



BOARD OF DIRECTORS REGULAR MEETING AGENDA

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

JOIN BY COMPUTER: <https://meet.goto.com/121367749>

DIAL-IN (US TOLL-FREE): 1 866 899 4679

ACCESS CODE: 121-367-749

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))

December 19, 2023, at 6:00 pm.

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

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

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

Closed Session Agenda - Adjourn to Closed Session (**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

- The Board of Directors may hold a closed session to discuss the following items:
 - PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
(Gov. Code § 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

Regular Agenda (Reconvene Regular Meeting, Estimated Time 6:20 pm**)**

6. Financial matters

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

Payables \$ 58,885.89

Payroll \$ 53,390.21

Total \$122,276.10

7. Board action and/or discussion

No items.

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
- Update: Casitas MWD rate increase

12. Director Announcements/Reports

13. Adjournment: The next scheduled Regular Board meeting is January 16, 2024 at 6:00 pm.

Regular Meeting
November 21, 2023
6:00 pm

Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023-2211

Minutes

The meeting was called to order at 6:00 pm.

1. Call to Order

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

2. Roll Call

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

Absent: None.

3. Approval of the Minutes

Approval of October 17, 2023, Regular Board Meeting minutes.

Director Cooper made the motion to approve the October 17, 2023, Regular Meeting minutes. Director Oakland seconded the motion.

No Public Comment.

Cooper/Oakland

(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.

- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code § 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

*****The Board ended closed session at 6:17 pm.*****

Attorney S. Nielson reported that the Board discussed the two closed-session items, and there are no actions to report.

6. **Financial Matters**

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

Payables: \$ 178,283.61

Payroll: \$ 57,687.59

Total: \$ 235,971.20

Director Kentosh made the motion to approve the Payroll and Payables from October 16, 2023, to November 15, 2023. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

(5) Ayes – M/S/C

7. **Board Discussion/Actions**

a) Approval of Resolution 20231121: Approving the Replacement Water Treatment Plant Upgrade Project and a filing Notice of Exemption. (Martinez/Cooper)

Mr. Martinez presented the resolution and Notice of Exemption form. Mr. Martinez reviewed that this is part of the grant application process for the replacement water treatment plant upgrade project. The Notice of Exemption identifies Class 2 (15302) and 3 (15303) categorical exemptions. Approval of the resolution approves the project and directs staff to execute and file the Notice of Exemption in accordance with the applicable provisions of the CEQA guidelines, 12 Cal. Code Reg—section 15062. The Committee will review and discuss the contents of the draft Environmental portion of the grant application.

Director Cooper made the motion to approve Resolution 20231121: Approving the Replacement Water Treatment Plant Upgrade Project and filing a Notice of Exemption. Director Pangea seconded the motion.

No Public Comment.

Cooper/Pangea

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

(5) Ayes – M/S/C

b) Approval of District Office Emergency Generator Electrical Design expense and engineering firm. (Martinez/Ward)

Mr. Martinez presented the request to fund the electrical design expense for a dedicated emergency generator located at the District Office. The District Office does not have backup power in a power outage. With the increase in rolling outages and SCE shutdowns during weather events, the District is at risk. The District Office houses the SCADA system and all administrative processes and limits communications. The District's portable backup generator can take an hour or more to retrieve and hook up. Under the direction of the Safety/Emergency Committee, the General Manager consulted with the District's electrical contractor, Oilfield Electric, for recommended electrical design firms. The General Manager presented three quotes: Lucci & Associates \$13,250, Ferranti Engineering \$10,500, and KSG Consulting Engineers \$8,860. Mr. Martinez noted that only Lucci & Associates and Ferranti did onsite assessments, and Ferranti is a local firm. Mr. Martinez added that the District did not budget for this item and recommended redistributing \$15,000 from the Valve Replacement line item with \$90,000.

Director Oakland made the motion to approve the Ferranti Engineering firm not to exceed \$15,000. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(5) – Ayes – M/S/C

c) Approval of Badger AMI meters purchase per the approved AMI infrastructure program and FY 23-24 budget, not exceeding \$50,000. (Martinez)

Mr. Martinez reviewed that the District implemented an AMI (Smart Meter) infrastructure program to replace approximately 20% of the District each fiscal year. The plan is to change all Ag and Commercial meters first, then Residential. These meters will allow customers and the District real-time flow monitoring through the Eye on Water App and cellular reads, reducing staff time each month manually reading meters. There are no moving parts in the meters, and they have a warranty of 20 years. The 2023-2024 budget allows for the purchase of AMI meters up to \$50,000. Mr. Martinez recommends the Board approve the purchase of 135 E-Series meters for \$49,114.10; this would complete the Ag and Commercial conversion and start the replacement of some Residential.

