



## **BOARD OF DIRECTORS REGULAR MEETING AGENDA**

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

**JOIN BY COMPUTER:** <https://meet.goto.com/142762725>

**DIAL-IN (US):** +1 (224) 501-3412

**ACCESS CODE:** 142-762-725

*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))*

**July 16, 2024, at 6:00 pm.**

- 1. Call meeting to order.**
- 2. Roll call**
- 3. Approval of the minutes:** June 18, 2024, 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 6:05 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:
  - 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 6:25 pm\*\*)**

## 6. Financial matters

Approval of Payroll and Payables from June 16, 2024, to July 15, 2024, in the amount of:

Payables \$275,448.08

Payroll \$ 49,158.78

Total \$324,606.86

## 7. Board action and/or discussion

- a) Presentation of FY 24-25 Budget and Adoption of Resolution 20240716: FY 24-25 Budget.  
(Martinez/Cooper) -Attachment
  - a. Recommended Action: Adopt Resolution 20240716: FY 24-25 Budget.

## 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
- Casitas Water Rates – Rate Study

## 12. Director Announcements/Reports

**13. Adjournment:** The next scheduled Regular Board meeting is August 20, 2024, at 6:00 pm.

Regular Meeting

June 18, 2024

6:00 pm

Meiners Oaks Water District

202 W. El Roblar Drive

Ojai, CA 93023-2211

## **Minutes**

The meeting was called to order at 6:04 pm.

### **1. Call to Order**

The Board President, Mike Etchart, called the meeting to order at 6:04 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, Summer Ward, Board Secretary. Attorney Present: (via teleconference) Stuart Nielson and Jeanne Zolezzi (Closed Session only).

**Absent:** None.

### **3. Approval of the Minutes**

**Approval of May 21, 2024, Regular Board Meeting minutes.**

Director Kentosh made the motion to approve the May 21, 2024 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 6:06 pm.\*\****

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

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

***\*\*The Board ended closed session at 7:18 pm.\*\****

Regular Meeting Minutes

June 18, 2024

Attorney Nielson reported that the Board discussed pending litigation, and there are no actions to report.

6. **Financial Matters**

**Approval of Payroll and Payables from May 16, 2024, to June 15, 2024, in the amount of:**

Payables: \$ 88,432.91

Payroll: \$ 53,035.15

Total: \$ 141,468.06

Director Cooper made the motion to approve the Payroll and Payables from May 16, 2024, to June 15, 2024. Director Oakland seconded the motion.

No Public Comment.

Cooper/Oakland

(5) Ayes – M/S/C

7. **Board Discussion/Actions**

a). **Approve staff position salary range adjustments, effective July 1, 2024.  
(Etchart/Martinez)**

Mr. Martinez presented the recommendation to approve salary range adjustments for staff positions. The Executive Committee requested staff to conduct a salary study of local water agencies to compare MOWD position salary ranges. Staff presented the findings, and after review and discussion, the Executive Committee recommended board action to approve increasing each salary cap to more closely align with VRWD. MOWD remains below VRWD but will close the gap, which will aid MOWD in recruiting and retaining employees.

Director Kentosh asked for clarification on salary steps versus salary range and whether this was part of the new performance management policy. Staff explained that MOWD uses salary ranges and not prescribed steps. The new performance management policy allows for lump sum and/or percentage merit increases to an employee's wage.

Director Oakland made the motion to approve the recommended staff position salary ranges, effective July 1, 2024. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(5) Ayes- M/S/C

**b). Approve a 7% Cost of Living Adjustment (COLA) to staff's current pay, effective July 1, 2024. (Etchart/Oakland)**

Director Oakland presented the recommendation to approve a 7% cost of living adjustment for staff. The Executive Committee reviewed the current CPI for the local area and was initially considering a 3% COLA. After reviewing the salary ranges of other local water districts and the actual impact on each employee's current pay, along with the recommendation from Director Kentosh that the Board catch up the COLA from previous years, a total of 7% is recommended, effective July 1, 2024.

Director Etchart noted that the District has great staff, and we want to keep them.

Director Oakland made the motion to approve the 7% cost of living adjustment to staff's current pay, effective July 1, 2024. Director Kentosh seconded the motion.

No Public Comment.

Oakland/Kentosh

(5) Ayes- M/S/C

**8. General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is still at 100%. Seasonal rainfall totals, as of 5/16/2024: M.O. Fire Station 25.9", Casitas Dam 35.2", Matilija Dam 42.22", and Nordhoff Ridge 48.35." The District received the 55 – 1" AMI meters and will begin installation following the meter reading this week. The electrical design plans for the Office Emergency Generator are 100% complete; Oilfield Electric recommended a budget of \$138,000 to purchase and install the emergency generator. Union Engineering has installed all the pillars; they are working on installing and testing tie-backs to hold the wall up, and excavation will continue. Mr. Martinez reported that the hydrant the Granite Construction truck hit on N. La Luna at Maricopa Hwy totals \$74,447.21; Granite has been in communication and is pending payment. Field staff has completed district weed abatement. No will-serve letters were issued in the past month. Nitrate levels at Well 8 continue to remain low. Mr. Martinez reviewed the continuous monitoring option; however, HACH is currently working on resolving some inconsistencies with the instrumentation. Mr. Martinez will continue to monitor and work towards bringing Well 8 back online.

No Public Comment.

## 9. **Board Secretary's Report**

Ms. Ward presented the monthly Board Secretary report. The Employee Handbook 2024: spiral bound hard copies have been delivered; updates will be reviewed with staff; signed acknowledgments will go in each employee's personnel files. Staff provided the pumping and well level interval data to the UVRGA for November 2023- May 2024. Leslie's computer was replaced due to its age and failing components; it is used to access the server and credit card processing system, and the total installation cost is \$2,665. Staff will complete CPR/First Aid recertification this summer, coordinated with Ventura River Water District and the Red Cross. Staff sent the Financial Auditing Services RFP to six firms; two responded with clarifying questions, proposals are pending. If the District does not receive adequate responses, staff will send the RFP to more firms. Billing and customer service orders were all within the normal range. Staff uploaded the new DDW Lead & Copper Inventory report, which is due before October 1, 2024.

No Public Comment.

## 10. **Board Committee Reports**

- Executive & Personnel Committee: Met and discussed salary study, range adjustments, and cost of living adjustment.
- UVRGA: Met, rate hearing, and new extraction fees are being implemented.
- 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: Ms. Ward stated that she has contacted the County contact to schedule a meeting with the Treatment Plant committee without a reply. Director Cooper recommended adding her to the email request.
- Casitas Rates – No report.

## 12. **Director Announcements/Reports**

- Director Kentosh: No report.
- Director Oakland: No report.
- Director Pangea: No report.
- Director Cooper: Continuing work on the Treatment Plant grant, we will need to do more work on the reasons not to consolidate per the State's recommendation.
- Director Etchart: No report.

### 13. **Meeting Adjournment**

The next meeting will be held on July 16, 2024, at 6:00 pm. There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 7:52 pm.

