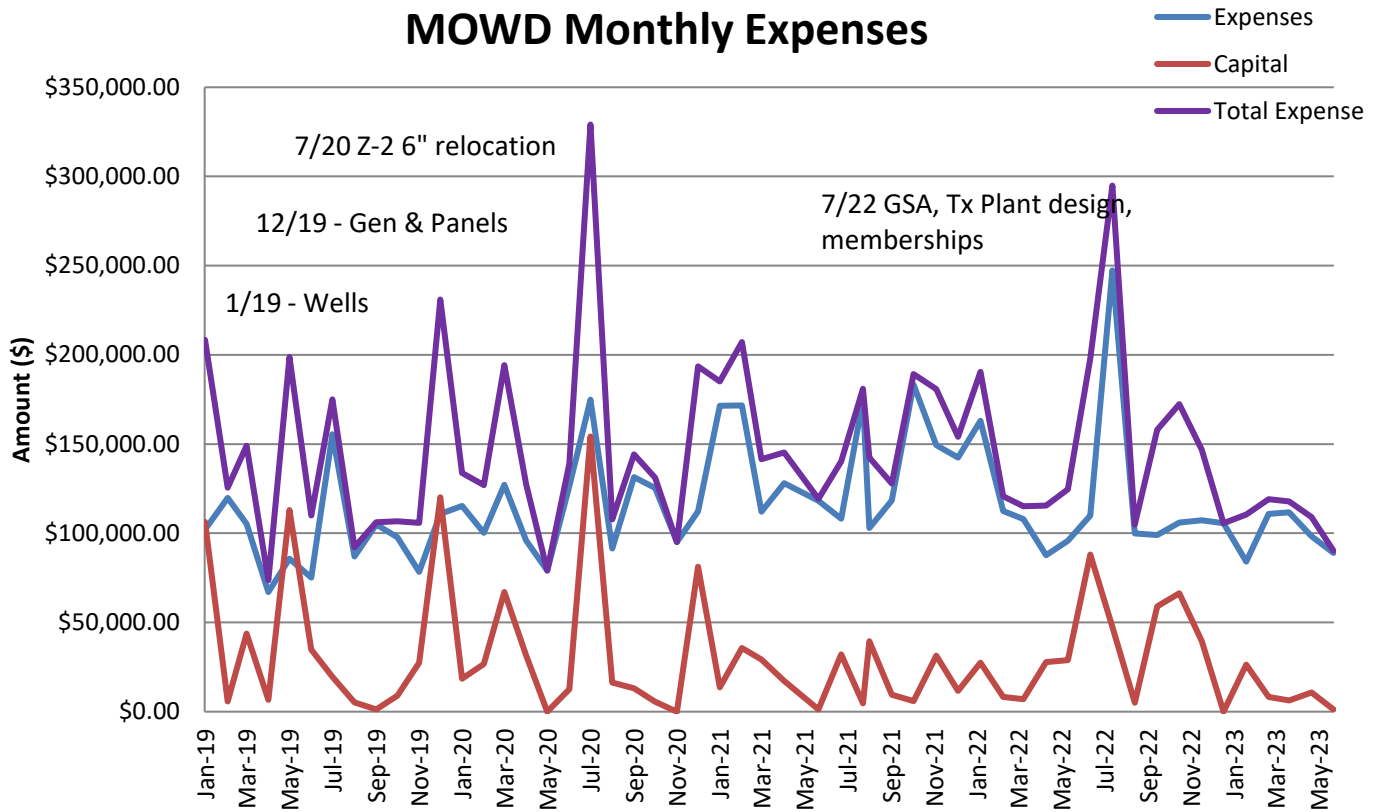
² Hartmann Allocation plus a Refund the State

Meiners Oaks Water District

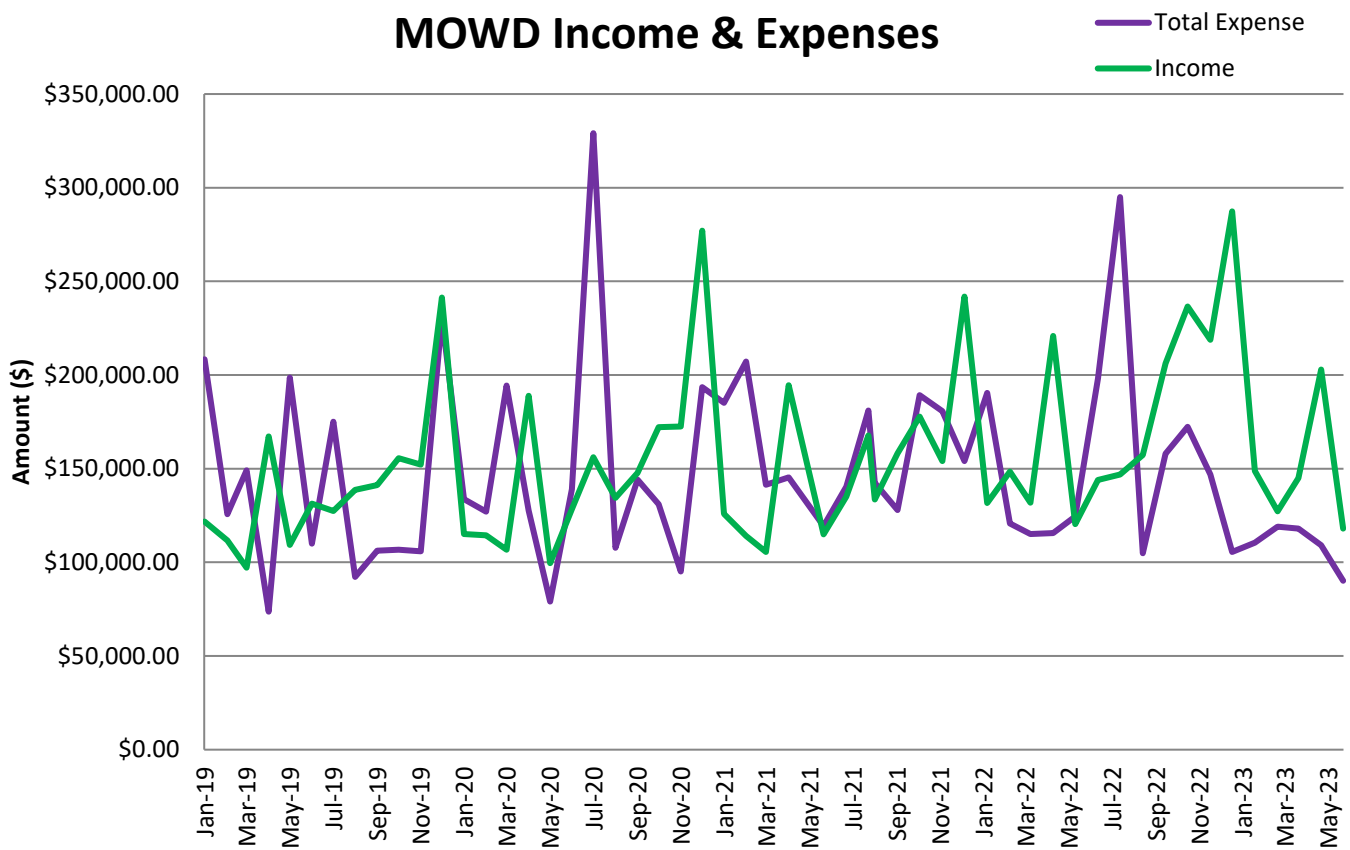
Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

Expenditures	Month of May	Year To Date	Budget Approp	Approp Bal 05/31/23	Current June	Approp FY Bal To Date
Salaries	40,526.69	497,750.72	638,000.00	140,249.28	-	140,249.28
Payroll Taxes	3,437.54	41,784.81	57,000.00	15,215.19	-	15,215.19
Retirement Contributions	6,256.42	70,665.76	75,000.00	4,334.24	-	4,334.24
Group Insurance	5,813.16	76,576.71	96,000.00	19,423.29	-	19,423.29
Company Uniforms	357.79	3,384.14	4,500.00	1,115.86	-	1,115.86
Phone Office	1,236.32	11,560.20	10,000.00	(1,560.20)	211.78	(1,771.98)
Janitorial Service	933.95	6,021.08	6,000.00	(21.08)	-	(21.08)
Refuse Disposal	396.79	4,035.29	5,000.00	964.71	-	964.71
Liability Insurance	-	66,833.38	66,000.00	(833.38)	-	(833.38)
Workers Compensation	-	15,313.30	16,000.00	686.70	-	686.70
Wells	-	3,599.59	5,000.00	1,400.41	-	1,400.41
Truck Maintenance	-	8,527.14	3,500.00	(5,027.14)	-	(5,027.14)
Office Equipment Maintenance	1,151.50	5,481.16	4,000.00	(1,481.16)	-	(1,481.16)
Security System	98.85	386.40	1,000.00	613.60	-	613.60
Cell Phones	435.29	4,345.82	4,500.00	154.18	-	154.18
System Maintenance	5,265.83	44,194.74	79,000.00	34,805.26	-	34,805.26
Safety Equipment	-	1,744.69	6,000.00	4,255.31	-	4,255.31
Laboratory Services	956.00	14,347.00	14,500.00	153.00	1,069.00	(916.00)
Membership and Dues	-	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	1,050.09	8,257.73	6,000.00	(2,257.73)	150.28	(2,408.01)
Postage and Express	134.06	13,969.85	12,000.00	(1,969.85)	-	(1,969.85)
B.O.D. Fees	3,250.00	30,335.69	27,000.00	(3,335.69)	-	(3,335.69)
Engineering & Technical Services	-	21,234.15	50,000.00	28,765.85	-	28,765.85
Computer Services	1,052.00	33,901.83	17,000.00	(16,901.83)	1,694.79	(18,596.62)
Other Prof. & Regulatory Fees	294.99	43,169.05	40,000.00	(3,169.05)	39.75	(3,208.80)
Public and Legal Notices	349.00	698.00	2,000.00	1,302.00	-	1,302.00
Attorney Fees	2,585.00	27,155.50	50,000.00	22,844.50	1,885.00	20,959.50
GSA Fees	-	74,444.00	80,000.00	5,556.00	-	5,556.00
VR/SBC/City of VTA Law Suit	-	4,855.12	75,000.00	70,144.88	-	70,144.88
Rental Equipment	-	-	-	-	-	-
Audit Fees	5,000.00	25,850.00	25,000.00	(850.00)	-	(850.00)
Small Tools	235.46	4,833.12	5,000.00	166.88	-	166.88
Election Supplies	3,166.52	3,166.52	2,500.00	(666.52)	-	(666.52)
Treatment Plant	-	4,835.43	10,000.00	5,164.57	-	5,164.57
Fuel	687.30	16,194.73	20,000.00	3,805.27	-	3,805.27
Travel Exp./Seminars	100.00	1,993.47	2,000.00	6.53	-	6.53
Utilities	195.42	3,335.39	3,500.00	164.61	-	164.61
Power and Pumping	1,182.66	46,847.53	80,000.00	33,152.47	-	33,152.47
Meters	2,770.65	7,151.81	36,000.00	28,848.19	-	28,848.19
Total Expenditures	88,919.28	1,258,947.16	1,645,000.00	386,052.84	5,050.60	381,002.24
Water Distribution System	-	-	-	-	-	-
	-	-	-	-	-	-
Well 8 Nitrate Removal/Blending	-	-	10,000.00	10,000.00	-	10,000.00
Valve Replacements	-	-	60,000.00	60,000.00	-	60,000.00
Tank Cleaning	-	-	-	-	-	-
Meiners Rd. Tank/Zone	-	-	75,000.00	75,000.00	-	75,000.00
Structures and Improvements	-	-	-	-	-	-
	-	-	-	-	-	-
Treatment Plant 100% Eng. Design	-	191,520.95	350,000.00	158,479.05	-	158,479.05
Field Equipment	-	-	-	-	-	-
	-	-	-	-	-	-
GIS Equipment & Software	-	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	1,239.10	66,068.08	100,000.00	33,931.92	-	33,931.92
Total CIP Spending	1,239.10	270,517.54	613,500.00	342,982.46	-	342,982.46
GRAND TOTAL	90,158.38	1,529,464.70	2,258,500.00	729,035.30	5,050.60	723,984.70

MOWD Monthly Expenses



MOWD Income & Expenses





Meiners's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 05/16/2023 - 06/15/2023

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Bank-AP Bank							
ATT 3225768120523	AT&T (Phone & Internet) Invoice	05/25/2023	05/26/2023 Office Phones/Internet	Regular	0.00 0.00	242.36 242.36	10775
ATT 3225768120623	AT&T (Phone & Internet) Invoice	06/06/2023	06/13/2023 Office Phones & Internet	Regular	0.00 0.00	211.78 211.78	10788
AT&T 01340523	AT&T Invoice	05/13/2023	05/26/2023 Office Phones	Regular	0.00 0.00	320.23 320.23	10774
AT&T 3266873702	AT&T Invoice	05/19/2023	06/13/2023 Office Phones	Regular	0.00 0.00	588.75 588.75	10787
BADGER 80129106	Badger Meter Invoice	05/30/2023	06/13/2023 Beacon Hosting	Regular	0.00 0.00	77.16 77.16	10789
CALPERS INV0002326	California Public Employees' Retirement Invoice	05/15/2023	05/31/2023 Health	Bank Draft	0.00 0.00	3,033.42 3,033.42	DFT0001841
CALPERS INV0002338	California Public Employees' Retirement Invoice	05/31/2023	05/31/2023 Health	Bank Draft	0.00 0.00	3,033.38 3,033.38	DFT0001851
CALPERS 051523	California Public Employees' Retirement Invoice	05/15/2023	05/26/2023 Active Premium	Bank Draft	0.00 0.00	20.02 20.02	DFT0001860
CAL-STATE 247034	Cal-State Invoice	05/25/2023	05/26/2023 Portable Toilet	Regular	0.00 0.00	126.23 126.23	10776
CAL-STATE 247331	Cal-State Invoice	05/30/2023	06/13/2023 Portable Toilet	Regular	0.00 0.00	131.86 131.86	10790
CMWD 261150523 261150523-2 262000523	Casitas Municipal Water District Invoice Invoice Invoice	05/31/2023 05/31/2023 05/31/2023	06/13/2023 Fairview Standby Fairview Purchased Water Hartmann Allocation	Regular	0.00 0.00 0.00	36,791.66 1,033.31 35,546.28 212.07	10791
CLEANCO 1283	Cleancoast Janitorial Invoice	05/01/2023	05/26/2023 May & Part of April Janitorial	Regular	0.00 0.00	476.00 476.00	10777
DATAP DP2301980	Dataprose LLC Invoice	05/31/2023	06/13/2023 Adding Graph Legend	Regular	0.00 0.00	134.06 134.06	10792
DOCUPRO 260024	DocuProducts Corporation Invoice	05/08/2023	05/26/2023 Copier Maintenance/Supplies	Regular	0.00 0.00	967.50 967.50	10778
EJHAR 281300523 994260523	E. J. Harrison Rolloffs, Inc. Invoice Invoice	05/11/2023 05/11/2023	05/26/2023 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	396.79 153.24 243.55	10779
CFANN 051723	Fanning & Karrh Invoice	05/17/2023	05/26/2023 Audit 2021-22	Regular	0.00 0.00	5,000.00 5,000.00	10780

Check Report

Date Range: 05/16/2023 - 06/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FGL ENV	FGL Environmental	05/26/2023	Regular	0.00	511.00	10781
305354A	Invoice	05/12/2023	Samples	0.00	35.00	
305857A	Invoice	05/12/2023	Samples	0.00	35.00	
306367A	Invoice	05/11/2023	Samples	0.00	107.00	
306467A	Invoice	05/10/2023	Samples	0.00	41.00	
306903A	Invoice	05/22/2023	Samples	0.00	107.00	
307443A	Invoice	05/22/2023	Samples	0.00	107.00	
307534A	Invoice	05/22/2023	Samples	0.00	79.00	
FGL ENV	FGL Environmental	06/13/2023	Regular	0.00	1,069.00	10793
301342A	Invoice	06/02/2023	Samples	0.00	294.00	
307441A	Invoice	06/01/2023	Samples	0.00	613.00	
307532A	Invoice	06/05/2023	Samples	0.00	57.00	
307533A	Invoice	06/01/2023	Samples	0.00	35.00	
308017A	Invoice	06/01/2023	Samples	0.00	35.00	
308018A	Invoice	06/01/2023	Samples	0.00	35.00	
GUARDIAN	Guardian	05/26/2023	Regular	0.00	539.16	10772
INV0002327	Invoice	05/15/2023	Dental	0.00	269.60	
INV0002339	Invoice	05/31/2023	Dental	0.00	269.56	
GUARDIAN	Guardian	05/26/2023	Regular	0.00	10.00	10782
7590460523	Invoice	05/25/2023	Admin. Fee	0.00	10.00	
GUARDIAN	Guardian	06/13/2023	Regular	0.00	90.36	10794
7590450523-2	Invoice	05/25/2023	Dental	0.00	90.36	
HLTHNE	Health Net Life Insurance Company	05/26/2023	Regular	0.00	14.25	10783
61790523	Invoice	05/03/2023	Life Insurance	0.00	14.25	
HLTHNE	Health Net Life Insurance Company	06/13/2023	Regular	0.00	48.15	10795
61790623	Invoice	06/02/2023	Life Insurance	0.00	48.15	
MOHARD	Meiners Oaks Hardware	06/13/2023	Regular	0.00	142.37	10796
044250	Invoice	05/25/2023	Smartflo Max Hose/Water Jet Nozzle	0.00	43.90	
41902	Invoice	05/04/2023	Marking Paint/Bolts & Screws/W&G Killer	0.00	90.10	
43552	Invoice	05/19/2023	Bolts & Screws/ Bent Hitch Pin	0.00	8.37	
MITEC	MiTec Solutions LLC	05/26/2023	Regular	0.00	260.00	10784
91543	Invoice	05/15/2023	Splashtop	0.00	20.00	
91625	Invoice	05/15/2023	X360 Back Up	0.00	180.00	
91539	Invoice	05/15/2023	Monthly Antivirus	0.00	60.00	
MITEC	MiTec Solutions LLC	06/13/2023	Regular	0.00	1,594.79	10797
1066639	Invoice	06/06/2023	VoIP Phones/Labor	0.00	1,179.95	
92071	Invoice	06/01/2023	Exchange/Web Hosting/ShareSync	0.00	256.84	
92113	Invoice	06/01/2023	Off Site Back Up	0.00	98.00	
92272	Invoice	06/01/2023	X360 Backup	0.00	60.00	
NCK&K	Nelson Comis Kettle & Kinney, LLP	06/13/2023	Regular	0.00	1,885.00	10798
10147	Invoice	06/05/2023	Attorney Fees	0.00	1,885.00	
NCR	Nightly Cinnamon Roll LLC	06/13/2023	Regular	0.00	100.00	10799
1071	Invoice	06/09/2023	Web Update	0.00	100.00	
OFFDEP	Office Depot	06/13/2023	Regular	0.00	241.41	10800
312676500001	Invoice	06/01/2023	Binders & Paper Clips	0.00	119.80	
313292536001	Invoice	06/01/2023	Toilet Paper	0.00	30.48	
314464313001	Invoice	05/16/2023	Paper	0.00	91.13	
PATHIAN	Pathian Administrators	05/26/2023	Regular	0.00	114.47	10773
INV0002329	Invoice	05/15/2023	HSBS	0.00	57.24	
INV0002341	Invoice	05/31/2023	HSBS	0.00	57.23	

