

**VENTURA RIVER WATER DISTRICT  
MINUTES OF REGULAR MEETING JUNE 20, 2018**

Directors present were: Jack Curtis, Peggy Wiles, Bruce Kuebler and Marvin Hanson. Directors absent were: Ed Lee. Also present were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp and Office Manager Amy Joy Bakken. Public present were: Donna Elam and Jordan Kear of Kear Groundwater.

1. **CALL MEETING TO ORDER-** President Jack Curtis called the meeting to order at 3:00 P.M.
2. **PLEDGE OF ALLEGIANCE** – Jack Curtis.
3. **CONSENT AGENDA:**
  - A. **MINUTES MAY 16<sup>TH</sup>, 2018**
  - B. **FINANCIAL REPORTS FOR APRIL AND MAY 2018**

Marvin Hanson moved for approval of the consent agenda, seconded Bruce Kuebler and carried 4-0.

Attorney Lindsey Nielson was recognized for 33 years of service to Ventura River Water District.

4. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
5. **LEAK APPEAL 93 FELIZ** – Bert Rapp gave a summary of a leak relief appeal for Donna Elam of 93 Feliz. The leak was on a thin walled PVC pipe installed by the previous owner. Bert discussed the past use history at the location. He calculated two leak relief estimates based on a three year average of use during the leak period at \$848 and another for usage above average and below the gradually increasing leak line at \$403. He believed the leak was an ignored leak as opposed to an unavoidable leak and recommended denying the leak relief credit. Donna Elam gave a brief statement regarding her experience with the leak. She has lived in this location for 10 years, took out the lawn and is a conservative water user. She spent time over many months finding leak spots and repairing them without professional help. After months of thinking she found the leak but the water bill still being high she contacted a plumber who found the leak under her concrete driveway. The Board asked Donna some questions regarding the details of her experience with the leak. Bruce Kuebler moved to approve a \$403 leak relief credit for Donna Elam, seconded Peggy Wiles and carried 3-0 (AYES: Marvin Hanson, Peggy Wiles, Bruce Kuebler. NOES: Jack Curtis. ABSENT: Ed Lee.)
6. **APPROVE FINAL BUDGET FOR FY 18/19, SALARY RANGE SCHEDULE AND CAPITAL IMPROVEMENT**– Bert discussed items that have been updated since the budget was last presented to the Board including updated revenues and expenses as of April 30<sup>th</sup>, allocation of costs for drilling Well #6, budget for Valley Meadow Drive, replacing the office phones and purchasing a stand up desk for the Office Manager. He also discussed the addition of the Utility Worker III position to the salary range schedule and the updated 10-year capital improvement schedule showing that CIP reserves remain positive. Bert recommended adding \$30,000 to the current budget for Kear Groundwater to complete an updated hydro-geologic study of two possible new well sites. With the updated study, the Board could decide to move forward with a new well drilling project and allow enough time to complete the project which could take up to two years because of the environmental impact study that would be required. Jordan Kear stated he felt \$30,000 be sufficient to complete the updated study. Bruce Kuebler requested that an item be added to the budget for development , if feasible, of a water budget rollover option in the billing system. Bruce Kuebler moved for approval of the recommended actions to adopt the FY 18/19 budget with suggested modifications, adopt salary range schedule, and adopt 10-year capital improvement plan, seconded Peggy Wiles and carried 4-0 (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler. NOES: None. ABSENT: Ed Lee.)

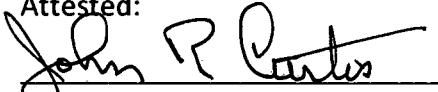
- 7. GRAND JURY APRIL 26, 2018 REPORT AND ADOPTION OF RESOLUTION 2018-313 INVESTMENT AND RESERVE POLICY FOR DISTRICT FUNDS-** A Grand Jury report found that special districts in Ventura County were not posting their reserve policies to their websites and that Board elections had room for improvement in the areas of transparency and accessibility. Bert Rapp recommended posting a standing invitation on the District website to apply for Board seats as they become available as well as a statement in the annual newsletter inviting interested parties to add their name to a waiting list. Lindsey Nielson stated that the Grand Jury findings were generic and that there was no wrongdoing, just a request for some adjustments. There was a brief discussion regarding section 3E on Resolution 2018-313 in reference to investments and rates of return. Peggy Wiles made a motion to approve the recommended actions to adopt Resolution 2018-313, direct the General Manager to implement measures to improve transparency and accessibility and direct the General Manager to respond to the Grand Jury with actions taken by the District, seconded Marvin Hanson, and carried 4-0 (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler. NOES: None. ABSENT: Ed Lee.)
- 8. APPROVAL OF SPRING 2018 NEWSLETTER-** Bert Rapp discussed the small changes made to the draft newsletter since it was last sent out to the Board. The Board commented on the excellent work Office Manager Amy Bakken had done in preparing the newsletter. Bruce Kuebler moved for approval of the 2018 Spring Newsletter, seconded Marvin Hanson and carried 4-0.
- 9. AWARD OF CONTRACT – VALLEY MEADOW DRIVE WATER MAIN PHASE I–** Bert Rapp gave a review of the six bids received for the Valley Meadow Drive Phase I project with Frank's Rooter being the apparent low bidder. He went on to discuss the adjustment made to the project prior to going out to bid which removed the 360' of 12" pipe from the phase I project and placed it in the Phase II project to be completed next fiscal year. Peggy Wiles moved for approval of the recommended action to waive bid irregularities and award the Valley Meadow Drive Phase I project to Frank's Rooter in the amount of \$360,795 with change order authorization of \$36,000, and direct General Manager to notify the State of the award of contract, seconded Bruce Kuebler and carried 4-0. (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler. NOES: None. ABSENT: Ed Lee.)
- 10. CASITAS MUTUAL-CONSIDERATION TO ANNEX–** Bert Rapp discussed Casitas Mutual's needs for larger pipes, fire and emergency storage capacity and fire hydrants. Casitas Municipal Water District (CMWD) is the best able to absorb Casitas Mutual. The Board agreed with this determination. No action was taken on this item.
- 11. AUTHORIZATION TO ADVERTISE FOR COST PROPOSALS FOR THE DROUGHT ECONOMIC STUDY OF THE OJAI VALLEY-** Bert Rapp discussed the many sponsors of the Drought Economic Study including City of Ojai, MOWD, Ojai Valley Inn, etc. He said he will ask each sponsor to make a financial commitment to the study before asking the Board to award a contract for the study. Some interested parties felt there was a lack of detail in the RFP as it is currently written. However, it was the Board consensus that the RFP is meant to be general as the economists who are interested in doing the study would determine the details and scope of work. Peggy Wiles suggested a cover letter be included when the RFP is sent out to economists stating that it is intended to be written as is and that a more detailed scope of work and proposal is what the committee is looking for. Bruce Kuebler asked for clarification on the Stage 6 reference in the study. Bert Rapp responded that he will define that phrase more clearly. Bruce Kuebler moved for approval of the recommended action to authorize advertisement for cost proposals for the Drought Economic study, seconded Marvin Hanson and carried 4-0.

