



BOARD OF DIRECTORS REGULAR MEETING AGENDA

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

JOIN BY COMPUTER: <https://meet.goto.com/663602053>

DIAL-IN (US): +1 (312) 757-3121

ACCESS CODE: 663-602-053

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))

February 18, 2025, at 6:00 pm.

- 1. Call meeting to order.**
- 2. Roll call**
- 3. Approval of the minutes:** January 21, 2025, 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)

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

6. Financial matters

Approval of Payroll and Payables from January 16, 2025, to February 15, 2025, in the amount of:

Payables \$ 98,446.98

Payroll \$ 49,412.18

Total \$147,859.16

7. Board action and/or discussion

- a) Proposal to Amend Sick Leave Policy. (Martinez) – Attachment
a. Recommended Action: Approve Amendment to Sick Leave Policy

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

No Report

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 March 18, 2025, at 6:00 pm.

Regular Meeting
January 21, 2025
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 6:01 pm. The meeting was also available via teleconference.

2. Roll Call

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

Absent: Director James Kentosh

3. Approval of the Minutes

Approval of the December 17, 2024, Regular Board Meeting minutes.

Director Pangea made the motion to approve the December 17, 2024 meeting minutes. Director Cooper seconded the motion.

No Public Comment.

Pangea/Cooper

(4) Ayes – M/S/C

(1) Absent - Kentosh

4. Public Comments

None.

****The Board went into closed session at 6:02 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

Regular Meeting Minutes
January 21, 2025

****The Board ended closed session at 6:08 pm.****

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

6. Financial Matters

a) Approval of Payroll and Payables from December 16, 2024, to January 15, 2025, in the amount of:

Payables:	\$ 263,644.50
Payroll:	<u>\$ 57,875.84</u>
Total:	\$ 321,520.34

Director Cooper made the motion to approve the Payroll and Payables from December 16, 2024, to January 15, 2025. Director Oakland seconded the motion.

No Public Comment.

Cooper/Oakland

(4) Ayes – M/S/C

(1) Absent- Kentosh

b) Capitalization of Emergency Generator Purchase.

Director Cooper requested the Emergency Generator Purchase be capitalized. Ms. Ward stated it would be capitalized according to the approved policy.

7. Board Discussion/Actions

a) Election of the Board Officers.

Director Etchart introduced the agenda item to nominate and vote on the Board President and Vice President. Director Cooper expressed her appreciation for the work that Directors Etchart and Oakland have put in and would like to nominate them both to continue in those positions.

Director Cooper made the motion to nominate Director Etchart to the position of Board President and Director Oakland to the position of Vice President for 2025. Director Pangea seconded the motion.

No Public Comment.

Cooper/Pangea

(4) Ayes – MSC

(1) Absent – Kentosh

b) **Review and nominate Board Committee Memberships and Representatives.**

Director Etchart reviewed the existing Board Committee members and representatives. He asked if there were any recommended changes. No changes were requested; Director Etchart reaffirmed all committee memberships and representatives.

No Public Comment.

No Motion.

c) **Approve the emergency purchase of a CAT XQ230 generator for \$174,268.14.**

Mr. Martinez stated that in light of recent emergency events in Southern California and escalating power outages by SCE, Meiners Oaks Water District recognizes the need to fortify its operation against potential disruptions further. Currently, the District owns one larger generator (Caterpillar XQ230) capable of powering most facilities individually and a smaller generator (Multiquip) for the District Office. In an emergency, management must choose between utilizing the larger generator to operate wells or deploying it to a booster site for fire protection, as both could not be powered simultaneously. The surge in demand has exhausted generator supplies at rental and sale yards. The local Caterpillar dealer was able to source a suitable solution, and only one unit was in stock. The vendor stated that due to the significant demand for generators in the areas directly affected by recent disasters, it is unlikely that generators will be in stock and available for at least 1-2 years. After deliberations, Management and the Executive Committee proactively acquired the one available unit, a Caterpillar XQ230, for \$174,268.14. The emergency purchase significantly bolsters the District's resilience during natural disasters or fire emergencies.

Management and the Executive Committee recommend that the MOWD Board of Directors retroactively vote to approve the emergency purchase of the Caterpillar XQ230 for \$174,268.14. The District FY24-25 budget allocated \$140,000 for a fixed office generator that should be reallocated to this larger portable generator, with the remaining \$34,268.14 coming from District reserves.

Mr. Martinez reported that the new portable CAT XQ230 generator was delivered on January 19, 2025, and the custom color-coded leads (connectors) are expected to be delivered within a week.