Director Oakland made the motion to approve the purchase of the 135 E-Series meters up to \$50,000. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(5) – Ayes – M/S/C

d) Discuss the proposed Casitas MWD rate increase. (Kentosh)

Director Kentosh discussed the upcoming Casitas MWD public hearing for the proposed rate increase. The primary impact on MOWD and its customers are the increases in both the volumetric rate (price per unit) and the meter capacity charges. Currently, the District, as a resale customer of CMWD, pays \$835.07 per month per connection (2 x 4" meters) and \$2.31/HCF. The proposed increase is scheduled over the next five years, 2026 proposed rates would increase to \$3,565.85 per month per connection (2 x 4" meters) and \$3.64/unit. The MOWD per customer per month standby fee would be roughly \$5/month. During the periods when MOWD has to purchase Casitas water, customers would continue to pay the standby fee plus the increased volumetric rate. Director Oakland asked if the rate study explained where the MOWD customers' property tax was being applied. Is it being used to help reduce rates or a specific project? Director Kentosh stated it was not evident in the documents he reviewed. Additionally, Director Oakland asked why, as a periodic user, MOWD is paying the same standby fee as the Casitas Ag and Commercial customers that regularly use their metered connections. Director Kentosh stated that the cost of having the capacity to serve at any point in time is the same; however, he could request clarification.

The Board majority was in consensus that the rate increases are significant and will have a direct impact on MOWD customers. Director Kentosh stated that while he disagreed with some opposition, he would support the Board's decision to submit a protest vote.

Board President Etchart directed staff to submit a protest vote on behalf of the District regarding the proposed CMWD rate increase.

No Motion.

No Public Comment.

8. General Manager's Report

Mr. Martinez reported that the Casitas Lake level is 71.1%. Mr. Martinez reported that the District ordered the chlorine alarms for the well buildings, and they are being installed. Additionally, the AMI meters ordered last fiscal year have begun arriving and are being installed. GIS mapping has been completed, and staff are attaching details to each asset and fine-tuning asset locations. The Emergency Backup Plan is nearly complete and will be ready for Committee review. Highway 33 slide update: the SCE plans were approved, but we cannot begin work until the SCE poles are relocated, likely by the end of the year.

Caltrans requests the District relocate our mainline; discussions continue regarding the final

design. Mr. Martinez is still waiting on the Well 4a refurbishment scope of work from Curtis Hopkins. Progress is being made on the replacement Treatment Plant design plans, which were sent to the SWRCB for review and input. The District had budget funds approved for purchasing a new crew truck; due to timeline constraints created by low supply, Mr. Martinez obtained three truck quotes from Ford, GM, and Dodge. The current trucks are increasing repair costs, including a cracked radiator, brakes, and transmission. Mr. Martinez had less than a week to purchase the 2022 Ford F-250, the only one in stock, for \$62,262.84, as the dealership was pushing to sell to another buyer.

No Public Comment.

9. **Board Secretary's Report**

Ms. Ward presented the monthly Board Secretary report. The SWRCB annual Water Use reports for October 2022 – September 2023 were submitted on October 24, 2023. The annual VC Environmental CERS reports are in progress and are due by December 31, 2023. Staff attended the SWRCB eAR Input Forum on November 2, 2023. Office staff continue working on the FY 22-23 Financial Audit.

No Public Comment.

10. **Board Committee Reports**

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

11. **Old Business**

- State Water: No report.
- Matilija Dam Removal Update: Mr. Martinez shared that he and Ms. Ward met with the County on Monday, October 23, to discuss the timeline and mitigation plans. Staff expressed concerns regarding the silt load and potential funds if the District cannot pump water due to the silt. There will be future public hearings and opportunities to engage with the County and project group.

12. **Director Announcements/Reports**

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

13. **Meeting Adjournment**

The next meeting will be held on December 19, 2023 at 6:00 pm. There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 7:17 pm.

Board Secretary

Board President

Report of Income as of 11/30/2023

Income	Month of November	Year To Date	Budget Appropriation	Appropriation Balance
Interest	6,717.89	22,517.95	--	22,517.95
Taxes	--	1,985.35	--	1,985.35
Pumping Charges	432.61	2,451.03	--	2,451.03
Fire Protection	44.55	686.79	--	686.79
Meter & Inst. Fees	--	--	--	0.00
Water Sales	90,799.97	462,522.77	1,214,753.00	752,230.23
¹ Casitas Water/Standby	834.36	4,993.77	--	4,993.77
MWAC Charges	54,700.35	277,953.09	552,960.00	275,006.91
MCC Chg.	6,379.50	33,460.99	85,000.00	51,539.01
² Misc. Income	283.45	9,403.15	--	9,403.15
Late & Delinquent Chgs.	1,193.91	14,737.92	--	14,737.92
Conservation Penalty	--	--	--	0.00
Capital Improvement	--	--	--	0.00
Drought Surcharge	9.49	(1,001.09)	--	1,001.09
Fire Flow/Will Serve Letters	300.00	3,909.74	6,000.00	2,090.26
		--	--	0.00
		--	--	0.00
TOTAL INCOME	161,696.08	833,621.46	1,858,713.00	1,025,091.54

Note:

