



BOARD OF DIRECTORS REGULAR MEETING AGENDA

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

JOIN BY COMPUTER: <https://meet.goto.com/705724085>

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

ACCESS CODE: 705-724-085

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))

January 16, 2024, at 6:00 pm.

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

- 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 December 16, 2023, to January 15, 2024, in the amount of:

Payables \$ 71,381.68

Payroll \$ 52,880.96

Total \$124,262.64

7. Board action and/or discussion

- a) Approve Resolution 20240116: Appointing Director and Alternate Director to the Board of Directors of the Upper Ventura River Groundwater 2024-2026. (Etchart)
 - a. Recommended Action: Approve Resolution 20240116: Appointing Director and Alternate Director to the Board of Directors of the UVRGA.
- b) Election of the Board Officers. (Etchart/Oakland) – No Attachment
 - a. Board President
 - b. Board Vice President
 - c. Recommended Action: Elect the President and Vice President of the Board.
- c) Board Committee Membership. (President/VP) – Attachment
 - a. Recommended Action: Establish the 2024 Board Committee membership.
- d) Approve Curtis Hopkins quote for Well 4a Rehabilitation Specifications (Task 1) expense not to exceed \$7,500. (Martinez/Kentosh)
 - a. Recommended Action: Approve Curtis Hopkins quote for Well 4a Rehabilitation Specifications (Task 1) expense not to exceed \$7,500.

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 February 20, 2024 at 6:00 pm.

Regular Meeting
December 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 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 November 21, 2023, Regular Board Meeting minutes.

Director Kentosh made the motion to approve the November 21, 2023, Regular Meeting minutes. Director Oakland seconded the motion.

No Public Comment.

Kentosh/Oakland

(5) Ayes- M/S/C

4. Public Comments

- None

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

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

- 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 6:20 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 November 16, 2023, to December 15, 2023, in the amount of:

Payables:	\$ 58,885.89
Payroll:	<u>\$ 53,390.21</u>
Total:	\$ 122,276.10

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

No Public Comment.

Cooper/Oakland

(5) Ayes – M/S/C

7. **Board Discussion/Actions**

No items.

8. **General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is 70.7%. Seasonal rainfall totals, as of 12/13/2023: M.O. Fire Station 0.34", Casitas Dam 0.39", Matilija Dam 0.65" and Nordhoff Ridge 1.26." Staff is working with Ziptility to finalize setup and training for creating and completing service orders via the online platform. The Chlorine Alarms have been installed at each well building. Field staff continue to install the AMI smart meters as they arrive, including Commercial and Agriculture accounts; staff will soon start on Residential meters. Caltrans approved the MOWD design plans for the Highway 33 slide repair; the mainline will stay in its current location. The Replacement Treatment Plant design plans are complete and have been provided to SWRCB for input; work continues on the grant application. There was one service line repair on Meiners Rd; line broke due to poor initial installation. Mr. Martinez provided baseline Nitrate levels for Well 8 and Ranchitos. Mr. Martinez will be tracking and comparing Nitrate and water levels with the goal of bringing Well 8 back online, pending SWRCB approval.

No Public Comment.

9. **Board Secretary's Report**

Ms. Ward presented the monthly Board Secretary report. The District participated in a C.A. Water & Wastewater Arrearage Assistance Program in 2021, assisting customers with arrearages incurred between March 2020 – June 15, 2021; the State announced they are extending the program to include arrearages between June 16, 2021 – December 31, 2022. MOWD has submitted the state application, with potential funding of \$17,804, which will directly assist the 40 customer accounts that meet eligibility. The District should know the award decision in January 2024. Ms. Ward created the District's CA CEQASubmit profile, and all CEQA documents for the Replacement Treatment Plant were submitted online and to Ventura County on December 6, 2023. Annual Ventura County CERS reports are in progress and will be submitted by the December 31, 2023 deadline. Office staff finishing up the documents and analysis for the F.Y. 22-23 Financial Audit.

No Public Comment.

10. **Board Committee Reports**

- Executive & Personnel Committee: No report.
- UVRGA: Cancelled; Field trip to Foster Park November 30.
- Budget/Rate Committee: No report.
- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: Met, three ADU will-serve letters approved and discussed potential policy revision.
- Grants: No report.
- Treatment Plant Design Ad Hoc Committee: No report.

11. **Old Business**

- State Water: No report.
- Matilija Dam Removal Update: No report.
- Casitas MWD water rates: A letter of protest was submitted, and a response from Casitas MWD General Manager was received by Mr. Martinez; Casitas MWD is open to discussions regarding rates.

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 January 16, 2024 at 6:00 pm. There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 6:47 pm.

Board Secretary

Board President

DRAFT

Report of Income as of 12/31/2023

Income	Month of December	Year To Date	Budget Appropriation	Appropriation Balance
Interest	6,441.18	28,959.13	--	28,959.13
Taxes	117,176.19	119,161.54	--	119,161.54
Pumping Charges	324.13	2,775.16	--	2,775.16
Fire Protection	141.78	828.57	--	828.57
Meter & Inst. Fees	--	--	--	0.00
Water Sales	90,273.27	552,796.04	1,214,753.00	661,956.96
¹ Casas Water/Standby	927.26	5,921.03	--	5,921.03
MWAC Charges	58,238.30	336,191.39	552,960.00	216,768.61
MCC Chg.	8,038.70	41,499.69	85,000.00	43,500.31
² Misc. Income	561.87	9,965.02	--	9,965.02
Late & Delinquent Chgs.	4,204.88	18,942.80	--	18,942.80
Conservation Penalty	--	--	--	0.00
Capital Improvement	--	--	--	0.00
Drought Surcharge	119.88	(881.21)	--	881.21
Fire Flow/Will Serve Letters	--	3,909.74	6,000.00	2,090.26
		--	--	0.00
		--	--	0.00
TOTAL INCOME	286,447.44	1,120,068.90	1,858,713.00	738,644.10

Note:

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

² Hartmann Allocation, NSF Fee, US Bank NASPO Pmt., Refund from Pathian, and a Fire Flow (935 Devereux)



Meiners's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 12/16/2023 - 01/15/2024

