



Budget/Rate Committee Agenda

June 11, 2025, at 2:00 p.m. at District Office

Please join my meeting from your computer, tablet or smartphone.

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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 and return it 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.

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))

A. Call To Order

B. Public Comments

C. Discussion Items

- a. FY 2025-2026 Budget Review & Preparation for Regular Board Meeting.
- b. Discuss Water Rate Study RFP

D. Adjourn



Budget for Fiscal Year 2025-2026

July 1, 2025

Budget Summary (Table 1)

The budget for Fiscal Year 25-26 is summarized in the attached table. The table shows the projected expenditures and capital spending for FY 25-26 compared to the projected revenues and reserves. The District implemented new rates in FY 22-23, establishing a three-year water rates schedule that will end in FY 24-25. MOWD will conduct a water rate study before proposing the next water rate schedule. 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 is seeking grant funding for the replacement treatment plant.

Projected Expenses (Table 2)

The operating expenses are budgeted at \$1,927,000, capital expenses at \$215,000, totaling \$2,142,000.00. The operating expenses in select categories are increasing compared to the previous three years, largely due to salaries, retirement, insurance, engineering, and technical services, professional consulting expenses for new regulations, the new backflow program, and safety equipment. However, there are decreases in expenses for phones, liability and workers' compensation insurance, audit fees, election supplies, and attorney services. Capital expenses vary with each fiscal year; however, some of the FY 25-26 priorities will address these capital projects.

Some highlights of the projected expenses are:

- New Backflow Program (previously managed by Ventura County) requires professional and hazard assessment contractor expenses;
- Capital Expense:
 - Valve Replacements: The district has valves that need to be replaced or upgraded, \$66,500, prioritizing the most critical valves.
 - Evaluation of battery backup power (i.e. Tesla batteries) for the District Office, \$30,000.
 - Completion of the Chlorine Alarm tie into SCADA at all locations, \$10,000.
 - Installation of a large storage container at the yard, \$8,500.
 - Appropriations for contingencies will remain at \$100,000.

Projected Revenues (Table 3)

The projected revenue of \$2,183,922.00 is summarized in Table 3 and is based on the FY 25-26 water rates at Stage 1 conditions, assuming minimal change in total water consumption. The District implemented Stage 1 conditions on June 1, 2023, discontinuing the drought surcharge.



Additionally, the District is seeking grant funding for the Replacement Treatment Plant, which would provide the District with \$335,000 in grant funds to cover the MKN design expenses already paid out. Total projected revenue from all sources for FY 25-26 is \$2,183,922.00. Total Revenue minus Total Expenses is estimated to be \$41,922.00.

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. A water rate study will be conducted prior to proposing any new rates.

FY 25-26 rates will remain at the FY 24-25 rates:

- Rate per unit remains at \$3.95;
- Monthly Water Availability Charge will remain at \$36.00;
- Meter Capacity Charges will remain at the set amount for each meter size;
- Drought surcharge is discontinued under Stage 1 conditions.
- Casitas standby charges reflect current Casitas fees;
- Capital Improvement Fees:

New Service Connection Fees FY 2025-2026

Meter size	Multiplier	FY2025-26
5/8" & 3/4"	1.00	\$4,004.33
1"	1.66	\$6,647.19
1.5"	2.50	\$10,010.83
2"	5.33	\$21,343.08
3"	11.66	\$46,690.49
4"	33.33	\$133,464.32

Fire Flow New Service Connection Fees

Meter size	FY2025-26
1"	\$4,087.33
2"	\$4,857.13
3"	\$8,085.33
4"	\$37,334.33

Formulas:

Capital Fee = $\frac{\text{Total Net Assets}}{\text{Total Service Connections}}$ (Use most recent Financial Audit Net Assets) \$ 4,004.33

