

**VENTURA RIVER COUNTY WATER DISTRICT
REGULAR MEETING HELD OCTOBER 13, 2010**

Pursuant to due and official notice, a regular meeting of the Board of Directors of the Ventura River County Water District was held at 409 Old Baldwin Road, Ojai, California on October 13, 2010.

President T. Jamison called the meeting to order at 5:30 o'clock p.m.

There were present Directors M. Hanson, T. Jamison, E. Lee, and E. Ramseyer. Jack Curtis was absent. Also present were General Manager Matthew Bryant, Office Manager/recording secretary Janet Schaefer, and Counsel Lindsay Nielson. Representing Siebert, Botkin, Hickey & Associates, LLP, was Travis Hickey, CPA. Public present was Mr. George Galgas and, Mr. Bert Rapp.

M. Hanson led the pledge of allegiance to the flag.

The consent agenda items were approved as presented.

During public comment Mr. George Galgas commended Field Staff Russell Klassen and Craig Lee for their professionalism during a repair made on Katherine Avenue. Mr. Galgas also appreciated the notice given prior to the work explaining what repairs would be made and when.

Mr. Travis Hickey, CPA presented the Audit Report and Management Letter for the fiscal year ended June 30, 2010. Mr. Hickey also answered questions from the Board and discussed the District's internal control system. Mr. Hickey gave the opinion that the financial statements are fairly presented and in compliance with generally accepted accounting principles. Mr. Hickey commended Staff on the fine condition of the accounting records. Mr. Hickey then left the meeting.

E. Ramseyer moved to approve Resolution 2010-255 accepting the Audit Report for the Fiscal Year ended June 30, 2010, seconded by E. Lee and carried by a roll call vote.

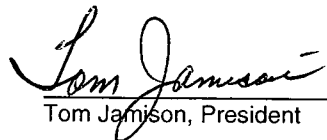
RESOLUTION # 2010 – 255

**RESOLUTION TO ACCEPT THE AUDIT REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2010**

The Board of Directors of Ventura River County Water District hereby resolve to accept the District's audit report for the year ended June 30, 2010, as prepared by Siebert Botkin Hickey and Associates, LLP, CPA's


PASSED, APPROVED AND ADOPTED this 13th day of October 2010.

AYES: Hanson, Jamison, Lee, Ramseyer
NOES: None
ABSENT: Curtis



Tom Jamison, President

Attest:



Ed Lee, Treasurer

M. Hanson moved for approval of Resolution 2010-256 accepting the Management Letter for the fiscal year ending June 30, 2010, seconded by E. Lee and carried by a roll call vote.

RESOLUTION # 2010 - 256

RESOLUTION TO ACCEPT THE MANAGEMENT LETTER FOR THE FISCAL YEAR ENDED JUNE 30, 2010

The Board of Directors of Ventura River County Water District hereby resolve to accept the District's Management Letter for the year ended June 30, 2010, as prepared by Siebert Botkin Hickey and Associates, LLP, CPA's

PASSED, APPROVED AND ADOPTED this 13th day of October 2010.

AYES: Hanson, Jamison, Lee, Ramseyer
NOES: None
ABSENT: Curtis

E. Lee moved to approve Resolution 2010-253 approving the revisions of the Personnel Policy, seconded by M. Hanson and carried by a roll call vote.

RESOLUTION # 2010 - 253

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER COUNTY WATER DISTRICT APPROVING REVISIONS OF THE PERSONNEL POLICY

WHEREAS, the original Personnel Policy and Rules were adopted in 1986, and;

WHEREAS, the Board of Directors entered into an agreement with Management Partners, Inc. in May 2009 to review and recommend updates, changes, and additions to the current Personnel Policy in accordance with current Local, State, and Federal laws, and;

WHEREAS, the Board of Directors has reviewed those updates, changes, and additions, and;

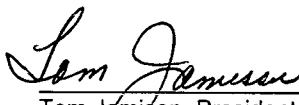
WHEREAS, the Board of Directors submitted draft copies to District employees for input on the revised Personnel Policy and Job Descriptions, and;

WHEREAS, the Board of Directors reviewed employees input and comments, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Ventura River County Water District that the revised Personnel Policy and Job Descriptions are adopted.

PASSED, APPROVED AND ADOPTED this 13th day of August 2010.