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**Board Secretary**

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**Board President**

DRAFT

### Report of Income as of 6/30/2024

Income	Month of June	Year To Date	Budget Appropriation	Appropriation Balance
Interest	8,193.39	62,194.47	--	62,194.47
Taxes	7,387.18	216,609.38	--	216,609.38
Pumping Charges	334.15	4,340.86	--	4,340.86
Fire Protection	88.70	1,208.25	--	1,208.25
Meter & Inst. Fees	--	--	--	0.00
Water Sales	55,418.69	891,614.81	1,214,753.00	323,138.19
<sup>1</sup> Casitas Water/Standby	822.24	11,313.72	--	11,313.72
MWAC Charges	53,962.36	678,006.46	552,960.00	(125,046.46)
MCC Chg.	6,630.27	82,716.74	85,000.00	2,283.26
<sup>2</sup> Misc. Income	390.77	33,200.14	--	33,200.14
Late & Delinquent Chgs.	2,031.99	36,925.22	--	36,925.22
Conservation Penalty		--	--	0.00
Capital Improvement		8,648.53	--	8,648.53
Drought Surcharge	15.84	(2,558.27)	--	2,558.27
Fire Flow/Will Serve Letters	400.00	6,809.74	6,000.00	(809.74)
		--	--	0.00
		--	--	0.00
<b>TOTAL INCOME</b>	<b>135,675.58</b>	<b>2,031,030.05</b>	<b>1,858,713.00</b>	<b>(172,317.05)</b>

Note:

<sup>1</sup> This line item is necessary because these sales are tracked in the expenditures

<sup>2</sup> Hartmann Allocation, Watkins Customer Valve, & US Bank NASPO  
Contract Payment





## Meiner's Oaks County Water District, CA

# Check Report

By Vendor Name

Date Range: 06/16/2024 - 07/15/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP Bank-AP Bank</b>						
AWWA	American Water Works Association	07/02/2024	Regular	0.00	501.00	11312
<a href="#">50154694</a>	Invoice	07/01/2024	2024-25 Membership Fees	0.00	501.00	
BADGER	Badger Meter	07/11/2024	Regular	0.00	1,329.80	11316
<a href="#">80160973</a>	Invoice	06/01/2024	Beacon Hosting/Annual License Service U	0.00	1,252.40	
<a href="#">80163369</a>	Invoice	06/28/2024	Beacon Hosting	0.00	77.40	
CALPERS	California Public Employees' Retirement	06/30/2024	Bank Draft	0.00	4,867.20	DFT0002123
<a href="#">INV0002633</a>	Invoice	06/14/2024	Health	0.00	4,867.20	
CALPERS	California Public Employees' Retirement	06/20/2024	Bank Draft	0.00	465.72	DFT0002132
<a href="#">061424</a>	Invoice	06/14/2024	Active Premium	0.00	465.72	
CALPERS	California Public Employees' Retirement	06/30/2024	Bank Draft	0.00	4,432.59	DFT0002134
<a href="#">INV0002645</a>	Invoice	06/28/2024	Health	0.00	4,432.59	
CAL-STATE	Cal-State	06/26/2024	Regular	0.00	258.09	11295
<a href="#">277142</a>	Invoice	06/20/2024	Portable Toilet	0.00	126.23	
<a href="#">277490</a>	Invoice	06/25/2024	Portable Toilet	0.00	131.86	
CMWD	Casitas Municipal Water District	07/11/2024	Regular	0.00	3,431.09	11317
<a href="#">261150624</a>	Invoice	06/28/2024	Fairview Standby	0.00	1,585.02	
<a href="#">262000624</a>	Invoice	06/28/2024	Hartmann Allocation	0.00	261.05	
<a href="#">300650624</a>	Invoice	06/28/2024	Tico & La Luna Standby	0.00	1,585.02	
CLEANCO	Cleancoast Janitorial	06/26/2024	Regular	0.00	425.00	11296
<a href="#">3038</a>	Invoice	06/25/2024	June Janitorial	0.00	425.00	
CVTDEP	County of Ventura Transport. Dept.	07/11/2024	Regular	0.00	400.00	11318
<a href="#">377474</a>	Invoice	06/21/2024	La Luna Encroachment Permit	0.00	400.00	
VCRMA	County of Ventura, RMA	07/11/2024	Regular	0.00	1,457.86	11319
<a href="#">IN0254177</a>	Invoice	07/01/2024	Cross Connection Contract	0.00	1,457.86	
DATAP	Dataprose LLC	07/11/2024	Regular	0.00	295.30	11320
<a href="#">3P91934</a>	Invoice	06/30/2024	Water Quality Report	0.00	295.30	
EJHAR	E. J. Harrison Rolloffs, Inc.	06/26/2024	Regular	0.00	427.93	11297
<a href="#">281300624</a>	Invoice	06/14/2024	Office Trash	0.00	165.60	
<a href="#">994260624</a>	Invoice	06/14/2024	2680 Maricopa	0.00	262.33	
EJHAR	E. J. Harrison Rolloffs, Inc.	07/11/2024	Regular	0.00	179.67	11321
<a href="#">974660724</a>	Invoice	06/21/2024	40 Yard Dumpster for Wood Loads	0.00	179.67	
FAMCON	Famcon Pipe and Supply, Inc	07/11/2024	Regular	0.00	533.03	11322
<a href="#">S100130761.001</a>	Invoice	06/21/2024	821 S La Luna Service Line Replacement	0.00	533.03	
CFANN	Fanning & Karrh	06/26/2024	Regular	0.00	780.00	11298
<a href="#">061824</a>	Invoice	06/18/2024	Providing Access for Successor Auditors	0.00	780.00	

## Check Report

Date Range: 06/16/2024 - 07/15/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FGLENV	FGL Environmental	06/26/2024	Regular	0.00	1,151.00	11299
<a href="#">408075A</a>	Invoice	06/10/2024	Samples	0.00	655.00	
<a href="#">408397A</a>	Invoice	06/13/2024	Samples	0.00	113.00	
<a href="#">408980A</a>	Invoice	06/13/2024	Samples	0.00	113.00	
<a href="#">408981A</a>	Invoice	06/12/2024	Samples	0.00	39.00	
<a href="#">409417A</a>	Invoice	06/21/2024	Samples	0.00	79.00	
<a href="#">409413A</a>	Invoice	06/21/2024	Samples	0.00	113.00	
<a href="#">409419A</a>	Invoice	06/18/2024	Samples	0.00	39.00	
FGLENV	FGL Environmental	07/11/2024	Regular	0.00	449.00	11323
<a href="#">409420A</a>	Invoice	06/28/2024	Samples	0.00	223.00	
<a href="#">409952A</a>	Invoice	06/27/2024	Samples	0.00	113.00	
<a href="#">410375A</a>	Invoice	06/25/2024	Samples	0.00	113.00	
GUARDIAN	Guardian	06/26/2024	Regular	0.00	574.89	11293
<a href="#">INV0002634</a>	Invoice	06/14/2024	Dental	0.00	305.33	
<a href="#">INV0002546</a>	Invoice	06/28/2024	Dental	0.00	269.56	
GUARDIAN	Guardian	06/26/2024	Regular	0.00	2.70	11300
<a href="#">7690460624</a>	Invoice	06/13/2024	Dental Admin. Fee	0.00	2.70	
HLTHNE	Health Net Life Insurance Company	06/26/2024	Regular	0.00	62.70	11301
<a href="#">61790624</a>	Invoice	06/06/2024	Life Insurance	0.00	62.70	
HCS	Herum/Crabtree/Suntag	07/11/2024	Regular	0.00	1,185.24	11324
<a href="#">112136</a>	Invoice	06/25/2024	SBCK vs VTA	0.00	761.94	
<a href="#">112137</a>	Invoice	06/25/2024	SBCK vs VTA	0.00	423.30	
HOPKINS	Hopkins Groundwater Consultants	07/11/2024	Regular	0.00	6,847.50	11325
<a href="#">12009</a>	Invoice	06/30/2024	Well 4 Well Redevelopment Program	0.00	6,847.50	
JCI	JCI Jones Chemical, Inc.	07/11/2024	Regular	0.00	5,410.60	11326
<a href="#">944005</a>	Invoice	06/28/2024	Chlorine	0.00	6,910.60	
<a href="#">944094</a>	Credit Memo	06/28/2024	Container Return	0.00	-1,500.00	
LAFCO	Local Agency Formation Committee	07/02/2024	Regular	0.00	1,410.00	11313
<a href="#">20242025</a>	Invoice	07/01/2024	2024-25 Special Districts Share	0.00	1,410.00	
MOHARD	Meiners Oaks Hardware	07/11/2024	Regular	0.00	259.55	11327
<a href="#">081814</a>	Invoice	06/01/2024	Weed Killer	0.00	87.83	
<a href="#">082098</a>	Invoice	06/01/2024	Electrical Parts for Dump Trailer	0.00	12.86	
<a href="#">082787</a>	Invoice	06/07/2024	Term Ring for Dump Trailer	0.00	3.51	
<a href="#">083034</a>	Invoice	06/10/2024	Truck Restock	0.00	45.45	
<a href="#">083052</a>	Invoice	06/10/2024	Windshield Wash	0.00	17.99	
<a href="#">083196</a>	Invoice	06/12/2024	Chain Saw File/Marking Paint	0.00	60.71	
<a href="#">083201</a>	Invoice	06/12/2024	Chain Saw Files	0.00	12.67	
<a href="#">083375</a>	Invoice	06/13/2024	Batteries	0.00	18.53	
MITEC	MiTec Solutions LLC	06/26/2024	Regular	0.00	867.50	11303
<a href="#">101603</a>	Invoice	06/15/2024	SplashTop User Account	0.00	20.00	
<a href="#">101649</a>	Invoice	06/15/2024	AntiVirus Monthly	0.00	50.00	
<a href="#">1070868</a>	Invoice	06/21/2024	Data Transfer	0.00	797.50	
MITEC	MiTec Solutions LLC	07/11/2024	Regular	0.00	654.82	11328
<a href="#">101731</a>	Invoice	07/01/2024	Exchange/Web Hosting/ShareSync	0.00	316.82	
<a href="#">101741</a>	Invoice	07/01/2024	Off Site Back Up	0.00	98.00	
<a href="#">101750</a>	Invoice	07/01/2024	X360 Recover	0.00	240.00	
ELEVATE	MITEC Solutions	06/26/2024	Regular	0.00	474.22	11302
<a href="#">3547</a>	Invoice	06/01/2024	Elevate Communications/VoIP	0.00	237.11	
<a href="#">4413</a>	Invoice	06/15/2024	Elevate Communications/VoIP	0.00	237.11	

