



BOARD OF DIRECTORS REGULAR MEETING AGENDA

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

JOIN BY COMPUTER: <https://meet.goto.com/411279429>

DIAL-IN (US): +1 (872) 240-3212

ACCESS CODE: 411-279-429

If you require special accommodations for attendance at or participation in this meeting, please notify our office at least 24 hours in advance at (805) 646-2114 ext 3 or agenda@meinersoakswater.com

(Govt. Code Section 94594.1 and 94594.2 (a))

December 16, 2025, at 6:00 pm.

- 1. Call meeting to order.**
- 2. Roll call**
- 3. Approval of the Minutes:** November 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)
Name of case: *Santa Barbara Channelkeeper v. State Water Resources Control Board, et al.*, Los Angeles County Superior Court Case No. 19STCP01176

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

6. Financial matters

- a) Approval of Payroll and Payables from November 16, 2025, to December 15, 2025, in the amount of:
- | | |
|----------------|---------------------|
| Payables | \$ 121,672.33 |
| <u>Payroll</u> | <u>\$ 57,732.87</u> |
| Total | \$179,405.20 |

7. Board action and/or discussion

- a) Receive update on Brown Act SB707 and SB827 Training, effective January 1, 2026. (Ward) – Attachments
Recommended Action: Receive and file.

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 January 20, 2026, at 6:00 pm.

Regular Meeting
November 18, 2025
6:00 pm

Meiners Oaks Water District
202 W. El Roblar Drive
Ojai, CA 93023-2211

Minutes

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, Christy Cooper, and Joe Pangea. Staff Present: General Manager, Justin Martinez, and Board Secretary, Summer Ward. Attorney Present: Stuart Nielson; Jeanne Zolezzi – Closed Session only (via teleconference).

Absent: Director, Christian Oakland.

3. Approval of the Minutes

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

Director Kentosh made the motion to approve the minutes from the October 21, 2025, meeting. Director Cooper seconded the motion.

No Public Comment.

Kentosh/Cooper

(4) Ayes – M/S/C

(1) Absent - Oakland

4. Public Comments

None.

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

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

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

****The Board ended closed session at 6:32 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 October 16, 2025, to November 15, 2025, in the amount of:**

Payables:	\$ 190,368.91
Payroll:	<u>\$ 57,380.23</u>
Total:	\$ 247,749.14

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

No Public Comment.

Pangea/Kentosh

(4) Ayes – M/S/C
(1) Absent - Oakland

7. **Board Discussion/Actions**

a) **Approve Amendments to the Upper Ventura River Groundwater Agency Joint Exercise of Powers Agreement and direct staff to prepare written approval for submission to the UVRGA.**

Director Kentosh introduced the summary of the proposed UVRGA JPA amendments. The UVRGA members have been working on these revisions for a few months; agendas are typically routine, and it is an appropriate time to revisit the meeting guardrails. Director Kentosh noted that the UVRGA representatives unanimously approved sending the proposed amendments to each member agency for approval. Director Cooper stated she appreciated the MOWD staff report summarizing the amendments.

Director Cooper made the motion to approve the UVRGA JPA amendments and authorize staff to submit the written approval. Director Kentosh seconded the motion.

No Public Comment.

Cooper/Kentosh

(4) Ayes – M/S/C

(1) Absent - Oakland

b) Approve the 10-year Capital Improvement Plan.

Mr. Martinez presented the updated 10-year Capital Improvement Project Plan, as recommended by the Budget & Rate Committee. He noted that a few projects were removed and that some project timelines had been shifted. The most significant cost is attributed to the FY2027-2028 for the storage tank replacement, which the committee recommends be covered by a loan.

Director Kentosh recommended that the District consider upgrading the Fairview vault in the next 5-10 years.

Director Cooper stated that the Committees have reviewed and made edits to the projects and recommends that the Board approve the 10-year Capital Improvement Project Plan. The approved plan will be provided to the Water Rate Consultants for inclusion in the rate study.

No Public Comment

Cooper/Pangea

(4) Ayes – M/S/C

(1) Absent - Oakland

8. General Manager's Report

Mr. Martinez reported that the Casitas Lake level is at 93.8%, and the lake was diverting during the recent storm. Well 4a temporary equipment is still in place. Curtis Hopkins will be reviewing possible options for the permanent equipment. Staff upgraded the manifold where wells 4a and 7 come together, as well as a stub out for the old well 4, to increase production and reduce pressure. Mr. Martinez noted that with the upgraded manifold and Well 4a rehab, production has increased by 10% and almost 20% since 2022, when the water table was at a similar level. Well 1 inspection revealed a section of low-carbon steel with holes; he is unsure why it wasn't all stainless steel during the 2019 rehab under the previous GM. Mr. Martinez will report back with updates on Well 1 repair and, if applicable,

Well 2. The CalARP process is underway. Staff anticipate an AMI meter delivery in the next week. Mr. Martinez reviewed the water levels, drawdown, and specific capacity figures, noting the changes in Well 4a.

No Public Comment.

9. **Board Secretary's Report**

Ms. Ward noted that changes to the Brown Act requirements are coming in 2026. Ms. Ward will attend a CSDA training on the changes on December 10, 2025. Ms. Ward will present any applicable document updates for board approval. Staff have scheduled a Tyler Technologies payroll specialist to perform a payroll compliance assessment. Work will begin in early December. SDRMA Risk Control Assessment site visit is scheduled for November 19, 2025. The Water Rate Study with RDN continues to make progress. Ms. Ward noted that Directors need to complete their biennial training and that, starting in 2026, the State will also require Financial Responsibility training, in addition to Ethics and Anti-Harassment.

No Public Comment.

10. **Board Committee Reports**

- Executive & Personnel Committee: No report.
- UVRGA: No meeting.
- Budget/Rate Committee: Met, provided recommendations for 10-year capital improvement plan.
- Emergency Management Committee: No report.
- Allocations, New Meters & Expansion of Services Committee: No report.
- Grants: No report.
- Treatment Plant Design Ad Hoc Committee: No report.

11. **Old Business**

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

12. **Director Announcements/Reports**

- Director Kentosh: No report
- Director Oakland: Absent
- Director Pangea: No report
- Director Cooper: No report
- Director Etchart: No report

13. Meeting Adjournment

The next meeting will be held on December 16, 2025, at 6:00 pm. Since there was no further business to conduct, Board President Mike Etchart adjourned the meeting at 7:08 pm.

Board Secretary

Board President

DRAFT

Report of Income as of 11/30/2025

Income	Month of November	Year To Date	Budget Appropriation	Appropriation Balance
Interest	0.30	27,655.07	60,000.00	32,344.93
Taxes	--	10,266.25	215,000.00	204,733.75
Pumping Charges	395.48	2,179.88	--	2,179.88
Fire Protection	14.60	637.73	--	637.73
Meter & Inst. Fees	--	--	--	0.00
Water Sales	88,735.57	569,433.64	1,027,000.00	457,566.36
¹ Casitas Water/Standby	5,293.19	130,669.83	--	130,669.83
MWAC Charges	53,702.96	283,070.58	765,936.00	482,865.42
MCC Chg.	6,567.45	34,615.70	89,736.00	55,120.30
² Misc. Income	--	22,681.85	--	22,681.85
Late & Delinquent Chgs.	1,309.21	6,520.08	40,000.00	33,479.92
Conservation Penalty	2,215.23	2,215.23	--	2,215.23
Capital Improvement	4,334.42	4,334.42	--	4,334.42
Drought Surcharge		--	--	0.00
Fire Flow/Will Serve Letters	400.00	2,200.00	6,000.00	3,800.00
		--	--	0.00
		--	--	0.00
TOTAL INCOME	162,968.41	1,096,480.26	2,203,672.00	1,107,191.74

Note:

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

² Hartmann Allocation, Granite Const. Temp. Hydrant
 Meter Final Invoice, TORO Temp. Hydrant Meter
 Invoice # 3, Hit Hydrant Invoice Kittinger

