

Central Services  
**Joan Araujo**, Director

Engineering Services  
**Christopher Cooper**, Director

Roads & Transportation  
**David Fleisch**, Director

Water & Sanitation  
**Joseph Pope**, Director

Watershed Protection  
**Glenn Shephard**, Director

Representing: Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38  
County Service Area Nos. 29, 30, and 34

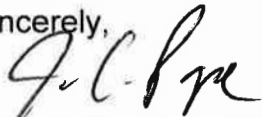
September 2, 2020

## **NOTICE OF A SPECIAL MEETING OF THE VENTURA COUNTY WATERWORKS DISTRICT NO. 38 CITIZENS' ADVISORY COMMITTEE**

NOTICE IS HEREBY GIVEN that a special meeting of the Ventura County Waterworks District No. 38 Citizens' Advisory Committee will be held **Tuesday, September 8, 2020 from 3:30 p.m. to adjournment** via Zoom. To electronically join the meeting please follow the provided steps – At the specific time (3:30 p.m.) dial the number (669) 900-6833, when prompted enter the meeting ID 470 052 7072. You can also join the meeting by visiting this link - **Join Zoom Meeting** <https://us02web.zoom.us/j/4700527072>

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 7, if you are unable to participate on the call.

Sincerely,



Joseph C. Pope, Director  
Water and Sanitation

### **AGENDA OF THE MEETING**

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONA VIRUS, THE MOORPARK WATER AND SANITATION BUILDING IS CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE CAC MEETING AND PROVIDE PUBLIC COMMENT PLEASE REFER TO "NOTICES" LOCATED ON PAGE 2 AND 3 OF THIS AGENDA.



1. CALL TO ORDER
2. APPROVAL OF THE MINUTES OF THE JULY 30, 2020 SPECIAL MEETING
3. PUBLIC COMMENTS

Members of the public may address the Citizens' Advisory Committee (CAC) 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. **ACTION ITEM: REVIEW AND APPROVE WATERWORKS DISTRICT 38 PROPOSED WATER RATE INCREASE FOR 2021**
5. 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
6. COMMITTEE MEMBERS' COMMENTS/FUTURE AGENDA ITEMS
7. ADJOURNMENT

**\*\*NOTICES:** The following information is provided to help you understand, follow, and participate in the Board meeting: Public Comments – Public comment is the opportunity for members of the public to participate in meetings by addressing the Citizens Advisory Committee in connection with one or more agenda or non-agenda items.

- **Observe the Citizens Advisory Committee meeting live at:**  
<https://us02web.zoom.us/j/4700527072>
- **If you wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the day prior to the Committee meeting. Please submit your comment to [WSPC@ventura.org](mailto:WSPC@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A). Your email will be read by the Water and Sanitation Director and placed into the record.**
- **If you are watching the live stream of the Committee meeting and would like to make a general public comment for items not on the day's agenda or to comment on a specific agenda item as it is being heard, please submit your comment to [WSPC@ventura.org](mailto:WSPC@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A). Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments**



**received after an agenda item will be made part of the record if received prior to the end of the meeting.**

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 ACCOMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



**DRAFT**

**CITIZENS' ADVISORY COMMITTEE  
VENTURA COUNTY WATERWORKS DISTRICT NO. 38  
MINUTES OF THE JULY 30, 2020 SPECIAL MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: Michael Grossman, Dick Hibma, Nathan Stockmeir, Russ Goodman (arrived late)

COMMITTEE MEMBERS ABSENT: Kurt Skarin

COMMITTEE MEMBER VACANCY: None

STAFF: Joseph Pope, Director  
Jean Fontayne, Staff Services Manager  
Caytlyn Caylor, Management Assistant

GUESTS: Kate Neiswender  
Tony Goff  
Daniel Drugan  
Alyse Lazar

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m.