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

²

Meiners Oaks Water District

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

Expenditures	Month of November	Year To Date	Budget Approp	Approp Bal 11/30/23	Current December	Approp FY Bal To Date
Salaries	54,890.59	261,203.37	650,000.00	388,796.63	-	388,796.63
Payroll Taxes	4,280.34	20,820.04	45,000.00	24,179.96	-	24,179.96
Retirement Contributions	7,260.27	35,268.25	73,000.00	37,731.75	-	37,731.75
Group Insurance	6,774.36	33,105.69	96,000.00	62,894.31	-	62,894.31
Company Uniforms	-	970.53	4,500.00	3,529.47	-	3,529.47
Phone Office	677.15	3,460.86	7,000.00	3,539.14	-	3,539.14
Janitorial Service	578.09	2,942.45	6,500.00	3,557.55	126.23	3,431.32
Refuse Disposal	396.79	1,983.95	5,000.00	3,016.05	-	3,016.05
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	-	3,470.07	16,000.00	12,529.93	-	12,529.93
Truck Maintenance	2,293.43	4,171.48	3,500.00	(671.48)	-	(671.48)
Office Equipment Maintenance	1,066.21	2,688.00	7,500.00	4,812.00	-	4,812.00
Security System	158.85	1,250.62	1,000.00	(250.62)	-	(250.62)
Cell Phones	440.94	2,183.18	4,500.00	2,316.82	-	2,316.82
System Maintenance	1,492.12	24,289.32	60,000.00	35,710.68	-	35,710.68
Safety Equipment	139.74	5,993.55	6,000.00	6.45	-	6.45
Laboratory Services	1,554.00	6,800.00	14,500.00	7,700.00	214.00	7,486.00
Membership and Dues	-	9,182.00	10,000.00	818.00	-	818.00
Printing and Binding	-	-	2,000.00	2,000.00	-	2,000.00
Office Supplies	237.50	4,786.29	6,000.00	1,213.71	-	1,213.71
Postage and Express	52.51	4,976.36	13,000.00	8,023.64	-	8,023.64
B.O.D. Fees	1,750.00	10,750.00	30,000.00	19,250.00	-	19,250.00
Engineering & Technical Services	382.13	1,323.19	50,000.00	48,676.81	-	48,676.81
Computer Services	1,215.51	12,229.56	25,000.00	12,770.44	868.82	11,901.62
Other Prof. & Regulatory Fees	6,946.00	10,379.36	40,000.00	29,620.64	115.00	29,505.64
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	-	8,905.00	40,000.00	31,095.00	1,922.50	29,172.50
GSA Fees	-	63,000.00	90,000.00	27,000.00	-	27,000.00
VR/SBC/City of VTA Law Suit	-	152.87	75,000.00	74,847.13	-	74,847.13
Rental Equipment	-	-	10,000.00	10,000.00	-	10,000.00
Audit Fees	10,000.00	10,000.00	26,000.00	16,000.00	-	16,000.00
Small Tools	1,850.36	3,669.94	5,000.00	1,330.06	-	1,330.06
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Treatment Plant	-	5,747.47	10,000.00	4,252.53	-	4,252.53
Fuel	1,803.23	7,958.22	20,000.00	12,041.78	-	12,041.78
Travel Exp./Seminars	-	235.25	2,000.00	1,764.75	-	1,764.75
Utilities	232.73	1,804.92	3,500.00	1,695.08	-	1,695.08
Power and Pumping	7,586.86	45,492.61	80,000.00	34,507.39	-	34,507.39
Meters	321.51	22,452.48	80,000.00	57,547.52	1,441.80	56,105.72
Online AutoPay Transactions Fees	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditures	114,381.22	757,559.05	1,751,000.00	993,440.95	4,688.35	988,752.60

Water Distribution System	-	-	-	-	-	-
New Well	-	-	25,000.00	25,000.00	-	25,000.00
Valve Replacements	-	-	75,000.00	75,000.00	-	75,000.00
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	7,200.10	41,367.07	160,000.00	118,632.93	1,176.27	117,456.66
TP Grant & Environmental Assistance	-	-	60,000.00	60,000.00	-	60,000.00
Field Truck 3/4 Ton	1,050.00	63,312.84	70,000.00	6,687.16	-	6,687.16
Office HVAC System	-	19,786.00	20,000.00	214.00	-	214.00
Emergency Generator Electrical Design	-	-	15,000.00	15,000.00	-	15,000.00
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	1,870.00	27,918.58	100,000.00	72,081.42	-	72,081.42
Total CIP Spending	10,120.10	152,384.49	663,000.00	510,615.51	1,176.27	509,439.24
GRAND TOTAL	124,501.32	909,943.54	2,414,000.00	1,504,056.46	5,864.62	1,498,191.84



