

**VENTURA RIVER COUNTY WATER DISTRICT  
REGULAR MEETING HELD MAY 14, 2008**

Pursuant to due and official notice, a regular meeting of the Board of Directors of the Ventura River County Water District was held at 409 Old Baldwin Road, Ojai, California on May 14, 2008.

President E. Ramseyer called the meeting to order at 5:30 o'clock p.m.

There were present Directors J. Curtis, M. Hanson, T. Jamison, E. Lee and Eddie Ramseyer. Also present were General Manager Matthew Bryant and, recording secretary/Office Manager Janet Schaefer and, Counsel Tina Cowdrey. Public present was Mr. George Galgas of 523 E. Katherine Avenue.

M. Hanson moved for approval of the April 9, 2008 regular Board meeting minutes and the May 7, 2008 Special Budget Workshop Board meeting minutes as presented, seconded by E. Lee and carried.

J. Curtis moved for approval of the Financial Statements for March 2008 and the disbursements for April 2008 Accounts Payable check numbers 8803 - 8853, Trust check number 2543, and Payroll check numbers 4271 - 4285 totaling \$90,057. Under discussion Vice President T. Jamison questioned the percentage of completion factor on the Progress Schedule of Capital Improvements Budgeted. Staff thanked Mr. Jamison for catching that error and explained there is an error in the formula on the spreadsheet that will be corrected. That was acceptable to the Board and the motion was seconded by M. Hanson and carried.

Staff reported that the Personnel Committee and the Budget Committees will present a final recommendation for the next fiscal year ending June 30, 2009 at the June 2008 meeting. No action was taken.

After some discussion T Jamison moved to ratify the ACWA Health Benefits Authority Joint Powers Agreement, seconded by J. Curtis and carried.

E. Lee moved to nominate Jim Acosta of the Saticoy Sanitary District to fill the CSDA seat C opening, seconded by M. Hanson and carried.

J. Curtis moved for approval of Budget Transfer #4 to fund budget shortages for the election and rebuild of Baldwin Booster #2, seconded by T. Jamison and carried. From: 93700000 Capital Improvement Contingency \$12,000 To: 91500032 Baldwin Booster #2 Rebuild \$12,000. From: 93500000 Operating Contingency Fund \$6,000 To: 81500000 Election Expense \$6,000.

The revised Agreement with the City of Ojai for an Emergency Alert Antenna at the Alto Tank Site was discussed. E. Lee moved for approval of the Agreement, seconded by T. Jamison and carried.

M. Bryant gave a progress report on the Steelhead HCP, no action was taken.

M. Bryant reported that the customer at 75 Alto replaced his lawn with artificial turf. Staff was invited up to see the job. The cost ranges from \$6 to \$9 per square foot. After seeing the job Staff contacted the installer Advanced Syntec and inquired to see if they would be interested in putting in a free demonstration garden at the Baldwin yard. Staff met with Josh Powers on May 2<sup>nd</sup> and Mr. Powers is interested in the demonstration garden and will install one free of charge in the small area in front of the office.

M. Bryant reported on wells, production, and usage. The aquifer level in Well #2 on May 1<sup>st</sup> was at 19.7' down 4.2' since April 1<sup>st</sup>.

An article from the California Special Districts Association regarding Electronic Document Management was discussed. Staff reported that the Will Serve Letters have been scanned in and attached to the customer's file in the billing program. Additionally, all Resolutions have been scanned in and currently Financial Account Analysis is in the process of being scanned in. Staff will scan in customer sign up cards and attach them to the customer accounts. Financial Statements will be scanned in after that. Director E. Lee inquired if the original documents are being kept. Staff stated that contracts and important papers are kept in hard copy as well as being scanned in for easy retrieval. Staff stated that the Auditor stated last year that electronic documents are completely acceptable and will soon be the industry standard. Staff stated that the small investment in Adobe Acrobat was well worth the money for all the uses it provides.

Under Old Business Staff requested direction regarding the way the new service installation fees are collected. In the past Staff allowed the Capital Improvement Fee to be paid first and then issued a Will Serve Letter and requested a written estimate from the Field Supervisor for the cost of installation and then Staff would collect that fee separate. The problem that has arisen is that one customer has paid their Capital Improvement Fee but has not provided the installation deposit delaying the installation of the meter. Staff is concerned that with the limit of 10 new service connections this customer could hold up another customer that may be ready to act. Staff was instructed to collect both fees at the same time. The customer may submit the application for new service but Staff shall not collect any fee until the installation estimate has been completed and the customer must pay both fees at the same time for the application to move forward.


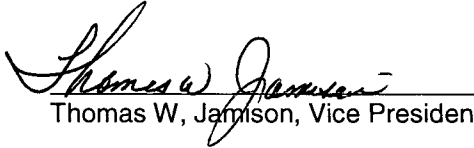
Under New Business was discussion regarding the AWA of Ventura County Drought workshop to be held on May 28, 2008 from 8 o'clock a.m. to 11:30 o'clock a.m., M. Bryant will attend.

The meeting was adjourned to executive session to discuss pending litigation and a personnel matter at 6:49 o'clock p.m., Mr. Galgas left the meeting.

The meeting reconvened at 7:13 o'clock p.m. President Ramseyer stated for the record that pending litigation and a personnel matter were discussed with no action taken.

There being no further action to come before this meeting on motion duly seconded the meeting was adjourned at 7:14 o'clock p.m.

Attested:

  
Eddie P. Ramseyer, President  
Thomas W. Jamison, Vice President