Fire Flow Fee =

1"	50 GPM x 1.66 = \$83.00 + \$4,004.33
2"	160 GPM x 5.33 = \$852.80 + \$4,004.33
3"	350 GPM x 11.66 = \$4,081.00 + \$4,004.33
4"	1000 GPM x 33.33 = \$33,330.00 + \$4,004.33



Table 1: Budget Summary for Fiscal Year 2025-2026

Total Operating Expenditures	\$1,927,000.00
Capital Expenses	<u>\$215,000.00</u>
Total Operating & Capital Expenses	\$2,142,000.00
Projected Total Income	\$2,183,922.00
<hr/>	
Projected Total Income – Projected Total Expenses	\$41,922.00
Reserves Beginning	\$1,655,605.00
Reserves Estimated Ending	\$1,750,000.00

Table 2: Report of Expenses and Budget Appropriations To Date								
Expenditures	2025-2026	2024-2025	2024-2025	2024-2025	2023-2024	2022-2023	2021-22	2020-21
	Budget	Difference	Actuals YTD*	Budget	Actuals	Actuals	Actuals	Actuals
Salaries	\$ 708,000.00	\$ 111,026.64	\$ 563,973.36	\$ 675,000.00	\$ 628,130.90	\$ 544,040.24	\$ 503,684.33	\$ 456,846.42
Payroll Taxes	\$ 56,500.00	\$ 8,665.04	\$ 45,334.96	\$ 54,000.00	\$ 51,209.52	\$ 45,556.81	\$ 40,853.93	\$ 37,355.36
Retirement Contributions	\$ 98,000.00	\$ 8,258.50	\$ 81,741.50	\$ 90,000.00	\$ 85,201.90	\$ 76,861.49	\$ 61,798.94	\$ 52,002.97
Group Insurance	\$ 110,000.00	\$ 4,404.01	\$ 91,595.99	\$ 96,000.00	\$ 90,007.19	\$ 82,497.82	\$ 94,610.30	\$ 94,908.38
Company Uniforms	\$ 3,500.00	\$ 1,114.72	\$ 2,385.28	\$ 3,500.00	\$ 2,780.32	\$ 3,419.10	\$ 1,673.18	\$ 2,695.45
Phone Office	\$ 3,500.00	\$ 1,046.50	\$ 2,953.50	\$ 4,000.00	\$ 8,536.02	\$ 12,832.51	\$ 9,373.02	\$ 9,618.53
Janitorial Service	\$ 7,500.00	\$ (153.99)	\$ 6,153.99	\$ 6,000.00	\$ 7,577.17	\$ 6,551.17	\$ 7,377.90	\$ 5,854.79
Refuse Disposal	\$ 5,000.00	\$ 522.70	\$ 4,477.30	\$ 5,000.00	\$ 4,615.55	\$ 4,432.08	\$ 4,043.24	\$ 3,302.58
Liability Insurance	\$ 88,000.00	\$ 1,365.65	\$ 94,634.35	\$ 96,000.00	\$ 84,151.62	\$ 66,833.38	\$ 40,100.79	\$ 27,225.13
Workers Compensation	\$ 30,000.00	\$ (449.82)	\$ 41,449.82	\$ 41,000.00	\$ 42,682.68	\$ 15,313.30	\$ 15,058.95	\$ 13,984.93
Wells	\$ 10,000.00	\$ (5,710.43)	\$ 13,710.43	\$ 8,000.00	\$ 3,528.89	\$ 3,599.59	\$ 6,882.70	\$ 4,871.37
Truck Maintenance	\$ 5,000.00	\$ (1,813.14)	\$ 6,813.14	\$ 5,000.00	\$ 5,012.02	\$ 8,535.49	\$ 5,007.41	\$ 8,192.98
Office Equip. Maintenance	\$ 5,500.00	\$ 1,047.74	\$ 4,452.26	\$ 5,500.00	\$ 5,605.86	\$ 5,665.16	\$ 4,234.43	\$ 4,534.34