Meiners's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 11/16/2023 - 12/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank-AP Bank						
AQUA-F	Aqua-Flo Supply	12/13/2023	Regular	0.00	194.73	11037
S12213303	Invoice	11/01/2023	Stock	0.00	174.65	
S12221198	Invoice	11/14/2023	Zone 2	0.00	20.08	
AT&T	AT&T	11/28/2023	Regular	0.00	592.17	11026
0665724805	Invoice	11/19/2023	SCADA phone line	0.00	592.17	
BADGER	Badger Meter	12/13/2023	Regular	0.00	1,840.71	11038
1620693	Invoice	11/28/2023	Meters 5/8 X 3/4	0.00	321.51	
1623609	Invoice	12/11/2023	Orion Cellular LTE Service Units	0.00	1,441.80	
80145227	Invoice	11/29/2023	Beacon Hosting	0.00	77.40	
CALPERS	California Public Employees' Retirement	11/30/2023	Bank Draft	0.00	3,454.73	DFT0001973
INV0002469	Invoice	11/15/2023	Health	0.00	3,454.73	
CALPERS	California Public Employees' Retirement	11/28/2023	Bank Draft	0.00	22.11	DFT0001980
111423	Invoice	11/14/2023	Active Premium	0.00	22.11	
CALPERS	California Public Employees' Retirement	11/30/2023	Bank Draft	0.00	3,454.68	DFT0001982
INV0002479	Invoice	11/30/2023	Health	0.00	3,454.68	
CAL-STATE	Cal-State	11/28/2023	Regular	0.00	131.86	11027
260643	Invoice	11/14/2023	Portable Toilet	0.00	131.86	
CAL-STATE	Cal-State	12/13/2023	Regular	0.00	126.23	11039
262512	Invoice	12/07/2023	Portable Restroom	0.00	126.23	
CMWD	Casitas Municipal Water District	12/13/2023	Regular	0.00	2,278.69	11040
261151123	Invoice	11/30/2023	Fairview Road Standby	0.00	1,033.31	
262001123	Invoice	11/30/2023	Hartmann Allocation	0.00	212.07	
300651123	Invoice	11/30/2023	Tico/La Luna Standby	0.00	1,033.31	
CLEANCO	Cleancoast Janitorial	11/28/2023	Regular	0.00	320.00	11028
3017	Invoice	11/24/2023	November Janitorial	0.00	320.00	
EJHAR	E. J. Harrison Roloffs, Inc.	11/28/2023	Regular	0.00	396.79	11029
281301123	Invoice	11/14/2023	Office Trash	0.00	153.24	
994261123	Invoice	11/14/2023	3 Yard Dumpster	0.00	243.55	
FAMCON	Famcon Pipe and Supply, Inc	12/13/2023	Regular	0.00	804.90	11041
S100114319.001	Invoice	11/01/2023	Parts for Meter Exchange	0.00	427.19	
S100114782.001	Invoice	11/01/2023	Stock	0.00	313.17	
S100115834.001	Invoice	11/22/2023	Parts for New Meter	0.00	64.54	
FGLENV	FGL Environmental	11/28/2023	Regular	0.00	594.00	11030
315008A	Invoice	11/15/2023	Samples	0.00	35.00	
315009A	Invoice	11/15/2023	Samples	0.00	133.00	
315010A	Invoice	11/21/2023	Samples	0.00	107.00	
315460A	Invoice	11/22/2023	Samples	0.00	107.00	
317583A	Invoice	11/10/2023	Samples	0.00	35.00	
317585A	Invoice	11/10/2023	Samples	0.00	35.00	
318658A	Invoice	11/15/2023	Samples	0.00	35.00	
319063A	Invoice	11/27/2023	Samples	0.00	107.00	
FGLENV	FGL Environmental	12/13/2023	Regular	0.00	1,067.00	11042
318655A	Invoice	11/30/2023	Samples	0.00	613.00	
318657A	Invoice	11/21/2023	Samples	0.00	107.00	

