



BOARD OF DIRECTORS REGULAR MEETING AGENDA

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

JOIN BY COMPUTER: <https://meet.goto.com/154464381>

DIAL-IN (US): +1 (571) 317-3122

ACCESS CODE: 154-464-381

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))

March 18, 2025, at 6:00 pm.

- 1. Call meeting to order.**
- 2. Roll call**
- 3. Approval of the minutes:** February 18, 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 February 16, 2025, to March 15, 2025, in the amount of:

Payables \$ 94,560.89

Payroll \$ 46,895.00

Total \$141,455.89

7. Board action and/or discussion

- a) Approve a new Sick Leave Donation Policy in the Employee Manual, effective immediately. (Martinez) – Attachment
 - a. Recommended Action: Approve new Sick Leave Donation Policy, effective immediately

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 April 15, 2025, at 6:00 pm.

Regular Meeting
February 18, 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 6:02 pm. The meeting was also available via teleconference.

2. Roll Call

Present: Board President, Mike Etchart, Board Directors: James Kentosh, Joe Pangea, and Christy Cooper. Staff Present: General Manager, Justin Martinez, and Administrative Assistant, Leslie McCleary. Attorney Present: Stuart Nielson.

Absent: Director Christian Oakland

3. Approval of the Minutes

Approval of the January 21, 2025, Regular Board Meeting minutes.

Director Cooper made the motion to approve the January 21, 2025 meeting minutes. Director Pangea seconded the motion.

No Public Comment.

Cooper/Pangea

(4) Ayes – M/S/C

(1) Abstain - Kentosh

(1) Absent - Oakland

4. Public Comments

None.

****The Board went into closed session at 6:05 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)

Regular Meeting Minutes
February 18, 2025

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 6:41 pm.****

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

6. Financial Matters

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

Payables:	\$ 98,446.98
Payroll:	<u>\$ 49,412.18</u>
Total:	\$ 147,859.16

Director Pangea made the motion to approve the Payroll and Payables from January 16, 2025, to February 15, 2025. Director Kentosh seconded the motion.

Director Cooper stated she would like to see the Annual Budget column divided by 12 with a Variance column added.

No Public Comment.

Pangea/Kentosh

(4) Ayes – M/S/C
(1) Absent- Oakland

7. Board Discussion/Actions

a) Proposal to Amend the Sick Leave Policy

Mr. Martinez proposed an amendment to District Sick Leave Policy allowing District employees to transfer accrued sick time to another employee in the event of an emergency or hospitalization.

Director Cooper suggested the proposal be reviewed by the District's Labor Attorneys before proceeding.

No Public Comment.

No Motion

8. **General Manager's Report**

Mr. Martinez reported that the Casitas Lake level is at 95.8%. The MOWD Wells 1 & 2 are being prepared to be put back in service. All parts to replace meters have arrived; staff will be working to bring the Treatment Plant back online in the coming weeks.

No Public Comment.

9. **Board Secretary's Report**

No report.

10. **Board Committee Reports**

- Executive & Personnel Committee: No report.
- UVRGA: No report.
- Budget/Rate Committee: No report.
- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: No report.
- Grants: Director Cooper shared that numbers have been submitted to the state for review regarding the replacement treatment plant grant. The state is actively reviewing and requesting additional details.
- 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: No report
- Director Pangea: No report
- Director Cooper: No report
- Director Etchart: No report

13. **Meeting Adjournment**

The next meeting will be held on March 18, 2025, at 6:00 pm. Since there was no further business to conduct, Board President Mike Etchart adjourned the meeting at 7:03 pm.

Board Secretary

Board President

Report of Income as of 2/28/2025

Income	Month of February	Year To Date	Budget Appropriation	Appropriation Balance
Interest	8,044.61	40,416.99	--	40,416.99
Taxes	385.00	137,253.20	--	137,253.20
Pumping Charges	348.41	3,152.88	--	3,152.88
Fire Protection	131.96	1,218.59	--	1,218.59
Meter & Inst. Fees	--	--	--	0.00
Water Sales	88,514.99	848,562.76	1,528,500.00	679,937.24
¹ Casitas Water/Standby	842.48	7,001.10	--	7,001.10
MWAC Charges	54,458.03	456,214.33	764,208.00	307,993.67
MCC Chg.	6,885.86	58,263.77	89,736.00	31,472.23
² Misc. Income	2,276.00	31,246.61	--	31,246.61
Late & Delinquent Chgs.	1,765.54	23,082.86	--	23,082.86
Conservation Penalty	--	--	--	0.00
Capital Improvement	--	--	--	0.00
Drought Surcharge	--	0.62	--	0.62
Fire Flow/Will Serve Letters	565.65	3,065.65	6,000.00	2,934.35
		--	--	0.00
		--	--	0.00
TOTAL INCOME	164,218.53	1,609,479.36	2,388,444.00	778,964.64

Note:

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

² Hartmann Allocation, Union Engineering Hydrant
Rental Invoice # 6 & VC Public Works Hydrant Rental
Invoice #1



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 02/16/2025 - 03/15/2025

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP Bank-AP Bank							
AUTOSU 613438	Automotive Supply - Ojai Invoice	02/24/2025	03/12/2025 Windshield Wipers	Regular	0.00 0.00	24.99 24.99	11646
BADGER 80188083	Badger Meter Invoice	02/28/2025	03/12/2025 2025-2026 Service Agreement	Regular	0.00 0.00	990.44 990.44	11647
CALPERS INV0002825	California Public Employees' Retirement Invoice	02/14/2025	02/28/2025 Health	Bank Draft	0.00 0.00	4,837.50 4,837.50	DFT0002315
CALPERS 021425	California Public Employees' Retirement Invoice	02/14/2025	02/19/2025 Health Premium	Bank Draft	0.00 0.00	23.23 23.23	DFT0002324
CALPERS INV0002837	California Public Employees' Retirement Invoice	02/28/2025	02/28/2025 Health	Bank Draft	0.00 0.00	4,837.50 4,837.50	DFT0002326
CAL-STATE 298419	Cal-State Invoice	03/04/2025	03/12/2025 Portable Toilet	Regular	0.00 0.00	131.86 131.86	11648
CASCADE 9432	Cascade Well & Pump Co. Invoice	03/11/2025	03/12/2025 Bond For Well #4 Rehab	Regular	0.00 0.00	4,497.00 4,497.00	11649
CMWD 261150225 262000225 300650225	Casitas Municipal Water District Invoice Invoice Invoice	02/28/2025 02/28/2025 02/28/2025	03/12/2025 Fairview Standby Hartmann Allocation Tico/La Luna Standby	Regular	0.00 0.00 0.00	4,227.25 1,970.05 287.15 1,970.05	11650
CLEANCO 3052	Cleancoast Janitorial Invoice	02/28/2025	02/26/2025 Janitorial February	Regular	0.00 0.00	340.00 340.00	11632
CVTDEP 389718	County of Ventura Transport. Dept. Invoice	02/27/2025	03/12/2025 170 S Padre Juan	Regular	0.00 0.00	420.00 420.00	11651
DATAP DP2500839	Dataprose LLC Invoice	02/28/2025	03/12/2025 Bulk Billing & Postage	Regular	0.00 0.00	2,097.55 2,097.55	11652
EJHAR 281300225 994260225	E. J. Harrison Rolloffs, Inc. Invoice Invoice	02/13/2025 02/13/2025	02/26/2025 Office Trash 2680 Maricopa Hwy	Regular	0.00 0.00	447.73 185.40 262.33	11633
E H D IN0262535	Environmental Health Division Invoice	02/26/2025	03/12/2025 CUP Admin Fee,State Surcharge, Business	Regular	0.00 0.00	1,178.27 1,178.27	11653
FAMCON S100130771.001 S100136587.002 S100146912.001 S100145914.001 S100147647.001 S100148039.001 S100148172.001 S100148231.001 S100148825.001	Famcon Pipe and Supply, Inc Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	02/07/2025 02/07/2025 02/07/2025 02/07/2025 02/11/2025 02/11/2025 02/11/2025 02/11/2025 02/11/2025 02/24/2025	03/12/2025 Joint Nut Assembly Gaskets,Friction Rings,Plastic Anti-Friction Parts for Well 1 Parts for Well 2 4" Repair Clamp Meter Bushings,Adapters,Angle Ball Valve Hydrant Bolts Meter Boxes, Concrete Covers, Read Lid O Valves	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	12,822.03 34.11 64.35 3,842.85 4,309.28 363.58 2,862.40 52.45 230.16 1,062.85	11654