Check Report

Date Range: 05/16/2023 - 06/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
PERS	Public Employees' Retirement System	05/31/2023	Bank Draft	0.00	700.00	DFT0001840
INV0002325	Invoice	05/15/2023	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	05/31/2023	Bank Draft	0.00	2,961.38	DFT0001842
INV0002328	Invoice	05/15/2023	PERS	0.00	2,961.38	
PERS	Public Employees' Retirement System	05/31/2023	Bank Draft	0.00	700.00	DFT0001850
INV0002337	Invoice	05/31/2023	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	05/31/2023	Bank Draft	0.00	3,074.01	DFT0001852
INV0002340	Invoice	05/31/2023	PERS	0.00	3,074.01	
PERS	Public Employees' Retirement System	06/12/2023	Bank Draft	0.00	2,853.83	DFT0001861
10000001718450	Invoice	06/01/2023	Unfunded Accrued Liability	0.00	2,853.83	
PERS	Public Employees' Retirement System	06/12/2023	Bank Draft	0.00	137.58	DFT0001862
10000001718451	Invoice	06/01/2023	Unfunded Accrued Liability	0.00	137.58	
SCE	Southern California Edison Co.	06/05/2023	Regular	0.00	1,370.12	10786
OFFELE0523	Invoice	05/23/2023	Office Electricity	0.00	187.46	
TNKFRM0523	Invoice	05/23/2023	Tank Farm	0.00	30.75	
WELL1-0523	Invoice	05/23/2023	Well 1	0.00	98.33	
WELL2-0523	Invoice	05/23/2023	Well 2	0.00	84.23	
WELL4&70523	Invoice	05/23/2023	Well 4&7	0.00	117.94	
WELL80523	Invoice	05/23/2023	Well 8	0.00	272.23	
Z-10523	Invoice	05/23/2023	Zone 1	0.00	89.90	
Z-2FIRE0523	Invoice	05/23/2023	Zone 2 Fire	0.00	92.06	
Z-2PWVR0523	Invoice	05/23/2023	Zone 2 Power	0.00	381.11	
Z-3FIRE0523	Invoice	05/23/2023	Zone 2 Fire	0.00	16.11	
SCGAS	Southern California Gas Co.	06/13/2023	Regular	0.00	7.96	10801
0757	Invoice	05/30/2023	Office Heat	0.00	7.96	
SPECTRUM	Spectrum	06/13/2023	Regular	0.00	84.98	10802
0299421052723	Invoice	05/27/2023	Internet	0.00	84.98	
UAOFSC	Underground Service Alert of So.Ca.	06/13/2023	Regular	0.00	39.75	10803
520230454	Invoice	06/01/2023	Digalerts	0.00	39.75	
USBANK	US Bank Corporate Pmt. System	06/13/2023	Regular	0.00	8,447.77	10804
ADOBE050223	Invoice	05/02/2023	Adobe Pro Annual Fee	0.00	239.88	
AMAZON051623	Invoice	05/16/2023	Stylus for iPhones	0.00	27.86	
AMAZON151723	Invoice	05/17/2023	Lanyards	0.00	8.57	
BENF051623	Invoice	05/16/2023	Copy Paper	0.00	38.57	
DROPBOX052223	Invoice	05/22/2023	DropBox	0.00	90.00	
GOTO051623	Invoice	05/16/2023	Go To Meeting	0.00	394.00	
GRAMMARLY050	Invoice	05/02/2023	Grammarly Program	0.00	144.00	
MITEC050523	Invoice	05/05/2023	Justin's Tower	0.00	1,239.10	
MITEC052223	Invoice	05/22/2023	SCADA	0.00	5,123.46	
OSS050923	Invoice	05/09/2023	Storage Facility	0.00	184.00	
PPE050823	Invoice	05/08/2023	Carburetor Work on Weed Whacker	0.00	235.46	
PRIME052223	Invoice	05/22/2023	Membership	0.00	16.08	
TOTALSIGNS0502	Invoice	05/02/2023	Mesh Vest,Water Proof Pants,Windbreak	0.00	357.79	
VCSTAR050323	Invoice	05/03/2023	Job Posting	0.00	349.00	
VERIZON	Verizon Wireless	06/13/2023	Regular	0.00	435.29	10806
9935391096	Invoice	05/26/2023	Cell Phones	0.00	435.29	

Check Report

Date Range: 05/16/2023 - 06/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
WEX	WEX BANK	05/26/2023	Regular	0.00	687.30	10785
892277997	Invoice	05/15/2023	Fuel	0.00	687.30	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	81	34	0.00	63,157.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	16,513.62
EFT's	0	0	0.00	0.00
	90	43	0.00	79,671.13

PR \$43,051.75

Meiners Oaks Water District Performance Management & Incentive Pay

Performance Rating and Incentive Pay Eligibility

The employee must occupy a water district position as of 31 December of the performance year and have worked for at least sixty (90) days in one or more positions. This allows a minimum amount of time to evaluate the employee's contribution to the organization's overall mission. Eligible employees are evaluated and given a rating of either Acceptable or Unacceptable. Suppose an employee is expected to receive a rating of Unacceptable for the assessment period. In that case, the rating of record must be deferred, and the employee must be placed on a performance improvement program. Only employees who obtain a rating of Acceptable are eligible for Incentive Pay consideration. Payment of Incentive Pay will not be granted to employees who have separated from MOWD before the effective payout date.

Goal: Make each employee's pay commensurate with their value to the organization. Pay decisions are made based on each employee's Organizational Contribution (OC). Contributions to the organization are measured using common performance factors and a numerical translation to OC – Organizational Contribution.

Performance Management Assessments and Ratings

Annual Performance Management assessments should be accomplished through the establishment of performance goals, elements and mid-year assessments. The Supervisor should calculate recommended adjustments by analyzing salaries, OC scores, and total incentive pay, making recommendations for Continuing Points (CP) distribution based on those factors. The Supervisor is responsible for making the best possible determinations regarding employee performance evaluation and recognition.

Performance Elements/Benchmarks

The following Performance Elements are required for the Performance Development of covered employees. Each Performance Element has a corresponding rating on the performance evaluation tool to calculate the respective CP and/or BP score and pay levels.

1. Technical Competence/Mission Accomplishment (TM)
2. Collaboration (CO)
3. Customer Care (CC)
4. Resource Management (RM)
5. Leadership (applies to all employees) (L)
6. Supervision (applies to supervisors only) (S)
7. Continuous Improvement (applies to all employees) (CI)

The benchmarks are designed to provide:

- a) A standard for aligning organizational contributions with compensation
- b) A guide for calibrating contributions for incentive pay decisions and determining organizational contribution score
- c) A framework for leveling across organizational lines
- d) A communication tool for supervisors to explain their incentive pay decisions to their employees; and
- e) A linkage to an employee's performance expectations.

The use of performance benchmarks in determining incentive pay decisions is required; it reduces the perception of subjectivity and ensures consistency.

Incentive Pay Pool/Pay Points

The pay pool consists of 2% of the yearly budget for Personnel salaries. The incentive pay pool consists of two funds: Continuing Pay (CP) and Bonus Pay (BP). The payment process utilizes a point system to distribute pay increases. There are 4-point types (A, B, C, and D); employees performing acceptably are eligible to receive 0, 1, 2, 3, or 4 pay points in the form of CP, BP, or a combination of both. An employee may be awarded a maximum of 4 points each performance cycle.

Continuing Points Vs. Bonus Points

CP points provide salary adjustment to align salary with overall OC based upon contributions expected to continue.

CP is appropriate when there is evidence that performance contributions will likely continue at a higher level, consistent with the increased salary. This is based on a combination of opportunity and capability.

When performance contributions are in equilibrium with the current salary and the individual is not demonstrating an ability to take on higher-level work relative to their position in the pay band, no CP should be given.

CP points should not be given if the salary adjustment exceeds the cap established for the position.

BP points consist of a lump-sum payment and are for significant/exceptional products and services that are well recognized and have a major impact and/or when an employee's salary and performance are in equilibrium.

BP is appropriate alone or in combination with CP when CP cannot be fully utilized to recognize increased performance contributions because the employee's present salary is at the top of the pay cap; recognition is for a specific past accomplishment, or recognition is provided as an incentive for future performance, and it is unclear whether or not that performance will be deserving of CP. Bonus pay may also be a consideration for recognizing individual accomplishments.

Determining the Number of Points

When awarding points, consideration should be given to the following:

- Recent promotions
- Recent cash or time off awards
- Disciplinary performance or conduct actions during the pay cycle

0-1 point. The current pay is commensurate with the value of performance contribution. Work products are technically sound, accurate, and meet applicable authorities, standards, policies, procedures, and guidelines. Planned, organized, and prioritized own work activities to deliver products in an effective manner.

When an employee's current pay and performance are already in equilibrium or has difficulty meeting performance expectations, giving zero points is appropriate.

1-3 points. The employee is continually improving, growing and has significantly contributed to the organization. They achieved superior outcomes in quality, quantity, timeliness, and the overall impact on the organization's mission. Persists in overcoming obstacles and puts forth extra effort to accomplish challenging assignments.

3-4 points. Demonstrates critical expertise and produces products or services that have a major impact and wide recognition. Achieved outcomes and results far superior in quality, quantity, timeliness, and impact to work to what would ordinarily be expected. Demonstrated the highest standards of professionalism in supporting the mission of the organization.

Restrictions on Incentive Pay

- Awarding of CP may not cause the salary to exceed the top of the pay cap.
- Employees at the top of the pay band or at a pay cap may only receive Bonus Points.

Reconsideration of Incentive Pay Decisions

Employees will be provided the opportunity for reconsideration of the incentive pay decision. The specific purpose of the reconsideration is to address employee concerns about the decision. Additionally, the process is intended to promote communication between the Supervisor and employee concerning performance contributions and their impact on pay decisions as well as identify any problems that need to be addressed. Reconsideration is a positive measure in supporting continuous improvement, and employees will not be discouraged from requesting it.

If an employee is not satisfied with the incentive pay decision, the employee may begin the reconsideration process via the informal stage. If a resolution is not obtained during the informal stage, the employee may proceed to a formal and final stage. The formal stage decision reached by the Meiners Oaks Water District Board of Directors is final.

Incentive Pay Timeline

30 Jun	End of Performance Cycle
15 Jul	Employee Self Assessments Due
31 Jul	Supervisory Assessments Due
15 Aug	Supervisor/Employee Discussions
30 Aug	Pay Deliberations
10 Sep	Employee Notifications
30 Sep	Incentive Pay Reconsideration Period

Incentive Pay Process

Incentive Pay Objectives

- Recognize and reward employee contributions
- Align employee achievements to mission goals
- Retain top performers
- Increase cost control

Process

- Rating Official (typically the first level supervisor) prepares employee's performance evaluation.
- General Manager reviews the appraisal information (OC Score, Performance Elements, and Criteria), employee self-assessment, supervisor assessment, recommended rating, and payout distribution) for each employee and makes adjustments as appropriate.
- General Manager discusses ratings and may poll the members and either approve or adjust the objective ratings, the impact of contributing factors, and the overall rating for each employee.
- The Meiners Oaks Water District Board of Directors will review all payout distributions, performing a 100% review of rating and payout recommendations.

Incentive Pay Criteria

The incentive pay system is a process that relies on the Supervisor to assess the value of an employee's performance and organizational contribution.

Performance is the assessment of the degree to which annual goals and expectations are met or exceeded, consistent with the organization's values (i.e., technical competence, teamwork, customer focus, continuous improvement, and leadership) and the significance of performance. Performance goals are established at the end of the incentive pass process for the next calendar year.

There should be relative base pay equity among personnel whose contributions to the organization are of equal value. Consistent with this principle, base pay increases should be commensurate with contribution. It follows that as an individual's Base Pay increases, there is a corresponding increase in the expected contribution level to the organization. Typically, when a person is hired, and their pay is at or near the lower end of that band, there are expected successive increases in pay toward the mid-range of the corresponding pay band. This pay growth is reflective of the expected learning curve upon entering a new position and the corresponding increase in contribution commensurate with increasing experience. Pay progression through the mid-range occurs with progressively higher levels of contribution. Beyond that, increasingly higher levels of contribution are expected for pay to increase through the upper range of the pay band.

The Organizational Contribution (OC) score is the integration of performance, employee attributes, and the impact of the position on organizational goals. Relevant position factors may include scope of responsibility, difficulty and impact of assignments,, and required level

of experience and expertise. Organizational contribution is assessed using performance benchmarks. Performance criteria, as defined in the performance benchmarks, include up to seven performance factors:

1. Technical Competence/Mission Accomplishment (TM)
2. Collaboration (CO)
3. Customer Care (CC)
4. Resource Management (RM)
5. Leadership (applies to all employees) (L)
6. Supervision (applies to supervisors only) (S)
7. Continuous Improvement (applies to all employees) (CI)

Benchmarks

The benchmarks are designed to provide:

- A standard for aligning organizational contributions with compensation
- A guide for calibrating contributions for incentive pay decisions and determining organizational contribution score
- A framework for leveling across organizational lines (i.e., Field vs. Office Staff)
- A communication tool for supervisors to explain their incentive pay decisions to their employees
- A linkage to an employee's performance expectations

The use of performance benchmarks in determining incentive pay decisions is required; it reduces the perception of subjectivity and ensures consistency.

The Organizational Contribution (OC) score is determined by using the performance benchmarks and the leveling process. The leveling process is designed to align the Supervisor's interpretation of criteria, benchmarks, and weighting factors across the Water District. The General Manager reviews proposed incentive pay decisions to ensure equitable distribution throughout the pay pool.

Organizational Contribution (OC)

Paired Comparison and Weighted Numeric Evaluation are the two authorized methods for assessing organizational contribution. The process of leveling aligns the interpretation of criteria, benchmarks, and weighting factors to ensure fairness and equity.

Paired Comparison Method

This method assigns OC scores by assessing overall organizational contribution based upon a summary of all applicable benchmark categories and comparing them to other employees.

Weighted Numeric Evaluation (Numeric Method)

This method provides for assigning OC scores by the four common performance criteria applicable to position and duties. OC scores are assigned for each criterion based on the

employee's performance, and each criterion is individually weighted to reflect the employee's responsibilities. The combination of these individual OC values, results in the calculated total OC score.

Organizational Contribution (OC) Score and Recognition Matrix

The following OC score and award recognition will be utilized for Performance Management closeout.

Organizational Score	Total Points
96 -100	3.5 – 4.0
86 - 95	2.3.75 – 3.475
75 - 85	1.125 - 2.374
71 - 74	0.124 -1.24
70 and below	0

Roles & Responsibilities

Performance Management Review Authority

This entity consists of the Meiners Oaks Water District Board of Directors. This group will be responsible for the following:

- Approves Pay Unit funding allocations.
- Ensures final ratings and payout distributions are equitable among the individual Pay Units.
- Review and render a final decision on employee reconsideration requests.

General Manager

The General Manager is responsible for distributing funds in a manner consistent with organizational policy. The General Manager is the final approving authority for the rating of record and monetary payout determinations.

In addition, the General Manager performs the following functions:

- Ensure supervisors and employees complete performance plans, interim reviews, closeout assessments, and recommended ratings within established timeframes.
- Ensure that all persons are aware of confidentiality requirements.
- Ensure Performance Management activities are conducted in accordance with established policies and procedures.
- Render final decision on ratings, number of shares, and payout distribution.

Rating Official

The Supervisor or other designated management official customarily holds this role. The Responsibilities of the Rating Official are:

- Establishing employee performance plan within 30 days of assignment to position.
- Communicating organizational goals and priorities to employees at the beginning of each rating period, at the mid-point in the rating period, and informally throughout the rating period.
- Conduct formal performance-related discussions at the beginning, midpoint, and end of each rating period and at any other time the need arises.
- Revision of employee job elements and objectives as needed.
- Documenting performance appraisals that accurately assess the employee's attainment of job objectives.

Employee

Employees are responsible for understanding organizational expectations and discussing their ideas about the work and professional development goals with their Supervisor. They are responsible, as well, for performing to the best of their abilities. In fulfilling these responsibilities, employees will:

- Take an active role in developing their performance and professional development objectives.
- Try to accomplish their objectives and inform their Supervisor when they have questions and/or needs, when problems occur, or when they believe a work process could be improved.
- Provide their Supervisor with timely feedback on their accomplishments so that the Supervisor can use them in preparing performance appraisals.

DRAFT

Meiners Oaks Water District Employee Performance Review Form

Review for: _____

Title: _____

Time Period: _____

Date: _____

Instructions:

This form is designed to be completed by the supervisor, providing a means to review key performance metrics.

Use the scale below to evaluate the employee; circling the number most accurately describes your perception of each item. Please note that "NE" means you have no firsthand knowledge or experience with the individual regarding the question.

0 = Below Expectations 1 = Needs Improvement 2= Meets Expectations	
3= Periodically Exceeds Expectations 4 = Regularly Exceeds Expectations NE = No Experience	

TM	Behaves in a manner consistent with the company's mission, vision, and values	0	1	2	3	4	NE
TM	Complies with company policies and procedures	0	1	2	3	4	NE
TM	Possesses the technical competence to perform job duties	0	1	2	3	4	NE
TM	Is punctual	0	1	2	3	4	NE
TM	Follows through with tasks and responsibilities in an appropriate and timely manner	0	1	2	3	4	NE
TM	Is viewed as a person of integrity by co-workers	0	1	2	3	4	NE
CO	Is professional, courteous, and has an attitude of helpfulness towards co-workers	0	1	2	3	4	NE
CO	Demonstrates respect for the work and ideas of others	0	1	2	3	4	NE
CO	Demonstrates a willingness to listen to what others have to say	0	1	2	3	4	NE
CC	Represents the company positively when interacting with customers	0	1	2	3	4	NE
CC	Conveys a customer-focused manner in communication with others	0	1	2	3	4	NE

**Meiners Oaks Water District
Employee Performance Review Form**

RM	Is someone who works efficiently with time and materials	0	1	2	3	4	NE
L	Is willing to accept responsibility for their actions	0	1	2	3	4	NE
L	Is someone willing to take direction from management	0	1	2	3	4	NE
L	Leads by example for professional and courteous behaviors	0	1	2	3	4	NE
S	Provides appropriate levels of supervision (Supervisors only)	0	1	2	3	4	NE
CI	Takes the initiative to improve work processes	0	1	2	3	4	NE
CI	Is interested in continuing to develop new skills and growing as a professional	0	1	2	3	4	NE

Overall rating = ____

Supervisor's Notes:

Employee Goals & Continued Education:

Employee's Notes

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signature does not necessarily indicate that you agree with this evaluation.

Employee Signature _____

Date _____

Manager Signature _____

Date _____



Adoption of Water Shortage Contingency Plan

Summary:

New State regulations require small water suppliers to prepare a Water Shortage Contingency Plan by July 1, 2023.

Background:

In September 2021, Senate Bill 552 (SB 552) was signed by Governor Newsom and enacted into law. SB 552 includes new responsibilities and requirements at the local level to help small water suppliers¹ and rural communities reduce their risk of water supply amid a water shortage event.

SB 552 requires small water suppliers to have a water shortage contingency plan (WSCP). The required WSCP is an abridged version of the urban water management plans mandated for completion by urban water suppliers every five years. The minimum requirements for the abridged water shortage contingency plan for small water suppliers are provided in California Water Code §10609.60 and summarized as follows:

- (1) Drought-planning contacts, including all of the following:
 - (A) At least one contact at the water system for water shortage planning and response and the development of the plan.
 - (B) Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, such as well-drilling contractors, water supply vendors, and emergency shower vendors.
 - (C) State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.
 - (D) Regional water planning groups or mutual aid networks, to the extent they exist.
- (2) Triggering mechanisms and levels for action, including both of the following:
 - (A) Standard water shortage levels corresponding to progressive ranges based on the water supply conditions. Water shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a

¹ Small water suppliers are defined by the State as serving between 1,000 and 2,999 connections.



regional power outage, an earthquake, a fire, and other potential emergency events.

- (B) Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required by subparagraph (A).

Additionally, the WSCP must be available for public viewing on the District's website.

The State recommended that preparation of the WSCP be completed in collaboration with nearby water to ensure consistent water supply messaging throughout a region. This WSCP is consistent with Casitas Municipal Water District's approved Urban Water Management Plan and was prepared in coordination with Ventura River Water District.

Fiscal Impact:

There is no cost to the District to adopt a Water Shortage Contingency Plan.

Recommendations:

Adopt Resolution 20230620: Water Shortage Contingency Plan for the District, effective immediately.



