

**VENTURA RIVER WATER DISTRICT  
MINUTES OF REGULAR MEETING AUGUST 21, 2019**

Directors present were: Peggy Wiles, Ed Lee and Marvin Hanson. Also present were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp and Office Manager Amy Joy Bakken. Public present were: None.

1. **CALL MEETING TO ORDER-** President Peggy Wiles called the meeting to order at 3:00 P.M.
2. **PLEDGE OF ALLEGIANCE** – Peggy Wiles.
3. **CONSENT AGENDA:**
  - A. MINUTES JULY 17<sup>TH</sup>, 2019
  - B. FINANCIAL REPORTS FOR JUNE & JULY 2019

Ed Lee moved for approval of the consent agenda items, seconded Marvin Hanson and carried 3-0.

4. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
5. **CONSIDERATION TO INVEST IN FDIC INSURED CD'S**– Time Value Investments (TVI), an investment firm specializing in Public Funds Investing, contacted the District to discuss Certificates of Deposits (CD's). The District currently has funds invested in the Local Agency Investment Fund (LAIF). TVI suggested that the benefits of CD investment would be a higher rate of return with equally secure principal protection, however it would have lower liquidity. Bert Rapp presented an analysis of interest rates over time as well as investment return estimates provided by TVI. Marvin Hanson and Ed Lee expressed concern over investing customer's money in CD's for a low possible rate of return. Peggy Wiles stated CD's can be a positive investment option, but not at the current time. The board consensus was not to invest in CD's at this time. No action was taken on this item.
6. **ACCEPTANCE OF IMPROVEMENTS VALLEY MEADOW DRIVE PHASE I**– The Valley Meadow Drive Phase I project is complete and ready for acceptance by the Board. The project created a looped system and lowered the pressure on lower Valley Meadow Drive by 60 PSI. The completed contract cost was \$387,476 which came in about \$17,000 under budget. Bert Rapp recommended acceptance of the project as complete, release of the 5% retention of \$19,373.80 after the 35 day lien period, and to direct the General Manager to record the Notice of Completion. Ed Lee moved for approval of the recommended actions, seconded Marvin Hanson and carried 3-0.
7. **HYDRANT & VALVE REPLACEMENT 2019 & VALLEY MEADOW DRIVE SEWER/WATER SEPARATION-APPROVAL OF CHANGE ORDERS AND BUDGET TRANSFER #1**–There were some complications during construction for Hydrant & Valve Replacement 2019 project which requires a change order that exceeds the authority of the General Manager. Bert Rapp recommended approval of the following items: 1) Change Order #1 in the amount of \$33,755 for extra work on the Hydrant & Valve project which included replacement of water services that conflicted with work, unexpected piping revisions, an increase in pavement removal and replacement, and additional time to locate the water main on Ferrara drive which was not located where expected. 2) Award of contract to J. Vega Engineering and Change Order #2 in the amount of \$121,356 for construction cost for the relocation of the water main on Valley Meadow Drive which was found to be only 18 inches from the sewer line. The original plan was to relocate the sewer line, however it was found during the design phase that the water line would have to be relocated instead which increased the total cost of the project to \$160,000. 3) The increased cost for Phoenix Civil Engineering for additional work on the sewer/water line separation is \$10,000. 4) Budget Transfer #1 in the amount of \$60,000 to add to account #13072 for the Valley

Meadow Drive Sewer/Water Separation. Marvin Hanson moved for approval of the recommended actions, seconded Ed Lee and carried 3-0.

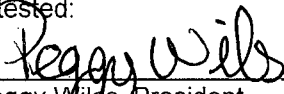
- 8. DRAFT PERSONNEL POLICY UPDATES-** The District is considering updating the personnel policy using the California Special District Association (CSDA) sample policy as a guideline. Bert Rapp presented the following items for Board direction: 1) In cases of termination, should the right to appeal to the Board of Directors be replaced with a Skelly hearing officer process? **Board consensus was to use the Skelly process and make sure witnesses could be included.** 2) Should defensive driver training be required every four years? **Board consensus was training is not necessary as long as safety meetings are being held and vehicles are not being used for personal use.** 3) Prepare employment agreement with the General Manager. **Board consensus was to prepare agreement for the position and that it would be useful for future General Managers.** 4) Allow management employees to participate in catastrophic time bank. **Board consensus was to allow.** 5) Combine Sick Leave with Vacation, delete two half day holidays before New Year and Easter and delete longevity pay. **Board consensus was to keep the half day holidays and longevity pay for existing employees and discuss combining paid time off hours again at September's board meeting. The Board also stated they would like to hear from staff regarding the proposed changes to the paid time off policy.** 6) Convert Floating Holiday to regular vacation day to eliminate special administration costs. **Board consensus was to allow.** Peggy Wiles said she will email Bert Rapp her comments and suggested changes to the draft personnel policy. Bert Rapp will update the draft policy with the Board's suggestions and bring a second draft back for review at the next Board meeting. No action was taken on this item.
- 9. BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA)-BRUCE KUEBLER-** Peggy Wiles stated on Bruce Kuebler's behalf that the UVRGA had nothing to report and the next meeting will be in October. Bruce Kuebler, Peggy Wiles and Bert Rapp attended the Ventura County Special District meeting and watched a video on local geology and toured the low water demonstration garden. No action was taken on this item.
- 10. GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS -** The aquifer is currently 9.8 feet above the 30 year average for August 1<sup>st</sup> at an elevation of 531.1 feet. Well #1 is pumping 1,026 GPM, unchanged from last month. Well #7 is pumping 750 GPM, unchanged from last month. Well #2 and #3 are not online. No supplemental water was purchased from Casitas in July. Sales dollars billed on July 31, 2019 amounted to \$214,365, under budget by (\$32,441) for July. Water sold in July 2019 amounted to 31,698 HCF, a decrease of 49% below the 62,374 HCF sold in July 2013. On August 1, 2019, Lake Casitas level was at 43.9% of full capacity at elevation of 504.39 feet. The lake has decreased 0.7% or 1.0 feet and decreased 1,587 AF since last month. The customer water budgets were reduced by 28% for the July billing because the actual ET was 28% lower than the average ET.
- 11. OLD & NEW BUSINESS** –Peggy Wiles asked for the status on the old equipment disposal. Bert Rapp responded he has not had time to advertise as he has been focused on the personnel policy changes. Bert Rapp also stated he has not changed the District back to Edison yet because the summer time Edison TBS rates could be potentially be higher than the cost for the Clean Power Alliance. The District will be switched back to Edison after the period of heavier electrical use has passed (in the Fall). Marvin Hanson asked for an update on the solar feasibility studies. Bert Rapp stated that the project is on hold while the representative for the study is on vacation. Lindsey Nielson stated that Meiners Oaks Water District was very grateful to Ventura River Water District for their recent assistance on an emergency leak while they were short staffed.


Peggy Wiles moved the meeting into executive session at 4:03 pm.

**12. EXECUTIVE SESSION** –An executive session was held to discuss Personnel Review, General Manager Position and pending litigation. Peggy Wiles moved the meeting out of executive session at 4:24 pm. No action was taken on this item.

Peggy Wiles adjourned the meeting at 4:24 pm.

Attested:

  
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Peggy Wiles, President

  
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Ed Lee, Vice President