AYES: Hanson, Jamison, Lee, Ramseyer
NOES: None
ABSENT: Curtis



Tom Jamison, President

Attest: 

Ed Lee, Treasurer

E. Lee moved to approve Resolution 2010-254 approving the revised Personnel Salary Schedule. Under discussion E. Ramseyer pointed out that the words Base Salary and the date were omitted. E. Lee moved to approve the Personnel Salary Schedule as amended, seconded by E. Ramseyer and carried by a roll call vote.

RESOLUTION # 2010 – 254

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER COUNTY WATER DISTRICT
APPROVING THE REVISED PERSONNEL SALARY SCHEDULE

WHEREAS, the Board of Directors on May 7, 2009 retained Management Partners, Inc. to perform a compensation comparison of current District compensation by position classification to compensation provided in the peer service providers, and;

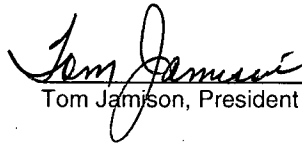
WHEREAS, after detailed review of the comparisons of compensations among peer service providers a six (6) step salary schedule was developed where there is a 5-percent increase between each step for each non-exempt position classification, and;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of Ventura River County Water District that the revised "PERSONNEL SALARY SCHEDULE" is adopted.

PASSED, APPROVED AND ADOPTED this 13th day of August 2010.

AYES: Hanson, Jamison, Lee, Ramseyer
NOES: None
ABSENT: Curtis

ATTEST:


Tom Jamison, President

Attest:


Ed Lee, Treasurer

The request from Staff for direction regarding whether to continue study of the Calipers health insurance plan was discussed. E. Lee moved to instruct Staff to discontinue study of the Calipers plan and retain the current ACWA health plan, seconded by M. Hanson and carried. President T. Jamison voted no.

M. Hanson moved to approve the Employee Suggestion Program form as presented, seconded by E. Lee and carried.

The Valley Meadow project engineering update was discussed. E. Ramseyer suggested an alternate route for the pipeline replacement be considered. The Board instructed Staff to send out the Request for Proposal (RFP) be sent out to the firms discussed, and ask for alternatives to the pipeline location in the planning meeting.

M. Bryant reported that the SCADA system upgrade project is progressing and the engineers are looking into the SCADAPack series modules and the SCADAPack E series from an operational and functional standpoint at this time.

M. Bryant reported on wells, production, and usage. The aquifer level at Well #2 on October 1st, 2010 was 48.7 feet below surface. The level is down 6.7 feet since the first of last month. The aquifer is currently 0.4 feet above the 21 – year average and 9.0 feet above the October 1, 2009 level.

A public disclosure was made of a disbursement to employee C. Lee in the amount of \$110.95 on check #10278, dated 9/14/10 to reimburse him for uniform pants and shorts in accordance with the District's uniform policy.

M. Bryant presented the cost to advertise the General Manager position opening in the Ventura County Star. Staff was directed to not advertise in the Ventura County Star due to the high cost. The Board felt that the trade advertisements in place were sufficient and would attract more qualified candidates.

Director E. Lee asked about the opening for a Utility Worker I as approved in the current fiscal year budget. M. Bryant stated that he is working on that.

Counsel L. Nielson reported that the County sent notice to the District that an engineer's signature is required on all future Water Availability Letters. Counsel sent a letter to the County Staff requesting the statue giving them the authority to impose this requirement that would drive up costs to the District. County Staff replied that they don't have a statue giving them the authority to impose an engineer's signature requirement. Staff explained that the County had some problems with other agencies signing Water Availability Letters and finding out after the customer is in process that the water is not available. VRCWD has the General Manager approve Water Availability Letters for connections up to 1" any requests for greater capacity is brought to the Board of Directors.

Under New Business M. Bryant stated that the VCSDA President's page was in the agenda packet.

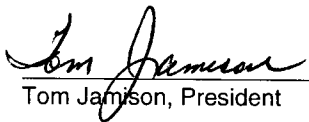
The meeting was adjourned to a break at 6:25 o'clock p.m. The President stated that the meeting would reconvene to an executive session after the break to discuss personnel matters. Public present and Staff left the meeting.

The break ended at 6:35 o'clock p.m. and was immediately adjourned to executive session. The meeting reconvened at 6:55 o'clock p.m. and M. Bryant rejoined the meeting.

E. Ramseyer moved to increase the General Manager's annual salary to \$120,000.00 retroactive to July 1, 2010, seconded by M. Hanson and carried by a roll call vote.

There being no further action to come before this meeting on motion duly seconded the meeting was adjourned at 6:47 o'clock p.m.

Attested:



Tom Jamison, President



E. Lee, Treasurer