Cell Phones	\$ 4,500.00	\$ 733.16	\$ 3,766.84	\$ 4,500.00	\$ 4,684.32	\$ 4,781.11	\$ 4,658.89	\$ 3,840.03
System Maintenance	\$ 60,000.00	\$ 14,184.18	\$ 45,815.82	\$ 60,000.00	\$ 45,226.69	\$ 49,564.77	\$ 100,237.25	\$ 54,560.95
Safety Equipment	\$ 15,000.00	\$ (6,136.74)	\$ 12,136.74	\$ 6,000.00	\$ 6,686.68	\$ 1,759.51	\$ 3,117.01	\$ 2,826.20
Security	\$ 2,000.00	\$ 967.46	\$ 1,032.54	\$ 2,000.00	\$ 2,883.01	\$ 386.40	\$ -	\$ -
Laboratory Services	\$ 14,500.00	\$ 2,101.00	\$ 12,399.00	\$ 14,500.00	\$ 15,840.00	\$ 17,382.00	\$ 10,758.37	\$ 9,731.00
Membership and Dues	\$ 10,000.00	\$ 406.00	\$ 9,594.00	\$ 10,000.00	\$ 9,932.00	\$ 9,389.00	\$ 7,895.00	\$ 7,720.00
Printing and Binding	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 16.50	\$ 777.31	\$ 1,547.33	\$ 3,013.30
Office Supplies	\$ 6,000.00	\$ 286.66	\$ 5,713.34	\$ 6,000.00	\$ 8,573.39	\$ 9,938.56	\$ 7,378.91	\$ 8,196.07
Postage and Express	\$ 13,000.00	\$ 2,359.71	\$ 10,640.29	\$ 13,000.00	\$ 13,269.49	\$ 16,453.60	\$ 14,319.47	\$ 11,566.28
B.O.D. Fees	\$ 25,000.00	\$ 2,000.00	\$ 23,000.00	\$ 25,000.00	\$ 31,500.00	\$ 33,335.69	\$ 12,700.00	\$ 15,150.00
Engineering & Technical Services	\$ 60,000.00	\$ 6,056.25	\$ 8,943.75	\$ 15,000.00	\$ 2,868.20	\$ 21,234.15	\$ 7,824.71	\$ 29,428.71
Computer Services	\$ 30,000.00	\$ (435.61)	\$ 28,435.61	\$ 28,000.00	\$ 35,854.78	\$ 37,911.00	\$ 22,837.79	\$ 16,951.12
Other Prof. & Regulatory Fees	\$ 80,000.00	\$ 21,090.27	\$ 18,909.73	\$ 40,000.00	\$ 33,726.80	\$ 45,674.05	\$ 32,773.09	\$ 30,365.48
Public and Legal Notices	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 698.00	\$ 2,017.48	\$ -
Attorney Fees	\$ 20,000.00	\$ 16,817.50	\$ 13,182.50	\$ 30,000.00	\$ 16,515.00	\$ 30,698.00	\$ 104,437.57	\$ 103,354.95
GSA Fees	\$ 75,000.00	\$ 2,790.00	\$ 72,210.00	\$ 75,000.00	\$ 63,000.00	\$ 74,444.00	\$ 31,299.79	\$ 72,214.82
VR/SBC/City of VTA Law Suit	\$ 30,000.00	\$ 4,541.42	\$ 25,458.58	\$ 30,000.00	\$ 23,564.55	\$ 4,980.58	\$ 38,575.80	\$ 55,858.73
Rental Equipment	\$ 10,000.00	\$ 6,465.68	\$ 3,534.32	\$ 10,000.00	\$ 1,167.67			
Audit Fees	\$ 25,000.00	\$ 8,950.00	\$ 21,050.00	\$ 30,000.00	\$ 27,002.00	\$ 26,350.00	\$ 13,200.00	\$ 18,700.00