2. APPROVAL OF THE MINUTES OF THE OCTOBER 16, 2019 MEETING

I. The meeting minutes were approved as provided by staff

Vote: Yeas- 2, Nays- 0, Absence- 2, Abstained- 1

3. PUBLIC COMMENTS  
- No Public Comments

4. DISTRICT STAFF REPORT –

A. BUDGET AND FINANCIAL REVIEW –

- Mr. Pope went through the WWD38 water financial reports and informed the committee that the net profit of operation is \$96,732 in the black
- The District did not have any major issues (water main breaks, unseen repairs, excessive labor charges) which helped keep them afloat throughout the year

- Mr. Pope took this time to introduce the new Water and Sanitation, Deputy Director, Scott Meckstroth and Engineering Manager III, June Kim

B. WATER QUALITY REPORT –

- No water quality complaints for this District

C. WATER SUPPLY CONDITIONS –

- Guest, Dan Drugan talked about the state's reservoir levels being held at similar levels of previous years even though it was a dry year. The MWD Storage Reserve Levels are being held at 2.9 million-acre feet which is great. Dan also provided an update on the tunnel project that is currently on hold from the CA. Governor, the project is gathering feedback from stakeholders and the implementation of the single tunnel. The State of CA staff is still working on completing the environmental review to move forward. The anticipated timeline is still about 15 years from now.

D. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE –

- On July 15, 2020, Calleguas approved a rate increase by 2.4% for the calendar year 2021
- Guest, Tony Goff informed the Committee of improvements that will be taking place to the Lake Sherwood water pump station (electrical pumps, fixed standby generator)

E. UPDATE ON AVENUES OF PUBLIC OUTREACH –

- Water and Sanitation provided a memo on how the District 38 customers can sign up for the AMI portal which will be posted to the HOA newsletter

F. BOARD LETTER TRACKER –

- 9/1/2020 receive and file consumer confidence report which is an annual report that details the 2019 water quality.

G. UPDATE ON ADVANCED METERING INFRASTRUCTURE (AMI) IMPLEMENTATION –

- AMI is a great tool to track down leaking water pipes, water waste alerts, and can inform the customer of what use that shouldn't be happening (i.e. while the customer is away on vacation)

H. DIRECTOR'S INFORMATIONAL ITEMS –

- Mr. Pope presented a Waterworks District 38 COVID-19 Fees Waived report which reflected the current overdue accounts with unpaid water bills since March.

<b>38</b>		<b>256 \$</b>	<b>(5,572.68)</b>
Mar		61 \$	(1,464.42)
Apr		109 \$	(2,740.84)
May		85 \$	(1,277.42)
Jun		1 \$	(90.00)

- He informed the committee of the grant program CARES Act that will be available for water customers to help pay for their water bills
- Mr. Pope provided a graph of the WWD38 infrastructure placed into service as of 2019 that was requested by Chair, Dick Hibma at the July meeting. Currently 90% is complete and the District owns 100% of the installed water lines, but there are still 12,260 feet of lines to install for Tracts 4409-5 through 4409-8.
- Hidden Valley Annexation update: The parcels are currently on water wells and the water quality/water table keeps dropping. The customers of those three parcels are requesting water line access to WWD38 water. This will require assistance from LAFCO to move forward with the request. The proposed project is requesting to extend a private lateral water line to three existing single-family homes in Hidden Valley. The line will be maintained by the three homeowners, at no cost to the District.

5. COMMITTEE MEMBER'S COMMENTS/FUTURE AGENDA ITEMS –

- None

6. **ADJOURNMENT**

The meeting was adjourned at 4:45 p.m.

**4. ACTION ITEM: REVIEW AND APPROVE  
WATERWORKS DISTRICT 38 PROPOSED WATER  
RATE INCREASE FOR 2021**

**\*PowerPoint Presentation provided on following  
pages**



*Ventura County Waterworks District No.38*

## **Proposed Water Rate Adjustments for Calendar Year 2021**

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Joe Pope  
Director, Water and Sanitation Department  
County of Ventura Public Works Agency  
*September 2020*

September 2020



# **PUBLIC** **Ventura County** **WORKS** **Waterworks District No. 38 (Lake Sherwood)**

- Formed on March 28, 1989, as the Lake Sherwood Community Services District (LSCSD)
- In May 2015 a special election was held for LSCSD residents and Measure N was passed, authorizing the formation of a new water district - Ventura County Waterworks District No. 38 (District)
- The Ventura County Board of Supervisors (BOS) is the Board of Directors for District 38
- The Citizens' Advisory Committee reviews all policy, budget, and water rate recommendations before they are recommended to the (BOS)

