



**VENTURA
RIVER
WATER DISTRICT**

409 Old Baldwin Road
Ojai, CA 93023
Phone (805)646-3403
Fax (805) 646-3860

www.VenturaRiverWD.com

DIRECTORS

President:

Jack Curtis

Vice President:

Peggy Wiles

Treasurer:

Marvin Hanson

Directors:

Ed Lee

Bruce Kuebler

GENERAL MANAGER

Bert Rapp, P.E.

OFFICE MANAGER

Amy Joy Bakken

FIELD SUPERVISOR

Joe Zuniga

ATTORNEY

Lindsay Nielson, ESQ

NOTICE OF REGULAR BOARD OF DIRECTORS MEETING

3:00 P.M. WEDNESDAY, JANUARY 16, 2019
VENTURA RIVER WATER DISTRICT
409 OLD BALDWIN ROAD, OJAI, CA 93023

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public, which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

AGENDA

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CONSENT AGENDA:
 - A. MINUTES DECEMBER 19TH, 2018
 - B. FINANCIAL REPORTS FOR NOVEMBER & DECEMBER 2018
4. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA
(LIMIT PER PERSON – 5 MINUTES)
5. AUTHORIZATION TO ADVERTISE FOR BIDS VALLEY MEADOW DRIVE
PHASE II
6. GOALS UPDATE 2019/20
7. BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER
VENTURA RIVER GROUNDWATER AGENCY- BRUCE KUEBLER
8. GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS
9. OLD & NEW BUSINESS
10. EXECUTIVE SESSION – A closed session will be held regarding:
 - a. Pending litigation pursuant to Government Code Section 54956.9 (b)
(City of Ventura v. VRWD, CPF-14-513875, Friend of the Court filing,
Channelkeeper)
 - b. Review General Manger performance under Govt. Code Section 54957
subdivision B-1.
 - c. Review Legal Counsel performance under Govt. Code Section 54957
subdivision B-1

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-3403 (Govt. Code Section 54954.1 and 54954.2(a)).

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING DECEMBER 19, 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. Public present were: Carl Enson, Jon McConnel.

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 NOVEMBER 14TH, 2018**
 - B. **FINANCIAL REPORTS FOR OCTOBER AND NOVEMBER 2018**

Bruce Kuebler moved for approval of the consent agenda items, seconded Peggy Wiles and carried 5-0.

4. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
5. **ALLOCATIONS TO RESERVE FUNDS** – Bert Rapp reported that the Board has \$2,919,697 to allocate to reserves per the completed audit. The recommendation was to assign \$140,000 to Operating Reserves, \$300,000 to Water Sales Fluctuation Reserves, \$1,696,727 to Capital Improvement reserves, \$26,518 to New Water Resources and \$750,000 to Emergency reserves. The current status of Designated Funds was also provided. Marvin Hanson moved to approve the proposed allocations to reserves, seconded by Ed Lee and carried 5-0.
6. **2019 AND 2020 AGENDA CALENDAR** – The agenda calendar for 2019 includes the new tasks of determining the Casitas Drought allocation in April and compliance with SB 998 in August of 2019. Bruce Kuebler asked Lindsay Nielsen if an item should be added to the regular agenda for having Directors report on outside meetings attended when Directors are compensated for the meeting. Lindsay Nielsen will research the issue and report back to the Board. Bruce Kuebler moved for approval of the agenda calendars, seconded by Peggy Wiles and carried 5-0.
7. **CONSIDERATION OF THE PROPOSED CASITAS NEW CONNECTION MORATORIUM** – Bert Rapp discussed the proposed connection moratorium to be considered by Casitas Municipal Water District in February 2019. The factors presented were: The moratorium would not apply to the City of Ventura; for the past 60 years Casitas has had a practice of charging the owners of vacant land property taxes to build Casitas water facilities; new development is required to capture storm water on site to the benefit of the watershed and is required to plant low water landscaping which reduces their water demand; the additional water demand on Lake Casitas by minimal new development in the Ojai Valley is extremely small and if Casitas was truly concerned about the minimal additional water use they could require all new development to provide conservation offsets to reduce the increase to zero. Bruce Kuebler recommended edits to the draft letter to Casitas. Ed Lee moved to have the Board President sign the letter to Casitas, seconded Marvin Hanson and carried 5-0.
8. **NORTH BALDWIN TANK REPAIRS** – Bert Rapp reported that the 5-year inspection of water tanks revealed that repairs are needed in the North Baldwin Tank. Up to three floor panels and two wall panels in the tank need replacing and the roof will need replacing in about 10 years. The proposed work also includes removing the existing siphon and connecting the pipe to the bottom of the tank and installing an access ladder inside the tank. Jack Curtis cautioned that the District should consider the cost of the repairs and life expectancy of the repairs verses the cost of replacing the entire tank. Peggy Wiles recommended having Superior tank conduct the inspection first and see if the estimate repair cost

changes significantly before authorizing to work to proceed so Jack Curtis's concerns can be addressed. Peggy Wiles moved for the work to be processed using two Purchase Orders, one for inspection then one for the work, approve Budget Transfer #2 in the amount of \$38,000 and approve the cost proposal from Superior Tank in the amount of \$34,520 to perform the tank repairs, seconded by Marvin Hanson and carried 5-0.

9. **UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY** – Bruce Kuebler reported that the Upper Ventura River Groundwater Agency (UVRGA) is advertising for a Board Secretary position that would prepare agendas and staff reports. They are also working on developing the extraction fee and are considering an extraction fee that would be pay as you go and vary over the next several years as costs fluctuate with the preparation of the Groundwater Sustainability Plan or having a fixed extraction fee that would require the participating agencies to provide short term loans to the UVRGA to smooth out the finances. The next UVRGA meeting is scheduled for January 10th.
10. **GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS** - The aquifer is currently 17 feet below the 30 year average for December 1st at an elevation of 491.4 feet. Well #1 is pumping 833 GPM, down 12 GPM from last month. Well #3 has been turned off due to low groundwater levels. Well #4 is off due to low water levels. Well #7 is pumping 555 GPM, down 110 GPM from last month. The wells are running at about 37% of their capacity to meet demand. No supplemental water was purchased from Casitas in November. Sales dollars billed on November 30, 2018 amounted to \$224,274, over budget by \$32,964 for November. Water sold in November 2018 amounted to 33,394 HCF, a decrease of 37% below the 53,064 HCF sold in November 2013. On December 1, 2018, Lake Casitas level was at 30.5% of full capacity at elevation of 481.4 feet, 85.7 feet below spill elevation. The lake has decreased 0.3% or 0.5 feet since last month and decreased 709 AF since last month. No action was taken on this item.
11. **OLD & NEW BUSINESS**– Jack Curtis asked about the status of the Economic Study. Peggy Wiles mentioned that she and Bill Weirick with the City of Ojai spoke at the Casitas Board meeting on December 12th and the Board President indicated the study would be placed on a future agenda. Bruce Kuebler noted that the new Casitas Directors: Brian Brennen and Angelo Spandrio have been seated and their first meeting seemed positive. Lindsay Nielsen provided a summary of a “meet and confer” meeting with the City of Ventura attorneys and the cross complaint attorneys. The main issues discussed were changing the venue from San Francisco to Santa Barbara or Los Angeles and potential re-assignment to a new judge.
12. **ELECTION OF OFFICERS** – Marvin Hanson nominated Bruce Kuebler for Treasurer. No other nominations were made. Bruce Kuebler was voted in as Treasurer 5-0.
Bruce Kuebler nominated Ed Lee for Vice President. No other nominations were made. Ed Lee was voted in as Vice President 5-0.
Jack Curtis nominated Peggy Wiles for President. No other nominations were made. Peggy Wiles was voted in as President 5-0.
13. No Executive Session was held.

Peggy Wiles adjourned the meeting at 4:50 pm.

Attested:

Jack Curtis, President

Peggy Wiles, Vice President

Online A/P Payment Transactions - DECEMBER 2018

Date	Vendor	Description	Amount
12/3/18	CALPERS	PEPRA	\$ 749.67
12/3/18	CALPERS	457	\$ 1,199.71
12/3/18	CALPERS	Classic	\$ 2,604.88
12/4/18	CALPERS	Unfunded Accrued Liability - PEPRA	\$ 15.18
12/4/18	CALPERS	Unfunded Accrued Liability - Classic	\$ 1,637.86
12/6/18	Rabobank	Return Check Fee	\$ 12.00
12/14/18	IRS	Federal Payroll Taxes	\$ 4,282.99
12/17/18	EDD	State Payroll Taxes	\$ 812.58
12/18/18	CALPERS	457	\$ 1,156.92
12/18/18	CALPERS	PEPRA	\$ 681.52
12/18/18	CALPERS	Classic	\$ 2,454.84
12/19/18	TTECH	ACH Billing Invoice	\$ 20.00
12/26/18	Rabobank	Return Check Fee	\$ 12.00
12/28/18	EDD	State Payroll Taxes	\$ 971.05
12/31/18	IRS	Federal Payroll Taxes	\$ 4,948.64
12/31/18	Rabobank	Monthly Service Fee	\$ 65.00
Total Online A/P Payments			\$ 21,624.84

Voided Checks

Check Number	Vendor	Reason	Amount
None			

Ventura River Water District
AP Check Register (Current by Bank)
 Check Dates: 12/1/2018 to 12/31/2018

