

**VENTURA RIVER COUNTY WATER DISTRICT
REGULAR MEETING HELD JULY 14, 2005**

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 July 14, 2005.

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

There were present Directors Jack Curtis, Marvin Hanson, Tom Jamison, and Ed Lee. Eddie Ramseyer was absent. Also present were General Manager Matthew Bryant and, recording secretary/Office Manager Janet Schaefer. Representing District Counsel was Mrs. Tina Cowdray. Representing Forest Home Ministries at 655 Burnham Rd. was Mr. Guy Bratton.

E. Lee moved for approval of the minutes of the Regular Board meeting held June 8, 2005 seconded by T. Jamison and carried.

T. Jamison moved for approval of the financial statements for May 2005, and the disbursements for June 2005. Accounts Payable check numbers 7208 - 7259, Trust check numbers 2460 - 2462, and Payroll check numbers 3755 - 3770 totaling \$119,931.76 seconded by J. Curtis and carried.

President Hanson's letter of June 17, 2005 to Forest Homes Ministries stated that conditions I & II of the Will Serve Letter are 11 months in default with no progress report to the District. Forest Home Ministries was put on notice in the letter that persistent violation of the District Rules & Regulations and conditions of the Will Serve Letter will result in termination of water service. Forest Home Ministries responded by letter dated June 28, 2005 explaining the challenges in meeting the conditions of the Will Serve Letter. M. Bryant met with Mr. Guy Bratton on June 29, 2005 to express that VRCWD requires specific answers to where Forest Home is in terms of compliance. On Friday July 1, 2005 M. Bryant sent an e-mail to Mr. Bratton outlining the requirements discussed at the meeting of June 29th as follows, report on progress to date of compliance with conditions I & II of the Will Serve Letter, status of completion of looping the two fire lines and what is being done to complete it, status of connecting all the irrigation to the 1 1/2" service and what is being done to complete it and finally a time line for total completion. Mr. Guy Bratton spoke to the Board about the status and time line for completion and provided specific information with a map and pictures. Mr. Bratton expressed that he understands the District's frustration in this matter and assured the Board he is working to correct the outstanding issues and will follow through with deed as well as word. Staff will meet with Mr. Bratton in September 2005 to do another site audit and report back to the Board. The Board expressed appreciation for Mr. Bratton's efforts and again expressed compliance with the conditions set forth in the Will Serve are required for continued water service to Forest Home Ministries. Mr. Bratton left the meeting at 6:13 o'clock p.m.

E. Lee moved approval of the transfers made by Staff from LAIF to the general checking account on June 22, 2005 \$30,000 and June 29, 2005 \$20,000 respectively to fund Well #1 rehabilitation and general operations in accordance with previously adopted investment policy, seconded by T. Jamison and carried.

J. Curtis moved approval of Resolution 2005-204 amending Appendix VI of the Personnel Policy, seconded by T. Jamison and carried by a roll call vote. E. Ramseyer was absent.

RESOLUTION # 2005 - 204

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER COUNTY WATER DISTRICT
APPROVING A REVISION OF THE PERSONNEL POLICY APPENDIX VI.**

WHEREAS, the number of uniforms issued to field employees is needed to be increased annually, and

WHEREAS, an increase in uniforms is justified being that the nature of system repairs requires employees to get muddy, and

WHEREAS, responsibility for laundering uniforms falls on the employee and trying to make five shirts last a full year with the constant laundering required has become a burden to the employee,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Ventura River County Water District approves a revision to the Personnel Policy Appendix VI as follows:

NUMBER OF UNIFORMS

Five uniform **pants, and ten uniform shirts**, and two pair of shorts are being provided initially to each participating employee. After the initial issue, replacements will be provided annually not to exceed three pants, ten shirts, and two shorts. This cost shall be borne by the District.

1212

PASSED, APPROVED AND ADOPTED this 13th day of July 2005.

AYES: Hanson, Jamison, Curtis, Lee
NOES: None
ABSENT: Ramseyer

Attest:

Marvin L. Hanson
Marvin Hanson, President

Matthew L. Bryant
Matthew L Bryant, Secretary

J. Curtis moved approval of Resolution 2005-205 amending Rules & Regulations section 10.223 seconded by T. Jamison and carried by a roll call vote. E. Ramseyer was absent.

RESOLUTION # 2005 – 205

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER COUNTY WATER DISTRICT
REQUIRING PAYMENT FOR RESTORATION OF WATER SERVICE FOLLOWING SHUTOFF FOR
NONPAYMENT TO MADE IN CASH OR CASHIERS CHECK ONLY.**

WHEREAS, due to changes in privacy laws banks no longer verify funds availability over the phone, and

WHEREAS, rather it requires a trip to the bank to physically present the check for payment, it not only ties up staff time unnecessarily but it also places the burden on the District instead of the non-paying customer,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Ventura River County Water District approves the revision to Section 10.233 RESTORATION OF WATER SERVICE of the Rules and Regulations as follows:

10.233 RESTORATION OF WATER SERVICE. In order to restore water service following shutoff for nonpayment, the customer will be required to pay the total due on the account at the time service is restored including, but not limited to, water service, field service charges and deposit. ~~In the event that the payment is by check, which is subsequently returned by the bank for any reason, service may be discontinued without prior notification and an additional penalty in accordance with the current Rates and Fees Schedule will be charged for the returned item.~~ Payment for service reconnection must be made in cash or by cashier's check only. (See Appendix I for Rates and Fees Schedule)

PASSED, APPROVED AND ADOPTED this 13th day of July 2005.

