

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING JULY 18, 2018**

Directors present were: Jack Curtis, Peggy Wiles, Bruce Kuebler, Ed Lee and Marvin Hanson. Also present were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp and Office Manager Amy Joy Bakken. Public present were: Eileen Khan, AJ Khan, Alan Connell and Fran Fitting of Tico Mutual Water District 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 JUNE 20TH, 2018**
 - B. **FINANCIAL REPORTS FOR MAY AND JUNE 2018**
 - C. **BAD DEBT WRITE OFF**
 - D. **EMPLOYEE REIMBURSEMENT DISCLOSURE**
 - E. **AUTHORIZATION TO BID TANK INSPECTION:** There was some discussion about the specifics of the tank inspection. Peggy Wiles asked Bert Rapp to clarify ownership of the inspection report so that the District could use the information for cost proposals for additional work if needed. Bruce Kuebler moved for approval of authorization to bid for tank inspection, seconded Marvin Hanson and carried 5-0 (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler and Ed Lee. NOES: None.)
 - F. **AUTHORIZATION TO ADVERTISE FOR BIDS – WORK TRUCK:** Jack Curtis and Bert Rapp discussed the process of obtaining the right cabin chassis and toolboxes for the best price. Peggy Wiles moved for approval of authorization to bid for a work truck, seconded Bruce Kuebler and carried 5-0 (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler and Ed Lee. NOES: None.)

Bruce Kuebler moved for approval of the consent agenda items A-D, seconded Peggy Wiles and carried 5-0 for items B,C, D and 4-1 for item A (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis and Bruce Kuebler. NOES: None. ABSTAIN: Ed Lee.)

4. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – Alan Connell of Tico Mutual Water District read a letter of appreciation to General Manager Bert Rapp for all his hard work and dedication in helping Tico Mutual Water District while they explored transition options to either Ventura River Water District or Casitas Municipal Water District (CMWD). Alan Connell stated that Tico Mutual will be going with CMWD but wanted to share their gratitude and appreciation for all of Bert Rapp's help and expertise during the process. The Board thanked Alan and Bert. No action was taken on this item.
5. **LEAK APPEAL 11302 N VENTURA AVE** – Eileen Khan and AJ Khan of 11302 N. Ventura Ave appealed the General Manager's leak relief denial for their leak of about 322 units of water between May and July. Bert Rapp presented the facts surrounding the leak. The leak in May was stated to be a faucet left on in a remote bathroom. The cause of the leaked water in June/July had not yet been determined. The faucet left on did not qualify for leak relief under the Leak Relief Program. Bert Rapp recommended offering relief of \$2,000 for the remote bathroom leak to lessen the financial burden on the customer. Eileen and AJ Khan discussed the steps they took to find and repair the leak. AJ Khan stated that he contacted a plumber and attempted to find the leak every time he received notification from the District of a leak occurring. Eileen Khan stated that they were out of the area travelling a few times over the period in question and weren't aware of the leak situation. AJ Khan explained that the June/July leak was under a concrete slab which has now been repaired. Marvin Hanson moved for approval of the recommend action, no second, motion failed. Peggy Wiles disagreed with the recommendation to provide leak relief for the faucet leak as it doesn't qualify under the Leak Relief Program adopted by the Board. She recommended providing leak relief for the leak under the slab as that was a qualifying leak event. Peggy Wiles moved for approval to provide a leak relief credit in the amount of \$1,194.08 (\$1,101.83 in water charges +\$92.25 in conservation penalties), seconded

Bruce Kuebler and carried 5-0 (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler and Ed Lee. NOES: None.)