<u>Check No.</u>	<u>Date</u>	<u>Status</u>	<u>Vendor ID</u>	<u>Payee Name</u>	<u>Amount</u>
BANK ID: RBOGEN - OPERATING ACCOUNT					10005
15456	12/13/18	P	110	ACWA JPIA	\$10,776.30
15457	12/13/18	P	330	AT&T	\$117.36
15458	12/13/18	P	345	AT&T MOBILITY	\$217.12
15459	12/13/18	P	10094	BADGER METER	\$352.44
15460	12/13/18	P	750	CASITAS MUNICIPAL WATER DIST	\$7,499.74
15461	12/13/18	P	790	CHASE CARD SERVICES	\$897.90
15462	12/13/18	P	1020	COUNTY OF VENTURA	\$315.00
15463	12/13/18	P	1268	DIAL SECURITY	\$565.00
15464	12/13/18	P	1269	DOCUMENT SYSTEMS	\$113.33
15465	12/13/18	P	1393	FGL, INC.	\$224.00
15466	12/13/18	P	1410	FRANK'S INC.	\$126,800.76
15467	12/13/18	P	1950	MEINERS OAKS HARDWARE	\$55.55
15468	12/13/18	P	2025	MITEC SOLUTIONS LLC	\$661.94
15469	12/13/18	P	2073	NATIONAL METER & AUTOMATION	\$1,060.81
15470	12/13/18	P	10112	OJAI VALLEY ORGANICS	\$180.00
15471	12/13/18	P	2400	OJAI VALLEY SANITARY DISTRICT	\$112.28
15472	12/13/18	P	2625	PHOENIX CIVIL ENGINEERING, INC	\$11,431.45
15473	12/13/18	P	2750	QUILL CORPORATION	\$279.53
15474	12/13/18	P	10029	REMY MOOSE MANLEY, LLP	\$2,638.70
15475	12/13/18	P	3300	STATE WATER RESOURCES CONTROL	\$550.00
15476	12/13/18	P	3550	UNDERGROUND SERVICE ALERT	\$39.70
15477	12/13/18	P	3575	USA BLUE BOOK	\$452.80
15478	12/28/18	P	10121	ABC LIOVIN DRILLING INC	\$8,387.25
15479	12/28/18	P	1300	E J HARRISON & SONS, INC	\$40.07
15480	12/28/18	P	1391	FERGUSON WATERWORKS #1083	\$2,325.26
15481	12/28/18	P	1393	FGL, INC.	\$170.00
15482	12/28/18	P	1730	KELLY CLEANING & SUPPLIES	\$250.00
15483	12/28/18	P	2074	LAW OFFC OF LINDSAY F. NIELSON	\$1,000.00
15484	12/28/18	P	1950	MEINERS OAKS HARDWARE	\$14.81
15485	12/28/18	P	2025	MITEC SOLUTIONS LLC	\$100.00
15486	12/28/18	P	2060	MOVE N' LUBE	\$102.28
15487	12/28/18	P	2750	QUILL CORPORATION	\$131.94
15488	12/28/18	P	3055	SHELL FLEET PLUS	\$943.47
15489	12/28/18	P	3125	SOUTHERN CALIFORNIA EDISON	\$6,699.34
15490	12/28/18	P	3555	UNIVAR USA INC	\$1,119.68
BANK RBOGEN REGISTER TOTAL:					\$186,625.81
GRAND TOTAL :					\$186,625.81

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
 ** Denotes broken check sequence.

Ventura River Water District
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Revenues								
WATER SALES	\$220,945.14	\$192,940.58	\$28,004.56	14.5 %	\$1,240,474.19	\$964,702.90	\$275,771.29	28.6 %
SERVICE INSTALLATION	0.00	83.33	(83.33)	(100.0)	0.00	416.65	(416.65)	(100.0)
DELINQUENT FEES	150.00	333.33	(183.33)	(55.0)	6,281.00	1,666.65	4,614.35	276.9
WATER WASTE FINES	0.00	0.00	0.00	0.0	1,000.00	0.00	1,000.00	0.0
CONSERVATION PENALTY FEES	5,155.13	1,000.00	4,155.13	415.5	20,086.72	5,000.00	15,086.72	301.7
Total Revenues	\$226,250.27	\$194,357.24	\$31,893.03	16.4 %	\$1,267,841.91	\$971,786.20	\$296,055.71	30.5 %
Operating Expenses								
WATER PURCHASES & CASITAS BASE FEES	7,499.74	7,666.67	166.93	2.2	30,485.74	38,333.35	7,847.61	20.5
SALARIES	45,075.46	49,416.67	4,341.21	8.8	226,328.08	247,083.35	20,755.27	8.4
VACATION & SICK EXPENSE	3,391.06	0.00	(3,391.06)	0.0	17,429.69	0.00	(17,429.69)	0.0
SOCIAL SECURITY & MEDICARE	3,050.36	3,833.33	782.97	20.4	18,215.72	19,166.65	950.93	5.0
STATE PAYROLL TAXES (SUI, ETT)	0.00	166.67	166.67	100.0	0.00	833.35	833.35	100.0
PUBLIC EMPLOYEES RETIREMENT SYSTEM	3,508.11	5,583.33	2,075.22	37.2	26,439.32	27,916.65	1,477.33	5.3
GROUP HEALTH INSURANCE	10,471.85	10,916.67	444.82	4.1	52,359.25	54,583.35	2,224.10	4.1
WORKER'S COMPENSATION INSURANCE	1,933.39	2,245.83	312.44	13.9	9,311.21	11,229.15	1,917.94	17.1
LIABILITY INSURANCE	2,527.50	3,166.67	639.17	20.2	12,637.50	15,833.35	3,195.85	20.2
BOARD MEMBER COMPENSATION	800.00	1,083.33	283.33	26.2	3,840.00	5,416.65	1,576.65	29.1
CONTRACT LABOR	1,952.71	8,666.67	6,713.96	77.5	44,808.04	43,333.35	(1,474.69)	(3.4)
PROFESSIONAL SERVICES(Audit, Engr,Draft)	0.00	1,583.33	1,583.33	100.0	19,005.30	7,916.65	(11,088.65)	(140.1)
FUEL	1,024.22	1,291.67	267.45	20.7	5,222.12	6,458.35	1,236.23	19.1
VEHICLE MAINTENANCE	0.00	1,000.00	1,000.00	100.0	2,353.89	5,000.00	2,646.11	52.9
OFFICE MAINTENANCE	2,871.20	2,166.67	(704.53)	(32.5)	13,017.72	10,833.35	(2,184.37)	(20.2)
FIELD EQUIPMENT MAINTENANCE	5,579.20	4,083.33	(1,495.87)	(36.6)	6,247.93	20,416.65	14,168.72	69.4
METER REPLACEMENT & MAINTENANCE	1,593.85	4,916.17	3,322.32	67.6	45,737.50	24,580.85	(21,156.65)	(86.1)
EQUIPMENT RENTAL	0.00	416.67	416.67	100.0	253.10	2,083.35	1,830.25	87.9
WATER SYSTEM MAINTENANCE	4,750.42	7,000.00	2,249.58	32.1	26,886.82	35,000.00	8,113.18	23.2
DISTRICT LEGAL COUNSEL	650.00	1,083.33	433.33	40.0	4,275.00	5,416.65	1,141.65	21.1
DEPRECIATION	0.00	20,000.00	20,000.00	100.0	0.00	100,000.00	100,000.00	100.0
Total Operating Expenses	\$96,679.07	\$136,287.01	\$39,607.94	29.1 %	\$564,853.93	\$681,435.05	\$116,581.12	17.1 %
General & Administrative Expenses								
UTILITIES	10,000.49	9,696.25	(304.24)	(3.1)	34,514.49	48,481.25	13,966.76	28.8
TELEPHONE & INTERNET	397.28	1,083.33	686.05	63.3	2,737.37	5,416.65	2,679.28	49.5
LAFCO FEES	117.75	117.75	0.00	0.0	588.75	588.75	0.00	0.0
MISC/TAX/LICENSE/BANK CHARGES	81.32	333.33	252.01	75.6	434.03	1,666.65	1,232.62	74.0
MEMBERSHIP,DUES,SUBSCRIPTIONS	2,473.43	1,541.67	(931.76)	(60.4)	7,226.11	7,708.35	482.24	6.3
PUBLIC RELATIONS/EDUCATION/CONSERV	472.67	1,416.67	944.00	66.6	2,877.98	7,083.35	4,205.37	59.4
LEGAL NOTICES & NEWSLETTERS	0.00	375.00	375.00	100.0	0.00	1,875.00	1,875.00	100.0
ELECTIONS	0.00	416.67	416.67	100.0	0.00	2,083.35	2,083.35	100.0
DIRECTORS TRAVEL/EDUCATION	343.33	416.67	73.34	17.6	418.66	2,083.35	1,664.69	79.9
SECURITY	299.00	616.67	317.67	51.5	1,923.35	3,083.35	1,160.00	37.6

Ventura River Water District
Income Statement
(Original Budget to Actual Comparison)
For the period of 11/1/2018 Through 11/30/2018

