

**VENTURA RIVER COUNTY WATER DISTRICT
REGULAR MEETING HELD APRIL 11, 2007**

Pursuant to due and official notice, the regular meeting of the Board of Directors of the Ventura River County Water District was held at 409 Old Baldwin Road, Ojai, California on April 11, 2007.

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, E. Ramseyer. Also present were General Manager Matthew Bryant and, recording secretary/Office Manager Janet Schaefer and, Counsel Stuart Nielson. Public present was Mr. George Galgas of 523 E Katherine Ave.

J. Curtis moved for approval of the minutes of the regular Board meeting held March 14, 2007, seconded by T. Jamison and carried. M. Hanson abstained.

T. Jamison moved for approval of the financial statements for February 2007 and the disbursements for March 2007. Accounts Payable check numbers 8212 – 8268, Trust check numbers 2517 – 2521 and Payroll check numbers 4070 – 4085 totaling \$66,427, seconded by M. Hanson and carried.

E. Lee reported on the Casitas MWD Allocation Program meeting held March 21, 2007. Casitas MWD Director Baggerly stated the need to abandon the current allocation plan. The main topic of discussion was the Resale Conservation Class. M. Bryant expressed that the terms and conditions of that class seem more dictatorial than cooperative. CMWD Directors and Staff agreed that revision would help more resale agencies benefit from that class. Problems that resale agencies face by having a monthly rather than annual allocation were also discussed. Resale agencies were asked to bring their individual conservation plans to the next meeting for use in formulating the Conservation Class conditions. When the information is gathered from the individual agencies there will be meetings to formulate a plan that will work cooperatively for all agencies. Meiner's Oaks CWD General Manager expressed the need to have all resale agencies participate in the meetings to formulate a plan that will work for all concerned.

The Personnel Committee of M. Hanson and T. Jamison met with Staff on March 29, 2007 to make a recommendation for the next budget year. Another meeting will take place before a final recommendation will be brought before the full Board.

The Budget Committee of M. Hanson and E. Lee met with Staff on April 2, 2007 to begin developing a preliminary budget for the fiscal year ending June 30, 2008. After much discussion E. Lee moved to have a full Board Budget Planning Workshop on Tuesday May 8, 2007 at 9:00 o'clock a.m. at the District office, seconded by J. Curtis and carried.

J. Curtis moved for approval of Resolution 2007-218 establishing a Public Records Disclosure Policy, seconded by E. Lee and carried by a unanimous roll call vote.

RESOLUTION 2007-218

A Resolution of the Board of Directors of the Ventura River County Water District
Adopting a Public Records Disclosure Policy

Whereas, the Ventura River County Water District is obligated under the California Public Records Act, Government Code section 6250 *et seq.* to public records to the public upon request ; and

Whereas, it is in the best interests of the District and its constituents to establish a formal written policy for consistent disclosure and proper compensation to the District for the production of the requested public information; and,

Whereas, historically, this has been handled informally and the true costs for research and production were not recovered; and

Whereas, the District charges ten (10) cents a page for the copy but does not charge for postage and staff time to produce the information; and

Whereas, Government Code section 6250 *et seq.*, provides for ample time and proper compensation to produce public records;

Now, therefore, Be It Resolved by the Ventura River County Water District Board of Directors that it is the policy of the District to provide Public Records to the public upon request within the guidelines set forth in the attached Public Records Disclosure Policy and supersedes any previous informal or unwritten policy; and,

Be It Further Resolved that the General Manager is delegated authority to fully implement the Public Records Disclosure Policy effective immediately.

Adopted, Signed and Approved this 11th day of April 2007.

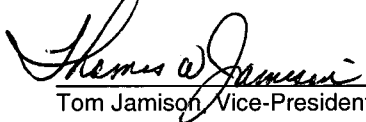
AYES: Curtis, Hanson, Jamison, Lee, Ramseyer

NOES: None

ABSENT: None


Eddie Ramseyer - President Board of Directors

Attest:


Tom Jamison Vice-President

**VENTURA RIVER COUNTY WATER DISTRICT
PUBLIC RECORDS DISCLOSURE POLICY**

The California Legislature has declared that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. The California Public Records Act, Government Code section 6250 *et seq.*, requires that public records be available to the public upon request. The Board of Directors has established the following guidelines to ensure that members of the public fully understand and are afforded the opportunity to exercise their right to inspect and obtain copies of public records.

Public records in the physical custody of the District that are not exempt from disclosure will be made available for inspection or copying as follows:

1. Any person may review public records of the District during weekdays and hours that the District office is regularly open for business. Public records will be available for inspection only at the office where they are regularly and routinely maintained. The operational functions of the District will not be suspended to permit inspection of records during periods in which such records are reasonably required by personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of records.
2. Requests for inspection or copying of public records:
 - a. May be made orally or in writing;
 - b. If made orally, the requestor should be encouraged to place the request in writing or staff should confirm the request in writing by confirming letter;
 - c. Should be addressed to, or directed to, the General Manager.
3. Where a request is not specific and focused, in order to assist the requester in making a focused and effective request that reasonably describes an identifiable record or records, District staff shall do all of the following to the extent it is reasonable under the circumstances:
 - a. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated.
 - b. Describe the information technology and physical location in which the records exist.
 - c. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.
4. The requestor will be notified in ten (10) days whether the District has disclosable public records. If the District determines that it has disclosable records, the District shall provide the requestor the date and time when the records will be made available. Where unusual circumstances exist as specified in Government Code section 6253(c), the District may, by written notice to the requestor, extend the time for response for a period not to exceed fourteen (14) additional days.