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	01/11/2024	Regular	0.00	391.26	11071
S12235023	Invoice	12/11/2023	Shovel, Ball Valve	0.00	104.09	
S12235809	Invoice	12/12/2023	Parts for Air Vac	0.00	266.83	
S12242922	Invoice	12/28/2023	Adapter for MO School	0.00	20.34	
AT&T	AT&T	01/11/2024	Regular	0.00	592.17	11072
9065835808	Invoice	12/19/2023	SCADA Phone	0.00	592.17	
BADGER	Badger Meter	12/27/2023	Regular	0.00	5,203.27	11060
1625578	Invoice	12/20/2023	Meters	0.00	5,203.27	
BADGER	Badger Meter	01/11/2024	Regular	0.00	77.40	11073
80147990	Invoice	12/28/2023	Beacon Hosting	0.00	77.40	
CALPERS	California Public Employees' Retirement	12/31/2023	Bank Draft	0.00	3,563.49	DFT0001993
INV0002491	Invoice	12/15/2023	Health	0.00	3,563.49	
CALPERS	California Public Employees' Retirement	12/31/2023	Bank Draft	0.00	3,998.02	DFT0002002
INV0002501	Invoice	12/29/2023	Health	0.00	3,998.02	
CAL-STATE	Cal-State	01/11/2024	Regular	0.00	258.09	11074
264522	Invoice	01/04/2024	Portable Toilet	0.00	126.23	
264846	Invoice	01/09/2024	Portable Toilet	0.00	131.86	
CASH	CASH	12/27/2023	Regular	0.00	28.00	11061
111423	Invoice	12/01/2023	Water for Office	0.00	5.00	
120623	Invoice	12/06/2023	Water for Office	0.00	5.00	
120723	Invoice	12/06/2023	Cash Drawer	0.00	18.00	
CMWD	Casitas Municipal Water District	01/11/2024	Regular	0.00	2,278.69	11075
261151223	Invoice	12/29/2023	Fairview Standby	0.00	1,033.31	
262001223	Invoice	12/29/2023	Hartmann Allocation	0.00	212.07	
300651223	Invoice	12/29/2023	Tico & La Luna Standby	0.00	1,033.31	
CLEANCO	Cleancoast Janitorial	12/27/2023	Regular	0.00	400.00	11062
3021	Invoice	12/26/2023	December Janitorial	0.00	400.00	
CVTDEP	County of Ventura Transport. Dept.	01/11/2024	Regular	0.00	1,750.00	11076
367607	Invoice	12/13/2023	Admin. Excavation Rider Permit	0.00	1,750.00	
DATAP	Dataprose LLC	01/11/2024	Regular	0.00	937.02	11077
DP2305190	Invoice	12/31/2023	Billing & Postage	0.00	937.02	
EJHAR	E. J. Harrison Rolloffs, Inc.	12/27/2023	Regular	0.00	396.79	11063
281301223	Invoice	12/14/2023	Office Trash	0.00	153.24	
994261223	Invoice	12/14/2023	3 Yard Dumpster	0.00	243.55	
FAMCON	Famcon Pipe and Supply, Inc	01/11/2024	Regular	0.00	1,699.27	11078
S100116363.001	Invoice	12/08/2023	Air Valve	0.00	762.55	
S100117155.001	Invoice	12/08/2023	Parts for the Donut Hole	0.00	446.43	
S100118200.001	Invoice	12/28/2023	2" Customer Valve	0.00	490.29	
FERRANTI	Ferranti Engineering	12/27/2023	Regular	0.00	1,575.00	11064
23-47	Invoice	12/14/2023	MOWD Generator	0.00	1,575.00	

Check Report

Date Range: 12/16/2023 - 01/15/2024

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Post Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
FGLENV	FGL Environmental	12/27/2023	Regular	0.00	284.00	11065
319650A	Invoice	12/12/2023	Samples	0.00	35.00	
319651A	Invoice	12/12/2023	Samples	0.00	35.00	
320042A	Invoice	12/18/2023	Samples	0.00	107.00	
320395A	Invoice	12/21/2023	Samples	0.00	107.00	
FGLENV	FGL Environmental	01/11/2024	Regular	0.00	750.00	11079
320041A	Invoice	12/27/2023	Samples	0.00	133.00	
320043A	Invoice	12/27/2023	Samples	0.00	35.00	
320429A	Invoice	12/26/2023	Samples	0.00	67.00	
320805A	Invoice	12/26/2023	Samples	0.00	107.00	
321120A	Invoice	01/09/2024	Samples	0.00	231.00	
321121A	Invoice	01/05/2024	Samples	0.00	35.00	
321122A	Invoice	01/05/2024	Samples	0.00	35.00	
321123A	Invoice	01/04/2024	Samples	0.00	107.00	
FTB	Franchise Tax Board	01/11/2024	Regular	0.00	233.58	11080
2019-1	Invoice	01/10/2024	Earnings Withholding - Maxwell	0.00	233.58	
GRAINGER	Grainger	01/11/2024	Regular	0.00	216.62	11081
9939304201	Invoice	12/18/2023	Rubber Boots	0.00	72.95	
9939539475	Invoice	12/18/2023	Rubber Boots	0.00	69.36	
9944354761	Invoice	12/22/2023	Rubber Boots	0.00	74.31	
GUARDIAN	Guardian	12/27/2023	Regular	0.00	610.61	11058
INV0002492	Invoice	12/15/2023	Dental	0.00	305.33	
INV0002502	Invoice	12/29/2023	Dental	0.00	305.28	
GUARDIAN	Guardian	12/27/2023	Regular	0.00	9.98	11066
7590461223	Invoice	12/14/2023	Dental Admin. Fee	0.00	9.98	
HLTHNE	Health Net Life Insurance Company	12/27/2023	Regular	0.00	56.70	11067
61791223	Invoice	12/07/2023	Life Insurance	0.00	56.70	
HCS	Herum/Crabtree/Suntag	01/11/2024	Regular	0.00	1,055.88	11082
110359	Invoice	12/31/2023	SBCK vs VTA	0.00	140.25	
110668	Invoice	12/31/2023	SBCK vs VTA	0.00	915.63	
MOHARD	Meiners Oaks Hardware	01/11/2024	Regular	0.00	465.57	11083
064130	Invoice	12/01/2023	Rain-X Wash, Bolts & Screws	0.00	7.01	
064756	Invoice	12/06/2023	Bolts & Screws(Master Lock)	0.00	241.08	
065003	Invoice	12/08/2023	AA Batteries	0.00	9.75	
065079	Invoice	12/08/2023	Level, Wood Grade Stake, Cooler	0.00	53.71	
065272	Invoice	12/11/2023	Grout, Type S Spec Mix(Christopher Ln.& I	0.00	32.60	
065357	Invoice	12/11/2023	Sample Port for Truck	0.00	99.00	
065626	Invoice	12/14/2023	Cut Off Wheels for Inventory	0.00	22.42	
MKN&A	Michael K. Nunley & Associates, Inc.	01/11/2024	Regular	0.00	1,297.80	11084
1039813	Invoice	01/03/2024	Treatment Plant Design	0.00	1,297.80	
MITEC	MiTec Solutions LLC	12/27/2023	Regular	0.00	269.29	11068
98577	Invoice	12/15/2023	SplashTop	0.00	20.00	
98659	Invoice	12/15/2023	Anti-Virus	0.00	50.00	
98712	Invoice	12/15/2023	Elevate Communications/VoIP	0.00	199.29	
MITEC	MiTec Solutions LLC	01/11/2024	Regular	0.00	948.82	11085
1068440	Invoice	01/03/2024	Monthly Maintenance	0.00	240.00	
99233	Invoice	01/01/2024	X360 Recover	0.00	240.00	
99307	Invoice	01/01/2024	Off Site Back Up	0.00	98.00	
99343	Invoice	01/01/2024	Domain	0.00	80.00	
99351	Invoice	01/01/2024	Exchange, Web Hosting, ShareSync	0.00	290.82	

