

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, Bleuel, LaRochelle,
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 **10:00 a.m.** on **April 7th, 2021**, 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 939 7699 8375 or Join the Zoom Meeting Virtually: <https://zoom.us/j/93976998375>

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) March 18, 2021

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. Board Review of Year-to-Date Budget Report for FY 2020 - 21

Recommendation: Receive and File FY 20-21 YTD Budget Report

8) GENERAL MANAGER COMMENTS

9) OTHER BUSINESS.

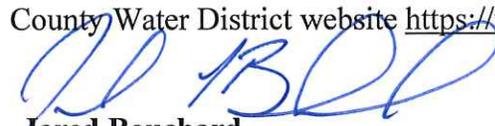
10) CLOSED SESSION. It is the intention of the Pleasant Valley County Water District Board of Directors to be in closed session to consider the following items:

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/>



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MINUTES OF SPECIAL MEETING OF THE
BOARD OF DIRECTORS
PLEASANT VALLEY COUNTY WATER DISTRICT HELD
Thursday March 18th, 2021

Pursuant of notice given, a Special Meeting of the Board of Directors of the Pleasant Valley County Water District was held on Thursday March 18th, 2021 in the District headquarters facility,

154 S. Las Posas Rd, Camarillo, CA.

Call to Order

The meeting was called to order at 9:30am by Board President Vujovich.

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

Agenda #2- Roll Call

Attendance at the meeting was as follows:

Directors Present:

Thomas P. Vujovich, Jr., President

Vice President, Craig Kaihara (arrived at 10:10 a.m.)

Director John Menne

Director John Broome

Director Peter Hansen

Directors Absent:

None

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 Hansen; seconded by Director Menne motion passed with a 4-0 vote.

Ayes 4- Directors: Vujovich, Menne, Broome, Hansen

Ney's -0-

Absent 1 – Directors: Kaihara

Agenda Item #5 – Approval of Minutes

Motion to approve the minutes of the Special Board meeting held on December 15th 2020 by Director Broome seconded by Director Menne, motion passed with a 4-0 vote, and minutes were approved as presented.

Ayes 4- Directors: Vujovich, Menne, Broome, Hansen

Ney's: -0-

Absent 1- Directors: Kaihara

Agenda item #6 – Open Forum

Public comment: Mauricio Guardado, General Manager of United Water Conservation District provided an update on ongoing water operations. GMA Board Member Dave Borchard was in attendance and expressed his desire to work closely with the PV District and its Landowners.

Agenda Item #7 – Action Calendar

A. – Election of Officers of The Board of Directors for 2021

A motion was made by Director Broome to retain the position of Director Vujovich as Board President Vujovich, Seconded by Director Hansen. The motion passed 4-0.

Ayes 4- Directors: Vujovich, Menne, Broome, Hansen
Ney's: -0-
Absent 1- Directors: Kaihara

Motion was made by Director Broome to retain the position of Director Kaihara as Vice President, seconded by Director Hansen, the motion passed 4-0,

Aye's: 4- Directors: Vujovich, Menne, Broome, Hansen
Ney's: -0-
Absent -1 – Directors: Directors: Kaihara

B. – Ratification of Checks

It was moved by Director Menne to ratify the checks issued from December 7th, 2020 to March 16th, 2021 by the District, seconded by Director Broome. The motion passed unanimously, and the list of checks ratified is appended to these minutes

C - Board review of potential impacts of submitted Variance Request to the Fox Canyon Ground Water Management Agency and Transfer of Allocation Request submitted to the Pleasant Valley County Water District service area

Staff and Board discussed the Variance Request to the FCGMA Agency, and transfer of Allocation Request submitted to the Pleasant Valley County Water District service area. Under Existing rules, a motion to deny transfer of allocation requests on a temporary basis was made by Director Menne, seconded by Director Broome. The motion passed with a vote of 5-0

Aye's: 5- Directors: Vujovich, Menne, Broome, Hansen, Kaihara
Ney's: -0-
Absent -0-

Agenda Item #8 – General Manager Comments

G.M. Bouchard updated board of directors on general business of the district and informed the Board of Directors that the City of Oxnard approved the Hueneme pipeline extension.

Agenda Item #9 -Other Business

No other business.

Agenda Item #10 – 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 closed session at: 12:07 p.m.

Agenda Item #11 – Adjournment

The meeting was adjourned upon a motion duly made seconded, and carried unanimously at 12:07 p.m.

Respectfully Submitted:

Minutes Approval:

Jared Bouchard, General Manager

Thomas Vujovich, Board President

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April 7 2021, SPECIAL MEETING

TO: BOARD OF DIRECTORS

FROM: GENERAL MANAGER

Subject: Board Review of Year-to-Date Budget Report for FY 2020 -21 through February 2021

AGENDA ITEM: 7A

Attached for Board review is the year-to-date budget summary for fiscal year 2020-21. This report represents income and expenditures through February of 2021 or 66% of the budget cycle.

- Operating revenues are at 54% of the budget, this is directly related to water sales within District being less than forecasted.
- Water Cost expenses are at 57%, this percentage is affected by both the forecasted water sales and the forecasted supply mix amongst the Districts water sources. For example: The adopted budget forecasted Conejo Creek Project Water would be 23% of the total supply mix the District would serve, staff analyzed the supply mix through February and Conejo Creek Water has been 35% of the water supply.
- Salaries and Benefits are at 75% for the year. Overtime and vacation cash out are the primary factors in the slightly accelerated salary expenditures.
- Administrative expenses are at 38%. The primary expenditure or lack of expenditure affecting this is legal fees are not as high as forecasted in the budget.