Meiners Oaks Water District

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

Expenditures	Month of November	Year To Date	Budget Approp	Approp Bal 11/30/25	Current December	Approp FY Bal To Date
Salaries	50,649.43	285,971.39	708,000.00	422,028.61	-	422,028.61
Payroll Taxes	3,973.86	22,402.14	56,500.00	34,097.86	-	34,097.86
Retirement Contributions	8,406.97	43,890.92	98,000.00	54,109.08	-	54,109.08
Group Insurance	8,741.48	43,839.70	110,000.00	66,160.30	-	66,160.30
Company Uniforms	-	250.82	3,500.00	3,249.18	-	3,249.18
Phone Office	237.11	1,185.55	3,500.00	2,314.45	-	2,314.45
Janitorial Service	642.16	3,527.51	7,500.00	3,972.49	-	3,972.49
Refuse Disposal	447.73	2,238.65	5,000.00	2,761.35	-	2,761.35
Liability Insurance	-	82,825.19	88,000.00	5,174.81	-	5,174.81
Workers Compensation	-	28,212.93	30,000.00	1,787.07	-	1,787.07
Wells	19.48	19.48	10,000.00	9,980.52	-	9,980.52
Truck Maintenance	1,289.34	2,661.58	5,000.00	2,338.42	-	2,338.42
Office Equipment Maintenance	538.50	1,884.68	5,500.00	3,615.32	482.58	3,132.74
Security System	101.85	203.70	2,000.00	1,796.30	-	1,796.30
Cell Phones	1,092.27	2,606.01	4,500.00	1,893.99	-	1,893.99
System Maintenance	3,375.33	18,895.26	60,000.00	41,104.74	-	41,104.74
Safety Equipment	57.69	825.58	15,000.00	14,174.42	-	14,174.42
Laboratory Services	1,817.00	6,095.00	14,500.00	8,405.00	344.00	8,061.00
Membership and Dues	-	9,408.00	10,000.00	592.00	-	592.00
Printing and Binding	-	367.46	1,000.00	632.54	-	632.54
Office Supplies	304.19	4,086.20	6,000.00	1,913.80	-	1,913.80
Postage and Express	-	3,169.67	13,000.00	9,830.33	-	9,830.33
B.O.D. Fees	2,250.00	10,500.00	25,000.00	14,500.00	-	14,500.00
Engineering & Technical Services	-	12,858.03	60,000.00	47,141.97	-	47,141.97
Computer Services	1,292.18	7,597.24	30,000.00	22,402.76	1,468.95	20,933.81
Other Prof. & Regulatory Fees	8,032.40	16,660.61	80,000.00	63,339.39	18,059.70	45,279.69
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	1,365.00	4,790.00	20,000.00	15,210.00	1,672.50	13,537.50
GSA Fees	-	82,992.00	80,000.00	(2,992.00)	-	(2,992.00)
VR/SBC/City of VTA Law Suit	989.35	4,260.80	30,000.00	25,739.20	-	25,739.20
Rental Equipment	-	-	10,000.00	10,000.00	-	10,000.00
Audit Fees	-	10,500.00	22,000.00	11,500.00	10,000.00	1,500.00
Small Tools	1,030.99	1,204.38	5,000.00	3,795.62	-	3,795.62
Election Supplies	-	-	1,000.00	1,000.00	-	1,000.00
Treatment Plant	134.51	491.34	12,000.00	11,508.66	-	11,508.66
Fuel	1,606.75	7,185.56	20,000.00	12,814.44	-	12,814.44
Travel Exp./Seminars	-	541.34	2,000.00	1,458.66	-	1,458.66
Utilities	-	1,184.42	3,500.00	2,315.58	59.08	2,256.50
Power and Pumping	1,530.55	12,696.13	97,000.00	84,303.87	-	84,303.87
Purchased Water	-	358,699.62	50,000.00	(308,699.62)	-	(308,699.62)
CMWD Standby Passthrough Fees	4,227.25	21,136.25	40,000.00	18,863.75	-	18,863.75
Meters	19,546.70	33,717.63	50,000.00	16,282.37	485.77	15,796.60
BackFlow Program	-	-	25,000.00	25,000.00	-	25,000.00
Online AutoPay Transactions Fees	-	2,471.75	8,000.00	5,528.25	-	5,528.25
Total Expenditures	123,700.07	1,154,054.52	1,929,000.00	774,945.48	32,572.58	742,372.90
Water Distribution System	-	-	-	-	-	-
Valve Replacements	12,080.75	26,781.72	66,500.00	39,718.28	-	39,718.28
Structures and Improvements	-	-	-	-	-	-
Office BackUp Battery Power	-	-	30,000.00	30,000.00	-	30,000.00
Field Equipment	-	-	-	-	-	-
Chlorine Alarms	-	-	10,000.00	10,000.00	-	10,000.00
Storage Container - Yard	-	-	8,500.00	8,500.00	-	8,500.00
Appropriations for Contingencies	29,204.83	79,253.24	100,000.00	20,746.76	-	20,746.76
Total CIP Spending	41,285.58	106,034.96	215,000.00	108,965.04	-	108,965.04
GRAND TOTAL	164,985.65	1,260,089.48	2,144,000.00	883,910.52	32,572.58	851,337.94



Meiners Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 11/16/2025 - 12/15/2025

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	12/11/2025	Regular	0.00	134.51	11980
<u>512647636</u>	Invoice	11/10/2025	Backwash Fittings for TP	0.00	134.51	
BADGER	Badger Meter	11/24/2025	Regular	0.00	6,860.23	11972
<u>1771291</u>	Invoice	11/19/2025	End Points	0.00	6,860.23	
BADGER	Badger Meter	12/11/2025	Regular	0.00	13,172.24	11981
<u>1772723</u>	Invoice	11/26/2025	5/8"x3/4" Meters & 1 1/2" Meters	0.00	2,231.76	
<u>1772948</u>	Invoice	11/28/2025	1" Meters	0.00	9,005.54	
<u>1774906</u>	Invoice	12/10/2025	ORION Cellular Service Units	0.00	485.77	
<u>80219112</u>	Invoice	11/26/2025	Beacon Hosting/Orion Cellular Service Un	0.00	1,449.17	
CALPERS	California Public Employees' Retirement	11/30/2025	Bank Draft	0.00	4,837.50	DFT0002523
<u>INV0003039</u>	Invoice	11/14/2025	Health	0.00	4,837.50	
CALPERS	California Public Employees' Retirement	11/19/2025	Bank Draft	0.00	7.75	DFT0002532
<u>111425</u>	Invoice	11/14/2025	Admin. Fee	0.00	7.75	
CALPERS	California Public Employees' Retirement	11/30/2025	Bank Draft	0.00	4,837.50	DFT0002534
<u>INV0003052</u>	Invoice	11/26/2025	Health	0.00	4,837.50	
CMWD	Casitas Municipal Water District	12/11/2025	Regular	0.00	4,227.25	11982
<u>261151125</u>	Invoice	11/26/2025	Fairview Standby	0.00	1,970.05	
<u>262001125</u>	Invoice	11/26/2025	Hartmann Allocation	0.00	287.15	
<u>300651125</u>	Invoice	11/26/2025	Tico/La Luna Standby	0.00	1,970.05	
CLEANCO	Cleancoast Janitorial	11/24/2025	Regular	0.00	425.00	11973
<u>11</u>	Invoice	11/21/2025	November Janitorial	0.00	425.00	
DOCUPRO	DocuProducts Corporation	12/11/2025	Regular	0.00	809.08	11983
<u>312740</u>	Invoice	12/01/2025	Invoice (August) Not Received	0.00	482.58	
<u>318808</u>	Invoice	11/06/2025	Copier Maintenance	0.00	326.50	
EJHAR	E. J. Harrison Rolloffs, Inc.	12/11/2025	Regular	0.00	447.73	11984
<u>281301125</u>	Invoice	11/18/2025	Office Trash	0.00	185.40	
<u>994261125</u>	Invoice	11/18/2025	2680 Maricopa Hwy.	0.00	262.33	
FAMCON	Famcon Pipe and Supply, Inc	12/11/2025	Regular	0.00	4,198.57	11985
<u>5100168848.001</u>	Invoice	11/24/2025	Flange, Valve, Safety Yellow Cap	0.00	4,198.57	
FGLENV	FGL Environmental	11/24/2025	Regular	0.00	436.00	11974
<u>518920A</u>	Invoice	11/19/2025	Samples	0.00	223.00	
<u>518921A</u>	Invoice	11/19/2025	Samples	0.00	100.00	
<u>519314A</u>	Invoice	11/18/2025	Samples	0.00	113.00	
FGLENV	FGL Environmental	12/11/2025	Regular	0.00	1,072.00	11986
<u>518923A</u>	Invoice	11/21/2025	Samples	0.00	615.00	
<u>519685A</u>	Invoice	11/20/2025	Samples	0.00	113.00	
<u>520325A</u>	Invoice	12/03/2025	Samples	0.00	113.00	
<u>520326A</u>	Invoice	12/08/2025	Samples	0.00	39.00	
<u>520328A</u>	Invoice	12/08/2025	Samples	0.00	79.00	
<u>520587A</u>	Invoice	12/09/2025	Samples	0.00	113.00	
HLTHNE	Health Net Life Insurance Company	11/24/2025	Regular	0.00	66.90	11975
<u>61791125</u>	Invoice	11/04/2025	Life Insurance	0.00	66.90	