## Check Report

Date Range: 06/16/2024 - 07/15/2024

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 <a href="#">13000</a>	Nelson Cornis Kettle & Kinney, LLP Invoice	07/01/2024	07/11/2024 Attorney Fees	Regular	0.00 0.00	845.00 845.00	11329
OFFDEP <a href="#">370072303001</a> <a href="#">371639811001</a>	Office Depot Invoice Invoice	06/06/2024 06/13/2024	06/26/2024 Binding - Employee Manuals Binders	Regular	0.00 0.00 0.00	279.63 175.53 104.10	11304
OBC <a href="#">20241180</a>	Ojai Business Center, Inc. Invoice	06/01/2024	06/26/2024 Scanned Plans for a Will Serve Letter	Regular	0.00 0.00	16.50 16.50	11305
PATHIAN <a href="#">INV0002636</a> <a href="#">INV0002648</a>	Pathian Administrators Invoice Invoice	06/14/2024 06/28/2024	06/26/2024 HSBS HSBS	Regular	0.00 0.00 0.00	114.47 57.24 57.23	11294
PERS <a href="#">INV0002632</a>	Public Employees' Retirement System Invoice	06/14/2024	06/30/2024 457 Withholdings	Bank Draft	0.00 0.00	700.00 700.00	DFT0002122
PERS <a href="#">INV0002635</a>	Public Employees' Retirement System Invoice	06/14/2024	06/30/2024 PERS	Bank Draft	0.00 0.00	3,703.69 3,703.69	DFT0002124
PERS <a href="#">INV0002644</a>	Public Employees' Retirement System Invoice	06/28/2024	06/30/2024 457 Withholdings	Bank Draft	0.00 0.00	700.00 700.00	DFT0002133
PERS <a href="#">INV0002647</a>	Public Employees' Retirement System Invoice	06/28/2024	06/30/2024 PERS	Bank Draft	0.00 0.00	3,451.32 3,451.32	DFT0002135
PERS <a href="#">10000001759113</a>	Public Employees' Retirement System Invoice	07/01/2024	07/09/2024 Unfunded Accrued Liability	Bank Draft	0.00 0.00	3,393.67 3,393.67	DFT0002143
PERS <a href="#">10000001759119</a>	Public Employees' Retirement System Invoice	07/01/2024	07/09/2024 Unfunded Accrued Liability	Bank Draft	0.00 0.00	57.58 57.58	DFT0002144
QUINN <a href="#">28590201</a>	Quinn Company Invoice	06/26/2024	07/11/2024 BackHoe Rental	Regular	0.00 0.00	1,167.67 1,167.67	11330
SCE <a href="#">OFFELE0624</a> <a href="#">TNKFRM0624</a> <a href="#">WELL1-0624</a> <a href="#">WELL2-0624</a> <a href="#">WELL4&amp;70624</a> <a href="#">WELL3-0624</a> <a href="#">Z-10624</a> <a href="#">Z-2FIRE0624</a> <a href="#">Z-2PWR0624</a> <a href="#">Z-3FIRE0624</a>	Southern California Edison Co. Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024 06/21/2024	06/26/2024 Office Electricity Tank Farm Well 1 Well 2 Wells 4&7 Well 8 Zone 1 Zone 2 Fire Zone 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	7,693.76 215.14 30.70 323.30 430.16 5,887.20 197.83 113.86 107.19 371.60 16.78	11306
SCGAS <a href="#">0894</a>	Southern California Gas Co. Invoice	06/26/2024	07/11/2024 Office Heat	Regular	0.00 0.00	6.06 6.06	11331
SDRMA <a href="#">75406</a> <a href="#">75864</a>	Special District Risk Management Auth. Invoice Invoice	07/01/2024 07/01/2024	07/02/2024 Property/Liability Package Workers' Comp. Program	Regular	0.00 0.00 0.00	133,774.34 94,492.17 39,282.17	11314
SPECTRUM <a href="#">0299421072724</a>	Spectrum Invoice	06/27/2024	07/11/2024 Internet	Regular	0.00 0.00	114.98 114.98	11332
TYLER <a href="#">025-471042</a>	Tyler Technologies, Inc. Invoice	06/30/2024	07/11/2024 Insite Transaction Fees	Regular	0.00 0.00	2,150.25 2,150.25	11333
UAOFSC <a href="#">620240452</a>	Underground Service Alert of So.Ca. Invoice	07/01/2024	07/11/2024 Digalerts	Regular	0.00 0.00	81.75 81.75	11334
UVRGA <a href="#">4016</a>	Upper Ventura River Groundwater Agency Invoice	07/01/2024	07/11/2024 2024/25 Annual Fee	Regular	0.00 0.00	72,210.00 72,210.00	11335

## Check Report

Date Range: 06/16/2024 - 07/15/2024

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	07/11/2024	Regular	0.00	3,983.82	11336
<a href="#">AMAZON052324</a>	Invoice	06/01/2024	Markers, Tape, Orchid Food	0.00	40.53	
<a href="#">EJHAR061224</a>	Invoice	06/12/2024	Dumpster for Yard Cleanup	0.00	300.00	
<a href="#">MITEC0601</a>	Invoice	06/01/2024	New Computer	0.00	1,930.82	
<a href="#">OSS061124</a>	Invoice	06/11/2024	Storage Facility	0.00	202.00	
<a href="#">PRECISION0531</a>	Invoice	06/01/2024	Weed Wacker Head	0.00	66.79	
<a href="#">PRECISION06032</a>	Invoice	06/03/2024	Weed Wacker Line & Oil	0.00	100.18	
<a href="#">SOCALTRAILER06</a>	Invoice	06/03/2024	Dump Trailer Remote Switch	0.00	70.04	
<a href="#">USPS052924</a>	Invoice	06/01/2024	PreStamped Envelopes	0.00	1,180.10	
<a href="#">VNCONNECT062</a>	Invoice	06/24/2024	VNC Connect Device Access	0.00	93.36	
VERIZON	Verizon Wireless	07/11/2024	Regular	0.00	378.40	11337
<a href="#">9967644058</a>	Invoice	06/26/2024	Cell Phones	0.00	378.40	
WEX	WEX BANK	06/26/2024	Regular	0.00	1,491.19	11307
<a href="#">97694413</a>	Invoice	06/15/2024	Fuel	0.00	1,491.19	

## Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	88	40	0.00	253,676.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	21,771.77
EFT's	0	0	0.00	0.00
	<b>97</b>	<b>49</b>	<b>0.00</b>	<b>275,448.08</b>

