



BOARD OF DIRECTORS REGULAR MEETING AGENDA

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

JOIN BY COMPUTER: <https://meet.goto.com/468668365>

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

ACCESS CODE: 468-668-365

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))

October 17, 2023, at 6:00 pm.

- 1. Call meeting to order.**
- 2. Roll call**
- 3. Approval of the minutes:** September 19, 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

Regular Agenda (Reconvene Regular Meeting, Estimated Time 6:15 pm**)**

6. Financial matters

Approval of Payroll and Payables from September 16, 2023, to October 15, 2023, in the amount of:

Payables \$187,416.42

Payroll \$ 55,718.19

Total \$243,134.61

7. Board action and/or discussion

- a) Approval of Full-Time Field Operator I/II Position. (Martinez)- Attachment
Recommended Action: Approve addition of Full-Time Field Operator I/II Position.
- b) Review FY 2022 – 2023 Letter of Auditing Standards from Cindy Fanning, CPAs. (Martinez/Ward)- Attachment
Recommended Action: Receive informational letter.
- c) Approval of Fixed Asset Policy. (Martinez/Ward) – Attachment.
Recommended Action: Approve Fixed Asset Policy, effective immediately.
- d) Discuss Annual District Holiday Dinner for Directors and Staff. (Martinez/Ward) – No Attachment.
Recommended Action: Select date and time of annual holiday dinner.

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 - Attachment

12. Director Announcements/Reports

13. Adjournment: The next scheduled Regular Board meeting is November 21, 2023 at 6:00 pm.

Regular Meeting
September 19, 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 p.m.

1. Call to Order

The Board President, Mike Etchart, called the meeting to order at 6:00 p.m. The meeting was also available via teleconference.

2. Roll Call

Present: Board President, Mike Etchart, Board Directors: James Kentosh, Joe Pangea, and Christy Cooper. Staff Present: General Manager, Justin Martinez, and Board Secretary, Summer Ward. Attorney Present: Stuart Nielson.

Absent: Director Christian Oakland.

3. Approval of the Minutes

Approval of August 15, 2023, Regular Board Meeting minutes.

Director Kentosh made the motion to approve the August 15, 2023, Regular meeting minutes. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

(4) Ayes- M/S/C

(1) Absent - Oakland

4. Public Comments

- None

*****The Board did not go into a closed session.*****

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

Attorney S. Nielson confirmed the Board did not go into a closed session, and there are no actions to report.

6. **Financial Matters**

Approval of Payroll and Payables from August 16, 2023, to September 15, 2023, in the amount of:

Payables:	\$ 90,358.97
Payroll:	<u>\$ 52,868.47</u>
Total:	\$143,227.44

Director Cooper made the motion to approve the Payroll and Payables from August 16, 2023, to September 15, 2023. Director Pangea seconded the motion.

Director Cooper recommended that the Executive Committee review the payroll details at least annually to provide an additional layer of oversight, emphasizing improved practices related to the annual financial audit. Ms. Ward supported this additional oversight. Director Etchart stated the full Board reviews the total payroll amounts monthly but agrees this would support the audit responsibilities and requested Ms. Ward schedule the Executive Committee to review the payroll details at a minimum of once per fiscal year.

No Public Comment.

Cooper/Pangea

(4) Ayes – M/S/C

(1) Absent - Oakland

7. **Board Discussion/Actions**

No items.

8. **General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is 72.4%. Field staff has been focusing on entering GIS asset data so office staff can load customer details. The District is working with RWC to get the reports together for the Relocation Claim letter required by Caltrans for the repair work on Highway 33. The slide area has had minimal movement due to the recent earthquake activity. Mr. Martinez will communicate with Caltrans and Union Engineering to coordinate the repair plan and timeline. Mr. Martinez reported that the second round of PFAS water samples is being submitted to the EPA and that the District is still waiting on the results from the first round of sampling earlier this year. Director Cooper asked if the District had any results available and if the District had ever tested for 1,4

Dioxane. Mr. Martinez stated the District has not received results from the EPA and has not yet tested for the 1,4 Dioxane, but they can discuss additional sampling with FGL. Mr. Martinez provided an update on field staff: Jeffrey Groves has his D1 Test Date scheduled for October 2; Garrett Lockwood is taking a course and will be scheduling his D2 exam; Levi Maxwell passed his T3 exam, license pending.

Mr. Martinez reported that security cameras have been installed at the yard and Wells 4a & 7, and additional cameras will be installed at Well 8 and the Treatment Plant. All field staff received SCBA training and were Fit Tested on August 29. The new field staff will use their equipment for the first time to switch out chlorine cylinders this week while Levi Maxwell supervises. The District Office HVAC replacement work has been completed, county inspection was done, and the office is now staying at a comfortable temperature for staff and equipment.

No Public Comment.

9. **Board Secretary's Report**

Ms. Ward presented the monthly Board Secretary report. To follow up on last month's report, in August, Ojai received approximately 2.48" of rain. The Grand Jury Report responses were submitted to the Grand Jury on September 6. Office staff are working through implementing the recommended actions provided by Cindy Fanning. Ms. Ward stated that staff have begun working on the FY 22-23 Financial Audit. The District received a certificate from the SWRCB for timely and compliant reporting for the DDW Drought & Conservation reporting. Ms. Ward reminded the Board that the 2023-2024 rates approved as part of the Prop 218 3-yr rate schedule were reflected on the August 30 bill statements. The Low Income Household Water Assistance Program will be extended through December 31, with final payments in March 2024. Ms. Ward noted that another customer received assistance last month, bringing the 2023-2024 assistance up to \$734.

No Public Comment.

10. **Board Committee Reports**

- Executive & Personnel Committee: No report.
- UVRGA: Director Kentosh attended as the new Director. The GSA discussed the renewal contract for Bryan Bondy, Executive Director. The contract is set to be approved at the next meeting. Additionally, the GSA discussed metering and well registrations.
- Budget/Rate Committee: No meeting.
- Emergency Management Committee: No report, already discussed.

- Allocations, New Meters & Expansion of Services Committee: Met and approved two customer requests. Mr. Martinez stated he is discussing with Casitas and Stuart some items related to customer purchases of additional allocation for projects.
- Grants: No report.
- Treatment Plant Design Ad Hoc Committee: Director Cooper stated a technical meeting was held with MKN and Rincon regarding grant items, including holding off on the Biological & Cultural Resource Assessments but moving forward with the other grant items. She recommended consolidating the two committees due to subject matter overlap, and Director Etchart agreed.

11. **Old Business**

- State Water: No report.
- Matilija Dam Removal Update: No update.

12. **Director Announcements/Reports**

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

13. **Meeting Adjournment**

The next meeting will be held on October 17, 2023 at 6:00 pm. There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 6:33 p.m.