Director Oakland made the motion to approve the emergency purchase of the CATXQ230 generator for \$174,268.14. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(4) Ayes – MSC

(1) Absent – Kentosh

d) **Approve reallocating \$8,500 from the Valve Replacement budget to the Safety budget for purchasing Chlorine Safety equipment.**

Mr. Martinez shared that the District has been enhancing its safety procedures regarding Chlorine gas treatment. MOWD has collaborated with local emergency services, Fire Station 22, and Jones Chemical Inc. to ensure staff readiness and safety during a Chlorine emergency, emphasizing public safety. Since 2021, MOWD has acquired a Self-Contained Breathing Apparatus (SCBA) for field staff handling Chlorine gas equipment. Chlorine gas alarms are operational at each well, with plans to integrate them with SCADA. Continued safety development is vital to the District. MOWD needs a Chlorine Emergency Kit A and five safety eye wash stations with showers for Chlorine gas facility sites.

Mr. Martinez stated that as GM, he is authorized to make the purchase; the request is to reallocate \$8,500 from the Valve Replacement budget to the Safety budget to cover the equipment purchase cost.

Director Oakland made the motion to approve the reallocation of \$8,500 from the Valve Replacement budget to the Safety budget for the purchase of Chlorine Safety equipment. Director Pangea seconded the motion.

No Public Comment.

Oakland/Pangea

(4) Ayes – MSC

(1) Absent – Kentosh

e) **Discuss the District's late penalty rate and timing, consider adopting Resolution 20250121: Water Service Policy, reduce the late penalty from 25% to 10% of unpaid balances, and move the penalty date from the 26th to the 2nd to the last business day of each month.**

Ms. Ward requested the Board to review and discuss the District's current late penalty and timing. Recently, the District Office received customer feedback with concerns about the 25% penalty and without a grace period. As a result, the staff did a comprehensive review, with consultation from Attorney Nielson. The late penalty was changed from a flat \$35 fee to 25% of the unpaid balance in 2017. Ms. Ward noted that the District suspended late penalties from April 2020 through March 2022 during the COVID-19 pandemic. Staff assessed local water agencies' late penalty processes. Ms. Ward reported that Casitas MWD charges 10%, applied on the 2nd to last business day of the month; Ventura River WD charges a flat \$35, applied 40 days after the bill date; City of Ventura Water charges 10%, applied 30 days after the bill date; and Carpenteria WD charges \$34, applied 35 days after the bill date. Ms. Ward noted MOWD charges 25%, applied 26 days after the bill date. The fiscal impact of reducing the late penalty

from 25% to 10% would reduce annual income by approximately \$5,700. The late penalty policy is within the Board's discretion to change and does not require a Prop 218 process.

The Board discussed the costs associated with the late letters and related processes, and customer payment options. Ms. Ward stated that the office processes an average of 100 late letters each month, a portion of which are emailed, with a total processing time of about 1-2 hours. The District does offer multiple payment options, including auto-pay. Ms. Ward noted that not all MOWD customers are in a financial position to use the auto-pay option.

Director Pangea requested that if the Board approves the recommended changes, Ms. Ward would report back in six months with an update. Ms. Ward affirmed that she would report back with an update in six months.

Director Pangea made the motion to approve Resolution 20250121: Policies for Water Service. Director Oakland seconded the motion.

No Public Comment.

Oakland/Pangea

(4) Ayes – MSC

(1) Absent – Kentosh

8. **General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is at 96%. The MOWD mainline on Hwy 33 has been installed and put back into service; staff will be working to bring the Treatment Plant back online in the coming weeks.

No Public Comment.

9. **Board Secretary's Report**

Ms. Ward presented the monthly Board Secretary report. The biennial pumping and well-level interval data were submitted to the UVRGA on December 6. MOWD's quarterly PCI compliance control scan for online bill payment and credit card processing passed on November 26.

No Public Comment.

10. **Board Committee Reports**

- Executive & Personnel Committee: No report.

- UVRGA: The January meeting was canceled.
- Budget/Rate Committee: No report.
- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: No report.
- Grants: Director Cooper shared that 500 pages were submitted to the state for review regarding the replacement treatment plant grant. The state is actively reviewing and requesting additional details; it's too soon to know, but it feels promising.
- Treatment Plant Design Ad Hoc Committee: No report.

11. **Old Business**

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

12. **Director Announcements/Reports**

- Director Kentosh: No report
- Director Oakland: Stated he will be out of the country for work and absent from the February regular meeting.
- Director Pangea: No report
- Director Cooper: No report
- Director Etchart: No report

13. **Meeting Adjournment**

The next meeting will be held on February 18, 2025, at 6:00 pm. Since there was no further business to conduct, Board President Mike Etchart adjourned the meeting at 7:09 pm.

