

# NOTICE OF REGULAR BOARD OF DIRECTORS MEETING

3:00 P.M. WEDNESDAY, September 15, 2021

The meeting will be held via Zoom by phone & video conference. To attend/listen to the meeting please call Toll Free US 1 (888) 788-0099 or 1 (877) 853-5247  
Meeting ID: 822 1803 9151 Password: 964370 Zoom Link: [Zoom Link](#)



## VENTURA RIVER WATER DISTRICT

409 Old Baldwin Road  
Ojai, CA 93023  
Phone (805)646-3403

[www.VenturaRiverWD.com](http://www.VenturaRiverWD.com)

### DIRECTORS

**President:**

Bruce Kuebler

**Vice President:**

Peggy Wiles

**Treasurer:**

Nathan Rosser

**Directors:**

Jack Curtis

Ed Lee

### GENERAL MANAGER

Bert Rapp, P.E.

[Bert@VenturaRiverWD.com](mailto:Bert@VenturaRiverWD.com)

### OFFICE MANAGER

Amy Joy Bakken

[Amy@VenturaRiverWD.com](mailto:Amy@VenturaRiverWD.com)

### FIELD SUPERVISOR

Joe Zuniga

[Joe@VenturaRiverWD.com](mailto:Joe@VenturaRiverWD.com)

### ATTORNEY

Lindsay Nielson, ESQ

[NielsonLaw@aol.com](mailto:NielsonLaw@aol.com)

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public, which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

### AGENDA

1. CALL MEETING TO ORDER – PLEDGE OF ALLEGIANCE
2. CONSENT AGENDA:
  - A. MINUTES AUGUST 18, 2021
  - B. FINANCIALS JULY & AUGUST 2021
3. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA (LIMIT PER PERSON – 5 MINUTES)
4. RESOLUTION 2021-334 EXPRESSING APPRECIATION FOR 5 YEARS OF SERVICE AMY JOY MARSHALL
5. UPDATE PERSONNEL POLICY – CONVERT SICK TIME TO PTO
6. AUTHORIZATION TO ADVERTISE WELL IMPROVEMENTS PROJECT
7. STAFFING REVISIONS WITH RECENT DEPARTURES
8. APPROVAL OF AD ON THE PHYSICAL SOLUTION
9. BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY- BRUCE KUEBLER
10. GENERAL MANAGER'S REPORT ON WATER & DISTRICT STATUS
11. OLD & NEW BUSINESS
12. EXECUTIVE SESSION – A closed session will be held regarding:
  - a. Pending litigation pursuant to Government Code Section 54956.9 (b) (City of Ventura v. VRWD, CPF-14-513875, Friend of the Court filing, Channelkeeper), case update.

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-3403 (Govt. Code Section 54954.1 and 54954.2(a)).

**VENTURA RIVER WATER DISTRICT  
MINUTES OF REGULAR MEETING AUGUST 18, 2021**

Directors were present in person and via Zoom video or in person were: Jack Curtis, Ed Lee, Bruce Kuebler, Nathan Rosser, and Peggy Wiles. Also present were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp, and Office Manager Amy Joy Marshall. Public Present: Carl Enson, Jeanne Zolezzi of Herum/Crabtree/Suntag, and Joe Madden and Regina Hirsch of the Watershed Progressive.

1. **CALL MEETING TO ORDER-** President Bruce Kuebler called the meeting to order at 3:05 P.M. Pledge of Allegiance - Bert Rapp
2. **CONSENT AGENDA:**
  - A. **MINUTES JULY 21, 2021**
  - B. **FINANCIALS JUNE & JULY 2021**

Ed Lee moved for approval of the consent agenda, seconded Peggy Wiles and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None.)