Overall, the total operating expenses of the District are at 57% through 66% of the budget cycle.

Recommendation: Receive and File FY 20-21 YTD Budget Report

	A	B	C	I	J	L	N	O
1	PLEASANT VALLEY COUNTY WATER DISTRICT							
2	Adopted Budget Fiscal Year Ending June 30, 2021							
3								
4	Line		G/L	20/21	Monthly	20/21	20/21	20/21
5	Item		Account	Adopted		Jul-Feb	Jul-Feb	Jul-Feb
6				Budget		YTD Actual	YTD Diff.	YTD %
7	OPERATING REVENUES							
8	1	Water revenue	3000.1	5,796,750	\$ 483,062.50	3,144,036	-2,652,714	
9		TOTAL OPERATING REVENUE		5,796,750	\$ 483,062.50	3,144,036	-2,652,714	54%
10								
11	OPERATING EXPENSES							
12	Cost of Water							
13	2	Water Purchases	4010	3,174,990	\$ 264,582.50	1,816,869	1,358,121	57.22%
14	3	Water pumping cost	4020	722,000	\$ 60,166.67	450,119	271,881	62.34%
15	4	Water transportation/distribution	4030	40,000	\$ 3,333.33	35,925	4,075	89.81%
16	5	Repair and maintenance	4040	60,000	\$ 5,000.00	15,166	44,834	25.28%
17	6	Other distribution costs	4050	59,000	\$ 4,916.67	13,384	45,616	22.68%
18		Total Cost of Water		4,055,990	\$ 337,999.17	2,331,463	1,724,527	57.48%
19								
20	Salaries & Benefits							
21	7	Salaries	5010	376,000	\$ 31,333.33	280,423	95,577	75%
22	8	Payroll taxes	5020	37,600	\$ 3,133.33	27,073	10,527	72%
23	9	Worker's compensation	5030	9,770	\$ 814.17	11,736	-1,966	120%
24	10	Medical Insurance	5040	61,000	\$ 5,083.33	44,113	16,887	72%
25	11	Retirement Contributions	5050	50,000	\$ 4,166.67	35,963	14,037	72%
26	12	Education and training	5060	2,000	\$ 166.67	570	1,430	29%
27		Total Salaries & Benefits		536,370	\$ 44,697.50	399,879	136,491	75%
28								
29	Administrative Expenses							
30	13	Bank charges	6010	1,200	\$ 100.00	170	1,030	14.17%
31	14	Contract labor	6020	3,000	\$ 250.00	1,035	1,965	34.50%
32	15	Dues and subscription	6040	5,000	\$ 416.67	1,935	3,065	38.70%
33	16	Election Expenses	6050	2,000	\$ 166.67	0	2,000	0.00%
34	17	Insurance	6060	15,000	\$ 1,250.00	16,731	-1,731	111.54%
35	18	Legal and professional	6070	448,500	\$ 37,375.00	162,823	285,677	36.30%
36	19	Membership	6080	15,000	\$ 1,250.00	4,436	10,564	29.58%
37	20	Miscellaneous expenses	6090	9,000	\$ 750.00	1,755	7,245	19.50%
38	21	Office expenses	6100	1,200	\$ 100.00	1,529	-329	127.44%
39	22	Office Supplies	6110	6,000	\$ 500.00	2,540	3,460	42.33%
40	23	Postage	6120	1,500	\$ 125.00	469	1,031	31.27%
41	24	Printing	6130	1,000	\$ 83.33	415	585	41.48%
42	25	Publication	6140	4,000	\$ 333.33	2,841	1,159	71.03%
43	26	Rent and leasing	6150	2,000	\$ 166.67	329	1,671	16.46%
44	27	Repair and maintenance	6160	12,000	\$ 1,000.00	2,024	9,976	16.87%
45	28	Security	6170	2,000	\$ 166.67	2,544	-544	127.20%
46	29	Telephone/Internet	6180	9,000	\$ 750.00	2,982	6,018	33.14%
47	30	Travel	6190	1,000	\$ 83.33	0	1,000	0.00%
48	31	Utilities	6200	7,000	\$ 583.33	5,048	1,952	72.12%
49		Total Administrative Expenses		545,400	\$ 45,450.00	209,609	335,791	38.43%
50								
51		TOTAL OPERATING EXPENSES		5,137,760	\$ 428,146.67	2,940,951	2,196,809	57.24%
52								
53	OTHER REVENUES							
54	32	Property tax revenue	9000	250,000	\$ 20,833.33	171,042	78,958	68.42%
55	33	Late charges	3000.2	12,000	\$ 1,000.00	8,456	3,544	70.47%
56	34	Interest income	9100	10,000	\$ 833.33	11,565	-1,565	115.65%
57	35	Other income	9200	10,000	\$ 833.33	58,919	-48,919	589.19%
58		TOTAL OTHER REVENUES		282,000	\$ 23,500.00	249,982	32,018	88.65%
59								
60	OTHER EXPENSES							
61	36	(Gain)/Loss on disposal	9300	0	\$ -	0	0	0.00%
62	37	Other expenses	9400	5,000	\$ 416.67	0	5,000	0.00%
63		TOTAL OTHER EXPENSES		5,000	\$ 416.67	0	5,000	0.00%
64								
65		OPERATING INCOME (LOSS)		935,990	\$ 77,999.17	453,067	482,923	48.41%
66	Capital Improvement/Acquisition							
67	38	Capital acquisition		187,000	\$ 15,583.33	178,174	8,826	95.28%
68		NET CASH SURPLUSE(DEFECIT)		748,990	\$ 62,415.83	274,893	474,097	36.70%
69								
70	NON-CASH CHARGES							
71	39	Depreciation Expense						