Board Secretary

Board President

Report of Income as of 1/31/2025

Income	Month of January	Year To Date	Budget Appropriation	Appropriation Balance
Interest	10,572.91	32,372.38	--	32,372.38
Taxes	1,394.09	136,868.20	--	136,868.20
Pumping Charges	364.09	2,804.47	--	2,804.47
Fire Protection	147.88	1,086.63	--	1,086.63
Meter & Inst. Fees	--	--	--	0.00
Water Sales	85,650.24	760,047.77	1,528,500.00	768,452.23
¹ Casitas Water/Standby	886.36	6,158.62	--	6,158.62
MWAC Charges	57,922.17	401,756.30	764,208.00	362,451.70
MCC Chg.	8,461.95	51,377.91	89,736.00	38,358.09
² Misc. Income	3,601.80	28,970.61	--	28,970.61
Late & Delinquent Chgs.	3,484.58	21,317.32	--	21,317.32
Conservation Penalty	--	--	--	0.00
Capital Improvement	--	--	--	0.00
Drought Surcharge	--	0.62	--	0.62
Fire Flow/Will Serve Letters	--	2,500.00	6,000.00	3,500.00
		--	--	0.00
		--	--	0.00
TOTAL INCOME	172,486.07	1,445,260.83	2,388,444.00	943,183.17

Note:

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

² Hartmann Allocation, Union Engineering Hydrant
Rental Invoice # 5, Quality Paving Temp. Meter
Deposit, & County of Ventura Public Works Temp.
Meter Rental Deposit

Meiners Oaks Water District

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

Expenditures	Month of January	Year To Date	Budget Approp	Approp Bal 01/31/25	Current February	Approp FY Bal To Date
Salaries	55,840.36	416,510.43	675,000.00	258,489.57	-	258,489.57
Payroll Taxes	5,342.57	33,638.83	54,000.00	20,361.17	-	20,361.17
Retirement Contributions	8,283.38	58,779.05	90,000.00	31,220.95	-	31,220.95
Group Insurance	9,835.87	64,940.81	96,000.00	31,059.19	-	31,059.19
Company Uniforms	215.60	1,913.97	3,500.00	1,586.03	-	1,586.03
Phone Office	237.11	2,242.17	4,000.00	1,757.83	-	1,757.83
Janitorial Service	724.32	4,482.86	6,000.00	1,517.14	131.86	1,385.28
Refuse Disposal	447.73	3,134.11	5,000.00	1,865.89	-	1,865.89
Liability Insurance	-	94,492.17	96,000.00	1,507.83	-	1,507.83
Workers Compensation	-	41,449.82	41,000.00	(449.82)	-	(449.82)
Wells	2,577.04	4,234.34	8,000.00	3,765.66	-	3,765.66
Truck Maintenance	2,932.23	6,485.95	5,000.00	(1,485.95)	-	(1,485.95)
Office Equipment Maintenance	202.00	3,105.28	5,500.00	2,394.72	740.98	1,653.74
Security System	-	277.69	2,000.00	1,722.31	98.85	1,623.46
Cell Phones	383.66	2,625.89	4,500.00	1,874.11	-	1,874.11
System Maintenance	7,256.56	34,240.62	60,000.00	25,759.38	-	25,759.38
Safety Equipment	9,274.33	10,345.83	14,500.00	4,154.17	-	4,154.17
Laboratory Services	1,671.00	8,915.00	14,500.00	5,585.00	-	5,585.00
Membership and Dues	825.00	9,594.00	10,000.00	406.00	-	406.00
Printing and Binding	-	-	1,000.00	1,000.00	-	1,000.00
Office Supplies	254.43	4,754.52	6,000.00	1,245.48	-	1,245.48
Postage and Express	1,007.44	7,146.26	13,000.00	5,853.74	-	5,853.74
B.O.D. Fees	1,250.00	16,250.00	25,000.00	8,750.00	-	8,750.00
Engineering & Technical Services	-	8,943.75	15,000.00	6,056.25	-	6,056.25
Computer Services	1,521.12	11,058.67	28,000.00	16,941.33	654.82	16,286.51
Other Prof. & Regulatory Fees	93.25	16,422.33	40,000.00	23,577.67	84.00	23,493.67
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	1,570.00	9,250.00	30,000.00	20,750.00	1,657.50	19,092.50
GSA Fees	-	72,210.00	75,000.00	2,790.00	-	2,790.00
VR/SBC/City of VTA Law Suit	763.88	16,021.13	30,000.00	13,978.87	-	13,978.87
Rental Equipment	-	1,927.29	10,000.00	8,072.71	-	8,072.71
Audit Fees	-	10,000.00	30,000.00	20,000.00	-	20,000.00
Small Tools	2,944.07	4,924.92	5,000.00	75.08	-	75.08
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Treatment Plant	2,505.39	6,321.36	10,000.00	3,678.64	-	3,678.64
Fuel	469.02	13,293.13	20,000.00	6,706.87	-	6,706.87
Travel Exp./Seminars	-	1,812.16	2,000.00	187.84	-	187.84
Utilities	311.79	2,324.25	4,000.00	1,675.75	-	1,675.75
Power and Pumping	7,209.01	64,053.17	97,000.00	32,946.83	-	32,946.83
Meters	1,056.38	15,134.46	50,000.00	34,865.54	-	34,865.54
CMWD Standby	3,431.09	17,155.45	17,155.45	-	-	-
Online AutoPay Transactions Fees	2,286.75	4,567.50	8,000.00	3,432.50	-	3,432.50
Total Expenditures	132,722.38	1,104,979.17	1,715,155.45	610,176.28	3,368.01	606,808.27
Water Distribution System	-	-	-	-	-	-
<i>Valve Replacements</i>	-	-	66,500.00	66,500.00	-	66,500.00
<i>Rehab Well 4</i>	-	-	60,000.00	60,000.00	-	60,000.00
<i>Meiners Rd. Tank/Zone</i>	-	-	75,000.00	75,000.00	-	75,000.00
Structures and Improvements	-	-	-	-	-	-
<i>Trmnt. Plant 100% Eng. Design & Grant Asst.</i>	1,466.21	5,599.60	30,000.00	24,400.40	275.01	24,125.39
<i>Emergency Generator</i>	174,268.14	174,268.14	140,000.00	(34,268.14)	-	(34,268.14)
Field Equipment	-	-	-	-	-	-
<i>Chlorine Alarms</i>	6,500.00	6,500.00	10,000.00	3,500.00	-	3,500.00
<i>Welding Machine</i>	-	3,093.24	3,500.00	406.76	-	406.76
<i>Air Compressor</i>	-	-	7,500.00	7,500.00	-	7,500.00
<i>Generator - Truck</i>	-	860.92	1,200.00	339.08	-	339.08
Appropriations for Contingencies	-	73,832.24	100,000.00	26,167.76	11,071.19	15,096.57
Total CIP Spending	182,234.35	264,154.14	493,700.00	229,545.86	11,346.20	218,199.66
GRAND TOTAL	314,956.73	1,369,133.31	2,208,855.45	839,722.14	14,714.21	825,007.93



