

VENTURA RIVER COUNTY WATER DISTRICT
REGULAR MEETING HELD APRIL 13, 2011

Pursuant to due and official notice, a regular meeting of the Board of Directors of the Ventura River County Water District was held at 409 Old Baldwin Road, Ojai, California on April 13, 2011.

President J. Curtis called the meeting to order at 5:30 o'clock p.m.

There were present Directors J. Curtis, M. Hanson, T. Jamison, E. Lee, and E. Ramseyer. Also present were General Manager/Board Secretary Bert Rapp, retiring General Manager Matthew Bryant, Office Manager/recording secretary Janet Schaefer, and Counsel Lindsay Nielson. Representing Phoenix Engineering was Mr. Jon Turner who arrived at 6:02 o'clock p.m. Public present was Mr. George Galgas.

E. Ramseyer led the Pledge of Allegiance.

Item 3

M. Hanson moved to approve consent agenda items, seconded by T. Jamison and carried.

Item 4. There were no public comments.

Item 6. E. Lee moved to deny the staff proposal to fund electronic payment through the district's website in the next fiscal year, seconded by T. Jamison and carried. Directors E. Ramseyer and J. Curtis voted no.

Item 7A. T. Jamison moved for approval of Resolution 260-2011 expressing appreciation to retiring General Manager Matthew Bryant, seconded by M. Hanson and carried by a unanimous roll call vote.

RESOLUTION # 2011- 260

**RESOLUTION EXPRESSING CONGRATULATIONS TO MATTHEW L. BRYANT
ON HIS RETIREMENT AND APPRECIATION FOR HIS SERVICE
TO THE VENTURA RIVER COUNTY WATER DISTRICT**

WHEREAS, Matthew L. Bryant, began service with the Ventura River County Water District on December 3, 2001 and has served as General Manager for more than 9 years; and

WHEREAS, during Matthew's tenure at VRCWD he was instrumental in improving reliability, and increased available water supply by replacing a failed well, and rehabilitating a dormant well, and by the replacement of a 210,000 gallon water storage tank; and

WHEREAS, water system delivery has been improved by replacement of a critical 14" transmission line from the Parker tank site, and installation of a 12" transmission line using horizontal directional drilling through a geologically sensitive area up to Encino Drive; and

WHEREAS, Matthew has added efficiency in the area of customer service by implementing a Global Information System mapping program, SIMS maintenance management program and an Electronic Document Management System; and


WHEREAS, Matthew's knowledge and expertise has been a vital part to the success in the District's ability to continue to deliver clean and reliable water and excellent service to its customers; and

WHEREAS, The Ventura River County Water District Board of Directors would hereby like to express their sincere appreciation to Matthew L. Bryant for his faithful years of service and dedication to the Ventura River County Water District.

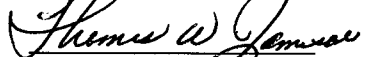
ADOPTED this 13th day of April 2011.


John R. Curtis, President


Marvyn L. Hanson, Treasurer


Eddie P. Ramseyer, Director


Ed Lee, Vice President


Thomas W. Jamison, Director

Item 7B. T. Jamison moved for approval of Resolution 2011-261 approving a Personnel Policy revision, seconded by E. Lee and carried by a unanimous roll call vote.

RESOLUTION # 2011 – 261

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER COUNTY WATER DISTRICT APPROVING REVISIONS OF THE PERSONNEL POLICY FOR VACATION OF THE GENERAL MANAGER

WHEREAS, VRCWD's Personnel Policy was adopted August 13, 2010, and;

WHEREAS, vacation accrual for the General Manager is requested to be revised, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Ventura River County Water District modifies the Personnel Policy as follows:

Existing Language:

3.1. Vacation

3.2.1. Accrual

Each full-time employee shall accrue vacation time for each calendar month of full service. Vacation time shall be accrued as follows:

- A. On the last day of the month in which an employee successfully completes probation, each employee shall be credited with eighty (80) hours of vacation time. The General Manager shall accrue 6.67 hours credit each month not subject to a probationary period.
- B. For the succeeding four (4) years of service, employee shall accrue 6.67 hours credit for each month (80 hours per year).
- C. For the succeeding five (5) years of service, the employee shall receive 10 hours credit for each month (120 hours per year).
- D. For the succeeding years of service, the employee shall receive 13.34 hours of credit for each month (160 hours per year).

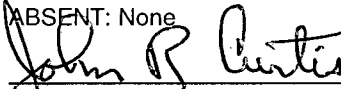
Proposed New Language: The above provisions may be modified by the Board for the General Manager by separate Board Resolution.

PASSED, APPROVED AND ADOPTED this 13th day of April 2011.

AYES: Curtis, Hanson, Jamison, Lee, Ramseyer

NOES: None

ABSENT: None



 John R. Curtis, President

Attest: 

 Ed Lee, Vice-President

Item 7C. T. Jamison moved for approval of Resolution 2011-262 approving a revision to the vacation accrual for the General Manager, seconded by E. Lee and carried by a unanimous roll call vote.