Area Served: The Lake Sherwood Community	District Size: Approx. 2,048 Acres	Service Connections: 791
Population Served: Approx. 1,527	Water Lines: Approx. 18 Miles	Receives 100% Imported Water Supply
Reservoirs: 2	Pressure-Reducing Stations: 4	Booster Pump Stations: 2

# Budgets and Factors Impacting Water Rates

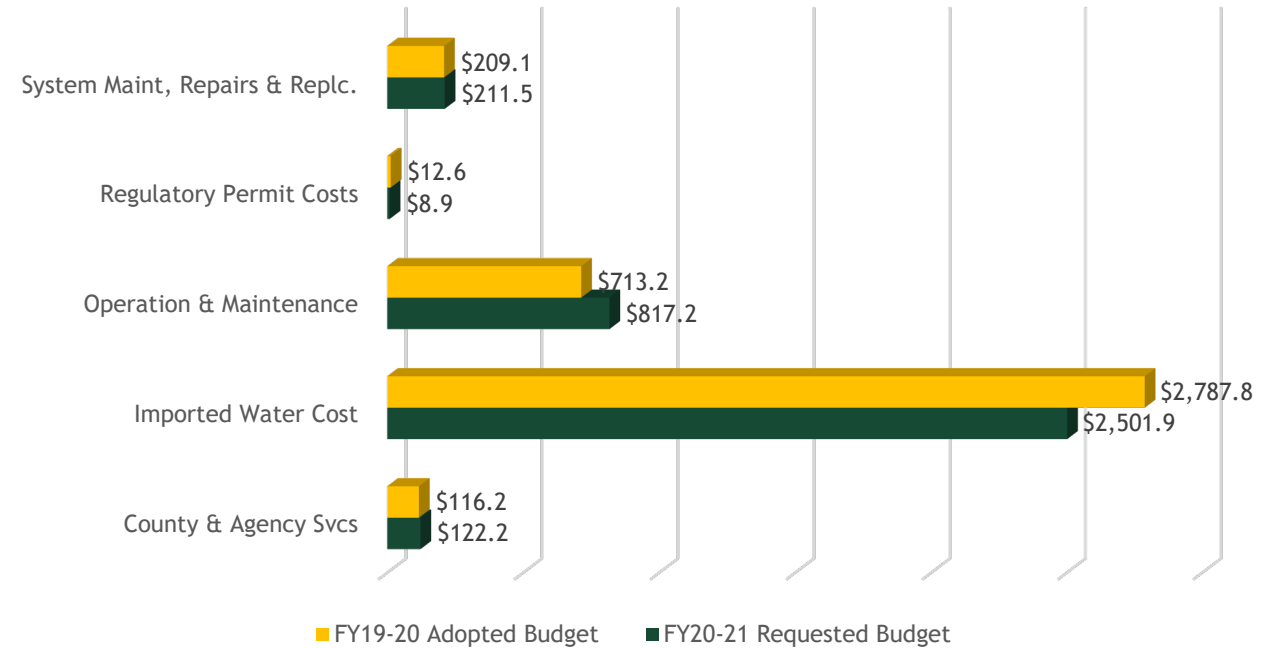
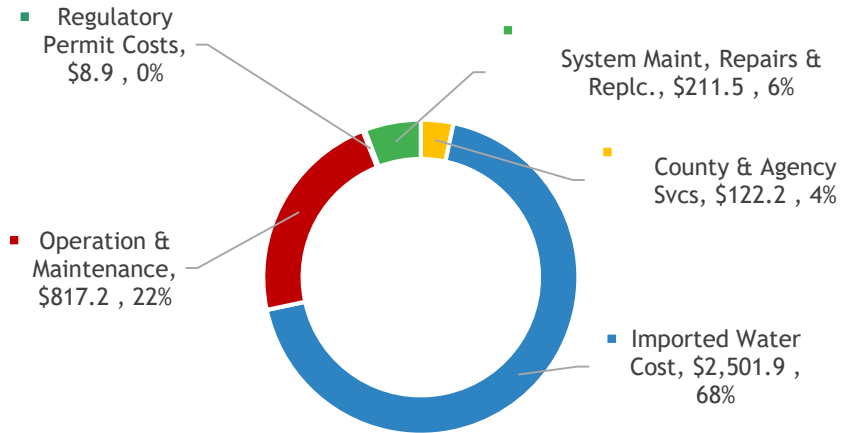
- District 38 operates as an enterprise fund.
  - **No tax revenues**
- All expenses are paid by District 38 customers through water rates and charges.
- The goal of District 38 is to maintain a cash balance above \$7M for each fiscal year to fund future capital replacement projects
- Annual budget for FY 2021: \$3.7 million.