Check Report

Date Range: 11/16/2025 - 12/15/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
HCS	Herum/Crabtree/Suntag	12/11/2025	Regular	0.00	989.35	11987
<u>116473</u>	Invoice	11/30/2025	SBCK vs VTA	0.00	759.85	
<u>116474</u>	Invoice	11/30/2025	SBCK vs VTA	0.00	229.50	
LGABLER	Light Gabler	12/11/2025	Regular	0.00	112.50	11988
<u>96501</u>	Invoice	12/08/2025	Employment Consulting	0.00	112.50	
LYTWAVE	Lytwave	11/24/2025	Regular	0.00	237.11	11976
<u>17960</u>	Invoice	11/15/2025	VoIP/Elevate Communications	0.00	237.11	
MOHARD	Meiners Oaks Hardware	12/11/2025	Regular	0.00	1,063.80	11989
<u>131419</u>	Invoice	11/01/2025	Round Point Shovel	0.00	43.91	
<u>131575</u>	Invoice	11/01/2025	Tape, Liquid Chlorinator	0.00	53.39	
<u>131604</u>	Invoice	11/01/2025	Dry Concrete Mix	0.00	145.69	
<u>131665</u>	Invoice	11/01/2025	Contractor Bag	0.00	18.22	
<u>131863</u>	Invoice	11/01/2025	Bolts & Screws	0.00	4.32	
<u>132075</u>	Invoice	11/03/2025	Marking Paint, Spray Bottle, Towels, etc.	0.00	92.79	
<u>132234</u>	Invoice	11/05/2025	Plastic Lid, Plastic Bucket	0.00	10.23	
<u>132293</u>	Invoice	11/05/2025	Tubing Cutter, 1/2 Brass 90	0.00	22.82	
<u>132388</u>	Invoice	11/06/2025	Weed Killer,Chain Oil,Washer Rubber Hos	0.00	245.86	
<u>132441</u>	Invoice	11/07/2025	Seal Tape,Thread Tape,Square Plugs	0.00	21.24	
<u>132472</u>	Invoice	11/07/2025	Bolt Snap,Quick Link,Bolt Eye, etc.	0.00	19.48	
<u>132489</u>	Invoice	11/07/2025	Connection for Meter Repair	0.00	3.51	
<u>132679</u>	Invoice	11/10/2025	Extension Cords,Tapcube,Spray,etc.	0.00	249.40	
<u>132958</u>	Invoice	11/12/2025	Extension Cord Exchange	0.00	6.40	
<u>133043</u>	Invoice	11/13/2025	Latch Storage,Glue,Marine Weld,etc.	0.00	57.13	
<u>133714</u>	Invoice	11/21/2025	Straps for Moving CL2 Tanks	0.00	36.45	
<u>133766</u>	Invoice	11/21/2025	Tarp	0.00	24.39	
<u>134118</u>	Invoice	11/25/2025	Tacky Red Grease	0.00	8.57	
MITEC	MiTec Solutions LLC	11/24/2025	Regular	0.00	459.23	11977
<u>QB3256</u>	Invoice	11/15/2025	SplashTop	0.00	20.00	
<u>QB3265</u>	Invoice	11/15/2025	O365 Business Stand./X360Cloud	0.00	379.23	
<u>QB3310</u>	Invoice	11/15/2025	AntiVirus	0.00	60.00	
MITEC	MiTec Solutions LLC	12/11/2025	Regular	0.00	1,468.95	11991
<u>1074636</u>	Invoice	12/02/2025	Monthly Maintenance	0.00	360.00	
<u>1074660</u>	Invoice	12/08/2025	Expedited Labor	0.00	756.00	
<u>QB3348</u>	Invoice	12/01/2025	Web Hosting/ShareSync	0.00	74.95	
<u>QB3353</u>	Invoice	12/01/2025	X360Recover	0.00	180.00	
<u>QB3439</u>	Invoice	12/01/2025	Off Site Back Up	0.00	98.00	
NCK&K	Nelson Comis Kettle & Kinney, LLP	12/11/2025	Regular	0.00	1,560.00	11992
<u>16627</u>	Invoice	12/02/2025	Attorney Fees	0.00	1,560.00	
N&N	Nigro & Nigro	12/11/2025	Regular	0.00	10,000.00	11993
<u>23244</u>	Invoice	12/01/2025	Final Audit Work 2024/25	0.00	10,000.00	
PATHIAN	Pathian Administrators	11/21/2025	Regular	0.00	114.47	11970
<u>INV0003042</u>	Invoice	11/14/2025	HSBS	0.00	57.24	
<u>INV0003055</u>	Invoice	11/26/2025	HSBS	0.00	57.23	
POWER	Power Machinery Center	12/11/2025	Regular	0.00	100.30	11994
<u>W00899</u>	Invoice	11/14/2025	Maintenance on Golf Cart	0.00	100.30	
PRINCIPAL	Principal	11/21/2025	Regular	0.00	358.15	11971
<u>INV0003040</u>	Invoice	11/14/2025	Dental	0.00	179.10	
<u>INV0003053</u>	Invoice	11/26/2025	Dental	0.00	179.05	
PRINCIPAL	Principal	11/24/2025	Regular	0.00	44.99	11978
<u>951167161-12</u>	Invoice	11/19/2025	Maxwell's Premium	0.00	44.99	