Small Tools	\$ 5,000.00	\$ (205.34)	\$ 5,205.34	\$ 5,000.00	\$ 3,948.93	\$ 4,833.12	\$ 1,898.35	\$ 3,330.72
Election Supplies	\$ 1,000.00	\$ 1,932.17	\$ 567.83	\$ 2,500.00	\$ -	\$ 3,166.52	\$ 2,517.03	\$ -
Treatment Plant	\$ 12,000.00	\$ (176.40)	\$ 10,176.40	\$ 10,000.00	\$ 11,743.97	\$ 5,224.78	\$ 13,205.86	\$ 8,037.02
Fuel	\$ 20,000.00	\$ 1,328.35	\$ 18,671.65	\$ 20,000.00	\$ 20,071.25	\$ 17,394.49	\$ 9,842.63	\$ 11,333.27
Travel Exp./Seminars	\$ 2,000.00	\$ 53.69	\$ 1,946.31	\$ 2,000.00	\$ 717.72	\$ 1,993.47	\$ 1,079.06	\$ 715.51
Utilities	\$ 3,500.00	\$ 871.24	\$ 3,128.76	\$ 4,000.00	\$ 3,619.97	\$ 3,564.13	\$ 2,714.35	\$ 2,154.94
Power and Pumping	\$ 97,000.00	\$ 13,178.23	\$ 83,821.77	\$ 97,000.00	\$ 80,417.50	\$ 48,735.24	\$ 61,151.31	\$ 64,253.50
Purchased Water *Add back into Expenditure Budget	\$ 50,000.00	\$ -	\$ -		\$ 59,661.36	\$ 334,037.67	\$ 238,639.17	\$ 207,076.00
CMWD Standby Passthrough Fees	\$ 40,000.00	\$ (29,837.00)	\$ 29,837.00		\$ 33,106.28	\$ 27,344.28	\$ 27,142.62	\$ 24,451.63
Meters	\$ 50,000.00	\$ 34,865.54	\$ 15,134.46	\$ 50,000.00	\$ 80,260.93	\$ 7,151.81	\$ 5,863.07	\$ 11,227.19
Backflow Program	\$ 25,000.00							
Online Bill AutoPay Transaction Fees	\$ 8,000.00	\$ 994.00	\$ 7,006.00	\$ 8,000.00	\$ 7,449.50			
Total Expenditures	\$ 1,927,000.00	\$ 238,505.54	\$ 1,450,994.46	\$ 1,689,500.00	\$ 1,662,348.13	\$ 1,715,341.38	\$ 1,540,077.57	\$ 1,283,751.84
YTD 4/30/25								
Table 2: Report of Expenses and Budget Appropriations To Date								
Capital Expenditures	2025-2026	2024-2025	2024-2025	2024-2025	2023-2024	2022-2023	2021-22	2020-21
	Budget	Difference	Actuals YTD	Budget	Actuals	Actuals	Actuals	Actuals
Water Distribution System								
Wells 4 & 7							\$ -	\$ -
Wells 1 & 2 Rehab							\$ -	\$ -
Zone 1 Booster/MCC Upgrade							\$ -	\$ -
Well 1, 2 VFD Upgrade							\$ -	\$ -
Well 8 Nitrate Removal/Blending							\$ 7,780.00	\$ -
Relocate 6" Main for Z-2							\$ 155,050.00	\$ 9,875.00
Tank Cleaning							\$ -	\$ -
Valve Replacements	\$ 66,500.00	\$ 63,539.65	\$ 2,960.35	\$ 66,500.00	\$ 27,248.06	\$ 55,259.65	\$ -	\$ -
New Well					\$ -			
Rehab Well 4a		\$ 24,383.00	\$ 155,617.00	\$ 180,000.00	\$ -			
Meiners Rd. Tank/Zone		\$ -			\$ -		\$ 31,294.75	\$ -
Structures and Improvements								
Generator/Panel Upgrades								\$ 151,787.28
