

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING DECEMBER 19, 2019**

Directors present were: Peggy Wiles, Bruce Kuebler, Ed Lee, Jack Curtis and Marvin Hanson. Also present were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp, Office Manager Amy Joy Bakken and Phoenix Civil Engineering's Jon Turner. Public present were: Ron Calkins.

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 NOVEMBER 20th, 2019
 - B. FINANCIAL REPORTS FOR OCTOBER & NOVEMBER 2019

Ed Lee moved for approval of the consent agenda items, seconded Jack Curtis and carried 5-0.

PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA) – None.

4. **ACCEPT HYDRANT VALVE 2019 PROJECT** – Thy Hydrant & Valve Replacement 2019 is complete and ready for acceptance by the Board. The work was performed by J. Vega Engineering, Inc. with a construction contract awarded for \$74,501 to replace 9 fire hydrants and 10 valves. The Board approved two change orders during the course of the project totaling \$155,111 with General Manager Change Order authority of \$13,000 for extra work including the relocation of the water main on lower Valley Meadow Drive (VMD). The total cost of the project came in at \$317,787 which was under budget by \$112,503. **Public Comment:** Ron Calkins commented that the agenda packet didn't clearly explain that Change Order #2 for \$121,356 was part of a bid process with two other contractors. Bert Rapp responded he left that detail out in error and should have included it. Bert Rapp recommended the following actions: 1) Accept the project as complete. 2) Direct the General Manager to record the Notice of Completion. 3) Release the 5% retention of \$12,676.75 after the 35 day lien period. Marvin Hanson moved for approval of the recommended actions, seconded Bruce Kuebler and carried 5-0.
5. **ACCEPT VALLEY MEADOW DRIVE PHASE II PROJECT** – Valley Meadow Drive Water Main Phase II project is complete and ready for acceptance by the Board. The work was performed by Sam Hill and Sons, Inc. The project replaced 3,300 feet of water main on Valley Meadow Drive enlarging the pipe from 6-inch to 10-inch diameter providing pumping redundancy to the Alto Tanks. The project also brought La Cumbre and Del Valle fire flow up to current fire flow standards. Phoenix Civil Engineering handled the contract administration and inspection. The construction contract was awarded in the amount of \$928,347. There was an increase in the quantity of work performed at the unit bid prices of \$39,342 and Change Order #2 in the amount of \$72,316.83 for necessary extra work. The completed cost of construction is \$1,040,005.83 for a total increase to the contract of \$111,658.83 or 10.7%. The total cost of the project including materials, construction and contract administration was \$1,230,038. As this project spanned over two different fiscal years, the budgeted amounts didn't accurately depict the cost for each fiscal year but would have been over budget by (\$105,038) if it had been completed in FY18/19. There was some general discussion regarding the increases in costs during the project. Bert Rapp recommended the following actions: 1) Accept the project as complete. 2) Direct the General Manager to record the Notice of Completion. 3) Release the 5% retention of \$52,000.29 after the 35 day lien period. Jack Curtis moved for approval of the recommended actions, seconded Marvin Hanson and carried 5-0.
6. **ADOPT UPDATE PERSONNEL POLICY AND APPROVE AGREEMENT FOR GENERAL MANAGER** – Bert Rapp presented the most recent updates and edits to the personnel policy which is based on the

California Special District Association (CSDA) sample policy. This was the fourth and final draft as presented to the Board. Some of the highlighted changes included changing sick and vacation time to Paid Time Off (PTO), Family Care and Medical Leave Policy, improved section on harassment, illness and injury prevention program, make up time, enhanced workplace violence prevention and multiple other small changes. Bruce Kuebler commented that the General Manager agreement should change some language requiring candidates to live within twenty minutes of the District so that a possible candidate pool wouldn't be limited by that. It was the general consensus of the Board to change that language to "desired" rather than "required". Jack Curtis commented that we may need to include language regarding independent contractors to comply with upcoming laws. Bert Rapp responded he would research this issue and discuss with a personnel attorney to determine if we should include that. Bert Rapp recommended the following actions: 1) Approve the Personnel Policy effective January 1, 2020. 2) Approve the Employment Agreement for the General Manager Position. Ed Lee moved for approval of the recommended items, seconded Marvin Hanson and carried 5-0.

7. **BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA) – BRUCE KUEBLER** – Bruce Kuebler discussed that the next big task with UVRGA is having a public workshop in April to go through the hydro-geologic module and screening of sustainable management criteria. This will be the first significant work product that the consultant is putting together. They hope to complete the document by Fall of 2021. There was some general discussion regarding data loggers in monitoring wells in the area of the San Antonio creek confluence. Jack Curtis suggested talking to the people who manage the steelhead preserve in that area and Bruce responded that he would look into that. Bruce Kuebler and Bert Rapp also attended the Ventura River Watershed Council Meeting and the UVRGA Board president handed out the new schedule. Kevin Delano from SWRCB gave a status on their activities. Bert stated that Kevin Delano asked for "what if" models and wanted people to submit. Bruce Kuebler and Bert Rapp also attended the Special District meeting on the economic update in Ventura County. The Ventura County economy is stagnant, not growing, shrinking a little bit. There was some discussion about different economic factors affecting the County's economy including lack of young people and innovative businesses due to the high cost of living. No action was taken on this item.
8. **GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS** - The aquifer is currently 14 feet above the 30 year average for December 1st at an elevation of 522.4 feet. Well #1 is pumping 930 GPM, unchanged from last month. Wells #2, #3 & #4 were not online in November. Well #2, #3 & #7 are not online. No supplemental water was purchased from Casitas in November. Sales dollars billed on November 30, 2019 amounted to \$241,670 which was \$36,631 over budget for November. Water sold in November 2019 amounted to 34,939 HCF, a decrease of 34% below the 53,064 HCF sold in November 2013. On December 1, 2019, Lake Casitas level was 41.2% of full capacity at elevation 500.33, 66.67 feet below spill elevation of 567 with storage of 98,022 AF. The lake has decreased 0.4% or 0.6 foot and decreased 891 AF feet since last month. The customer water budgets were increased 52% for the November 30th billing because the hot dry weather in late October and early November. Bert Rapp briefly discussed District activities over the last month including a meeting with Tico Mutual, mold damage to the office kitchen, continued GIS mapping and setting up a monthly conference call with the adjudication attorney to be held during regular board meetings.
9. **OLD & NEW BUSINESS**-None.
10. **BOARD ELECTIONS: PRESIDENT/VICE PRESIDENT/TREASURER**- Marvin Hanson nominated Jack Curtis for Treasurer. No other nominations were made. Jack Curtis was voted in as Treasurer 5-0.

Marvin Hanson nominated Bruce Kuebler for Vice President. No other nominations were made. Bruce Kuebler was voted in as Vice President 5-0. Bruce Kuebler nominated Ed Lee for President. No other nominations were made. Ed Lee was voted in as President 5-0.

11. EXECUTIVE SESSION – The Board entered an executive session at 4:37 p.m. regarding the City of Ventura adjudication and Personnel matters. The Board came out of executive session at 5:21 p.m. No action was taken.

Peggy Wiles adjourned the meeting at 5:21 pm.

Attested:



Peggy Wiles, President



Ed Lee, Vice President