Check Report

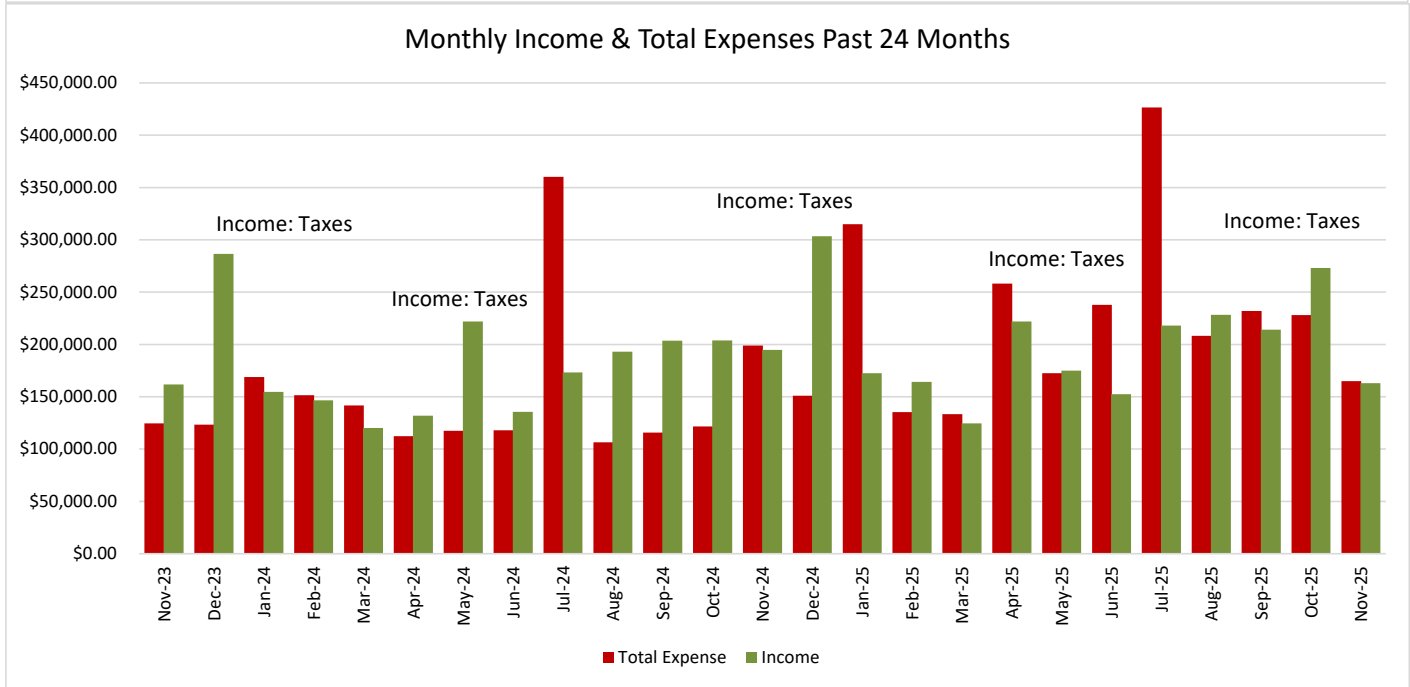
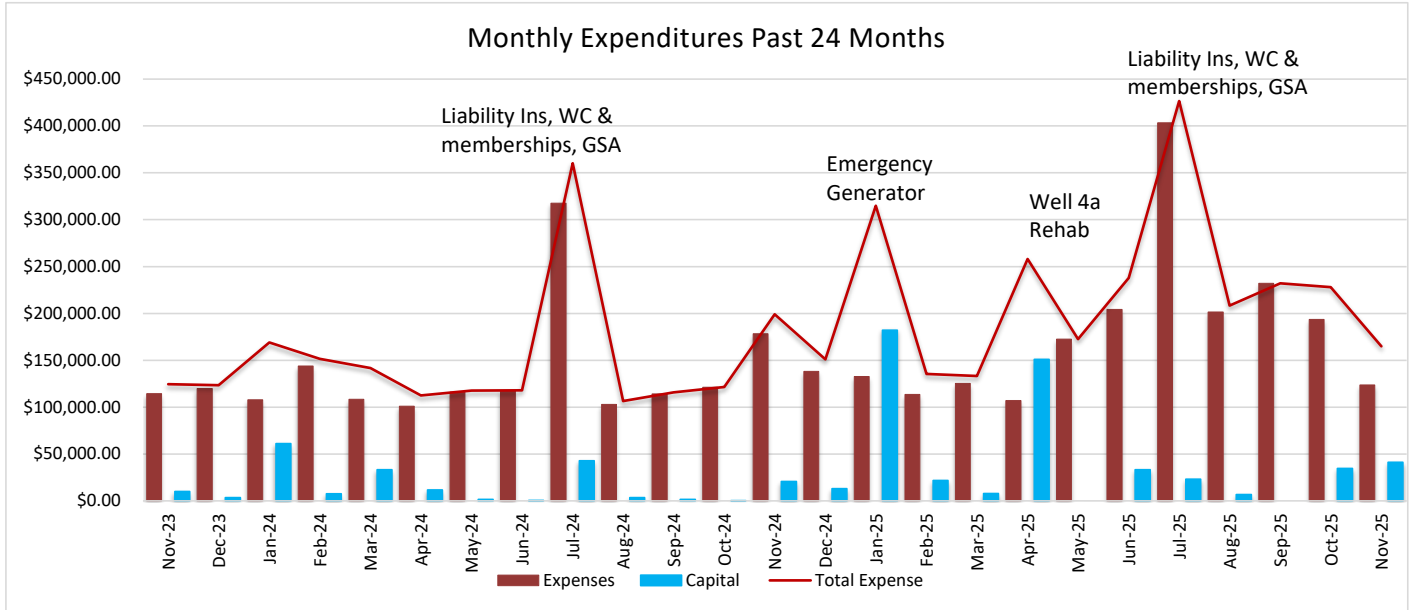
Date Range: 11/16/2025 - 12/15/2025

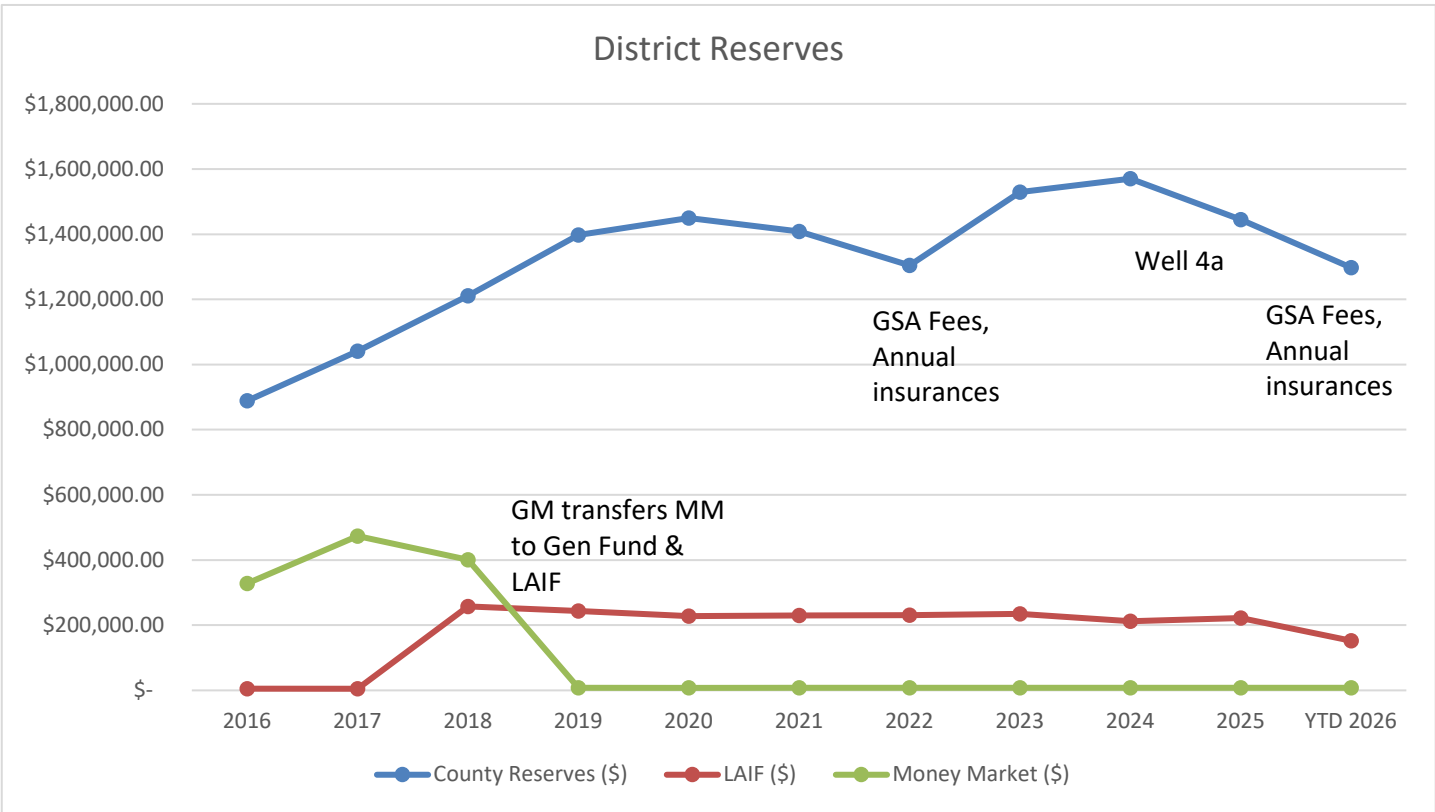
Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VERIZON <u>6129542783</u>	Verizon Wireless Invoice	11/26/2025	12/11/2025 Cell Phones	Regular 0.00	1,092.27 1,092.27	12005
WEX <u>108668591</u>	WEX BANK Invoice	11/15/2025	11/24/2025 Fuel	Regular 0.00	1,606.75 1,606.75	11979