## Factors Impacting Water Rates:

1. Water rate increases by Calleguas Municipal Water District 2.4%
2. Increasing cost of power 3% to 5% per year
3. Modest increases in Labor costs
4. Cash Reserve Policy
  - a. 25% of Operating Expenses
  - b. 10% of Operating Revenue
  - c. 2% of District Asset Value

Ventura County Waterworks District No. 38  
**Lake Sherwood Water Services**  
**Fiscal Year 2020-2021 Budget Analysis by Category**

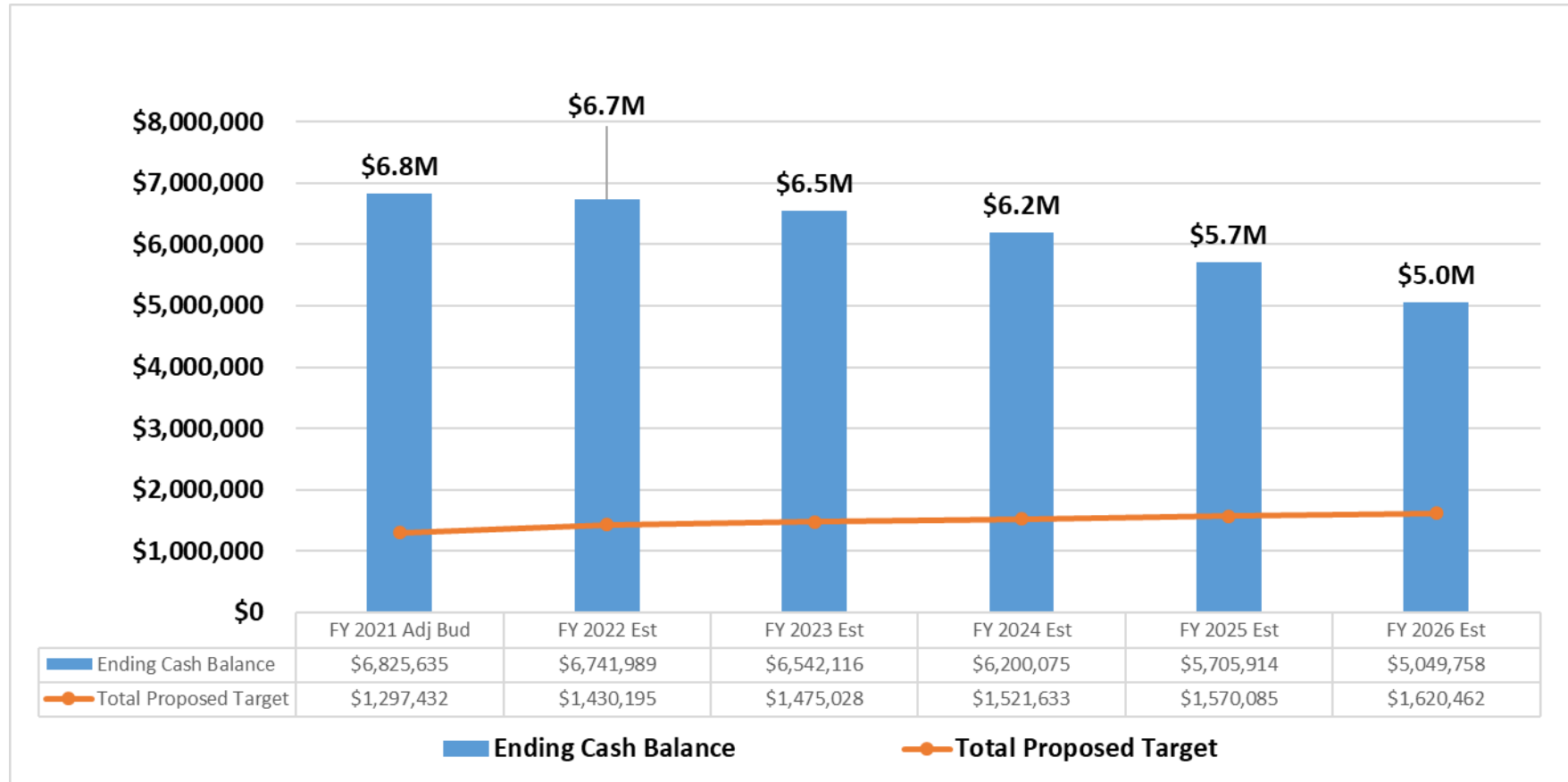
FY20-21 Requested Budget



Budget Rollup	FY19-20 Adopted Budget	FY20-21 Requested Budget	Var(\$)	Var(%)
County & Agency Svcs	\$116.2	\$122.2	\$6.0	5%
Imported Water Cost	\$2,787.8	\$2,501.9	(\$285.9)	-10%
Operation & Maintenance	\$713.2	\$817.2	\$103.9	15%
Regulatory Permit Costs	\$12.6	\$8.9	(\$3.7)	-29%
System Maint, Repairs & Replc.	\$209.1	\$211.5	\$2.4	1%
<b>Grand Total</b>	<b>\$3,838.9</b>	<b>\$3,661.8</b>	<b>(\$177.2)</b>	<b>-5%</b>

The \$3.7M Budget is a \$177.2K (5%) decrease from FY2020 Adopted budget

## Cash Reserves Forecast with No Rate Increases



Reduction in Cash Reserves mainly due to operating losses

## 2.5% Commodity Rate Adjustment

<b>Commodity Rates for Residential Customers</b>			
<b>Tier</b>	<b>Proposed Monthly Use (HCF)</b>	<b>Current 2020</b>	<b>Proposed 2021</b>
1	0 - 10	\$3.74	\$3.83
2	>10 – 63	\$5.06	\$5.19
3	> 63	\$6.12	\$6.27
<i>Note: Rates per 100 Cubic Feet of Water (HCF)=748 Gallons</i>			