Well 4 Development Work							\$ -	\$ 92,263.16
4 Ton Service Truck							\$ 80,201.22	\$ -
Treatment Plant 100% Eng. Design & Grant Assistance		\$ 24,125.39	\$ 5,874.61	\$ 30,000.00	\$ 65,738.24	\$ 221,047.12	\$ -	\$ 15,207.00
Field Truck 3/4-ton					\$ 63,312.84			
Office HVAC System					\$ 19,786.00			
Emergency Generator Electrical Design					\$ 14,300.00			
Emergency Generator		\$ (34,268.14)	\$ 174,268.14	\$ 140,000.00				
Office Backup Battery Power	\$ 30,000.00							
Furniture and Fixtures								
New Meter Reading Handhelds/Software							\$ 13,856.70	\$ -
Field Equipment								
Leak Detector							\$ 19.50	\$ -
GIS Equipment & Software						\$ 12,928.51		
Chlorine Alarms	\$ 10,000.00	\$ 3,500.00	\$ 6,500.00	\$ 10,000.00	\$ -			
Welding Machine		\$ 406.76	\$ 3,093.24	\$ 3,500.00	\$ -			
Air Compressor		\$ 3,254.49	\$ 4,245.51	\$ 7,500.00	\$ -		\$ -	\$ -
Generator - Truck		\$ 339.08	\$ 860.92	\$ 1,200.00				
Storage Container - Yard	\$ 8,500.00	\$ 339.08	\$ 860.92	\$ 1,200.00				
Appropriations for Contingencies	\$ 100,000.00	\$ 8,403.44	\$ 91,596.56	\$ 100,000.00	\$ 81,404.43	\$ 66,068.08	\$ 109,814.51	\$ 55,436.58
Total CIP Spending	\$ 215,000.00	\$ 94,022.75	\$ 445,877.25	\$ 539,900.00	\$ 271,789.57	\$ 355,303.36	\$ 398,016.68	\$ 324,569.02
GRAND TOTAL	\$ 2,142,000.00	\$ 332,528.29	\$ 1,896,871.71	\$ 2,229,400.00	\$ 1,934,137.70	\$ 2,070,644.74	\$ 1,938,094.25	\$ 1,608,320.86
Income	2025-2026	2024-2025	2024-2025	2024-2025	2023-2024	2022-2023	2021-22	2020-21
	Budget	Difference	Actuals YTD	Budget	Actuals	Actuals	Actuals	Actuals
Total Revenue	\$ 2,183,922.00	\$ (97,386.52)	\$ 1,956,057.48	\$ 2,053,444.00	\$ 1,895,354.47	\$ 2,162,235.52	\$ 1,850,136.41	\$ 1,709,734.59
Grant Reimbursements	\$ -	\$ (335,000.00)	\$ -	\$ 335,000.00	\$ -	\$ 24,150.00		
Total Income	\$ 2,183,922.00	\$ (432,386.52)	\$ 1,956,057.48	\$ 2,388,444.00	\$ 1,895,354.47	\$ 2,186,385.52		
Total Revenue - Total Expenses	\$ 41,922.00	\$ (99,858.23)	\$ 59,185.77	\$ 159,044.00	\$ (38,783.23)	\$ 115,740.78		
County Reserves	\$ 1,500,000.00	\$ (206,454.12)	\$ 1,433,265.88	\$ 1,639,720.00	\$ 1,554,720.43	\$ 1,529,574.06	\$ 1,304,472.41	\$ 1,408,820.26
LAIF	\$ 250,000.00	\$ 2,338.87	\$ 222,338.87	\$ 220,000.00	\$ 212,442.41	\$ 234,368.30	\$ 230,372.80	\$ 229,731.39