Check Report

Date Range: 12/16/2023 - 01/15/2024

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
NCK&K 11817	Nelson Comis Kettle & Kinney, LLP Invoice	01/02/2024	01/11/2024 Attorney Fees	Regular	0.00 0.00	845.00 845.00	11086
PATHIAN INV0002494 INV0002504	Pathian Administrators Invoice Invoice	12/15/2023 12/29/2023	12/27/2023 HSBS HSBS	Regular	0.00 0.00 0.00	114.47 57.24 57.23	11059
PERS INV0002490	Public Employees' Retirement System Invoice	12/15/2023	12/31/2023 457 Withholdings	Bank Draft	0.00 0.00	700.00 700.00	DFT0001992
PERS INV0002493	Public Employees' Retirement System Invoice	12/15/2023	12/31/2023 PERS	Bank Draft	0.00 0.00	4,168.53 4,168.53	DFT0001994
PERS INV0002500	Public Employees' Retirement System Invoice	12/29/2023	12/31/2023 457 Withholdings	Bank Draft	0.00 0.00	700.00 700.00	DFT0002001
PERS INV0002503	Public Employees' Retirement System Invoice	12/29/2023	12/31/2023 PERS	Bank Draft	0.00 0.00	3,855.11 3,855.11	DFT0002003
PERS 10000001740211	Public Employees' Retirement System Invoice	01/01/2024	01/10/2024 Unfunded Accrued Liability	Bank Draft	0.00 0.00	2,772.17 2,772.17	DFT0002011
RWC 3-612	Robert William Company Invoice	12/01/2023	01/11/2024 33 Water Main Relocation	Regular	0.00 0.00	797.50 797.50	11087
SCE 121923 OFFELE1223 TNKFRM1223 WELL1-1223 WELL2-1223 WELL4&71223 WELL8-1223 Z-11223 Z-2FIRE1223 Z-2PWR1223 Z-3FIRE1223	Southern California Edison Co. Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	12/19/2023 12/19/2023 12/19/2023 12/19/2023 12/19/2023 12/19/2023 12/19/2023 12/19/2023 12/19/2023 12/19/2023 12/19/2023 12/19/2023	12/27/2023 Late Fee Office Electricity Tank Farm Well 1 Well 2 Wells 4 & 7 Well 8 Zone 1 Zone 2 Fire Z-2 Power Zone 3 Fire	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	8,193.54 46.26 223.75 38.96 421.10 401.66 6,206.22 226.93 149.97 103.45 356.74 18.50	11069
SCGAS 0804	Southern California Gas Co. Invoice	12/29/2023	01/11/2024 Office Heat	Regular	0.00 0.00	78.95 78.95	11088
SPECTRUM 0299421012724	Spectrum Invoice	12/27/2023	01/11/2024 Internet	Regular	0.00 0.00	84.98 84.98	11089
SWRCB LW-1046634	State Water Resources Board Invoice	12/20/2023	01/11/2024 Water System Annual Fees	Regular	0.00 0.00	11,683.60 11,683.60	11090
SWRCB-DWOCB D1GL2024	State Water Resources Control Board DWOCB Invoice	01/05/2024	01/11/2024 D1 - G. Lockwood	Regular	0.00 0.00	70.00 70.00	11091
TYLER 025-450603	Tyler Technologies, Inc. Invoice	12/31/2023	01/11/2024 Insite Transaction Fees	Regular	0.00 0.00	1,883.50 1,883.50	11092
UAOFSC 1220230445	Underground Service Alert of So.Ca. Invoice	01/01/2024	01/11/2024 Digalerts	Regular	0.00 0.00	34.50 34.50	11093