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 01/16/2025 - 02/15/2025

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	02/12/2025	Regular	0.00	206.33	11606
S12457896	Invoice	01/07/2025	Stock	0.00	26.26	
S12463714	Invoice	01/17/2025	Parts for Zone 1	0.00	180.07	
AWAVC	Association of Water Agencies	01/29/2025	Regular	0.00	825.00	11587
06-16156	Invoice	01/28/2025	2025 AWA Annual Membership Dues	0.00	825.00	
AUTOSU	Automotive Supply - Ojai	02/12/2025	Regular	0.00	80.12	11607
610153	Invoice	01/07/2025	Air Filter, Window Wash	0.00	47.16	
610518	Invoice	01/13/2025	Gas Can	0.00	32.96	
BADGER	Badger Meter	02/12/2025	Regular	0.00	90.44	11608
80185072	Invoice	01/29/2025	Beacon Hosting	0.00	90.44	
DRAGANCHUK	Boyd & Associates	02/12/2025	Regular	0.00	98.85	11609
345745	Invoice	02/01/2025	Office Security Alarm	0.00	98.85	
CALPERS	California Public Employees' Retirement	01/31/2025	Bank Draft	0.00	5,311.76	DFT0002291
INV0002801	Invoice	01/15/2025	Health	0.00	5,311.76	
CALPERS	California Public Employees' Retirement	01/27/2025	Bank Draft	0.00	25.52	DFT0002300
011425	Invoice	01/14/2025	Active Premium	0.00	25.52	
CALPERS	California Public Employees' Retirement	01/31/2025	Bank Draft	0.00	5,311.76	DFT0002303
INV0002813	Invoice	01/31/2025	Health	0.00	5,311.76	
CAL-STATE	Cal-State	02/12/2025	Regular	0.00	258.09	11610
296142	Invoice	01/30/2025	Portable Toilet	0.00	126.23	
296436	Invoice	02/04/2025	Portable Toilet	0.00	131.86	
CMWD	Casitas Municipal Water District	02/12/2025	Regular	0.00	3,431.09	11611
261150125	Invoice	01/31/2025	Fairview Standby	0.00	1,585.02	
262000125	Invoice	01/31/2025	Hartmann Allocation	0.00	261.05	
300650125	Invoice	01/31/2025	Tico/La Luna Standby	0.00	1,585.02	
CATALYST	Catalyst Diving, Inc.	01/29/2025	Regular	0.00	3,450.00	11588
1142025-1	Invoice	01/14/2025	Cleaning & Inspection of Tanks	0.00	3,450.00	
CLEANCO	Cleancoast Janitorial	01/29/2025	Regular	0.00	340.00	11589
3051	Invoice	01/31/2025	January Janitorial	0.00	340.00	
CIT	Coastal Instrumentation & Telemetry	01/29/2025	Regular	0.00	6,500.00	11590
011725	Invoice	01/17/2025	Upfront Fee for Upgrade Wells 1&2	0.00	6,500.00	
DATAP	Dataprose LLC	02/12/2025	Regular	0.00	988.28	11612
DP2500285	Invoice	01/31/2025	Billing & Postage	0.00	988.28	
DOCUPRO	DocuProducts Corporation	02/12/2025	Regular	0.00	740.98	11613
301614	Invoice	02/06/2025	Copier Maintenance Contract	0.00	740.98	
EJHAR	E. J. Harrison Rolloffs, Inc.	01/29/2025	Regular	0.00	447.73	11591
281300125	Invoice	01/14/2025	Office Trash	0.00	185.40	
994260125	Invoice	01/14/2025	2680 Maricopa Hwy.	0.00	262.33	

