

**Jeff Pratt**  
Agency Director

Central Services  
**Joan Araujo**, Director

Engineering Services  
**Christopher Cooper**, Director

Transportation  
**David Fleisch**, Director

Water & Sanitation  
**Joseph Pope**, Director

Watershed Protection  
**Glenn Shephard**, Director

September 5, 2019

**NOTICE OF A SPECIAL MEETING OF THE  
VENTURA COUNTY WATERWORKS DISTRICT NO. 19  
CITIZENS' ADVISORY COMMITTEE**

NOTICE IS HEREBY GIVEN that a special meeting of the Ventura County Waterworks District No. 19 Citizens' Advisory Committee will be held **Friday, September 20, 2019, from 3:30 p.m.** to adjournment at the Waterworks District's Moorpark Office, 6767 Spring Road, Moorpark, California.

Advisory Committee Members: Please contact the District Office by telephone at (805-378-3005), or by email at [wspc@ventura.org](mailto:wspc@ventura.org), no later than September 16, 2019, if you are unable to attend.

Sincerely,



Joseph C. Pope, Director  
Water and Sanitation Department

**AGENDA OF SPECIAL MEETING**

1. CALL TO ORDER
2. APPROVAL OF THE MINUTES OF THE JULY 1 AND AUGUST 15, 2019 MEETING.
3. PUBLIC COMMENTS

Members of the public may address the Citizens' Advisory Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee but do not appear on the agenda.

With respect to agenda items, the public will be given an opportunity to address the Committee when the item is reached in the meeting.

4. DISTRICT STAFF REPORT



- A. CAPITAL PROJECTS – The Capital Project Status Report provides regular reporting on the status of active capital projects within the District.
  - B. DIRECTOR'S INFORMATIONAL ITEMS – Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report.
    - 1. Water Rate Presentation
    - 2. Update on Las Posas Basin Adjudication
5. COMMITTEE MEMBERS' COMMENTS/FUTURE AGENDA ITEMS
6. ADJOURNMENT

*IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT CAYTLYN CAYLOR AT (805) 378-3005. REASONABLE ADVANCE NOTIFICATION OF THE NEED FOR ACCOMMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.*



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**CITIZENS' ADVISORY COMMITTEE  
VENTURA COUNTY WATERWORKS DISTRICT NO. 19  
MINUTES OF THE AUGUST 15, 2019 MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: Diana Enos, David Hutter, Lynette Buchanan-Roth

COMMITTEE MEMBERS ABSENT: Kirby Thomas

COMMITTEE MEMBER VACANCY: One

STAFF: Joseph Pope, Director  
Sandy Harrison, Staff Services Specialist II  
Caytlyn Caylor, Office Assistant III

GUESTS: None

\* \* \*

1. CALL TO ORDER

The meeting was called to order at 3:37 p.m.

2. APPROVAL OF THE MINUTES OF THE JULY 1 SPECIAL MEETING

Deferred approval of minutes until next meeting due to lack of quorum.

Vote: Yeas – 0; Nays – 0, Absence 1, Abstained – 0.

3. PUBLIC COMMENTS

No Public comments addressed.

4. DISTRICT STAFF REPORT

A. CAPITAL PROJECTS REPORT

Well No. 2 Iron and Manganese Treatment Facility

- Well # 2 received Government funding for \$2.65 million
- Finalizing project plans and specs to move forward
- Estimated start time is early 2020

B. WATER QUALITY REPORT

- (5) Pressure Complaints
  - (2) Pressure issues were caused by the Sand Canyon pumping station

- (1) Complaint was caused by a main line leak near Los Angeles Avenue
- (1) Customer issue was from a higher demand than the valve could distribute.
- (1) Complaint from low pressure fluctuations on the customers property

C. WATER SUPPLY CONDITIONS

Conditions remain healthy

D. FOX CANYON GROUNDWATER MANAGEMENT AGENCY (GMA) / LAS POSAS USERS GROUP (LPUG) UPDATE

Mr. Pope informed the committee that the adjudication is moving forward and he attended the litigation in August

E. CALLEGUAS MUNICIPAL WATER DISTRICT (CALLEGUAS)/ METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA (METROPOLITAN) UPDATE

Calleguas now has a new General Manager, Tony Goff

F. AVENUES OF PUBLIC OUTREACH

Sandy Harrison informed the committee of the social media posts and the information it will provide to the community. She is working with Consortium for monthly posts on multiple social media outlets.