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
POSTAGE	20.05	1,125.00	1,104.95	98.2	3,261.36	5,625.00	2,363.64	42.0
OFFICE SUPPLIES	866.92	2,033.33	1,166.41	57.4	4,196.99	10,166.65	5,969.66	58.7
VENTURA RIVER WATERSHED ISSUES	9,102.48	2,416.67	(6,685.81)	(276.7)	11,301.23	12,083.35	782.12	6.5
UPPER VENTURA RIVER GSA	0.00	4,166.67	4,166.67	100.0	22,379.29	20,833.35	(1,545.94)	(7.4)
NEW WATER RESOURCE	0.00	2,083.33	2,083.33	100.0	0.00	10,416.65	10,416.65	100.0
BAD DEBT EXPENSE	0.00	166.67	166.67	100.0	0.00	833.35	833.35	100.0
Total General & Administrative Expenses	\$24,174.72	\$28,005.68	\$3,830.96	13.7 %	\$91,859.61	\$140,028.40	\$48,168.79	34.4 %
Total Expenses	\$120,853.79	\$164,292.69	\$43,438.90	26.4 %	\$656,713.54	\$821,463.45	\$164,749.91	20.1 %
Income (Loss) from Operations	\$105,396.48	\$30,064.55	\$75,331.93	250.6 %	\$611,128.37	\$150,322.75	\$460,805.62	306.5 %
<u>Other Income (Expense)</u>								
PROPERTY TAXES	\$2,110.60	\$3,333.33	\$(1,222.73)	(36.7)%	\$5,062.40	\$16,666.65	\$(11,604.25)	(69.6)%
INTEREST INCOME	0.00	2,083.33	(2,083.33)	(100.0)	23,934.74	10,416.65	13,518.09	129.8
OTHER REVENUE	0.00	1,500.00	(1,500.00)	(100.0)	0.00	7,500.00	(7,500.00)	(100.0)
Total Other Income (Expense)	\$2,110.60	\$6,916.66	\$(4,806.06)	(69.5)%	\$28,997.14	\$34,583.30	\$(5,586.16)	(16.2)%
Income Before Taxes	\$107,507.08	\$36,981.21	\$70,525.87	190.7 %	\$640,125.51	\$184,906.05	\$455,219.46	246.2 %
Net Income (Loss)	\$107,507.08	\$36,981.21	\$70,525.87	190.7 %	\$640,125.51	\$184,906.05	\$455,219.46	246.2 %

VENTURA RIVER WATER DISTRICT
Status of Capital Improvement Projects
12/31/2018

NEW FY19 PROJECTS

Water System Improvements

Account	Fixed Asset	18/19 Budgeted	YTD	Remaining/Over	Status
13010	Valve Replacement / upgrade	\$ 80,500.00	\$ 5,511.65	\$ 74,988.35	In Progress
13011	Hydrant Replacement / upgrade	\$ 58,500.00	\$ 5,511.65	\$ 52,988.35	In Progress
13149	Well #7 (Well #3 Replacement)	\$ 15,000.00	\$ 21,453.39	\$ (6,453.39)	In Progress
13014	Well #6 (Well #5 Replacement)	\$ 225,000.00	\$ 95,303.31	\$ 129,696.69	In Progress
13040	Mixing Valve South Alto Tank	\$ 14,000.00		\$ 14,000.00	
13051	Landscape berm to hide 2nd Parker Tank	\$ 23,000.00	\$ 91.16	\$ 22,908.84	In Progress
13052	Parker VFD to Zone 5	\$ 41,713.00		\$ 41,713.00	
13057	Re-plumb Encino & Thomas PRV Vaults - Design	\$ 20,000.00		\$ 20,000.00	
13058	Valley Meadow Drive Phase I	\$ 465,000.00	\$ 204,832.72	\$ 260,167.28	In Progress
13059	Valley Meadow Drive Phase II	\$ 115,000.00	\$ 27,478.84	\$ 87,521.16	In Progress
13060	Tank Inspection	\$ 15,000.00	\$ 5,000.00	\$ 10,000.00	In Progress
13061	Abandon Well #3 & Well #2	\$ 30,000.00		\$ 30,000.00	
13062	Update Hydrogeology Study of Proposed Well Sites	\$ 30,000.00		\$ 30,000.00	
13063	GIS Inventory & Cloud transition	\$ 33,500.00		\$ 33,500.00	
13069	N. Baldwin Tank Repair			\$ -	

Auto Equipment

Account	Fixed Asset	18/19 Budgeted	YTD	Remaining/Over	Status
13032	Replace F-350 2007	\$ 41,000.00		\$ 41,000.00	

Office Equipment

Account	Fixed Asset	18/19 Budgeted	YTD	Remaining/Over	Status
13054	Computers	\$ 1,500.00	\$ 1,375.61	\$ 124.39	In Progress
13056	CUSI Water Budget Rates Module	\$ 10,000.00		\$ 10,000.00	
13064	Stand Up Desk	\$ 500.00	\$ 460.73	\$ 39.27	Complete
13065	Office Phones	\$ 600.00	\$ 514.19	\$ 85.81	
13066	Shop A/C	\$ -	\$ 5,400.00	\$ (5,400.00)	In Progress

VENTURA RIVER WATER DISTRICT

DATE: January 16, 2019
TO: Board of Directors
FROM: Bert J. Rapp, P.E. General Manager
SUBJECT: AUTHORIZATION TO ADVERTISE FOR BIDS FOR VALLEY MEADOW DRIVE PHASE II

SUMMARY

The Valley Meadow Drive Phase II project replaces pipe on upper Valley Meadow Drive that has a very high failure rate. The 6" pipe will be enlarged with a 10" pipe to provide an alternate transmission route from the Parker Pump Station to the Alto Tanks. The project also mitigates fire flow deficiencies on La Cumbra St. and Del Valle St.

This project was originally scheduled for construction in the summer of 2019. It was moved up to accommodate a County of Ventura street paving project.

The anticipated bid price is about \$1,050,000.

RECOMMENDED ACTIONS

The General Manager recommends that the Board take the following actions:

1. Approve the plans and specifications.
2. Authorize the General Manger to approve a contract task order with Phoenix Civil Engineering, Inc. in the amount of \$82,505 for bid phase services and contract management and inspection services.
3. Authorize the advertisement for bids for the Valley Meadow Drive Phase II project.

BACKGROUND

Phase I of the Valley Meadow Drive project installed pipes from the Parker Pump Station to Valley Meadow Drive. These pipes enabled the lowering of the water pressure on lower Valley Meadow Drive from 170 psi down to

about 100 psi. This project should be completed by the middle of February 2019.

For most of pipe alignment on Valley Meadow Drive and Feliz the existing Asbestos Cement Pipe will be removed and replaced because there was not room in the roadway to move to a new location and have proper clearance from the sewer main. An item has been added to the contract to have the contractor remove and dispose of the Asbestos Cement Pipe currently stockpiled at the District's Baldwin yard.

The existing water main on Del Valle Street is only 5 to 6 feet from the sewer main so the new pipe will be located further to the north to maintain the required 10-feet of separation.

The Ventura County Transportation Department has delayed the street paving project until October 2019 because of this project and a project by the Ojai Valley Sanitation District. Plans and Specifications are in the Board Room for review.

Schedule:

Pre-bid meeting:	Tuesday February 5, 2019, 2:00 P.M.
Bid Opening:	Tuesday February 12, 2019, 2:00 P.M.
Award of contract:	Wednesday February 20, 2019
Start Construction:	Monday March 18, 2019
Finish Construction:	June 30, 2019

FISCAL SUMMARY

Estimated costs:

Valley Meadow Drive Water Main Phase II	
Design	\$94,500
Arborist & Tree Permit	\$10,000
Bidding Assistance	\$6,000
Contract Administration/Inspection	\$82,505
District Provided Materials & Permits	\$20,500
Construction	\$845,000
Contingency - 10%	\$84,500
<hr/>	
Total	\$1,143,005

This work is budgeted as follows:

Valley Meadow Drive Phase II, Acc # 13059	\$1,066,000
La Cumbra & Del Val Fire Flow, Acc # 13068	<u>\$115,000</u>
TOTAL	\$1,181,000

Action: _____

Motion: _____ 2nd: _____

E. Lee _____ B. Kuebler _____ M. Hanson _____ J. Curtis _____ P. Wiles _____

Mr. Bert Rapp, PE
General Manager
Ventura River Water District
409 Old Baldwin Road
Ojai, CA 93023

January 9, 2018

Ventura River Water District – Proposal for Bid and Construction Phase Support Services for Valley Meadow Drive Phase II Pipeline Replacement Project

Dear Bert-

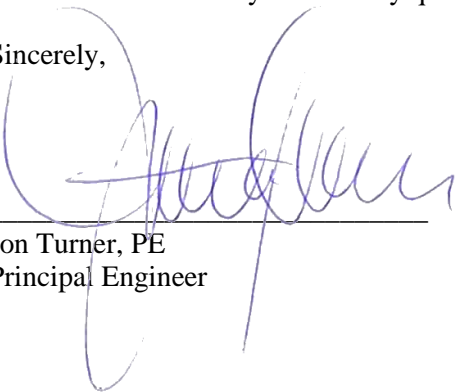
I am pleased to provide you with this proposal for bid phase services and construction support services for Ventura River Water District (VRWD) for the Valley Meadow Drive Project Phase II. The proposal covers providing bid phase services and construction phase services. Based on our discussions, I have prepared my proposal to include the following:

- Phase 2: Bid Phase Services
- Phase 3: Construction Phase Services

I appreciate the opportunity to submit this proposal to assist you with this District project. We have included the professional services of Oakridge Geoscience for geotechnical/materials testing and Bioresource Consultants Inc. for arborist services during construction. It is our understanding that this work will be authorized under a Professional Services Agreement incorporating the scope of work and fee shown.

Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,



Jon Turner, PE
Principal Engineer

SCOPE OF WORK

Summary

This proposal covers the bid and construction phase services for the Phase II pipeline replacement along Valley Meadow Drive. The project consists of installing approximately 2,800 LF of 10- inch diameter PVC water pipeline that will tie into the Phase I project location, currently under construction.