Check Report

Date Range: 01/16/2025 - 02/15/2025

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
FGLENV	FGL Environmental		01/29/2025	Regular	0.00	1,256.00	11592
500252A	Invoice	01/24/2025	Samples		0.00	39.00	
500253A	Invoice	01/17/2025	Samples		0.00	445.00	
500254A	Invoice	01/10/2025	Samples		0.00	113.00	
500265A	Invoice	01/17/2025	Samples		0.00	223.00	
500420A	Invoice	01/22/2025	Samples		0.00	205.00	
500626A	Invoice	01/23/2025	Samples		0.00	113.00	
500628A	Invoice	01/23/2025	Samples		0.00	79.00	
500629A	Invoice	01/21/2025	Samples		0.00	39.00	
FGLENV	FGL Environmental		02/12/2025	Regular	0.00	113.00	11614
500952A	Invoice	01/29/2025	Samples		0.00	113.00	
FH PUMPS	FH Pumps		02/12/2025	Regular	0.00	1,065.31	11615
93753	Invoice	01/01/2024	Zone 2 Hydro Pump Rebuild		0.00	1,065.31	
GRAINGER	Grainger		01/29/2025	Regular	0.00	1,521.79	11593
9383750453	Invoice	01/23/2025	Fuel Transfer Pump		0.00	565.39	
9383750461	Invoice	01/23/2025	Liquid Transfer Tank		0.00	956.40	
GUARDIAN	Guardian		01/29/2025	Regular	0.00	610.58	11585
INV0002802	Invoice	01/15/2025	Dental		0.00	305.33	
INV0002814	Invoice	01/31/2025	Dental		0.00	305.25	
HACHCO	Hach Company		01/29/2025	Regular	0.00	2,109.48	11594
14332134	Invoice	01/17/2025	Ice Pic & Cal Cube Calibration		0.00	557.70	
14334064	Invoice	01/17/2025	Chlorine Free Reagent Sets & Etc. for TP		0.00	1,551.78	
HACHCO	Hach Company		02/12/2025	Regular	0.00	395.91	11616
14349800	Invoice	01/29/2025	Bottle/Stabcal Std 20 Ntu1000 ML		0.00	395.91	
HLTHNE	Health Net Life Insurance Company		01/29/2025	Regular	0.00	62.70	11595
61790125	Invoice	01/06/2025	Life Insurance		0.00	62.70	
HCS	Herum/Crabtree/Suntag		01/29/2025	Regular	0.00	256.48	11596
113765	Invoice	01/01/2025	SBCK vs VTA		0.00	256.48	
HCS	Herum/Crabtree/Suntag		02/12/2025	Regular	0.00	507.40	11617
113944	Invoice	01/27/2025	SBCK vs VTA		0.00	507.40	
LYTWAVE	Lytwave		01/29/2025	Regular	0.00	237.11	11597
10287	Invoice	01/15/2025	VoIP/Elevate Communications		0.00	237.11	
MATT-CHLOR	Matt-Chlor. Inc.		02/12/2025	Regular	0.00	1,337.98	11618
30684	Invoice	01/31/2025	Repair Kit,Vac Tubes,Ball for Check Valve,e		0.00	1,337.98	
MOHARD	Meiners Oaks Hardware		02/12/2025	Regular	0.00	765.59	11619
103300	Invoice	01/01/2025	Large Hang Strip		0.00	6.82	
103738	Invoice	01/06/2025	Nozzle		0.00	7.01	
104023	Invoice	01/10/2025	Latch Storage Box/Hook & Pic Set/Primer,		0.00	322.29	
104266	Invoice	01/13/2025	Adhesive		0.00	11.68	
104295	Invoice	01/13/2025	Safety Gas Can/Diesel Can		0.00	145.83	
104428	Invoice	01/14/2025	Batteries		0.00	9.36	
104546	Invoice	01/15/2025	Padlocks		0.00	192.92	
104620	Invoice	01/16/2025	Nylon Twine/Flat Steel Stakes		0.00	69.68	
MKN&A	Michael K. Nunley & Associates, Inc.		01/29/2025	Regular	0.00	1,466.21	11598
001050001346	Invoice	01/13/2025	Water Treatment Plant Final Design		0.00	1,466.21	
MKN&A	Michael K. Nunley & Associates, Inc.		02/12/2025	Regular	0.00	275.01	11620
001050002123	Invoice	02/05/2025	Water Treatment Plant Final Design		0.00	275.01	