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	89	34	0.00	99,134.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	10	10	0.00	22,537.78
EFT's	0	0	0.00	0.00
	99	44	0.00	121,672.33

PR 57,732.87







SB 707 Brown Act & SB 827 Updates

SUMMARY

Governor Newsom signed SB 707 into law on October 3, 2025, making significant changes to the Brown Act. The General Requirements take effect on January 1, 2026. Requirements applicable to "eligible legislative bodies," as defined in the statute, begin July 1, 2026. Based on the definition, Meiners Oaks Water District, as a special district, is not considered an "eligible legislative body (ELB)." Non-ELBs are encouraged to implement the ELB requirements, but are not required. The Board Secretary attended the California Special Districts Association (CSDA) training on December 10, 2025, regarding the details provided in this staff report.

SB 707 GENERAL REQUIREMENTS OVERVIEW

- **Brown Act Distribution:** Agencies are now required to provide a copy of the Brown Act to newly elected or appointed members of the legislative body. The CA Legislative Information page will not have the updated Brown Act available until January 1, 2026. Once available, the Board Secretary will provide an electronic and/or hard copy to each Director.
- **Social Media Use:** Members may communicate with constituents on social media, but must not engage with fellow members about agency business on these platforms.
- **Closed Session Reporting:** Agencies must now provide an oral summary of compensation decisions, including for unrepresented employees and department heads, before final action, including fiscal impact estimates.
- **Remote Participation:** Remote attendance rules are now permanent, with limits based on the legislative body's meeting frequency. "Just Cause" exceptions have been expanded. Additionally, the new law allows remote participation as an accommodation under the Americans with Disabilities Act (ADA). Additionally, the law authorizes remote participation for "eligible subsidiary bodies" and "eligible multijurisdictional bodies" under certain circumstances. Expanded State of Emergency to include locally declared emergencies.

SB 707 ELIGIBILITY LEGISLATIVE BODY REQUIREMENTS OVERVIEW (NOT APPLICABLE TO MOWD)

- **Website Requirements:** Maintain an agency website.



- Outreach Efforts to Underrepresented Groups: Board to approve a list of reasonable outreach efforts to invite underrepresented and non-English-speaking members of the public to attend meetings and access meeting materials.
- Translation Requirements: Translate agendas into applicable languages. ELB is to "reasonably assist" the public who wishes to translate a public meeting.
- Remote Public Participation Technology: Provide a way for the public to attend remotely through a two-way telephonic or audiovisual platform;
- Disruption to Telephonic/Internet Service: Adopt a policy addressing disruptions to telephonic or internet service during meetings.

SB 827 – CA GOVERNMENT CODE §53235 TRAINING

Under current law, a member of a local agency legislative body or an elected local agency official who receives any compensation, salary, or stipend is required to complete Ethics training. SB 827 expands the definition of "local agency official" to also include department heads or similar administrative officers. Additionally, SB 827 establishes "fiscal and financial training" in statute to mean training includes but not limited to laws and principles relating to financial administration and short and long term fiscal management, including but not limited to, the role and responsibilities of financial administration, financial policies, municipal budgets and budget processes, and financial reporting and auditing, capital financing and debt management, mechanisms for local agency revenues, pensions and other post-employment benefits, cash management and investments, general financial planning and any pertinent laws relevant to the local agency official's public serve and role.

(Note: Anti-harassment training falls under CA AB 2053 and SB 396)

RECOMMENDATION

Receive and file. Staff will provide updated documents to Directors by the January regular meeting.

Webinar: SB 707 Brown Act Revamp

Nicolle Falcis & Jeff Hoskinson

Atkinson, Andelson, Loya, Ruud & Romo

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SB 707 Overview

- Board members each must receive a copy of the Brown Act statutes.
- Permanently adopted social media restrictions (previously were temporary)
- Enhanced Teleconferencing Options
 - ADA/Disability Needs Formally Added
 - Cleaned up Statutes, new Just Cause Provisions
 - Expanded State of Emergency to Locally Declared Emergencies
 - Added Options for Committees and JPAs
- Agenda and Public Participation Requirements Added
 - Required for “Eligible Legislative Bodies”
 - Encouraged, but not Required, for Other Agencies (applicable to most special districts)
- Expanded Report Out Requirements for Department Heads/Managers
- Streamed Emergency Meeting Procedures Eliminating Exception for School Districts
- Now **ALL** agencies must post special meeting agendas on websites



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NEW GENERAL REQUIREMENTS APPLICABLE TO ALL AGENCIES (Effective January 1, 2026)

Provision of Copy of Brown Act to Board Members

- **Requirement:** Agency must provide a copy of the Brown Act (Chapter 9 of Part 1 of Division 2 of the Title 5 of the Government Code) to members of its legislative bodies
 - All members, whether elected or appointed
 - All legislative bodies, including governing boards, committees, commissions, and all other Brown Act applicable bodies
- **Content:** Copy of the Brown Act statutes (not summaries or write-ups)
- **Purpose:** To ensure that all individuals serving on legislative bodies are informed of and have access to the open meeting requirements of the Brown Act



Social Media Use

- Board members **may not** use social media to “**discuss among themselves**” **official business**
 - “A member of the legislative body shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is **made, posted, or shared** by any other member of the legislative body.”
 - “Discuss among themselves” means communication made, posted, or shared on social media, including **comments or digital icons that express reactions**, aka “emojis,” to communications made by other board members
 - THRESHOLD CHANGE: This is as to any other Board member



Permissible Online Activity by Board Member

- May have individual contacts or conversations with non-Board members (and individual contacts or conversations with Board members not on social media platforms)
- May discuss and interact on matters outside the jurisdiction of the agency as much as desired
 - Even with fellow board members, but exercise caution—remember threshold for violation is low.



Permissible Online Activity by Board Member

Interaction Type	Permitted
Member A responds to Resident's posted question	YES
Member B responds to Member A's Response	NO, cannot respond to another Board member
Member B responds to same Resident's posted question	YES, as long as not referencing or in response to Member A
Member A responds to a post by the Agency	YES
Member A comments on Member B's post about agency business	NO
Member A likes Member B's post on agency business	NO
Member A likes Member's post sharing the birth of a grandchild	YES, not subject matter jurisdiction of the agency

Brown Act Teleconferencing Options (SB 707)

1. Standard Teleconferencing (Traditional)
 Home Office, Hotel Rooms, PUBLIC ACCESS REQUIRED & AGENDA POSTED, Rollcall Votes, PUBLIC ACCESS REQUIRED & AGENDA POSTED

2. Remote Participation for 'Just Cause'
 Disclosing 'Just Cause' - No Public Access to My Location, 2/5 meetings used this year

3. Emergency Teleconferencing
 STATE OF EMERGENCY DECLARED - IMMINENT RISK, Renewal every 45 days

4. Disability Accommodation
 Reasonable Accommodation - Treated as In-Person, Audio-Only if Condition Requires

5. Specific Bodies (e.g., Subsidiary/Advisory)
 Advisory Body - Staff Present, DESIGNATED PHYSICAL LOCATION FOR PUBLIC

Teleconferencing: Overview

- Traditional (Standard) Teleconferencing
- Disability Accommodation Teleconferencing (NEW)
- Expanded Post-COVID Teleconferencing Options
 - State of Emergency (Local or Statewide)
 - Just Cause/~~Emergency Circumstance~~
 - Specific Types of Bodies
 - Eligible Subsidiary Bodies (e.g., Committees)
 - Eligible Multijurisdictional Bodies (e.g., JPAs)
 - Eligible Neighborhood Councils (NOT COVERED HERE)
 - Student Organizations (applies to community colleges) (NOT COVERED HERE)