Board Secretary

Board President

Report of Income as of 9/30/2023

Income	Month of September	Year To Date	Budget Appropriation	Appropriation Balance
Interest	6,717.88	13,902.33	--	13,902.33
Taxes	--	1,985.35	--	1,985.35
Pumping Charges	588.02	1,599.39	--	1,599.39
Fire Protection	186.39	494.25	--	494.25
Meter & Inst. Fees	--	--	--	0.00
Water Sales	98,584.05	270,049.83	1,214,753.00	944,703.17
¹ Casitas Water/Standby	892.68	3,250.32	--	3,250.32
MWAC Charges	55,051.30	165,107.29	552,960.00	387,852.71
MCC Chg.	6,577.78	20,375.16	85,000.00	64,624.84
² Misc. Income	430.19	2,438.89	--	2,438.89
Late & Delinquent Chgs.	3,066.21	9,882.41	--	9,882.41
Conservation Penalty	--	--	--	0.00
Capital Improvement	--	--	--	0.00
Drought Surcharge	(423.89)	(1,038.55)	--	1,038.55
Fire Flow/Will Serve Letters	1,070.00	2,570.00	6,000.00	3,430.00
		--	--	0.00
		--	--	0.00
TOTAL INCOME	172,740.61	490,616.67	1,858,713.00	1,368,096.33

Note:

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

² US Bank NASPO Contract Payment

Meiners Oaks Water District

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

Expenditures	Month of September	Year To Date	Budget Approp	Approp Bal 09/30/23	Current October	Approp FY Bal To Date
Salaries	49,510.96	144,999.63	650,000.00	505,000.37	-	505,000.37
Payroll Taxes	4,008.78	11,648.36	45,000.00	33,351.64	-	33,351.64
Retirement Contributions	6,742.44	20,916.11	73,000.00	52,083.89	-	52,083.89
Group Insurance	6,681.39	19,649.94	96,000.00	76,350.06	-	76,350.06
Company Uniforms	38.24	846.64	4,500.00	3,653.36	-	3,653.36
Phone Office	673.86	2,106.56	7,000.00	4,893.44	-	4,893.44
Janitorial Service	850.09	1,706.27	6,500.00	4,793.73	-	4,793.73
Refuse Disposal	396.79	1,190.37	5,000.00	3,809.63	-	3,809.63
Liability Insurance	-	82,307.64	77,000.00	(5,307.64)	-	(5,307.64)
Workers Compensation	-	41,604.53	42,000.00	395.47	-	395.47
Wells	1,498.74	3,470.07	16,000.00	12,529.93	-	12,529.93
Truck Maintenance	492.30	1,836.25	3,500.00	1,663.75	-	1,663.75
Office Equipment Maintenance	184.00	1,437.79	7,500.00	6,062.21	-	6,062.21
Security System	472.82	1,046.77	1,000.00	(46.77)	-	(46.77)
Cell Phones	435.64	1,306.30	4,500.00	3,193.70	-	3,193.70
System Maintenance	362.02	18,935.74	60,000.00	41,064.26	-	41,064.26
Safety Equipment	2,976.09	5,205.02	6,000.00	794.98	-	794.98
Laboratory Services	-	4,016.00	14,500.00	10,484.00	-	10,484.00
Membership and Dues	-	2,682.00	10,000.00	7,318.00	-	7,318.00
Printing and Binding	-	-	2,000.00	2,000.00	-	2,000.00
Office Supplies	2,323.71	3,665.55	6,000.00	2,334.45	-	2,334.45
Postage and Express	1,896.24	3,916.17	13,000.00	9,083.83	-	9,083.83
B.O.D. Fees	2,250.00	6,500.00	30,000.00	23,500.00	-	23,500.00
Engineering & Technical Services	311.06	941.06	50,000.00	49,058.94	-	49,058.94
Computer Services	4,148.83	9,588.60	25,000.00	15,411.40	1,078.82	14,332.58
Other Prof. & Regulatory Fees	516.28	3,228.86	40,000.00	36,771.14	104.50	36,666.64
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	1,917.50	2,697.50	40,000.00	37,302.50	1,332.50	35,970.00
GSA Fees	63,000.00	63,000.00	90,000.00	27,000.00	-	27,000.00
VR/SBC/City of VTA Law Suit	146.37	146.37	75,000.00	74,853.63	-	74,853.63
Rental Equipment	-	-	10,000.00	10,000.00	-	10,000.00
Audit Fees	-	-	26,000.00	26,000.00	-	26,000.00
Small Tools	1,422.69	1,485.62	5,000.00	3,514.38	-	3,514.38
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Treatment Plant	5,603.99	5,747.47	10,000.00	4,252.53	-	4,252.53
Fuel	1,980.13	4,508.62	20,000.00	15,491.38	-	15,491.38
Travel Exp./Seminars	35.20	235.25	2,000.00	1,764.75	-	1,764.75
Utilities	563.58	1,363.88	3,500.00	2,136.12	-	2,136.12
Power and Pumping	9,271.24	28,056.12	80,000.00	51,943.88	-	51,943.88
Meters	5,204.39	7,711.24	80,000.00	72,288.76	-	72,288.76
Online AutoPay Transactions Fees	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditures	175,915.37	509,704.30	1,751,000.00	1,241,295.70	2,515.82	1,238,779.88

Water Distribution System	-	-	-	-	-	-
	-	-	-	-	-	-
New Well	-	-	25,000.00	25,000.00	-	25,000.00
Valve Replacements	-	-	90,000.00	90,000.00	-	90,000.00
Rehab Well 4	-	-	30,000.00	30,000.00	-	30,000.00
Meiners Rd. Tank/Zone	-	-	75,000.00	75,000.00	-	75,000.00
	-	-	-	-	-	-
Structures and Improvements	-	-	-	-	-	-
	-	-	-	-	-	-
Treatment Plant 100% Eng. Design	13,695.60	25,677.22	160,000.00	134,322.78	-	134,322.78
TP Grant & Environmental Assistance	-	-	60,000.00	60,000.00	-	60,000.00
Field Truck 3/4 Ton	-	-	70,000.00	70,000.00	-	70,000.00
Office HVAC System	19,786.00	19,786.00	20,000.00	214.00	-	214.00
	-	-	-	-	-	-
Field Equipment	-	-	-	-	-	-
	-	-	-	-	-	-
Chlorine Alarms	-	-	20,000.00	20,000.00	-	20,000.00
Air Compressor	-	-	6,500.00	6,500.00	-	6,500.00
Generator Welder	-	-	6,500.00	6,500.00	-	6,500.00
	-	-	-	-	-	-
Appropriations for Contingencies	1,969.11	8,616.14	100,000.00	91,383.86	-	91,383.86
Total CIP Spending	35,450.71	54,079.36	663,000.00	608,920.64	-	608,920.64
GRAND TOTAL	211,366.08	563,783.66	2,414,000.00	1,850,216.34	2,515.82	1,847,700.52