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

4. **AWARD OF TASK ORDER #3 TO WATERSHED PROGRESSIVE–** At the May 19<sup>th</sup> Board Meeting the Board approved Task Order #2 to begin development of an incentive program to encourage water conservation. Task Order #3 will refine the incentive program through test implementations with VRWD customers. Regina Hirsch and Joe Madden of the Watershed Progressive gave brief statements regarding their plans for the incentive program. Peggy Wiles made a statement regarding her concerns over using rainwater capture tool in the catalog of projects considering the low rain levels our area has been experiencing. Regina Hirsch responded that it is a common concern in low rain areas but that it is a viable way to save water as per hour rain fall can be high and some areas utilize this tool while only receiving 5 inches per year. Bruce Kuebler asked if installation of these types of projects opened the District to liability to which District Legal Counsel Lindsey Nielson responded it does not. Bruce Kuebler also asked that one of the selected customers be on a property that is over the groundwater basin so there could be recharge the water basin. **Public Comment:** Carl Enson asked what kind of success the watershed progressive has had and how many projects they can implement in what time period. Regina Hirsch responded that in the past they've done 4-8 assessments per week. Each assessment takes 2-4 hours to do well then longer if design plans are prepared. Approximately, 80-85 percent of assessments went through with what was recommended. **Recommended Actions:** 1) Authorize the General Manager to issue Task Order #3 to the Watershed Progressive per the current professional services agreement dated October 30, 2019, in the amount of \$21,300 to refine and do test implementation of a Conservation Incentive Program per their proposal dated August 2021. Peggy Wiles moved for approval of the recommended action, seconded Ed Lee and carried 5-0 (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None).

5. **VRWD COVID-19 RESPONSE–** The General Manager of Ventura River Water District (VRWD) implemented COVID-19 protocols early in the Pandemic, in March 2020. Since then, the District has been adaptively managed according to Federal, State and Local guidelines. The Board would like to discuss continued COVID-19 protocols as the COVID-19 Delta Variant and the unvaccinated population cause an uptick in cases, statewide and nationwide. According to current Ventura County Data, unvaccinated people are 22 times more likely to become infected and hospitalized than those vaccinated against the virus. In Ventura County, 99.993% of those hospitalized are unvaccinated. Peggy Wiles stated that VRWD is doing a public service and employs a small team of highly trained people. If one employee is sick with COVID-19, it hurts the VRWD operations to be down one person. She recommended that VRWD ask all employees to be vaccinated or be tested weekly as it makes

the whole team vulnerable. Jack Curtis agreed with Peggy's statement but asked to add an additional requirement for daily temperature checks for all staff. Ed Lee stated he did not agree with the daily temperature check requirement for vaccinated employees. Nathan Rosser stated that VRWD is unique, with a small staff that is vaccinated in the vast majority. He agreed with strongly encouraging vaccination, and weekly testing and daily temperature checks for the unvaccinated. Peggy Wiles moved for approval to adopt a policy effective immediately stating that VRWD strongly recommends COVID-19 vaccinations for all employees and if employees choose not to be vaccinated, they shall submit to weekly COVID-19 testing and providing results to management, as well as temperature checks each morning and mask wearing, seconded Jack Curtis, carried 5-0 (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None.)

6. **AUTHORIZATION TO ADVERTISE FOR BIDS – F250 UTILITY TRUCK** - The District's 2008 Ford F-250 Utility Vehicle needs replacement. Replacement of the vehicle was budgeted for FY22 in the amount of \$45,000. **Recommended Action:** 1) Authorize the Office Manager to advertise for bids for the replacement of the 2008 For F-250. Ed Lee moved for approval of the recommended action, seconded Jack Curtis and carried 5-0 (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None.)
7. **UPDATE RULES & REGULATIONS SECTION 28 – PURCHASE ORDERS-** The District's current Rules & Regulations require Purchase Orders to be completed for any District purchases over \$200. Staff are proposing a change to the policy to streamline District processes and eliminate staff busy work. **Recommended Action:** 1) Approve updates to the Rules & Regulations, section 28, regarding Purchase Order requirements. Ed Lee moved for approval of the recommended action, seconded Peggy Wiles and carried 5-0 (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None.)
8. **UPDATE PERSONNEL POLICY – CONVERT SICK TIME TO PTO-** The District's current Personnel Policy includes provisions for carrying over unused Sick Leave from before the Personnel Policy was updated January 1, 2020. The District no longer provides new Sick Leave hours but has increased Paid Time Off (PTO) accrual. Of the District's six employees, three employees have significant Sick Leave balances accrued. This item recommends eliminating Sick Leave by rolling the Sick Leave hours into PTO. Peggy Wiles asked if the effective date should match the fiscal year, rather than calendar year. Office Manager Amy Joy Marshall responded that PTO Accrual is closely tracked on monthly reconciliations and wouldn't be affected by the selection of fiscal or calendar year. Nathan Rosser stated his concern with increasing the payout value of the leave hours and was hesitant to approve the proposal as presented. Bruce Kuebler stated opposition to any changes to the policy as presented and felt it should move forward as is. He also requested that in recognition of section 3460.3 we state in the policy that we are converting the hours to PTO. After extensive discussion, there was board consensus to direct staff to rewrite the policy to allow sick hours to be used as paid time off but to keep their classification in a different category so that their payout value would remain as sick hour payout. Sick hours would be required to be used first for employees with sick leave balances and the combination of sick and PTO would be required to remain under the 800-hour limit. Staff will make additional changes and re-present to the Board at the September meeting. No action was taken on this item.
9. **RESOLUTION 2021-333 - AUTHORIZING RESOLUTION COVID RELIEF & TICO MERGER FUNDING-** The State Water Resources Control Board is preparing a program to help fund customer water bills that are past due because of COVID. As part of the program, they are requesting each water agency to designate an authorized person to sign documents and accept funding. They also

