

**VENTURA RIVER COUNTY WATER DISTRICT
SPECIAL MEETING HELD AUGUST 17, 2006**

Pursuant to due and official notice, a special meeting of the Board of Directors of the Ventura River County Water District was held at 409 Old Baldwin Road, Ojai, California on August 17, 2006.

President M. Hanson called the meeting to order at 9:03 o'clock a.m.

There were present Directors Marvin Hanson, Tom Jamison, Ed Lee, Eddie Ramseyer, and Jack Curtis. Also present were General Manager Matthew Bryant.

M. Bryant presented the staff proposal to create a new position of full-time Office Assistant. The position will assist the Office Manager position and maintain the office in the absence of the Office Manager. Staff's proposal included elimination of the Permanent Part-time Office Clerk Position and addition of a full-time Office Assistant Position.

The Board discussed the proposal in length. Director Jamison reminded the Board this issue was discussed back in May at budget time and the position would have to be added in the near future.

E. Lee expressed his concerns regarding the starting salary.

The meeting was adjourned to executive session at 9:20 o'clock a.m. to discuss the capabilities of the current Permanent Part-time Clerk, Christy Welker, and how they relate to the proposed Office Assistant position.

The meeting reconvened at 9:50 o'clock a.m.

The job description of the new Office Assistant was discussed. J. Curtis recommended changing the wording of "The Office Assistant shall support the Office Manager position under minimal general supervision" to "The Office Assistant shall support the Office Manager position under direct supervision". Mr. Curtis felt that will eliminate any confusion as to who supervises the position.

Eliminating the Permanent Part-time Clerk position was discussed. E. Ramseyer recommended the position be left in place should the need for a part-time position be needed.

The Board instructed staff to explain all aspects of the position, salary, and benefits when offering the position to the candidate for the Office Assistant position.

T. Jamison moved to approve the job description of the Office Assistant as amended, seconded by E. Ramseyer and carried.

T. Jamison moved to approve Resolution 2006 – 211, second by E. Ramseyer and carried by a unanimous roll call vote.

**VENTURA RIVER COUNTY WATER DISTRICT
RESOLUTION # 2006 – 211**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER COUNTY WATER DISTRICT
APPROVING THE REVISED EMPLOYEE SALARY SCHEDULE AND THE REVISION OF THE PERSONNEL
POLICY APPENDIX VII.**

WHEREAS, the Part-time Office Clerk position is needed to be changed to a Permanent Full-Time position of Office Assistant, and

WHEREAS, this change will provide full-time assistance to the Office Manager and full-time coverage in the absence of the Office Manager, and

WHEREAS, the Permanent Part-time Office Clerk position will be remain and new Full – time position of Office Assistant added, and

WHEREAS, the current employee salary schedule will be revised to incorporate the salary of the Full-time position of the Office Assistant,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of Ventura River County Water District approves the revised employee salary schedule and to replace the Permanent Part – time Office Clerk Position with the Full – time position of Office Assistant, Appendix VII as follows:

OFFICE ASSISTANT

DEFINITION

The Office Assistant position is an at-will, hourly, non-exempt position. The Office Assistant shall support the Office Manager position under direct supervision. The Office Assistant shall provide support in the following areas: customer service, collection processing and posting of payments, Accounts Payable, Payroll, data entry, typing and filing.

EXAMPLE OF DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Customer contact and response
- Opening and processing of mail
- Batching, adding, and entering payments
- Vouching and entering A/P invoices
- Payroll processing in the absence of the Office Manager
- Computer data entry
- Typing and word processing
- Excel spreadsheet maintenance
- Filing
- Any other duties as assigned from time to time

DESIRED QUALIFICATIONS

- High school graduate
- Bookkeeping and secretarial knowledge
- 10-key and typing proficiency
- General computer skills
- Good mathematics skills
- Must possess and maintain a Class C California driver's license and a driving record acceptable to the district insurance carrier

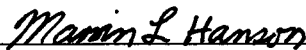
PASSED, APPROVED AND ADOPTED this 17th day of August 2006.

AYES: Hanson, Ramseyer, Jamison, Curtis, Lee

NOES: NONE

ABSENT: NONE

Attest:


 Marvin Hanson, President


 Eddie Ramseyer, Vice-President

J. Curtis moved for approval of budget transfer # 2, seconded by T. Jamison, and carried. From: 93500000 Appropriation Contingency \$27,000 To: 70500000 Salaries \$14,000, 71750000 PERS \$1,600, and 7200000 Group Insurance \$11,400 to increase the budget for the new Office Assistant position.

M. Bryant reported that the VCSDA will hold a special September Board/Dinner meeting and Candidate Forum for LAFCO Special District Alternate Commissioner on Tuesday, September 12, 2006 at 5:30 p.m. J. Curtis and M. Hanson will attend.

The Water World article on California Water Rates was discussed.

There being no further action to come before this meeting on motion duly seconded the meeting was adjourned at 10:12 o'clock a.m.

Attested:


 Marvin L. Hanson, President


 Eddie P. Ramseyer, Vice-President