Check Report

Date Range: 01/16/2025 - 02/15/2025

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
MITEC 1072347	MiTec Solutions LLC Invoice	01/14/2025	01/29/2025 Remote Labor - Summer's Laptop	Regular	0.00	235.00	11599
1072351	Invoice	01/14/2025	Service Bench Labor & E-Waste Disposal		0.00	100.00	
QB1093	Invoice	01/15/2025	SplashTop		0.00	20.00	
QB1145	Invoice	01/15/2025	AntiVirus Monthly		0.00	55.00	
MITEC QB1235	MiTec Solutions LLC Invoice	02/01/2025	02/12/2025 Exchange/Web Hosting/ShareSync	Regular	0.00	654.82	11621
QB1246	Invoice	02/01/2025	Off Site Back Up		0.00	316.82	
QB1255	Invoice	02/01/2025	X360Recover		0.00	98.00	
NCK&K 14459	Nelson Comis Kettle & Kinney, LLP Invoice	01/06/2025	01/29/2025 Attorney Fees	Regular	0.00	1,430.00	11600
					0.00	1,430.00	
NCK&K 14549	Nelson Comis Kettle & Kinney, LLP Invoice	02/04/2025	02/12/2025 Attorney Fees	Regular	0.00	1,657.50	11622
					0.00	1,657.50	
OFFDEP 406917775001	Office Depot Invoice	01/14/2025	01/29/2025 Glue,Glass Cleaner,Highlighters,Index Car	Regular	0.00	89.82	11601
406918338001	Invoice	01/13/2025	Facial Tissue		0.00	67.53	
					0.00	22.29	
OILELE 2037697	Oilfield Electric Company, Inc. Invoice	01/29/2025	02/12/2025 Water Tank HOA Unit Failure	Regular	0.00	4,083.06	11623
2037697-2	Invoice	01/29/2025	Timer Relay		0.00	2,844.00	
					0.00	1,239.06	
PATHIAN INV0002804	Pathian Administrators Invoice	01/15/2025	01/29/2025 HSBS	Regular	0.00	114.47	11586
INV0002816	Invoice	01/31/2025	HSBS		0.00	57.24	
					0.00	57.23	
POLLARD 0279632	Pollard Water Invoice	01/22/2025	01/29/2025 Eyewash Stations	Regular	0.00	8,565.27	11602
0279633	Invoice	01/22/2025	Brass Swivel W/Strn		0.00	8,393.69	
					0.00	171.58	
PERS INV0002800	Public Employees' Retirement System Invoice	01/15/2025	01/31/2025 457 Withholdings	Bank Draft	0.00	850.00	DFT0002290
					0.00	850.00	
PERS INV0002803	Public Employees' Retirement System Invoice	01/15/2025	01/31/2025 PERS	Bank Draft	0.00	4,525.72	DFT0002292
					0.00	4,525.72	
PERS 10000001780778	Public Employees' Retirement System Invoice	01/24/2025	01/27/2025 SSA 218 - Annual Fee	Bank Draft	0.00	80.00	DFT0002301
					0.00	80.00	
PERS INV0002812	Public Employees' Retirement System Invoice	01/31/2025	01/31/2025 457 Withholdings	Bank Draft	0.00	850.00	DFT0002302
					0.00	850.00	
PERS INV0002815	Public Employees' Retirement System Invoice	01/31/2025	01/31/2025 PERS	Bank Draft	0.00	4,211.11	DFT0002304
					0.00	4,211.11	
PERS 10000001781471	Public Employees' Retirement System Invoice	02/01/2025	02/07/2025 Unfunded Accrued Liability	Bank Draft	0.00	57.58	DFT0002312
					0.00	57.58	
PERS 10000001781470	Public Employees' Retirement System Invoice	02/01/2025	02/07/2025 Unfunded Accrued Liability	Bank Draft	0.00	3,393.67	DFT0002313
					0.00	3,393.67	
SAMHIL 5238	Sam Hill & Sons, Inc. Invoice	02/04/2025	02/12/2025 Water Leak - 451 S. Padre Juan	Regular	0.00	11,071.19	11624
					0.00	11,071.19	