Check Report

Date Range: 11/16/2023 - 12/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
318659A	Invoice	11/21/2023	Samples	0.00	133.00	
319433A	Invoice	12/06/2023	Samples	0.00	107.00	
319649A	Invoice	12/06/2023	Samples	0.00	107.00	
GUARDIAN	Guardian	11/28/2023	Regular	0.00	610.61	11024
INV0002470	Invoice	11/15/2023	Dental	0.00	305.33	
INV0002480	Invoice	11/30/2023	Dental	0.00	305.28	
GUARDIAN	Guardian	11/28/2023	Regular	0.00	102.96	11031
7690461123	Invoice	11/14/2023	Admin. Fee	0.00	102.96	
HLTHNE	Health Net Life Insurance Company	11/28/2023	Regular	0.00	56.70	11032
61791123	Invoice	11/09/2023	Life Insurance	0.00	56.70	
INFDEC	Informed Decision	12/13/2023	Regular	0.00	73.50	11043
15797	Invoice	12/01/2023	Lockwood Background Check	0.00	73.50	
LGABLER	Light Gabler	12/13/2023	Regular	0.00	525.00	11044
77825	Invoice	12/07/2023	Employment Consulting	0.00	315.00	
77866	Invoice	12/07/2023	Employment Consulting	0.00	210.00	
MOHARD	Meiners Oaks Hardware	12/13/2023	Regular	0.00	372.95	11045
060517	Invoice	11/01/2023	Entry Knob, Bolts & Screws, Key	0.00	37.08	
060531	Invoice	11/01/2023	Bolts & Screws	0.00	1.92	
060981	Invoice	11/01/2023	Quick Flow Gas Can	0.00	18.22	
061210	Invoice	11/01/2023	Spray Mix, Marking Paint, Hedge Shears, e	0.00	264.83	
061782	Invoice	11/07/2023	Ball Valve, Adapter, Hacksaw	0.00	32.37	
063286	Invoice	11/21/2023	Batteries	0.00	18.53	
MKN&A	Michael K. Nunley & Associates, Inc.	11/28/2023	Regular	0.00	7,582.23	11033
1039519	Invoice	11/14/2023	Treatment Plant Final Design	0.00	7,200.10	
1039520	Invoice	11/14/2023	Zone # 2	0.00	382.13	
MKN&A	Michael K. Nunley & Associates, Inc.	12/13/2023	Regular	0.00	1,176.27	11046
1039699	Invoice	12/01/2023	Treatment Plant Final Design	0.00	1,176.27	
MITEC	MiTec Solutions LLC	11/28/2023	Regular	0.00	269.29	11034
97564	Invoice	11/15/2023	SplashTop	0.00	20.00	
97646	Invoice	11/15/2023	Antivirus	0.00	50.00	
97699	Invoice	11/15/2023	Elevate/VoIP Phones	0.00	199.29	
MITEC	MiTec Solutions LLC	12/13/2023	Regular	0.00	868.82	11047
1068195	Invoice	12/06/2023	Monthly Maintenance	0.00	240.00	
98106	Invoice	12/01/2023	Exchange, Web Hosting, ShareSync	0.00	290.82	
98156	Invoice	12/01/2023	Off Site BackUp	0.00	98.00	
98213	Invoice	12/01/2023	X360 Recover	0.00	240.00	
NCK&K	Nelson Comis Kettle & Kinney, LLP	12/13/2023	Regular	0.00	1,397.50	11048
11615	Invoice	12/05/2023	Attorney Fees	0.00	1,397.50	
OFFDEP	Office Depot	12/13/2023	Regular	0.00	132.71	11049
342370644001	Invoice	11/18/2023	Wall Calendars	0.00	107.20	
342372802001	Invoice	11/29/2023	DeskPad Calendar, Sharpies	0.00	25.51	
PATHIAN	Pathian Administrators	11/28/2023	Regular	0.00	114.47	11025
INV0002472	Invoice	11/15/2023	HSBS	0.00	57.24	
INV0002482	Invoice	11/30/2023	HSBS	0.00	57.23	
PERS	Public Employees' Retirement System	11/30/2023	Bank Draft	0.00	700.00	DFT0001972
INV0002468	Invoice	11/15/2023	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	11/30/2023	Bank Draft	0.00	4,168.53	DFT0001974
INV0002471	Invoice	11/15/2023	PERS	0.00	4,168.53	
PERS	Public Employees' Retirement System	11/30/2023	Bank Draft	0.00	700.00	DFT0001981

Check Report

Date Range: 11/16/2023 - 12/15/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0002478	Invoice	11/30/2023	457 Withholdings	0.00	700.00	
PERS	Public Employees' Retirement System	11/30/2023	Bank Draft	0.00	4,168.54	DFT0001983
INV0002481	Invoice	11/30/2023	PERS	0.00	4,168.54	
PERS	Public Employees' Retirement System	12/12/2023	Bank Draft	0.00	2,772.17	DFT0001991
10000001737043	Invoice	12/01/2023	Unfunded Accrued Liability	0.00	2,772.17	
RWC	Robert William Company	12/13/2023	Regular	0.00	1,870.00	11050
2-612	Invoice	11/30/2023	Water Main Relocation	0.00	1,870.00	
SCE	Southern California Edison Co.	11/28/2023	Regular	0.00	7,810.33	11035
OFFELE1123	Invoice	11/17/2023	Office Electricity	0.00	223.47	
TNKFRM1123	Invoice	11/17/2023	Tank Farm	0.00	33.74	
WELL1-1123	Invoice	11/17/2023	Well 1	0.00	108.22	
WELL2-1123	Invoice	11/17/2023	Well 2	0.00	87.76	
WELL4&71123	Invoice	11/17/2023	Wells 4&7	0.00	6,577.36	
WELL8-1123	Invoice	11/17/2023	Well 8	0.00	199.04	
Z-11123	Invoice	11/17/2023	Zone 1	0.00	96.65	
Z-2FIRE1123	Invoice	11/17/2023	Zone 2 Fire	0.00	122.54	
Z-2PWR1123	Invoice	11/17/2023	Zone 2 Power	0.00	345.36	
Z-3FIRE1123	Invoice	11/17/2023	Zone 3 Fire	0.00	16.19	
SCGAS	Southern California Gas Co.	12/13/2023	Regular	0.00	9.26	11051
0789	Invoice	11/29/2023	Office Heat	0.00	9.26	
SPECTRUM	Spectrum	12/13/2023	Regular	0.00	84.98	11052
0299421122723	Invoice	11/27/2023	Internet	0.00	84.98	
UAOFSC	Underground Service Alert of So.Ca.	12/13/2023	Regular	0.00	41.50	11053
1120230442	Invoice	12/01/2023	Digalerts	0.00	41.50	
USBANK	US Bank Corporate Pmt. System	12/13/2023	Regular	0.00	5,754.80	11054
AAS111523	Invoice	11/15/2023	Postage	0.00	52.51	
AMAZON110923	Invoice	11/09/2023	Floor Mats	0.00	53.28	
ANACAPA112223	Invoice	11/22/2023	Utility Bed with Ladder Rack	0.00	1,050.00	
CROWND102623	Invoice	11/01/2023	Maintenance	0.00	876.25	
CTC102523	Invoice	11/01/2023	Key	0.00	4.79	
DROPBOX112023	Invoice	11/20/2023	DropBox	0.00	90.00	
FIOT102723	Invoice	11/01/2023	Security Camera Data Renewal	0.00	15.00	
FIOT103023	Invoice	11/01/2023	Security Camera Data Renewal	0.00	15.00	
FIOT103123	Invoice	11/01/2023	Security Camera Data Renewal	0.00	15.00	
FIOT112223	Invoice	11/22/2023	Security Camera Data Renewal	0.00	15.00	
GOTO111623	Invoice	11/16/2023	Remote Meetings	0.00	10.00	
GREENT102523	Invoice	11/01/2023	Hedge Trimmer	0.00	655.09	
HODGE110123	Invoice	11/01/2023	Service on 2013 Dodge	0.00	1,063.27	
JNDESIGNS11032	Invoice	11/03/2023	Printed Door Decal	0.00	165.55	
LOWES102523	Invoice	11/01/2023	Storage Totes	0.00	119.54	
LOWES110223	Invoice	11/02/2023	Small Tools	0.00	1,195.27	
OSS110923	Invoice	11/09/2023	Storage Unit	0.00	184.00	
STATEWIDE11152	Invoice	11/15/2023	Road Work Ahead Sign	0.00	93.64	
STATEWIDE11162	Invoice	11/15/2023	Freight	0.00	46.10	
VTASTEEL102523	Invoice	11/01/2023	Steel for Vice Mount - Crew Truck	0.00	35.51	
VERIZON	Verizon Wireless	12/13/2023	Regular	0.00	440.94	11056
9950307911	Invoice	11/26/2023	Cell Phones	0.00	440.94	