Meiners's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 09/16/2023 - 10/15/2023

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							
AT&T 4468271307	AT&T Invoice	09/19/2023	10/11/2023 Office Phones	Regular	0.00 0.00	588.88 588.88	10949
AVEVA 309415.1	AVEVA Select California Invoice	09/28/2023	10/11/2023 SCADA Renewal	Regular	0.00 0.00	1,375.00 1,375.00	10950
BADGER 1607522	Badger Meter Invoice	09/26/2023	09/27/2023 Meters	Regular	0.00 0.00	5,204.39 5,204.39	10931
BADGER 80139843	Badger Meter Invoice	09/28/2023	10/11/2023 Beacon Hosting	Regular	0.00 0.00	77.22 77.22	10951
CALPERS INV0002420	California Public Employees' Retirement Invoice	09/15/2023	09/30/2023 Health	Bank Draft	0.00 0.00	3,454.73 3,454.73	DFT0001929
CALPERS 091423	California Public Employees' Retirement Invoice	09/14/2023	09/26/2023 Admin. Fee	Bank Draft	0.00 0.00	22.11 22.11	DFT0001938
CALPERS INV0002432	California Public Employees' Retirement Invoice	09/29/2023	09/30/2023 Health	Bank Draft	0.00 0.00	3,454.68 3,454.68	DFT0001940
CAL-STATE 255943 256294	Cal-State Invoice Invoice	09/14/2023 09/19/2023	09/27/2023 Portable Toilet Portable Toilet	Regular	0.00 0.00 0.00	258.09 126.23 131.86	10932
CASMUN 017-0-330-135	Casitas Municipal Water District Invoice	10/02/2023	10/11/2023 Additional Water Allocation	Regular	0.00 0.00	44,186.28 44,186.28	10953
CMWD 251150823 251150823-2 262000823 300650823	Casitas Municipal Water District Invoice Invoice Invoice Invoice	09/29/2023 09/29/2023 09/29/2023 09/29/2023	10/11/2023 Fairview Standby Fairview Water Hartmann Allocation Tico & La Luna Standby	Regular	0.00 0.00 0.00 0.00	2,673.70 1,033.31 395.01 212.07 1,033.31	10952
CLEANCO 3009-1 3011	Cleancoast Janitorial Invoice Invoice	09/01/2023 09/25/2023	09/27/2023 August Janitorial September Janitorial	Regular	0.00 0.00 0.00	592.00 272.00 320.00	10933
DATAP DP2303816	Dataprose LLC Invoice	09/30/2023	10/11/2023 Bulk Billing & Postage	Regular	0.00 0.00	1,879.42 1,879.42	10954
EJHAR 281300923 994230923	E. J. Harrison Roloffs, Inc. Invoice Invoice	09/14/2023 09/14/2023	09/27/2023 Office Trash 3 Yard Dumpster	Regular	0.00 0.00 0.00	396.79 153.24 243.55	10934
E H D INO245073	Environmental Health Division Invoice	09/26/2023	10/11/2023 Hazardous Materials	Regular	0.00 0.00	217.03 217.03	10955
FAMCON S100100257.001 S100106325.001 S100112219.001	Famcon Pipe and Supply, Inc Invoice Invoice Invoice	09/11/2023 09/11/2023 09/28/2023	10/11/2023 Parts for Hwy 33 Slide Lids & Covers Flanges	Regular	0.00 0.00 0.00	2,227.04 1,969.11 149.61 108.32	10956
GUARDIAN INV0002421 INV0002433	Guardian Invoice Invoice	09/15/2023 09/29/2023	09/27/2023 Dental Dental	Regular	0.00 0.00 0.00	703.59 351.82 351.77	10929
GUARDIAN	Guardian		09/27/2023	Regular	0.00	9.98	10935

Check Report

Date Range: 09/16/2023 - 10/15/2023

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Post Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
7590460923	Invoice	09/14/2023	Admin. Fee	0.00	9.98	
HLTHNE 61790923	Health Net Life Insurance Company Invoice	09/27/2023 09/11/2023	Regular Life Insurance	0.00 0.00	56.70 56.70	10936
HCS 109510	Herum/Crabtree/Suntag Invoice	09/27/2023 09/01/2023	Regular SBCK vs VTA	0.00 0.00	146.37 146.37	10937
JCI 924176 924194	JCI Jones Chemical, Inc. Invoice Credit Memo	10/11/2023 09/25/2023 09/25/2023	Regular Chlorine Container Return	0.00 0.00 0.00	5,603.99 6,953.99 -1,350.00	10957
MATT-CHLOR 29021	Matt-Chlor. Inc. Invoice	09/27/2023 09/01/2023	Regular In House Repair for Regulators & Injectors	0.00 0.00	1,388.84 1,388.84	10938
MOHARD 054511 054579 054750 054820 055032 055082 055529 055582 055603 057124	Meiners Oaks Hardware Invoice Invoice Invoice Invoice Credit Memo Invoice Invoice Invoice Invoice Invoice	10/11/2023 09/01/2023 09/01/2023 09/01/2023 09/01/2023 09/01/2023 09/07/2023 09/07/2023 09/07/2023 09/07/2023 09/22/2023	Regular Mag Nut,Screwdriving Set,Bolts & Screws Ant Bait Grip Strip,Power Strip,Cable Ties,etc. Drywall Thread Drywall Thread Return & Key Purchase Stainless Steel Reel Lowash Oil Ant Bait Spray Paints Bolts & Screws	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	202.12 31.60 6.82 104.88 5.35 -3.41 10.73 9.64 13.64 19.31 3.56	10958
MKN&A 1039092	Michael K. Nunley & Associates, Inc. Invoice	09/27/2023 09/14/2023	Regular Treatment Plant Design	0.00 0.00	13,695.60 13,695.60	10939
MITEC 95526 95599 95647	MiTec Solutions LLC Invoice Invoice Invoice	09/27/2023 09/15/2023 09/15/2023 09/15/2023	Regular Splashtop Anti-Virus Monthly Elevate & VoIP Phones	0.00 0.00 0.00 0.00	269.29 20.00 50.00 199.29	10940
MITEC 1067624 1067629 1067654 96059 96102 96159	MiTec Solutions LLC Invoice Invoice Invoice Invoice Invoice Invoice	10/11/2023 10/03/2023 10/03/2023 10/04/2023 10/01/2023 10/01/2023 10/01/2023	Regular SCADA work PCI Scan Assistance Monthly Maintenance Exchange,Web Hosting,ShareSync Off Site Back Up X360 Backup	0.00 0.00 0.00 0.00 0.00 0.00 0.00	1,078.82 120.00 60.00 270.00 290.82 98.00 240.00	10959
NCK&K 11304	Nelson Comis Kettle & Kinney, LLP Invoice	10/11/2023 10/03/2023	Regular Attorney Fees	0.00 0.00	1,332.50 1,332.50	10960
OFFDEP 332230624001	Office Depot Invoice	09/27/2023 09/15/2023	Regular Paper & Pens	0.00 0.00	72.90 72.90	10941
OTV 53401 53526 53702	Ojai True Value Invoice Invoice Invoice	10/11/2023 09/28/2023 09/28/2023 09/28/2023	Regular Cylinder Scale Mask Nipple, Fitting, Bell Reducer	0.00 0.00 0.00 0.00	95.03 24.84 42.88 27.31	10961
PATHIAN INV0002423 INV0002435	Pathian Administrators Invoice Invoice	09/27/2023 09/15/2023 09/29/2023	Regular HSBS HSBS	0.00 0.00 0.00	114.47 57.24 57.23	10930
PERS INV0002419	Public Employees' Retirement System Invoice	09/30/2023 09/15/2023	Bank Draft 457 Withholdings	0.00 0.00	700.00 700.00	DFT0001928
PERS INV0002422	Public Employees' Retirement System Invoice	09/30/2023 09/15/2023	Bank Draft PERS	0.00 0.00	3,793.10 3,793.10	DFT0001930
PERS	Public Employees' Retirement System	09/30/2023	Bank Draft	0.00	700.00	DFT0001939