Check Report

Date Range: 01/16/2025 - 02/15/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
SCE	Southern California Edison Co.	01/29/2025	Regular	0.00	7,390.30	11603
OFFELE0125	Invoice	01/27/2025	Office Electricity	0.00	181.29	
TNKFRM0125	Invoice	01/27/2025	Tank Farm	0.00	34.20	
WELL1-0125	Invoice	01/27/2025	Well 1	0.00	245.66	
WELL2-0125	Invoice	01/27/2025	Well 2	0.00	173.23	
WELL4&70125	Invoice	01/27/2025	Wells 4&7	0.00	5,990.90	
WELL8-0125	Invoice	01/27/2025	Well 8	0.00	171.64	
Z-1-0125	Invoice	01/27/2025	Zone 1	0.00	122.75	
Z-2FIRE0125	Invoice	01/27/2025	Zone 2 Fire	0.00	104.54	
Z-2PWR0125	Invoice	01/27/2025	Zone 2 Power	0.00	348.14	
Z-3FIRE0125	Invoice	01/27/2025	Zone 3 Fire	0.00	17.95	
SCGAS	Southern California Gas Co.	02/12/2025	Regular	0.00	130.50	11625
1027	Invoice	01/29/2025	Office Heat	0.00	130.50	
WHARF	The Wharf	02/12/2025	Regular	0.00	169.71	11626
356996	Invoice	01/17/2025	Work Boots - Lockwood	0.00	169.71	
TYLER	Tyler Technologies, Inc.	01/29/2025	Regular	0.00	2,286.75	11604
025-491725	Invoice	01/01/2025	Insite Transaction Fees	0.00	2,286.75	
UAOFSC	Underground Service Alert of So.Ca.	02/12/2025	Regular	0.00	84.00	11627
120250452	Invoice	02/01/2025	Digalerts	0.00	84.00	
USBANK	US Bank Corporate Pmt. System	02/12/2025	Regular	0.00	5,577.33	11628
AAS010625	Invoice	01/06/2025	Postage ICE PIC to Hach for Calibration	0.00	19.16	
AMAZON011525	Invoice	01/15/2025	Warning Tampering Signs	0.00	205.32	
AMAZON011625	Invoice	01/15/2025	Danger Signs	0.00	130.40	
AMAZON011725	Invoice	01/15/2025	Compliance Signs	0.00	168.62	
AMAZON011825	Invoice	01/17/2025	Safety Items	0.00	376.30	
AMAZON011925	Invoice	01/17/2025	Toilet Paper	0.00	35.38	
AMAZON012025	Invoice	01/17/2025	Flags & Rope	0.00	119.87	
DLOE122424	Invoice	01/01/2025	2009 Ford Ranger	0.00	2,852.11	
GREENT122424	Invoice	01/01/2025	Chop Saw/Pipe Saw	0.00	1,422.28	
JNDESIGNS01162	Invoice	01/16/2025	Embroidery	0.00	45.89	
OSS010925	Invoice	01/09/2025	Storage Unit	0.00	202.00	
VERIZON	Verizon Wireless	02/12/2025	Regular	0.00	383.66	11629
6104608303	Invoice	01/26/2025	Cell Phones	0.00	383.66	
WEX	WEX BANK	01/29/2025	Regular	0.00	469.02	11605
102213886	Invoice	01/15/2025	Fuel	0.00	469.02	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	96	45	0.00	73,829.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	10	10	0.00	24,617.12
EFT's	0	0	0.00	0.00
	106	55	0.00	98,446.98

PR 49,412.18



2/18/2025

Policy Amendment Regarding Sick Leave

Summary:

The general manager is proposing that Meiners Oaks Water District make an amendment to its Sick Leave Policy by adding one paragraph.

"Employees may transfer up to 40 hours of sick leave per year to another employee in the event of an emergency or hospitalization, subject to the approval of the general manager. Employees wishing to transfer sick leave must submit a formal request. The general manager will evaluate each request on a case-by-case basis and make a decision based on the circumstances presented."

This new provision seeks to provide additional support and flexibility to employees facing unforeseen circumstances that necessitate extended leave. This amendment aims to strengthen the well-being and support structure within our District.

Please be aware that the transfer of sick leave would be dependent on availability and the discretion of the general manager. It is recommended that employees exercise responsible sick leave planning and utilization of this provision.

Recommendation:

It is the recommendation of the general manager that the board of directors approve the policy amendment listed above.



