


**VENTURA RIVER WATER DISTRICT  
MINUTES OF SPECIAL MEETING MARCH 23, 2020**


Directors present via video conference were: Ed Lee and Peggy Wiles. Directors present via teleconference were: Bruce Kuebler, Jack Curtis and Marvin Hanson. Also present via video or teleconference were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp and Office Manager Amy Joy Bakken.

1. **CALL MEETING TO ORDER**- President Ed Lee called the meeting to order at 9:04 AM.
2. **PLEDGE OF ALLEGIANCE** – Ed Lee.
3. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
4. **REVIEW AND APPROVE A VENTURA RIVER WATER DISTRICT EMERGENCY DECLARATION AND ORDERS** – **This special meeting was held to consider** an Emergency Order to respond to the COVID-19 outbreak public health emergency. The order covers Waiver of billing delinquency fees and penalties, suspending all water shutoffs for non-payment until further notice, use of administrative leave or work from home arrangements, and other considerations. Staff has reinforced public health recommendations issued by Local, State and Federal authorities. The public lobby has been closed. Arrangements for working from home to the greatest extent possible for the Office Manager and General Manager have been implemented. Internal access to the facility for non-employees has been prohibited. The Office is being staffed with one person at a time when practical. There was some discussion regarding the best way to conduct Board Meetings going forward. Lindsey Nielson commented that the Resource Center may no longer be allowing meetings. Bruce Kuebler and Peggy Wiles stated they felt tele video/teleconference meetings should continue until further notice. General Manager Bert Rapp recommended the following action: 1) The Board of Directors declare a District emergency and approve the Emergency Order included in the Board Agenda packet. Peggy Wiles moved for approval of the recommended action, seconded Marvin Hanson and carried 5-0.
5. **ADJOURNMENT**–

Ed Lee adjourned the meeting at 9:19 am.

Attested:

  
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Ed Lee, President

  
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Bruce Kuebler, Vice President