Water Shortage Contingency Plan for the Meiners Oaks Water District

June 20, 2023

Water is a precious resource in California, and maintaining its quality is of utmost importance to safeguard the health of the public and the environment.



Meiners Oaks Water District

(Name of Utility)

202 W. El Roblar Drive, Ojai, CA 93023

(Address, City, Zip Code)

www.meinersoakswater.org

(Website)

CA5610005

(PWS #)

July 1, 2023

(Plan Effective Date)

Table of Contents

Summary	4
Section I: Declaration of Policy, Purpose, and Intent.....	4
Section II: Public Involvement.....	4
Section III: Public Education.....	4
Section IV: Coordination with Regional Water Planning Groups	5
Section V: Authorization	5
Section VI: Application.....	5
Section VII: Definitions	6
Section VIII: Summary of Drought Response Stages and Response Actions	8
Section IX: Drought Response Triggers & Actions	10
Stage 1 – Voluntary Water Shortage WATCH Conditions	11
Stage 2 - Water Shortage WARNING Conditions.....	12
Stage 3 – ACUTE Water Shortage Conditions	13
Stage 4 - CRITICAL Water Shortage Conditions.....	14
Stage 5 - EMERGENCY Water Shortage Conditions	15
Stage 6 Triggers – CATASTROPHIC Water Shortage Conditions	16
CATASTROPHIC Water Allocation Plan	17
Section X: Drought Response Stages.....	18
References.....	22

Summary

The purpose of this Water Shortage Contingency Plan (“WSCP”) is to outline how the Meiners Oaks Water District (the “District”) plans to bring its water demand into balance with its limited water supply during varying stages of drought. The District’s mission is to produce and deliver a reliable and sustainable supply of water to meet the needs of the residents, properties, and community within its boundaries. This WSCP is part of the District’s management plan, as it improves preparedness for droughts and other impacts on water supplies. The WSCP allows water supply availability assessment and structured steps designed to respond to actual conditions, allowing for efficient and effective management of any shortage with predictability and accountability.

This WSCP was prepared in accordance with Water Code Section 10609.6 and contains all the mandatory elements. This WSCP is consistent with Casitas Municipal Water District’s (“Casitas”) Urban Water Management Plan and prepared in coordination with Ventura River Water District to ensure consistent water supply messaging among local water suppliers.

Section I: Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and protect the integrity of public water system (PWS) supply facilities, with particular regard for domestic water use, sanitation, and fire protection, to protect and preserve public health, welfare, and safety and minimize the adverse impacts of a water supply shortage or other water supply emergency conditions, the District hereby adopts the following regulations and restrictions on the delivery and consumption of water through Resolution 20230620 Adoption of Water Shortage Contingency Plan.

Water uses regulated or prohibited under this WSCP are considered to be non-essential, and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water, subjecting the offender(s) to penalties as defined in Section XI of the WSCP.

Section II: Public Involvement

The District provided the opportunity for the public to provide input into the preparation of the WSCP through in-person and web-based Board meetings. The final adoption of the WSCP occurred at a properly noticed Board meeting on June 20, 2023.

Section III: Public Education

The District will regularly provide the public with information about the WSCP, including information about the conditions under which each stage of the WSCP is to be initiated or terminated and the drought response measures to be implemented in each stage. Detailed information on public education is provided in Section X of the WSCP.

Section IV: Coordination with Regional Water Planning Groups

The District's service area is located within the Upper Ventura River Groundwater Agency (UVRGA) regional water planning area. The regional water planning area assessment documents were considered in developing the WSCP. A copy of the final WSCP was posted on June 26, 2023, on the District's website: www.meinersoakswater.org.

Section V: Authorization

The General Manager, or designee, is hereby authorized and directed to implement the applicable provisions of this WSCP upon determination that such implementation is necessary to protect public health, safety, and welfare. The General Manager, or designee, shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this WSCP. The contact information for General Manager, Justin Martinez, is (805) 646-2114 or justin@meinersoakswater.com.

Section VI: Application

The provisions of this WSCP shall apply to all persons, customers, and property utilizing water provided by the District. The terms "person" and "customer" as used in the WSCP may include individuals, corporations, partnerships, associations, and all other legal entities.

Section VII: Definitions

For the purposes of this WSCP, the following definitions shall apply:

Aesthetic water use: water used for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and Institutional water use: water use is integral to the operations of commercial and non-profit establishments and governmental entities such as schools, hospitals, clinics, retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by the District.

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, rights-of-way, and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this WSCP;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane, or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street;
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;

- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting or hauling water for domestic water use.

DRAFT

Section VIII: Summary of Drought Response Stages and Response Actions

The General Manager or designee shall monitor water supply and/or demand conditions monthly and determine when conditions warrant initiation or termination of each stage of the WSCP, that is when the specified “triggers” are reached.

The triggering and termination criteria described in the subsequent sections are based on:

- Level of water storage in Lake Casitas;
- Groundwater well elevations and/or well production capacities relative to demands;
- County, State, or Federal Drought Emergency Orders; and
- Emergencies such as fire, earthquake, etc. resulting in potential water outages.

The response actions described in subsequent sections of this document are based on the following general precepts:

- Water conservation techniques include implementing progressively more strict water use policies, primarily focused on outdoor irrigation. In a natural disaster type scenario, water supplies will be limited based on minimum fixed dwelling allocations.
- Public notification is performed in various ways to ensure the residents receive drought messaging. This may include messages on the District’s website, social media, bill stuffers, drought banners, and other news media. Whenever possible, messages will be provided in English and Spanish. Messaging will be coordinated with Casitas and Ventura River Water District.
- The District will coordinate with a variety of agencies, including but not limited to the County of Ventura’s Environmental Health, the State Water Board’s Division of Drinking Water, local water suppliers, and the Upper Ventura River Groundwater Agency. In the event of severe water shortages, the District will also coordinate with County Public Health to support County registered vulnerable persons and the County Offices of Emergency Services (OES).

Response Stage	Event	Trigger	Response Action	Termination Action
Stage 1 Voluntary	Normal conditions.	Lake level 100% - 50%	Encourage water conservation practices, water waste prohibitions, and drought-tolerant landscaping. Ongoing water conservation campaign. Voluntary 20% reduction in water use.	In place indefinitely during normal conditions.
Stage 2 Warning	Anticipated drought conditions. or Minor water supply interruption.	Lake level 50% - 40% Minor water outage due to minor distribution equipment failure and/or small power outages.	Encourage drought-tolerant landscaping and water conservation. Outdoor water budget reduced by 20%. Ongoing water conservation campaign.	Lake level above 50%. Break is repaired and/or power is restored. Upon termination of Stage 2, Stage 1 becomes operative unless otherwise specified.
Stage 3 Acute	Below normal precipitation for a prolonged period. or Serious/prolonged water supply interruption.	Lake level 40% - 30% Serious water outage due to distribution equipment failure and/or power outages.	Mandatory 30% reduction in water use. Outdoor water budget reduced by 30%. Intensify water conservation campaign. Consider implementing drought surcharge and conservation penalties.	Lake level above 40% Outage is repaired or a backup water supply has been provided and/or power is restored. Upon termination of Stage 3, Stage 2 becomes operative unless otherwise specified.
Stage 4 Severe	Below normal precipitation for a prolonged period. or Serious/prolonged water supply interruption.	Lake level 30% - 25%	Mandatory 40% reduction in water use. Outdoor water budget reduced by 40%. Intensify water conservation campaign. Consider implementing drought surcharge and conservation penalties.	Lake level above 30% Outage is repaired or a backup water supply has been provided and/or power is restored. Upon termination of Stage 4, Stage 3 becomes operative unless otherwise specified.
Stage 5 Critical	Below normal precipitation for a prolonged period. Severe water supply interruption.	Lake level 25% - 0%	Outdoor water budget reduced by 50%, then transition to 0% as lake level drops. Consider setting allocations to only health and sanitation allocations minimum per dwelling. Consider implementing drought surcharge and conservation penalties.	Lake level above 25%. Outage is repaired or mostly repaired and/or power is restored. Upon termination of Stage 5, Stage 4 becomes operative unless otherwise specified.

Stage 6 Catastrophic	Complete water interruption.	Well/pump failure and/or major tank/transmission main failure and/or severe power outage.	Restrict use for health and sanitation purposes only.	Interruption is repaired or a backup water supply has been provided and/or power is restored.
	or Water contamination.	Well and/or distribution system contamination. Natural disaster that interrupts water supply.	Distribute health advisories; may prohibit use completely. Restrict outdoor water use completely, including all Ag.	Health advisory lifted by DDW. Upon termination of Stage 6, current Stage in effect becomes operative unless otherwise specified.

Section IX: Drought Response Triggers & Actions

The primary water source available to the District is from the Upper Ventura River Groundwater Basin. The sustainable yield described in the UVRGA's 2022 Groundwater Sustainability Plan is estimated at 5,600 AF/yr. The basin has demonstrated the ability to quickly recharge within any year with sufficient rainfall; however, the basin has a very small amount of groundwater storage, rapidly and naturally draining to the Ventura River during dry periods. The Lake Casitas surface water supply serves as the backup water supply to the groundwater supply during extended droughts. The drought response triggers are based on the level of water storage in Lake Casitas.

The goals of the Staged Demand Reduction are to:

- 1) Conserve water supply for the greatest priority and public benefit; and
- 2) Mitigate the water shortage effects on public health and safety.

Stage 1 – Voluntary Water Shortage WATCH Conditions

Target: Achieve a voluntary 20% reduction in total monthly water use.

Trigger: Lake Casitas storage is between 100% - 50% of its capacity.

Response Actions:

- a) The District's interties with Casitas will be tested periodically to ensure they are operational.
- b) Positive shut-off nozzles for hoses;
- c) Voluntary limitation of irrigating landscaped areas to the hours of 6:00 pm – 10:00 am.
- d) Friendly Reminder door hangers when water waste is observed by the District.
- e) Water conservation banners installed throughout the District.

Notification Methods:

Methods: 1, 2, and 3 (described in Section X)

Agencies Contacted:

Contact Casitas Municipal Water District and Ventura River Water District to coordinate future actions.

Requirements for termination

Stage 1 of the WSCP always remains operative unless superseded by a more severe stage.

Stage 2 - Water Shortage WARNING Conditions

Target: Achieve a 20% reduction in total monthly water use.

Trigger: Lake Casitas storage is between 50% - 40% of capacity, and Casitas has declared a Stage 2 drought condition with a mandatory 20% demand reduction.

Response Actions:

- a) The District's interties with Casitas will be tested periodically to ensure they are operational.
 - a. Monitor groundwater elevations, production rates, and demand rates, and be prepared to turn on Casitas connection(s).
- b) Positive shut-off nozzles for hoses and water-conserving shower heads.
- c) Limit outside irrigation to the hours of 6:00 pm – 10:00 am, no outside irrigation within 48 hours of measurable rainfall.
- d) Friendly Reminder door hangers when water waste is observed by the District.
- e) Water conservation banners installed throughout the District.
- f) Implement fines for improper water use (water waste).
- g) Consider implementing a drought surcharge.
- h) Consider reducing customer variable allocations by 20%.

Notification Methods:

Methods: 1, 2, and 3 (described in Section X)

Agencies Contacted:

Contact Casitas Municipal Water District and Ventura River Water District to coordinate future actions.

Requirements for termination

Stage 2 of the WSCP may be rescinded when all the conditions listed as triggering events have ceased to exist. Upon termination of Stage 2, Stage 1 becomes operative unless otherwise specified.

Stage 3 – ACUTE Water Shortage Conditions

Target: Achieve a 30% reduction in total monthly water use.

Trigger: Lake Casitas storage is between 40% - 30% of capacity, and Casitas has declared a Stage 3 drought condition with a mandatory 30% demand reduction.

Response Actions:

- a) The District's interties with Casitas will be tested periodically to ensure they are operational.
 - a. Monitor groundwater elevations, production rates, and demand rates, and be prepared to turn on Casitas connection(s).
- b) Increase conservation messaging.
- c) Required positive shut-off nozzles for hoses and water-conserving shower heads.
- d) Limit outside irrigation to the hours of 6:00 pm – 10:00 am, no outside irrigation within 48 hours of measurable rainfall.
- e) Friendly Reminder door hangers when water waste is observed by the District.
- f) Implement/continue fines for improper water use (water waste).
- g) Implement a drought surcharge.
- h) Reduce customer variable allocations by 30%.

Notification Methods:

Methods: 1 - 5 (described in Section X)

Agencies Contacted:

Contact Casitas Municipal Water District and Ventura River Water District to coordinate future actions.

Requirements for termination

Stage 3 of the WSCP may be rescinded when all the conditions listed as triggering events have ceased to exist. Upon termination of Stage 3, Stage 2 becomes operative unless otherwise specified.

Stage 4 - CRITICAL Water Shortage Conditions

Target: Achieve a 40% reduction in total monthly water use.

Trigger: Lake Casitas storage is between 30% - 25% of capacity, and Casitas has declared a Stage 4 drought condition with a mandatory 40% demand reduction.

Response Actions:

- a) The District's interties with Casitas will be tested periodically to ensure they are operational.
 - a. Monitor groundwater elevations, production rates, and demand rates, and be prepared to turn on Casitas connection(s).
- b) Increase conservation messaging, including joint messaging from local water suppliers.
- c) Required positive shut-off nozzles for hoses and water-conserving shower heads.
- d) Limit outside irrigation to the hours of 6:00 pm – 10:00 am, no outside irrigation within 48 hours of measurable rainfall.
- e) Friendly Reminder door hangers when water waste is observed by the District.
- f) Implement/continue fines for improper water use (water waste).
- g) Implement a drought surcharge.
- h) Reduce customer variable allocations by 40%.

Notification Methods:

Methods: 1 - 5 (described in Section X)

Agencies Contacted:

Contact Casitas Municipal Water District and Ventura River Water District to coordinate future actions.

Requirements for termination

Stage 4 of the WSCP may be rescinded when all the conditions listed as triggering events have ceased to exist. Upon termination of Stage 4, Stage 3 becomes operative unless otherwise specified.

Stage 5 - EMERGENCY Water Shortage Conditions

Target: Achieve a 50% reduction in total monthly water use.

Trigger: Lake Casitas storage is between 25% - 0% of capacity, and Casitas has declared a Stage 5 drought condition with a mandatory 50% demand reduction.

Response Actions:

- a) The District's interties with Casitas will be tested periodically to ensure they are operational.
 - a. Monitor groundwater elevations, production rates, and demand rates, and be prepared to turn on Casitas connection(s).
- b) Increase conservation messaging, including joint messaging from local water suppliers.
- c) Required positive shut-off nozzles for hoses and water-conserving shower heads.
- d) Limit outside irrigation to the hours of 6:00 pm – 10:00 am, no outside irrigation within 48 hours of measurable rainfall.
- e) Friendly Reminder door hangers when water waste is observed by the District.
- f) Implement/continue fines for improper water use (water waste).
- g) Implement a drought surcharge.
- h) Reduce customer variable allocations by 50% and/or reduction of allocations to minimum fixed-only allocations.

Notification Methods:

Methods: 1 - 5 (described in Section X)

Agencies Contacted:

Contact Casitas Municipal Water District and Ventura River Water District to coordinate future actions.

Requirements for termination

Stage 5 of the WSCP may be rescinded when all the conditions listed as triggering events have ceased to exist. Upon termination of Stage 5, Stage 4 becomes operative unless otherwise specified.

Stage 6 Triggers – CATASTROPHIC Water Shortage Conditions

Target: Cease all outdoor irrigation. Limit water to essential uses only.

Trigger: Enacted when a catastrophic event occurs such that no water can be supplied due to infrastructure damage or failure. Such an event would trigger the implementation of the District's Emergency Response Plan.

Response Actions:

Follow recommended response actions in the most recently adopted MOWD Emergency Response Plan.

In the event that water outages occur and the Casitas connections are not available, the District will coordinate with the County Office of Emergency Services and/or CalWARN, as soon as possible if hauling of water is needed.

Notification Methods:

Methods: 1 - 6 (described in Section X)

Agencies Contacted:

Contact Casitas Municipal Water District and Ventura River Water District to coordinate actions.

Suppose adequate water supply will potentially become unavailable. In that case, the following emergency services providers will be notified as soon as possible to ensure that adequate planning, response, and assistance may be provided.

Local Fire	VC Fire Station 22	(805) 640-2777 or (805) 389-9710
Hospital	Ojai Valley Hospital	(805) 646-1401
Schools	Ojai Unified School District	(805) 640-4300
	Oak Grove School	(805) 646-8236
Elder Care	Artesian	(805) 798-9305
	Glen Park at Ojai	(805) 646-2402
Emergency	State Water Board	(805) 566-1326
	VC OES	(805) 654-2551

CATASTROPHIC Water Allocation Plan

In the event that water shortage conditions threaten public health, safety, and welfare, the General Manager, or designee, is hereby authorized to allocate water according to the following water allocation plan:

Single-Family Residential Customers

The allocation to residential water customers residing in a single-family dwelling shall be as follows:

Fixed Allocation Per Dwelling	Gallons per Month
Primary	7,480 or 10 HCF
Secondary	5,236 or 7 HCF
Tiny Home (<500 SF)	753 or 5 HCF

Master-Metered Multi-Family Residential Customers

The allocation to residential water customers billed from a master meter which jointly measures water to multiple permanent residential dwelling units shall be allocated as follows:

Master-Metered Dwelling Units	Gallons per Month per Unit
Multi-Family (Apartments)	5,236 or 7 HCF
Mobile Home Parks	5,236 or 7 HCF

Commercial Customers

A monthly water allocation shall be established by the General Manager, or designee, for each nonresidential, non-industrial commercial water customer who uses water for processing purposes. The allocation to nonresidential, non-industrial commercial water customers shall be 10 HCF or 7,480 gal/month.

Agriculture Customers

In a catastrophic event, all outdoor irrigation would be prohibited, including Agriculture.

Requirements for termination

Stage 6 of the WSCP may be rescinded when all the conditions listed as triggering events have ceased to exist. Upon termination of Stage 6, Stage 5 becomes operative unless otherwise specified.

Section X: Drought Response Stages

The General Manager, or designee, shall monitor water supply and/or demand conditions on a monthly basis and, in accordance with the triggering criteria set forth in Section IX of this WSCP, shall determine if a water shortage condition exists and the severity of any such water shortage conditions (e.g., *1-Watch, 2-Warning, 3-Acute, 4-Critical, 5-Emergency, 6-Catastrophic Water Loss*), and shall implement the following notification procedures accordingly:

Notifications

The General Manager or designee shall notify the public by means of one of the following Methods:

1. Public Notice on the District's website, social media and/or signage at District Office;
2. Direct mail to all customers via bill stuffer, emails and/or specific mailers;
3. Notice in the Ojai Valley News joint messaging with Casitas and Ventura River Water District;
4. Door to Door outreach focused primarily on elderly, vulnerable residents, high water users and/or parts of the distribution system most impacted by the emergency;
5. Phone calls to care facilities and schools; and
6. County Emergency Messaging alerts.

Prepared materials from the Department of Water Resources, "Save Our Water Toolkit", may be used as drought communication tools: <https://saveourwater.com/en/Partner-Toolkit>

Public Safety Contacts:

The General Manager, or designee, shall notify directly the following individuals and entities of restrictions or water shortages, as defined in the subsections below, as appropriate for each response stage.

Organization or Department	Name & Position	Telephone	Email
Fire Department Station 22	Battalion Chief	(805) 640-2777 (805) 389-9710	
Police Department	Ojai Police Department	(805) 646-1414	
County Office of Emergency Services	Daniel Cohen, Water Agency Contact	(805) 654-2551 (805) 654-2311	dcohen@calleguas.com
Ventura County Watershed Protection District		(805) 654-2018	
Ojai Valley Sanitation District	Jeff Palmer, General Manager	(805) 646-5548 (805) 340-5585	Jeff.palmer@ojaisan.org
Ventura County Environmental Health		(805) 654-2813 (805) 654-2818	
State Division of Drinking Water	Patrick Karinja, Div 6 Engineer	(805) 566-1326 (805) 566-1839	Patrick.Karinja@waterboards.ca.gov
Ojai Valley Community Hospital		(805) 646-1401	
Upper Ventura River Groundwater Agency	Bryan Bondy, Executive Director	(805) 212-0484	bbondy@uvrgroundwater.org
Mutual Aid Contact / CalWARN Contact	Mike Flood, CMWD	(805) 746-2251 (805) 649-2251	mflood@casitaswater.com
Ventura River Water District	Bert Rapp, General Manager	(805) 646-3403	bert@venturariverwd.com

Support Services Contacts:

The following is a listing of support services that may be appropriate for a water shortage emergency.

