



NOTICE OF REGULAR BOARD OF DIRECTORS MEETING

9:00 A.M. MONDAY, MARCH 23, 2020

Meeting will be held via Zoom by phone & video conference. To attend/listen to the meeting please call (253) 215-8782 or (301) 715-8592 (Toll Free US) and enter Meeting ID: 453 940 682. Zoom Link: <https://zoom.us/j/453940682>

VENTURA RIVER WATER DISTRICT

409 Old Baldwin Road
Ojai, CA 93023
Phone (805)646-3403
Fax (805) 646-3860

www.VenturaRiverWD.com

DIRECTORS

President:

Ed Lee

Vice President:

Bruce Kuebler

Treasurer:

Jack Curtis

Directors:

Peggy Wiles

Marvin Hanson

GENERAL MANAGER

Bert Rapp, P.E.

Bert@VenturaRiverWD.com

OFFICE MANAGER

Amy Joy Bakken

Amy@VenturaRiverWD.com

FIELD SUPERVISOR

Joe Zuniga

Joe@VenturaRiverWD.com

ATTORNEY

Lindsay Nielson, ESQ

NielsonLaw@AOL.com

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public, which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

AGENDA

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA
(LIMIT PER PERSON – 5 MINUTES)
4. REVIEW AND APPROVE A VENTURA RIVER WATER DISTRICT
EMERGENCY DECLARATION AND ORDERS.
5. ADJOURNMENT

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-3403

(Govt. Code Section 54954.1 and 54954.2(a).)

VENTURA RIVER WATER DISTRICT

DATE: March 23, 2020
TO: Board of Directors
FROM: Bert J. Rapp, P.E. General Manager
SUBJECT: Emergency Declaration and Order Related to the 2020 COVID-19 Outbreak

SUMMARY

In response to the COVID-19 outbreak public health emergency staff has taken the following actions:

1. Reinforced public health recommendations issued by local, State and Federal authorities.
2. Watched a 1-hour information video on COVID-19
3. Provided sanitizing supplies and personal protective gear to employees
4. Closed off the public lobby at the office
5. Arrangements made for working from home to the greatest extent possible for the Office Manager and General Manager
6. Prohibited internal access to the facility for non-employees
7. Staff the office with one person at a time when practical
8. Adapted virtual meeting tools for the Board of Directors (as allowed per the temporary relief from the Brown Act)

RECOMMENDED ACTIONS

The General Manager recommends that the Board take the following action:

1. The Board of Directors declare a District emergency and approve the Emergency Order herein.

BACKGROUND

Emergency Order:

1. All billing delinquency fees and penalties identified in the VRWD Rules and Regulations are hereby waived until further notice.

Reason: This recognizes the confinement and financial hardship many customers are dealing with during this public health emergency.

2. Suspend all water service shutoffs for non-payment until further notice.

Reason: The public must have access to water during this public health emergency.

3. The General Manager or his designee adjust District staffing in his sole discretion to meet the needs of the District as well as the safety, health and ongoing availability of all Casitas MWD employees. This includes, where the General Manager or his designee deems appropriate, use of paid administrative leave, work-from-home arrangements, and needed additional budgetary payroll discretion to meet the needs of the District and its employees during this VRWD-declared emergency. Employees placed on paid administrative leave shall be able to report for work with a 24 hour notice.

Reason: Allows staff members to operate on flexible schedules in order to minimize contact between staff members and helps avoid 'chain-reaction' quarantine events that may occur when a particular staff member becomes subject to a public health quarantine.

Background: Public employees who are sent home are deprived of their right to employment and are entitled to their pay without having to draw down sick or paid time off leave balances. The employees who are required to not report to work should be put on paid administrative leave not requiring them to draw down leave balances. Paid administrative leave also ensures all employees are available to return to work on the shortest notice possible providing improved operational flexibility.

4. Board of Directors meetings will be held in a large room that allows sufficient separation and/or by phone/video conference during the duration of this VRWD-declared emergency.

Reason: This allows the work of the District to proceed and adaptively manage the response to COVID-19.

5. Office hours at the District may be limited as necessary.

Reason: To meet the objective of having one person staffing the office at a time it will not be possible to keep the office open during lunch and rest breaks. In addition, if the person operating the office must address district business outside of the office the office may need to be closed. When the office is closed during normal business hours a sign will be posted on the door with a contact cellphone number and time when the office will re-open.

FISCAL IMPACT

Delinquent fees generate revenues of about \$2,100 per month. The total revenue lost will depend upon the length of public health emergency.

Many District projects are being delayed but no significant fiscal impact is anticipated from the delay.

Action: _____

Motion: _____ 2nd: _____

E. Lee _____ B. Kuebler _____ M. Hanson _____ J. Curtis _____ P. Wiles _____