Check Report

Date Range: 09/16/2023 - 10/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0002431	Invoice	09/29/2023	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	09/30/2023	Bank Draft	0.00	3,515.81	DFT0001941
INV0002434	Invoice	09/29/2023	PERS	0.00	3,515.81	
PERS	Public Employees' Retirement System	10/11/2023	Bank Draft	0.00	2,772.17	DFT0001949
10000001730463	Invoice	10/01/2023	Unfunded Accrued Liability	0.00	2,772.17	
SECORP	Secorp Industries	09/27/2023	Regular	0.00	1,750.53	10942
10083864	Invoice	09/12/2023	Face Masks	0.00	980.53	
10083865	Invoice	09/12/2023	Training Fit Tests	0.00	770.00	
SCE	Southern California Edison Co.	09/27/2023	Regular	0.00	9,829.70	10943
OFFELE0923	Invoice	09/26/2023	Office Electricity	0.00	558.46	
TNKFRM0923	Invoice	09/26/2023	Tank Farm	0.00	32.31	
WELL1-0923	Invoice	09/26/2023	Well 1	0.00	99.67	
WELL2-0923	Invoice	09/26/2023	Well 2	0.00	89.63	
WELL4&70923	Invoice	09/26/2023	Well 4&7	0.00	7,918.60	
WELL3-0923	Invoice	09/26/2023	Well 8	0.00	436.47	
Z-10923	Invoice	09/26/2023	Zone 1	0.00	111.88	
Z-2FIRE0923	Invoice	09/26/2023	Zone 2 Fire	0.00	123.93	
Z-2PWR0923	Invoice	09/26/2023	Zone 2 Power	0.00	441.75	
Z-3FIRE0923	Invoice	09/26/2023	Zone 3 Fire	0.00	17.00	
SCGAS	Southern California Gas Co.	10/11/2023	Regular	0.00	5.12	10962
0730	Invoice	09/28/2023	Office Heat	0.00	5.12	
SPECTRUM	Spectrum	10/11/2023	Regular	0.00	84.98	10963
0299421102723	Invoice	09/27/2023	Internet	0.00	84.98	
SWRCB	State Water Resources Board	09/27/2023	Regular	0.00	166.00	10944
FW-1041964	Invoice	09/20/2023	Enforcement Activities	0.00	166.00	
SWRCB-DWOCB	State Water Resources Control Board DWOCB	10/11/2023	Regular	0.00	70.00	10964
D1JG2023	Invoice	10/02/2023	D1 - Groves	0.00	70.00	
TYLER	Tyler Technologies, Inc.	10/11/2023	Regular	0.00	1,558.50	10965
025-440636	Invoice	09/30/2023	Insite- Utility Billing	0.00	1,558.50	
UAOFSC	Underground Service Alert of So. Ca.	10/11/2023	Regular	0.00	34.50	10966
920230446	Invoice	10/01/2023	Digalerts	0.00	34.50	
UVRGA	Upper Ventura River Groundwater Agency	10/11/2023	Regular	0.00	63,000.00	10967
3019	Invoice	09/29/2023	Groundwater Extraction Fee 2023/2024	0.00	63,000.00	