PR 49,158.78

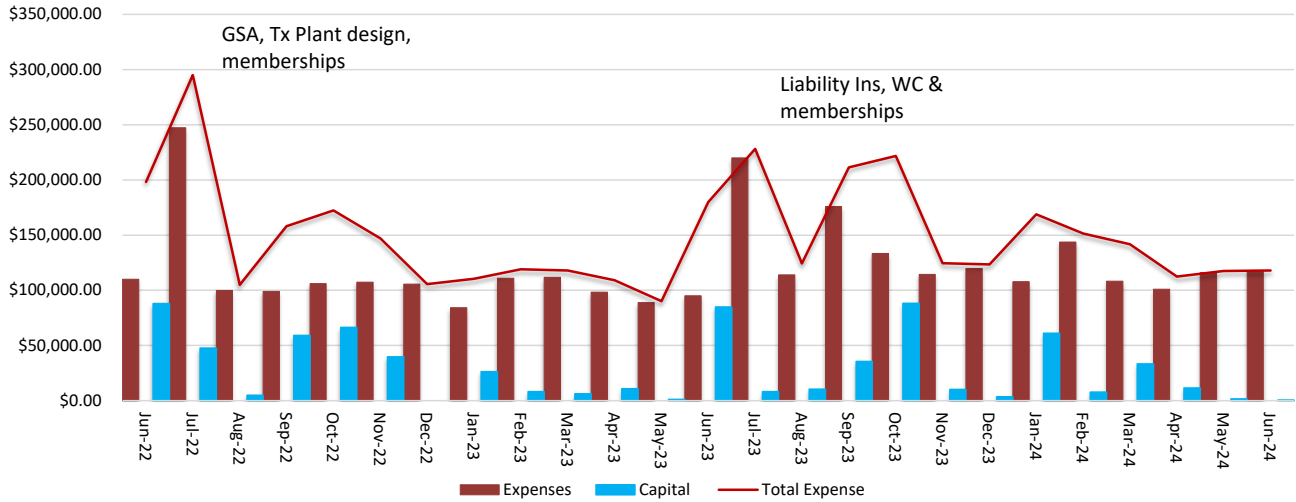
Meiners Oaks Water District

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

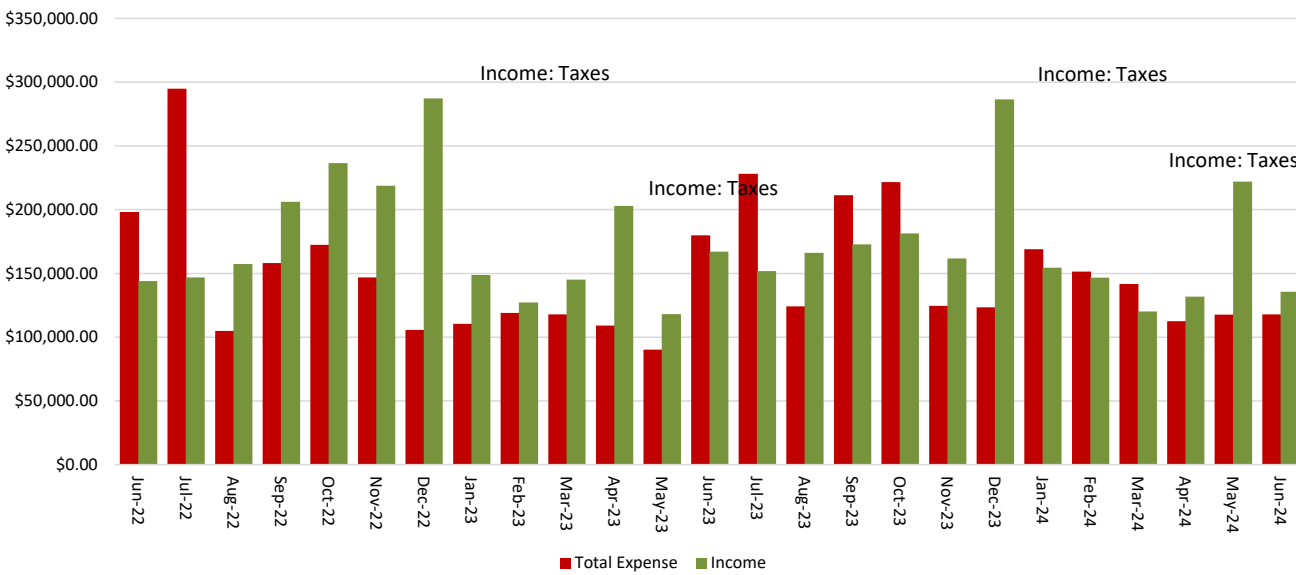
Expenditures	Month of June	Year To Date	Budget Approp	Approp Bal 06/30/24	Current July	Approp FY Bal To Date
Salaries	45,871.63	628,130.90	650,000.00	21,869.10	-	21,869.10
Payroll Taxes	3,718.06	51,209.52	45,000.00	(6,209.52)	-	(6,209.52)
Retirement Contributions	6,659.76	85,201.90	73,000.00	(12,201.90)	-	(12,201.90)
Group Insurance	9,022.59	90,007.19	96,000.00	5,992.81	-	5,992.81
Company Uniforms	-	2,780.32	4,500.00	1,719.68	-	1,719.68
Phone Office	589.20	8,536.02	7,000.00	(1,536.02)	-	(1,536.02)
Janitorial Service	683.09	7,577.17	6,500.00	(1,077.17)	-	(1,077.17)
Refuse Disposal	607.60	4,615.55	5,000.00	384.45	-	384.45
Liability Insurance	-	84,151.62	77,000.00	(7,151.62)	-	(7,151.62)
Workers Compensation	-	42,682.68	42,000.00	(682.68)	-	(682.68)
Wells	-	3,528.89	16,000.00	12,471.11	-	12,471.11
Truck Maintenance	115.08	5,012.02	3,500.00	(1,512.02)	-	(1,512.02)
Office Equipment Maintenance	202.00	5,605.86	7,500.00	1,894.14	-	1,894.14
Security System	-	2,883.01	1,000.00	(1,883.01)	-	(1,883.01)
Cell Phones	378.40	4,684.32	4,500.00	(184.32)	-	(184.32)
System Maintenance	3,660.41	45,226.69	60,000.00	14,773.31	-	14,773.31
Safety Equipment	-	6,686.68	6,000.00	(686.68)	-	(686.68)
Laboratory Services	1,992.00	15,840.00	14,500.00	(1,340.00)	-	(1,340.00)
Membership and Dues	-	9,932.00	10,000.00	68.00	-	68.00
Printing and Binding	16.50	16.50	2,000.00	1,983.50	-	1,983.50
Office Supplies	320.16	8,573.39	6,000.00	(2,573.39)	-	(2,573.39)
Postage and Express	1,475.40	13,269.49	13,000.00	(269.49)	-	(269.49)
B.O.D. Fees	3,250.00	31,500.00	30,000.00	(1,500.00)	-	(1,500.00)
Engineering & Technical Services	-	2,868.20	50,000.00	47,131.80	-	47,131.80
Computer Services	-	35,854.78	25,000.00	(10,854.78)	-	(10,854.78)
Other Prof. & Regulatory Fees	7,120.61	33,726.80	40,000.00	6,273.20	-	6,273.20
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	-	16,515.00	40,000.00	23,485.00	-	23,485.00
GSA Fees	-	63,000.00	90,000.00	27,000.00	-	27,000.00
VR/SBC/City of VTA Law Suit	7,712.52	23,564.55	75,000.00	51,435.45	-	51,435.45
Rental Equipment	1,167.67	1,167.67	10,000.00	8,832.33	-	8,832.33
Audit Fees	780.00	27,002.00	26,000.00	(1,002.00)	-	(1,002.00)
Small Tools	-	3,948.93	5,000.00	1,051.07	-	1,051.07
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Treatment Plant	5,410.60	11,743.97	10,000.00	(1,743.97)	-	(1,743.97)
Fuel	1,491.19	20,071.25	20,000.00	(71.25)	-	(71.25)
Travel Exp./Seminars	-	717.72	2,000.00	1,282.28	-	1,282.28
Utilities	221.20	3,619.97	3,500.00	(119.97)	-	(119.97)
Power and Pumping	7,478.62	80,417.50	80,000.00	(417.50)	-	(417.50)
Meters	-	80,260.93	80,000.00	(260.93)	-	(260.93)
Online AutoPay Transactions Fees	7,449.50	7,449.50	10,000.00	2,550.50	-	2,550.50
<b>Total Expenditures</b>	<b>117,393.79</b>	<b>1,569,580.49</b>	<b>1,751,000.00</b>	<b>181,419.51</b>	<b>-</b>	<b>181,419.51</b>