Organization or Department	Name & Position	Telephone	Email
Meiners Oaks Water District	Justin Martinez, General Manager	(805) 297-7240	justin@meinersoakswater.com
Meiners Oaks Water District	Levi Maxwell, Field Supervisor	(805) 297-7241	levi@meinersoakswater.com
Meiners Oaks Water District	Jeffrey Groves, Operator I	(805) 297-6587	jeffrey@meinersoakswater.com
Famcon Pipe Supply		(805) 485-7867	
Ferguson Water Works		(805) 644-7279	
Aqua Flow & Supply		(805) 646-7244	
Oilfield Electric		(805) 648-3131	
Chemical Disinfectant Supplier- JCI		(310) 523-1629	
Quinn Company Rental		(805) 648-3131	
General Pump	Ray Reece	(805) 482-1215	
So Cal Edison		(800) 611-1911 or (800) 655-4555	
So Cal Gas		911 or (800) 427-2000	

Section XI: Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from this water system for residential, commercial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this WSCP, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by General Manager, or designee, in accordance with provisions of this WSCP.
- (b) Any person, including a person classified as a water customer of the water system, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation.
- (c) Each day that one or more of the provisions in this WSCP is violated shall constitute a separate offense. Suppose a person is in repeated violation of this WSCP. In that case, the water supplier shall be authorized to assess fines related to water misuse and/or installation of a water flow restrictor upon due notice to the customer.

References

- Meiners Oaks Water District Allocation Program – adopted February 2020:
<https://meinersoakswater.com/customer-information/allocations-rates/>
- Upper Ventura River Groundwater Agency – Groundwater Sustainability Plan:
<https://uvrgroundwater.org/sgma-overview/>
- Casitas Municipal Water District: Urban Water Management Plan, June 2021:
<https://www.casitaswater.org/your-water/urban-water-management-plans>
- Casitas Municipal Water District: Water Efficiency & Allocation Plan:
<https://www.casitaswater.org/your-water/casitas-water-security>
- Ventura River Water District: Water Shortage Contingency Plan, June 2023.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
MEINERS OAKS WATER DISTRICT**

RESOLUTION 20230620

ADOPTION OF A WATER SHORTAGE CONTINGENCY PLAN

WHEREAS, pursuant to applicable law, the Meiners Oaks Water District (“District”) is authorized to adopt and enforce measures and programs, including water conservation programs, to reduce the quantity of water used by customers for the purpose of conserving and preserving water supplies for human consumption, sanitation, and fire protection; and

WHEREAS, pursuant to California Water Code Section 10609.60, the District is required to prepare and adopt a Water Shortage Contingency Plan that includes, at a minimum, such drought-planning elements as described therein; and

WHEREAS, the District’s Board of Directors finds and declares that the adoption of a Water Shortage Contingency Plan is necessary and prudent as a proactive planning measure to protect and preserve public health, safety, and welfare by ensuring that the quantity of water used by customers during times of drought, water shortage, or other water supply emergency conditions is managed to ensure that water supply remains available for domestic water use, sanitation, and fire protection purposes; and

WHEREAS, the District has prepared a Water Shortage Contingency Plan (Attachment 1) to describe actions and prohibitions and water use restrictions that may be required due to shortage, drought, or emergency conditions; and

WHEREAS, the Water Shortage Contingency Plan provides authority to the District’s General Manager to implement applicable provisions of the Plan upon determination that such implementation is necessary to protect public health, safety, and welfare.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Meiners Oaks Water District as follows:

1. The Meiners Oaks Water District Water Shortage Contingency Plan, in the form attached hereto as Attachment 1, is hereby adopted and approved.
2. The General Manager is hereby authorized and directed to take all steps necessary to implement the direction in this resolution and to implement the provisions of the Water Shortage Contingency Plan pursuant to its terms upon determination that such implementation is necessary to protect public health, safety, and welfare.
3. This resolution is effective immediately.
4. That, if any provision of this resolution, or any part thereof, is for any

reason held to be invalid, unenforceable, or unconstitutional, the remaining provisions shall not be affected but shall remain in full force and effect, and to this end the provisions of this resolution are severable.

ADOPTED this 20th day of June 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Summer Ward, Board Secretary

Michel Etchart, Board President



Budget for Fiscal Year 2023-2024

June 20, 2023

Budget Summary (Table 1)

The budget for Fiscal Year 23-24 is summarized in the attached table. The table shows the projected expenditures and capital spending for FY 23-24 compared to the projected revenues and reserves. The District implemented new rates in FY 22-23, establishing a 3-year water rates schedule. Effective June 1, 2023, Stage 1 Conditions were implemented, which increased all customers' allocations to baseline and discontinued the drought surcharge.

Projected Expenses (Table 2)

The operating expenses in several categories are increasing compared to the previous three years, largely due to salaries, insurance, equipment, and technical services. Capital expenses vary with each fiscal year; however, due to critical infrastructure projects being postponed the past few years (due to the COVID-19 pandemic), the District must now start completing these capital projects.

Some highlights of the projected expenses are:

- Salaries and related expenses are increasing to account for additional staff;
- Liability and worker's compensation insurance cost increases by providers;
- Upper Ventura River Ground Water Agency fees increased for FY 23-24;
- Board of Directors compensation budget adjustment due to increased meeting activity;
- Wells were increased to \$16,000 from \$5,000 to support the technical phase of adding a new well site;
- Meters increased to \$80,000 from \$25,000 to cover the carryover purchase expense from FY22-23 and support the goal of a 20% annual transition to AMI Smart Meters;
- Online Bill Pay Transactions is a new item budgeted at \$10,000 for customers that setup auto-pay through the District online payment portal;
- Capital Expense:
 - Treatment Plant 100% engineering design for \$160,000, which is the remaining portion of the MKN approved expense in FY 22-23. Grant funding is being sought to help offset the construction and MKN engineering design costs.



- Treatment Plant Grant & Environmental Assistance provided by MKN Associates budgeted for \$60,000;
- New Well initial engineering design costs \$25,000 to get started and continue in the following fiscal year, as well as rehab for Well 4a to increase production for \$30,000.
- Valve Replacements: the District has valves that need to be replaced or upgraded, \$100,000, prioritizing the most critical valves.
- Meiners Rd pressure zone needs backup generation and upgraded booster pumps for homes at higher elevations estimated at \$75,000.
- Structures and Improvements: A new $\frac{3}{4}$ ton field truck due to age and cost of maintenance for the existing truck is \$70,000, and replacing the District Office HVAC unit is \$10,000.
- Field equipment purchases include the addition of Chlorine Alarms at each facility for \$20,000, a generator welder for the field truck for \$6,500, and an air compressor for \$6,500.

Projected Revenues (Table 3)

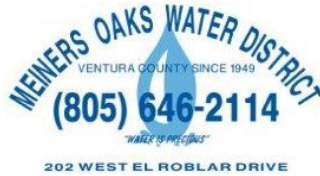
The projected revenue of \$2,084,786.00 is summarized in Table 3 and is based on the FY 23-24 water rates at Stage 1 conditions, assuming a 10% increase in total water consumption. The District implemented Stage 1 conditions on June 1, 2023, discontinuing the drought surcharge. Additionally, the District is seeking a state grant for the Replacement Treatment Plant, which would provide the District with \$335,000 in grant funds to cover the MKN design expenses. Total projected revenue from all sources for FY 23-24 \$2,419,786.00.

Rates & Rate Structure (Table 4)

A Prop 218 Public Hearing for new water rates was held on June 30, 2022, providing a 3-year rate schedule.

- Increased rate per unit from \$3.85 to \$3.90;
- Monthly Water Availability Charge will remain at \$36.00;
- Meter Capacity Charges will increase by 5% for each meter size rate;
- Drought surcharge is discontinued under Stage 1 conditions.

MOWD implemented its new Allocation Program in 2020, establishing fixed and variable allocations for each metered parcel. Residential customers have seasonal variation built into the monthly allocation, and those penalties ceased in June 2023.



Agriculture and Commercial customers have annual allocations to use water throughout the year as it suits their needs. The annual over-allocation penalty for Agriculture and Commercial accounts will be assessed for FY 22-23 in July 2023. Customer allocations were adjusted up to 100% (Stage 1) in June 2023.



Table 1: Budget Summary for Fiscal Year 2023-2024

Total Operating Expenditures	\$1,751,000.00
Capital Expenses	<u>\$663,000.00</u>
Total Operating & Capital Expenses	\$2,414,000.00
Projected Revenues	\$2,419,786.00
Projected Revenues – Projected Total Expenses	\$5,786.00
Reserves Beginning	\$1,751,425.30
Reserves Estimated Ending	\$1,955,423.24

Table 2: Report of Expenses and Budget Appropriations To Date

Expenditures	2023-2024 Proposed	2022-2023 Actuals YTD*	2022-23 Budget	2021-22 Actuals	2020-21 Actuals	2019-20 Actuals
Salaries	\$ 650,000.00	\$ 497,750.72	\$ 600,000.00	\$ 503,684.33	\$ 456,846.42	\$ 411,628.86
Payroll Taxes	\$ 45,000.00	\$ 41,784.81	\$ 55,000.00	\$ 40,853.93	\$ 37,355.36	\$ 34,852.67
Retirement Contributions	\$ 73,000.00	\$ 70,665.76	\$ 75,000.00	\$ 61,798.94	\$ 52,002.97	\$ 42,618.11
Group Insurance	\$ 96,000.00	\$ 76,576.71	\$ 96,000.00	\$ 94,610.30	\$ 94,908.38	\$ 68,103.64
Company Uniforms	\$ 4,500.00	\$ 3,384.14	\$ 4,500.00	\$ 1,673.18	\$ 2,695.45	\$ 312.53
Phone Office	\$ 7,000.00	\$ 11,560.20	\$ 10,000.00	\$ 9,373.02	\$ 9,618.53	\$ 7,230.92
Janitorial Service	\$ 6,500.00	\$ 6,021.08	\$ 6,000.00	\$ 7,377.90	\$ 5,854.79	\$ 4,497.68
Refuse Disposal	\$ 5,000.00	\$ 4,035.29	\$ 5,000.00	\$ 4,043.24	\$ 3,302.58	\$ 4,061.96
Liability Insurance	\$ 77,000.00	\$ 66,833.38	\$ 66,000.00	\$ 40,100.79	\$ 27,225.13	\$ 25,003.90
Workers Compensation	\$ 42,000.00	\$ 15,313.30	\$ 16,000.00	\$ 15,058.95	\$ 13,984.93	\$ 12,167.92
Wells	\$ 16,000.00	\$ 3,599.59	\$ 5,000.00	\$ 6,882.70	\$ 4,871.37	\$ 18,592.98
Truck Maintenance	\$ 3,500.00	\$ 8,527.14	\$ 3,500.00	\$ 5,007.41	\$ 8,192.98	\$ 5,589.50
Office Equip. Maintenance	\$ 7,500.00	\$ 5,481.16	\$ 4,000.00	\$ 4,234.43	\$ 4,534.34	\$ 3,674.01
Cell Phones	\$ 4,500.00	\$ 4,345.82	\$ 4,500.00	\$ 4,658.89	\$ 3,840.03	\$ 3,826.31
System Maintenance	\$ 60,000.00	\$ 44,194.74	\$ 90,000.00	\$ 100,237.25	\$ 54,560.95	\$ 58,767.13
Safety Equipment	\$ 6,000.00	\$ 1,744.69	\$ 6,000.00	\$ 3,117.01	\$ 2,826.20	\$ 585.87
Security	\$ 1,000.00	\$ 386.40	\$ 1,000.00	\$ -	\$ -	\$ -
Laboratory Services	\$ 14,500.00	\$ 14,347.00	\$ 14,500.00	\$ 10,758.37	\$ 9,731.00	\$ 22,127.00
Membership and Dues	\$ 10,000.00	\$ 9,389.00	\$ 9,000.00	\$ 7,895.00	\$ 7,720.00	\$ 8,357.00
Printing and Binding	\$ 2,000.00	\$ 777.31	\$ 2,000.00	\$ 1,547.33	\$ 3,013.30	\$ 186.66
Office Supplies	\$ 6,000.00	\$ 8,257.73	\$ 6,000.00	\$ 7,378.91	\$ 8,196.07	\$ 4,396.97
Postage and Express	\$ 13,000.00	\$ 13,969.85	\$ 12,000.00	\$ 14,319.47	\$ 11,566.28	\$ 13,321.66
B.O.D. Fees	\$ 30,000.00	\$ 30,335.69	\$ 27,000.00	\$ 12,700.00	\$ 15,150.00	\$ 12,650.00
Engineering & Technical Services	\$ 50,000.00	\$ 21,234.15	\$ 50,000.00	\$ 7,824.71	\$ 29,428.71	\$ 19,333.74
Computer Services	\$ 25,000.00	\$ 33,901.83	\$ 17,000.00	\$ 22,837.79	\$ 16,951.12	\$ 20,390.26
Other Prof. & Regulatory Fees	\$ 40,000.00	\$ 43,169.05	\$ 40,000.00	\$ 32,773.09	\$ 30,365.48	\$ 38,075.81
Public and Legal Notices	\$ 2,000.00	\$ 698.00	\$ 2,000.00	\$ 2,017.48	\$ -	\$ 126.00
Attorney Fees	\$ 40,000.00	\$ 27,155.50	\$ 50,000.00	\$ 104,437.57	\$ 103,354.95	\$ 54,957.11
GSA Fees	\$ 90,000.00	\$ 74,444.00	\$ 80,000.00	\$ 31,299.79	\$ 72,214.82	\$ 50,000.00
VR/SBC/City of VTA Law Suit	\$ 75,000.00	\$ 4,855.12	\$ 75,000.00	\$ 38,575.80	\$ 55,858.73	\$ 28,105.44
Rental Equipment	\$ 10,000.00		\$ 10,000.00			
Audit Fees	\$ 26,000.00	\$ 25,850.00	\$ 25,000.00	\$ 13,200.00	\$ 18,700.00	\$ 19,400.00
Small Tools	\$ 5,000.00	\$ 4,833.12	\$ 5,000.00	\$ 1,898.35	\$ 3,330.72	\$ 1,966.19
Election Supplies	\$ 2,500.00	\$ 3,166.52	\$ 2,500.00	\$ 2,517.03	\$ -	\$ 518.77
Treatment Plant	\$ 10,000.00	\$ 4,835.43	\$ 10,000.00	\$ 13,205.86	\$ 8,037.02	\$ 14,676.81
Fuel	\$ 20,000.00	\$ 16,194.73	\$ 20,000.00	\$ 9,842.63	\$ 11,333.27	\$ 9,866.24
Travel Exp./Seminars	\$ 2,000.00	\$ 1,993.47	\$ 2,000.00	\$ 1,079.06	\$ 715.51	\$ 678.00
Utilities	\$ 3,500.00	\$ 3,335.39	\$ 3,500.00	\$ 2,714.35	\$ 2,154.94	\$ 2,173.89
Power and Pumping	\$ 80,000.00	\$ 46,847.53	\$ 80,000.00	\$ 61,151.31	\$ 64,253.50	\$ 25,295.13
Meters	\$ 80,000.00	\$ 7,151.81	\$ 25,000.00	\$ 5,863.07	\$ 11,227.19	\$ 8,370.94
Online Bill AutoPay Transaction Fees	\$ 10,000.00					
Total Expenditures	\$ 1,751,000.00	\$ 1,258,947.16	\$ 1,615,000.00	\$ 1,540,077.57	\$ 1,283,751.84	\$ 1,352,961.39

*2022-2023 Actuals YTD thru May 2023

Table 2: Report of Expenses and Budget Appropriations To Date

	2023-2024 Proposed	2022-2023 Actuals YTD*	2022-23 Budget	2021-22 Actuals	2020-21 Actuals	2019-20 Actuals
Capital Expenditures						
Water Distribution System						
Wells 4 & 7			\$ -	\$ -	\$ -	\$ 85,869.09
Wells 1 & 2 Rehab			\$ -	\$ -	\$ -	\$ 130,499.00
Zone 1 Booster/MCC Upgrade			\$ -	\$ -	\$ -	\$ 3,203.92
Well 1,2 VFD Upgrade			\$ -	\$ -	\$ -	\$ 79,360.09
Well 8 Nitrate Removal/Blending			\$ 60,000.00	\$ 7,780.00	\$ -	\$ -
Relocate 6" Main for Z-2			\$ -	\$ 155,050.00	\$ 9,875.00	\$ -
Tank Cleaning			\$ 6,000.00	\$ -	\$ -	\$ -
Valve Replacements	\$ 100,000.00		\$ 50,000.00	\$ -	\$ -	\$ 42,686.77
New Well	\$ 25,000.00					
Rehab Well 4a	\$ 30,000.00					
Meiners Rd. Tank/Zone	\$ 75,000.00		\$ 75,000.00	\$ 31,294.75	\$ -	\$ -
Structures and Improvements						
Generator/Panel Upgrades			\$ -		\$ 151,787.28	\$ -
Treatment Plant Set Aside Fund			\$ -	\$ -	\$ -	\$ -
Well 4 Development Work			\$ -	\$ -	\$ 92,263.16	\$ -
1 Ton Service Truck			\$ -	\$ 80,201.22	\$ -	\$ -
Treatment Plant 100% Eng. Design*	\$ 160,000.00	\$ 191,520.95	\$ 350,000.00	\$ -	\$ 15,207.00	\$ 13,204.00
Treatment Plant Grant & Environmental Assistance	\$ 60,000.00					
Field Truck 3/4 ton	\$ 70,000.00					
Office HVAC System	\$ 10,000.00					
Furniture and Fixtures						
Office Machines			\$ -	\$ -	\$ -	\$ 2,939.81
New Meter Reading Handhelds/Software			\$ -	\$ 13,856.70	\$ -	\$ -
Field Equipment						
Leak Detector			\$ -	\$ 19.50	\$ -	\$ -
GIS Equipment & Software		\$ 12,928.51	\$ 15,000.00			
Chlorine Alarms	\$ 20,000.00					
Generator Welder	\$ 6,500.00					
Air Compressor	\$ 6,500.00		\$ 3,500.00	\$ -	\$ -	\$ -
Appropriations for Contingencies	\$ 100,000.00	\$ 66,068.08	\$ 100,000.00	\$ 109,814.51	\$ 55,436.58	\$ 239,464.69
Total CIP Spending	\$ 663,000.00	\$ 270,517.54	\$ 659,500.00	\$ 398,016.68	\$ 324,569.02	\$ 597,227.37
GRAND TOTAL	\$ 2,414,000.00	\$ 1,529,464.70	\$ 2,274,500.00	\$ 1,938,094.25	\$ 1,608,320.86	\$ 1,950,188.76

	2023-2024 Proposed	2022-2023 Actuals YTD*	2022-23 Proposed	2021-22 Actuals	2020-21 Actuals	2019-20 Actuals
Income						
Total Revenue	\$ 2,084,786.00	\$ 1,877,165.92	\$ 2,055,544.00	\$ 1,850,136.41	\$ 1,709,734.59	\$ 1,584,806.01
Grant Reimbursements	\$ 335,000.00	\$ 24,150.00				
Total Income	\$ 2,419,786.00	\$ 1,901,315.92				

*2022-2023 Actuals YTD thru May 2023

Estimated Difference:	\$ 5,786.00	\$ 371,851.22	\$ (218,956.00)	<i>Recommend covering shortfall with Reserve Funds.</i>		
County Reserves	\$ 1,713,054.94	\$ 1,516,054.94	\$ 1,308,544.00	\$ 1,304,472.41	\$ 1,408,820.26	\$ 1,449,936.09
LAIF	\$ 242,368.30	\$ 234,368.30	\$ 230,000.00	\$ 230,372.80	\$ 229,731.39	\$ 227,801.70

Table 3: Proposed Rates Based Revenue
FY 2023-2024

1) Meter Charges

Meter size	No. of Accts	Monthly WAC	Monthly MCC	Annual Revenue
5/8"-3/4"	1092	\$36.00	\$0.00	\$471,744
1"	157	\$36.00	\$16.80	\$99,475
1 1/2"	10	\$36.00	\$37.80	\$8,856
2"	18	\$36.00	\$109.20	\$31,363
3"	2	\$36.00	\$268.38	\$7,305
4"	0	\$36.00	\$814.80	\$0
6"	1	\$36.00	\$1,654.80	\$20,290
TOTAL METER CHARGE REVENUE				\$639,033

2) Annual Water Sales

	Units	Rate	Annual Revenue
Stage 1 Condition Consumption (Assume 10% increase over 3 yr avg)	311,475	\$3.90	\$1,214,753
Over-alloc surcharge	45,000	\$5.00	
TOTAL WATER SALES REVENUE			\$1,214,753

3) Water Bill Late Fees

	Annual Revenue
Total Annual Late Fees Collected	\$20,000
TOTAL LATE FEE REVENUE	\$20,000

4) Property Taxes

	Annual Revenue
Property Tax Revenue Collected	\$177,000
TOTAL PROPERTY TAX REVENUE	\$177,000

5) Interest Income

	Annual Revenue
Total interest income	\$28,000
TOTAL INTEREST REVENUE	\$28,000

6) Administrative Fees

	Annual Revenue
Total Administrative Fees	\$6,000
TOTAL ADMINISTRATIVE REVENUE	\$6,000

TOTAL PROJECTED ANNUAL REVENUE \$2,084,786

Table 4: Water Rates for 2022 - 2025

1) Monthly Water Availability Charge (WAC)

Meter size	FY2021-22	FY2022-23	FY2023-24	FY2024-25
All	\$35.91	\$36.00	\$36.00	\$36.00

2) Monthly Meter Capacity Charge (MCC)

Meter size	FY2021-22	FY2022-23	FY2023-24	FY2024-25
5/8"&3/4"	\$0.00	\$0.00	\$0.00	\$0.00
1"	\$16.00	\$16.00	\$16.80	\$17.60
1.5"	\$36.00	\$36.00	\$37.80	\$39.70
2"	\$104.00	\$104.00	\$109.20	\$114.70
3"	\$256.00	\$256.00	\$268.80	\$282.20
4"	\$776.00	\$776.00	\$814.80	\$855.50
6"	\$1,576.00	\$1,576.00	\$1,654.80	\$1,737.50

3) Unit Rate per HCF for all water used

Meter size	FY2021-22	FY2022-23	FY2023-24	FY2024-25
All	\$2.34	\$3.85	\$3.90	\$3.95

4) Over-Allocation Penalty (Additional charge for use exceeding a customer's monthly allocation.)