Check Report

Date Range: 02/16/2025 - 03/15/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FGLENV	FGL Environmental	02/26/2025	Regular	0.00	871.00	11634
501347A	Invoice	02/07/2025	Samples	0.00	113.00	
501648A	Invoice	02/12/2025	Samples	0.00	39.00	
501737A	Invoice	02/07/2025	Samples	0.00	39.00	
501739A	Invoice	02/21/2025	Samples	0.00	223.00	
501741A	Invoice	02/12/2025	Samples	0.00	113.00	
502122A	Invoice	02/19/2025	Samples	0.00	79.00	
502124A	Invoice	02/18/2025	Samples	0.00	39.00	
502125A	Invoice	02/24/2025	Samples	0.00	113.00	
502480A	Invoice	02/25/2025	Samples	0.00	113.00	
FGLENV	FGL Environmental	03/12/2025	Regular	0.00	947.00	11655
421091A	Invoice	02/01/2025	Samples	0.00	39.00	
421092A	Invoice	02/01/2025	Samples	0.00	113.00	
501738A	Invoice	02/25/2025	Samples	0.00	180.00	
502481A	Invoice	03/05/2025	Samples	0.00	615.00	
GRUBER	Gruber Grading & Ag	02/26/2025	Regular	0.00	1,897.50	11635
INV217	Invoice	02/19/2025	Wells 1&2 Piping/Meter Replacement	0.00	1,897.50	
GUARDIAN	Guardian	02/26/2025	Regular	0.00	539.15	11630
INV0002826	Invoice	02/14/2025	Dental	0.00	269.60	
INV0002838	Invoice	02/28/2025	Dental	0.00	269.55	
GUARDIAN	Guardian	02/26/2025	Regular	0.00	71.45	11636
7690460225	Invoice	02/13/2025	Premium	0.00	71.45	
HLTHNE	Health Net Life Insurance Company	02/26/2025	Regular	0.00	62.70	11637
61790225	Invoice	02/05/2025	Life Insurance	0.00	62.70	
HLTHNE	Health Net Life Insurance Company	03/12/2025	Regular	0.00	62.70	11656
61790325	Invoice	03/03/2025	Life Insurance	0.00	62.70	
HCS	Herum/Crabtree/Suntag	03/12/2025	Regular	0.00	1,287.70	11657
114163	Invoice	02/25/2025	SBCK vs VTA	0.00	920.50	
114164	Invoice	02/25/2025	SBCK vs VTA	0.00	367.20	
JCI	JCI Jones Chemical, Inc.	02/26/2025	Regular	0.00	3,855.04	11638
962265	Invoice	02/19/2025	Chlorine	0.00	4,905.04	
962283	Credit Memo	02/19/2025	Container Return	0.00	-1,050.00	
LYTWAVE	Lytwave	02/26/2025	Regular	0.00	237.11	11639
11118	Invoice	02/15/2025	VoIP/Elevate Communications	0.00	237.11	
MOHARD	Meiners Oaks Hardware	03/12/2025	Regular	0.00	759.56	11658
105633	Invoice	02/01/2025	Bench Grinder	0.00	85.79	
105634	Invoice	02/01/2025	Marking Paint	0.00	7.80	
105776	Invoice	02/01/2025	Concrete Mix	0.00	25.39	
105860	Invoice	02/01/2025	Drywall Screws	0.00	23.58	
105929	Invoice	02/01/2025	Parts for Zone 2 Supports	0.00	24.09	
106001	Invoice	02/01/2025	Spray Paint, Nozzle, Weed Spray	0.00	101.66	
106264	Invoice	02/03/2025	Gloves, Pencil Soapstone	0.00	18.52	
106478	Invoice	02/04/2025	Funnel, Smart Straw, Spray Paint, etc.	0.00	40.00	
106568	Invoice	02/05/2025	Pumice Hand Cleaner, Dish Soap, Glue, etc.	0.00	233.43	
107226	Invoice	02/13/2025	Duct Tape, Towels, Bolts & Screws, etc.	0.00	67.43	
107268	Invoice	02/13/2025	Heat Gun, Cable Ties, Remover	0.00	37.05	
107709	Invoice	02/18/2025	Nipples	0.00	10.11	
107747	Invoice	02/19/2025	Tie Down, Tie Down Ratchet	0.00	84.71	
MITEC	MiTec Solutions LLC	02/26/2025	Regular	0.00	75.00	11640
QB1294	Invoice	02/15/2025	SplashTop	0.00	20.00	
QB1345	Invoice	02/15/2025	AntiVirus	0.00	55.00	
MITEC	MiTec Solutions LLC	03/12/2025	Regular	0.00	1,254.82	11660