Check Report

Date Range: 11/16/2023 - 12/15/2023

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	11/28/2023	Regular	0.00	1,803.23	11036
93137421	Invoice	11/15/2023	Fuel	0.00	1,803.23	

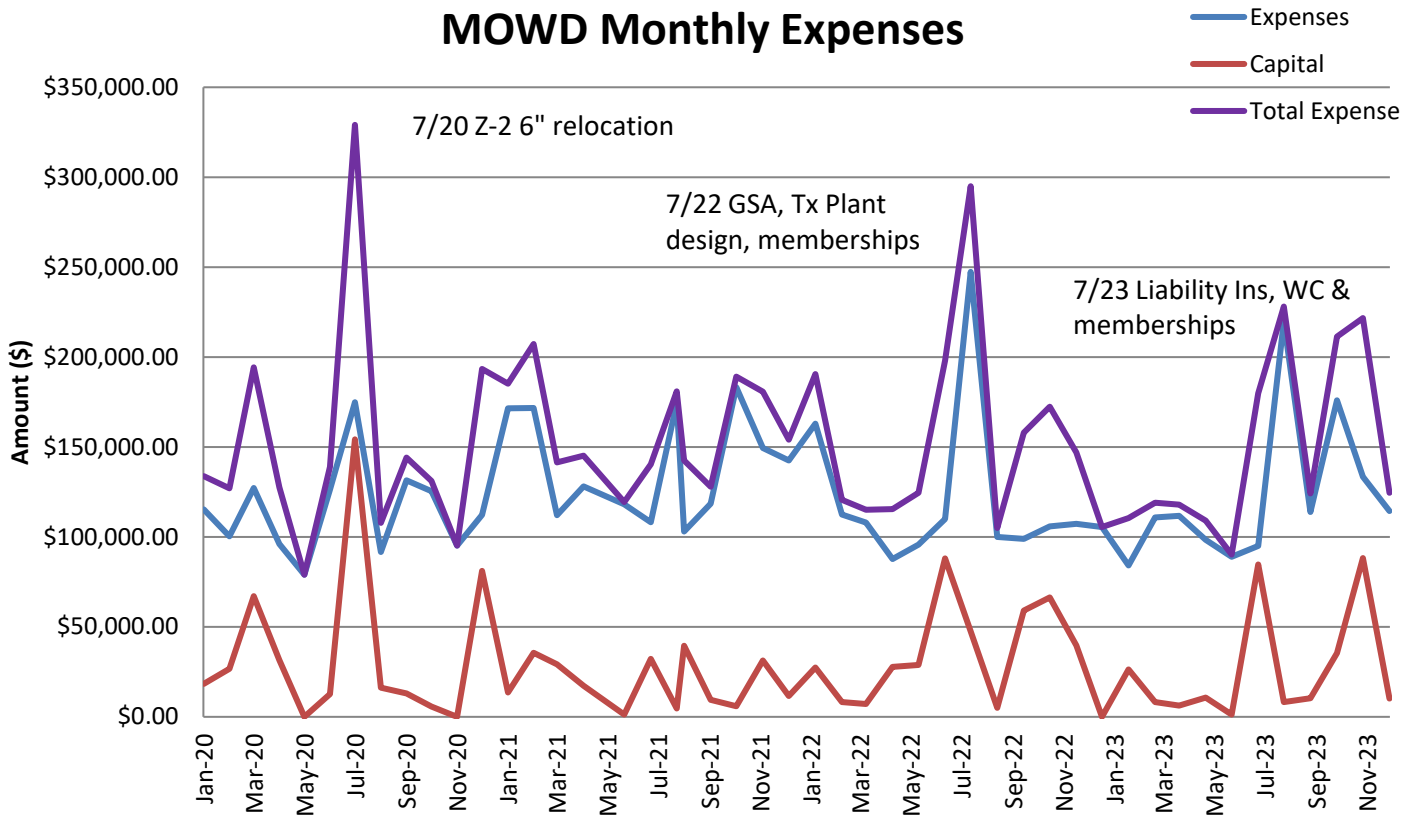
Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	94	32	0.00	39,445.13
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	8	8	0.00	19,440.76
EFT's	0	0	0.00	0.00
	102	40	0.00	58,885.89