Phase 2 – BID PHASE SERVICES

Task 2.1 Prebid Meeting Attendance

This task includes providing engineering and management support to the District for the project prebid meeting. The meeting will be held at the District office and potentially at the project site. The prebid meeting will be conducted by Phoenix Civil Engineering. It is anticipated that the District will maintain a list of contract document plan holders for record purposes.

Key team members associated with this task:

Jon Turner (Phoenix Civil Engineering).

THE FOLLOWING EFFORTS ARE IN THIS TASK:

- Preparation of the prebid meeting agenda.
- Attendance at the prebid meeting.

Deliverable: An agenda will be prepared by Phoenix in collaboration with the District. An electronic copy (.pdf) of the agenda will be provided. Meeting questions will be documented so that any formal responses can be dealt with.

Task 2.2 Preparation of Addenda

Phoenix will prepare up to two (2) project addenda incorporating any prebid meeting questions or RFI responses warranting formal clarification. The addenda will be emailed out to the prospective bidders and confirmation emails will be obtained documenting receipt of the addenda by the prospective bidders.

Key team members associated with this task:

Jon Turner (Phoenix Civil Engineering).

THE FOLLOWING EFFORTS ARE IN THIS TASK:

- Preparation of up to two formal project addenda documenting clarifications and/or changes to the contract documents.

Deliverable: Up to two formal project addenda will be provided in electronic (MS Word 2016 and .pdf) format for District files and distributed to the project plan holders via email by the District. Copies of all the addenda confirmation paperwork will be retained in the project files and delivered to the District once completed.

Phase 3 – CONSTRUCTION PHASE SERVICES

As part of this task, the Construction Manager will provide construction management support to the District for the Phase II portion of the project. As part of this task, limited materials testing

will be provided by Oakridge Geoscience and certified arborist services will be provided by Bioresource Consultants, Inc. Oak tree monitoring and branch trimming viability will be provided by Bioresource Consultants, Inc. It is anticipated that the project schedule will be as follows:

- Setup – Two weeks
- Pipe Installation – Twelve weeks
- Punch List/Completion – Two weeks

Task 3.1 – Construction Phase Services

Prior to the start of the construction of the project, the team will meet as a group to discuss the schedule, strategy, roles and responsibilities.

Key team members associated with this task:

Jon Turner and Sarah Watte (Phoenix Civil Engineering)

Lori Prentice/Craig Prentice (Oakridge Geoscience)

Colleen Del Vecchio (Bioresource Consultants Inc)

THE FOLLOWING EFFORTS ARE IN THIS TASK:

- Provide project coordination between the selected contractor and the District.
- Review and coordinate the project shop drawing submittals. It is anticipated that eight submittals will be reviewed. As part of this proposal, two reviews of the submittals will be conducted for approval.
- Provide construction phase services to District staff for the Phase II portion of the project only (prepare for and conduct weekly project meetings, conduct onsite construction observation of the work, coordination, documentation, schedule management).
- Provide progress payment review and recommendation for approval packages to the District in the approved format.
- Prepare and provide recommendation for approval of any project change orders to the District in the approved format. For purposes of this proposal, it is anticipated that two change order packages may be necessary.
- **Monitor and manage the contractor's submitted project schedule. Schedule will be reviewed at the weekly meetings.**
- Submit weekly project update reports to the District. The report will address the schedule, shop drawing status, construction progress, potential issues/changes, upcoming activities, project photographs, and meeting summary.
- Provide the District with a compilation of all the daily construction observation reports at the end of the project.
- Limited materials testing and observation performed by Oakridge Geoscience.
- Oak tree arborist services provided by Bioresources Consultants.
- Record drawing preparation at the completion of the construction.

Deliverable: Two copies of all preliminary and final shop drawings that have been reviewed for conformance will be provided. Weekly project reports detailing the previous week's activities (meeting summary, project schedule update, potential construction issues, daily observation reports, coordination issues, photographs, etc.) will be provided. Any change order submittal will be reviewed and discussed with the District. Recommendations will be prepared in the approved District format for processing. Two copies of every monthly progress

payment package will be delivered and discussed with the District. At the completion of the project construction phase a complete copy of all construction related correspondence as well as the final as built drawings will be provided to the District for their files.

Fee Schedule

- The fee for this project shall be billed as time and materials, not to exceed \$82,505.
- Professional services shall be billed at the rates attached as Exhibit A.

A project breakdown is as follows:

Task 2.1	Prebid Meeting Attendance	\$1,030
Task 2.2	Preparation of Addenda	\$2,380
Task 3.1	Construction Phase Services	\$79,095
Total		\$82,505

Assumptions

- The District will be responsible for payment of any fees associated with any required permits, regulatory inspections, or filings.
- The Contractor will be responsible for and provide a complete survey to be used for construction.
- This proposal does not include full time observation. Part time observation is included only during the active work phase.

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VENTURA RIVER WATER DISTRICT

DATE: May 16, 2018
TO: Board of Directors
FROM: Bert J. Rapp, P.E. General Manager
SUBJECT: GOALS UPDATE 2019/20

SUMMARY

The 2019/20 Goals are attached with current status comments. The unexpected work on the North Baldwin Tank, acceleration of Valley Meadow Drive Phase II and City of Ventura adjudication are interfering with the completion of some projects. But the rain has postponed the need Well #6 until at least September 2019.

RECOMMENDED ACTIONS

The General Manager recommends that the Board review and comment on draft 2019/2020 goals.

BACKGROUND

To move some of the projects along the General Manger is considering obtaining the help from outside consultants for the Santa Ana Road alternatives analysis and the Parker VFD.

FISCAL SUMMARY

The goals for work scheduled for 2019 are funded in the FY 2018/19 budget. The FY 2019/20 budget will incorporate future goals.

2019/20 Goals - January 16, 2019

#	GOAL	Comments
1	Continue public education and outreach. Develop drought banners if the drought continues into summer of 2019, continue monthly e-mail updates, bill inserts, etc.	A low water plant of the month has been added to the monthly e-mail update. If Stage 4 drought is declared by Casitas inserts and banners will be prepared.
2	Market the Electronic Payment system	Offer a \$10 one time sign up credit for fully electronic billing and payment. Hard cost savings \$0.63 per bill + soft cost savings \$3 per bill per month.
3	Monitor the progress of the Ventura River Flow Study and assist with the preparation of the Upper Ventura River Groundwater Sustainability Plan.	The flow study is part of the California Water Action Plan and is intended to determine the water needs of the endangered steelhead trout. Work is on going, the District is providing historical data to the State to help with the study. Simultaneously the UVRGA must prepare a Groundwater Sustainability Plan.
4	Prepare design of a pump system for Zone 5 & prepare an Edison Savings by Design Grant application	Apply for Edison Savings by Design Grant and prepare a design build contract for installing the pumps. No activity on this task at this time.
5	Parker Tank Landscape Berm	The berm and landscaping are complete. The access road will be constructed around the berm in February or March 2019.
6	Valley Meadow Drive Phase I Design through Parker Tank site	Construction should be complete by March.
7	Drill Well #6 & bring on line	Remaining work for Well #6 is installation of discharge at Parker Tank after VMD Phase I is finished, chlorination system, well house, gate, yard paving and State Health final inspection. The well is not needed until perhaps fall of 2019 so this work is lower priority.
8	Build mixing valve in South Alto Tank	The work on the VMD Phase I & II is interfering with the ability to install the mixing valve which needs to be done in the winter. So this project will need to be done in the winter of 2020.
9	Work with the Ojai Valley Green Coalition to educate about water conservation.	Held a water conservation class on January 5, outreach to customers is on going.
10	Regularly meet with the General Managers of Casitas and Meiners Oaks Water Districts.	The interim General Manager with Casitas has not replied to meeting requests from VRWD or OVSD General Managers. Continued requests will be made.
11	Identify, quantify and program fire flow deficiencies.	Fire flow deficiencies are programmed in the Capital Improvement Program.
12	Pressure Reducing Vault Re-plumbing - Design	Staff plans to do a special inspection of the pipes in the vaults before proceeding with the preparation of plans and specifications. The inspection should occur in spring of 2019.
13	Prepare Plans & Specifications to construct Valley Meadow Drive Water Main Phase II	Construction Contract should be awarded in February and construction completed by July.
14	Abandon Well #3 and pull pump from Well #2	Environmental review underway, will be brought to the Board in Spring of 2019.
15	Santa Ana Pipe Replacement & Fire Flow	A review of the project has been conducted with Casitas staff. Costs for the three alternatives are being prepared for presentation to the Board in about April 2019.
16	Obtain field data and incorporate into the GIS system.	With the award of the GIS Cloud update contract this goal should be complete by spring 2020.
LONG TERM GOALS		
17	Water System Master Plan:	
18	a. Review and possibly fine tune the system hydraulic model to verify the recommended future Capital Improvements b. Add operational requirements such as pressure settings, purpose for special design characteristics of the system.	The District has obtained Word and Excel copies of the Water System Master Plan and will use these to do an in-house update.

VENTURA RIVER WATER DISTRICT

DATE: January 16, 2019
TO: Directors
FROM: Bert J. Rapp, P.E. General Manager
SUBJECT: WATER AND DISTRICT UPDATE

Wells & Production

The static aquifer level at Well #2 on January 1, 2019 was at elevation 496.9, the level rose 5.5 feet since the first of last month. The aquifer is currently 11.6 feet BELOW the 30 year average for January 1st.

Well #1 is pumping 850 GPM up 27 GPM from last month. Well #7 is pumping 570 gpm up 15 gpm from last month. Wells #2,3&4 are turned off due to low groundwater levels. The wells are running at about 26% of their capacity to meet demand.