Check Report

Date Range: 12/16/2023 - 01/15/2024

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	01/11/2024	Regular	0.00	4,227.75	11094
AGAVE121823	Invoice	12/18/2023	Christmas Dinner	0.00	482.47	
AMAZON112623	Invoice	12/01/2023	Hooded Sweatshirts	0.00	173.20	
AMAZON112723	Invoice	12/01/2023	Chart Recorder Pens	0.00	77.95	
AMAZON112823	Invoice	12/01/2023	Calendar	0.00	24.41	
AMAZON112923	Invoice	12/01/2023	Toilet Paper	0.00	23.60	
AMAZON113023	Invoice	12/01/2023	Shirts, Jackets, Hand Soap	0.00	227.54	
AMAZON120123	Invoice	12/01/2023	Hats	0.00	75.28	
AMAZON120423	Invoice	12/04/2023	Hats	0.00	194.08	
AMAZON120523	Invoice	12/05/2023	Pocket Tees	0.00	63.45	
AMAZON121323	Invoice	12/13/2023	Batteries	0.00	36.99	
AMAZON121423	Invoice	12/13/2023	Christmas Decor	0.00	104.03	
AMAZON121523	Invoice	12/15/2023	Christmas Decor	0.00	47.92	
BENF121523	Invoice	12/15/2023	Christmas	0.00	72.07	
CMH120123	Invoice	12/01/2023	Medical for Lockwood	0.00	256.15	
COASTC120523	Invoice	12/05/2023	Belt for Golf Cart	0.00	26.00	
DROPBOX121323	Invoice	12/13/2023	DropBox Annual Renewal	0.00	876.00	
EIOT112723	Invoice	12/01/2023	Security Camera Data Renewal	0.00	15.00	
EIOT112823	Invoice	12/01/2023	Security Camera Data Renewal	0.00	15.00	
EIOT112923	Invoice	12/01/2023	Security Camera Data Renewal	0.00	15.00	
EIOT122223	Invoice	12/22/2023	Security Camera Data Renewal	0.00	15.00	
GOTO121523	Invoice	12/18/2023	Remote Meetings	0.00	10.00	
IGLOO121523	Invoice	12/15/2023	Igloo Replacement Lid	0.00	26.07	
INDESIGNS12122	Invoice	12/12/2023	Embroidery Hats, Polos, Jackets	0.00	209.76	
OSS121123	Invoice	12/11/2023	Storage Facility	0.00	184.00	
PRECISION12112	Invoice	12/11/2023	2 Stroke Oil	0.00	23.68	
TOTALSIGNS1219	Invoice	12/19/2023	Lockwood - Rain Gear	0.00	131.10	
VEP120423	Invoice	12/04/2023	Emergency Room Visit	0.00	822.00	
VERIZON	Verizon Wireless	01/11/2024	Regular	0.00	307.62	11097
9952777831	Invoice	12/26/2023	Cell Phones	0.00	307.62	
WEX	WEX BANK	12/27/2023	Regular	0.00	1,517.14	11070
93897401	Invoice	12/15/2023	Fuel	0.00	1,517.14	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	38	0.00	51,624.36
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	7	7	0.00	19,757.32
EFT's	0	0	0.00	0.00
	118	45	0.00	71,381.68

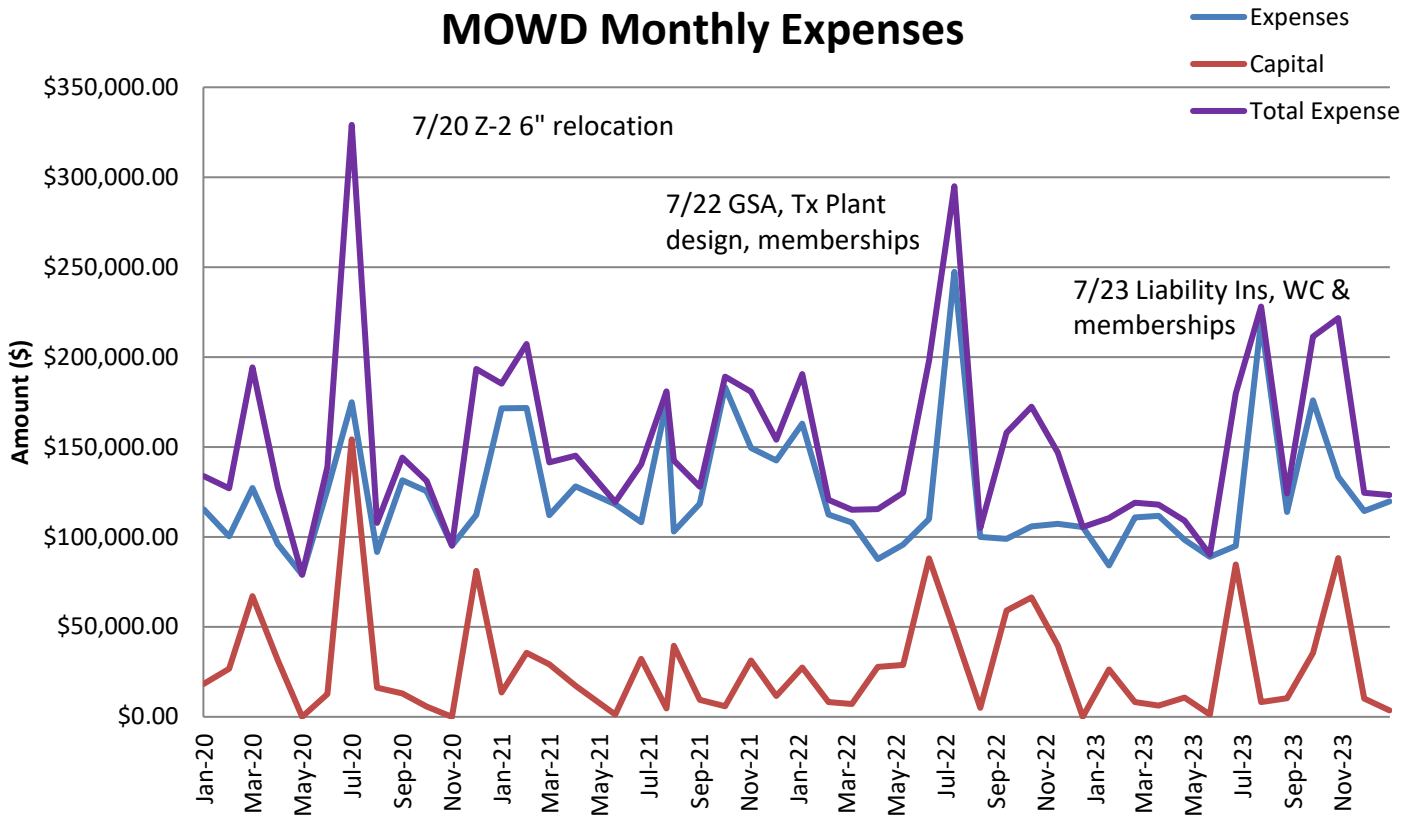
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Meiners Oaks Water District