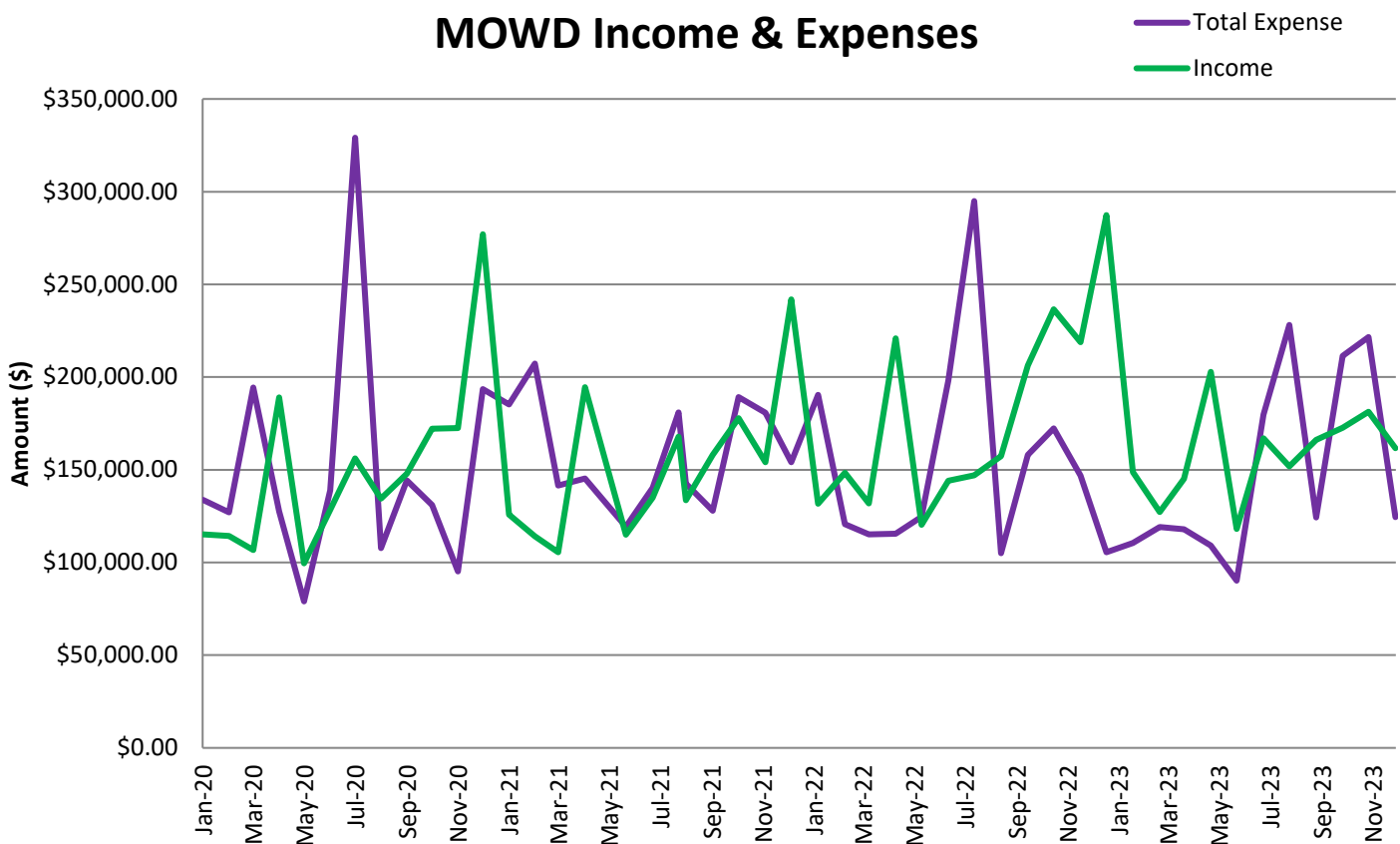
PR

53,390.21

MOWD Monthly Expenses



MOWD Income & Expenses





District Summary/Update

- **Casitas Lake Level:** 70.7% 12/13/23
- **Wells:** MOWD is 100% on our own wells, Wells 4A & 7, as of 6/2/2023
- **Rain Fall Totals (Season):**