AYES: Hanson, Jamison, Curtis, Lee
NOES: None
ABSENT: Ramseyer

Attest:

Marvin L. Hanson
Marvin Hanson, President

Matthew L. Bryant
Matthew L Bryant, Secretary

J. Schaefer reported that she had checked references provided by Continental Utility Solutions Inc. for the Utility Billing Program for Windows. Each reference reported ease of use and data conversion as well as a good technical support team. None of the references had any negatives to report other than the time difference to Arkansas can be an issue in terms of technical support. No down time issues were experienced. Each user was asked to rate the program on a scale of 1 to 10 ranged from an 8 to a strong 9. Staff recommended approval of purchase of the Utility Billing Program for Windows and not to upgrade the AccountMate accounting system this year and reappropriate those funds to accommodate the purchase. J. Curtis moved approval of the Staff recommendation for purchase, seconded by T. Jamison and carried.

T. Jamison moved approval of Budget Transfer #1 seconded by E. Lee and carried. From 75500000 \$10,000 To 93200000 Office Equipment \$10,000 to reappropriate funds for purchase of the Continental Utility Billing Program for windows.

M. Bryant reported that he received a quote from California Special District Risk Management Authority (CSDRMA) for \$10,823 for Worker's Compensation coverage for the fiscal year ending June 30, 2006. Staff also received a

quote from State Compensation Insurance Fund for \$11,609 for renewal for the same period. Staff renewed with State Compensation Insurance Fund since the difference in premium was only \$783 and the potential for increased premiums from pooled losses in the CSDRMA system was not attractive.

M. Bryant reported on water production and use. The aquifer level in Well #2 on July 1, 2005 was 14.0' to water. M. Bryant reported that all well rehabilitation has been completed and the wells are back in service and tied into the SCADA system.

Staff reported that a memo from District Counsel Lindsay Nielson dated June 29, 2005 stating that effective July 1, 2005 his rate will increase from \$150 and hour to \$200 an hour.

Staff reported that Mr. George Galgas of 523 E Katherine Avenue called and stated that he felt the rate increase put into effect on the July 1, 2005 billing was a retroactive rate increase. Staff clarified for the Board that Mr. Galgas' issue is that the June Board meeting was held June 8th but the reading period billed on July 1st was mid-May 2005 to Mid-June 2005. Mr. Galgas felt the rate increase should have been from June 8th not the mid-May reading. Counsel Tina Coudray asked if Mr. Galgas was present at the public hearing when the rate increase proposal was read by Staff to the public. Staff stated yes he was present and that the memo clearly stated the rate increase would be effective on the July 1st billing cycle and that Mr. Galgas raised no objection at that time. Counsel Tina Coudray said she would speak to Counsel Lindsay Nielson and send Staff a memo on this issue. Mrs. Coudray's feeling was that if Mr. Galgas was present at the public hearing where the proposal was clearly outlined, that would have been the time to raise his objection. Staff indicated that the only objection raised by Mr. Galgas at the June public hearing was that he wanted to know if a 30-day notice for the public hearing was met. Counsel responded to Mr. Galgas at that time that the rate increase was discussed at the May 11th Board meeting. Staff responded that a public notice was published on May 27th, June 1st, and June 8th, and was posted on the District's notice board and on the office building. Staff followed up by researching the legal requirement for the public hearing notice and provided to Mr. Galgas that a 30-day notice was not required and the posting requirement was not only met but exceeded.

J. Schaefer reported that the Ventura County Special District's Association will hold its monthly dinner meeting on August 2, 2005. J. Curtis and M. Hanson and Matt Bryant will attend.

J. Schaefer reported that the AWA annual BBQ will be held at Lake Casitas on Thursday July 21, 2005 at 3:30 o'clock p.m., J. Curtis, M. Hanson, T. Jamison, and Mr. & Mrs. Bryant will attend.

There being no further business to come before this meeting on motion duly seconded the meeting was adjourned at 6:45 o'clock p.m.

Attested to:

Marvin L. Hanson
Marvin Hanson, President

Thomas W. Jamison
T. Jamison, Treasurer

SKIPPED 1ST PAGE
VOID THIS IS
SECOND PAGE OF
JULY IN ERROR
SEE PG 1212

PASSED, APPROVED AND ADOPTED this 13th day of July 2005.

AYES: Hanson, Jamison, Curtis, Lee
NOES: None
ABSENT: Ramseyer

Attest:

Marvin Hanson, President

Matthew L Bryant, Secretary

J. Curtis moved approval of Resolution 2005-205 amending Rules & Regulations section 10.223 seconded by T. Jamison and carried by a roll call vote. E. Ramseyer was absent.

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