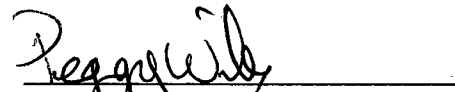
- 12. UPDATE ON THE DRILLING OF WELL #6 – JORDAN KEAR-** Jordan Kear of Kear Groundwater gave an update on the drilling of Well #6. He passed around samples of the silt and rock from ground surface to 320 Ft. as well as at 440 Ft. where he noted there is a pinkish tone change. He stated that all the samples were very uniform. He went on to discuss that the geophysical logs also showed a lot of uniformity which is a positive sign. The deviation of Well #5 was discussed and a graph was shown comparing the crooked drilling of Well #5 compared to the newly drilled Well #6. There was some discussion of the placement of well screens and the intake for the pump. The general time frame for completing the project is August/September. No action was taken on this item.
- 13. UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY -** Bruce Kuebler said that the last UVRGA meeting handled routine matters. The stakeholder engagement committee was reactivated and chaired by Larry Rose with Emily Ayala and Bruce Kuebler. A specific plan will be developed to show that a good job is being done on stakeholder engagement with presence on social media, in the newspaper etc. The other discussion was the relationship between the GSP and the County general plan. The County is updating the general plan and as they move forward they will invite someone from the County to make a presentation to UVRGA. A budget was adopted for \$425,000 for the upcoming year with a \$100,000 carryover from the current year. A pumping fee for the non-diminis pumpers will be instituted in the upcoming year but that fee was not included in the budget as it has not yet been determined. No action was taken on this item.
- 14. STATE WATER CONNECTION LETTER – CONSIDER FOR APPROVAL-** A letter was drafted by Meiners Oaks Water District to the local newspaper to encourage CMWD to make a commitment to connect Ojai Valley to the State Water Project. There was some general discussion about the drafted letter. Peggy Wiles moved for approval to authorize Board President Jack Curtis to sign the op-ed letter, seconded Marvin Hanson, and carried 4-0.
- 15. GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS-** The aquifer is currently 27.1 feet below the 30 year average for June 1 at an elevation of 505.3 feet. Well #1 is pumping 960 GPM, up 18 GPM from last month. Well #3 is pumping 290 GPM up 40 GPM from last month. Well #4 is pumping 275 GPM up 9 GPM from last month. Well #7 is pumping 685 GPM, up 35 GPM from last month. Well #2 can be pumped but is not needed at this time. No supplemental water was purchased from Casitas in May. Sales dollars billed on May 31, 2018 amounted to \$184,675, under budget by \$8,030 for May. Water sold in May 2018 amounted to 27,726 HCF, a decrease of 49% below the 54,146 HCF sold in May 2013. On June 1, 2018, Lake Casitas level was at 34.8% of full capacity at elevation of 489.65 feet. The lake has decreased 0.7% or 0.8 feet since last month and decreased 1,110 AF since last month. Tico Mutual has decided to join CMWD with the deciding factors being no LAFCO costs, engineering in house by CMWD, and not requiring an update to current fire protection standards. Hydrant and valve project underway and expected to complete the week of June 25. The Casitas Allocation Agreement was approved by CMWD. Office staff reached out to habitual late payers to try and lessen the burden of monthly shutoff notices on both District staff and customers. Door hanger shutoff notices for the month of June were reduced from 100 to 85 compared to the prior month. No action was taken on this item.
- 16. OLD & NEW BUSINESS-** AWA Breakfast meeting to be held to discuss the consolidation of 4 water districts into one in Santa Clarita. No action was taken on this item.
- 17. EXECUTIVE SESSION -** Lindsey Nielson stated that the update on the Channelkeepers lawsuit did not need to be held in executive session. He stated that the Channelkeepers plan to amend their

lawsuit as does the City of Ventura. The progress is currently in a holding pattern until that point. No action was taken on this item.

Jack Curtis adjourned the meeting at 5:30 pm.

Attested:

  
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Jack Curtis, President

  
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Peggy Wiles, Vice President