Check Report

Date Range: 09/16/2023 - 10/15/2023

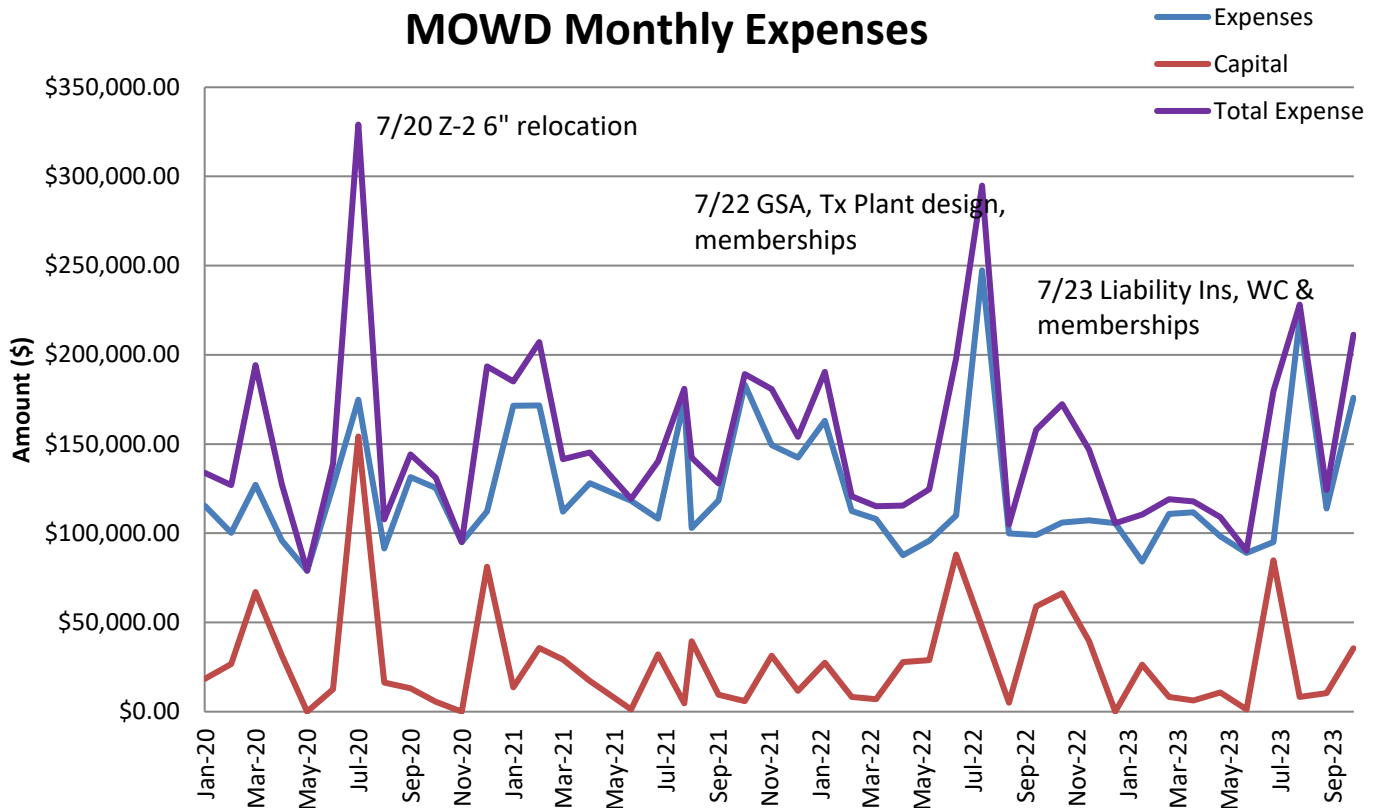
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
USBANK	US Bank Corporate Pmt. System	10/11/2023	Regular	0.00	5,400.01	10968
AAS090823	Invoice	09/08/2023	Grand Jury Report	0.00	16.82	
AMAZON082023	Invoice	09/01/2023	Wind Socks	0.00	67.51	
AMAZON082623	Invoice	09/01/2023	Thermometer	0.00	85.06	
AMAZON082323	Invoice	09/01/2023	Wind Socks	0.00	75.08	
AMAZON083323	Credit Memo	09/01/2023	Return - Decor	0.00	-13.93	
AMAZON090823	Invoice	09/08/2023	Security Cameras	0.00	428.84	
AMAZON090923	Invoice	09/08/2023	Pens	0.00	13.98	
AMAZON091523	Invoice	09/15/2023	Badge Holders	0.00	10.61	
AMAZON091723	Invoice	09/15/2023	Pens	0.00	15.00	
AMAZON2523	Invoice	09/01/2023	Hole Saw	0.00	17.28	
APPLE082923	Invoice	09/01/2023	Account Renewal	0.00	74.99	
APPLE092123	Credit Memo	09/21/2023	Credit Back	0.00	-69.87	
APPLE092223	Invoice	09/21/2023	Account Renewal	0.00	79.99	
DROPBOX092023	Invoice	09/20/2023	DropBox	0.00	90.00	
EIOT091223	Invoice	09/12/2023	Security Camera Membership	0.00	15.00	
EIOT091323	Invoice	09/12/2023	Security Camera Membership	0.00	15.00	
FGS091223	Invoice	09/12/2023	Spot Sprayer	0.00	300.92	
GOTO091823	Invoice	09/18/2023	Remote Meetings	0.00	10.00	
GRAMMARLY091	Invoice	09/15/2023	Grammarly Program	0.00	139.95	
INDESIGNS09212	Invoice	09/21/2023	Embroidery	0.00	38.24	
MOTION083023	Invoice	09/01/2023	Oil Change	0.00	97.83	
MOTION090423	Invoice	09/04/2023	Labor & Service	0.00	394.47	
NATFURN090423	Invoice	09/04/2023	Desk	0.00	1,650.38	
OSS091123	Invoice	09/11/2023	Storage Facility	0.00	184.00	
PAPA082923	Invoice	09/01/2023	Lunch w/VRWD	0.00	35.20	
PPE083123	Invoice	09/01/2023	Weed Wacker & Face Shield	0.00	883.53	
PPE090123	Invoice	09/01/2023	Harness	0.00	34.47	
PPE090223	Invoice	09/01/2023	Weed Wacker Parts & Service	0.00	153.10	
PPE090823	Invoice	09/08/2023	Parts for Weed Wacker	0.00	33.39	
PRIME090723	Invoice	09/07/2023	Membership	0.00	138.35	
STATEWIDE09072	Invoice	09/07/2023	Signs & Stands	0.00	321.76	
STATEWIDE09112	Invoice	09/11/2023	Freight Charge	0.00	63.06	
VERIZON	Verizon Wireless	10/11/2023	Regular	0.00	435.64	10971
9945430651	Invoice	09/26/2023	Cell Phones	0.00	435.64	
WEX	WEX BANK	09/27/2023	Regular	0.00	1,980.13	10945
91303270	Invoice	09/15/2023	Fuel	0.00	1,980.13	
ZEEMED	ZEE MEDICAL SERVICE	09/27/2023	Regular	0.00	655.27	10946
34-102350	Invoice	09/26/2023	Medical Re-Stock	0.00	655.27	

Bank Code AP Bank Summary

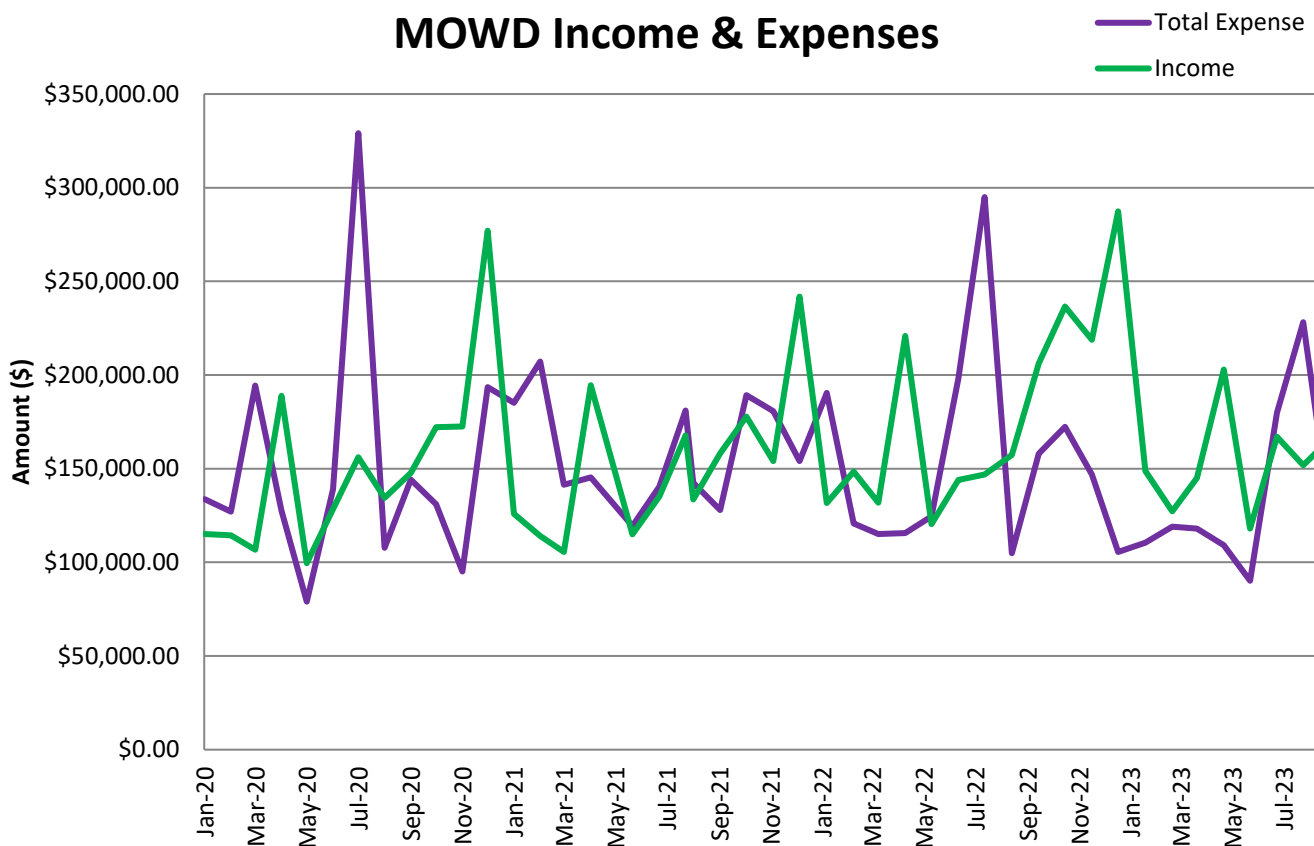
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	39	0.00	169,416.42
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	18,412.60
EFT's	0	0	0.00	0.00
	117	47	0.00	187,829.02