<b>Water Distribution System</b>	-	-	-	-	-	-
<i>New Well</i>	-	-	25,000.00	25,000.00	-	25,000.00
<i>Valve Replacements</i>	-	27,248.06	75,000.00	47,751.94	-	47,751.94
<i>Rehab Well 4</i>	-	-	30,000.00	30,000.00	-	30,000.00
<i>Meiners Rd. Tank/Zone</i>	-	-	75,000.00	75,000.00	-	75,000.00
<b>Structures and Improvements</b>	-	-	-	-	-	-
<i>Treatment Plant 100% Eng. Design</i>	560.58	65,738.24	160,000.00	94,261.76	-	94,261.76
<i>TP Grant &amp; Environmental Assistance</i>	-	-	60,000.00	60,000.00	-	60,000.00
<i>Field Truck 3/4 Ton</i>	-	63,312.84	70,000.00	6,687.16	-	6,687.16
<i>Office HVAC System</i>	-	19,786.00	20,000.00	214.00	-	214.00
<i>Emergency Generator Electrical Design</i>	-	14,300.00	15,000.00	700.00	-	700.00
<b>Field Equipment</b>	-	-	-	-	-	-
<i>Chlorine Alarms</i>	-	-	20,000.00	20,000.00	-	20,000.00
<i>Air Compressor</i>	-	-	6,500.00	6,500.00	-	6,500.00
<i>Generator Welder</i>	-	-	6,500.00	6,500.00	-	6,500.00
<b>Appropriations for Contingencies</b>	-	81,404.43	100,000.00	18,595.57	-	18,595.57
<b>Total CIP Spending</b>	<b>560.58</b>	<b>271,789.57</b>	<b>663,000.00</b>	<b>391,210.43</b>	<b>-</b>	<b>391,210.43</b>
<b>GRAND TOTAL</b>	<b>117,954.37</b>	<b>1,841,370.06</b>	<b>2,414,000.00</b>	<b>572,629.94</b>	<b>-</b>	<b>572,629.94</b>

Monthly Expenditures Past 24 Months



Monthly Income & Total Expenses Past 24 Months





## **Meiners Oaks Water District Resolution 20240716: Adoption of FY 2024-2025 Budget**

The Board of Directors of Meiners Oaks Water District on this 16<sup>th</sup> Day of July 2024, the following resolution was proposed and approved by the Board:

WHEREAS, The mission of the Meiners Oaks Water District and its staff is to produce and deliver a reliable and sustainable supply of water to meet the needs of the residents and properties and the community within the boundaries, and

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

NOW, therefore be it resolved by the Meiners Oaks Water District Board of Directors adopts the annual budget for the fiscal year of 2024-2025.

Passed, Approved and Adopted this 16<sup>th</sup> day of July 2024.

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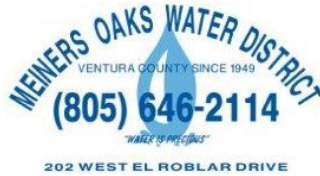
Meiners Oaks Water District  
President of the Board

Attest:

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Meiners Oaks Water District  
Secretary of the Board





## Budget for Fiscal Year 2024-2025

July 1, 2024

### **Budget Summary (Table 1)**

The budget for Fiscal Year 24-25 is summarized in the attached table. The table shows the projected expenditures and capital spending for FY 24-25 compared to the projected revenues and reserves. The District implemented new rates in FY 22-23, establishing a 3-year water rates schedule, ending FY 24-25. Effective June 1, 2023, Stage 1 Conditions were implemented, which increased all customers' allocations to baseline and discontinued the drought surcharge. The District proposes a slight decrease in overall expenses, with no anticipated increase in revenue, and a pending grant for the replacement treatment plant.

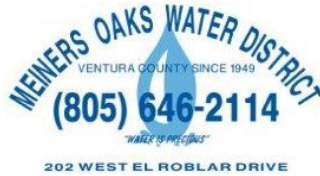
### **Projected Expenses (Table 2)**

The operating expenses are budgeted for \$1,689,500, capital expenses \$502,000, with total expenses of \$2,388,444.00. The operating expenses in several categories are increasing compared to the previous three years, largely due to salaries, retirement, insurance, power and pumping. However, there are decreases in phones, wells, office equipment, meters, technical and attorney services. Capital expenses vary with each fiscal year; however, due to critical infrastructure projects being postponed in the past few years the District is now starting to address these capital projects.

Some highlights of the projected expenses are:

- Salaries and related expenses are increasing to account for cost of living adjustment and potential merit increases;
- Liability insurance cost increase by provider;
- Wells were decreased from \$16,000 to \$8,000 to reflect planned work at the wells during the coming year;
- Meters decreased from \$80,000 back to \$50,000 to support the goal of a 20% annual transition to AMI Smart Meters;
- Capital Expense:
  - Valve Replacements: the District has valves that need to be replaced or upgraded, \$75,000, prioritizing the most critical valves.
  - Rehab work on Well 4a to optimize production, anticipated cost of \$60,000.
  - Meiners Rd. Tank/Zone backup generator and upgraded booster pump project estimated at \$75,000 for this fiscal year.
  - Treatment Plant 100% engineering design remaining portion of the MKN approved expense in FY 22-23 is \$30,000. Grant funding is being sought to help offset the construction and MKN engineering design costs.





- Structures and Improvements: An emergency backup generator for the District Office, including installation, estimated at \$140,000.
- Field equipment purchases include the addition of Chlorine Alarms at the remaining two facilities for \$10,000, a welding machine for \$3,500, an air compressor for \$7,500, and a generator for field truck \$1,200.

### **Projected Revenues (Table 3)**

The projected revenue of \$2,053,444.00 is summarized in Table 3 and is based on the FY 24-25 water rates at Stage 1 conditions, assuming no change in total water consumption. The District implemented Stage 1 conditions on June 1, 2023, discontinuing the drought surcharge. Additionally, the District is seeking a state grant for the Replacement Treatment Plant, which would provide the District with \$335,000 in grant funds to cover the MKN design expenses. Total projected revenue from all sources for FY 24-25 \$2,388,444.00. Total Revenue minus Total Expenses estimated to be \$202,744.00.

### **Rates & Rate Structure (Table 4)**

A Prop 218 Public Hearing for new water rates was held on June 30, 2022, providing a 3-year rate schedule. FY 24-25 rates:

- Increased rate per unit from \$3.90 to \$3.95;
- Monthly Water Availability Charge will remain at \$36.00;
- Meter Capacity Charges will increase by 5% for each meter size rate;
- Drought surcharge is discontinued under Stage 1 conditions.
- Capital Improvement Fees:

Meter size	Multiplier	FY2024-25
5/8" & 3/4"	1.00	\$4,045.24
1"	1.66	\$6,715.10
1.5"	2.50	\$10,113.10
2"	5.33	\$21,561.13
3"	11.66	\$47,167.50
4"	33.33	\$134,827.85

#### **Fire Flow New Service Connection Fees**

Meter size	FY2024-25
1"	\$4,128.24
2"	\$4,898.04
3"	\$8,126.24
4"	\$37,375.24



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**Table 1: Budget Summary for Fiscal Year 2024-2025**

Total Operating Expenditures	\$1,689,500.00
Capital Expenses	<u>\$502,000.00</u>
Total Operating & Capital Expenses	\$2,191,700.00
Projected Total Income	\$2,388,444.00
<hr/>	
Projected Total Income – Projected Total Expenses	\$196,744.00
Reserves Beginning	\$1,767,160.00
Reserves Estimated Ending	\$1,859,720.00

