

CITY OF VENTURA

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# VENTURA WATER COMMISSION MINUTES

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**Grant Burton**  
Commissioner Chair

**Susan Mulligan**  
Commissioner Vice-Chair

**Nova Clite**  
Commissioner

**Suzanne McCombs**  
Commissioner

**Gerhard Hubner**  
Commissioner

**Robert McCord**  
Commissioner

Susan Rungren, Ventura Water General Manager  
Miles Hogan, Assistant City Attorney  
Debra Gallegos, Recording Secretary

## REGULAR MEETING

**TUESDAY, MAY 26, 2020, 5:30 P.M.**

**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 CORONAVIRUS (COVID-19), CITY HALL IS CLOSED TO THE PUBLIC.**

***Water Commission conducted this meeting in accordance with California Governor Newsom's Executive Orders N-20-20 and N-35-20 and COVID-19 pandemic protocols.***

**Commission Vice Chair Mulligan called the meeting to order at 5:57 p.m.**

*\*Commission Vice Chair Mulligan asked to move the General Manager Report before Agenda Item 3 in order to recuse herself due to possible conflict of interest.*

### **ROLL CALL – WATER COMMISSION**

Present: Commissioners Clite, Hubner, McCombs, McCord, and Mulligan (all via teleconference/video conference)  
Absent: Commissioner Burton.

### **WATER COMMISSION ITEMS**

#### **1. MINUTES**

Approve the minutes of the April 28, 2020 Regular meeting.

Members of the Public: None.

Commissioner McCord moved to approve the recommendation. Commissioner Clite seconded the motion. The vote was as follows:

AYES: Commissioners Clite, Hubner, McCombs, McCord, and Mulligan.  
NOES: None.

Commission Vice Chair Mulligan declared the motion carried, 5-0 with Commissioner Burton absent.

6:00 p.m. Commission Chair Burton joined the meeting (via teleconference/video conference).

**2. FISCAL YEAR 2020-2026 ADOPTED WATER AND WASTEWATER CAPITAL IMPROVEMENT PLAN PROJECTS AND RATE STUDY DISCUSSION**

Staff recommends that the Water Commission receive an oral presentation on an overview of the Fiscal Year 2020-2026 Adopted Water and Wastewater Capital Improvement Plan Projects and Rate Study Discussion Members of the

Members of the Public: Burt Handy  
No vote.

**GENERAL MANAGER REPORT**

COVID Update

COVID Update as of 5/18/2020 on financial impact of Rule 2020-001 – Waived late fees = \$129,000; Door Tags (no shut off, late payment notice) = \$66,000; online VISA payment fee = \$102

Rule 2020-002 was issued which extended the suspension of any new customer shutoffs and new late fees for nonpayment through September 21, 2020.

Requests for payment arrangements have remained flat.

Consumption overall is approximately the same as last year during these past few months. Ventura does not have one or two significant high-water users that were shut down, etc.

Continually following any possible relief for customers due to COVID-19 issues.

**Other Updates**

2020 Urban Water Management Plan – RFPs for consultants were sent out April 28. The Urban Water Management Plan is required to be completed and submitted to DWR by July 1, 2021.

2020 Water and Wastewater Master Plans consultant interviews were conducted last week.

The City has been awarded a \$2,053,000 grant (50% funding match) from the Watersheds Coalition of Ventura County's Integrated Regional Water Management Program for the Water Capital Improvement Projects Eastside to Midtown Interconnection and Midtown to Westside Interconnection. These projects will provide the ability to move water from the eastside to the westside of the City to provide water for drought and peak demand periods and to meet water quality goals.

The City's Water and Wastewater Laboratory recently received its annual accreditation from the California Environmental Laboratory Accreditation Program through the State Water Resources Control Board. The City also received a new list of Accredited Fields of Testing (FOT) which means we will use these new and or revised test methods for analyses of regulatory samples. In total, 59 new testing parameters were added to the City's Laboratory accreditation certification as well as 34 parameters with updated methods.

### **Past Council Info.**

Council Action 4/27/2020 – Budget Workshop #2 – Fiscal Year 2020-2021

- Waive the Ventura City Charter to complete a budget by May 1<sup>st</sup>
- Approve the new budget timeline
- Provide policy direction on tools to be provided to balance the General Fund – Hiring freeze, reduce employee travel, Elimination of Cost of Living adjustments, reduce employee benefits, furloughs/reductions in hours worked, separation incentives (early retirement), etc.

January 13, 2020 Budget forecast and staff spent the next two months focusing on building a balanced budget

Council Action 5/4/2020 – Approval of 2020 CWRR and Final Water Demand Factor Study, Go from Stage 3 to Stage 2 Drought status and adjust rates

Council Action 5/11/2020 – Adoption of User Fees and Rates for FY 2020-2021

Council Action 5/18/2020 –

- Approval of Voluntary Employee Separation Incentive Program
- Approve General Services Agreement for Ventura Water Reclamation Facility Contract Laboratory Monitoring Services

- Approve General Service Agreement for On-call slip lining and closed-circuit Television Inspection services
- Utilization of the City's 2020 State Water Project allocation
- Professional Services Agreement for the State Water Interconnection Pipeline and Blending Station Projects
- FY 2020-21 Potential Use of Nontraditional Funds and Revenue Enhancements
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  - ✓ Use of Measure O fund Balance
  - ✓ Use of fund Balance from the Internal Service funds
  - ✓ New Cannabis Tax
  - ✓ New Franchise Fee for Water and WW Utilities
  - ✓ Others

**Upcoming Council –**

June 1 – FY 20-21 Budget

Meeting with Finance Director to go over proposed budget and adjustments based on budget decisions made this information will go into the rate information

Freezing positions working on possible adjusting workload or hiring internally if essential position, must meet certifications/regulatory requirements

**Budget Numbers**

Wastewater (Fund 51) \$23,000,000

Water (Fund 52) \$36,400,000

Total Budget = \$59,400,000

The one change is that we are going to be plugging in the cost savings from the furlough in each fund. The number for the Fund 51 is \$88,218 and for Fund 52 it is \$125,025.

**Next Meeting Items June 23**

Rates meeting 3 – Data & Analysis for Net Zero/ROW & Pavement Obligation

Update on VenturaWaterPure and Outreach for rates.

**3. STATE WATER INTERCONNECTION PIPELINE PROJECT UPDATE**

Commission Vice Chair Mulligan stated she was recusing herself from this item because she worked on the draft State Water Interconnection Project Joint Agencies Agreement when she was employed with Calleguas Municipal Water District, and she requested that this be included in the Meeting Minutes. Commission Vice Chair Mulligan left the meeting at TIME p.m.

Staff recommends that the Water Commission receive the oral presentation providing an update on the State Water Interconnection Pipeline Project Update.

Public: None.  
No vote.

**PUBLIC COMMENT:** None.

**COMMISSIONER COMMUNICATIONS:** Commissioner McCombs asked that staff bring an update on the VenturaWaterPure Project and to keep the Commissioners updated on the Budget as it pertains to possible furloughs and enterprise fund updates.

**ADJOURNMENT: 8:03 P.M.**