PR 55,718.19

MOWD Monthly Expenses



MOWD Income & Expenses





Request for Field Operator I/II – Permanent Full-Time Position

Meiners Oaks Water has a Part-Time Temporary Water Utility Helper Position that was filled in August 2023, with a position end date of November 30, 2023. The District has been challenged maintaining consistent field staffing. The addition of the temporary position has proved valuable in assisting with daily maintenance and duties. The SWRCB Division of Drinking Water recommended that the District expand its field staff during the onsite Sanitary Survey in 2021. *“DDW recommends that MOWD evaluate and record the number and levels of staffing required for the continued and reliable operation of its water system in its Operations, Maintenance, and Monitoring Plan or other appropriate document, and ensure that it consistently meets those needs.”* The creation of a third full-time Field Operator would allow for consistent staffing due to military, vacation and illness-related absences. Additionally, this would allow for spreading the on-call duties, to prevent staff burn-out and meeting the increasing number of regulatory requirements.

The current Water Utility Helper has obtained SCBA training and Fit Testing; he is studying for his D2 certification, and has demonstrated that the additional staffing is appropriate and needed.

Job Description: Field Operator I (attached)

Fiscal Impact:

Estimated Base Salary = \$52,595 - \$81,592 + benefits

2023-2024 Salary Budget \$600,000 and related budget items include funds that would cover the additional full-time benefited Field Operator position.

Recommended Action: Approve the addition of a Full-Time Permanent and Benefited Field Operator I/II position.

Meiners Oaks Water District

Job Description

Utility Worker I

Salary \$52,595 - \$63,929

Non-Exempt

1. General Job Description

The Utility Worker I, works under direction of the Field Supervisor and or the General Manager. Water Utility Worker I, is to participate in but not limited to operations and maintenance of water storage, distribution and service facilities. Vehicle maintenance and ground maintenance and related activities.

2. Qualifications/ Possession of the following

- Must have a valid class "C" California driver's license and a driving record acceptable to the district's insurance carrier.
- Must be a certified Water Distribution Operator Grade 1 issued by the California State Water Resources Board within 12 months of hire
- Must be a certified Water Treatment Operator Grade 1 issued by the California State Water Resources Board within 12 months of hire
- High School Diploma or GED
- The ability to pass a fit for duty test and drug/alcohol screen
- Must obtain T- 2 and D-2 certificate to move up to next level

3. Essential Job Duties

- Performs water meter reading and maintenance, including installing new meters.
- Operates and maintains vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of water utilities systems and facilities.
- Operate and maintain a variety of hand and power tools and equipment related to work assignment as instructed.

- Assist in repairing any water leaks in the water district distribution system
- Weed abatement around district facilities
- Assist in the maintenance, repair, and replacement of pumps, motors, valves within the district
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the end of the workday.
- Record facilities data.
- Willingness to work on-call shifts, nights, weekends, holidays and overtime as assigned
- Performs related duties as assigned.

4. Physical Demand, Work Environmental or Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders. Operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 150 pounds.

Employees work indoors and outdoors and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

5. Basic Work Hours

- Monday through Friday 8 AM to 5 PM
- Assigned on call or standby time
- Compensation hourly
- Must remain within 1 hour response time to the district while on-call

6. Personal Protective Equipment

Field employees must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and when required, be able to don and be fitted for a respirator requiring to be cleanly shaven at all times.

7. Exempt /Non - Exempt

- This is a non-exempt position pursuant to the Fair Labor Standards Act.
- 12-month probation period
- Rate of pay increases will vary upon merit/ cost of living allowances
- Beginning pay rate will DOQ

Starting Salary

Employee Signature Date

Justin Martinez Date
General Manager

Revised 2/7/2023



Fanning & Karrh

Certified Public Accountants

A Professional Corporation

PO Box 7464

Ventura, California 93006

Telephone (805) 654-0450

October 2, 2023

To the Board of Directors of
Meiners Oaks Water District:

We are engaged to audit the financial statements of Meiners Oaks Water District for the year ended June 30, 2023. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated July 3, 2023, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis, the CalPERS Schedule of Proportionate Share of the Net Pension Liability, the CalPERS Schedule of Contributions, and the Schedule of Changes in Net OPEB Liability and Related Ratios which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk of material misstatement as part of our auditing planning.

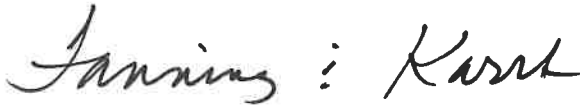
According to Generally Accepted Auditing Standards (GAAS), significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

The District's accounting and administrative staff is also identified as a significant because it precludes certain internal controls that would provide optimum segregation of duties.

We expect to begin our audit in October 2023 and issue our report by January 31, 2024. Cynthia Fanning is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of Meiners Oaks Water District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script, reading "Fanning : Karrh". The signature is written in dark ink and is positioned above the printed name "Fanning & Karrh".

Fanning & Karrh

Fixed Asset Policy

Background

The District has significant investment in a variety of capital assets, which are used to provide water to customers. The purpose of this policy is to ensure that the District's capital assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, generally accepted accounting principles, internal controls and audit requirements. This policy addresses the requirements for accounting of fixed assets and does not address areas related to the approval, authorization and appropriate of building construction or capital outlay projects.

