

DIRECTORS

Peter W. Hansen
Craig R. Kaihara
Thomas P. Vujovich, Jr.
John S. Broome
John D. Menne



PLEASANT VALLEY COUNTY WATER DISTRICT

PIONEER IN FOX CANYON AQUIFER CONSERVATION
SERVING AGRICULTURE SINCE 1956

154 S. LAS POSAS ROAD, CAMARILLO, CA 93010-8570
Phone: 805-482-2119
Fax: 805 484-5835

STAFF

Jared L. Bouchard
General Manager

General Counsel
Arnold, Bjeuel, LaRoche, &
Mathews & Zirbel, LLP

**PLEASANT VALLEY COUNTY WATER DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Pleasant Valley County Water District Board of Directors will hold a **SPECIAL MEETING** at **9 a.m.** on **September 22, 2020**, at the District Office located at 154 S. Las Posas Road, Camarillo, CA 93010-8570.

In accordance with the Governor’s Executive Order N-29-20 and the Ventura County Stay Well at Home Order resulting from the Novel Coronavirus the Meeting will be held virtually using the ZOOM platform by calling +1 408 638 0968 and entering Meeting ID: 315 374 1842

AGENDA

The agenda is posted at least 24 hours preceding the Board meeting and contains all items on which Board action will be allowed pursuant to Government Code Section 54954.2. Action will be taken on unanticipated items only when an emergency (as defined in Section 54956.5) exists or as otherwise allowed under Section 54954.2(b).

An opportunity for members of the public to briefly address the Board on items not on the agenda is provided at the beginning and end of each meeting. Persons wishing to comment on agenda items should complete a speaker card and submit it (preferably before the meeting) to the Clerk. The Chairman will then recognize them at the appropriate time. Once recognized, persons should step to the podium, clearly state their name and address for the record, and address the item being considered in as brief, clear and concise a manner as possible.

OPEN SESSION AND CALL TO ORDER:

- 1) Pledge of allegiance.
- 2) Roll call.
- 3) Determination of quorum.
- 4) Approval of agenda.
- 5) Approval of Minutes:
 - a) July 9th, 2020
- 6) Open Forum.

This is an opportunity for the public to address the Board on matters not appearing on the agenda. No action may be taken by the Board at this time, but items can be considered for placing on the agenda for a subsequent meeting.

7) ACTION CALENDAR

- A. Consider authorizing the General Manager to execute engagement letter for Auditing Services provided by Fanning and Karrh for an amount not to exceed \$17500.00 for fiscal year ending June 30, 2020

Recommendation: Authorize the General Manager to execute the agreement in an amount not to exceed \$17,500.00

8) GENERAL MANAGER COMMENTS

9) OTHER BUSINESS.

- 10) CLOSED SESSION.** It is the intention of the Pleasant Valley County Water District Board of Directors to be in closed session to consider the following items:

- A. Conference with legal counsel-potential/anticipated litigation. Subdivision (d) of Section 54956.9 of *California Government Code*. (One case)

11) ADJOURNMENT.

In compliance with the Americans with Disabilities Act, all possible accommodations will be made for individuals with disabilities so they may attend and participate in meetings. If special assistance is needed, please call the Agency staff at (805) 482-2119 at least 24 hours prior to the meeting so proper arrangements may be assured. If requested, and as possible, agendas will be provided in alternative formats.

Agenda Posting Certification: This agenda was posted not less than 24 hours prior to the scheduled meeting date and time at 154 S. Las Posas Road Camarillo CA, 93010 in a location that is accessible 24 hours a day to the General Public and is posted on the Pleasant Valley County Water District website <https://www.pleasantvalleycountywaterdistrict.com/>

Jared Bouchard
General Manager

MINUTES OF SPECIAL MEETING OF THE
BOARD OF DIRECTORS
PLEASANT VALLEY COUNTY WATER DISTRICT HELD
Thursday July 9th, 2020

Pursuant of notice given, a Special Meeting of the Board of Directors of the Pleasant Valley County Water District was held on Thursday July 9th, 2020 in the District headquarters facility,

154 S. Las Posas Rd, Camarillo, CA.

Call to Order

The meeting was called to order at 11:00 a.m. by President, Thomas P. Vujovich, Jr.

Agenda Item #1- Pledge of Allegiance was led by President Vujovich

Agenda #2- Roll Call

Attendance at the meeting was as follows:

Directors' Present: Thomas P. Vujovich, Jr., President

Craig Kaihara, Vice President

Pete Hansen

John Broome

John Menne

Staff Present: John Matthews, Attorney

Jared Bouchard, General Manager

Agenda #3 – Determination of Quorum

Quorum was established

Agenda Item #4 – Approval of Agenda

Motion to approve by Director Broome; seconded by Director Hansen, motion passed unanimously.