Teleconferencing Under the Brown Act

- The Act permits “teleconferencing,” for all purposes in connection with any meeting (Gov. Code, § 54953(b))
- “Teleconferencing” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through audio or video, or both

Traditional (Standard) Teleconferencing Rules

- All votes taken during a teleconference meeting must be by **roll calls**
 - This applies to all teleconference options
- Agendas must be **posted at each teleconference location, identify** each teleconference location, & each location must be **accessible to the public**
- During the teleconference, at least a **quorum** of the members of the legislative body must participate from locations within the jurisdiction of the local agency
- The agenda must provide an opportunity for members of the public to **address the legislative body directly from each teleconference location**

SB 707 – Participation by a Member with a Disability

- Members with a disability can participate remotely as a reasonable accommodation
- Remote participation requires:
 - Both audio & visual technology
 - Audio only if disability results in a need to participate off camera
 - Member must disclose before any action taken whether any other individuals 18 years or older are present in the room & the general nature of their relationship
- Participation under these rules is treated as in-person attendance, including for quorum purposes

SB 707 - Teleconferencing Under Section 54953.8

- Section 54953.8 now provides general requirements for all **non-traditional** teleconferencing options (i.e., post-COVID video options)
- “Teleconference” means a meeting of the legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both – **though both required in most cases**
- Must provide to the public a way to remotely hear & visually observe the meeting, & remotely address the Board through two-way audiovisual platform or a two-way telephonic service & a live webcast
- Notice of the teleconference meeting must provide notice how the public may access the meeting & offer public comment
 - Agenda must include call-in/webcast option or an internet-based service option

SB 707 - Teleconferencing Under Section 54953.8 Cont.

- If disruption of service occurs, Board must take no further action until public access is restored
- Cannot **require** public comments to be submitted before meeting. Public must be able to address the Board & make comments in real time.
- If required by service provider (e.g., Zoom), registration of individual is allowed; but cannot be required as a condition of attending the meeting.
 - Beware of Zoom lobby feature or similar features

SB 707 - Teleconferencing Under Section 54953.8 Cont.

- If provide timed public comment period for each agenda item, public comment period or registration to make a comment cannot be closed until that time period has elapsed
 - Method rare for special districts. Used more often by large, high-volume agencies (e.g., Los Angeles City Council and San Francisco Board of Supervisors)
- If only a timed general public comment period that does not correspond with an agenda item, cannot close the comment period until the timed general public comment period is over
 - Some agencies (e.g., school boards) restrict non-agenda comments to 30 minutes. These agencies must now leave that comment period open for the full time
- If no timed public comment period, then Board must allow a “reasonable amount of time per agenda item”
 - This is the method used by most special districts

**** THIS ALL APPLIES ONLY IF USING SECTION 54953.8 TELECONFERENCING**

SB 707 - Teleconferencing Under Section 54953.8 Cont.

- If Board teleconferences from a “remote location,” the minutes must reflect the legal grounds for teleconference
 - A “remote location” is any physical meeting location designated in the notice of the meeting. **Remote locations do not need to be accessible to the public.**
- Must have procedure to address requests for reasonable accommodations under the ADA for teleconference meetings
 - Must also provide notice of the procedure for receiving & resolving requests for accommodation

SB 707 – Teleconferencing Under Section 54953.8 Cont.

- Must make a list of one or more meeting locations available to use by the Board to conduct meetings
- Can provide public with additional teleconference locations
- If teleconferencing, Board member must identify anyone 18 or older present in the room & describe the nature of the relationship with those individuals

SB 707 – State of Emergency

GOVERNMENT CODE 54953.8.2



- Allows **Section 54953.8** teleconferencing during a proclaimed state of emergency **or a local emergency**
 - Local emergency is one declared by City or County
- Requires a majority-vote finding that because of the emergency, meeting in person would present imminent risks to health & safety of attendees
- If emergency remains active, Board must make findings every 45 days:
 - Reconsidered the circumstances of the emergency; &
 - Impacts the ability to meet safely in person
- Physical meeting location not required
- Could use a two-way telephonic service without simultaneous live webcasting

SB 707 – Just Cause Teleconference Meeting

GOVERNMENT CODE SECTION 54953.8.3

- **Section 54953.8 Teleconferencing AND:**
- Quorum of Board Members must be located a single physical location
 - Location of quorum for meeting:
 - Must be identified on agenda (*typically standard meeting location*)
 - Be open to the public
 - Within jurisdictional boundaries
- Board member **notifies** at “earliest opportunity” to participate remotely for just cause, including brief description why member must join remotely
- Remote Board member must have audio & visual technology
- Prohibition on how many times a Board member may use “just cause” to participate remotely
 - Number varies depending on how often Board meets
 - 2 meetings per year (if meet once per month or less)
 - 5 meetings per year (if meet twice per month)
 - 7 meetings per year (if meeting 3+ meetings per month)
- “Emergency Circumstance” as a separate basis now gone, rolled into “just cause”
- Minutes must reflect the legal grounds authorizing the remote participation by Board member

“Just Cause”

- Childcare/caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner
- Contagious illness
- Related to a physical or mental condition
- Travel while on official business of the **Board or other state or local agency**
- **An immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner**
- **Physical or family medical emergency (“emergency circumstance merged in”)**
- **Military service obligations because serving under official written orders of the California National Guard or US Military Reserve that requires member to be at least 50 miles outside of your boundaries**

SB 707 – New Specific Teleconferencing Provisions

- Health Authorities – have broad authority to conduct teleconference meetings pursuant to base videoconference allowances of Section 54953.8
 - Who Qualifies: Health Authorities under specific Welfare & Institutions Code (e.g., Medi-Cal managed care), certain JPAs, and advisory committees to county-sponsored health plans
 - Requirements
 - No need to post agendas at remote locations
 - Two-way audiovisual platform (or simultaneous call-in/webcast)
 - Real-time comment allowances
 - Disruption Policy
 - Disclosure of remote members of anyone 18+ present in room and general relationship
 - Specified in meeting minutes

Committees

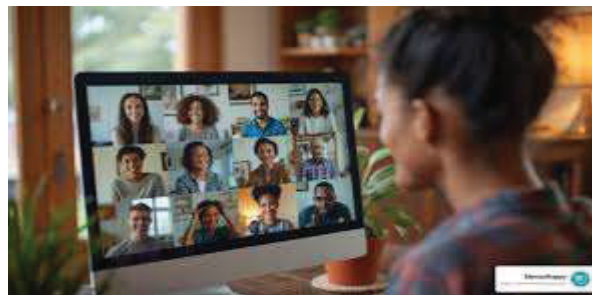
- Eligible subsidiary bodies may teleconference meetings:
 - Powers only advisory with no final action authority, and
 - **NOT** formed to address issues such as elections, **budgets**, police oversight, privacy, library materials, or taxes
- Governing Board must authorize the committee to meet remotely both initially and every six months thereafter, after finding:
 - Remote meetings would enhance public access to meetings, and has been made aware of the option;
 - Would promote, attract, and diversify participants to join the committee
- Two-way audio and visual appearance in most circumstances
- Must still designate a physical location for public to attend AND at least one agency staff member must be present that that physical location during the meeting

SB 707 – Multijurisdictional Bodies (JPAs)

- Requires resolution authorizing the use of teleconference, adopted at a regular meeting during open session
- Quorum required to participate in one location that is open to the public & within jurisdictional boundaries
- Member of Eligible Multijurisdictional Body (EMB) who receives compensation for service on the Board must participate from a physical location that is open to the public
- Can participate remotely if:
 - Remote participation is identified on the agenda
 - Audio & visual technology is used
- May not participate remotely unless more than 20 miles away from physical location where quorum is participating
- Limited to a certain amount of meetings per year, depending on how many Board meetings occur