Supplemental Water from Casitas

No supplemental water was purchased from Casitas in December.

Usage

Sales dollars billed on December 31, 2018 amounted to \$142,992, (\$20,321) under budget for December. Last year we billed \$218,152 during the same period. Water sold in December 2018 amounted to 20,923 HCF, a decrease of 35% below the 32,019 HCF sold in December 2013.

Charts are enclosed to depict the ground water status and water usage. On January 1, 2018, Lake Casitas level was 30.4% of full capacity at elevation 481.0, 86.7 feet below spill elevation of 567.1 with storage of 72,325 AF. The lake has decreased 0.4% or 0.4 feet and decreased 306 AF feet since last month.

ET adjustment: Water budgets were decreased (40%) because the actual ET was lower than the water budgets for the December 31st water billing.

Electronic Billing The number of customers using automatic payments increased from 563 to 575.

Customer Complaint Log

A copy of the Customer Complaint Log is attached.

SCADA Problems

The SCADA system is having two problems. The SCADA computer died and stopped sending alerts when there were problems. And the radio communication from Parker stopped working. Besides the overtime cost no serious problems occurred other than overflowing the Parker tank a couple of times. A new SCADA computer

is ordered and the Parker radio is now working and a permanent solution for the Parker radio is being investigated.

RAIN ACCUMULATION PER MONTH

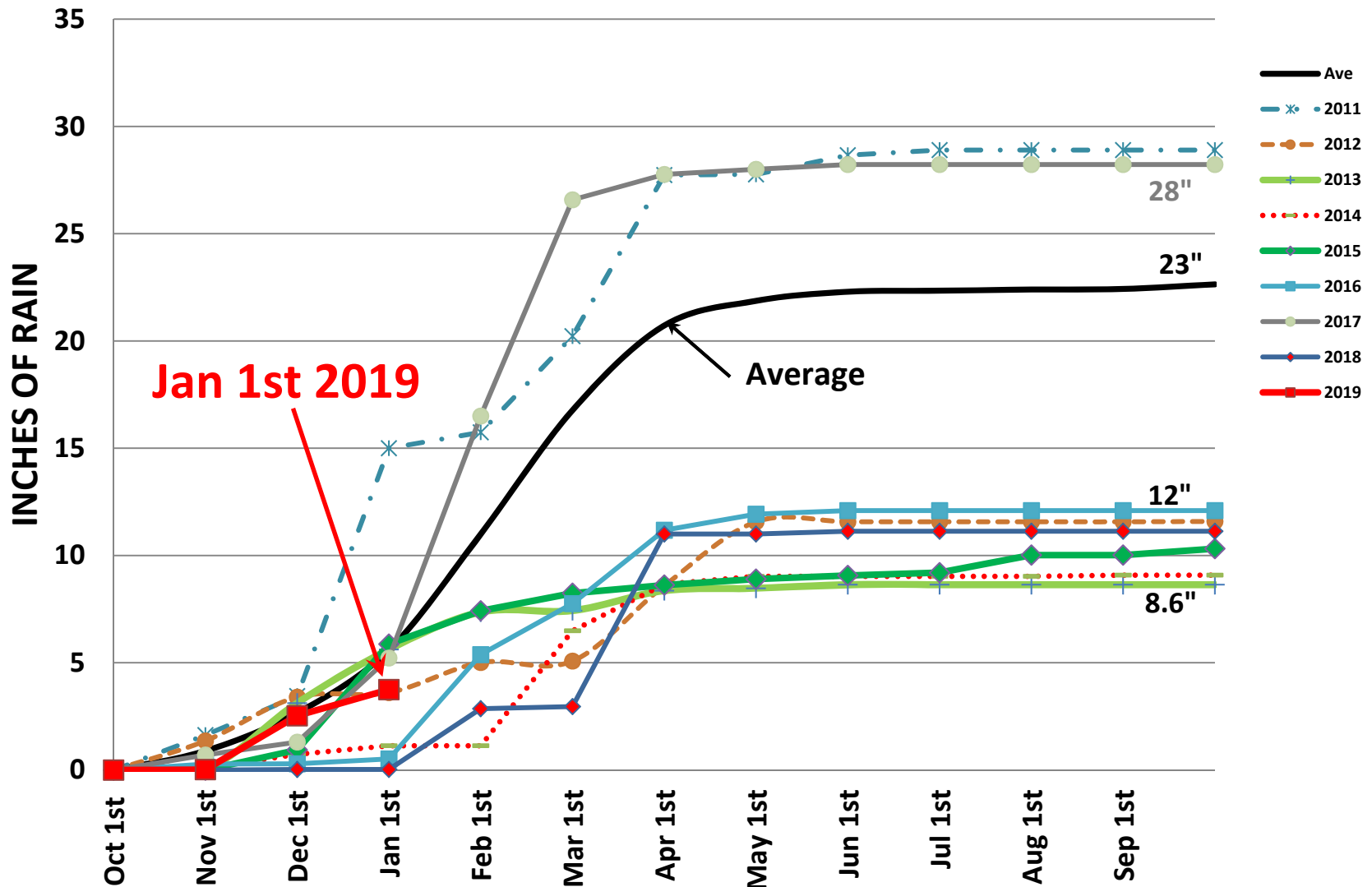
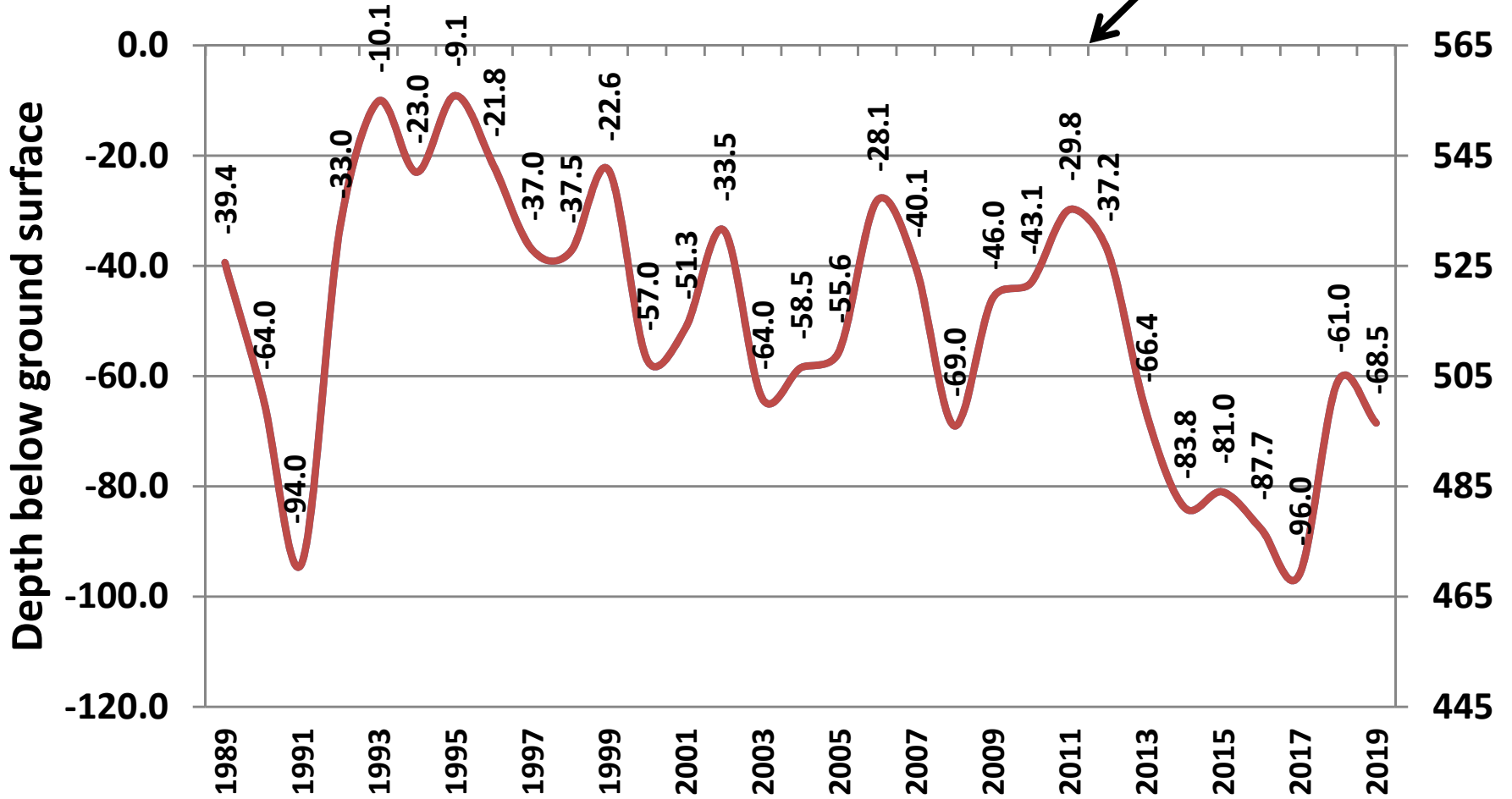