Meter size	FY2021-22	FY2022-23	FY2023-24	FY2024-25
All	\$1.00/Unit	The Over-Allocation Penalty will be set at Casitas MWD's Over-Allocation Penalty then in effect (Currently \$5.00/HCF). The amount is additional to the unit rate.		

5) Casitas Surcharge

Meter size	FY2021-22	FY2022-23	FY2023-24	FY2024-25
All	The cost of purchasing water from Casitas MWD is collected as a "Casitas Surcharge" added to a customer's bill in proportion to the amount of water used that month. (NO CHANGE)			

6) Other Fees and Charges

See our website for special rates and conditions.

Note: 1 Unit = 100 cubic feet = 1 HCF = 748 gallons



**Meiners Oaks Water District
Resolution 20230620-1: Adoption of FY 2023-2024 Budget**

The Board of Directors of Meiners Oaks Water District on this 20th Day of June 2023, the following resolution was proposed and approved by the Board:

WHEREAS, The mission of the 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 the boundaries, and

WHEREAS, It is the responsibility of the Board of Director to establish policy to uphold and support the mission statement and to agree and pass an annual budget for the Meiners Oaks Water District, and

NOW, therefore be it resolved by the Meiners Oaks Water District Board of Directors adopts the annual budget for the fiscal year of 2023-2024.

Passed, Approved and Adopted this 20th day of June 2023.

Meiners Oaks Water District
President of the Board

Attest:

Meiners Oaks Water District
Secretary of the Board

2022 - 2023 Ventura County Grand Jury



Final Report

Water Availability for Wildfires in Ventura County June 12, 2023

This page intentionally blank

Water Availability for Wildfires in Ventura County

SUMMARY

In the 2017 Thomas fire and the 2018 Woolsey fire, water shortages hampered firefighters' ability to protect structures. Ventura County frequently experiences conditions of low humidity, high winds and dry brush, conducive to dangerous wildland fires. Ventura County has ninety-six percent of its rural and unincorporated lands classified as very high fire zones.

The 2022-2023 Ventura County Grand Jury conducted an investigation of current protocols and procedures utilized by 15 Ventura County public water purveyors to supply adequate water for wildland fire suppression.

The Grand Jury finds that having written procedures for actions taken by public water purveyors during a Fire Weather Watch, Red Flag Warning, active fire and/or Public Safety Power Shutoffs due to wildfires is a best practice that is lacking in Ventura County.

The Grand Jury finds that most public water purveyors do not have adequate backup power in the event of disruptions due to fire damage or loss of utility power.

The Grand Jury finds that notification to Ventura County public water purveyors of impending Fire Weather Watches and Red Flag Warnings is inconsistent due to out-of-date contact lists at the Ventura County Office of Emergency Services.

The Grand Jury finds that inadequate communication between adjoining Ventura County public water purveyors limits their ability to coordinate available resources, including water transfers.

The Grand Jury finds that the cities of Fillmore, Oxnard and Ventura have not adopted language concerning brush clearance around water infrastructure that is consistent with Ventura County Fire Code.

The Grand Jury recommends that Ventura County water purveyors establish written operational procedures and training to provide for increased water supply during Fire Weather Watch, Red Flag Warning, active fire and Public Safety Power Shutoff events for purposes of firefighting.

The Grand Jury recommends that Ventura County water purveyors have on-site emergency power available for all critical water infrastructure.

The Grand Jury recommends that the Ventura County Office of Emergency Services maintain a current contact list of Ventura County water purveyors, updated at least once a year.

The Grand Jury recommends that Ventura County water purveyors establish common communication protocols with adjoining water purveyors to be able to coordinate needed actions, including water transfers.

The Grand Jury recommends that all Ventura County water purveyors establish a protocol for brush clearance around pumps, water tanks and supported infrastructure in accordance with Ventura County's Fire Code.

METHODOLOGY

The Grand Jury held interviews with Ventura County public water purveyors (hereinafter water purveyors), city and county officials and fire department officials. The Grand Jury also reviewed numerous documents in making its findings.

1. Water purveyors operating procedures, written policies and emergency response plans
2. Water purveyors, city, county and fire department websites
3. State of California Fire Code, State of California Fire Code amendments and State of California related building codes and their amendments
4. County of Ventura Fire Code, County of Ventura Fire Code amendments and County of Ventura related building codes with their amendments
5. Cities Fire Codes, Cities Fire Code amendments, Cities related building codes with their amendments
6. California Division of Drinking Water Regulations
7. California Water Code
8. National Weather Service data base
9. Local National Weather Service definitions
10. Numerous articles regarding climate change
11. State Responsibility Area Fire Hazard Severity Zones
12. Southern California Edison information regarding Public Safety Power Shutoff
13. Numerous historical articles on wildfires
14. Articles on Wildland-Urban Interface
15. After-action reports on the Thomas and Woolsey wildfires
16. US EPA Incident Action Checklists for Water Utilities
17. Public Safety Power Shutoff and Wildfire Information for Public Water Systems
18. US EPA Water Storage Tank time of water in water storage tanks
19. FCC Wireless Priority Service for cell phone priority in emergencies
20. Government Emergency Telecommunications Network for landline phone priority in emergencies
21. CalWARN network

BACKGROUND

Between 1972 and 2018, California experienced a fivefold increase in annual burned area, with several extremely large and destructive Wildland-Urban Interface (WUI) wildfires. (Ref-01, Att-01) WUI areas are defined as the location where structures and communities “meet or intermingle” with undeveloped wildland. WUI fires occur when fuels are critically dry, weather is warm, humidity is low and sustained high speed winds are prevalent. (Ref-01, Ref-02, Ref-03, Ref-04, Att-02)

In 2017, wildland fires destroyed 6200 homes and killed 44 people in California. Additionally in 2018, 14,000 homes were destroyed killing 85 people, which resulted in an estimated loss of \$15-19 billion. (Ref-03)

Ventura County has experienced numerous large destructive WUI fires between 2003 and 2018, punctuated by the 2017 Thomas Fire and the 2018 Woolsey Fire (Ref-05, Att-03). Ventura Counties wildland fires from 1965 thru 2015 are displayed in Attachment-04. (Ref-06)

Ventura County consists of 1,223,000 acres area that includes approximately 574,000 acres of national forest land (47%), approximately 528,000 acres of rural land and unincorporated land (43%) and approximately 121,000 acres of urban development (10%). (Ref-07) Ninety-six percent of the rural and unincorporated land of Ventura County is classified as a very high fire hazard zone. (Ref-08, Ref-09, Ref-11, Att-05)

The National Weather Service (NWS) provides advisories of impending atmospheric conditions conducive to generation of wildland fires. When these conditions are predicted, a Fire Weather Watch (FWW) advisory is issued between 24 and 72 hours in advance. A Red Flag Warning (RFW) is then issued when these conditions are present. For the last 10 years, the average annual occurrence of FWWs and RFWs combined is 5.5 times per year, each occurrence averaging 3 days in length, for a total of 16.5 days per year. (Ref-02, Ref-10, Att-02, Att-06)

When a FWW or a RFW advisory occurs, some Ventura County water purveyors that store and distribute water are contacted by the Ventura County Office of Emergency Services (OES). Other water purveyors monitor the weather or have direct contact with the NWS to be notified when a FWW or RFW condition occurs or is imminent. However, some Ventura County water purveyors are not advised by either the NWS or OES regarding impending extreme weather conditions. (Ref-11)

When a FWW advisory is issued by the NWS, water purveyors generally initiate procedures preparing their water infrastructure and water storage for potential use in suppression of wildfires. Under RFW conditions, the water purveyors may give priority in storage and distribution of water to firefighting over drinking water quality, raising the quantity of water in storage tanks. (Ref-11). If no wildfire occurs, aging water in storage tanks may degrade in quality, requiring water purveyors to

flush the aging water or give special notice to consumers to take measures to maintain water safe for consumption. (Ref-11, Ref-12, Ref-13)

Generally, water purveyors monitor and regulate the flow of water through wells, pumps, and water storage tanks/reservoirs using Supervisory Control and Data Acquisition (SCADA) computer systems. (Ref-11) These systems depend upon constant reliable electrical power, which can be disrupted by the effects of a wildfire or a Public Safety Power Shutoff (PSPS) by the electrical provider. (Ref-14)

In case of electrical power loss, water purveyors can utilize batteries and generators to provide emergency backup power to their SCADA systems, pumps, wells and other water infrastructure. (Ref-15, Ref-16, Ref-17) This allows the water purveyors to continually provide water for customer consumption and fire suppression after fire damage to electrical systems or temporary shutdown of electrical power. (Ref-11, Ref-14)

In response to FWW and/or RFW, water purveyors generally adjust their water system operations, increasing water flow rates, water storage in tanks and reservoirs for the potential use in wildfire fighting. Water purveyors have a varied range of time to fill their water storage tanks from a few hours to three days if completely dry. The average time is 4 to 8 hours depending on levels maintained during normal operating conditions. Due to the speed wildfires are capable of traveling, some water purveyors start filling water storage tanks during the FWW. (Ref-11, Ref-18, Ref-19)

In general, Ventura County water purveyors lack established common communication protocols to coordinate needed resources among the purveyors, including water transfers. (Ref-11)

In the last 20 years, Ventura County has experienced seven major wildfires. (Ref-04, Att-03) The 2017 Thomas and 2018 Woolsey wildfires challenged water purveyors' ability to keep water sufficiently supplied to firefighters because of a loss of power to water infrastructure, coupled with the speed and size of the wildfires. (Ref-18, Ref-19, Ref-20)

Not all Ventura County water purveyors who are governed by the Ventura County Fire Code keep dry fuels away from pumps and wells, violating Ventura County Ordinance 32 Section 4907.8 The code states: "clearance requirements... shall apply to communication site towers and their support Buildings; required fire protection water supplies including water tanks, water supply pumps and pump houses; and any other utility Structure as required by the Fire Code Official." (Ref-21)

DISCUSSION (Statements of Fact)

- SF-01.** The United States Environmental Protection Agency (US EPA) and the California State Water Board have published guidelines for water purveyors recommending preparations for wildfires, including increased water storage, reliable power and personnel training. (Ref-22, Ref-23, Ref-24)
- SF-02.** During an RFW, all water purveyors surveyed increase the water level in storage tanks. (Ref-11)
- SF-03.** When a fast-moving wildfire increases in size and water storage tanks do not have adequate supply for firefighting, hydrants may run out of water. (Ref-18, Ref-19, Ref-20)
- SF-04.** During past Ventura County wildfires, firefighters have experienced hydrants that have run dry. (Ref-11, Ref-15, Ref-19, Ref-20)
- SF-05.** For the last ten years, the average number of days that Ventura County has been under Fire Weather Watch (FWW) is 5.5 days, with an average duration of one day. (Ref-10, Att-06)
- SF-06.** For the last ten years, the average number of days that Ventura County has been under Red Flag Warning (RFW) is 11 days, with an average duration of two days. (Ref-10, Att-06)
- SF-07.** One of fifteen water purveyors surveyed have written response procedures for FWW notification and RFW notification. (Ref-11)
- SF-08.** Four of fifteen water purveyors surveyed have written response procedures for an active fire. (Ref-11)
- SF-09.** One of fifteen water purveyors surveyed have written response procedures for PSPS notifications. (Ref-11)
- SF-10.** Two out of fifteen water purveyors surveyed have formal written training procedures to follow when preparing for FWW, RFW, active fire or PSPS scenarios. (Ref-11, Ref-16)
- SF-11.** Five out of fifteen water purveyors surveyed have permanent backup power to all their critical water infrastructure. (Ref-11)
- SF-12.** Five out of fifteen water purveyors surveyed have SCADA systems with emergency battery and backup power. (Ref-11)
- SF-13.** The US EPA's published guidelines for wildfire preparation include establishing shared communication protocols with neighboring utilities. (Ref-22, Ref-24)

- SF-14.** Three of fifteen water purveyors surveyed have a common radio protocol with adjoining water purveyors to coordinate needed actions and rapid water supply transfers. (Ref-11, Ref-17)
- SF-15.** Contact lists used by Ventura County OES, currently supplied by the Association of Water Agencies, are out of date by two years. (Ref-11, Ref-25)
- SF-16.** Six of fifteen water purveyors surveyed have enrolled their employees in the FCC Wireless Priority Service (WPS) for cell phone priority in emergencies. (Ref-26)
- SF-17.** Enrolling in the Government Emergency Telecommunication System (GETS) provides subscribers with priority access to landline telephone networks in emergency situations. (Ref-27)
- SF-18.** Three of fifteen water purveyors surveyed are members of California Water/Wastewater Agency Response Network (CalWARN) which is a mutual aid network that provides emergency resources statewide. (Ref-28)
- SF-19.** The Ventura County Fire Code applies to all local jurisdictions which contract with Ventura County Fire for their fire department service. (Ref-11, Ref-21)
- SF-20.** The cities of Fillmore, Oxnard and Ventura have their own fire departments and have not adopted the Ventura County Fire Code. (Ref-11, Ref-29, Ref-30, Ref-31)
- SF-21.** Two water purveyors surveyed are not subject to Ventura County Fire Code requirements that address brush clearance around water tanks, water supply pumps, pump houses and related infrastructure. (Ref-11, Ref-21)

FINDINGS

- F-01.** The Grand Jury finds that an adequate supply of water is essential for successful suppression of wildfires. (SF-01, SF-02, SF-03, SF-04)
- F-02.** The Grand Jury finds that the limited number of Fire Weather Watch (FWW) advisories amplifies the importance of establishing written procedures, protocols and training. (SF-01, SF-05, SF-07, SF-10)
- F-03.** The Grand Jury finds that written procedures for actions taken by water purveyors during a Fire Weather Watch event is a best practice that is lacking in Ventura County. (SF-01, SF-05, SF-07, SF-10)
- F-04.** The Grand Jury finds that the limited number of Red Flag Warning (RFW) events amplifies the importance of establishing written procedures, protocols, and training. (SF-01, SF-06, SF-07, SF-10)

- F-05.** The Grand Jury finds that written procedures for actions taken by water purveyors during a Red Flag Warning event is a best practice that is lacking in Ventura County. (SF-01, SF-06, SF-07, SF-10)
- F-06.** The Grand Jury finds that written procedures for actions taken by water purveyors during an active fire event is a best practice that is lacking in Ventura County. (SF-01, SF-08, SF-10)
- F-07.** The Grand Jury finds that written procedures for actions taken by water purveyors during Public Safety Power Shutoff (PSPS) events is a best practice that is lacking in Ventura County. (SF-01, SF-09, SF-10)
- F-08.** The Grand Jury finds that backup power to critical infrastructure is not always available. (SF-01, SF-11)
- F-09.** The Grand Jury finds that SCADA systems are not equipped with backup power in all instances. (SF-01, SF-12)
- F-10.** The Grand Jury finds that inadequate communication between adjoining water purveyors limits the ability to coordinate needed actions such as available water transfers. (SF-13, SF-14)
- F-11.** The Grand Jury finds that notification to water purveyors of FWWs and RFWs is inconsistent due to out-of-date contact lists. (SF-13, SF-15)
- F-12.** The Grand Jury finds that enrolling in GETS and WPS would allow Ventura County water purveyors priority access to landline and cellular telephone networks in emergency situations. (SF-16, SF-17)
- F-13.** The Grand Jury finds that enrolling in CalWARN would allow Ventura County water purveyors access to statewide resources. (SF-18)
- F-14.** The Grand Jury finds that Ventura County Fire Code section 4907.8 regarding brush clearance around water tanks, water supply pumps, pump houses and related infrastructure applies to all rural and unincorporated communities, and all cities except Fillmore, Oxnard and Ventura. (SF-19, SF-20, SF-21)

RECOMMENDATIONS

- R-01.** The Grand Jury recommends that water purveyors establish written operational procedures and training to provide for increased water supply for fire flow during FWWs, RFWs, active fires and PSPS. (F-01, F-02, F-03, F-04, F-05, F-06, F-07)
- R-02.** The Grand Jury recommends that water purveyors have emergency power on site for all critical water infrastructure including SCADA systems. (F-08, F-09)
- R-03.** The Grand Jury recommends that water purveyors establish common communication protocols with adjoining water purveyors to coordinate needed actions, including water transfers during active fires. (F-10)
- R-04.** The Grand Jury recommends that Ventura County Sheriff's OES develop a current contact list of water purveyors, updated at least once a year. (F-11)
- R-05.** The Grand Jury recommends that water purveyors enroll their employees in the FCC Wireless Priority Service (WPS) providing cell phone priority in emergencies. (F-12)
- R-06.** The Grand Jury recommends that water purveyors enroll in the Government Emergency Telecommunications System (GETS) providing landline phone priority in emergencies. (F-12)
- R-07.** The Grand Jury recommends that all water purveyors enroll in CalWARN, a network of water and wastewater agencies that can provide emergency resources. (F-13)
- R-08.** The Grand Jury recommends that all water purveyors provide brush clearance around water tanks, water supply pumps, pump houses and related infrastructure. (F-14)
- R-09.** The Grand Jury recommends that Ventura City Fire Department, Oxnard Fire Department and Fillmore Fire Department adopt the Ventura County standard for brush clearance around water tanks, water supply pumps, pump houses and related infrastructure. (F-14)