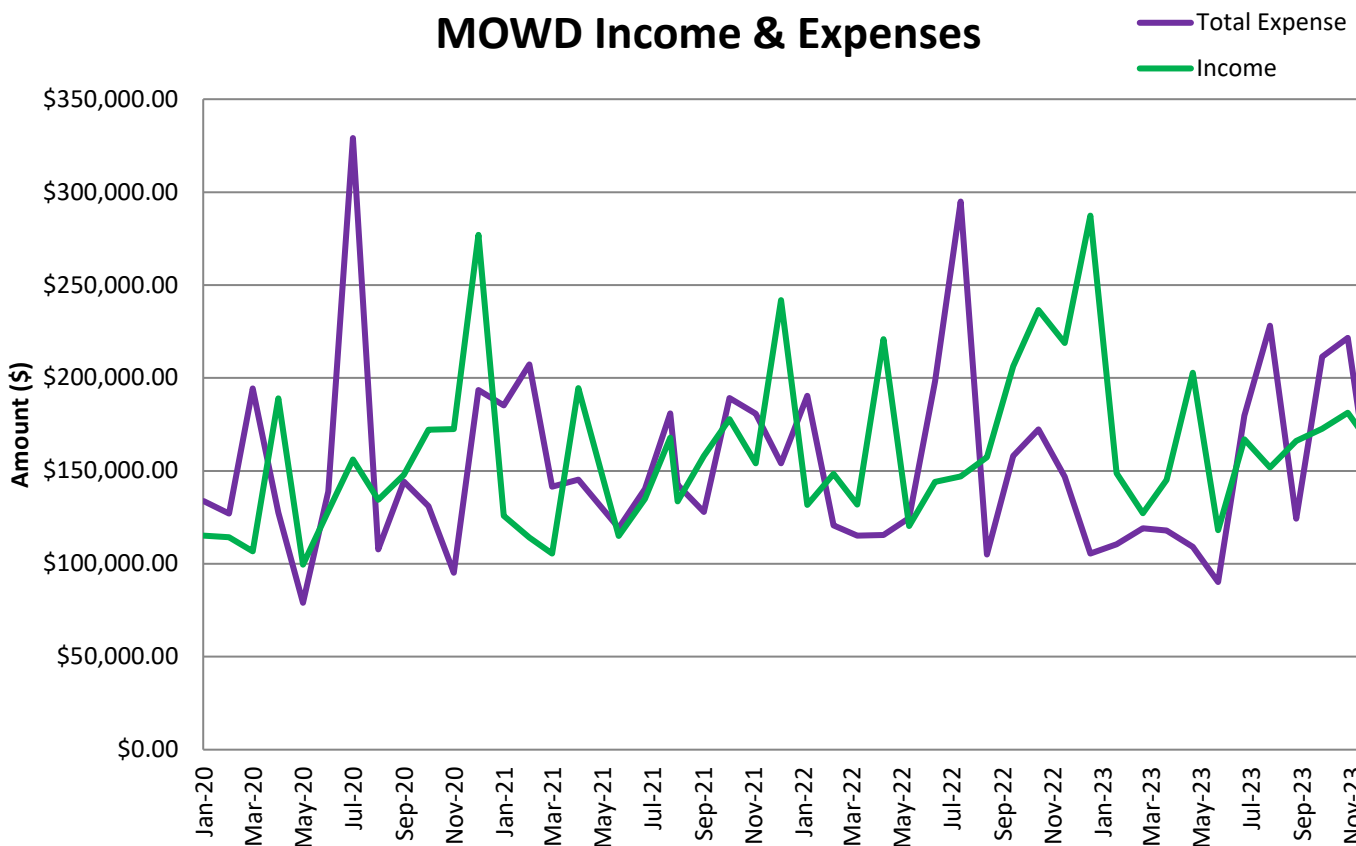
Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

Expenditures	Month of December	Year To Date	Budget Approp	Approp Bal 12/31/23	Current January	Approp FY Bal To Date
Salaries	52,244.10	313,447.47	650,000.00	336,552.53	-	336,552.53
Payroll Taxes	4,010.49	24,830.53	45,000.00	20,169.47	-	20,169.47
Retirement Contributions	7,098.19	42,366.44	73,000.00	30,633.56	-	30,633.56
Group Insurance	7,181.51	40,287.20	96,000.00	55,712.80	-	55,712.80
Company Uniforms	1,063.49	2,034.02	4,500.00	2,465.98	-	2,465.98
Phone Office	677.15	4,138.01	7,000.00	2,861.99	-	2,861.99
Janitorial Service	526.23	3,468.68	6,500.00	3,031.32	258.09	2,773.23
Refuse Disposal	396.79	2,380.74	5,000.00	2,619.26	-	2,619.26
Liability Insurance	-	82,307.64	77,000.00	(5,307.64)	-	(5,307.64)
Workers Compensation	1,078.15	42,682.68	42,000.00	(682.68)	-	(682.68)
Wells	-	3,470.07	16,000.00	12,529.93	-	12,529.93
Truck Maintenance	26.00	4,197.48	3,500.00	(697.48)	-	(697.48)
Office Equipment Maintenance	184.00	2,872.00	7,500.00	4,628.00	-	4,628.00
Security System	287.54	1,538.16	1,000.00	(538.16)	-	(538.16)
Cell Phones	307.62	2,490.80	4,500.00	2,009.20	-	2,009.20
System Maintenance	4,329.78	28,619.10	60,000.00	31,380.90	-	31,380.90
Safety Equipment	-	5,993.55	6,000.00	6.45	-	6.45
Laboratory Services	840.00	7,640.00	14,500.00	6,860.00	408.00	6,452.00
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	1,327.04	6,113.33	6,000.00	(113.33)	-	(113.33)
Postage and Express	937.02	5,913.38	13,000.00	7,086.62	-	7,086.62
B.O.D. Fees	2,500.00	13,250.00	30,000.00	16,750.00	-	16,750.00
Engineering & Technical Services	-	1,323.19	50,000.00	48,676.81	-	48,676.81
Computer Services	3,099.01	15,328.57	25,000.00	9,671.43	948.82	8,722.61
Other Prof. & Regulatory Fees	11,798.60	22,177.96	40,000.00	17,822.04	104.50	17,717.54
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	1,922.50	10,827.50	40,000.00	29,172.50	845.00	28,327.50
GSA Fees	-	63,000.00	90,000.00	27,000.00	-	27,000.00
VR/SBC/City of VTA Law Suit	1,055.88	1,208.75	75,000.00	73,791.25	-	73,791.25
Rental Equipment	-	-	10,000.00	10,000.00	-	10,000.00
Audit Fees	-	10,000.00	26,000.00	16,000.00	-	16,000.00
Small Tools	-	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	1,517.14	9,475.36	20,000.00	10,524.64	-	10,524.64
Travel Exp./Seminars	482.47	717.72	2,000.00	1,282.28	-	1,282.28
Utilities	348.96	2,153.88	3,500.00	1,346.12	-	1,346.12
Power and Pumping	7,923.53	53,416.14	80,000.00	26,583.86	-	26,583.86
Meters	6,645.07	29,097.55	80,000.00	50,902.45	-	50,902.45
Online AutoPay Transactions Fees	-	-	10,000.00	10,000.00	-	10,000.00
Total Expenditures	119,808.26	877,367.31	1,751,000.00	873,632.69	2,564.41	871,068.28
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	1,176.27	42,543.34	160,000.00	117,456.66	1,297.80	116,158.86
TP Grant & Environmental Assistance	-	-	60,000.00	60,000.00	-	60,000.00
Field Truck 3/4 Ton	-	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	1,575.00	1,575.00	15,000.00	13,425.00	-	13,425.00
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	797.50	28,716.08	100,000.00	71,283.92	-	71,283.92
Total CIP Spending	3,548.77	155,933.26	663,000.00	507,066.74	1,297.80	505,768.94
GRAND TOTAL	123,357.03	1,033,300.57	2,414,000.00	1,380,699.43	3,862.21	1,376,837.22

MOWD Monthly Expenses



MOWD Income & Expenses



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1 MOWD's interest with respect to all matters that come before the UVR
2 Groundwater Agency Board.

