

**VENTURA RIVER WATER DISTRICT  
MINUTES OF REGULAR MEETING SEPTEMBER 18, 2019**

Directors present were: Bruce Kuebler, Ed Lee, Peggy Wiles, Jack Curtis and Marvin Hanson. Also present were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp, Office Manager Amy Joy Bakken, VRWD Staff members Mark Albertsen, Craig Lee and Nancy Padilla. Public present were: Nikolas Krankl and Regina Hirsch.

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 AUGUST 21<sup>ST</sup>, 2019
  - B. FINANCIAL REPORTS FOR JULY & AUGUST 2019

Ed Lee moved for approval of the consent agenda items, seconded Marvin Hanson and carried 3-2 (AYES: Ed Lee, Marvin Hanson and Peggy Wiles. NOES: None. Abstain: Jack Curtis and Bruce Kuebler).

4. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
5. **LEAK APPEAL – 82 CATALINA**–The owners at 82 W. Catalina Drive experienced a high water use event on their September water bill (138 units). The event was not eligible for leak relief so the owners appealed to the Board. Bert Rapp discussed the research he completed at the customer's residence to try and determine the cause of the high water use. The homeowner, Nikolas Krankl, stated that his family was home during the entire billing period and saw no evidence of excess water that would have amounted to the 138 units he was billed. Bert Rapp showed a leak relief credit calculation if the event had qualified for the leak relief program. There was some general board discussion regarding possible causes of the high use, such as a malfunctioning shutoff valve on the irrigation system. There was Board consensus to install a smart meter at this customer's home so that he would have access to hourly use data. Bruce Kuebler stated that the District had to trust the meter and adhere to the guidelines of the leak relief program, which were not met in this case. Jack Curtis moved for approval of a one-time \$532.50 cost reduction credit, seconded Marvin Hanson, and denied 2-3 (AYES: Jack Curtis and Marvin Hanson. NOES: Bruce Kuebler, Ed Lee and Peggy Wiles. Abstain: None).
6. **DRAFT PERSONNEL POLICY UPDATES**– Bert Rapp gave an update to the personnel policy revisions since the draft policy was last reviewed. 1) Paid time off policy revisions: Bert Rapp re-reviewed the proposed changes to the paid time off policy. VRWD Staff members Mark Albertsen, Craig Lee and Nancy Padilla briefly stated their thoughts regarding the proposed changes to leave time. Bruce Kuebler stated he has some concern that providing a cash payout incentive for accrued hours may discourage employees from taking regular vacation and this would conflict with the policy encouraging employees to take their vacations as they improve performance and are important for mental health etc. **Board consensus was to combine sick and vacation hours according to the draft policy proposed at this meeting.** 2) Life Insurance, Deferred Compensation, Long Term Disability: Bert Rapp stated that in the process of writing up the General Manager draft contract, some additional benefits were discovered that aren't currently being offered to District employees. He requested board feedback on the option to offer those benefits. **Board consensus was to bring back more information and costs for those benefits at a future meeting.** 3) General Manager draft contract: Peggy Wiles and Bruce Kuebler discussed changes to be made to the draft contract including removal of severance pay at termination, deleting the automatic termination of the agreement every two years, limiting notification period for resignation or termination, etc. **Board consensus was to continue editing draft General Manager contract per**

**Board recommendations.** Some other general personnel policy topics were discussed. No action was taken on this item.

- 7. UPDATE TO SALARY RANGE SCHEDULE AND APPROVE BUDGET TRANSFER #2**—Bert Rapp discussed updates to the salary range schedule to include the Assistant General Manager position as well as a market rate update to the Office Manager position. The General Manager is preparing a training program for the Office Manager to learn the skills of a General Manager. The position of Assistant General Manager is recommended to acknowledge the skills advancement when achieved. The General Manager recommended the following actions: 1) Approve the updated Salary Range schedule adding the position of "Assistant General Manager" and adjusting the salary range of Office Manager. 2) Approve Budget Transfer #2 in the amount of \$10,000 from Operating Reserves to Account –6000 Salaries. Bruce Kuebler moved for approval of the recommended actions, seconded Jack Curtis and carried 5-0.
- 8. WATER CONSERVATION GRANT AGREEMENT-WATERSHED PROGRESSIVE, TO BE PRESENTED 9/18/2019**- The Ojai Valley Green Coalition is no longer able to work with VRWD on water conservation education and outreach. The Watershed Progressive can continue the efforts and has brought Renee Roth on board to help. Regina Hirsch, of the Watershed Progressive, gave a brief statement about looking forward to working with VRWD. Jack Curtis moved for approval to accept the agreement contingent upon review by legal counsel, including any required edits, seconded Marvin Hanson and carried 5-0.
- 9. BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA)-BRUCE KUEBLER**- No UVRGA meeting was held since the last meeting. The next meeting will be in October. Bruce Kuebler and Bert Rapp attended a meeting with Steve Bennett, with nothing significant to report. No action was taken on this item.
- 10. GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS** - The aquifer is currently 10.9 feet above the 30 year average for September 1<sup>st</sup> at an elevation of 526.5 feet. Well #1 is pumping 1,026 GPM, unchanged from last month. Well #4 is pumping 1122 GPM, unchanged from last month. Well #2,#3 & #7 are not online. No supplemental water was purchased from Casitas in August. Sales dollars billed on August 31, 2019 amounted to \$271,352, over budget by \$11,090 for August. Water sold in August 2019 amounted to 39,707 HCF, a decrease of 36% below the 62,509 HCF sold in August 2013. On September 1, 2019, Lake Casitas level was at 43% of full capacity at elevation of 503.11 feet. The lake has decreased 0.9% or 1.3 feet and decreased 1,989 AF since last month. The customer water budgets were reduced by 10% for the August billing because the actual ET was 10% lower than the average ET for that period.
- 11. OLD & NEW BUSINESS** –ACWA Ballot asking for vote for region 8 board ballet. Board consensus was to vote with the nominating committee's recommended slate. No action was taken on this item. Attorney Lindsay Nielson gave a brief legal update.
- 12. EXECUTIVE SESSION** –None.

Peggy Wiles adjourned the meeting at 4:56 pm.

Attested:

  
Peggy Wiles, President

  
Ed Lee, Vice President