Table 2: Report of Expenses and Budget Appropriations To Date							
Expenditures	2024-2025 PROPOSED	2023-2024 Actuals	2023-2024 Budget	2022-2023 Actuals	2022-23 Budget	2021-22 Actuals	2020-21 Actuals
Salaries	\$ 675,000.00	\$ 628,130.90	\$ 650,000.00	\$ 544,040.24	\$ 600,000.00	\$ 503,684.33	\$ 456,846.42
Payroll Taxes	\$ 54,000.00	\$ 51,209.52	\$ 45,000.00	\$ 45,556.81	\$ 55,000.00	\$ 40,853.93	\$ 37,355.36
Retirement Contributions	\$ 90,000.00	\$ 85,201.90	\$ 73,000.00	\$ 76,861.49	\$ 75,000.00	\$ 61,798.94	\$ 52,002.97
Group Insurance	\$ 96,000.00	\$ 90,007.19	\$ 96,000.00	\$ 82,497.82	\$ 96,000.00	\$ 94,610.30	\$ 94,908.38
Company Uniforms	\$ 3,500.00	\$ 2,780.32	\$ 4,500.00	\$ 3,419.10	\$ 4,500.00	\$ 1,673.18	\$ 2,695.45
Phone Office	\$ 4,000.00	\$ 8,536.02	\$ 7,000.00	\$ 12,832.51	\$ 10,000.00	\$ 9,373.02	\$ 9,618.53
Janitorial Service	\$ 6,000.00	\$ 7,577.17	\$ 6,500.00	\$ 6,551.17	\$ 6,000.00	\$ 7,377.90	\$ 5,854.79
Refuse Disposal	\$ 5,000.00	\$ 4,615.55	\$ 5,000.00	\$ 4,432.08	\$ 5,000.00	\$ 4,043.24	\$ 3,302.58
Liability Insurance	\$ 96,000.00	\$ 84,151.62	\$ 77,000.00	\$ 66,833.38	\$ 66,000.00	\$ 40,100.79	\$ 27,225.13
Workers Compensation	\$ 41,000.00	\$ 42,682.68	\$ 42,000.00	\$ 15,313.30	\$ 16,000.00	\$ 15,058.95	\$ 13,984.93
Wells	\$ 8,000.00	\$ 3,528.89	\$ 16,000.00	\$ 3,599.59	\$ 5,000.00	\$ 6,882.70	\$ 4,871.37
Truck Maintenance	\$ 5,000.00	\$ 5,012.02	\$ 3,500.00	\$ 8,535.49	\$ 3,500.00	\$ 5,007.41	\$ 8,192.98
Office Equip. Maintenance	\$ 5,500.00	\$ 5,605.86	\$ 7,500.00	\$ 5,665.16	\$ 4,000.00	\$ 4,234.43	\$ 4,534.34
Cell Phones	\$ 4,500.00	\$ 4,684.32	\$ 4,500.00	\$ 4,781.11	\$ 4,500.00	\$ 4,658.89	\$ 3,840.03
System Maintenance	\$ 60,000.00	\$ 45,226.69	\$ 60,000.00	\$ 49,564.77	\$ 90,000.00	\$ 100,237.25	\$ 54,560.95
Safety Equipment	\$ 6,000.00	\$ 6,686.68	\$ 6,000.00	\$ 1,759.51	\$ 6,000.00	\$ 3,117.01	\$ 2,826.20
Security	\$ 2,000.00	\$ 2,883.01	\$ 1,000.00	\$ 386.40	\$ 1,000.00	\$ -	\$ -
Laboratory Services	\$ 14,500.00	\$ 15,840.00	\$ 14,500.00	\$ 17,382.00	\$ 14,500.00	\$ 10,758.37	\$ 9,731.00
Membership and Dues	\$ 10,000.00	\$ 9,932.00	\$ 10,000.00	\$ 9,389.00	\$ 9,000.00	\$ 7,895.00	\$ 7,720.00
Printing and Binding	\$ 1,000.00	\$ 16.50	\$ 2,000.00	\$ 777.31	\$ 2,000.00	\$ 1,547.33	\$ 3,013.30
Office Supplies	\$ 6,000.00	\$ 8,573.39	\$ 6,000.00	\$ 9,938.56	\$ 6,000.00	\$ 7,378.91	\$ 8,196.07
Postage and Express	\$ 13,000.00	\$ 13,269.49	\$ 13,000.00	\$ 16,453.60	\$ 12,000.00	\$ 14,319.47	\$ 11,566.28
B. O. D. Fees	\$ 25,000.00	\$ 31,500.00	\$ 30,000.00	\$ 33,335.69	\$ 27,000.00	\$ 12,700.00	\$ 15,150.00
Engineering & Technical Services	\$ 15,000.00	\$ 2,868.20	\$ 50,000.00	\$ 21,234.15	\$ 50,000.00	\$ 7,824.71	\$ 29,428.71
Computer Services	\$ 28,000.00	\$ 35,854.78	\$ 25,000.00	\$ 37,911.00	\$ 17,000.00	\$ 22,837.79	\$ 16,951.12
Other Prof. & Regulatory Fees	\$ 40,000.00	\$ 33,726.80	\$ 40,000.00	\$ 45,674.05	\$ 40,000.00	\$ 32,773.09	\$ 30,365.48
Public and Legal Notices	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 698.00	\$ 2,000.00	\$ 2,017.48	\$ -
Attorney Fees	\$ 30,000.00	\$ 16,515.00	\$ 40,000.00	\$ 30,698.00	\$ 50,000.00	\$ 104,437.57	\$ 103,354.95
GSA Fees	\$ 75,000.00	\$ 63,000.00	\$ 90,000.00	\$ 74,444.00	\$ 80,000.00	\$ 31,299.79	\$ 72,214.82
VR/SBC/City of VTA Law Suit	\$ 30,000.00	\$ 23,564.55	\$ 75,000.00	\$ 4,980.58	\$ 75,000.00	\$ 38,575.80	\$ 55,858.73
Rental Equipment	\$ 10,000.00	\$ 1,167.67	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -
Audit Fees	\$ 30,000.00	\$ 27,002.00	\$ 26,000.00	\$ 26,350.00	\$ 25,000.00	\$ 13,200.00	\$ 18,700.00
Small Tools	\$ 5,000.00	\$ 3,948.93	\$ 5,000.00	\$ 4,833.12	\$ 5,000.00	\$ 1,898.35	\$ 3,330.72
Election Supplies	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 3,166.52	\$ 2,500.00	\$ 2,517.03	\$ -
Treatment Plant	\$ 10,000.00	\$ 11,743.97	\$ 10,000.00	\$ 5,224.78	\$ 10,000.00	\$ 13,205.86	\$ 8,037.02
Fuel	\$ 20,000.00	\$ 20,071.25	\$ 20,000.00	\$ 17,394.49	\$ 20,000.00	\$ 9,842.63	\$ 11,333.27
Travel Exp./Seminars	\$ 2,000.00	\$ 717.72	\$ 2,000.00	\$ 1,993.47	\$ 2,000.00	\$ 1,079.06	\$ 715.51
Utilities	\$ 4,000.00	\$ 3,619.97	\$ 3,500.00	\$ 3,564.13	\$ 3,500.00	\$ 2,714.35	\$ 2,154.94
Power and Pumping	\$ 97,000.00	\$ 80,417.50	\$ 80,000.00	\$ 48,735.24	\$ 80,000.00	\$ 61,151.31	\$ 64,253.50
Meters	\$ 50,000.00	\$ 80,260.93	\$ 80,000.00	\$ 7,151.81	\$ 25,000.00	\$ 5,863.07	\$ 11,227.19
Online Bill AutoPay Transaction Fees	\$ 8,000.00	\$ 7,449.50	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,689,500.00</b>	<b>\$ 1,569,580.49</b>	<b>\$ 1,751,000.00</b>	<b>\$ 1,353,959.43</b>	<b>\$ 1,615,000.00</b>	<b>\$ 1,540,077.57</b>	<b>\$ 1,283,751.84</b>
Table 2: Report of Expenses and Budget Appropriations To Date							
Capital Expenditures	2024-2025 PROPOSED	2023-2024 Actuals	2023-2024 Budget	2022-2023 Actuals	2022-23 Budget	2021-22 Actuals	2020-21 Actuals
<b>Water Distribution System</b>							
Wells 4 & 7					\$ -	\$ -	\$ -
Wells 1 & 2 Rehab					\$ -	\$ -	\$ -
Zone 1 Booster/MCC Upgrade					\$ -	\$ -	\$ -
Well 1,2 VFD Upgrade					\$ -	\$ -	\$ -
Well 8 Nitrate Removal/Blending					\$ 60,000.00	\$ 7,780.00	\$ -
Relocate 6" Main for Z-2					\$ -	\$ 155,050.00	\$ 9,875.00
Tank Cleaning					\$ 6,000.00	\$ -	\$ -
Valve Replacements	\$ 75,000.00	\$ 27,248.06	\$ 100,000.00	\$ 55,259.65	\$ 50,000.00	\$ -	\$ -
New Well		\$ -	\$ 25,000.00				
Rehab Well 4a	\$ 60,000.00	\$ -	\$ 30,000.00				
Meiners Rd. Tank/Zone	\$ 75,000.00	\$ -	\$ 75,000.00		\$ 75,000.00	\$ 31,294.75	\$ -
<b>Structures and Improvements</b>							
Generator/Panel Upgrades					\$ -		\$ 151,787.28
Well 4 Development Work					\$ -	\$ -	\$ 92,263.16
1-Ton Service Truck					\$ -	\$ 80,201.22	\$ -
Treatment Plant 100% Eng. Design & Grant Assistance	\$ 30,000.00	\$ 65,738.24	\$ 220,000.00	\$ 221,047.12	\$ 350,000.00	\$ -	\$ 15,207.00
Field Truck 3/4 ton		\$ 63,312.84	\$ 70,000.00				
Office HVAC System		\$ 19,786.00	\$ 10,000.00				
Emergency Generator-Electrical-Design		\$ 14,300.00					
Emergency Generator- Office	\$ 60,000.00						
Emergency Generator - Office Installation	\$ 80,000.00						
<b>Furniture and Fixtures</b>							
New Meter Reading Handhelds/Software					\$ -	\$ 13,856.70	\$ -
<b>Field Equipment</b>							
Leak Detector					\$ -	\$ 19.50	\$ -
GIS Equipment & Software				\$ 12,928.51	\$ 15,000.00		
Chlorine Alarms	\$ 10,000.00	\$ -	\$ 20,000.00				
Welding Machine	\$ 3,500.00	\$ -	\$ 6,500.00				
Air Compressor	\$ 7,500.00	\$ -	\$ 6,500.00		\$ 3,500.00	\$ -	\$ -
Generator - Truck	\$ 1,200.00						
<b>Appropriations for Contingencies</b>	<b>\$ 100,000.00</b>	<b>\$ 81,404.43</b>	<b>\$ 100,000.00</b>	<b>\$ 66,068.08</b>	<b>\$ 100,000.00</b>	<b>\$ 109,814.51</b>	<b>\$ 55,436.58</b>
<b>Total CIP Spending</b>	<b>\$ 502,200.00</b>	<b>\$ 271,789.57</b>	<b>\$ 663,000.00</b>	<b>\$ 355,303.36</b>	<b>\$ 659,500.00</b>	<b>\$ 398,016.68</b>	<b>\$ 324,569.02</b>
<b>GRAND TOTAL</b>	<b>\$ 2,191,700.00</b>	<b>\$ 1,841,370.06</b>	<b>\$ 2,414,000.00</b>	<b>\$ 1,709,262.79</b>	<b>\$ 2,274,500.00</b>	<b>\$ 1,938,094.25</b>	<b>\$ 1,608,320.86</b>
Income	2024-2025 PROPOSED	2023-2024 Actuals	2023-2024 Budget	2022-2023 Actuals	2022-23 Budget	2021-22 Actuals	2020-21 Actuals
Total Revenue	\$ 2,053,444.00	\$ 1,895,354.47	\$ 2,084,786.00	\$ 2,162,235.52	\$ 2,055,544.00	\$ 1,850,136.41	\$ 1,709,734.59
Grant Reimbursements	\$ 335,000.00		\$ 335,000.00	\$ 24,150.00			
<b>Total Income</b>	<b>\$ 2,388,444.00</b>	<b>\$ 1,895,354.47</b>	<b>\$ 2,419,786.00</b>	<b>\$ 2,186,385.52</b>			
<b>Total Revenue - Total Expenses</b>	<b>\$ 196,744.00</b>	<b>\$ 53,984.41</b>	<b>\$ 5,786.00</b>	<b>\$ 477,122.73</b>	<b>\$ (218,956.00)</b>		
<b>County Reserves</b>	<b>\$ 1,639,720.00</b>	<b>\$ 1,554,720.43</b>	<b>\$ 1,629,574.06</b>	<b>\$ 1,529,574.06</b>	<b>\$ 1,308,544.00</b>	<b>\$ 1,304,472.41</b>	<b>\$ 1,408,820.26</b>
<b>LAIF</b>	<b>\$ 220,000.00</b>	<b>\$ 212,442.41</b>	<b>\$ 242,368.30</b>	<b>\$ 234,368.30</b>	<b>\$ 230,000.00</b>	<b>\$ 230,372.80</b>	<b>\$ 229,731.39</b>