3 5. This resolution shall take effect immediately upon passage and adoption.

4 **WE, THE UNDERSIGNED**, do hereby certify that the above and foregoing

5 Resolution No. 20240116, *replacing Resolution No. 20230815*, was duly adopted and
6 passed by the Meiners Oaks Water Board of Directors at a regularly scheduled meeting
7 held on the 16th day of January, 2024, by the following vote:

8 AYES:

9 NOES:

10 ABSENT:

11 _____
12 Michel Etchart, President

13 Meiners Oaks Water District

14 ATTEST:

15 _____
16
17 Summer Ward, Board Secretary

Board Committee Membership 2023

Executive Committee Mike Etchart Chris Oakland	The executive committee consists of the President and Vice-President of the Board; they will meet and make recommendations to the Board on legal matters, personnel matters with regard to the benefits, and major policy issues.
Budget & Rates Christy Cooper Chris Oakland	The budget committee will work with the General Manager to prepare and recommend the District's annual budget and proposed water rates. It will also oversee and ensure Prop 218 compliance.
Allocations, New Meters & Expansion of Services Jim Kentosh Joe Pangea	The Allocations, New Meters and Expansion of Services committee will work with the G.M. to develop and recommend policies to the Board to help the District and its customers manage issuance of new meters and services, in relation to current and future conditions, including water shortage emergency declarations. Additionally, the committee is responsible for the District's allocation program and waiver requests.
Emergency Preparedness & Safety Chris Oakland Joe Pangea	The Emergency Preparedness and Safety committee will work with the G.M. to develop and recommend policies and actions to the Board to help the District and its customers mitigate current and future safety risks.
Grants Mike Etchart Christy Cooper	The Grants committee will work with staff to identify grant funding opportunities, support the grant application process and grant activity monitoring and reporting.
Ad Hoc Treatment Plant Funding & Design Jim Kentosh Christy Cooper	The Ad Hoc Treatment Plant committee will work with staff and consultants to support the design completion process and help identify funding opportunities.

Board Representatives:

UVRGA Mike Etchart Jim Kentosh Alt: Jim Kentosh Justin Martinez	The GSA committee is responsible for MOWD's oversight of the policies, operations, budgets and fees, work products and implementation actions of the Upper Ventura River Groundwater Agency. The committee reviews work products, agreements and contracts; makes recommendations; attends meetings and workshops; and may participate in subcommittees of the UVRGA. One committee member will represent MOWD on the Board of Directors of UVRGA, and the other member will serve as alternate director.
Ventura River Watershed Council Christy Cooper Alt: Justin Martinez	The Ventura River Watershed Council is a stakeholder group for watershed planning in the Ventura River Watershed. It is an open group with active participation by government agencies, water and sanitation districts, environmental and educational non-profits, agricultural organizations, community volunteer groups, as well as engineers, biologists, businesses and private citizens.
Matilija Dam Removal Justin Martinez	The G.M. will participate in the Ventura County Matilija Dam Removal project and report to the Board any updates that would pertain to MOWD.
Mediation Principals Jim Kentosh Christy Cooper Alt: Mike Etchart Justin Martinez Summer Ward	The principals represent the District in the Ventura River Watershed Adjudication mediation. Representatives will participate in the confidential legal mediation sessions working toward a settlement.



Well #4A Redevelopment

Summary

Meiners Oaks Water District drilled a replacement well for Well #4 in 2018. The District has not seen similar well production from the new well. It is believed that when Well #4A was drilled, the well wasn't fully developed due to the drought and a low water table.

Hopkins Groundwater Consultants (HGC) presented the Well #4A Redevelopment Project to the Board of Directors on August 15, 2023. HGC informed the District that geologically, Well #4A is not a direct replacement for the old Well #4. However, something can be done to increase the well's efficacy and production.

Now that the water table has come up with consistent rainfall over the past year, HGC is confident they can assist MOWD with conducting potentially beneficial rehabilitation work to improve Well #4A's performance. HGC has provided MOWD with a Proposal of \$29,800 for the Well #4A Redevelopment Project.

Recommended Actions

Due to budget restrictions and the unknown total project cost, the GM recommends doing this project in phases. The GM recommends that the BOD approve Task 1. of Hopkins Groundwater Consultants for \$7,040.

Approving Task 1 will allow the District to obtain a scope of work and official bids, providing the District with a total project cost for budgeting purposes.

Task 1. not to exceed \$7,500 of a Well #4A Rehabilitation Budget of \$30,000.

November 30, 2023

Project No. 04-033-03

Meiners Oaks Water District
202 West El Roblar Drive
Ojai, California 93023

Attention: Mr. Justin Martinez
General Manager

Subject: Proposal for Well No. 4A Redevelopment Project.

Dear Mr. Martinez:

As requested, Hopkins Groundwater Consultants, Inc. (Hopkins) is pleased to provide this proposal to assist the Meiners Oaks Water District (District) with conducting potentially beneficial rehabilitation work that can be performed to improve the new well's performance to the extent practical. The work summarized in this proposal includes developing a well rehabilitation strategy, preparing project specifications for work to be performed, and observing the Contractor performing the work specified. Upon completion, Hopkins will analyze the data and compile a concise summary of operations memorandum with information about present and anticipated well performance to assist future well production operations and well pump design changes as desired by the District.

SCOPE OF WORK

TASK NO. 1 – WELL REHABILITATION SPECIFICATIONS

Based on the findings of previous well assessment work, Hopkins will work with District staff to develop a technical description of work tasks that will include chemical volumes, treatment methods and time of performance, etc. The work task descriptions will consist of concise well rehabilitation specifications and the specific units of payment (i.e., lump sum, hourly, etc.) for each work task for the Contractors to use to provide a quote. Hopkins will participate in a prebid meeting to discuss the more critical details of the project with the potential Contractors and the District to facilitate an informed bidding process.