CHART 10

DEPTH TO GROUND WATER IN WELL #2 ON THE FIRST OF JANUARY

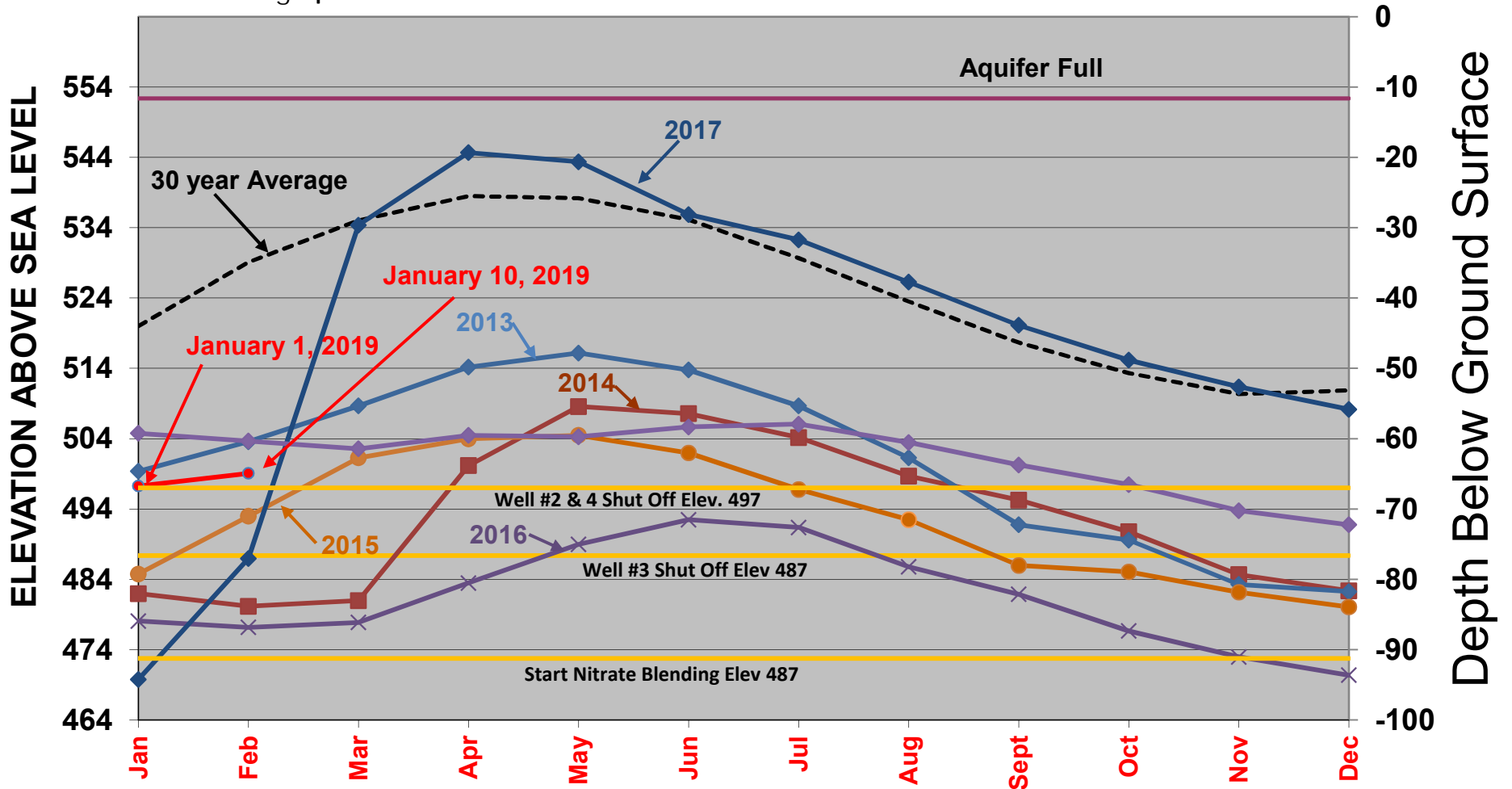
Sounding Point
Elev 565.42



AQUIFER LEVEL BELOW REFERENCE VRWD WELL # 2 FIRST DAY OF THE MONTH

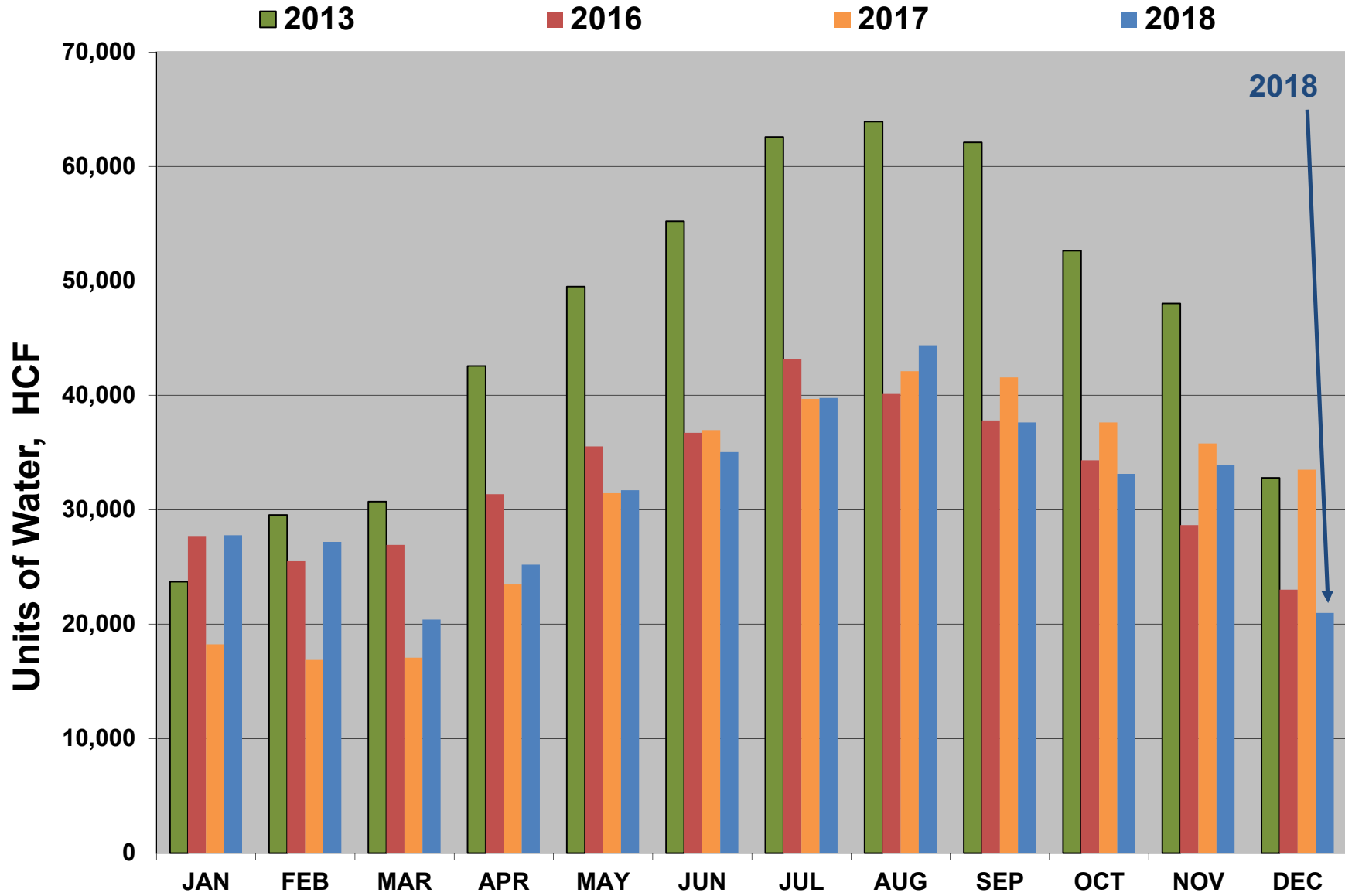
- 30 Yr AVG
- ◆ 2013
- ◆ 2018
- Aquifer Full
- 2015
- Nitrate Blending
- Well #3 Shut Off
- 2016
- 2019
- 2014
- ◆ 2017
- Well #2 & #4 Shut Off