- 6. ACCEPTANCE OF IMPROVEMENTS 2018 HYDRANT & VALVE REPLACEMENT PROJECT –** Bert Rapp discussed the completion of the hydrant and valve project which replaced 14 old fire hydrants and 14 valves. There was an error in the original estimate of the paving area as well as an increase by the County inspector causing the project to go over budget. In addition, during the project, a valve broke and a second hot tap had to be done which also increased the cost over the estimate. The additional hot tap cost was approved by Jack Curtis at the time of the work as it exceeded the General Manager's change order authorization. The project went over budget by \$26,818. Overall, expenses came in significantly under budget for FY 17/18 so the increased cost on this project did not require any changes to the 18/19 budget. Marvin Hanson moved for approval of the recommended actions to accept the project as complete, direct the General Manager to record the Notice of Completion and release the 5% retention of \$11,023.30 after the 35 day lien period, seconded Ed Lee, and carried 5-0 (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler and Ed Lee. NOES: None.)
- 7. AWARD OF CONTRACT FOR DESIGN OF VALLEY MEADOW DRIVE WATER MAIN PHASE II –** Valley Meadow Drive Phase II involves replacing a 6" asbestos cement water main with a 12" PVC water main from 2153 Valley Meadow Drive to the intersection of Feliz and Alto. There was some general discussion regarding the challenges associated with this particular project. The General Manager recommended that the Board authorize the Board President to sign a task order with Phoenix Civil Engineering in the amount of \$94,435 for the preparation of plans and specifications for the Valley Meadow Drive Water Main project phase II. Bruce Kuebler moved for approval of the recommended action, seconded Peggy Wiles and carried 5-0.
- 8. AWARD OF CONTRACT GIS INVENTORY & CLOUD SERVICE-** Bert Rapp discussed the need to upgrade the District's Geographical Information System (GIS) which is currently operating on a 2010 version. The GIS upgrade has been a long term goal of the District to upgrade to real geolocation of District facilities and improve the GIS system. ZWorld GIS submitted a proposal for a 2 year contract to implement this upgrade and transition to a cloud based GIS system. There was some Board discussion regarding the experience of ZWorld, the work required by District staff to get the system going and the quality control of mapping the system. Bert Rapp stated that Zacharias Hunt of ZWorld is well regarded in the GIS industry. He also discussed the opportunity for District staff to obtain more education and training in GIS which could reduce the ongoing support costs from ZWorld. Bruce Kuebler also noted that the hourly fee rate was missing from the proposal and that the contract expiration date was incorrect. Bert Rapp noted that the date would be fixed and that the first year contract was a fixed fee that did not include hourly rates. Ed Lee moved for approval of the recommended actions to approve the attached professional services agreement with ZWorld GIS and authorize the Board President to sign a task order with ZWorld GIS in the amount of \$33,500 for the first year of Web Map services, begin inventory of District facilities and integration with Laserfiche, seconded Marvin Hanson and carried 5-0. (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler and Ed Lee. NOES: None.)
- 9. RESOLUTION 2018-314 CONSOLIDATION OF ELECTION & APPROVAL OF CONFLICT OF INTEREST CODE–** Bert Rapp stated the requirement to adopt a resolution and approve the conflict of interest code for the upcoming election. Bruce Kuebler moved for approval of the recommended actions to adopt Resolution 2018-314 with the edit of two directors running not three, and authorize the Board President to sign the 2018 Conflict of Interest Code, seconded Peggy Wiles and carried 5-0. (AYES: Marvin Hanson, Peggy Wiles, Jack Curtis, Bruce Kuebler and Ed Lee. NOES: None.)
- 10. UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA)-**
Establishment of Technical Advisory Committees-KUEBLER– Bruce Kuebler gave an update on the UVRGA. The big thing on the agenda was how to establish a technical advisory group. The City

of Ventura is strongly interested in having a technical advisory committee as they think an outside review of the plans and studies being done apart from those involved is important. This could also be a part of stakeholder outreach. Brian Bondy put together a discussion of the different alternatives that he has experienced and made a recommendation. The general consensus of the UVRGA Board is it would be good to have outside review but it should be more topic specific and set up on an ad hoc basis when an issue comes up. If there is a lot of public interest in the issue then they can set up an advisory committee for that purpose and might have to pay someone to be on it. This item will be on the UVRGA's September agenda. Bruce Kuebler asked for some VRWD Board direction regarding this topic. The general consensus of the VRWD Board was that a topic specific approach provided by an outside independent consultant was the best way forward. No action was taken on this item.

- 11. UPDATE ON THE DRILLING OF WELL #6-** Jordan Kear of Kear Groundwater discussed the status of the Well #6 drilling project. ABC Livin Drilling had just finished pumping development at 220GPM and was still producing a little bit of sand at that rate. The target rate is less than 100 GPM. The water is now crystal clear with no trace of sand whatsoever, no residual drilling muds or clays. The well is coming along very smoothly and the contractor is striving to be on time and on budget. The step drawdown test will begin tomorrow and then will shut down and go idle over the weekend. They will then come back Monday and run the constant rate test. Bert Rapp is very pleased with the status of the well and the Board thanked Jordan for his work on this project.
- 12. GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS-** The aquifer is currently 21.6 feet below the 30 year average for July 1 at an elevation of 505.7 feet. Well #1 is pumping 965 GPM, up 5 GPM from last month. Well #3 is pumping 310 GPM up 20 GPM from last month. Well #4 is pumping 279 GPM up 4 GPM from last month. Well #7 is pumping 687 GPM, up 2 GPM from last month. The wells are running at about 50% of their capacity to meet demand. No supplemental water was purchased from Casitas in June except 293 units because of the failure on the pumping line to the Alto Tanks in June. Sales dollars billed on June 30, 2018 amounted to \$230,916, under budget by \$2,418 for June. Water sold in June 2018 amounted to 34,285 HCF, a decrease of 41% below the 58,444 HCF sold in June 2013. On July 1, 2018, Lake Casitas level was at 34.0% of full capacity at elevation of 488.1 feet. The lake has decreased 0.8% or 1.5 feet since last month and decreased 1,982 AF since last month. No action was taken on this item
- 13. OLD & NEW BUSINESS** - Bruce Kuebler discussed CMWD's resolution adopted regarding a state water connection, noting it was a commitment to make a decision based on Ventura's EIR, and Ventura City Council's commitment to the interconnection.. No action was taken on this item.
- 14. EXECUTIVE SESSION/LEGAL UPDATE-** Attorney Lindsey Nielson stated there was no reason for a closed session. None of the litigants in the Channelkeeper lawsuit have amended their complaints.

Jack Curtis adjourned the meeting at 4:59 pm.

Attested:

Jack Curtis, President

Peggy Wiles, Vice President