Definition of a Fixed Asset

A fixed asset is any tangible or intangible asset purchased for use in the day-to-day operations of the District from which an economic benefit will be derived over a period greater than one year and has an acquisition cost of \$5,000 or more. Fixed assets include items such as land, water pipelines, pumps, filtration equipment, wells, storage tanks, buildings, vehicles, equipment and furniture. Fixed assets with a purchase price of less than \$5,000 are expensed in the period acquired.

Asset Valuation

Purchased Assets:

Purchased assets shall be recorded on actual costs including taxes, transportation costs, installation costs, and any other direct expenses incurred by the District in obtaining the asset prior to the date the asset is put in service. Subsequent items purchased which fall under the \$5,000 threshold are expensed immediately and not capitalized.

New Construction:

When the District constructs a fixed asset for its own use, all direct costs are included in the total cost of the asset. This includes items such as architectural, engineering, legal, consulting and etc. Overhead costs are not included unless they are increased by the construction of the asset.



Fixed Assets Class & Useful Life

Estimated useful life means the estimated number of months or years that an asset will be able to put in use for the purpose for which it was acquired. Fixed asset which meet the appropriate cost and useful life criteria (described in the definition of a Fixed Asset section) are grouped in the following classes:

Type	Categories	Useful Life (Yrs)	Examples
Land	Land	Infinite	Real Estate
Improvements	Water Wells	50	Drilling, piping, concrete work
	Reservoirs	50	Tanks, foundations
	Pipelines	50	Waterlines
	Pumps/Booster	20	Motors, pumps
Buildings	Buildings	40	Offices, workshops
	Treatment plant	40	Structure, piping
Equipment	Meters	15	Meters, compound meters
	Telemetry	10	Control panels, electrical
	Heavy Equipment	15	Excavators
Vehicles	Trucks	10	Crew trucks
Office	Software	3	PCs, phones, security
	Computers	5	PCs, printers, servers
	Furniture	7	Desks

Expenditures for normal repairs and maintenance shall not be considered as capital expenditures.

Purchasing and Receiving a Fixed Asset

Purchasing a fixed asset is done in the same manner as any other purchase of goods if it has been approved through the capital budget process. (See Board Policy F-002). There is no central Receiving Department for goods. Therefore, the department ordering the goods will be the responsible party to receive the items ordered and ensure that what was ordered was received in good condition and correct. Generally, all orders are received with a packing slip. This packing slip will be compared against the items received. Proper receipt of goods will be acknowledged by signing and dating the packing slip for attachment to the accounts payable invoice.

Disposal/Retirement of Fixed Assets

A department may dispose of a fixed asset due to:



- Lack of need
- Obsolescence
- Impairment – wear, damage or deterioration
- Excess cost of maintenance
- Theft/loss

The General Manager will be notified of any fixed asset disposals. The sale of any fixed assets must be approved by the Board of Directors. Documentation including bill of sale will be provided to Accounts Payable for asset tracking. Stolen assets must be reported to the police and a copy of the police report is provided to the General Manager.

Physical Inventory of Fixed Assets

Physical inventory count should be conducted at least once every three (3) years for inventoriable assets.

Inventory of the fixed asset class are to be completed as follows:

Vehicle and equipment

Moveable furniture and fixtures

Due to the nature of certain stationary assets, performing a physical inventory every three years is not required. However, if required, the carrying value of the asset should be adjusted if the asset has been impaired.

Depreciation of Fixed Assets

At the time a fixed asset is acquired, its cost is capitalized and subsequently depreciated utilizing the straight-line method based on full month convention over the asset's estimated useful life. Depreciation will begin in the month the asset is placed in service and continue throughout its useful life.

With a building or water service rehabilitation or renovation, only a section of the asset is retired (partial retirement) for the section of the asset being renovated. To determine the value of the asset being renovated, the District's methodology is based on discounting the current costs of the renovation back to the date of the asset being renovated.

Approval



Board Secretary

Board President

DRAFT



District Summary/Update

- **Casitas Lake Level:** 1.7% 10/12/23
- **Wells:** MOWD is 100% on our own wells, Wells 4A & 7, as of 6/2/2023
- **Chlorine Alarms:** Chlorine alarms have been ordered for the wells (CIT)
- **GIS Mapping:** Field Staff has completed attaching info to each asset
-LCRR data entry (98% complete)
- **Emergency Back-Up Water Supply Plan:** (In-Progress)
- **Treatment Plant Project:** Plant is at 100%
-MKN grant assistance (in progress)
- **Hwy 33 Slide:** Relocation Claim Letter, RWC (in progress)
- Onsite meeting w/ Caltrans 10/6/23
- **Wells 4&7 Break-in:** Criminal Sentencing 10/12/2023
- **Staff:** Jeffrey Groves D1 Test Date: October 2, 2023 (Passed)
Garett Lockwood D1 Test Date: (Pending, Preparing for D2 in-progress)
Levi Maxwell passed his T3 Exam: License Pending

<u>Type of Work</u>	<u>Cause</u>	<u>Date</u>	<u>Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Fire Booster Failure	Pressure Spike	9/28/23	Zone 2	FH Pumps	TBD
Install Security Cameras		9/22/23	Well #8 Treatment Plant	Staff	
Replace Relay and Contactor Pumps 1 & 2	Age	10/5/2023	Zone 2 Hydro Tank	OilField Electric	TBD

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'	21'	21.76	23.8'	24.5'			
RUNNING (ft)	OFF	21.9'	OFF	OFF	OFF	OFF	OFF	OFF	OFF			
DRAW DOWN (ft)	OFF	2.6'	OFF	OFF	OFF	OFF	OFF	OFF	OFF			
Gallons Per Minute (GPM)	OFF	299	OFF	OFF	OFF	OFF	OFF	OFF	OFF			
Specific Capacity (gal/ft DD)	OFF	115	OFF	OFF	OFF	OFF	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'	21'	21.76	22.9'	23.5			
RUNNING (ft)	OFF	25'	OFF	OFF	OFF	OFF	OFF	OFF	OFF			
DRAW DOWN (ft)	OFF	5'	OFF	OFF	OFF	OFF	OFF	OFF	OFF			
Gallons Per Minute (GPM)	OFF	220	OFF	OFF	OFF	OFF	OFF	OFF	OFF			
Specific Capacity (gal/ft DD)	OFF	44	OFF	OFF	OFF	OFF	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'	28'35.6	28.8'	30.4'	32.3'			
RUNNING (ft)	OFF	46.2'	OFF	OFF	OFF	50'	49.4'	50'	53.3'			
DRAW DOWN (ft)	OFF	1.7'	OFF	OFF	OFF	22'	20.6'	19.6'	21'			
Gallons Per Minute (GPM)	OFF	350	OFF	OFF	OFF	417	412	380	398			
Specific Capacity (gal/ft DD)	OFF	18.6	OFF	OFF	OFF	18.95	20	19.38	18.95			
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'	35'	35.6'	37.3'	26.4'			
RUNNING (ft)	OFF	35.7'	OFF	OFF	OFF	37'	37.2'	39.1'	28.8'			
DRAW DOWN (ft)	OFF	1.7'	OFF	OFF	OFF	2'	1.6'	1.8'	2.4			
Gallons Per Minute (GPM)	OFF	350	OFF	OFF	OFF	343	336	323	315			
Specific Capacity (gal/ft DD)	OFF	176	OFF	OFF	OFF	171.5	210	179.4	131			
WELL #8	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	33'	OFF	OFF	OFF	OFF	OFF	OFF	58.9'	57.2'			
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	70.7'			
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	13.5'			
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	266			
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	19.7			