Sounding Pipe Elevation = 565.42



WATER LEVEL HYDROGRAPH

VRWD WELL SERVICE AREA WELL WATER PLUS SUPPLEMENTAL CASITAS WATER



VENTURA RIVER UPPER BASIN & LAKE CASITAS LEVELS January 10, 2019

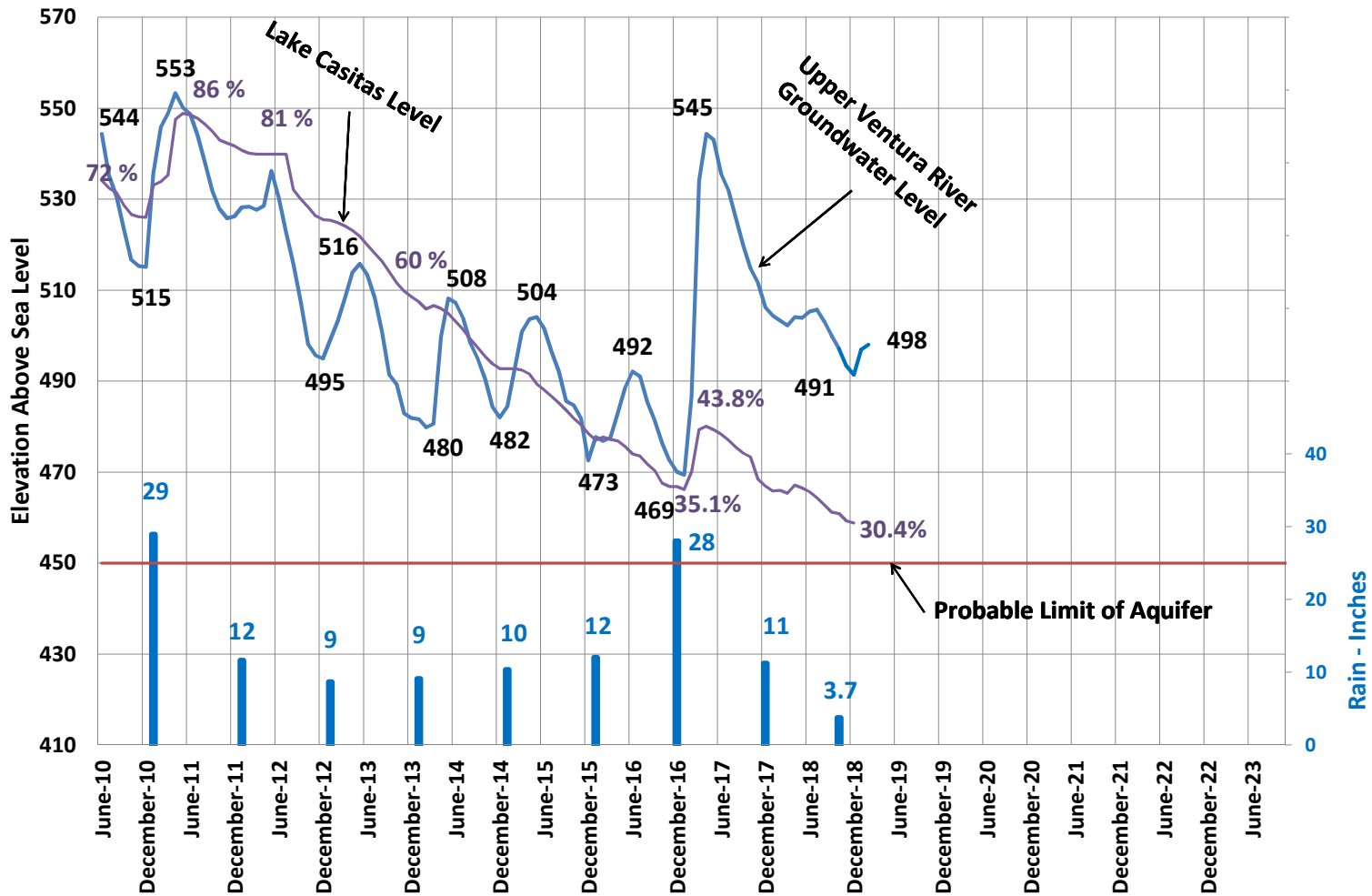
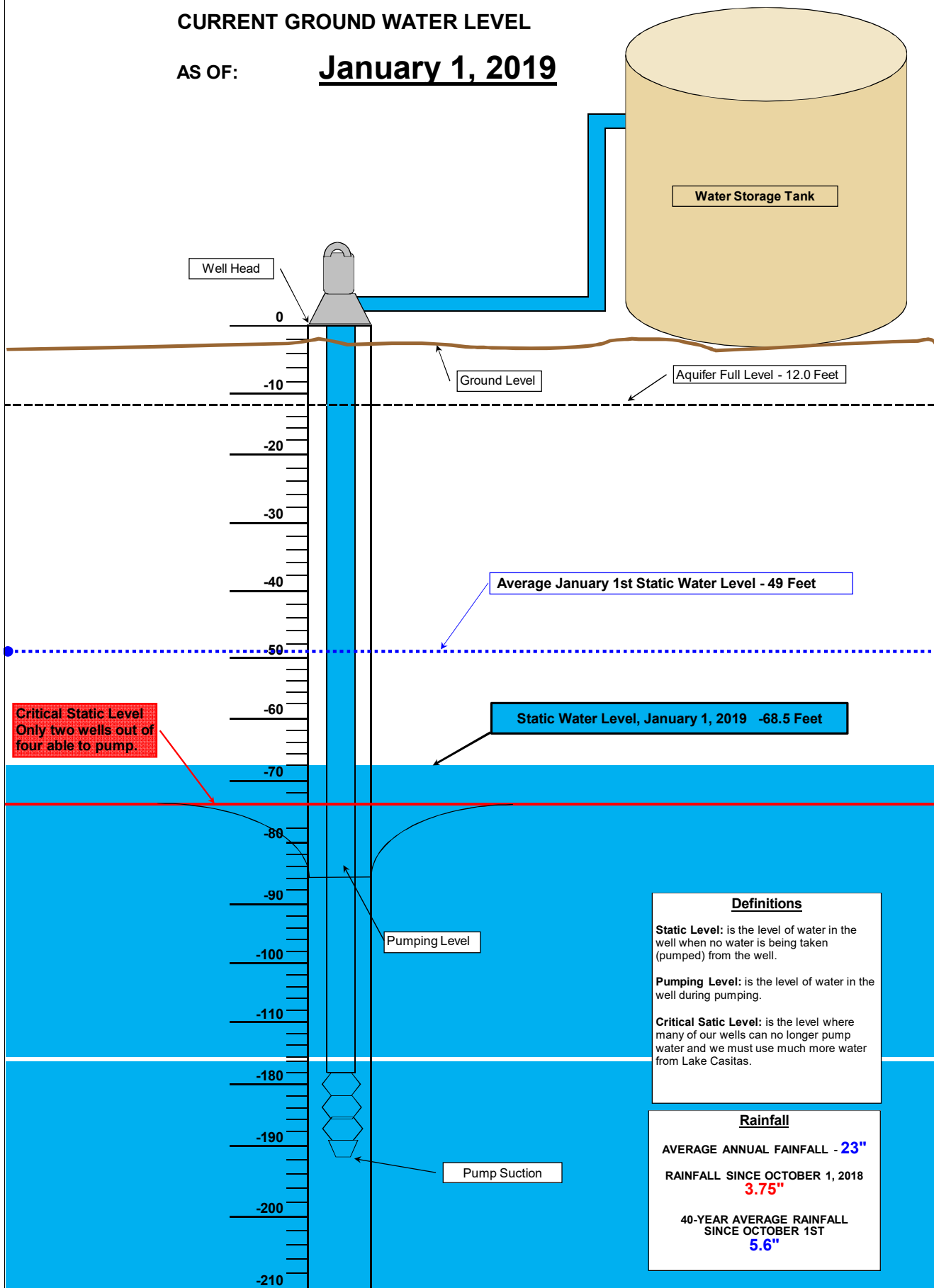


Chart 4

**VENTURA RIVER WATER DISTRICT
CURRENT GROUND WATER LEVEL**

AS OF: January 1, 2019



Definitions

Static Level: is the level of water in the well when no water is being taken (pumped) from the well.

Pumping Level: is the level of water in the well during pumping.

Critical Satic Level: is the level where many of our wells can no longer pump water and we must use much more water from Lake Casitas.

Rainfall

AVERAGE ANNUAL FAINFALL - 23"

RAINFALL SINCE OCTOBER 1, 2018
3.75"

40-YEAR AVERAGE RAINFALL SINCE OCTOBER 1ST
5.6"