Upon receipt of the Contractor bids, Hopkins will assist the District with review of the costs to determine if the quote is responsive to the work scope requested. We estimate that this work task will require approximately 28 hours to complete and recommend that the District establish a project budget for the Task No. 1 phase of work of approximately \$7,040.

TASK NO. 2 - WELL REHABILITATION OBSERVATION AND DOCUMENTATION

Upon selection of a well contractor, Hopkins will assist the District with monitoring the Contractor's performance during the more critical aspects of well rehabilitation work. Hopkins will coordinate directly with District staff to minimize time during mobilization and clean up etc., as a measure to control project costs when District staff can perform this work or observation is not necessary to ensure well performance. While we cannot estimate an exact cost to conduct this work task until the scope of well rehabilitation has been fully determined and specified, we have estimated the time of work performance for rehabilitation/redevelopment, disinfection, and pump testing operations based on our experience with these types of projects.

Upon receipt of all required contract submittals, Hopkins will participate with District staff in a preconstruction meeting where well rehabilitation related details will be discussed specifically for identification and clarification of project-critical issues prior to commencement of work. Specific contacts will be identified for all the parties actively involved to facilitate communication that must be executed in a timely and succinct manner in an effort to avoid change order claims or project delays.

During well rehabilitation, Hopkins will monitor contractor activities and document compliance with the rehabilitation specifications and conversations with Contractor personnel on daily field reports, which will provide a legal basis to protect the District and minimize its liability and risks. Hopkins will review progress payment invoices from the drilling Contractor as they are received by the District to ensure that they are accurate and that the amounts being invoiced are consistent with observations documented in Hopkins' daily field reports. Upon completion of our review, the Contractor requests for payment will be forwarded to the District. If there are invoice discrepancies, the items will be identified for District review to facilitate subsequent correction of the invoice amounts.

Based on our experience with comparable well rehabilitation projects the Task No. 2 component for the time of onsite observation and documentation services may require approximately 72 man-hours and a budget of approximately \$14,460 and will vary based on the Contractor's ability to perform the work. This budget estimate is for downhole work and does not include observation of mobilization, pump removal, or site cleanup.

TASK NO. 3 – FINAL REPORTING

Upon the completion of well rehabilitation and redevelopment activities, Hopkins will assemble a summary of operations letter report/memorandum that will be complete with copies of logs performed and well testing conducted to demonstrate well performance. The letter report will summarize pertinent data and information for future reference and document the effectiveness of the methods and procedures used for well rehabilitation. Three (3) bound copies and an electronic copy (pdf file) of the final report/memorandum will be provided to the District for its use and future reference. The Task No. 3 component of the project is estimated to require approximately 12 man-hours to complete and a budget of \$3,160.

TASK NO. 4 – PROJECT MANAGEMENT

Monthly Progress Reports and Meetings

On a monthly basis Hopkins will provide the District with progress reports of the project work status that will accompany the project invoices. The reports will summarize the project components that were completed over the previous billing period. The status report will be accompanied by a billings progress summary sheet that identifies Hopkins project work tasks, the established budget, and the amount and percentage of budget used to date. It is anticipated that throughout the project, various meetings may be required to meet with District staff and update the District on project progress, facilitate project management, and coordination of project activities. We have assumed that over the course of the project, the time required for project management related issues will total approximately 8-man hours of time to perform and a budget of \$2,440.

PROJECT BUDGET AND SCHEDULE

Fee. The estimated costs for this project include the required labor, equipment rental, and travel time, etc., for the successful completion of each task. Work for this project will be performed on a time and materials basis and billed in accordance with our current Project Fee Schedule (attached). The estimated cost of services to be provided for this project is summarized in Table 1 – Project Cost Estimate. We recommend that the District establish a project budget of \$29,800 for well specifications preparation, field redevelopment management and inspection, and project reporting services. This recommended amount includes a 10 percent contingency budget of \$2,700 to be authorized for use by the District’s project manager in the event additional services are required. Additional services are only anticipated if the low bid contractor encounters fieldwork-related difficulties and additional inspection services are required for the District’s protection. The total cost of rehabilitation inspection will largely be determined by the Contractor’s ability to perform the work and the amount of effort that is required of Hopkins for inspection and documentation at the time of work performance.

Table 1 - Project Cost Estimate

Description	Estimated Hopkins Staff Hours	Estimated Fee
TASK 1 – WELL REHABILITATION SPECIFICATIONS	12 hrs Staff Hydrogeologist 16 hrs Principal Professional	\$ 7,040
TASK 2 – WELL REHABILITATION INSPECTION AND DOCUMENTATION SERVICES	60 hrs Staff Hydrogeologist 12 hrs Principal Professional	\$ 14,460
TASK 3 – SUMMARY OF OPERATIONS REPORT	4 hrs Staff Hydrogeologist 8 hrs Principal Professional	\$ 3,160

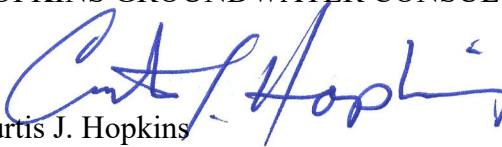
TASK 4 – PROJECT MANAGEMENT AND MEETINGS	8 hrs Principal Professional	\$ 2,440
Estimated Project Costs		\$ 27,100
Project Contingency		\$ 2,700
Total Recommended Project Budget		\$ 29,800

Schedule. It is anticipated that the total project will be completed over an approximate 2-month-period. Work for this project would be initiated within 3 weeks upon receipt of a written notice to proceed and we anticipate the proposed scope will be accomplished on a schedule established with District staff. The duration of fieldwork for the well rehabilitation portion of the project is anticipated to be conducted over an approximate 4-week-period beginning at the time the Contractor mobilizes. The project fieldwork schedule has been estimated based on our recent experiences with similar well rehabilitation projects on facilities constructed to comparable depths as the District well. The schedule assumes the Contractor will have the equipment and crews required to conduct continuous operations and will directly proceed from one work task to the next without significant delay.

We trust this proposal is responsive to the needs of the Meiners Oaks Water District. As always, Hopkins is pleased to have this opportunity to be of service. If you have questions or need any additional information, please give us a call.

Sincerely,

HOPKINS GROUNDWATER CONSULTANTS, INC.