	Casitas Dam	.39"
	Matilija Dam	.65"
12/13/23	M.O. Fire Station	.34"
	Stewart Canyon	.38"
	Nordhoff Ridge	1.26"
- **GIS Mapping:** Working w/ Ziptility on finalize a platform to assign and track service orders
- **Choline Alarms:** Equipment has been installed
- **AMI Meters:** 4-2" & 1-3" Field staff schedules and completes installations weekly.
- **Emergency Generator Office:** Site plan survey, Pending
- **Hwy 33 Slide:** MOWD plans have been approved by DOT.
- **Treatment Plant Project:** Plant design is at 100%
-MKN grant assistance (in progress)

<u>Type of Work</u>	<u>Cause</u>	<u>Date</u>	<u>Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Leak, A.V. Service Line	Poor Installation	12/12/2023	Meiners Rd	Field Staff	N/A

Non-Reportable Nitrate Levels 2023

	January	February	March	April	May	June	July	August	September	October	November	December
Well #8	3.0	2.9	3.0	3.0	2.9	3.0	2.8	2.8	3.1	5.7	7.7	
Ranchitos	9.1	7.7	8.1	9.4	10	10.6	10.9	11.2	11.6	12.6	12.2	

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'	25.1'	25.3'	26.1'
RUNNING (ft)	OFF	21.9'	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	2.6'	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	299	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	115	OFF	OFF	OFF	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	24.1	24.5'	24.9'
RUNNING (ft)	OFF	25'	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	5'	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	220	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	44	OFF	OFF	OFF	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'	33.5'	33.9'	34'
RUNNING (ft)	OFF	46.2'	OFF	OFF	OFF	50'	49.4'	50'	53.3'	55.1'	56.4'	55.6'
DRAW DOWN (ft)	OFF	1.7'	OFF	OFF	OFF	22'	20.6'	19.6'	21'	21.6'	22.5'	21.6'
Gallons Per Minute (GPM)	OFF	350	OFF	OFF	OFF	417	412	380	398	391	391	386
Specific Capacity (gal/ft DD)	OFF	18.6	OFF	OFF	OFF	18.95	20	19.38	18.95	18.1	17.3	17.87
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'	28.7'	30.2'	29.5'
RUNNING (ft)	OFF	35.7'	OFF	OFF	OFF	37'	37.2'	39.1'	28.8'	31.8'	32.8'	33.1'
DRAW DOWN (ft)	OFF	1.7'	OFF	OFF	OFF	2'	1.6'	1.8'	2.4	3.12'	2.6'	3.6'
Gallons Per Minute (GPM)	OFF	350	OFF	OFF	OFF	343	336	323	315	328	320	317
Specific Capacity (gal/ft DD)	OFF	176	OFF	OFF	OFF	171.5	210	179.4	131	105.5	123.1	88.05
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'	59.6'	60.9'	60.6'
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	70.7'	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	13.5'	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	266	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	19.7	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	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	64.38	54.58	0	\$101,672.97
NOV	53.40	49.69	0	\$90,799.97
DEC				
YTD 2023	396.51	453.38	107.75	\$775,510.69
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	\$ 1,370,338.56
Total Taxes	\$0.00
Total Interest from reserve account#	\$ 6,717.65

Fiscal Year Total Revenues

July 1 st – November 30th	2022	\$965,881.86
July 1 st – November 30th	2023	\$833,621.46

Bank Balances

* LAIF Balance	\$ 208,105.90
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
* Money Market (Mechanics Bank)	\$ 7,625.80
Amount Transferred to Mechanics from County this month	\$ 60,000.00
Amount Transferred to General Fund from Money Market	\$ 0.00
Monthly Interest received from Money Market	\$.13
General Fund Balance	\$ 63,648.09
Trust Fund Balance	\$ 6,781.52
* Capital Improvement Fund	\$ 13,636.85
(#) Quarterly Interest from Capital Account	\$.11
Total Interest accrued	\$ 0.24



Board Secretary Report

December 2023

Administrative

- CA Water & Wastewater Arrearage Program extension for funding arrearages incurred between June 2021 – December 2022; application submitted 12/13/2023 for \$17,804.
- CEQASubmit profile created, Notice of Exemption for Replacement Treatment Plant Upgrade Project filed with the County on 12/6/2023.
- Annual Ventura County CERS reports are in progress and are due by 12/31/2023.

Financial (any items not covered in separate Financials Report)

- Staff are actively working on the FY 2022-2023 Financial Audit.
- Low Income Household Water Assistance Program FY 22-23 Total: \$4,306.00; FY 23-24: \$1015. The program payments are extended through March 31, 2024.

Billing/Customer Service

Month	#Total Service Orders	# Account Owner Changes	Total HCF Billed	Monthly Customer Bill Total
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	26,563	\$168,236.03
Sep 23	139	12	25,216	\$161,828.48
Oct 23	89	7	25,209	\$160,983.08
Nov 23	93	3	22,876	\$152,824.26

- 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

- Staff is working on the Replacement Treatment Plant Upgrade Project grant application documents.
- Employee Handbook – draft updates are in process.
- Staff working on scanning, archiving District documents.

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

Attachments: None.