

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING JANUARY 15, 2020**

Directors present were: Ed Lee, Peggy Wiles, Bruce Kuebler, Jack Curtis and Marvin Hanson. Also present 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 3:00 P.M.
2. **PLEDGE OF ALLEGIANCE** – Marvin Hanson.
3. **CONSENT AGENDA:**
 - A. MINUTES DECEMBER 18TH, 2019
 - B. FINANCIAL REPORTS FOR NOVEMBER & DECEMBER 2019

Marvin Hanson moved for approval of the consent agenda items, seconded Peggy Wiles and carried 5-0.
4. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
5. **AWARD OF CONTRACT TO INSPECT WELLS #2 & #3** – The District received three informal bids for the Inspection of Wells #2 and #3. The low bid price was \$188,972 from General Pump. This cost is for all possible work tasks, but the District will only be implementing some of the tasks depending on the conditions discovered in the wells. Wells #2 and #3 are the oldest functioning wells owned by the District and inspection will help determine if the wells should be abandoned or rehabilitated. The project cost will range from \$98,000 to \$129,000 depending on the work performed. Bert Rapp recommended the following actions: 1) Approve Budget Transfer #4 to add \$40,000 to Account #13061 to increase the budget from \$100,000 to \$140,000. 2) Award the Well Inspection project to General Pump Inc. in the amount of \$130,000 and authorize the General Manager change order authority on the contract of \$10,000. Bruce Kuebler moved for approval of the recommended actions, seconded Jack Curtis and carried 5-0.
6. **APPROVE AGENDA CALENDARS FOR 2020 AND 2021** – Bert Rapp reviewed the agenda calendars for the 2020 and 2021 years and asked for Board comment. Bruce Kuebler requested that the annual review of goals be moved to take place prior to the General Manager's performance review. Bert Rapp suggested the goals review be moved to December and the General Manager Review remain in January. There was board consensus to make this change. Jack Curtis moved for approval of the consent agenda calendars for 2020 and 2021, seconded Peggy Wiles and carried 5-0.
7. **GOALS STATUS AND ADOPTION OF 2020-21 GOALS** – Bert Rapp reviewed the 2019/2020 goals and their status. He also presented goals for the new year including implementation of SB 998 (The Water Shutoff Protection Act) and determining the need for infill hydrants, among other items. There was some general discussion regarding the implementation of SB 998. Bruce Kuebler asked about the scheduling of fire flow deficiency projects and asked that those be moved up in priority if possible. There was board consensus to review the fire flow project scheduling. Jack Curtis moved for approval of the 2020/2021 goals, seconded Marvin Hanson and carried 5-0.
8. **ADD ADMINISTRATIVE ACCOUNTING CLERK JOB DESCRIPTION TO PERSONNEL POLICY** –The job requirements for the Office Assistant position are changing with increasing electronic payments and check scanning significantly reducing manual tasks of recording monthly water payments. The Office Assistant position will transition to Administrative Accounting Clerk in March or April of 2020. Bert Rapp presented the updated salary range schedule as well with a 3% increase for the more technical job duties

required. Peggy Wiles moved for approval to add Administrative Accounting Clerk to the personnel policy and update the salary range schedule, seconded Bruce Kuebler and carried 5-0.

9. **KITCHEN WATER LEAK DAMAGE AND CONSIDER ADDING LUNCHROOM** – There was a water leak at the District office which was discovered on December 4, 2019. The leak was repaired the same day, but the resulting mold caused a need to remove and reconstruct the kitchen cabinets and dry wall. The District's insurance carrier indicated the event was covered with our blanket building and business personal property limits with a \$1,000 deductible. With the thought of tearing out part of the building, Bert Rapp also investigated the possibility of adding a lunchroom to the back of the District office to facilitate the construction and add a benefit to the District office and staff. A planning and building permit would need to be obtained from the county, and possibly a conditional use permit to construct a lunchroom. Subsequent to the publishing of the Board agenda, a mold abatement company indicated that the mold could be treated, and the cabinets and kitchen area would not have to be removed. Bert Rapp determined that a lunchroom should be put off until a possible future Board meeting after permitting requirements are clearer. The board consensus was to direct Bert Rapp to choose a mold abatement quote, notify Board president Ed Lee of the quote, and move forward with removing the mold issue caused by the leak. No action was taken on this item.

10. **BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA) – BRUCE KUEBLER** – Bruce Kuebler said there was no quorum for the UVRGA meeting last week so they will meet next week instead. Brian Bondy went to Sacramento on Tuesday January 14th to meet with DWR and the State Resources Water Control Board to discuss the GSP and the surface water groundwater interaction model. No action was taken on this item.

11. **GENERAL MANAGERS REPORT ON WATER & DISTRICT STATUS** - The aquifer is currently 19 feet above the 30 year average for January 1st at an elevation of 526.6 feet. Well #1 is pumping 944 GPM, up 14 GPM from last month. Wells #2, #3 & #4 were not online in December. No supplemental water was purchased from Casitas in December. Sales dollars billed on December 31, 2019 amounted to \$143,714 which was \$42,641 under budget for December. Water sold in December 2019 amounted to 21,386 HCF, a decrease of 33% below the 32,019 HCF sold in December 2013. On January 1, 2020, Lake Casitas level was 41.8% of full capacity at elevation 501.2, 65.8 feet below spill elevation of 567 with storage of 99,377 AF. The lake has decreased 0.9% or 0.9 foot and decreased 1,355 AF feet since last month. The customer water budgets were decreased 20% for the December 31st billing because of the rainy cool weather. Bert Rapp briefly discussed District activities over the last month including continued work on GIS, started hydrant infill analysis, Parker pipe manifold being built, etc. No action was taken on this item.

12. **OLD & NEW BUSINESS** –Ventura County Special District's meeting is to be held on February 4. Bert Rapp stated he applied for Bruce Kuebler for Director of the Year. Ed Lee stated he was invited to attend a meeting with the mayor of Ventura and City of Ojai tomorrow at 9am regarding the City of Ventura adjudication issue. No action was taken on this item.

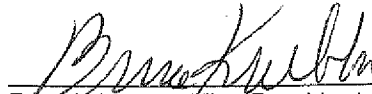
13. **EXECUTIVE SESSION**-Ed Lee moved into executive session at 4:13pm to discuss pending litigation and General Manager and Legal Counsel performance reviews. No action was taken on this item.

Ed Lee adjourned the meeting at 4:43 pm.

Attested:



Ed Lee, President



Bruce Kuebler, Vice President