RESOLUTION # 2011 – 262

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER COUNTY WATER
DISTRICT ESTABLISHING VACATION ACCRUAL RATES
FOR THE GENERAL MANAGER**

WHEREAS, the VRCWD Board's offer of employment to Mr. Bert J. Rapp included 3-weeks of vacation annually, and;

WHEREAS, VRCWD's Personnel Policy, adopted August 13, 2010 and modified April 13, 2011 allows the Board to designate specific vacation provisions for the General Manager by separate Resolution, and;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Ventura River County Water District establishes the following regarding vacation accrual rates for the General Manager:

Reference: SECTION 3.1 VACATION page 3

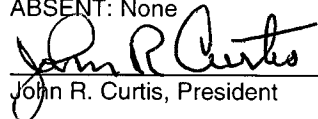
- a) The General Manager shall accrue ten (10.0) hours of vacation credit each month not subject to a probationary period (120 hours per year, 3 weeks).
- b) For the succeeding four (4) years of service, the General Manager shall receive 10.0 hours vacation credit for each month (120 hours per year, 3 weeks).
- c) For the succeeding five (5) years of service, the General Manager shall receive 13.34 hours credit for each month (160 hours per year, 4 weeks).
- d) For the succeeding years of service, the General Manager shall receive 13.34 hours of credit for each month (160 hours per year, 4 weeks).

PASSED, APPROVED AND ADOPTED this 13th day of April 2011.

AYES: Curtis, Hanson, Jamison, Lee, Ramseyer

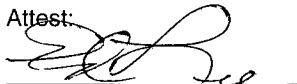
NOES: None

ABSENT: None



John R. Curtis, President

Attest:



Ed Lee, Vice-President

Item 5

Recommendations by Staff to modify the Valley Meadow design contract with Phoenix Engineering were discussed. T. Jamison moved for approval of recommendation number one to select Jim Kerwin's driveway alignment at 2153 Valley Meadow Drive for a 12" pipe from the Parker tank site to Valley Meadow Drive, seconded by E. Ramseyer and carried. E. Lee moved for approval of recommendation number two to include replacement of about 350' of 6" asbestos cement pipe on Feliz Drive with flexible HDPE Pipe to reduce risk of breakage from earth movement, seconded by M. Hanson and carried. M. Hanson moved for approval of recommendation three to approve a the scope of work and cost with Phoenix Engineering in the amount of \$160,902.50 replacing the scope of work and contract dated February 11, 2011, seconded by E. Ramseyer and carried.

Item 7D. A public disclosure was made of a disbursement to M. Albertsen in the amount of \$240.73 on check #10583 dated March 21, 2011 to reimburse him for cost incurred to attend a two day Operator Certification training in Bakersfield. Costs included mileage, hotel and food.

Item 7E. E. Lee moved to approve establishing an Engineering Intern Program, seconded by E. Ramseyer and carried. The Intern candidate will work on a volunteer basis with no compensation or benefits. Staff was instructed to verify that the insurance policy will cover a volunteer if they were hurt or caused damage by their action.

Item 7F. T. Jamison moved to approve the Ojai Valley Land Conservancy's request that the District provide electrical power to their gate located on Old Baldwin Road from VRCWD's existing electrical facilities, seconded by E. Ramseyer and carried.

Item 7G. The annual liability insurance renewal quotes were discussed and tabled to a future meeting to allow staff to research questions with regard to flood coverage and water tank coverage.

Item 7H B. Rapp reported on wells, production, and usage. The static aquifer level at Well #2 on April 1, 2011 was 12.1 feet below surface. The level has risen 4.4 feet since the first of last month. The area has received 27.7" of rain this year.

Item 7I. A Budget Workshop was scheduled for Tuesday April 19, 2010.

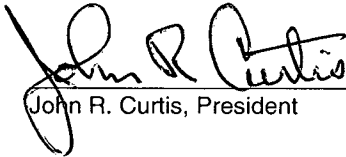
Item 8 Counsel stated that is was a pleasure working with M. Bryant as General Manager these past years and appreciates his efforts in avoiding potential litigation during his tenure.

Item 9 Under Old Business staff reported that the phone system replacement was accomplished at \$1,000 under budget.

Under New Business B. Rapp reported that the AWA of Ventura County will hold their 19th Annual Water Symposium on April 21, 2011. B. Rapp reported that Southern California Edison holds a monthly no cost tour of its hydroelectric facilities in northern California. J. Curtis requested that a tour schedule be provided. J. Curtis and B. Rapp reported on their attendance at the ACWA Region 8 "H2O: It's Only Money ...Or is it?" at Calleguas MWD on April 13, 2011. Communication with customers was emphasized as being important and not just when communicating about rate increases but also how the agency services their customers. A communication method suggested was a "second step theory" in which time spent educating local service organizations and community leaders can be used as a means to help get the message out to the public. A luncheon in honor of retiring General Manager Matthew Bryant will be held at the district office on Wednesday April 27, 2011

There being no further action to come before this Board on motion duly seconded the meeting was adjourned at 7:10 o'clock p.m.

Attested:


John R. Curtis, President


Ed Lee, Vice President