Check Report

Date Range: 02/16/2025 - 03/15/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1072668	Invoice	02/27/2025	Fixed Summer's Connection	0.00	60.00	
1072696	Invoice	03/04/2025	Remote Labor	0.00	60.00	
1072708	Invoice	03/05/2025	Monthly Maintenance	0.00	480.00	
QB1442	Invoice	03/01/2025	Exchange,Web Hosting,ShareSync	0.00	316.82	
QB1454	Invoice	03/01/2025	Off Site BackUp	0.00	98.00	
QB1460	Invoice	03/01/2025	X360Recover	0.00	240.00	
NCK&K	Nelson Comis Kettle & Kinney, LLP	03/12/2025	Regular	0.00	650.00	11661
14761	Invoice	03/03/2025	Attorney Fees	0.00	650.00	
PATHIAN	Pathian Administrators	02/26/2025	Regular	0.00	114.47	11631
INV0002828	Invoice	02/14/2025	HSBS	0.00	57.24	
INV0002840	Invoice	02/28/2025	HSBS	0.00	57.23	
POLLARD	Pollard Water	03/12/2025	Regular	0.00	13.27	11662
SC2819	Invoice	02/28/2025	Service Charge	0.00	13.27	
PERS	Public Employees' Retirement System	02/28/2025	Bank Draft	0.00	850.00	DFT0002314
INV0002824	Invoice	02/14/2025	457 Withholdings	0.00	850.00	
PERS	Public Employees' Retirement System	02/28/2025	Bank Draft	0.00	3,746.90	DFT0002316
INV0002827	Invoice	02/14/2025	PERS	0.00	3,746.90	
PERS	Public Employees' Retirement System	02/28/2025	Bank Draft	0.00	850.00	DFT0002325
INV0002836	Invoice	02/28/2025	457 Withholdings	0.00	850.00	
PERS	Public Employees' Retirement System	02/28/2025	Bank Draft	0.00	3,746.90	DFT0002327
INV0002839	Invoice	02/28/2025	PERS	0.00	3,746.90	
PERS	Public Employees' Retirement System	03/07/2025	Bank Draft	0.00	57.58	DFT0002335
10000001784493	Invoice	03/01/2025	Unfunded Accrued Liability	0.00	57.58	
PERS	Public Employees' Retirement System	03/07/2025	Bank Draft	0.00	3,393.67	DFT0002336
10000001784492	Invoice	03/01/2025	Unfunded Accrued Liability	0.00	3,393.67	
QUALPAV	Quality Paving	03/12/2025	Regular	0.00	587.50	11663
21013013	Invoice	02/07/2025	Hydrant Meter Refund	0.00	587.50	
SAMHIL	Sam Hill & Sons, Inc.	02/26/2025	Regular	0.00	2,870.55	11641
5266	Invoice	02/18/2025	Leak - 170 S. Padre Juan	0.00	2,870.55	
SCE	Southern California Edison Co.	02/26/2025	Regular	0.00	6,916.17	11642
OFFELE-0225	Invoice	02/25/2025	Office Electricity	0.00	163.00	
TNKFRM0225	Invoice	02/25/2025	Tank Farm	0.00	31.11	
WELL1-0225	Invoice	02/25/2025	Well 1	0.00	216.58	
WELL2-0225	Invoice	02/25/2025	Well 2	0.00	208.79	
WELL4&70225	Invoice	02/25/2025	Wells 4&7	0.00	5,502.07	
WELL8-0225	Invoice	02/25/2025	Well 8	0.00	212.48	
Z-10225	Invoice	02/25/2025	Zone 1	0.00	137.78	
Z-2FIRE0225	Invoice	02/25/2025	Zone 2 Fire	0.00	88.19	
Z-2PWR0225	Invoice	02/25/2025	Zone 2 Power	0.00	340.02	
Z-3FIRE0225	Invoice	02/25/2025	Zone 3 Fire	0.00	16.15	
SCGAS	Southern California Gas Co.	03/12/2025	Regular	0.00	130.38	11664
1064	Invoice	02/28/2025	Office Heat	0.00	130.38	
TYLER	Tyler Technologies, Inc.	03/12/2025	Regular	0.00	12,841.16	11665
025-498416	Invoice	03/01/2025	Annual Maintenance Fee	0.00	12,841.16	
UAOFSC	Underground Service Alert of So.Ca.	03/12/2025	Regular	0.00	59.95	11666
220250453	Invoice	03/01/2025	Digalerts	0.00	59.95	

Check Report

Date Range: 02/16/2025 - 03/15/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
USBANK	US Bank Corporate Pmt. System	03/12/2025	Regular	0.00	6,098.46	11667
AAS020525	Invoice	02/05/2025	Maxwell's Letter	0.00	13.57	
AAS021325	Invoice	02/13/2025	Stamps	0.00	80.00	
AMAZON020725	Invoice	02/07/2025	Key Tags, Guard Plate	0.00	24.86	
AMAZON020825	Invoice	02/07/2025	Orchid Pot	0.00	37.48	
AMAZON021225	Invoice	02/12/2025	Orchid Pot	0.00	64.30	
JNDESIGNS01242	Invoice	02/01/2025	Signs with Reflective Vinyl	0.00	491.63	
JNDESIGNS02112	Invoice	02/11/2025	Signs For Wells	0.00	170.43	
MOHARDO20525	Invoice	02/05/2025	Gallons of Peak BlueDef	0.00	92.20	
MOTION020725	Invoice	02/07/2025	Service on Truck	0.00	179.04	
MOTION021025	Invoice	02/10/2025	Oil Change	0.00	90.07	
NORTOOL020725	Invoice	02/07/2025	Air Hose, Air Hose Reel	0.00	181.56	
NORTOOLS02112	Invoice	02/11/2025	Gas Air Compressor	0.00	4,063.95	
OSS021025	Invoice	02/10/2025	Storage Unit	0.00	202.00	
PAPA012425	Invoice	02/01/2025	Mediation Lunch	0.00	45.06	
PAPA022425	Invoice	02/24/2025	Mediation Lunch	0.00	53.90	
PPE021025	Invoice	02/10/2025	Repair Cutoff Saw	0.00	176.10	
PRIME021425	Invoice	02/14/2025	Membership	0.00	16.08	
SPECTRUM02172	Invoice	02/17/2025	Internet	0.00	116.23	
VTASTEEL	Ventura Steel	02/26/2025	Regular	0.00	25.74	11643
315250	Invoice	02/13/2025	AL Sheet	0.00	25.74	
VERIZON	Verizon Wireless	03/12/2025	Regular	0.00	378.66	11669
6107063452	Invoice	02/26/2025	Cell Phones	0.00	378.66	
WEX	WEX BANK	02/26/2025	Regular	0.00	2,433.45	11644
102869990	Invoice	02/15/2025	Fuel	0.00	2,433.45	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	107	37	0.00	72,217.61
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	9	9	0.00	22,343.28
EFT's	0	0	0.00	0.00
	116	46	0.00	94,560.89