RESPONSES

Responses required from:

The following elected officer within 60 days:

Ventura County Sheriff (F-11, R-04)

The following governing bodies within 90 days:

Camrosa Water District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

Casitas Municipal Water District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Camarillo, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Fillmore, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08, R-09)

City of Oxnard, City Council (F-14, R-09)

City of Santa Paula, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Simi Valley, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Thousand Oaks, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Ventura, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08, R-09)

Meiners Oaks Water District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

Triunfo Water & Sanitation District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

Ventura County Board of Supervisors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

Ventura River Water District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

REFERENCES

- Ref-01** Williams, A. P., Abatzoglou, J. T., Gershunov, A., Guzman-Morales, J., Bishop, D. A., Balch, J. K., & Lettenmaier, D. P. (2019). Observed impacts of anthropogenic climate change on wildfire in California. *Earth's Future*, 7(8), 892–910. <https://doi.org/10.1029/2019ef001210> retrieved May 22, 2023
- Ref-02** National Weather Service, Forecast Office Los Angeles/Oxnard, Fire Weather Watch
https://www.wrh.noaa.gov/lox/office/brochures/lox_firewx_brochure.pdf retrieved May 19, 2023
- Ref-03** Wildland-Urban Interface (WUI) Fire Data Collection on Parcel Vulnerabilities <https://www.nist.gov/programs-projects/wildland-urban-interface-wui-fire-data-collection-parcel-vulnerabilities> retrieved May 19, 2023
- Ref-04** NWS WFO Los Angeles/Oxnard, Red Flag Criteria
https://www.wrh.noaa.gov/lox/fire_weather/redflag.pdf retrieved May 20, 2023
- Ref-05** Ventura County 2040 General Plan (September 2020), Chapter 11, figure 11-08, section 11.2, page 11-37
https://docs.vcrma.org/images/pdf/planning/plans/VCGPU_11_Adopted_Hazards_Safety_September_2020.pdf#11-08 retrieved May 20, 2023
- Ref-06** Ventura County 2040 General Plan (September 2020), Chapter 11, figure 11-10, section 11.3, page 11-48
https://docs.vcrma.org/images/pdf/planning/plans/VCGPU_11_Adopted_Hazards_Safety_September_2020.pdf#11-10 retrieved May 20, 2023
- Ref-07** Ventura County 2040 General Plan Update (September 2020), Background Report
https://docs.vcrma.org/images/pdf/planning/plans/Background_Report_-_All_Sections.pdf#1123 retrieved May 19, 2023
- Ref-08** Proposed map classifies 96% of rural Ventura County in 'very high' fire zone, Ventura County Star, January 1, 2023, by Cheri Carlson
<https://www.vcstar.com/story/news/local/2023/01/13/california-wildfires-map-rural-ventura-county-very-high-fire-risk/69785732007/> retrieved May 19, 2023

- Ref-09** State Responsibility Area Fire Hazard Severity Zones (map), Ventura County, November 21, 2022
https://osfm.fire.ca.gov/media/4kmf21h5/fhsz_county_sra_11x17_2022_ventura_ada.pdf retrieved May 19, 2023
- Ref-10** Akrherz@iastate.edu, D. H. (n.d.). *IEM :: NWS warning search by point or county/zone*. Iowa Environmental Mesonet.
<https://mesonet.agron.iastate.edu/vtec/search.php#eventsbypoint/-93.6530/41.5300> retrieved May 19, 2023
- Ref-11** Interviews
- Ref-12** Drinking water storage tank assessment study protocol. (n.d.-a).
<https://www.epa.gov/sites/default/files/2021-05/documents/storage-tank-spreadsheet-assessment-protocol.pdf> retrieved May 19, 2023
- Ref-13** Wheeler, M. (2017, December 5). *City of Ventura advising residents to boil water before using due to Thomas Fire*. KERO 23 ABC News Bakersfield. <https://www.turnto23.com/news/local-news/city-of-ventura-advising-residents-to-boil-water-before-using-due-to-thomas-fire#:~:text=The%20city%20of%20Ventura%20sent%20out%20a%20press,drinking%20and%20cooking%20purposes%20as%20a%20safety%20precaution.%22> retrieved May 19, 2023
- Ref-14** Scanning. (n.d.-c).
https://download.newsroom.edison.com/create_memory_file/?f_id=60677314b3aed3396d46711f&content_verified=True retrieved May 19, 2023
- Ref-15** Los Angeles Times. (2018, November 13). *As toll mounts from Malibu to Thousand Oaks, how did The Woolsey fire become a monster?*. Los Angeles Times. <https://www.latimes.com/local/lanow/la-me-woolsey-fire-spread-20181113-story.html> retrieved May 19, 2023
- Ref-16** Options for Consideration in the Face of Wildfires and Public Safety Power Shutoff 2020, San Diego Gas and Electric, Southern California Edison, Pacific Gas and Electric Company
https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/docs/pmps_wildfire/pws_pmps_options_2020.pdf retrieved May 19, 2023
- Ref-17** Water sector utility incident action checklist – wildfire - US EPA. (n.d.-d). <https://www.epa.gov/system/files/documents/2022-03/220218-incident-action-checklist-wildfires.pdf> retrieved May 19, 2023

- Ref-18** Gabbert, B. (2019, August 26). *Thomas Fire causes evacuations near Santa Paula, California*. Wildfire Today. <https://wildfiretoday.com/2017/12/04/thomas-fire-causes-evacuations-near-santa-paula-california/>, retrieved May 19, 2023
- Ref-19** After Action Review of the Woolsey Fire Incident. (n.d.-a). <https://file.lacounty.gov/SDSInter/bos/supdocs/144968.pdf#67>, retrieved May 19, 2023
- Ref-20** Los Angeles Times. (2018a, January 8). *Scanning*. Los Angeles Times. <https://www.latimes.com/local/lanow/la-me-fire-hydrants-not-working-venturs-20171205-story.html>, retrieved May 19, 2023
- Ref-21** *Scanning*. Viewer - Primegov Portal. (n.d.). <https://ventura.primegov.com/portal/viewer?id=305229&type=2> retrieved May 19, 2023
- Ref-22** Environmental Protection Agency. (n.d.). *Scanning*. EPA. <https://www.epa.gov/waterutilityresponse/incident-action-checklists-water-utilities> retrieved May 19, 2023
- Ref-23** California State Water Resources Control Board. (n.d.). *Public Safety Power Shutoff and wildfire information for Public Water Systems*. SWRCB.gov. https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/pspswildfire.html retrieved May 19, 2023
- Ref-24** Is your water or wastewater system prepared? what you need to know ... (n.d.-d). <https://www.epa.gov/sites/production/files/2016-03/documents/waterwastewatersystemgeneratorpreparedness.pdf> retrieved May 19, 2023
- Ref-25** Association of Water Agencies, Ventura County, Members Directory, County Water Districts <https://www.awavc.org/about-us/members/20-county-water-districts> retrieved May 19, 2023
- Ref-26** *Wireless Priority Service (WPS)*. Federal Communications Commission. (n.d.). <https://www.fcc.gov/general/wireless-priority-service-wps> retrieved May 20, 2023
- Ref-27** *Government Emergency Telecommunications Service (GETS)*. Federal Communications Commission. (n.d.). <https://www.fcc.gov/general/government-emergency-telecommunications-service> retrieved May 20, 2023

- Ref-28** Calwarn. CALWARN. (n.d.). <https://www.calwarn.org/> retrieved May 20, 2023
- Ref-29** Municode Library. (n.d.). https://library.municode.com/ca/fillmore/codes/code_of_ordinances?nodeId=TIT5BUCO_CH5.04COFIPRCOAM_5.04.060CAFICO&showChanges=true
retrieved May 22, 2023
- Ref-30** American Legal Publishing. (n.d.). https://codelibrary.amlegal.com/codes/oxnard/latest/oxnard_ca/0-0-0-49799
retrieved May 22, 2023
- Ref-31** Viewer – Primegov Portal. (n.d.). <https://ventura.primegov.com/portal/viewer?id=305229&type=2>
retrieved May 22, 2023

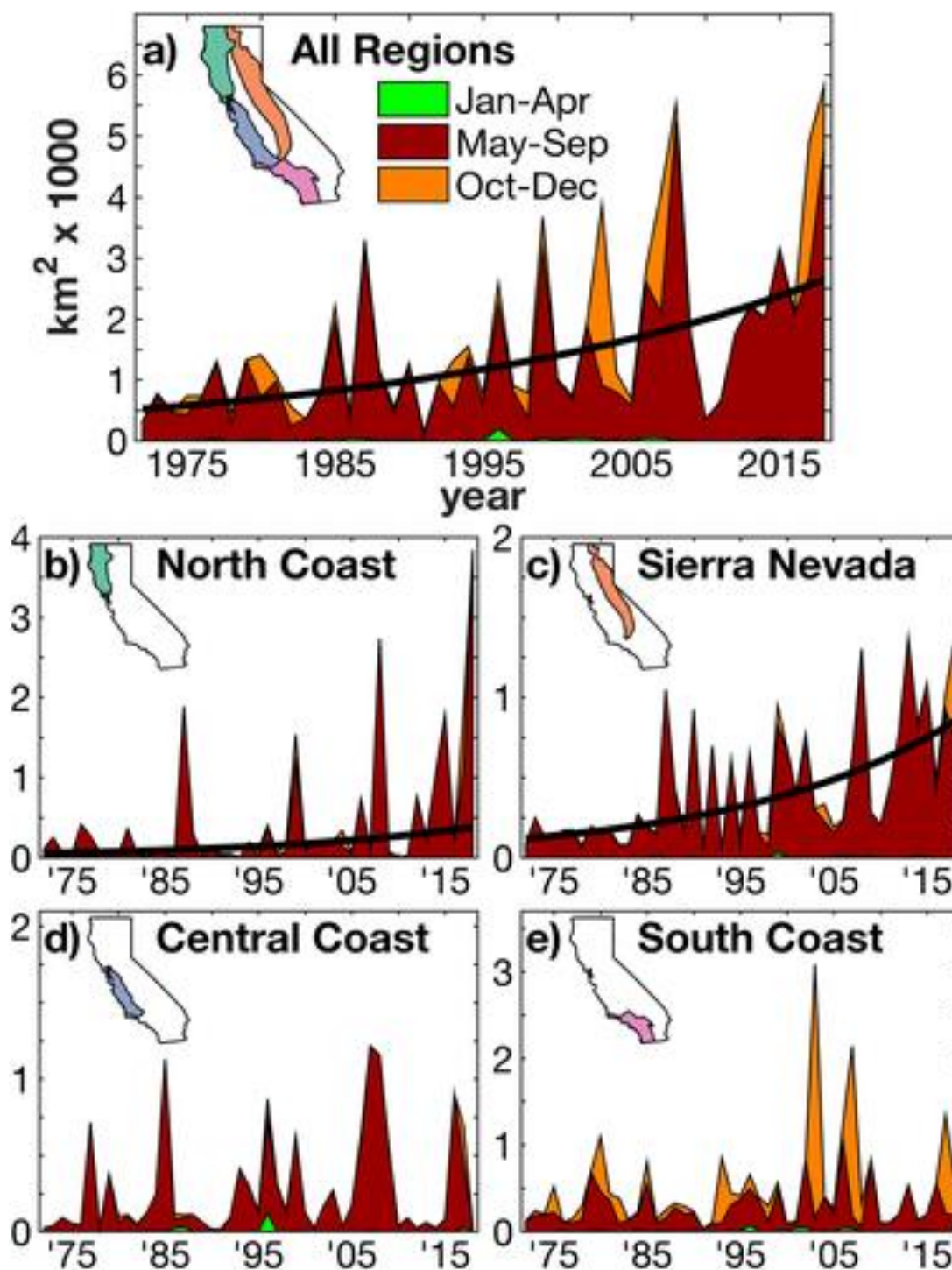
GLOSSARY

<u>TERM</u>	<u>DEFINITION</u>
CalWARN	California Water/Wastewater Agency Response Network
FCC	Federal Communications Commission
FWW	Fire Weather Watch
GETS	Government Emergency Telecommunications System
NWS	National Weather Service
OES	(Ventura County) Office of Emergency Services
PSPS	Public Safety Power Shutoff
RFW	Red Flag Warning
SCADA	Supervisory Control And Data Acquisition
US EPA	United States Environmental Protection Agency
WFO	Weather Forecast Office
WPS	Wireless Priority Service
WUI	Wildland Urban Interface

ATTACHMENTS

- Att-01.** Seasonal and annual burned areas in California for 1972–2018
- Att-02.** Red Flag Criteria (Los Angeles/Oxnard)
- Att-03.** Ventura County Major Fire Perimeters, last 20 years
- Att-04.** Wildfires History Map
- Att-05.** Ventura County Fire Hazard Severity Zones
- Att-06.** FWWs and RFWs in Ventura County, last 10 years

Attachment-01



Seasonal and annual burned areas in California for 1972–2018

Source: Ref-01

Attachment-02

Los Angeles/Oxnard National Weather Service Criteria

Red Flag Criteria

Weather Forecast Office (WFO)

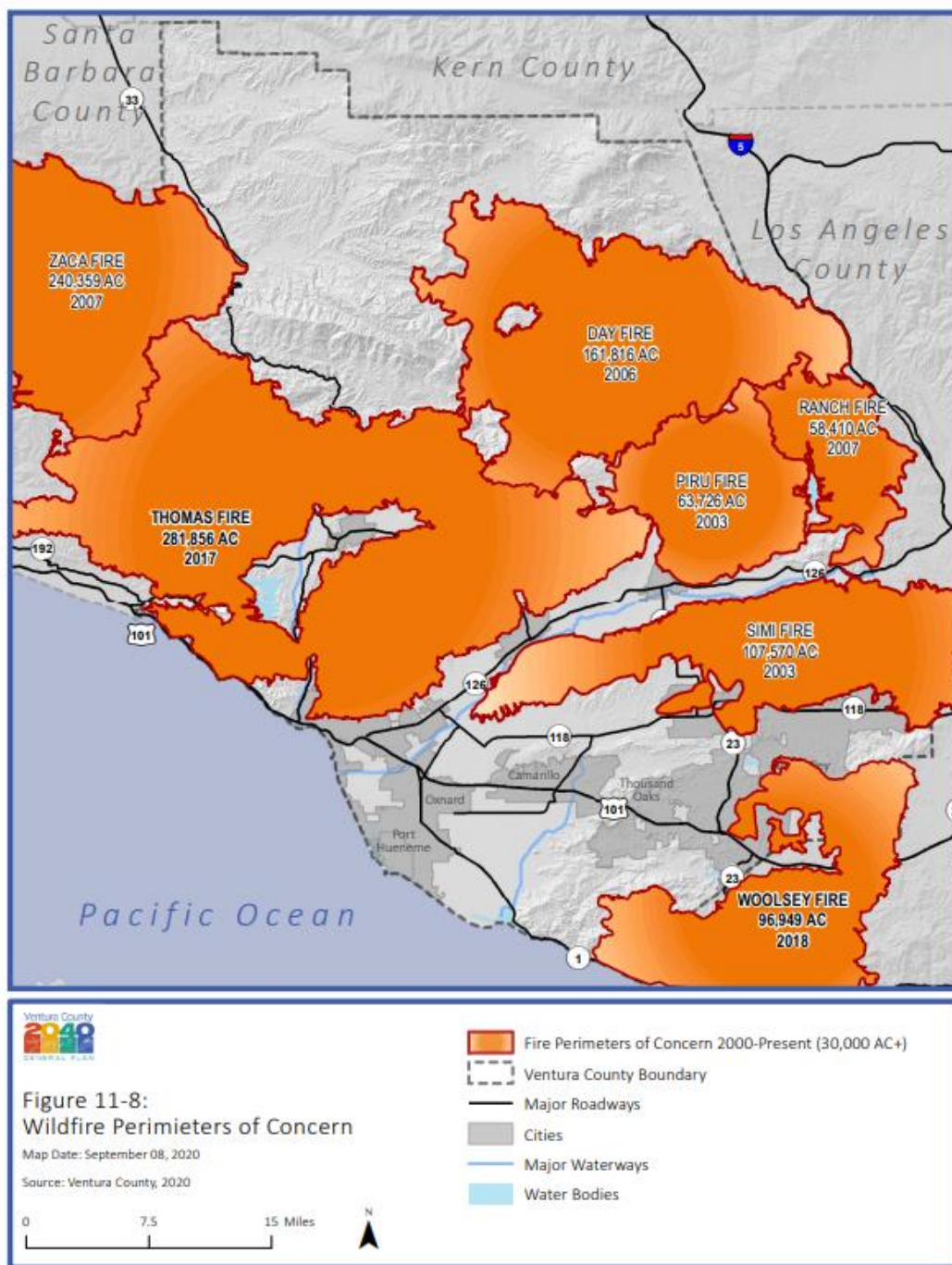
Los Angeles/Oxnard

Red Flag Criteria requires dry fuels and any one of the following:

1. Relative Humidity 13 percent or less with either sustained winds 25 mph or greater or frequent gusts 35 mph or greater (duration of 6 hours or more)
2. Relative Humidity 10 percent or less with either sustained winds 15 mph or greater or frequent gusts 25 mph or greater (duration of 6 hours or more)
3. Widespread and/or significant Dry Lighting
4. Other (forecaster discretion) unusual but significant metrological and/or fuel conditions in coordination with Geographic Area Coordination Centers (GACC) or local agency