District Summary/Update

- **Lake Level:** Casitas Dam is at 95.8%
- **Wells:** MOWD Wells 1 & 2 are being prepared to be put back in service. All parts to replace meters have arrived
- **Treatment Plant Project:** Cozy Dell Treatment Facility Grant (In Progress)
 The existing plant is being prepared to be put back in On-Line, all calibration equipment and chemicals have arrived
- **DDW Inspection:** Sanitary Survey Inspection (Report Pending)
- **Well, #4A Redevelopment Project:** Waiting on Cascade Well to edit construction agreement
- **Air Compressor:** Purchased a new Air Compressor for the Crew Truck
- **Auxiliary Fuel Tank:** Installed 50 gallon auxiliary fuel cell to service truck
- **Chlorine Gas Safety:** Chlorine Training with Jones Chemical
 Sight assessment with Fire Station 22 (to be continued)

- **Rain Fall Totals (Season):**

Casitas Dam	4.09"
Matilija Dam	4.17"
2/12/25 M.O. Fire Station	3.29"
Stewart Canyon	3.16"
Nordhoff Ridge	5.28"

<u>Type of Work</u>	<u>Cause</u>	<u>Date</u>	<u>Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Hit Fire Hydrant	Hit and Run	1/20/25	St. Thomas and E. El Roblar	Staff	N/A
Water Main Leak	Poor Bedding	2/3/2025	451 S Padre Juan	Sam Hill and Sons	TBD

Current Well Levels and Specific Capacity

WELL #1	JAN 25'	FEB 25'	MAR 25'	APR 25'	MAY 25'	JUN 25'	JUL 25'	AUG 25'	SEP 25'	OCT 25'	NOV 25'	DEC 24'
STATIC (ft)	27.3'											27.9'
RUNNING (ft)	OFF											OFF
DRAW DOWN (ft)	OFF											OFF
Gallons Per Minute (GPM)	OFF											OFF
Specific Capacity (gal/ft DD)	OFF											OFF
WELL #2	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	28'											27.8'
RUNNING (ft)	OFF											OFF
DRAW DOWN (ft)	OFF											OFF
Gallons Per Minute (GPM)	OFF											OFF
Specific Capacity (gal/ft DD)	OFF											OFF
WELL #4A	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	35.3'											34.8'
RUNNING (ft)	53.97'											56'
DRAW DOWN (ft)	18.67'											21.2'
Gallons Per Minute (GPM)	361											352
Specific Capacity (gal/ft DD)	19.33											16.6
WELL #7	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	31.2'											30.9'
RUNNING (ft)	33.5'											34.1'
DRAW DOWN (ft)	2.3'											3.2'
Gallons Per Minute (GPM)	309											318
Specific Capacity (gal/ft DD)	134.34											99.37
WELL #8	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	62.7'											64.4'
RUNNING (ft)	OFF											OFF
DRAW DOWN (ft)	OFF											OFF
Gallons Per Minute (GPM)	OFF											OFF
Specific Capacity (gal/ft DD)	OFF											OFF

Non-Reportable Nitrate Levels 2025

	January	February	March	April	May	June	July	August	September	October	November	December 24'
Well #8	11.1											11.2
Ranchitos	17.1											17.6

Water Pumped, Sold, Purchased & Water Loss (by Billing Period)

MONTH	PUMPED (AF)	PURCHASED (AF)	TOTAL SUPPLY (AF)	SOLD (AF)	FLUSHED (AF)	% WATER LOSS	NOTES
2025 JAN	59.02	0	59.02	56.68	0.04	4%	
FEB							
MAR							
APR							
MAY							
JUN							
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
YTD 2025	59.02	0	59.02	56.68	0.04	4%	
TOTAL 2024	589.17	48.58	637.76	584.54	0.78	8 %	*Tracker started Sep 2024
TOTAL 2023	441.18	107.75	548.93	499.61		9%	
TOTAL 2022	451.43	216.43	667.86	615.38		9%	
TOTAL 2021	411.94	266.57	678.51	640.95		6%	
TOTAL 2020	485.71	197.26	682.97	635.47		7.5%	

Reserve Funds

* Balance at the County of Ventura	\$ 1,322,066.04
Total Taxes	\$ 1,394.09
Total Interest from reserve account#	\$ 8,044.32

Fiscal Year Total Revenues

July 1 st – January 31st	2024	\$ 1,274,650.17
July 1 st – January 31st	2025	\$ 1,444,692.72

Bank Balances

* LAIF Balance	\$ 219,915.43
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 2,528.27
* Money Market (Mechanics Bank)	\$ 7,627.59
Amount Transferred to Mechanics from County this month	\$ 200,000.00
Amount Transferred to General Fund from Money Market	\$ 0.00
Monthly Interest received from Money Market	\$.13
General Fund Balance	\$ 298,556.70
Trust Fund Balance	\$ 6,385.24
* Capital Improvement Fund	\$ 22,071.40
(#) Quarterly Interest from Capital Account	\$ 0.19
Total Interest accrued	\$2,528.32