% of Well Capacity Used - 2018

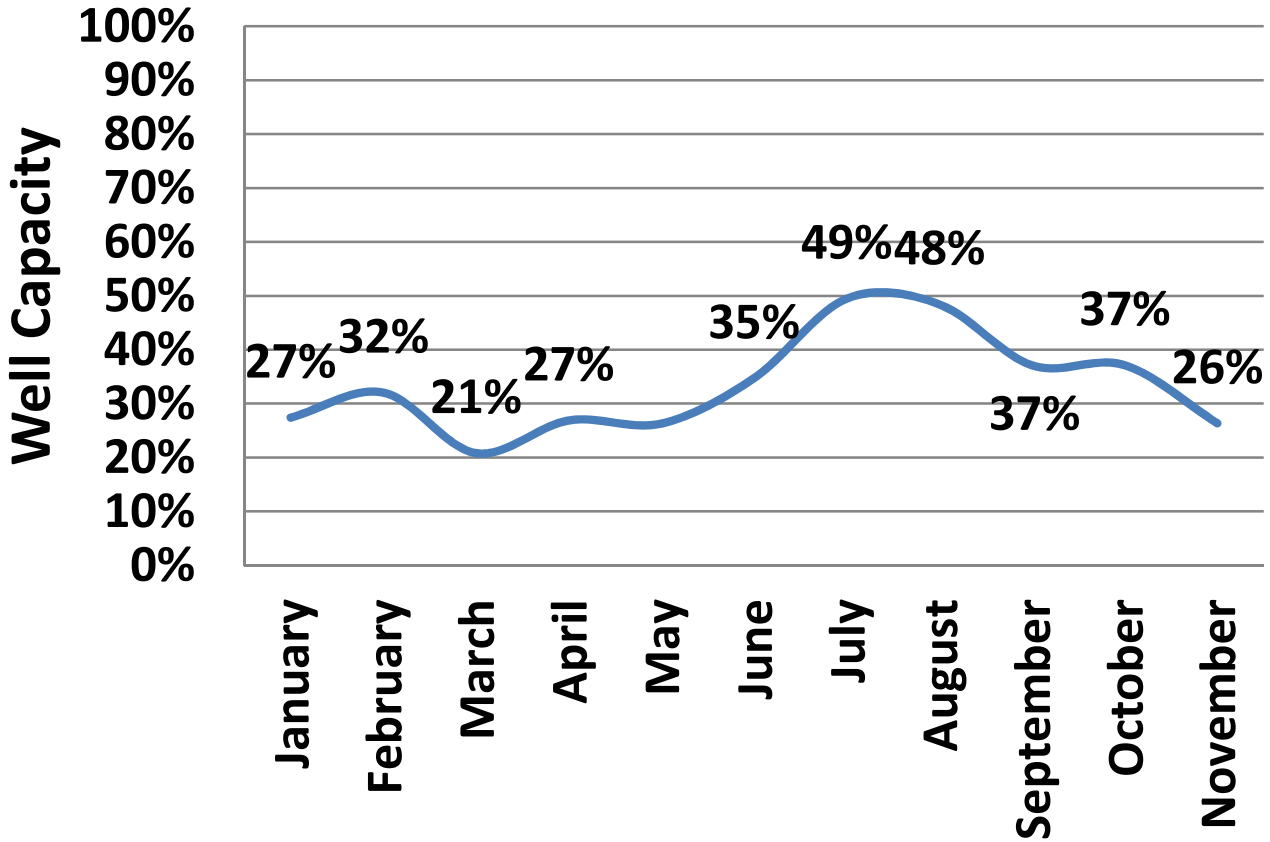


Chart 9

Chart 7 Ventura River WD Water Usage Compared to 2013

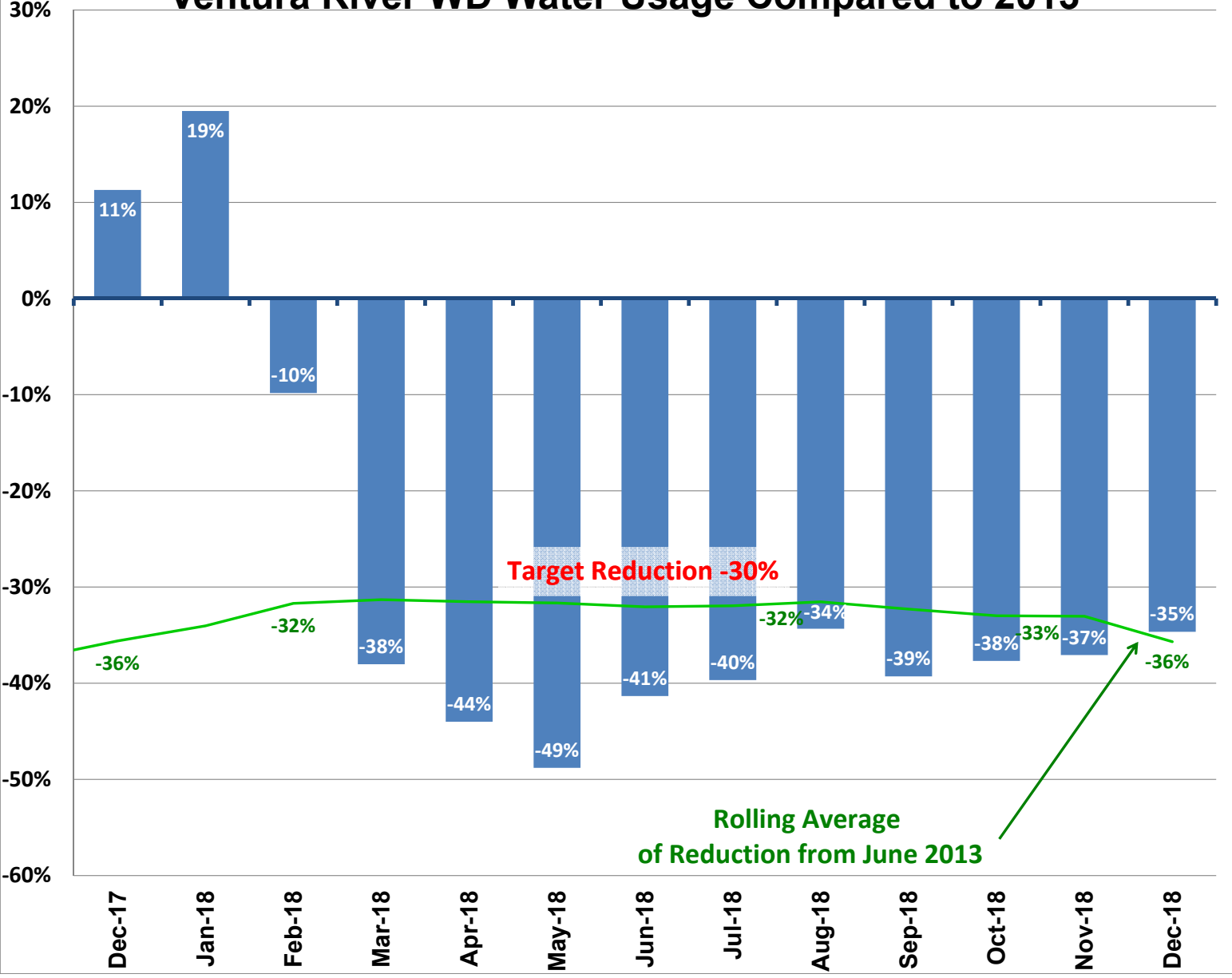
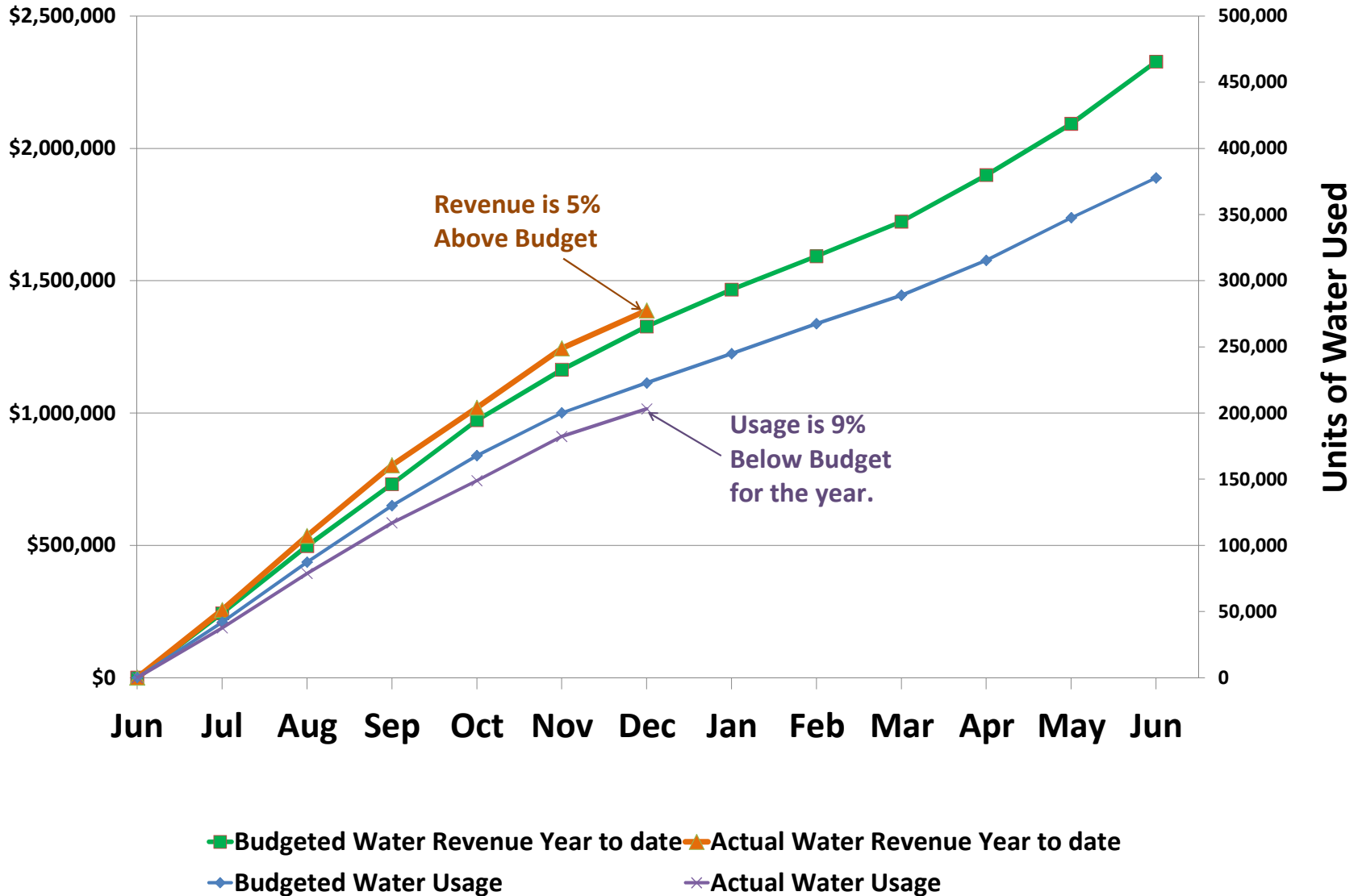


Chart 8 Water Revenues & Usage FY 2018/2019



CUSTOMER COMPLAINT LOG

DATE	LOCATION/ADDRESS	TASTE & ODOR	COLOR	LEAK			OTHER/ DESCRIPTION	FINDINGS COMMENTS
				CUSTOMER SIDE	SERVICE or METER	MAIN - SYSTEM		
12/7/2018	1103 MARICOPA HWY IRRIG			X				CAL- CHECK FOR LEAK, BACKFLOW HAD THE LEAK THE WATER WAS TURN OFF.
12/11/2018	40 ROCKAWAY RD			X	X			MWA- SERVICE LINE & CUSTOMER VALVE IS BROKEN, SCHEDULED TO BE REPAIR.
12/19/2018	10541 N DALE AVE			X	X			MWA- METER BOX LID IS BROKEN, LID WAS REPLACE.