**Table 3: Proposed Rates Based Revenue**  
**FY 2024-2025**

**1) Meter Charges**

Meter size	No. of Accts/Dwellings	Monthly WAC	Monthly MCC	Annual Revenue
5/8"-3/4"	1580	\$36.00	\$0.00	\$682,560
1"	161	\$36.00	\$17.60	\$103,555
1 1/2"	7	\$36.00	\$39.70	\$6,359
2"	18	\$36.00	\$114.70	\$32,551
3"	2	\$36.00	\$282.20	\$7,637
4"	0	\$36.00	\$855.50	\$0
6"	1	\$36.00	\$1,737.50	\$21,282
	1769	<b>TOTAL METER CHARGE REVENUE</b>		<b>\$853,944</b>

**2) Annual Water Sales**

	Units	Rate	Annual Revenue
Stage 1 Condition Consumption (Assume no increase over previous yr, use 5 yr avg as high end)	230,000	\$3.95	\$908,500
<del>Over-alloc surcharge</del>	<del>45,000</del>	<del>\$5.00</del>	
	<b>TOTAL WATER SALES REVENUE</b>		<b>\$908,500</b>

**3) Water Bill Late Fees**

	Annual Revenue
Total Annual Late Fees Collected	\$45,000
<b>TOTAL LATE FEE REVENUE</b>	<b>\$45,000</b>

**4) Property Taxes**

	Annual Revenue
Property Tax Revenue Collected	\$205,000
<b>TOTAL PROPERTY TAX REVENUE</b>	<b>\$205,000</b>

**5) Interest Income**

	Annual Revenue
Total interest income	\$35,000
<b>TOTAL INTEREST REVENUE</b>	<b>\$35,000</b>

**6) Administrative Fees**

	Annual Revenue
Total Administrative Fees	\$6,000
<b>TOTAL ADMINISTRATIVE REVENUE</b>	<b>\$6,000</b>

**TOTAL PROJECTED ANNUAL REVENUE     \$2,053,444**

**Table 4: Water Rates for 2022 - 2025**

**1) Monthly Water Availability Charge (WAC)**

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

**2) Monthly Meter Capacity Charge (MCC)**

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

**3) Unit Rate per HCF for all water used**

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

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

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

**5) Casitas Surcharge**

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

**6) Other Fees and Charges**

See our website for special rates and conditions.