Curtis J. Hopkins
Principal Hydrogeologist

Attachment: Fee Schedule

Project Fee Schedule

Labor Category

Expert Witness	\$ 600
Principal Professional	\$ 305
Associate Professional	\$ 265
Senior Professional	\$ 235
Project Professional	\$ 205
Staff Professional	\$ 180
Technician	\$ 175
 Draftsman/Illustrator	 \$ 135
Word Processor	\$ 115

Other Expenses

Travel Expenses	Cost plus 15 percent
Reproduction Expenses	Cost plus 15 percent
Outside services and materials	Cost plus 15 percent
Vehicle Mileage	IRS Rate

Equipment Rental

	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>
LevelTROLL (data logger < 100 FT)	\$125	\$400	\$1,250
HERMIT 3000 (data logger)	\$175	\$575	\$2,000
Pressure Transducer (< 400 FT)	\$100	\$350	\$1,250
Pressure Transducer (< 1,000 FT)	\$140	\$400	\$1,375
Water Level Sounder or nitrogen tank	\$ 60	\$180	\$ 540
Stream Flow Meter	\$ 70	\$210	\$ 630
Grundfos RediFLo 2 Sample Pump	\$375	\$1,200	
Trash Pump (3-inch dia. discharge)	\$ 85	\$320	\$1,100
HyDAC/Hanna (Ec, pH, temp. meter)	\$ 85	\$250	\$ 750
Horiba U-10 Water Quality Probe	\$205	\$360	\$1,250
YSI 556MPS Water Quality Probe	\$155	\$320	\$1,100
Rossum Sand Tester	\$ 50	\$150	\$ 450
Mud Parameter Test Kit	\$ 55	\$175	\$ 520
Drilling Fluid/Mud Press	\$ 75	\$250	\$ 750
MFI/SDI Test Kit	\$ 45	\$145	\$ 425
Truck Rental (3/4 ton)	\$250	\$1,000	
Field Computer	\$ 80	-----	-----
Digital Camera	\$ 20	-----	-----
GA-52Cx Magnetometer	\$ 65	\$220	-----
Field Handheld GPS Unit	\$ 65	-----	-----
Water Quality Bailer (2")	\$ 65	-----	-----
Tedlar Gas Sample Bags	\$ 55	-----	-----
Nitrate or Chloride Field Test Kits	\$ 40	-----	-----
Electric Generator (220/110 W) (8 hr/day)	\$145	\$500	
Electric Power Inverter (8 hr/day)	\$ 55	\$200	\$ 425
Metal Sample Sleeves (6-inch) per Sleeve	\$ 20	-----	-----



District Summary/Update

- **Casitas Lake Level:** 72% 1/11/24
-
- **Wells:** MOWD is 100% on our own wells, Wells 4A & 7, as of 6/2/2023
-
- **Rain Fall Totals (Season):**

Casitas Dam	6.06"
Matilija Dam	6.06"
1/12/24 M.O. Fire Station	5.21"
Stewart Canyon	5.08"
Nordhoff Ridge	9.80"
- **GIS Mapping:** LCRR (inventory complete); next phase is consolidating data into a publicly accessible report.
-
- **AMI Meter Installations:** (In Progress)
-
- **Emergency Generator Office:** Electrical Design Plans, Pending
-
- **Hwy 33 Slide:** Relocation Claim Letter (Pending)
-
- **Treatment Plant Project:** 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>
Fire Hydrant, Leak	Hit & Run	12/16/23	S. La Luna	Staff	N/A
Service Leak	Poor Installation	1/8/24	207 S. Pueblo	Sam Hill	TBD
Emergency Valve Replacement	Age	1/11/24	1975 Maricopa Hwy	Toro	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'	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

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	9.4
Ranchitos	9.1	7.7	8.1	9.4	10	10.6	10.9	11.2	11.6	12.6	12.2	13.4

Water Pumped, Sold, Purchased & Water Sales

MONTH	PUMPED (AF)	PURCHASED (AF)	SOLD (AF)	WATER SALES (\$)
2023 JAN	1.12	24.10	24.10	\$58,971.14
FEB	28.40	0	26.09	\$44,193.07
MAR	13.58	10.27	22.72	\$51,820.20
APR	0.00	32.33	24.14	\$42,169.34
MAY	0.37	41.05	41.05	\$46,239.89
JUN	44.85	0	38.78	\$69,594.28
JUL	69.22	0	59.20	\$73,272.82
AUG	62.17	0	58.04	\$98,192.96
SEP	59.02	0	54.99	\$98,584.05
OCT	64.38	0	54.58	\$101,672.97
NOV	53.40	0	49.69	\$90,799.97
DEC	44.67	0	46.23	\$90,273.27
YTD 2023	441.18	107.75	499.61	\$865,783.96
TOTAL 2022	451.43	216.43	615.38	\$823,145.74
TOTAL 2021	411.94	266.57	640.95	\$648,269.32
TOTAL 2020	485.71	197.26	635.47	\$657,912.06

Reserve Funds

* Balance at the County of Ventura	\$ 1,493,955.70
Total Taxes	\$117,176.19
Total Interest from reserve account#	\$ 6,440.95

Fiscal Year Total Revenues

July 1 st – December 31st	2022	\$1,253,231.37
July 1 st – December 31st	2023	\$1,120,068.90

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)	\$ 7,625.92
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	\$.12
General Fund Balance	\$ 109,502.42
Trust Fund Balance	\$ 6,884.17
* Capital Improvement Fund	\$ 13,620.22
(#) Quarterly Interest from Capital Account	\$.11
Total Interest accrued	\$ 0.23



Board Secretary Report

January 2024

Administrative

- *Pending award:* CA Water & Wastewater Arrearage Program extension for funding arrearages incurred between June 2021 – December 2022; application submitted 12/13/2023 for \$17,804.
- Annual Ventura County CERS reports were submitted on 12/20/2023.
- Quarterly SWRCB Drought & Conservation reporting for Oct – Dec 2023 due by 1/31/2024.
- Annual SWRCB eAR report will be available 2/1/2024, due by 4/15/2024.
- Annual SWRCB Inventory Reporting *new* due by 3/31/2024.
- Annual Ventura County Form 700 Conflict of Interest filings due by 4/1/2024.

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, with a new pending payment of \$2,495. 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
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
Dec 23	149	1	21,255	\$147,061.27

- 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.
- Dec 23 Service Orders: 121 Re-reads, due to heavy rainfall during meter reading; 9 new meter installs (replaced with AMI meters)

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.