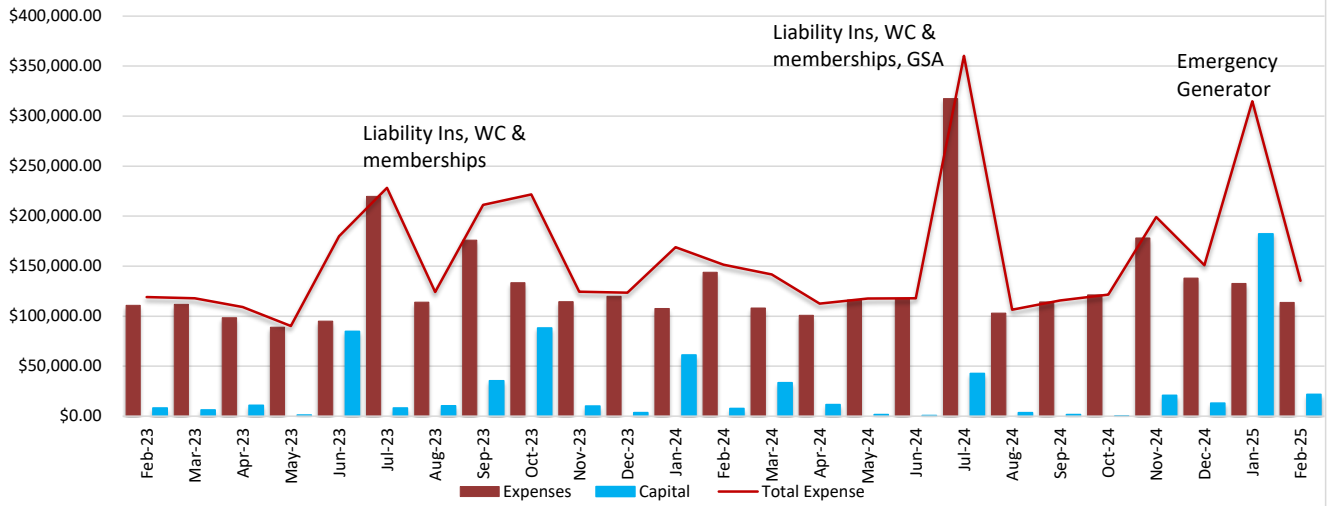
PR 46,895.00

Meiners Oaks Water District

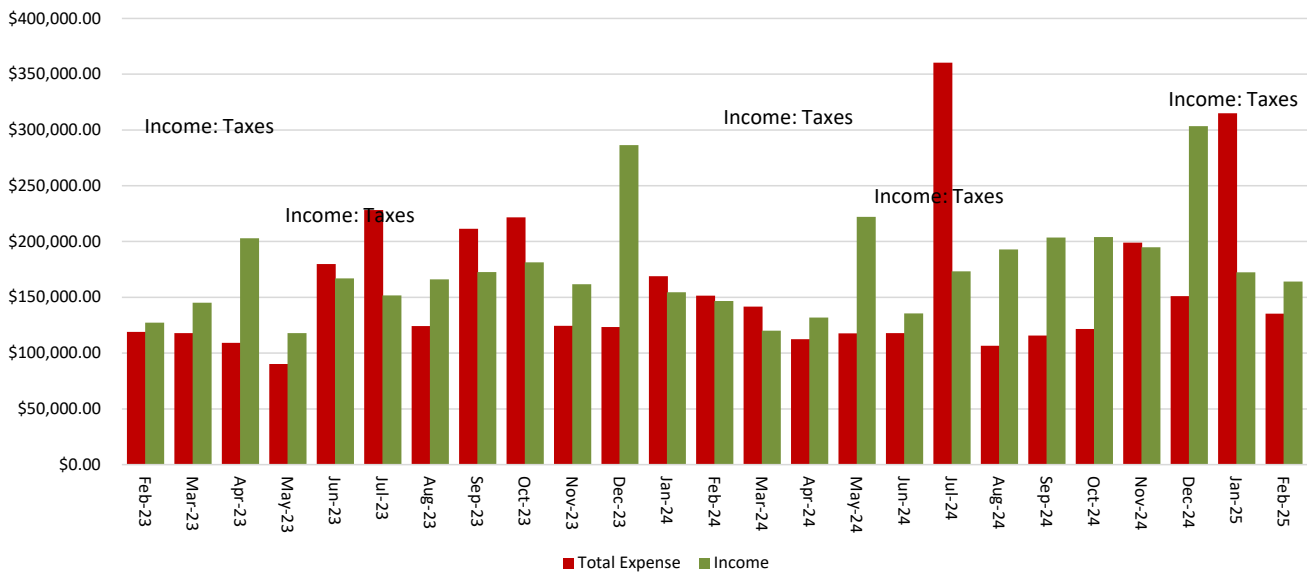
Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