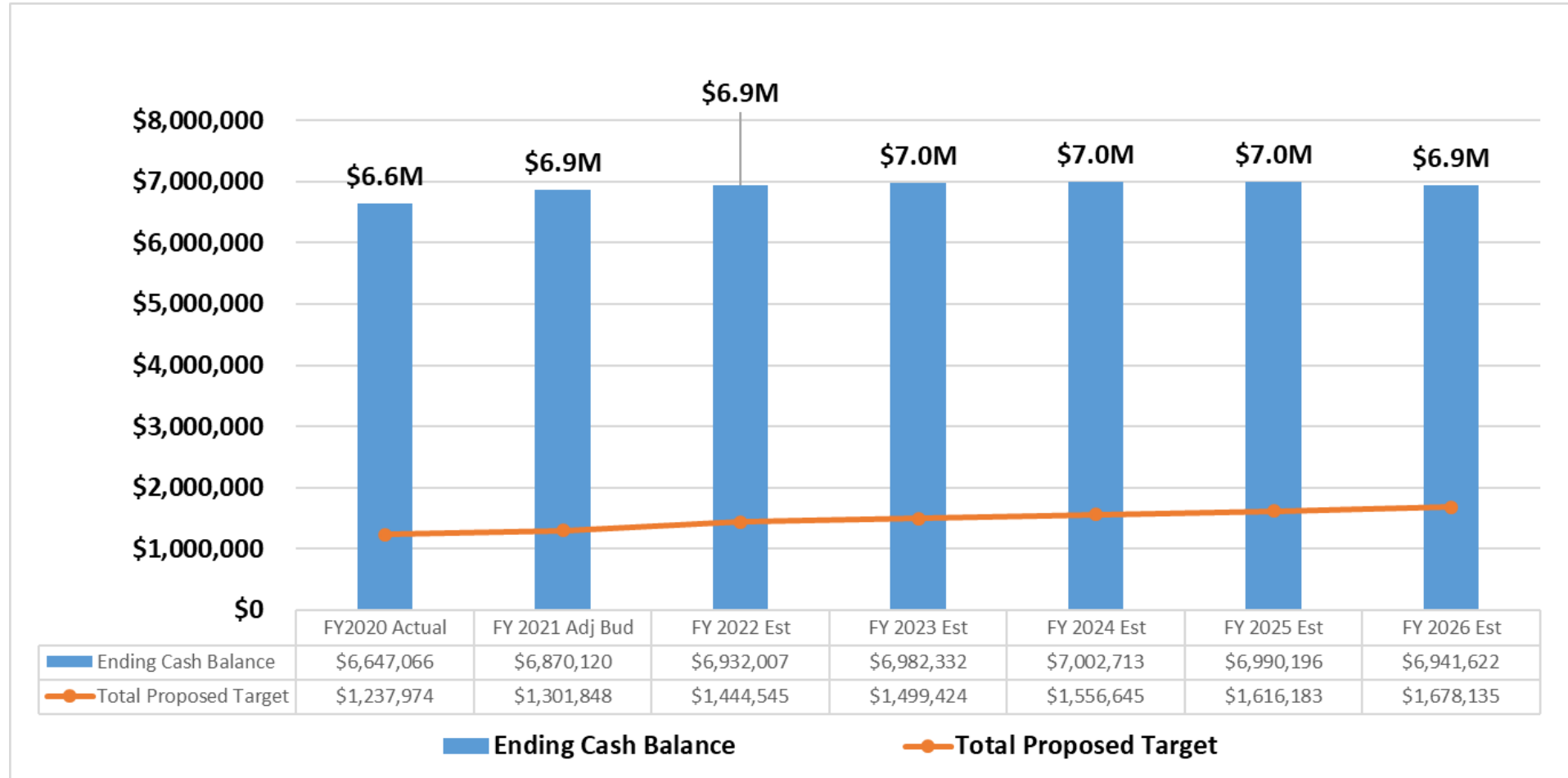
<b>Commodity Rates for Other Customer Classes</b>		
<b>Customer Class</b>	<b>Current 2020</b>	<b>Proposed 2021</b>
Residential Non-Tiered	\$5.53	\$5.67
Commercial	\$5.68	\$5.82
Industrial	\$5.68	\$5.82
Institutional	\$5.68	\$5.82
Temporary Construction	\$4.72	\$4.84

Ventura County Waterworks District No.38  
**Lake Sherwood Water Services**  
 Proposed Rate Increase & Recommendation

- 2.5% Fixed meter charge increase

<b>Monthly Meter Charges</b>		
<b>Meter Size</b>	<b>Current 2020</b>	<b>Proposed 2021</b>
3/4-inch	<b>\$19.40</b>	<b>\$19.89</b>
1-inch	<b>\$29.04</b>	<b>\$29.77</b>
1 1/2-inch	<b>\$53.14</b>	<b>\$54.47</b>
2-inch	<b>\$82.04</b>	<b>\$84.10</b>
3-inch	<b>\$173.58</b>	<b>\$177.92</b>
4-inch	<b>\$308.47</b>	<b>\$316.19</b>
6-inch	<b>\$631.26</b>	<b>\$647.05</b>
<b>Monthly Fireline Charges</b>		
<b>Meter Size</b>	<b>Current 2020</b>	<b>Proposed 2021</b>
2-inch	<b>\$7.28</b>	<b>\$7.47</b>
3-inch	<b>\$11.74</b>	<b>\$12.04</b>
4-inch	<b>\$19.40</b>	<b>\$19.89</b>
6-inch	<b>\$46.91</b>	<b>\$48.09</b>
8-inch	<b>\$94.38</b>	<b>\$96.74</b>
<i>Note: Water used through private fire services will be charged at the temporary construction water rate</i>		

## Cash Reserve Forecast with Recommended Rates



Cash Balance is maintained with proposed pass-through 2.5% rate increases each year

# Proposed Water Rate Increases Impact on Residential Customers

Meter / Service	Usage Hundred Cubic Feet (HCF)	2020 Bill	2021 Bill	% Increase
¾" Residential	30	\$158.00	\$161.96	2.5%
1" Residential	50	\$285.70	\$292.85	2.5%



