

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING JUNE 21, 2017**

Directors present were: Bruce Kuebler, Jack Curtis, Peggy Wiles and Marvin Hanson. Director absent was Ed Lee. Also present were: Attorney Lindsay Nielson, General Manager/Board Secretary Bert Rapp, and Office Manager Amy Joy Bakken. Public present were: George Galgas and Tico Mutual Water Company Board Members: Allen Connell, Jeannie Nickerson and Frances Fitting.

1. **CALL MEETING TO ORDER-** President Bruce Kuebler called the meeting to order at 3:00 P.M.
2. **PLEDGE OF ALLEGIANCE** – Bruce Kuebler.

Bruce Kuebler stated item #11 on the agenda would be addressed after the consent agenda in consideration of the Tico Mutual Water Company's attendance at the meeting.

3. **CONSENT AGENDA:**
 - A. MINUTES MAY 17, 2017
 - B. FINANCIAL EXPENDITURES FOR MAY 2017
 - C. FINANCIAL REPORTS FOR APRIL 2017
 - D. ACCEPTANCE OF IMPROVEMENTS – PARKER TANK PAINTING

Jack Curtis moved for approval of the Consent Agenda, seconded by Peggy Wiles and carried 4-0.

4. **PUBLIC COMMENT** – None.
5. **REPORT ON UVR GROUNDWATER AGENCY - KUEBLER** – The UVR Groundwater Agency met on June 8th. The UVRGA Board of Directors approved the FY17/18 budget in the amount of \$245,000 which includes a \$50,000 commitment from each member agency. A contract with Eagle Aerial to do a new water use flight was also approved. The data from the flight will be used to determine de minimus vs non de minimus pumpers. A conflict of interest code was adopted. Stakeholder outreach was discussed and a public meeting will be held on October 12th. The UVRGA is seeking grant funding to be used for writing the GSP, purchasing additional data loggers, and other items. Lorraine Walter and Jordan Kear have been selected to work on grant funding application. A new MOU was proposed for Ventura River Water District to handle financial management for UVRGA until they are able to take over the financial administration in about 6 months. An RFP was sent out to consulting companies to find a more affordable source of expertise for the GSP process as the current legal billings are much higher than expected. The next meeting will be held on August 24th at 1 p.m. to approve the grant application. No action was taken on this item.
6. **APPROVAL OF IRRIGATED LANDSCAPE FLIGHT**– Eagle Aerial will be calculating the outdoor irrigation needs of our customers using aerial photographs of the District for the new Water Budget Rates which will take effect in January 2018. An existing 2015 aerial photo is available for \$1,700 or a new photo shared with UVRGA & MOWD would cost \$4,300. Jack Curtis requested clarification be made with Eagle Aerial that the infrared technology can identify surfaces below oak trees. Jack Curtis moved for approval of the recommended action to authorize a new aerial photograph through Eagle Aerial at a cost of no more than \$4,300, seconded Peggy Wiles, and carried 4-0.
7. **APPROVAL OF MOU WITH THE UPPER VENTURA RIVER GROUNDWATER AGENCY FOR SHORT TERM FINANCIAL MANAGEMENT**– The District provided financial management services to the Formation Committee for about two years. A new MOU has been prepared for the District to provide additional short term financial management services to UVRGA so that services can be paid for before the appointment of the Executive Director and Treasurer. Jack Curtis asked if Amy Joy Bakken had sufficient time to keep up with the financial management of UVRGA and the needs of VRWD. Amy responded that the time requirements of UVRGA financial management were minimal

and she didn't expect it to be a problem. Peggy Wiles moved for the recommended action to approve the MOU with UVRGA to provide interim financial services, seconded by Jack Curtis, and carried 4-0.