Expenditures	Month of February	Year To Date	Budget Approp	Approp Bal 02/28/25	Current March	Approp FY Bal To Date
Salaries	47,919.93	464,430.36	675,000.00	210,569.64	-	210,569.64
Payroll Taxes	3,818.45	37,457.28	54,000.00	16,542.72	-	16,542.72
Retirement Contributions	7,558.57	66,337.62	90,000.00	23,662.38	-	23,662.38
Group Insurance	8,885.06	73,825.87	96,000.00	22,174.13	-	22,174.13
Company Uniforms	-	1,913.97	3,500.00	1,586.03	-	1,586.03
Phone Office	237.11	2,479.28	4,000.00	1,520.72	-	1,520.72
Janitorial Service	471.86	4,954.72	6,000.00	1,045.28	131.86	913.42
Refuse Disposal	447.73	3,581.84	5,000.00	1,418.16	-	1,418.16
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	8,152.13	12,386.47	8,000.00	(4,386.47)	-	(4,386.47)
Truck Maintenance	294.10	6,780.05	5,000.00	(1,780.05)	-	(1,780.05)
Office Equipment Maintenance	942.98	4,048.26	5,500.00	1,451.74	-	1,451.74
Security System	98.85	376.54	2,000.00	1,623.46	-	1,623.46
Cell Phones	378.66	3,004.55	4,500.00	1,495.45	-	1,495.45
System Maintenance	4,444.87	38,685.49	60,000.00	21,314.51	-	21,314.51
Safety Equipment	685.64	11,031.47	14,500.00	3,468.53	-	3,468.53
Laboratory Services	1,203.00	10,118.00	14,500.00	4,382.00	615.00	3,767.00
Membership and Dues	-	9,594.00	10,000.00	406.00	-	406.00
Printing and Binding	-	-	1,000.00	1,000.00	-	1,000.00
Office Supplies	242.87	4,997.39	6,000.00	1,002.61	-	1,002.61
Postage and Express	2,207.20	9,353.46	13,000.00	3,646.54	-	3,646.54
B.O.D. Fees	1,750.00	18,000.00	25,000.00	7,000.00	-	7,000.00
Engineering & Technical Services	-	8,943.75	15,000.00	6,056.25	-	6,056.25
Computer Services	1,780.26	12,838.93	28,000.00	15,161.07	14,035.98	1,125.09
Other Prof. & Regulatory Fees	1,262.27	17,684.60	40,000.00	22,315.40	59.95	22,255.45
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	1,657.50	10,907.50	30,000.00	19,092.50	650.00	18,442.50
GSA Fees	-	72,210.00	75,000.00	2,790.00	-	2,790.00
VR/SBC/City of VTA Law Suit	1,287.70	17,308.83	30,000.00	12,691.17	-	12,691.17
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	261.89	5,186.81	5,000.00	(186.81)	-	(186.81)
Election Supplies	-	-	2,500.00	2,500.00	-	2,500.00
Treatment Plant	3,855.04	10,176.40	10,000.00	(176.40)	-	(176.40)
Fuel	2,433.45	15,726.58	20,000.00	4,273.42	-	4,273.42
Travel Exp./Seminars	98.96	1,911.12	2,000.00	88.88	-	88.88
Utilities	293.38	2,617.63	4,000.00	1,382.37	-	1,382.37
Power and Pumping	6,753.17	70,806.34	97,000.00	26,193.66	-	26,193.66
Meters	-	15,134.46	55,100.00	39,965.54	-	39,965.54
CMWD Standby	4,227.25	21,382.70	21,382.70	-	-	-
Online AutoPay Transactions Fees	-	4,567.50	8,000.00	3,432.50	-	3,432.50
Total Expenditures	113,649.88	1,218,629.05	1,724,482.70	505,853.65	15,492.79	490,360.86
Water Distribution System	-	-	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
<i>Valve Replacements</i>	2,960.35	2,960.35	66,500.00	63,539.65	-	63,539.65
<i>Rehab Well 4</i>	-	-	60,000.00	60,000.00	4,497.00	55,503.00
<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>	275.01	5,874.61	30,000.00	24,125.39	-	24,125.39
<i>Emergency Generator</i>	-	174,268.14	140,000.00	(34,268.14)	-	(34,268.14)
	-	-	-	-	-	-
Field Equipment	-	-	-	-	-	-
	-	-	-	-	-	-
<i>Chlorine Alarms</i>	-	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>	4,245.51	4,245.51	7,500.00	3,254.49	-	3,254.49
<i>Generator - Truck</i>	-	860.92	1,200.00	339.08	-	339.08
	-	-	-	-	-	-
Appropriations for Contingencies	14,305.32	88,137.56	100,000.00	11,862.44	-	11,862.44
Total CIP Spending	21,786.19	285,940.33	493,700.00	207,759.67	4,497.00	203,262.67
GRAND TOTAL	135,436.07	1,504,569.38	2,218,182.70	713,613.32	19,989.79	693,623.53