Source: Ref-04

Attachment-03



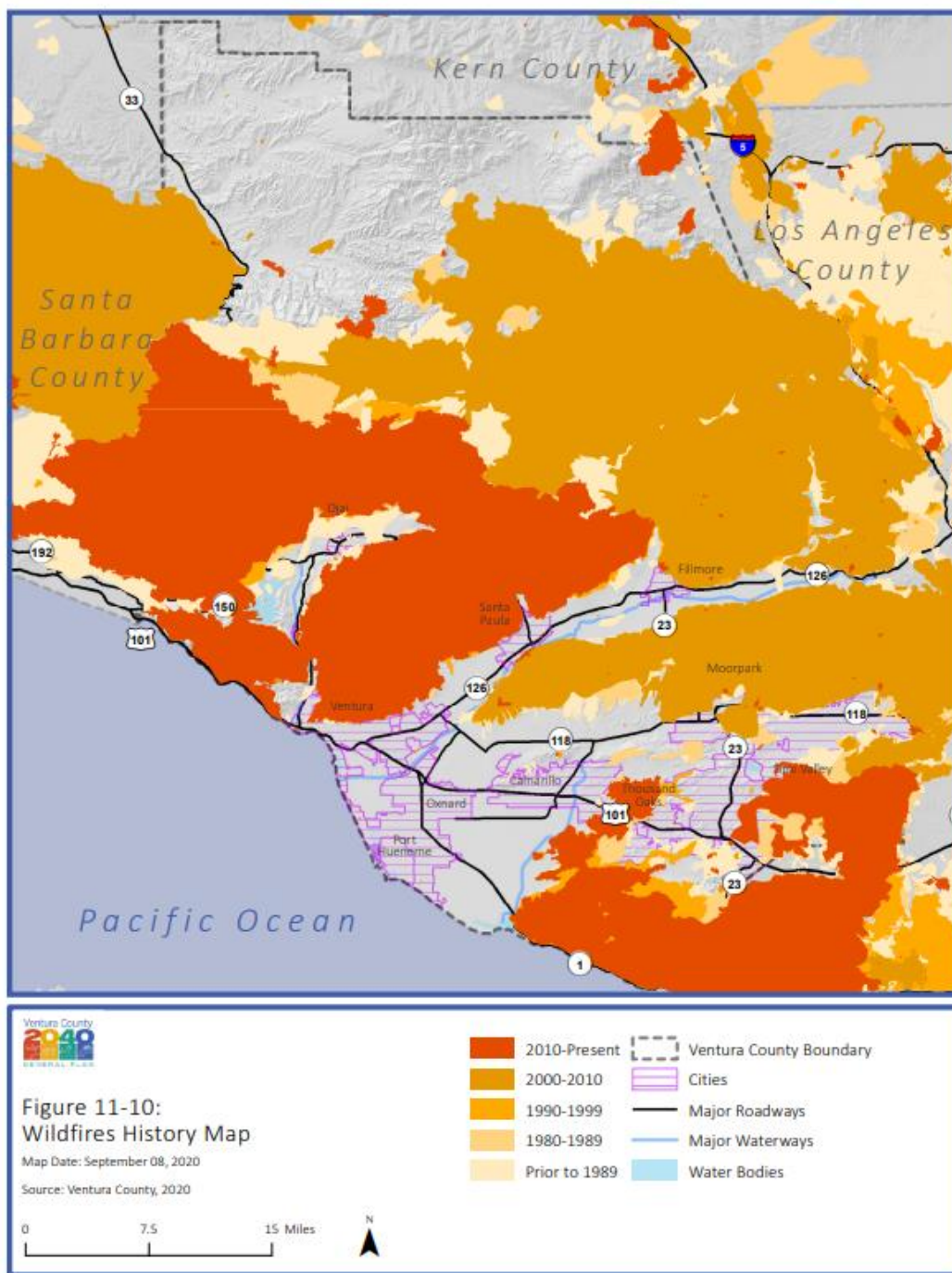
September 2020

Section 11.2: Flood Hazards

11-37

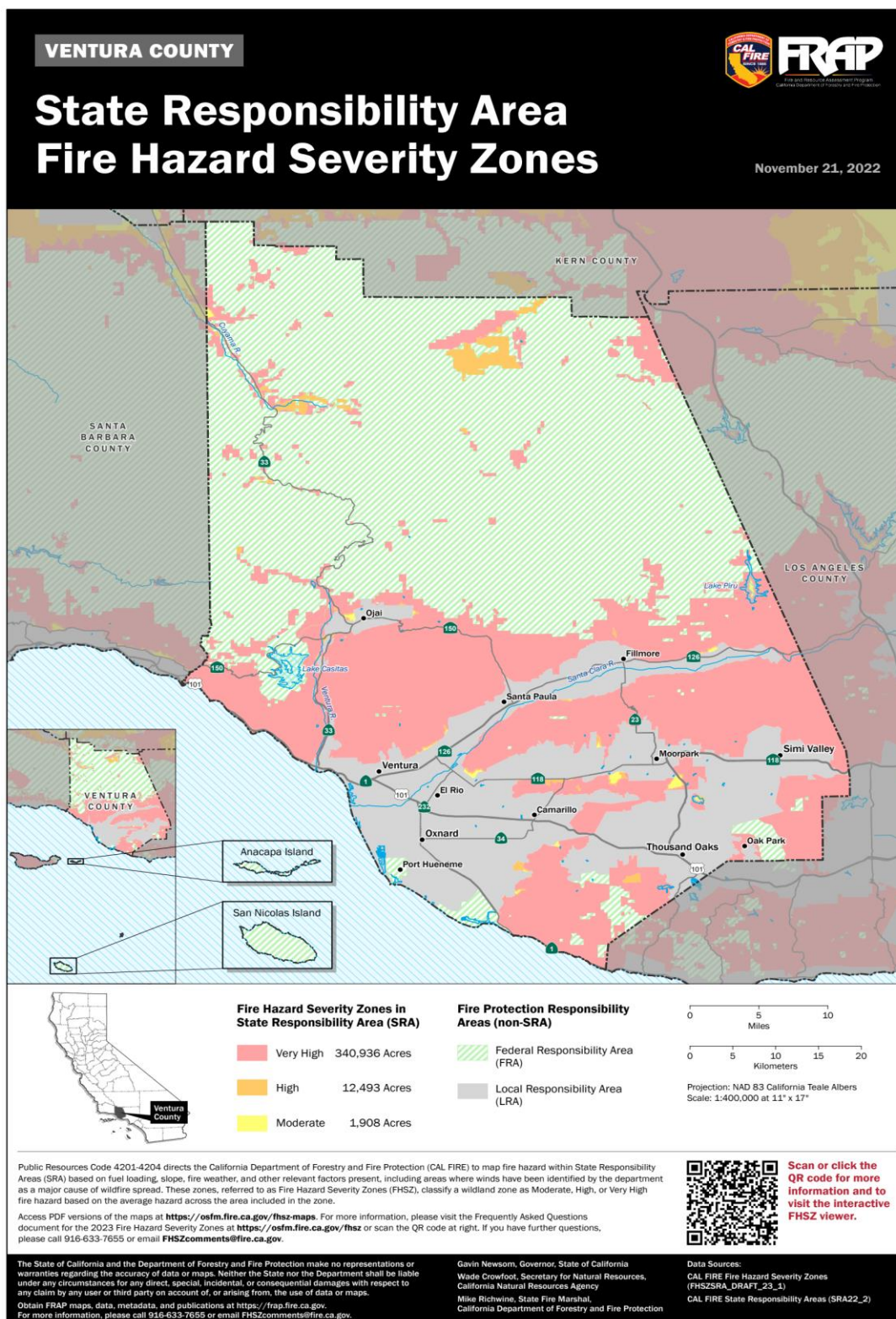
Source: Ref-05

Attachment-04



Source: Ref-06

Attachment-05



Source: Ref-09

Attachment-06

Agency	Location of agency	# of Fire Weather Watch Alerts	10 Year Avg Fire Weather Watch Alerts	Total number of Fire Weather Watch days	Avg # of Days per Fire Weather Watch Alert	Number of Red Flag Warnings	10 Year Average Red Flag Warnings	Total number of Red Flag Warning days	Avg # of Days per Red Flag Warning Alert	Longitude	latitude
Camarillo Water	Camarillo	45	4.50	47.05	1.05	49	4.90	84.26	1.72	34.2164	-119.0376
Ventura County WWD #19	Somis	45	4.50	47.05	1.05	49	4.90	84.26	1.72	34.2584	-118.9956
Meiners Oaks WD	Meiners Oaks	54	5.40	53.07	0.98	56	5.60	109.46	1.95	34.4480	-119.2429
Upper Ventura WD	Ojai	54	5.40	53.07	0.98	56	5.60	109.46	1.95	34.4291	-119.2974
Ventura County WWD# 17	Bell Canyon	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2081	-118.6875
Camrosa WD	Santa Rosa Valley	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2456	-118.9011
Fillmore Water	Fillmore	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.3992	-118.9182
Ventura County WWD # 38	Lake Sherwood	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.1261	-118.8880
Ventura County WWD#1	Moorpark	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2856	-118.8820
Triunfo WD	Oak Park	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.1751	-118.7580
Santa Paula Water	Santa Paula	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.3542	-119.0593
Simi Valley WWD #8	Simi Valley	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2694	-118.7815
Thousand Oaks Water	Thousand Oaks	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.1811	-118.9110
Ventura Water	Ventura	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2914	-119.2259
Trunfio WD	Westlake Village	59	5.9	58.32	0.99	59	5.9	107.07	1.81	34.1438	-118.7996
Average		55	5.51	54.59	0.99	57	5.73	108.13	1.88		
Average Total Days					5.47				10.79	16.26	

Compiled by the Grand Jury from the National Weather Service data base (Ref-10)

Meiners Oaks Water District

New Meters and Expansions of Service Policy

Adopted 12/20/2022

A. Introduction

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

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

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

As a recent spate of Will-Serve Letter requests has demonstrated, it is difficult to envision every possible project configuration. Therefore, this Policy must be considered a “living document,” subject to future revisions by the Board. It provides only a guide to MOWD’s Board, who retain the authority to revise and adjust the Policy and its implementation.

B. Background

- Though the development of this policy was motivated by the current drought (2013-22), it is intended for the policy to remain in effect after the drought ends.
- Due to the State-wide housing shortage, State and local legislators have passed laws to ease the construction of new housing and ADUs. Portions of those laws apply to MOWD.

New Meters and Expansions of Services Policy

- MOWD depends on Casitas Municipal Water District (Casitas MWD) for backup and emergency water supply. Therefore, any water connection to MOWD is also a connection to Casitas MWD's water supply, and appropriate connection and/or allocation fees must be paid to Casitas MWD. This policy allows prospective and current customers to acquire additional allocation by funding the acquisition of additional allocation from Casitas MWD for transfer to MOWD, under limited conditions.
- MOWD has a limited water allocation from Casitas MWD and has no surplus groundwater supply or excess allocation available to support increased demands.
- The current drought (2013-22) has called into question the safe yield of local groundwater and Lake Casitas. This issue is under review and may affect the reliability of MOWD's future water supply. Information developed by the Upper Ventura River Groundwater Agency will guide this process.

Water Supply Limitations on Will-Serve Letters and New Meters

In October 2013, for the first time ever, MOWD's wells nearly dried up and we had to rely on Casitas MWD for 100% of our water supply. Such emergency use of water from Lake Casitas has occurred several times since then, as the current drought persists. This exercise has confirmed that MOWD's existing wells, by themselves, cannot provide a guaranteed supply of water for its customers during severe droughts.

Meanwhile, the current drought has called into question the safe yield of Lake Casitas – the amount that can be withdrawn each year without the lake going dry. Normally, the projected yield of water resources is based on the worst historical drought of record. Unfortunately, we are now experiencing the worst historical drought, and until it ends we cannot be sure of the future safe yield of the lake.

Furthermore, Casitas MWD has been adjusting the estimate of their safe yield. Their *Comprehensive Water Resources Plan* [Draft Casitas Municipal Water District *Comprehensive Water Resources Plan* (CWRP), by Stantec, Draft, June 8, 2020] analyzes the statistical probability of Lake Casitas going dry. The report includes an Appendix E, *Draft Analysis of the Risk of Lake Casitas Being Drawn Down to the Minimum Pool Level*, Technical Memorandum. Appendix E estimates a 6% chance of Lake Casitas falling below minimum pool, if the water demand reductions of Casitas MWD's *Water Efficiency and Allocation Program* are attained. Thus, water from Lake Casitas cannot be 100% guaranteed as a backup supply for MOWD.

In consideration of the uncertain reliability of its two major water sources – its wells and Lake Casitas – the Board of MOWD has adopted the following policy to regulate the issuance of Will-Serve Letters and new meters:

New Meters and Expansions of Services Policy

For any project proposed by an existing customer, two outcomes are possible:

1) Existing Allocation is Adequate

Each MOWD water meter has an assigned baseline water allocation for the property served by the meter. Customers may change their types of water use so long as the total water use does not exceed the original allocation amount reduced by drought stage. For example, a customer may supply water to an ADU by removing irrigated landscaping or part of an orchard.

If a customer wishes to build a new structure that requires a Will-Serve Letter from MOWD, then the procedures outlined elsewhere in this Policy must be followed. If MOWD determines that the existing baseline allocation is adequate to serve the proposed new structures, along with existing water demands on the property, then a conditional Will-Serve Letter may be issued after Board approval, and a new meter may be installed after all conditions are met.

2) Existing Allocation is not Adequate

If, during review of the project, MOWD staff determine that the existing allocation for a meter is not sufficient to support a new dwelling or water use, or if the project Applicant is not an existing customer, then the project Applicant would be required to fund the acquisition of additional allocation from Casitas MWD, for transfer to MOWD. However, in recognition of drought-related water shortages, such allocation acquisitions and transfers from Casitas MWD will not be allowed under either of the following conditions:

During declared Drought Stages 2 through 5, when the level of Lake Casitas falls below 50% of capacity on April 1, or is projected to fall below 50% during the following fiscal year (July 1 through June 30) under average hydrologic conditions.

If and when MOWD has had to rely on Casitas MWD for 100% of its water supply at any time during the previous 12 months.

These limitations on new dwellings, meters and expansion of service are referred to in this Policy as “Water Supply Limitations.”

When Lake Casitas is ~~between over~~ 50%-70% of capacity and MOWD’s wells have been able to supply its demand for the preceding 12 months, Project Applicants will be allowed to fund the acquisition of additional allocation from Casitas and proceed with their projects as outlined in this policy, subject to final Board approval.

New Meters and Expansions of Services Policy

When Lake Casitas is between 70%-80% of capacity, Project Applicants may be allowed to fund the acquisition of additional allocation from Casitas and proceed with their projects as outlined in this policy. In this stage, MOWD will not issue more than 1-acre foot of water per year, and applicant may not purchase more than 20% of an acre-foot of water per account, subject to final Board approval.

Although the project Applicant must fund the additional allocation transferred to MOWD, it is important to recognize that MOWD retains its right to manage the allocation for the benefit of all of its customers.

May be subject to change under Emergency Conditions, as determined by the Board of Directors.

C. General Conditions and Requirements

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

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

D. Application Process

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



Last year, as in years past, your tap water meets all EPA and State drinking water health standards. Meiners Oaks Water District has delivered safe drinking water that did not violate any maximum contaminant levels. This annual report details where your water comes from, what it contains, and how it compares to the State standards.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as those with cancer undergoing chemotherapy, who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800- 426-4791).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the land's surface or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material. Water can also pick up substances resulting from the presence of animals or human activity. Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria that, may come from sewage treatment plants, septic systems, agricultural, livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, may come from a variety of sources, such as agriculture, urban stormwater runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic

chemicals, are byproducts of industrial processes and petroleum production and can also come from gas stations, urban stormwater runoff, and septic systems.

- Radioactive contaminants can be naturally-occurring or be the result of oil and gas production and mining activities.
- Disposing of unused, unwanted, and expired medications once it was common practice to flush these medications (also known as pharmaceuticals) down the toilet. Your doctor or pharmacist may have directed you to do this. We now know that these substances are bad for our environment - the ground, water, and the air around us. Please return all unused medications to your pharmacist.
- Department of Health and EPA regulations also establish limits for contaminants in bottled water that must provide the same protection for public health.

For more information, please look to (www.nodrugsdownthedrain.org)

To ensure that tap water is safe to drink, the USEPA and the California Department of Public Health (CDPH) prescribe regulations that limit the number of certain contaminants in water provided by public water systems. Department regulations also establish limits for contaminants in bottled water that must provide the same protection for public health.

Sources of Your Water

Your water comes from four District wells drilled 100 to 300 feet into underground aquifers. Two groundwater wells are located at Lomita and Rice, and two wells are three miles north of Meiners Oaks. When needed, we also have two 4" connections to receive surface water from Lake Casitas. Customers may receive Lake Casitas surface water if our wells need repair or cannot meet system demand. A blend of surface and groundwater is delivered on those occasions.

Water purchased from Casitas is treated using chloramines, which utilize chlorine mixed with a small amount of ammonia. People on dialysis should ensure that they are using the proper filtration. If you have a fish pond or aquarium, the added ammonia will kill your fish if not properly treated by removing the ammonia content.

Water Conservation

Meiners Oaks Water District adopted the Stage 1 conditions effective June 1, 2023. Stage 3 conditions were in effect during 2022. Meiners Oaks Water District encourages customers to stay diligent with their conservation practices. Lake Casitas currently measures at 74% of its capacity.

Conserving water will help reduce the strain on our wells and lower the amount of water needed from Lake Casitas. It is a precious natural resource that we cannot afford to waste. So please remember to use positive shut-off valves when washing your car or watering your plants or garden. Use low-flow shower heads and faucets. Low-

flow toilets are also a big water saver. If you cannot afford low-flow fixtures or any of the many other water-saving devices available to you, as a customer of Meiners Oaks Water District, you are eligible for rebates through Casitas Municipal Water District. Another way to save water is by using smart controllers for irrigation valves. They are available through the Casitas Municipal Water District rebate program and most irrigation supply houses. Let Casitas Municipal Water District know that you are one of our customers and present them with a current water bill from our District, and they will take it from there. Please contact Casitas MWD at (805) 649-2251 for more information.

Meiners Oaks Water District continues to work on the following projects to expand/support our water portfolio and lessen the amount of water we would have to supplement from Lake Casitas:

- Nitrate removal and blending at our Well 8
- Well Feasibility Study – for new source groundwater well
- Potential Chloramination Station for Wells 4 & 7

For more information about saving water and doing your part go to www.bewaterwise.com or www.meinersoakswater.org or www.casitaswater.org

2022 Consumer Confidence Report

WaterSystem Name: MEINERS OAKS WATER DISTRICT

Report Date: May 2023

We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 - December 31, 2022.

Este informe contiene información muy importante sobre su agua potable. Tradúzcalo ó hable con alguien que lo entienda bien.

Type of water source(s) in use: According to SWRCB records, the Sources Well 01 and Well 02 are Groundwater under the influence of Surface Water. This Assessment was done using the Default Groundwater System Method. According to SWRCB records, the Sources Well 04A, and Well 07 are Groundwater. This Assessment was done using the Default Groundwater System Method. Casitas MWD is treated Surface Water.

Your water comes from 5 source(s): WELL 01, WELL 02, WELL 04A, WELL 07 AND CASITAS MWD

Opportunities for public participation in decisions that affect drinking water quality: Regularly scheduled water board meetings are held at 202 W. El Roblar every 3rd Tuesday of each month at 6:00 pm. Virtual meetings options are available.

For more information about this report, or any questions relating to your drinking water, please call (805) 646-2114 and ask for Justin Martinez or email justin@meinersoakswater.com.

TERMS USED IN THIS REPORT

Maximum Contaminant Level (MCL): The highest level of contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (USEPA).

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for the contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS): MCLs for the contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Level 1 Assessment: A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

Level 2 Assessment: A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an E. coli MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

ND: not detectable at testing limit

mg/L: milligrams per liter or parts per million (ppm)

ug/L: micrograms per liter or parts per billion (ppb)

pCi/L: picocuries per liter (a measure of radiation)

NTU: Nephelometric Turbidity Units

umhos/cm: micro mhos per centimeter

The sources of drinking water: (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- *Microbial contaminants*, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- *Inorganic contaminants*, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- *Pesticides and herbicides*, that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- *Organic chemical contaminants*, including synthetic and volatile organic chemicals, that are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.
- *Radioactive contaminants*, that can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the USEPA and the State Water Resource Control Board (State Water Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. State Water Board regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Tables 1, 2, 3, 4, 5, 6, 7 and 8 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Water Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old.

Any violation of MCL, AL or MRDL is highlighted. Additional information regarding the violation is provided later in this report.

Table 1 - SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA					
Microbiological Contaminants (Ecomplete if bacteria detected)	Highest No. of Detections	No. of Months in Violation	MCL	MCLG	Typical Sources of Contaminant
Total Coliform Bacteria	(2022)	0		0	Naturally present in the environment.
Fecal coliform and E. coli	(2022)	0	Revised Total Coliform Rule: E.Coli MCL		Human and animal fecal waste.

Table 2 - SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER							
Lead and Copper (complete if lead or copper detected in last sample set)	Sample Date	No. of Samples	90th percentile level detected	No. Sites Exceeding AL	AL	PHG	Typical Sources of Contaminant
Copper (mg/L)	(2020)	20	0.95	1	1.3	.3	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

Table 3 - SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Sources of Contaminant
Sodium (mg/L)	(2020 - 2022)	58	55 - 61	none	none	Salt present in the water and is generally naturally occurring
Hardness (mg/L)	(2020 - 2022)	506	474 - 554	none	none	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

Table 4 - DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Sources of Contaminant
Arsenic (ug/L)	(2020 - 2022)	ND	ND - 2	10	0.004	Erosion of natural deposits; runoff from orchards, glass and electronics production wastes
Chromium (ug/L)	(2020 - 2022)	ND	ND - 14	50.0	n/a	Discharge from steel and pulp mills and chrome plating; erosion of natural deposits
Fluoride (mg/L)	(2020 - 2022)	0.5	0.4 - 0.6	2	1	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories.
Nitrate as N (mg/L)	(2022)	4.8	0.6 - 6.6	10	10	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Nitrate + Nitrite as N (mg/L)	(2020 - 2022)	3	ND - 5.7	10	10	Runoff and leaching from fertilizer use; leaching from septic tanks and sewage; erosion of natural deposits
Selenium (ug/L)	(2020 - 2022)	6	ND - 10	50	30	Discharge from petroleum, glass, and metal refineries; erosion of natural deposits; discharge from mines and chemical manufacturers; runoff from livestock lots(feed additive)
Gross Alpha (pCi/L)	(2022)	2.87	n/a	15	(0)	Erosion of natural deposits.