SB 707 – Disruptions during Teleconference Meeting

- Statutory authority to remove or limit persons who engage in disruptive behavior during a meeting while using a two-way telephonic service or two-way audiovisual platform



SB 707 – Expansion of Open Session Salary Requirements

Report Out/Open Session Action Requirements for Department Heads

- **Prior Requirements:** Brown Act has always required that final action related to salary, compensation, or fringe benefits of a local agency executive (i.e., General Managers, Fire Chiefs, etc.) be taken in open session at a regular meeting
- **New Requirement:** Requirement Extended to Department Heads and Similar Administrative Officers

NEW ELIGIBLE LEGISLATIVE BODY OBLIGATIONS (Effective July 1, 2026)

SB 707 – “Eligible Legislative Body” Definition

- Two Types of Entities with respect to this discussion
 - Eligible Legislative Bodies (“ELBs”) (defined on next slide)
 - Larger Agencies in terms of population, staffing, or revenues
 - Must Comply with Requirements to be Discussed
 - Non-Eligible Legislative Bodies
 - “Smaller” agencies in terms of population, staffing, or revenues
 - Are encouraged to comply with certain requirements of ELBs, but not required
- New ELB laws effective **July 1, 2026**. Scheduled to expire on January 1, 2030.



SB 707 – “Eligible Legislative Body” Definition

- Special Districts that have a website and any of the following:
 - **Large Boundaries:** Boundaries including the entirety of a county with the population over 600,000 or more, and the special district has over 200 FTE employees.
 - **Large Workforce:** Over 1,000 FTE.
 - **High Revenue:** Annual revenues of over \$400,000,000 per year (adjusted annually based on CPI) & employ over 200 FTE.
- Cities
 - Population of 30,000 or more; OR
 - All cities in a county with 600,000 or more
- Counties
 - All counties with population of 30,000 or more

SB 707 – Public Outreach

- ELB **must** encourage residents, including those in underrepresented communities and non-English-speaking communities, to participate in public meetings:
 - **Create automatic system** for accepting and fulfilling requests for meeting agendas and documents via email or integrated agenda management platform
 - **Info on how to make request** using this system must be accessible through prominent direct link on website home page
 - Link to the webpage that will enable such requests must be accessible through prominent direct link posted on website home page
 - Create accessible webpage dedicated to public meetings including: (1) explanation of public meeting process; (2) procedure to provide in-person or remote oral public comment or written public comment; (3) calendar of all meeting dates that include date, time, and location of meetings; (4) agenda posted online
 - Webpage must be translated into all “**applicable languages**”

NON-ELBS ENCOURAGED TO FOLLOW THESE REQUIREMENTS, BUT NOT REQUIRED

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SB 707 – Public Outreach Cont.

- Board **must** approve a list of “reasonable efforts” to invite groups that do not traditionally participate in public meetings, including:
 - Contact media news organizations, including media organizations that serve non-English-speaking communities
 - Contact good government, civil rights, civic engagement, neighborhood, and community group organizations, including organizations active in non-English-speaking communities
- Prohibits an action arising from failing to provide public information to any specific group

NON-ELBS ENCOURAGED TO FOLLOW THESE REQUIREMENTS, BUT NOT REQUIRED

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SB 707 – Electronic Public Participation

- By July 1, 2026, an “eligible legislative body” required to:
 - Conduct meetings with an opportunity for the public to attend via a **two-way telephonic service or audiovisual platform (e.g., Zoom)**
 - Two-way telephonic service or audiovisual **platform must give public an opportunity to provide public comment** with same time allotment as a person attending in person

SB 707 – Electronic Public Participation Cont.

- Two-way telephonic/audiovisual platform is not required for the following “meetings”:
 - Attend a judicial/administrative proceeding to which the local agency is a party
 - To inspect real or personal property, provided that the topic of the meeting is limited to items directly related to the real or personal property
 - Meet with US or California elected or appointed public officials, solely to discuss a legislative or regulatory issue affecting the local agency & over which the federal or state officials have jurisdiction
 - Meeting in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility
 - “Emergency situation” pursuant to Section 54956.5

SB 707 – Electronic Public Participation Cont.

- On or before July 1, 2026, eligible legislative bodies must approve at a **noticed** public meeting, and not on consent calendar, a policy re: disruption of telephonic/internet service during meeting
 - Must address procedures for recessing & reconvening in the event of a disruption & “efforts” required to be made to “attempt to restore service”
- If disruption occurs, eligible legislative body **must** recess for up to at least one hour and make good faith attempt to restore service, or until service is restored, **whichever is earlier**
- May meet in **closed session** during the disruption
- If cannot restore service, can reconvene open session but must adopt a finding by rollcall vote that good faith efforts to restore service were made per disruption policy and the public interest in continuing the meeting outweighs the public interest in remote public access

SB 707 – Meeting Translation/Interpreter Requirement

- Interpretation of a meeting is **not** a requirement
- ELB to “reasonably assist” the public who wish to translate a public meeting or to receive interpretation by another individual
- ELB must “publicize instructions” regarding translation or interpreter requests
- ELB not responsible for content or accuracy of interpretation. Prohibition against bringing an action against ELB regarding interpretation.

NON-ELBS ENCOURAGED TO FOLLOW THESE REQUIREMENTS, BUT NOT REQUIRED

SB 707 – Meeting Translation/Interpreter Requirement

- Board must determine “reasonable assistance” which may include:
 - Arranging space for interpreters at the meeting location
 - Allowing extra time during the meeting for interpretation
 - Ensuring participants may use personal devices (e.g., cellphones) or reasonably access facilities for participants to access commercially available interpretation services

NON-ELBS ENCOURAGED TO FOLLOW THESE REQUIREMENTS, BUT NOT REQUIRED

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SB 707 – Translated Agendas

- Agendas must be translated into “applicable languages”
 - Can use digital translation services
 - Does not include the entire agenda packet (i.e., attachments, exhibits, etc. do not need to be translated)
- Translations must include instructions of how to join a meeting by telephonic or internet-based service option, including any requirements for registration for public comment
- Limited to three “applicable languages” spoken by the largest percentage of the population

NON-ELBS ENCOURAGED TO FOLLOW THESE REQUIREMENTS, BUT NOT REQUIRED

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SB 707 – “Applicable Languages”

- Board must select 1 of the following populations*:
 - Population of the county with the greatest population within your boundaries.
 - Population of your service area, if you have sufficient data to determine what languages are spoken within your service area
- If pick county - American Community Survey (Census)

NON-ELBS ENCOURAGED TO FOLLOW THESE REQUIREMENTS, BUT NOT REQUIRED

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SB 707 – “Applicable Languages” Cont.

- Find the languages spoken by 20% or more of the county and determine:
 - That 20% or more of the population speaking the particular language speaks English less than “very well.”
- Determine the 3 languages meeting the criteria above that are spoken by the largest percentage of the applicable population.
- May elect to determine applicable languages based on a different source if make finding, based on substantial evidence, that source provides equal or more reliable data.

NON-ELBS ENCOURAGED TO FOLLOW THESE REQUIREMENTS, BUT NOT REQUIRED

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SB 707 – Translated Agendas

- Make copies available at physical location freely accessible to the public in reasonable proximity to the location where agenda & translation are posted & allow members of the public to post additional translations in that location
- Translation must be accessible through prominent direct link posted on your home page.
- ELB not responsible for the content or accuracy of translation provided. Prohibition against bringing an action against ELB regarding translation.

NON-ELBS ENCOURAGED TO FOLLOW THESE REQUIREMENTS, BUT NOT REQUIRED

SB 707 – Non-Eligible Legislative Bodies

- Legislative bodies that are not ELBs may still elect to impose ELB requirements on themselves
 - Encouraged for greater access, translation, and public outreach provision, including:
 - Translation of agendas
 - Employing translators
 - Conducting additional outreach
 - Brown Act generally always allows for actions that increase transparency and public participation

QUESTION & ANSWER



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Thank you for attending!