Table 3: Rates Based Revenue
FY 2025-2026

1) Meter Charges

Meter size	No. of Accts/Dwellings	Monthly WAC	Monthly MCC	Annual Revenue
5/8"-3/4"	1584	\$36.00	\$0.00	\$684,288
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
	1773	TOTAL METER CHARGE REVENUE		\$855,672

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)	255,000	\$3.95	\$1,007,250
Over-alloc surcharge	45,000	\$5.00	
	TOTAL WATER SALES REVENUE		\$1,007,250

3) Water Bill Late Fees

	Annual Revenue
Total Annual Late Fees Collected	\$40,000
TOTAL LATE FEE REVENUE	\$40,000

4) Property Taxes

	Annual Revenue
Property Tax Revenue Collected	\$215,000
TOTAL PROPERTY TAX REVENUE	\$215,000

5) Interest Income

	Annual Revenue
Total interest income	\$60,000
TOTAL INTEREST REVENUE	\$60,000

6) Administrative Fees

	Annual Revenue
Total Administrative Fees	\$6,000
TOTAL ADMINISTRATIVE REVENUE	\$6,000

TOTAL PROJECTED ANNUAL REVENUE \$2,183,922

Table 4: Water Rates for 2022 - 2025

1) Monthly Water Availability Charge (MWAC)

Meter size	Approved				Current
	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
All	\$35.91	\$36.00	\$36.00	\$36.00	\$36.00

2) Monthly Meter Capacity Charge (MCC)

Meter size	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
5/8"&3/4"	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1"	\$16.00	\$16.00	\$16.80	\$17.60	\$17.60
1.5"	\$36.00	\$36.00	\$37.80	\$39.70	\$39.70
2"	\$104.00	\$104.00	\$109.20	\$114.70	\$114.70
3"	\$256.00	\$256.00	\$268.80	\$282.20	\$282.20
4"	\$776.00	\$776.00	\$814.80	\$855.50	\$855.50
6"	\$1,576.00	\$1,576.00	\$1,654.80	\$1,737.50	\$1,737.50

3) Unit Rate per HCF for all water used

Meter size	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
All	\$2.34	\$3.85	\$3.90	\$3.95	\$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	FY2025-26
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 & Standby Fee

Meter size	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
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. Standby Connection fees are based on Casitas billed rates, are evenly distributed amongst all accounts. (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 2025-2026

Meter size	Multiplier	FY2025-26
5/8"&3/4"	1.00	\$4,004.33
1"	1.66	\$6,647.19
1.5"	2.50	\$10,010.83
2"	5.33	\$21,343.08
3"	11.66	\$46,690.49
4"	33.33	\$133,464.32

Fire Flow New Service Connection Fees

Meter size	FY2025-26
1"	\$4,087.33
2"	\$4,857.13
3"	\$8,085.33
4"	\$37,334.33

Formulas:

Capital Fee = $\frac{\text{Total Net Assets}}{\text{Total Service Connections}}$ \$ 4,004.33
(Use most recent Financial Audit Net Assets)

Fire Flow Fee =

1"	50 GPM x 1.66 = \$83.00 + \$4,004.33
2"	160 GPM x 5.33 = \$852.80 + \$4,004.33
3"	350 GPM x 11.66 = \$4,081.00 + \$4,004.33
4"	1000 GPM x 33.33 = \$33,330.00 + \$4,004.33

Water Rate Study 2025

Request for Proposals



Publish Date: May 1, 2025

Proposal Due Date: June 10, 2025, at 5:00 pm (PST)

Tentative Schedule for Selection Process

Proposal Deadline	June 10, 2025
Screening of Submittals	June 11, 2025
Interviews/Communications	June 12-13, 2025
Recommendation to Board	June 17, 2025

Introduction

Meiners Oaks Water District (“MOWD” or the “District”) is seeking proposals from professional water rate consultants to perform a cost-of-service-based water rate analysis, project 5-year rate increases, and assist with the Prop 218 process.

All costs incurred in preparing a proposal responding to this request for proposals (“RFP”) will be the responsibility of the responding consultants, and there is no express or implied obligation for MOWD to reimburse responding consultants for any such costs. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Secs. 7920.000 *et seq.*) unless exempt. Additionally, MOWD reserves the right to accept all or part of any proposal or to cancel this RFP in part or its entirety.