Table 5 - DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Sources of Contaminant
Chloride (mg/L)	(2020 - 2022)	40	24 - 57	500	n/a	Runoff/leaching from natural deposits; seawater influence
Iron (ug/L)	(2020 - 2022)	ND	ND - 120	300	n/a	Leaching from natural deposits; Industrial wastes
Specific Conductance (umhos/cm)	(2020 - 2022)	1170	1120 - 1210	1600	n/a	Substances that form ions when in water; seawater influence
Sulfate (mg/L)	(2020 - 2022)	291	220 - 373	500	n/a	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (mg/L)	(2020 - 2022)	790	740 - 850	1000	n/a	Runoff/leaching from natural deposits
Turbidity (NTU)	(2020 - 2022)	0.1	ND - 0.2	5	n/a	Soil runoff

Table 6 - DETECTION OF UNREGULATED CONTAMINANTS					
Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	Notification Level	Typical Sources of Contaminant
Boron (mg/L)	(2020 - 2022)	0.7	0.6 - 0.7	1	Boron exposures resulted in decreased fetal weight (developmental effects) in newborn rats.
Vanadium (ug/L)	(2020 - 2022)	ND	ND - 4	50	Vanadium exposures resulted in developmental and reproductive effects in rats.

Table 7 - ADDITIONAL DETECTIONS					
Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	Notification Level	Typical Sources of Contaminant
Calcium (mg/L)	(2020 - 2022)	139	129 - 151	n/a	n/a
Magnesium (mg/L)	(2020 - 2022)	39	36 - 43	n/a	n/a
pH (units)	(2020 - 2022)	7.42	7.1 - 8.09	n/a	n/a
Alkalinity (mg/L)	(2020 - 2022)	222	160 - 260	n/a	n/a
Aggressiveness Index	(2020 - 2022)	12.2	11.9 - 13.0	n/a	n/a
Langelier Index	(2020 - 2022)	0.36	0.04 - 1.2	n/a	n/a

Table 8 - DETECTION OF DISINFECTANT/DISINFECTANT BYPRODUCT RULE							
Chemical or Constituent (and reporting units)	Sample Date	Average Level Detected	Range of Detections	MCL (MRDL)	PHG (MCLG)	Violation	Typical Sources of Contaminant
Total Trihalomethanes (TTHMs) (ug/L)	(2022)	25	2 - 53.0	80	n/a	No	By-product of drinking water disinfection
Chlorine (mg/L)	(2022)	1.27	0.2-4.0	4.0	4.0	No	Drinking water disinfectant added for treatment.
Haloacetic Acids (five) (ug/L)	(2022)	15.25	1 - 45	60	n/a	No	By-product of drinking water disinfection

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers.

USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

Lead Specific Language for Community Water Systems: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with the service lines and home plumbing. *Meiners Oaks Water District* is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>.

Summary Information for Violation of a MCL, MRDL, AL, TT, or Monitoring and Reporting Requirement

VIOLATION OF A MCL,MRDL,AL,TT, OR MONITORING AND REPORTING REQUIREMENT				
Violation	Explanation	Duration	Actions Taken To Correct the Violation	Health Effects Language
Not Applicable				

DRAFT

2022 Consumer Confidence Report

Drinking Water Assessment Information

Assessment Information

A source water assessment was conducted for the WELL 01, WELL 02, WELL 04, WELL 07 and CMWD of the MEINERS OAKS WD water system in March, 2001.

WELL 01 - is considered most vulnerable to the following activities not associated with any detected contaminants:

- Agricultural Drainage
- Septic systems - low density [$<1/\text{acre}$]

WELL 02 - is considered most vulnerable to the following activities not associated with any detected contaminants:

- Agricultural Drainage

WELL 04A- is considered most vulnerable to the following activities not associated with any detected contaminants:

- Agricultural Drainage

WELL 07 - is considered most vulnerable to the following activities not associated with any detected contaminants:

- Agricultural Drainage Sewer collection systems Wells -
- Agricultural/ Irrigation

CMWD - is considered a backup water source. Please see attached CMWD 2022 Consumer Confidence Report.

Acquiring Information

A copy of the complete assessment may be viewed at:

SWRCB Division of Drinking Water

1180 Eugenia Place

Suite 200

Carpinteria, CA 93013

You may request a summary of the assessment be sent to you by contacting:

Jeff Densmore

District Engineer

805 566 1326

CASITAS MUNICIPAL WATER DISTRICT, PWS CA5610024 Water Quality Summary, 2022 Data									
WATER CLARITY	MCL or [MRDL]	PHG, (MCLG)	LAKE CASITAS TREATED				SAMPLE SOURCE & YEAR TESTED		SOURCE OF CONSTITUENT
	Treatment Technique (TT)		FILTER EFFLUENT		RANGE		Filter Effluent		
Filter Effluent Turbidity ^a (NTU)	TT < 1	NA	Highest Value = 0.07		0.01 - 0.07		2022		Soil run-off
	95 % < 0.2	NA	100% of turbidity measurements were < 0.2 NTU				2022		
			100% = lowest monthly % of samples meeting turbidity limits				2022		
MICROBIOLOGICAL	MCL or (TT)	(MCLG)	DISTRIBUTION SYSTEM				Distribution System		
			HIGHEST # POSITIVE SAMPLES		NUMBER OF MONTHS IN VIOLATION				
Total Coliform Bacteria ^b	(More than 1 positive per month) ^b	(0)	1 / Month		0		2022		Naturally present in the environment
E. Coli ^c	Revised Total Coliform Rule: E. coli MCL ^c	(0)	0 / Year		0		2022		Human and Animal Fecal Waste
INORGANIC CHEMICALS	MCL	PHG	Lake Casitas Treated		Mira Monte Well Treated ^d		Lake Casitas Treated	Mira Monte Well Treated	
			AVERAGE	RANGE	AVERAGE	RANGE			
Barium (ppm)	1	2	0.11	NA	0.11	NA	2022	2022	Discharges of oil drilling wastes and from metal refineries; erosion of natural deposits
Fluoride (ppm)	2	1	0.4	NA	0.4	NA	2022	2022	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories
Nitrate as N (ppm)	10	10	ND	NA	0.7 ^d	0.5 - 0.8 ^d	2022	2022	Runoff and leaching from fertilizer use; leaching from tanks and sewage; erosion from natural deposits
DISINFECTANT RESIDUALS AND DISINFECTION BY-PRODUCTS	Running Annual Average (RAA) MCL or [MRDL]	PHG or [MRDLG]	DISTRIBUTION SYSTEM				Distribution System		
			HIGHEST [RAA]/LOCATIONAL RAA		INDIVIDUAL SAMPLE RANGE				
Chloramines as Cl ₂ (ppm)	[4.0]	[4.0]	[2.7] ^g		0.2 - 3.9		2022		Drinking water disinfectant added for treatment
Trihalomethanes (ppb)	80	NA	52 ^g		38 - 68		2022		By-product of drinking water disinfection
Haloacetic acids (ppb)	60	NA	38 ^g		9 - 45		2022		By-product of drinking water disinfection
LEAD AND COPPER	Regulatory Action Level (RAL)	PHG	Number of Samples Collected	Homes above RAL	Level Detected at 90th percentile		Individual Taps ^e		
Lead (ppb) ^f	15	0.2	30	0	ND		2020		Internal corrosion of household plumbing systems; discharges from industrial manufacturers; erosion of natural products
Copper (ppm) ^f	1.3	0.3	30	0	1.0		2020		Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives
Lead school (ppb)	15	0.2	Number of schools requesting lead sampling = 4; Sample locations = 19; Locations above RAL = 0				2017		Internal corrosion of end-user plumbing systems; discharges from industrial manufacturers; erosion of natural products
SECONDARY AESTHETIC STANDARDS									
CONSTITUENTS	STATE MCL	PHG	Lake Casitas Treated		Mira Monte Well Treated ^d		Year Tested		SOURCE OF CONSTITUENT
			AVERAGE	RANGE	AVERAGE	RANGE	Lake Treated	MMW Treated	
Apparent Color (color units)	15	NA	ND	NA	5	NA	2022	2022	Naturally-occurring organic materials
Total Dissolved Solids (ppm)	1000	NA	470	NA	450	NA	2022	2022	Run-off / leaching from natural deposits
Specific Conductance (µS/cm)	1600	NA	706	NA	725	NA	2022	2022	Substances that form ions in water; seawater influence
Chloride (ppm)	500	NA	23	NA	26	NA	2022	2022	Run-off/leaching from natural deposits; seawater influence
Sulfate (ppm)	500	NA	199	NA	189	NA	2022	2022	Run-off /leaching from natural deposits; industrial wastes
ADDITIONAL CONSTITUENTS									
ADDITIONAL CONSTITUENTS	SECONDARY MCL	PHG (NL)	Lake Casitas Treated		Mira Monte Well Treated ^d		Year Tested		SOURCE OF CONSTITUENT
			AVERAGE	RANGE	AVERAGE	RANGE	Lake Treated	MMW Treated	
Alkalinity - Total as CaCO ₃ (ppm)	NA	NA	140	NA	150	NA	2022	2022	A measure of the capacity to neutralize acid
Boron (ppb)	NA	(1000)	200	NA	200	NA	2022	2022	A naturally-occurring element
Calcium (ppm)	NA	NA	69	NA	68	NA	2022	2022	A naturally-occurring element
Corrosivity (Langlier Index) ^f	Noncorrosive (US EPA)	NA	0.10	NA	0.05	NA	2022	2022	Indicator of corrosivity. Water with a positive Langlier Index can be considered as non-corrosive
Hardness - Total as CaCO ₃ (ppm)	NA	NA	291 (17.0 gpg)	NA	285 (16.6 gpg)	NA	2022	2022	"Hardness" is the sum of polyvalent cations present in the water, generally magnesium and calcium. The cations are usually naturally occurring
Magnesium (ppm)	NA	NA	29	NA	28	NA	2022	2022	A naturally-occurring element
pH (pH standard units)	6.5-8.5 (US EPA)	NA	7.6	NA	7.5	NA	2022	2022	A measure of acidity or alkalinity
Potassium (ppm)	NA	NA	4	NA	4	NA	2022	2022	A naturally-occurring element
Sodium (ppm)	NA	NA	35	NA	34	NA	2022	2022	"Sodium" refers to the salt present in the water and is generally naturally occurring.
Vanadium (ppb)	NA	(50)	3	NA	3	NA	2022	2022	A naturally-occurring element
Abbreviations and Definitions:									
Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste and appearance of drinking water.						MMW - Mira Monte Well			
Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (US EPA).						NA - Not Applicable or Available			
Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that the addition of a disinfectant is necessary for control of microbial contaminants.						ND - None Detected at or above the limits of detection for reporting purposes			
Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.						NL - Notification Level			
Running Annual Average (RAA): Some MCL's are determined based on the running annual average which is calculated by averaging all sample results within the previous four quarters. Locational running annual average includes results averaged over the previous four quarters for a specific sample site.						NS - No Sample			
Notification Level (NL): Health based advisory levels established by the State Board for chemicals in drinking water that lack MCLs.						NTU - Nephelometric Turbidity Units (a measure of turbidity)			
Primary Drinking Water Standards (PDWS): MCLs, MRDLs and treatment techniques (TT) for contaminants that affect health, along with their monitoring and reporting requirements.						ppm - Parts per million, or milligrams per liter (mg/L)			
Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.						ppb - Parts per billion, or micrograms per liter (µg/L)			
Regulatory Action Level (RAL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.						RAA: Running Annual Average			
Secondary Drinking Water Standards (SDWS): MCLs for contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.						µS/cm - Micro Siemens per Centimeter (a measure of specific conductance)			
Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.						gpg - Grains per gallon, an alternative unit used to measure hardness			
US EPA - United States Environmental Protection Agency									
Water Quality Table Footnotes:									
a) Turbidity is a measure of the cloudiness of water and is a good measure of water quality and filtration performance; 100 % of the samples tested for turbidity were below the required TT level of 0.2 NTU and 100% is the lowest monthly percentage of samples meeting the turbidity limits.									
b) For systems collecting fewer than 40 samples per month: Two or more total-coliform positive monthly samples is a treatment technique trigger. During 2022 Casitas collected 159 routine and repeat distribution system samples for total coliform bacteria testing under the Revised Total Coliform Rule. Total coliform bacteria was detected in one routine sample, all repeat samples were absent for total coliform.									
c) Based on the Revised Total Coliform Rule, an E-Coli MCL violation occurs when 1) a routine and associated repeat sample(s) are total coliform-positive and either is E. coli -positive, 2) the system fails to take repeat samples following an E. coli -positive routine sample, or 3) the system fails to analyze a total coliform-positive repeat sample for E. coli . Casitas did not have any E. coli MCL violations during 2022.									
d) Mira Monte Well water receives blending treatment with lake Casitas Treated water and when operated, blended water is sampled weekly for nitrates with the resulting nitrate level averaging 0.7 ppm as nitrogen in 2022. All other sample results are from samples collected of the blended water.									
e) The State monitoring requirements for some contaminants is less than once per year because the concentrations of these contaminants do not change frequently. These data are from the most recent sampling, and although representative, are more than one year old.									
f) Casitas has implemented a corrosion control plan by adding a small amount of phosphate to the water to lower corrosivity and reduce copper levels.									
g) Highest running annual average and locational running annual averages are used to calculate the MCL / MRDL and include sample results from a previous reporting period, whereas range only includes individual sample results from 2022.									

Page 99 of 106



District Summary/Update

- **Casitas Lake Level:** 74% +59.7' January 1st – 6/15/23
- **Wells:** MOWD is 100% on our own wells, Wells 4A & 7 as of 6/2/2023
 Well #4A 385 gpm
 Well #7 335 gpm
- **Rain Fall Totals (Season):** Casitas Dam --. --"
 Matilija Dam 64.25"
 M.O. Fire Station 42.33"
 Stewart Canyon --. --"
 Nordhoff Ridge 72.68"
- **GIS Mapping:** GIS mapping of the District has been completed. Staff is currently attaching info to each asset
 -LCRR data entry (in progress)
- **Valve Replacement:** "Valve Replacement Project 2023" (Complete)
- **Treatment Plant Project:** MKN & Associates are working towards the final design, along with a cost proposal to assist the District through the grant process.
- **Well Siting Study:** Curtis Hopkins (In-Review)
- **Well #4A Redevelopment:** Curtis Hopkins (Assessment in Progress)
- **Sampling Violation:** Level 1 Assessment (Complete)
- **Tri-Annual Lead & Copper Monitoring:** Assessment of 20 residences (In-Progress)

<u>Type of Work</u>	<u>Cause</u>	<u>Date</u>	<u>Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Valve Replacement Project		6/5-6/15		R. Meier Construction	\$55,259.65

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'	18.4	19.5'							
RUNNING (ft)	OFF	21.9'	OFF	OFF	OFF							
DRAW DOWN (ft)	OFF	2.6'	OFF	OFF	OFF							
Gallons Per Minute (GPM)	OFF	299	OFF	OFF	OFF							
Specific Capacity (gal/ft DD)	OFF	115	OFF	OFF	OFF							
WELL #2	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	16.36'	20'	16.86'	19.3	20'							
RUNNING (ft)	OFF	25'	OFF	OFF	OFF							
DRAW DOWN (ft)	OFF	5'	OFF	OFF	OFF							
Gallons Per Minute (GPM)	OFF	220	OFF	OFF	OFF							
Specific Capacity (gal/ft DD)	OFF	44	OFF	OFF	OFF							
WELL #4a	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	23.6'	26.6'	22.9'	24.8	26'							
RUNNING (ft)	OFF	46.2'	OFF	OFF	OFF							
DRAW DOWN (ft)	OFF	1.7'	OFF	OFF	OFF							
Gallons Per Minute (GPM)	OFF	350	OFF	OFF	OFF							
Specific Capacity (gal/ft DD)	OFF	18.6	OFF	OFF	OFF							
WELL #7	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	31.10'	33.7'	30.5'	32.1	33'							
RUNNING (ft)	OFF	35.7'	OFF	OFF	OFF							
DRAW DOWN (ft)	OFF	1.7'	OFF	OFF	OFF							
Gallons Per Minute (GPM)	OFF	350	OFF	OFF	OFF							
Specific Capacity (gal/ft DD)	OFF	176	OFF	OFF	OFF							
WELL #8	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	33'	OFF	OFF	OFF	OFF							
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF							
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF							
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF							
Specific Capacity (gal/ft DD)	OFF	OFF	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	13.58	22.72	10.27	\$51,820.20
APR	0.00	24.14	32.33	\$42,169.34
MAY	0.37	41.05	41.05	\$46,239.89
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
YTD 2023	43.47	138.10	107.75	\$243,393.64
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	\$ 1,517,057.10
Total Taxes	\$1,002.16
Total Interest from reserve account#	\$ 0.00

Fiscal Year Total Revenues

July 1 st – May 31st	2022	\$1,786,438.13
July 1 st – May 31st	2023	\$1,995,184.63

Bank Balances

* LAIF Balance	\$ 234,368.30
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
* Money Market (Mechanics Bank)	\$ 7,625.03
Amount Transferred to Mechanics from County this month	
Amount Transferred to General Fund from Money Market	\$ 0.00
Monthly Interest received from Money Market	\$ 0.14
General Fund Balance	\$ 120,527.33
Trust Fund Balance	\$ 7,922.52
* Capital Improvement Fund	\$ 13,736.20
(#) Quarterly Interest from Capital Account	\$ 0.13
Total Interest accrued	\$ 0.27

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

1. Well #8 Nitrate Removal/Blending (Tabled)
2. Valve Replacement (Complete)
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 (Tabled)
7. Appropriations for Contingencies (In-Progress)



Board Secretary Report

June 2023

Administrative

- District phone and internet migration are complete! The only remaining AT&T phone line is for SCADA. The District has a new phone tree system with a direct dial to the after-hours on-call field operator.
- SCADA: new computer with software upgrades are scheduled to be installed on June 20.
- All customer allocations increased to 100% (baseline) in billing software and web allocation lookup table.
- Income Survey – The final report from UC San Bernardino to DDW is pending.
- SWRCB Electronic Annual Report (eAR) 2022 – Approved.
- Annual Consumer Confidence Report – presented June 20, 2023, ready for distribution.
- SWRCB – New Water Shortage Contingency Plan (Water Code 10609.60), ready for adoption, written in coordination with VRWD, referencing CMWD's Urban Water Management Plan and UVRGA' GSP.
- Bi-annual UVRGA data reports for monthly pumped, static levels, and SCADA interval data were submitted on June 7.
- New CA AB 1637 currently being amended in Assembly, will require local agencies that maintain a website for use by the public to ensure that the internet website utilizes a ".gov" or ".ca.gov" domain, as well as public email addresses no later than January 1, 2026. MOWD domain request approved by the State for meinersoakswaterdistrict.ca.gov. The legislature continues to discuss whether special districts will be required or excluded from the requirement.

Financial (any items not covered in separate Financials Report)

- a. The drought Surcharge fee will be inactive as of the June 30 bill cycle.
- b. 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.

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
Mar 23	64	9	\$113,382.75	\$6,330.00	\$0
Apr 23	53	7	\$115,712.99	\$3,440.00	\$0
May 23	110	10	\$152,408.32	\$10,225.00	\$0

- Sep – Nov 22 Over-allocation fees were elevated due to several customer leaks, who subsequently received DSUR relief.
- Jan 23 Service Orders: 10 leak checks and 105 re-reads during meter reading for abnormal consumption.
- May 23 Service Orders: 80 re-reads during meter reading for abnormal consumption, 10 account changes and 7 leak checks.

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

- Policy & Procedure, Resolution & Ordinance web posting – in progress.
 - Financial Audit recommended policies and procedures – ad hoc committee
- Employee Handbook – Draft in process.
- Staff evaluation of multimedia and document scanning, archiving, and search/edit software – in progress.

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

Attachments: None.