Agenda Item #5 – Approval of Minutes

Moved by Director Broome to approve the minutes of the Special Board Meeting held on June 23rd, 2020 seconded by Director Menne, motion passed unanimously, and minutes were approved as presented.

Agenda item #6 – Open Forum

Public comment: Dan Naumann discussed release of water from freeman diversion. Stated there would be no pump charge increase this year.

Agenda Item #7 – Public Hearing 11:00AM

1. ORDINANCE 20-01 PLEASANT VALLEY COUNTY AN ORDINANCE ESTABLISHING FEES RELATED TO THE PROVISION OF WATER SERVICE

Ordinance was announced. Public hearing was conducted, staff report was given, Minimum annual use of 12 A/F , public testimony was opened - no testimony given by the public, and public hearing was closed. Moved by Director Broome and Seconded by Director Menne

All in favor 5-0

Aye's: 5 Directors: Broome, Menne, Hansen, Kiahara, Vujovich

Noe's : -0-

Absent: -0-

2. – Second Reading was performed in title only and adoption of Ordinance 20-01 effective September 1, 2020. A notification mailing to all customers will be sent out with August 2020 bills.

Agenda Item #8 – Action Calendar

A. CONSIDER BIENNIAL CONFLICT OF INTEREST CODE.

General Manager Bouchard reported on Biennial Conflict of Interest Code, there were no changes. It was Moved by Director Hansen and Seconded by Director Kiahara to adopt code as presented.

All in favor 4-0

Aye's: Hansen, Vujovich, Kiahara, Broome.

Noe's: None.

Absent: Menne. (Director Menne left meeting by way of faulty internet connection and returned at 11:17 a.m. post voting.)

B. BOARD DISCUSSION OF SETTING PVCWD ALLOCATIONS RELATED TO THE PROPOSED FOX CANYON GROUND WATER MANAGEMENT AGENCY ALLOCATION ORDINANCE.

Allocations were discussed. Staff is collecting remaining Allocation ordinance forms. No action taken.

Agenda Item #9 – General Manager Comments

No Comments from General Manager Bouchard.

Agenda Item #10 -Other Business

No other business.

Agenda Item #11 – Closed Session

The Board went into closed session per Government Code sec 54956.9© to conference with legal counsel on existing litigations. No action to report on closed session.

The board came out of session at 11:44a.m.

Agenda Item #12 – Adjournment

The meeting was adjourned upon a motion duly made seconded, and carried unanimously at 11:44 a.m.

Respectfully Submitted:

Minutes Approval:

Jared Bouchard, General Manager

Thomas P. Vujovich, Jr., President



Fanning & Karrh
Certified Public Accountants

A Professional Corporation

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Ventura, California 93003
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August 31, 2020

To the Board of Directors and management of
Pleasant Valley County Water District:

We are pleased to confirm our understanding of the services we are to provide Pleasant Valley County Water District (District) for the year ending June 30, 2020.

We will audit the financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A) to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. CalPERS Schedule of Proportionate Share of the Net Pension Liability
3. CalPERS Schedule of Contributions
4. Schedule of Changes in the Net OPEB Liability and Related Ratios

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the board of directors of Pleasant Valley County Water District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinion is other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from the District's attorneys as part of the engagement, and they may bill the District for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Accordingly, we will express no such opinion. An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Pleasant Valley County Water District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. The audit documentation for this engagement is the property of Fanning & Karrh and constitutes confidential information.

Our fee estimate anticipates keeping our time to a reasonable minimum by maximizing the participation of your personnel in routine aspects of the audit, such as preparation of schedules and analyses. The

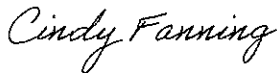
professional fees for our services described above will not exceed \$17,500. You will also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. Additional expenses will not exceed \$250 per year.

Estimating the fees for work to be performed is extremely difficult to do; however, we are willing to perform the proposed engagement with the understanding that our fees will not exceed the above maximum estimate unless unforeseen circumstances arise. If a circumstance such as this arises, we will advise you as soon as possible and obtain agreement on how we should proceed. Should the engagement require less time than is presently anticipated, our fees would be reduced accordingly. Our fees for any additional services you may request will be mutually agreed upon before we commence work.

We appreciate the opportunity to continue to be of service to Pleasant Valley County Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Fanning & Karrh



Cynthia L. Fanning

This letter correctly sets forth the understanding of Pleasant Valley County Water District.

Management Signature _____

Title _____

Date _____

Governance Signature _____

Title _____

Date _____