G. ADMINISTRATIVE UPDATE

No updates at time of CAC meeting

H. BOARD LETTER TRACKER: AN UPDATE ON VENTURA COUNTY BOARD OF SUPERVISORS AGENDA ITEMS RELATED TO THE DISTRICT

Mr. Pope stated no new updates that directly affect this district. He mentioned rate studies for the districts (i.e. rate increases)

I. UPDATED ON THE AGRICULTURAL FOCUS GROUP

Ms. Buchanan-Roth touched about what the meeting should be and how to improve the current situation. She discussed a few key topics that would be of interest to the Ag community.

J. DIRECTOR'S INFORMATIONAL ITEMS

District financial reports were shared with the meeting members along with well pumping data. It was requested that Eric Keller be present / provide the latest emergency repair reports for District 38.

6. COMMITTEE MEMBERS' COMMENTS/FUTURE AGENDA ITEMS

Future Agenda Items (Reports) –

- Total water pumped
- Total water imported
- Total water produced

Water Production Reports

- Local
- Imported
- Total

7. ADJOURNMENT - The meeting adjourned at 4:50 p.m.

DRAFT

# Active Capital Projects Report

| Project Mgr. |   | Scheduled or Actual Dates                                       |               | % Compl.       | WA           | Remarks      |               |  |
|--------------|---|---|---------------|----------------|--------------|--------------|---------------|--|
| Sup. Dist.   | Project Name Project Number   | Design Eng. Contractor  | Plan Approval | Contract Award | Const. Start | Const. Comp. | Design/Const. | Auth/ Balance  |
| 2            | District No. 19<br>Well No. 2<br>Iron and Manganese facility<br>WS239898  | <b>S. Pan / M. Segui</b><br>MBI;<br>Padre & Assoc.;<br>Oakridge | 06/19         | 09/19          | 10/19        | 10/20        | 99/0          | <ul style="list-style-type: none"> <li>7/2019- Advertising project.</li> <li>6/2019- Obtained State budget appropriation to fund project. Finalizing project plans and specs. package for approval. Obtaining temporary construction easement from adjacent property owners.</li> <li>3/2019- Prepared and submitted memo and supporting documents to the Financial Planning Committee, scheduled FPC meeting for borrowing from COV Revolving Credit Agreement fund.</li> <li>1/2019- Met with CEO Analyst for borrowing from COV General Fund Loan, preparing the supporting documents for the Finance Committee and BOS meetings</li> </ul> |
| 2            | District No. 19<br>538 Pressure Zone<br>1.0 MG Reservoir &<br>1,100 LF 12-inch<br>Transmission Line Replacement<br>WS239906 &<br>WS239907 | <b>S. Pan/ ESD</b>  | 03/21         | 06/21          | 07/21        | 06/22        | 0/0           | <ul style="list-style-type: none"> <li>6/2019- Surveyed existing ROW and staked existing pipeline across Arroyo Las Posas; KJ consultant performing preliminary engineering design.</li> <li>3/2019- KJ Consultant contract for CEQA and 30% design services approved by PWA Director, issued Notice to Proceed to KJ.</li> <li>1/2019- KJ Consultant contract for CEQA and 30% design services for PWA Director approval 1/2019.</li> </ul>   |
| 2            | District No. 19 Pipe Replacement @ Cal-Trans R/W<br>WS239904  | <b>S. Pan</b><br>Padre & Assoc.;<br>AECOM                       | 07/20         | 10/20          | 11/20        | 10/21        | 90/0          | <ul style="list-style-type: none"> <li>6/2019 – Investigating County financing options: revolving Credit Agreement.</li> <li>1/2015 – Project is on hold pending District 19 financial planning.</li> <li>3/2014 - AECOM submitted 95% plans to all review Agencies including Cal Trans, Calleguas MWD, VCWPD, and WWD#19.</li> </ul>  |