MOWD reserves the right to contract with any consultant responding to this RFP. MOWD will review the submitted proposals and select based on responsiveness, qualifications, and cost. MOWD retains the right to reject all proposals. If MOWD decides to award a contract as a result of this RFP, it will enter into a contract establishing the terms and compensation for the subject services.

About the District

MOWD is a California special district formed in 1949 and operating under the provisions of the California County Water District Law, Water Code Secs. 30000, *et seq.* The District currently serves drinking water to approximately 4,200 people through 1290 connections and 19 miles of pipelines, including domestic, commercial, and agricultural customers. Domestic customers account for approximately 80% of water consumption, with total District-wide consumption averaging 600 AF in the last 5 years. We achieve this with four active groundwater wells, 1.75 million gallons of storage, and two booster stations to supply water to customers at higher elevations. Additionally, the District directly connects to Casitas Municipal Water District as a backup water supplier.

A five-member Board of Directors (“Board”) governs MOWD. The District has seven full-time employees and a total operating and capital budget for FY 2024-2025 of \$2,218,000.00. MOWD has a variety of capital improvement projects planned in the coming years to replace aging infrastructure. Current water rates combine a fixed rate and a single-tier consumption-based rate, as well as pass-through rates for specific zones.

Goal of the Water Rate Study

MOWD seeks a professional water rate consultant to design comprehensive and defensible projected cost-based water rates that meet at a minimum state and federal requirements and account for planned capital improvement projects for at least five (5) years. The consultant shall assist with presentations of the proposed rate structure(s) to the Board, outreach materials, and public workshops/hearings per Prop 218 requirements.

General Information for Responding to the RFP

Email proposal by **June 10, 2025, at 5:00 pm (PST)** to:

Summer Ward: summer@meinersoakswater.com

The response should address the information requested in the section entitled “Minimum Content of Responses.” The format should follow the same sequence as the Minimum Content of Responses section and be based on the attached Required Scope of Work. Respondents may include relevant attachments or exhibits. Responses should be presented in a clear and concise format.

The consultant receiving the contract for consulting services shall procure and maintain insurance as required in the District’s standard professional services agreement for the duration of the contract.

MOWD reserves the right to accept or reject any and all proposals and use any ideas in a proposal, regardless of whether or not that proposal is selected. Submission of a proposal indicates acceptance by the consultant of the conditions in this RFP, and any exceptions must be clearly and expressly noted in the submitted proposal. This acceptance will be consulted in the agreement between MOWD and the selected consultant.

MOWD representatives will review the proposals and may interview finalists. They will consider various factors when recommending the selected consultant to the Board, including evaluating the proposals for compliance with the requirements of the RFP. The following are several criteria to be used; the relative importance is not determined by the order shown:

- Understanding of the engagement and MOWD’s needs.
- Experience of the consultant and the proposed individuals to be assigned to the rate study, specifically, experience in performing cost-based water rate studies for California special districts that are similar in scope.
- Resources are available to complete the rate study and work schedule in a timely manner. (See “Minimum Content of Responses” section)
- References from similar engagements.
- Cost of services (at a not-to-exceed contract amount).

During the evaluation process, MOWD reserves the right to request additional information or clarification from consultants submitting proposals or to allow corrections of errors or omissions.

Minimum Content of Responses

All responding consultants are requested to provide the following information in their response:

- A title page showing the consultant's name, contact name, address, email, and telephone number.
- A signed letter of transmittal briefly stating that the consultant submitting the proposal:
 - Is properly licensed to practice in California (including all of the assigned professional staff to the engagement); and
 - Agrees to perform all of the work outlined in this RFP within the periods established by MOWD.

The letter must contain a certification that the person signing the proposal is entitled to represent the consultant, empowered to submit the bid, and authorized to sign a contract with MOWD.