Nicolle Falcis
(858) 485-9526
nicolle.falcis@aalrr.com

Jeff Frey
(949) 453-4260
jeff.hoskinson@aalrr.com



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District Summary/Update

- **Lake Level:** Casitas Dam is at 91.5% 12/11/2025
- **Wells:** Wells 2, 4A and 7 On-Line 9/30/2025
- **Well #4A:** Equipment is being modified to meet specifications.
- **Well #1:** Pulled and inspected by Cascade Well and Pump, assessment pending.
- **Cal ARP:** Under contract with Resource Compliance to complete MOWD's CalARP, in progress
- **AMI Meters:** Meter replacement program, In progress
- **Will Serve Letters:** 171 S Pueblo, 235 S Padre Juan
- **Staff:** Update

- **Rainfall Totals (Season):**

Casitas Dam	10.10"
Matilija Dam	14.51"
12/11/25 M.O. Fire Station	9.84"
Stewart Canyon	9.16"
Nordhoff Ridge	18.35"

<u>Type of Work</u>	<u>Cause</u>	<u>Date</u>	<u>Location</u>	<u>Contractor</u>	<u>Amount \$</u>
Camera Well #1		11/17/25		Cascade Well & Pump	
Water Main Break		11/18/2025	S. Lomita	Toro	\$23,085.00
Hit Fire Hydrant	Hit and Run	11/23/2025	St. Thomas and E. El Roblar Dr	Staff	\$2,757.00
New Meters Delivered		12/4/2025	Meiners Rd, Maricopa Hwy		

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 25'
STATIC (ft)	29.1'	27.3	25.9'	27.8'	29'	27.6'	30.8'	31.6'	31.8'	29.3	30.5'	24.8'
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
WELL #2	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	28.6'	28'	26.2	27.8'	28.9'	28.5'	29.7'	30.9'	30.9'	29.9	30.9'	23.9'
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	40.2	OFF	OFF
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	10.3	OFF	OFF
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	130	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	12.62	OFF	OFF
WELL #4A	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Nov	DEC
STATIC (ft)	35.9'	35.3'	34.7'	29.9'	33.4'	N/A	42.7'	52.7'	53.3	46.9'	33.76	32.5'
RUNNING (ft)	55.3"	53.97'	54.2'	OFF	OFF	OFF	OFF	OFF	OFF	54.3'	41.49'	37.2'
DRAW DOWN (ft)	19.4"	18.67'	19.5	OFF	OFF	OFF	OFF	OFF	OFF	7.4'	7.73'	4.7'
Gallons Per Minute (GPM)	366	361	377	OFF	OFF	OFF	OFF	OFF	OFF	461	480	475
Specific Capacity (gal/ft DD)	18.9	19.33	19.33	OFF	OFF	OFF	OFF	OFF	OFF	62.29	62.09	101
WELL #7	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	33.2'	31.2'	30.7'	30.2'	33.9'	40.1'	43.1'	52.12'	54.7'	55.6'	28.2'	24.1'
RUNNING (ft)	33.7'	33.5'	33.7'	33.1'	OFF	OFF	OFF	OFF	OFF	57.5'	31.2'	26.7'
DRAW DOWN (ft)	2.5'	2.3'	3'	2.9'	OFF	OFF	OFF	OFF	OFF	1.9'	3'	2.6'
Gallons Per Minute (GPM)	310	309	305	325	OFF	OFF	OFF	OFF	OFF	203	301	263
Specific Capacity (gal/ft DD)	124	134.34	101.66	112.06	OFF	OFF	OFF	OFF	OFF	106	100.33	101
WELL #8	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
STATIC (ft)	63.6'	62.7'	62.3	61.6	63.1'	63.5'	64.8'	66.4'	66.9'	64.7'	63.2'	54'
RUNNING (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
DRAW DOWN (ft)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Gallons Per Minute (GPM)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Specific Capacity (gal/ft DD)	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF

Non-Reportable Nitrate Levels 2025												
	January	February	March	April	May	June	July	August	September	October	November	December
Well #8	11.1	11.2	10.3	10.8	10.6	10.6	10.4	10.9	11.3	9.9	8.7	
Ranchitos	17.1	18.1	16.7	16.4	17.2	17	16.1	15.1	14.1	13.3	13.5	

Water Pumped, Sold, Purchased & Water Loss (by MOWD 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%	Service Leak 2/18
MAR	31.10	0	31.10	0.3	30.26	2%	
APR	13.34	37.89	51.23	0	48.82	5%	
MAY	0.05	52.39	52.44	0.13	47.73	9%	
JUN	0.58	57.67	58.25	0.08	63.46	9%	
JUL	0.03	69.62	69.65	0.45	68.19	2%	
AUG	0.19	69.82	70.01	0.15	68.29	2%	
SEP	0.71	80.81	81.52	1.16	77.76	5%	Hit Hydrant La Luna; Well site flushing
OCT	39.54	19.03	58.57	0.51	51.77	10%	Well 7 leak; Wells flushing, El Conejo leak
NOV	47.66	0	47.66	0.3	44.01	8%	
DEC							
YTD 2025	125.13	387.23	612.36	3.26	589.25	4%	
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	\$ 1,297,258.81
Total Taxes	\$ 0.00
Total Interest from reserve account#	\$ 0.00

Fiscal Year Total Revenues

July 1 st – November 30th	2024	\$ 969,296.06
July 1st – November 30th	2025	\$ 1,096,480.26

Bank Balances

* LAIF Balance	\$ 152,230.22
Transferred from L.A.I.F. to General	\$ 75,000.00
(#) Quarterly Interest from LAIF	\$ 0.00
* Money Market (Mechanics Bank)	\$ 7,628.86
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	\$ 59,078.73
Trust Fund Balance	\$ 6,501.97
* Capital Improvement Fund	\$ 26,261.92
(#) Quarterly Interest from Capital Account	\$ 0.18
Total Interest accrued	\$ 0.30



Board Secretary Report – December 2025

Administrative

- New changes to the Brown Act requirements are effective January 1, 2026. Ms. Ward is attending a CSDA training on the changes on December 10, 2025, and the staff report was provided in this agenda.
- Staff registered for the new SWRCB CalWATRS web portal for submitting the annual water use reports. Reporting for Oct 2024 – Sep 2025 is due by January 31, 2026.
- Staff conducted a Payroll process assessment with a Tyler Technologies payroll specialist on December 9, 2025.
- SDRMA Risk Control Assessment site visit was completed on November 19, 2025; follow-up report pending.
- Water Rate Study work continues to make progress, and RDN will attend and present funding options to the Board on January 20, 2026.

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

- The Financial Audit FY 24-25 work is almost complete.

Billing/Customer Service

Month	#Total Service Orders	# Account Owner Changes	Total HCF Billed	Monthly Customer Bill Total
November 24	69	7	27,161	\$170,218.85
December 24	52	3	19,292	\$141,151.22
January 25	76	11	25,441	\$163,916.67
February 25	67	7	14,649	\$123,322.95
March 25	56	8	13,350	\$118,749.73
April 25	90	5	22,087	\$155,164.02
May 25	78	10	21,291	\$151,505.06
June 25	137	34	26,425	\$201,428.69
July 25	192	7	29,638	\$218,697.61
August 25	163	12	29,725	\$219,075.88
September 25	137	10	33,789	\$238,778.08
October 25	72	7	23,552	\$160,259.56
November 25	96	4	20,089	\$147,343.47

- June 25 Service Orders: 89 were re-reads during the meter reading process. Of the 34 account ownership changes, 21 accounts were involved—an unusually high turnover for the first week of June. The total billed amount includes the Casitas Surcharge.
- July 25: 192 Service Orders: 47 new AMI meters installed, 107 re-reads during the meter reading process, 7 leak checks performed outside of the meter reading process. The total billed amount includes the Casitas Surcharge.

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)

- Biennial Director Trainings:
 - Antiharassment Training for supervisors and managers is due. (2 remaining)
 - CA Local Agency Ethics Training is due. (2 remaining)
 - *NEW 2026*: Fiscal and Financial Training

Projects:

No updates.

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

Attachments:

None.