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	44.85	38.78	0	\$69,594.28
JUL	69.22	59.20	0	\$73,272.82
AUG	62.17	58.04	0	\$98,192.96
SEP	59.02	54.99	0	\$98,584.05
OCT				
NOV				
DEC				
YTD 2023	278.73	349.11	107.75	\$583,037.75
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	\$ 1,423,620.91
Total Taxes	\$ 0.00
Total Interest from reserve account#	\$ 6,717.65

Fiscal Year Total Revenues

July 1 st – Sep. 30th	2022	\$ 510,466.55
July 1 st – Sep. 30th	2023	\$ 490,616.67

Bank Balances

* LAIF Balance	\$ 206,208.42
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
* Money Market (Mechanics Bank)	\$ 7,625.54
Amount Transferred to Mechanics from County this month	\$0.00
Amount Transferred to General Fund from Money Market	\$0.00
Monthly Interest received from Money Market	\$ 0.12
General Fund Balance	\$ 153,917.17
Trust Fund Balance	\$ 7,031.38
* Capital Improvement Fund	\$ 13,669.93
(#) Quarterly Interest from Capital Account	\$ 0.11
Total Interest accrued	\$ 0.23



Board Secretary Report

October 2023

Administrative

- SWRCB DDW Drought and Conservation reporting submitted for 3rd quarter 2023.
- The office staff are actively working on on the FY 22-23 audit.

Financial (any items not covered in separate Financials Report)

- 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.
- Low Income Household Water Assistance Program FY 22-23 Total: \$4,306.00; FY 23-24: \$1015. Program extended through March 31, 2024.

Billing/Customer Service

Month	#Total Service Orders	# Account Owner Changes	Total HCF Billed	Monthly Customer Bill Total
Jul 22	110	6	29,927	\$142,448.60
Aug 22	109	8	32,611	\$195,707.04
Sep 22	81	6	28,828	\$211,050.86
Oct 22	81	6	26,148	\$214,082.52
Nov 22	78	5	19,977	\$174,076.68
Dec 22	119	5	14,409	\$138,726.38
Jan 23	134	4	10,498	\$122,495.23
Feb 23	81	3	11,364	\$121,590.44
Mar 23	64	9	9,896	\$113,382.75
Apr 23	53	7	10,730	\$115,712.99
May 23	110	10	17,881	\$152,408.32
Jun 23	75	11	16,895	\$134,304.67
Jul 23	164	7	25,791	\$167,342.66
Aug 23	106	13	25,285	\$168,175.91
Sep 23	139	12	23,954	\$161,828.48

- 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.
- Jul 23 Service Orders: 142 Re-reads mainly due to abnormally high consumption, and some leaks, but most were customer-increased outside irrigation.
- Sep 23 Service Orders: 110 Re-reads mainly due to a software glitch.

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

- c. Policy & Procedure, Resolution & Ordinance web posting – in progress.
 - Financial Audit recommended policies and procedures – ad hoc committee
- d. Employee Handbook – draft updates are in process.
- e. Staff evaluation of multimedia and document scanning, archiving, and search/edit software – in progress – coordinating efforts on reached products with Ventura River Water District.

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

Attachments: None.

MATILIJA DAM

Ecosystem Restoration Project

ABOUT

The Matilija Dam Ecosystem Restoration Project (MDERP) is a public-private partnership to remove the obsolete Matilija Dam from the Ventura River Watershed.

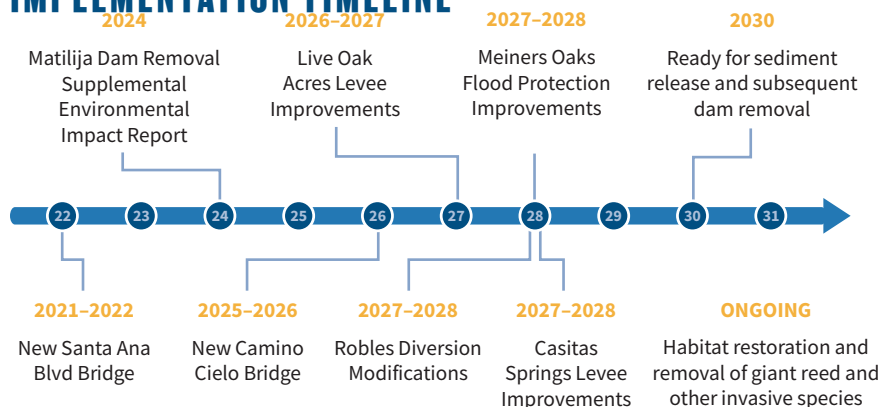
MDERP includes a series of projects that will modernize infrastructure for Flood Protection and water supply resilience, restore wildlife habitat, and support natural sediment transport and beach replenishment.

As the dam owner, the Ventura County Public Works Agency—Watershed Protection (VCPWA—WP) is committed to delivering a transparent, safe, and resilient project that meets the needs of people, the environment, and wildlife.

HISTORY

The Matilija Dam was constructed in 1947 to provide water supply and flood control to the Ventura River watershed. However, the dam has been considered non-functional for decades due to structural concerns and sediment accumulation. VCPWA-WP is working toward preparing the dam by 2030 for subsequent removal.

IMPLEMENTATION TIMELINE



PROJECT BENEFITS



Modernize downstream infrastructure for long-term resilience



Improve watershed habitat through removal of invasive species



Restore natural processes to support beach replenishment through transport of sediment and cobble downstream



Enhance recreational opportunities



Restore endangered steelhead access to Matilija Creek headwaters



Support economic growth and job creation

To date, MDERP has been generously funded by the following agencies and organizations:



RESOURCES LEGACY FUND®
CREATIVE SOLUTIONS. LASTING RESULTS.

patagonia®

Pew



For more information about this project, email MDERP@ventura.org or visit MatilijaDam.org

MATILIJA DAM ECOSYSTEM RESTORATION PROJECT



VENTURA RIVER WATERSHED, CA