- Provide a copy of the consultant's most recent external quality review, including any findings discovered as part of that review and actions taken to correct those findings. The consultant also must disclose information on the circumstances and status of any disciplinary action taken or pending against the consultant during the past three (3) years and any pending or settled litigation within the past three (3) years.
- A description of the size of the consultant's governmental staff and the consultant's experience with special districts and/or other California government entities of a similar nature and scope. Emphasis should be placed on assignments undertaken within the past three (3) years and on engagements undertaken by the personnel proposed to be assigned to this project.
- Identify all personnel assigned to work on this project and the consultant's office where they are located. Include summaries of their background, experience performing cost-based rate analysis and Prop 218 rate hearings for special districts and/or other California government entities, and their assigned responsibilities under the proposal.
- The proposal should set forth the rate analysis approach and methodology to perform the services. This may include a discussion of (1) the approach to the cost analysis work, (2) the use of specialized software, (3) the approach to determining laws/regulations (4) the methodology for public outreach and Prop 218 hearing, (5) identification of any anticipated problems, or special assistance required from MOWD staff, and (6) the format of the report.
- Indicate the estimated time required to complete each major phase of the project. Any assumptions regarding turnaround time for MOWD staff review should be clearly noted. Also, provide a schedule for the consultant's commitment to completing the work described in this proposal. Please note that the consultant is responsible for identifying required review times for the MOWD input and must account for printing and distribution within any timelines identified in the Required Scope of Services.
- Provide three references for your most representative projects, including the following:

- Name of public agency
- Name and title of the contact person
- Telephone number and email address of the contact person
- Size of agency staff
- Brief description of the scope of work performed.
- Consultants must disclose any actual, apparent, direct, indirect, or potential conflicts of interest that may exist for the consultant, management, or employees. If a consultant has no conflicts of interest, a statement to that effect shall be included in the letter.
- Provide fee information on the not-to-exceed price for the proposed services schedule for completing the projects described in the Required Scope of Services section. The total maximum bid price is to contain all direct and indirect costs, including all out-of-pocket expenses. Costs and total hours required should be specified. MOWD will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs shall not be included in the proposal.

Required Scope of Services

General

MOWD requests proposals from qualified consultants to perform a comprehensive and defensible cost-based water rate study, including Board presentation(s) and required Prop 218 public outreach and hearing.

Scope of Work

The selected consultant will be required to provide the following services:

- Detailed cost-of-service analysis.
- Operations & Maintenance budget and water rate review.
- Comparison of water rates of local agencies and in California.
- Guide the Board and staff in making a consensus decision for future rate model/structure, including fixed and variable rates.
- Develop 5-year projected rate increases.
- Work in coordination with the District's General Counsel and Staff.
- Board Presentation of study results and projected rates. (1-2)
- Rate/Budget Board Committee meetings. (1-2)
- Create a budget model spreadsheet and easy-to-use rate model, preferably in Excel format, and train staff on its use.
- Public Workshop (Prop 218 Hearing preparation and presentation)
- Outreach materials for the District to send to customers.

Acceptance or Rejection and Negotiation of Proposals

MOWD reserves the right to reject any or all proposals, waive any irregularities in the proposal request, and accept or reject any item or combination of items. By requesting proposals, MOWD is in no way obligated to award a contract or to pay the expenses of the proposing consultants in connection with the preparation or submission of a proposal. Furthermore, MOWD reserves the right to reject any or all proposals before the execution of the contract with no penalty to MOWD.

Contact Person

All questions regarding this RFP should be submitted by email to the RFP contact:

Summer Ward
Assistant General Manager/Board Secretary
Email: summer@meinersoakswater.com

Proposal Submittal

The District must receive proposals on or before 5:00 pm on June 10, 2025. Postmarks will not be accepted. Proposals and all inquiries relating to this RFP should be addressed or emailed to:

Summer Ward, Assistant General Manager/Board Secretary
Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023
summer@meinersoakswater.com

Attachments

- Current Water Rates
- MOWD Consulting Services Agreement