8. **AWARD OF CONTRACT – FIRE FLOW ANALYSIS** – As some areas of the District have fire flow deficiencies, the Board requested further analysis of deficient areas. Water Resources Engineering Associates (WREA) can provide an engineering analysis of three areas to determine cost efficient ways to improve fire flow. The neighborhood behind Vons, Monte Via/Rio Via and Grapevine Road areas will be analyzed. Bert Rapp gave a detailed presentation of pipe sizes and hydrants in the three areas with flow deficiencies. Marvin Hanson moved for the recommended action to approve the Consulting Services Contract with Water Resources Engineering Associates and authorize the fire flow analysis task in the amount of \$14,000, seconded by Peggy Wiles, approved 4-0.
9. **APPROVAL OF SPRING 2017 NEWSLETTER** – The annual Spring newsletter was designed and prepared by Office Manager Amy Joy Bakken. It includes important information for all VRWD customers about water conservation, news, water quality, etc. The Board was pleased and satisfied with the information and design of the newsletter and requested no additional changes. The board consensus was to authorize publication of the Spring 2017 newsletter. No action was taken on this item.
10. **ADOPTION OF FY2017/18 BUDGET & SALARY SCHEDULE**– A final draft of the FY17/18 budget was presented. Revenue projections for FY 2016/17 are under budget by about \$140,000 and expenses are projected to come in under budget by about \$250,000. Bert Rapp discussed some additional items that were added to the budget since the last meeting including the purchase of 30 additional texting meters for gopher prone meter boxes and preparing the plans and specifications for the Valley Meadow Drive Phase I project and Thomas & Encino Vault re-plumbing projects. Bert Rapp also presented the results of the 2017 salary survey which is conducted every 2 years to make sure the pay rates for employees of the Ventura River Water District are industry competitive. He concluded that the majority of VRWD employees are compensated at the market rate for for similar positions in our industry. An updated salary range schedule was established using the data from the salary survey. Marvin Hanson moved for approval of the recommended action to adopt the final draft of the FY 2017/18 Budget and Salary Schedule, seconded Jack Curtis, approved 4-0.
11. **TICO MUTUAL POSSIBLE ANNEXATION**– The Tico Mutual Water Company is considering having Casitas Municipal Water District and/or Ventura River Water District provide domestic water service to their customers. They are motivated to make this change by the 2014 update to the County Waterworks Manual requiring adequate domestic and fire flows. They would have to upgrade their system at a large cost to comply with the County regulations. Bert Rapp presented the annexation guidelines he recommends. Tico Mutual intends to annex into the most convenient and cost effective District based upon the closest pipes and costs of the joining system. They also intend to keep their current system for irrigation to use their high nitrate water and use the VRWD or CMWD system for indoor water use. Annexation approval would need to be acquired first from Casitas , then VRWD and finally LAFCO. Bruce Kuebler expressed concern about the fairness to other VRWD customers in reducing the capacity charge (if Tico Mutual continued to provide irrigation) based on the 2013 usage year and that the 2015 year might be better to use. Bert Rapp stated he felt the calculation based on the 2013 year is fair because it was 2 years into the drought and may be more representative of usage after the drought is over. Peggy Wiles noted that a custom look at Water Budget Rates for these locations would have to be done if outside irrigation needs weren't allocated from VRWD. **Public Comment:** Tico Mutual Water Company Board Member Allen Connell discussed the general plans of Tico Mutual to financially plan for annexation once approvals have been received from VRWD, CMWD, DHS and LAFCO. 38 homes are serviced by their water company. Jack Curtis moved for the recommended action to approve the Annexation Guidelines for Tico Mutual Water Company as detailed in the board packet, seconded Marvin Hanson, approved 4-0.
12. **GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS** –The aquifer is currently 2.2 feet above the 25 year average for June 1 at an elevation of 535.5 dropping about 8 ft since last month. Well #1 is pumping at 860 gpm down from 90 gpm last month. Well #4 is pumping at a rate of


880 gpm GPM. Well #2 can be pumped but isn't needed at this time. No water was purchased from Casitas in May. Revenues for May came in under budget. Lake Casitas was at 42.7% of full capacity as of June 1, 2017 decreasing 0.8 feet or 0.5% since last month. No action was taken on this item.

13. OLD & NEW BUSINESS – Andy Waters of Calleguas Water District was elected as the Alternate Special District Member of the Ventura Local Agency Formation Commission. ACWA regional board candidate nomination forms are available to the Board if they are interested. Office Manager Amy Joy Bakken gave a quick update on the ongoing IRS payroll tax items related to prior year payroll tax filings.

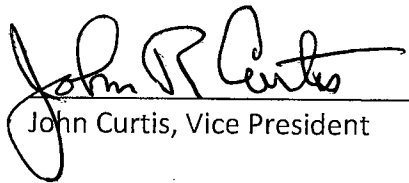
14. EXECUTIVE SESSION- No executive session was held.

15. MEETING ADJOURNMENT – Bruce Kuebler called the meeting adjourned at 4:45 P.M.

Attested:



Bruce Kuebler, President



John Curtis, Vice President