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

## Meiners Oaks Water District

### New Service Connection Fees FY 2024-2025

Meter size	Multiplier	FY2024-25
5/8" & 3/4"	1.00	\$4,045.24
1"	1.66	\$6,715.10
1.5"	2.50	\$10,113.10
2"	5.33	\$21,561.13
3"	11.66	\$47,167.50
4"	33.33	\$134,827.85

#### Fire Flow New Service Connection Fees

Meter size	FY2024-25
1"	\$4,128.24
2"	\$4,898.04
3"	\$8,126.24
4"	\$37,375.24

Formulas:

Capital Fee =  $\frac{\text{Total Net Assets}}{\text{Total Service Connections}}$   
(Use most recent Financial Audit Net Assets)

Fire Flow Fee =

1"	50 GPM x 1.66 = \$83.00 + \$4,045.24
2"	160 GPM x 5.33 = \$852.80 + \$4,045.24
3"	350 GPM x 11.66 = \$4,081.00 + \$4,045.24
4"	1000 GPM x 33.33 = \$33,330.00 + \$4,045.24



## District Summary/Update

- **Casitas Lake Level:** 99.7% 7/9/24
- **Wells:** MOWD on Wells 4A & 7 4/17/24  
-District struggles to keep up with demand at times, with only two wells online
- **AMI Meter Installations:** 55-1" Meters delivered (Installation in progress)
- **Emergency Generator Office:** Electrical Design Plans; Complete. Looking into solar options...
- **Hwy 33 Slide:** Union Engineering is currently working on installing and testing the first row of tie-backs to hold the wall up. Then, excavation will continue.
- **Treatment Plant Project:** MKN grant assistance (In Progress)
- **Yard Clean-Up:** Removed brush pile  
Recycled scrap metal and brass from broken-down water meters
- **Will Serve Letters Issues:** 436 El Conejo Dr.; Extension Issued
- **Consumer Confidence Report:** Uploaded
- **Well #4A Redevelopment Project:** Hopkins Groundwater Consultants has completed the Technical Plan and Specifications.
- **Well #8 Nitrate Monitoring:** Coastal Instrumentation and Telemetry (CIT), is putting together an official quote for continuous monitoring of Nitrates and updating this site on SCADA with alarms and automated shutdown of the well

<u>Type of Work</u>	<u>Cause</u>	<u>Date</u>	<u>Location</u>	<u>Contractor</u>	<u>Amount \$</u>
CCR Uploaded		6/21/24			
Service Leak		6/24/24	821 S. La Luna	Gruber Grading and Ag	TBD
Hit Hydrant; Payment Issued	Granite Construction	6/27/24	N. La Luna & Maricopa Hwy	Toro Enterprises	\$74,447.21
Main Leak	Poor Bedding/ Tree?	7/3/24	Meiners Rd	Toro	\$8,833.96
Main Leak	Poor Bedding	7/12/24	974 S Rice Rd	Sam Hill	TBD

### Current Well Levels and Specific Capacity

WELL #1	JAN 24'	FEB 24'	MAR 24'	APR 24'	MAY 24'	JUN 24'	JUL 24'	AUG 24'	SEP 24'	OCT 24'	NOV 24'	DEC 24'
STATIC (ft)	24.8'	18.8'	19.7'	21.5'	22.5'	22.02						
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF						
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF						
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF						
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF						
WELL #2	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	24.3'	18.8'	19.8	20.7'	21.6'	22.18						
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF						
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF						
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF						
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF						
WELL #4A	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	35.6'	28'	26.1	28.5'	29'	30.7'						
RUNNING (ft)	57.25'	OFF	OFF	OFF	51.5'	53.4'						
DRAW DOWN (ft)	21.65'	OFF	OFF	OFF	22.5'	23'						
Gallons Per Minute (GPM)	384	OFF	OFF	OFF	397	385						
Specific Capacity (gal/ft DD)	17.7	OFF	OFF	OFF	17.64	16.7						
WELL #7	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	32'	17.5'	14.3	18.5	20.1'	37.7'						
RUNNING (ft)	33.8'	OFF	OFF	OFF	23.2'	38.6'						
DRAW DOWN (ft)	1.8'	OFF	OFF	OFF	3.1'	1.1'						
Gallons Per Minute (GPM)	323	OFF	OFF	OFF	340	327						
Specific Capacity (gal/ft DD)	179	OFF	OFF	OFF	109.67	297						
WELL #8	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	61.4	45.8'	36.6'	43.8'	47'							
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF						
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF						
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF						
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF						



## Non-Reportable Nitrate Levels 2024

	January	February	March	April	May	June	July	August	September	October	November	December
Well #8	11.5	6.0	2.5	2.6	2.6	2.4						
Ranchitos	14.4	13.4	12.4	13	14.4	15.4						

### Water Pumped, Sold, Purchased & Water Sales

MONTH	PUMPED (AF)	PURCHASED (AF)	SOLD (AF)	WATER SALES (\$)
2024 JAN	32.34	0.00	27.69	\$83,568.46
FEB	4.20	20.14	23.62	\$51,163.29
MAR	21.66	10.32	26.39	\$42,491.36
APR	15.13	18.12	30.58	\$50,552.91
MAY	45.73	0	33.15	\$55,624.06
JUN	61.42	0	53.90	\$55,418.69
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
<b>YTD 2024</b>	180.48	48.58	195.33	\$338,818.77
<b>TOTAL 2023</b>	441.18	107.75	499.61	\$865,783.96
<b>TOTAL 2022</b>	451.43	216.43	615.38	\$823,145.74
<b>TOTAL 2021</b>	411.94	266.57	640.95	\$648,269.32
<b>TOTAL 2020</b>	485.71	197.26	635.47	\$657,912.06

**Reserve Funds**

* Balance at the County of Ventura	\$ 1,570,300.71
Total Taxes	\$7,387.18
Total Interest from reserve account#	\$ 8,193.10

**Fiscal Year Total Revenues**

July 1 <sup>st</sup> – June 30th	2023	\$2,162,235.52
July 1 <sup>st</sup> – June 30th	2024	\$2,031,030.05

**Bank Balances**

* LAIF Balance	\$ 212,442.41
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$0.00
* Money Market (Mechanics Bank)	\$ 7,626.68
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	\$ .13
General Fund Balance	\$ 18,593.68
Trust Fund Balance	\$ 6,059.34
* Capital Improvement Fund	\$ 22,171.63
(#) Quarterly Interest from Capital Account	\$ 0.17
Total Interest accrued	\$ 0.29



## Board Secretary Report – July 2024

### Administrative

- Employee Handbook 2024 – reviewed with employees, signed acknowledgments retained in each employee's personnel file.
- Annual Consumer Confidence Report (2023 data) was submitted to SWRCB and was made available to the public with the June 30 billing.
- SWRCB Quarterly Drought Reporting (Apr-Jun) was submitted on July 12.

### Financial (any items not covered in separate Financials Report)

- FY 24/25 Budget (Agenda Discussion/Action item)
- Scheduled water rate increases per the 2022 Prop 218 will go into effect with the August billing. [Unit rate increase from \$3.90 to \$3.95; MCC increase 5% for each meter size >5/8", no change to MWAC]
- Financial Auditing Services RFP is in the process; the second wave of requests for proposals has been sent.

### Billing/Customer Service

Month	#Total Service Orders	# Account Owner Changes	Total HCF Billed	Monthly Customer Bill Total
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 24	128	6	12,636	\$116,133.98
Feb 24	84	4	10,629	\$109,034.47
Mar 24	156	5	11,892	\$113,136.99
Apr 24	66	9	14,099	\$121,095.65
May 24	62	5	15,200	\$124,874.84
Jun 24	119	5	24,833	\$159,557.69

- Mar 24 Service Orders: 88 New AMI Meters installed and 41 Re-reads.
- Jun 24 Service Orders: 99 were re-reads conducted during the meter reading process.

## **Board of Directors**

<b>Board Member</b>	<b>Position</b>	<b>Term Ends</b>	<b>Term Type</b>
Michel Etchart	President	2026	Long Term (Re-elected 2022)
<b>Christian Oakland</b>	<b>Vice President</b>	<b>2024</b>	<b>Long Term (Elected 2020)</b>
James Kentosh	Director	2026	Long Term (Re-elected 2022)
<b>Christy Cooper</b>	<b>Director</b>	<b>2024</b>	<b>Short-Term Re-elect for 2 yr term to 2024</b>
Joe Pangea	Director	2026	Long Term (Elected 2022)

## **Ventura County Elections Division:**

Declaration of Candidacy & Nomination for all Candidates: 07/15/24 – 08/09/24

## **Projects**

- Staff continues working on the Replacement Treatment Plant Upgrade Project grant application documents.
- Backflow Cross Connection Policy is due before July 1, 2025. Requirements and templates are pending release; staff will begin working on the cross-connection plan once guidance documents are available.

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

**Attachments:** None.