5. If a request is made for a record that is stored in an electronic format, the District will comply with the request in accordance with Government Code section 6253.9 as follows:
 - The District shall make the information available in any electronic format in which it holds the information.
 - The District shall provide a copy of an electronic record in the format requested if the requested format is one that has been used by the District to create copies for its own use or for provision to other agencies. The cost of duplication shall be limited to the direct cost of producing a copy of a record in an electronic format.
 - The requestor shall bear the cost of producing a copy of the record, including the cost to construct a record from existing data, and the cost of programming and computer services necessary to produce a copy of the record when either of the following applies:
 - a. The District would be required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals.
 - b. Satisfying the request would require data compilation, extraction, or programming to produce the record.
6. The District may refuse to disclose any records that are exempt for disclosure under the Public Records Act.
7. Functions of the District will not be suspended to permit, and public records will not be made available for, inspection during periods in which such records are reasonably required by District personnel in the performance of their duties. Special arrangements shall be made in advance for the inspection and copying of voluminous records.
8. Public records in the possession of the District may be inspected only in the presence of District personnel, except in those cases where the General Manager or his designee determines otherwise. Physical inspection of such records will be permitted within the District's office as determined by the General Manager or his designee.
9. The District will provide copies of any requested public records not exempt from disclosure upon payment of the following fees authorized by Government Code section 6253 (b):
 - Requested public records will be produced at a charge of ten (10) cents per page plus the actual costs of the staff time for retrieving and duplicating the document(s) and postage (if necessary). The cost of staff time will be computed in accordance with the guidelines contained in section 8740 of the State Administrative Manual. However, these fees may be waived if the costs of retrieval and duplication are less than the cost of processing the payment.
 - Requests by individuals for copies of records pertaining to that individual (e.g., account and or usage information, sign up cards, etc.) will be provided to that individual at a cost of ten (10) cents per page. In these cases, the cost of staff time for retrieving and duplicating the document(s) shall not be charged (Civil Code § 1798.33). However, these fees may be waived if the costs of duplication are less than the cost of processing the payment.
10. A person who inspects records of the District shall not destroy, mutilate, deface, alter or remove any such record or records from the location designated for inspection, but shall physically return these in the same condition as when received, upon either completion of the inspection or upon verbal request of the District.
11. In the event that any portion of these guidelines may be deemed at any time to conflict with any law or regulation, the law or regulation shall prevail.
12. A copy of these guidelines shall be posted in a conspicuous public place in the office of the District. A copy of these guidelines shall be made available free of charge to any person requesting them.

APPROVED:


Eddie P. Ramseyer, President

April 11, 2007

Date

M. Bryant presented information for purchase of security cameras for various District locations. The item was tabled so Staff can do further research and it will be discussed at the Budget Planning Workshop scheduled for May 8, 2007.

M. Bryant reported that the USGS is conducting a Ground-Water Ambient Monitoring and Assessment Program. The program is designed to help better understand and identify risks to ground-water resources. USGS representatives visited the Baldwin yard site on April 4, 2007 with their mobile lab and did a series of testing on raw well water. Results of which will be compiled and distributed at a later date.

M. Bryant reported that the drilling rig is on site and will begin drilling a new well. The permit from the State of California Department of Health Services has been received and has designated the well to be identified as Well #4.

M. Bryant reported that as a result of the direct mailing for a public hearing of rate increase in compliance with Proposition 218, Staff has received 16 phone calls total. None were opposing the proposed increase but rather wanted Staff to clarify actual dollar impact to the individual customer's bill. Staff gave examples of Winter and Summer impacts based on each customer's actual historical use from the prior year. Staff also received 2 letters, 1 in opposition due to fixed income, and 1 requesting more information. Staff responded to both letters in writing. No response was received from the opposing customer. The customer who wanted further information wrote back thanking Staff for the explanation stating "you answered my questions beautifully."

M. Bryant reported that the County of Ventura Building and Safety has located the red-lined plans they had misplaced for the new shop structure. Corrections are in process for re-submittal.

M. Bryant reported on the Steelhead HCP. NOAA Fisheries, Department of Fish & Game, and US Fish and Wildlife held two public workshops on April 4th and 5th. Staff was not able to attend.

M. Bryant reported on wells, production and usage. The aquifer level in Well #2 on April 1st was at 32'.5" and is up 2'.6" from the prior month.

Preparation for accommodating the potential attendees at the public hearing for a rate increase was discussed. The hearing will be held Friday, April 27, 2007 at 5:30 o'clock p.m. at the District's office.

M. Bryant reported that on April 3, 2007 a customer on Ventura Avenue called to question his high bill. Staff went out to investigate and to look for a leak and found that a neighbor on Nye Road who had been turned off for non-payment was illegally connected to a spigot in the back of the property of the customer complaining about the high bill. M. Bryant responded along with a Ventura County Sheriff Deputy. The Deputy made contact on-site with the offending property owner. The offender denied any knowledge of the illegal connection. Staff disconnected the illegal connection pulled the meter and plugged it. The Deputy admonished the owner and gave him until Friday April 6, 2007 to bring all charges due current and to get both services in his name or he would be arrested. This is the third theft incident at this location; Staff has imposed a \$100 water theft fine twice in the past for the misdemeanor thefts. Staff has imposed the maximum fine of \$1,000 for this third offense that is classified as a felony theft due to the dollar amounts involved.


The meeting adjourned to executive session to discuss Personnel matters at 6:58 o'clock p.m., Mr. Galgas left the meeting.

The meeting reconvened at 7:23 o'clock p.m. President Ramseyer stated for the record that Personnel matters 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 7:24 o'clock p.m.

Attested:


Eddie P Ramseyer, President


Thomas W. Jamison, Vice President