Calculators are available on our website: <http://pwa.vcpublicworks.org/wsd/ratesandcharges/>



**5. 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**

- Aged Report

**DIRECTORS ITEM:  
AGED REPORT**

Row Labels	Sum of 0-30 Days	Sum of 31-60 Days	Sum of 61-90 Days	Sum of 91-120 Days	Sum of 121+ Days
<b>CUE</b>	<b>\$1,275.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Commercial	\$296.64	\$0.00	\$0.00	\$0.00	\$0.00
Institutional	\$978.54	\$0.00	\$0.00	\$0.00	\$0.00
<b>VCWWD No. 1</b>	<b>\$1,857,870.77</b>	<b>\$96,399.02</b>	<b>\$40,275.21</b>	<b>\$13,703.21</b>	<b>\$6,012.40</b>
Agricultural	\$352,523.63	\$22,530.90	\$8,615.00	\$1,931.35	\$0.00
Commercial	\$246,339.30	\$2,437.02	\$807.72	\$319.47	\$74.77
Industrial	\$15,347.53	\$3,148.83	\$2,101.31	\$0.00	\$0.00
Institutional	\$36,843.86	\$34.96	\$22.40	\$0.00	\$0.00
Residential	\$1,172,599.93	\$68,247.31	\$28,728.78	\$11,452.39	\$5,937.63
Residential Multi Family	\$34,216.52	\$0.00	\$0.00	\$0.00	\$0.00
<b>VCWWD No. 16</b>	<b>\$118.34</b>	<b>\$10.00</b>	<b>\$55.03</b>	<b>\$0.00</b>	<b>\$0.00</b>
Institutional	\$118.34	\$10.00	\$55.03	\$0.00	\$0.00
<b>VCWWD No. 17</b>	<b>\$360,055.29</b>	<b>\$19,659.05</b>	<b>\$4,864.31</b>	<b>\$2,640.48</b>	<b>\$1,594.20</b>
Commercial	\$3,690.25	\$745.46	\$0.00	\$0.00	\$0.00
Industrial	\$27,884.63	\$0.00	\$0.00	\$0.00	\$0.00
Institutional	\$443.87	\$0.00	\$0.00	\$0.00	\$0.00
Residential	\$328,036.54	\$18,913.59	\$4,864.31	\$2,640.48	\$1,594.20
<b>VCWWD No. 19</b>	<b>\$249,027.70</b>	<b>\$10,273.42</b>	<b>\$1,349.82</b>	<b>\$126.03</b>	<b>\$0.00</b>
Agricultural	\$123,206.15	\$5,529.82	\$799.79	\$0.00	\$0.00
Commercial	\$5,556.68	\$87.11	\$32.00	\$0.00	\$0.00
Industrial	\$25.53	\$0.00	\$0.00	\$0.00	\$0.00
Institutional	\$1,111.62	\$0.00	\$0.00	\$0.00	\$0.00
Residential	\$115,537.10	\$4,656.49	\$518.03	\$126.03	\$0.00
Residential Multi Family	\$3,590.62	\$0.00	\$0.00	\$0.00	\$0.00
<b>VCWWD No. 38</b>	<b>\$563,213.08</b>	<b>\$16,197.71</b>	<b>\$4,315.16</b>	<b>\$73.06</b>	<b>\$75.56</b>
Commercial	\$184,394.19	\$0.30	\$0.00	\$0.00	\$0.00
Institutional	\$402.70	\$0.00	\$0.00	\$0.00	\$0.00
Residential	\$378,416.19	\$16,197.41	\$4,315.16	\$73.06	\$75.56
<b>Grand Total</b>	<b>\$3,031,560.36</b>	<b>\$142,539.20</b>	<b>\$50,859.53</b>	<b>\$16,542.78</b>	<b>\$7,682.16</b>

**6. COMMITTEE MEMBER'S COMMENTS/FUTURE  
AGENDA ITEMS**

**7. ADJOURNMENT**

**\*Next regular scheduled WWD38 CAC meeting:  
October 14<sup>th</sup>, 2020**