Monthly Expenditures Past 24 Months



Monthly Income & Total Expenses Past 24 Months





Sick Leave Donation Policy

Purpose:

This policy allows employees of Meiners Oaks Water District to donate accrued sick leave, vacation leave or CTO to fellow employees who have exhausted all paid leave and need an extended leave of absence after suffering a catastrophic illness, injury, or emergency.

Definitions:

1. **Catastrophic Illness or Injury:** A non-work-related illness or injury that is life-threatening, long-term, or severe in nature, causing the employee to be incapacitated and financially burdened due to the exhaustion of all available paid leave.
2. **Eligible Leave Credits:** Employees may donate vacation, compensatory time off (CTO), and/or sick leave hours.
3. **Emergency:** A personal or family tragedy, including severe illness or injury, that requires extended time off from work and exceeds the employee's available leave.
4. Subject to applicable law, this leave may run concurrently with California Family Rights Act (CFRA) and/or the federal Family and Medical Leave Act (FMLA) leave.

Eligibility to Receive Donated Leave:

1. The employee has exhausted all of their accrued paid leave (e.g., sick, vacation, CTO).
2. The employee or their immediate family member (i.e. spouse, child or parent) is facing a catastrophic illness or emergency.
3. A physician's statement or other documentation is provided to verify the illness or injury.
4. The employee must not be receiving workers' compensation or other disability benefits for the same condition.



5. The total donated time may not exceed 160 hours in any 12-month period.

Eligibility to Donate Leave:

1. Employees must have at least 200 hours of sick leave remaining after donating and 40 hours of Vacation or CTO
2. Employees may donate a minimum of 8 hours and up to 40 hours per year.
3. Donations are voluntary, and donors must submit a formal written request.

Policy & Procedures:

1. Request Process: Employees wishing to donate or receive sick leave, vacation leave or CTO must submit a formal written request to the General Manager.
2. Donation Process: Once a request is approved, employees may donate leave in eight-hour increments. Donated hours will be transferred to the recipient's sick leave balance, in proportion to the donor's and recipient's compensation rates.
3. Approval: All donations must be reviewed and approved by the General Manager and one executive committee member based on eligibility and the specific circumstances of the request.
4. Confidentiality: The nature of the recipient employee's or employee family member's catastrophic illness and/or injury shall remain confidential unless waived by the employee in writing. All donation information, including donor and recipient names, shall remain confidential.

Limitations:

1. All leave donations cannot be used to augment workers' compensation benefits or other disability benefits.
2. The total amount of donated leave may not exceed the recipient's regular compensation for the time off.
3. Any employee who receives donated leave must use any accrued leave credits before utilizing donated hours.



Disclaimer:

This policy is subject to change and may be revised by management. It is not intended to replace any other benefits or rights under applicable laws, such as the California Family Rights Act (CFRA) or the Federal Family and Medical Leave Act (FMLA). Employees are encouraged to seek advice on potential tax implications before participating in the program.

Effective Date:

This policy is effective upon approval by MOWD Board of Directors and remains in effect unless modified or rescinded.



District Summary/Update

- **Lake Level:** Casitas Dam is at 96.2%
- **Wells:** MOWD Wells 1 & 2 New plumbing, valves and meters installed
- **Treatment Plant Project:** Cozy Dell Treatment Facility Grant (In Progress)
 The existing plant has been prepared to be put back in On-Line (Pending State Approval)
- **DDW Inspection:** Sanitary Survey Inspection (Report Pending)
- **Well, #4A Redevelopment Project:** Project start date 3-31-2025
- **Air Compressor:** Installed in Crew Truck
- **Chlorine Gas Safety:** Seeking consultant proposals for assistance with CalARP enrollment
 Install radios and connect chlorine alarms to SCADA at Wells 4 & 7

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

Casitas Dam	8.36"
Matilija Dam	12.43"
3/13/25 M.O. Fire Station	5.11"
Stewart Canyon	8.15"
Nordhoff Ridge	14.17"

Will Serve Letters: 143 N. Encinal Ave, Garage to "Tiny Home" ADU Conversion

<u>Type of Work</u>	<u>Cause</u>	<u>Date</u>	<u>Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Service Leak	Age	2/18/25	170 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'
STATIC (ft)	29.1'	27.3									
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
STATIC (ft)	28.6'	28'									
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
STATIC (ft)	35.9'	35.3'									
RUNNING (ft)	55.3"	53.97'									
DRAW DOWN (ft)	19.4"	18.67'									
Gallons Per Minute (GPM)	366	361									
Specific Capacity (gal/ft DD)	18.9	19.33									
WELL #7	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
STATIC (ft)	33.2'	31.2'									
RUNNING (ft)	33.7'	33.5'									
DRAW DOWN (ft)	2.5'	2.3'									
Gallons Per Minute (GPM)	310	309									
Specific Capacity (gal/ft DD)	124	134.34									
WELL #8	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
STATIC (ft)	63.6'	62.7'									
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										11.2
Ranchitos	17.1	18.1										17.6

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

MONTH	PUMPED (AF)	PURCHASED (AF)	TOTAL SUPPLY (AF)	FLUSHED (AF)	SOLD (AF)	% DIFFERENCE	NOTES
2025 JAN	53.12	0	53.12	0.04	56.68	6%	
FEB	38.81	0	38.81	0.14	32.28	16.5%	Service Leak 2/18
MAR							
APR							
MAY							
JUN							
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
YTD 2025	85.59	0	85.59	0.18	88.96		
TOTAL 2024	589.17	48.58	637.76	0.78	584.54	8%	*Flushing 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	\$ 1,330,495.36
Total Taxes	\$ 385.00
Total Interest from reserve account#	\$ 8,044.32

Fiscal Year Total Revenues

July 1 st – February 28th	2024	\$ 1,421,263.03
July 1st – February 28th	2025	\$ 1,608,911.25

Bank Balances

* LAIF Balance	\$ 219,915.43
Transferred from L.A.I.F. to General	\$ 0.00
(#) Quarterly Interest from LAIF	\$ 0.00
* Money Market (Mechanics Bank)	\$ 7,627.71
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	\$ 329,739.10
Trust Fund Balance	\$ 6,405.38
* Capital Improvement Fund	\$ 22,057.18
(#) Quarterly Interest from Capital Account	\$ 0.17
Total Interest accrued	\$ 0.29



Board Secretary Report – March 2025

Administrative

- Annual SWRCB Electronic Annual Report is currently being worked on and due by April 1, 2025.
- Quarterly and Annual SWRCB Drought Reports were submitted January 28.
- Quarterly PCI compliance scan completed and passed for online payment portal.
- Updated late penalty amount and timeframe, including updated language on bill statements were implemented in March; an evaluation will be provided in six months.
- Reminder Form 700 Conflict of Interest forms are due by April 1 – Target Solutions emails sent with link.
- Bi-Annual Harassment and Ethics training due by April 1 – Target Solutions emails sent with link.

Financial (any items not covered in separate Financials Report)

- The Financial Auditing Services Agreement was executed, and staff is currently working on the required documentation for the FY23-24 audit, nearing completion.

Billing/Customer Service

Month	#Total Service Orders	# Account Owner Changes	Total HCF Billed	Monthly Customer Bill Total
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
Jul 24	230	6	29,616	\$177,956.38
Aug 24	149	7	31,844	\$188,551.64
Sep 24	162	8	34,955	\$199,500.81
Oct 24	90	6	30,431	\$182,605.47
Nov 24	69	7	27,161	\$170,218.85
Dec 24	52	3	19,292	\$141,151.22
Jan 25	76	11	25,441	\$163,916.67
Feb 25	67	7	14,649	\$123,322.95

- Jun 24 Service Orders: 99 were re-reads conducted during the meter reading process.
- Jul 24 Service Orders: 167 were re-reads conducted during the meter reading process; 34 new meters installed.
- Sep 24 Service Orders: 96 were re-reads conducted during the meter reading process; 8 leak checks and 37 misc, which included 29 AMI endpoint number rechecks.
- Oct 24 Service Orders: 42 were re-reads during the meter reading process; 7 leak checks and 23 Misc.

Board of Directors

Board Member	Position	Term Ends	Term Type
Michel Etchart	President	2026	Long Term (Re-elected 2022)
Christian Oakland	Vice President	2026	Short Term (Appointed 2024)
James Kentosh	Director	2026	Long Term (Re-elected 2022)
Christy Cooper	Director	2028	Long Term (Re-elected 2024)
Joe Pangea	Director	2026	Long Term (Elected 2022)

- Reminder: Form 700 Conflict of Interest due to Ventura County by April 1.
- Biennial Director Trainings:
 - Antiharrassment Training for Supervisors & Managers, due by April 1.
 - CA Local Agency Ethics, due by April 1.

Projects

- Replacement Treatment Plant Upgrade Project grant application documents were submitted in December 2024, pending review by the state.
- Staff continues working on the Bureau of Reclamation Small Scale Water Project – AMI infrastructure grant application.
- Pending – Enrollment in CalARP for chlorine gas; waiting on documents from the inspector.
- Staff will develop a policy management structure and identify controlled, unclassified information for policies and procedures.

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

Attachments: None.