need a designated person for the funding program related to the Tico Annexation assistance. Resolution 2021-333 designates the General Manager as the “Authorized Representative”.

**Recommended Action:** The General Manager recommends that the Board approve Resolution 2021-333 authorizing the General Manager to be the “Authorized Representative” regarding funding from the State Water Resources Control Board. Ed Lee moved for approval of the recommended action, seconded Peggy Wiles and carried 5-0 (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None.)

**10. GOALS UPDATE-** The District’s Goals are set each year and act as a method of steering the actions of District staff. Once a year, staff update the Board with the progress of the goals as set. Several tasks this year are on hold while the State is reviewing the Engineer’s Reports for Tico Annexation and proposed projects for the Zero Interest Loan. Once the State review is complete, we can proceed with Requests for Proposals to do engineering, design and environmental work and submit the Tico annexation to LAFCO. The Goals will be updated in January in preparation for budget for 2022/23. No action was taken on this item.

**11. TURN DOWN PUMP TEST GRANT-** In 2019 the General Manager applied for a Ventura River Instream Flow Grant through the Wildlife Conservation Board to perform a pump test to verify the Surface Water Groundwater Model that was being planned. The grant is administered by the Ventura County Resource Conservation District. The groundwater model is now operational and shows that the proposed pump test would not likely produce measurable results. Therefore, it is recommended that the District turn down the \$86,238 grant. The pump test was envisioned to be performed in a partnership with the Upper Ventura River Groundwater Agency. **Recommended Action:** 1) Direct the General Manager to Notify the Ventura Resource Conservation District that the District will not be implementing Project #6 to perform a pump test at a cost of \$80,000. 2) Direct the General Manager to communicate to the Ventura Resource Conservation District that the District is interested in rolling some of the Pump Test Monies into Project #7 for the Conservation Incentive Program. Jack Curtis moved for approval of the recommended action, seconded Bruce Kuebler and carried 5-0 (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None.)

**12. BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA)-BRUCE KUEBLER –** Bruce Kuebler and Bert Rapp discussed a meeting they attended which was put on by the special district association on the topic of cyber security. An FBI agent spoke to the group who specializes in cyber threats. The typical cyber security criminal gets access through a phishing email. About ninety percent of this happens through human error. Once the hackers are in, they may spend several weeks or months trying to find ways to make money off the company. One of the increased security measures mentioned by the agent was setting up two factor authentication which will be implemented by the District on vital programs.

Bruce Kuebler discussed the most recent UVRGA meeting. The interesting thing was the approach on water quality . Some minimum thresholds for several components were set and after further looking at the data, executive director Bryan Bondy felt the water quality parameters (such as TDS (total dissolved solids)/Sulfate/Chloride/Boron) are more influenced by river flow and percolation than groundwater pumping and therefore he is recommending that a minimum threshold not be set on those parameters. The focus will be on nitrates as those are affected by pumping. The Draft GSP was released on August 10 and is in the 60-day review period which will be closing on October 8. There will be another public workshop held, with a tentative date of September 23 (or possibly sooner). There will also be a special meeting of the Ventura River Watershed Council and that will be the only

item on the agenda. The Ventura River Watershed Council has a mailing list of 490 people compared to the UVRGA interested parties list in the 10s.

**13. GENERAL MANAGER'S REPORT ON WATER & DISTRICT STATUS-** The aquifer is currently 12.7 feet below the 30-year average for August 1. Well #1 is pumping 895 GPM, down 25 GPM from last month. Well #2, #3, #4 & #6 were not online in July. Well #7 is pumping 675 GPM, down 42 GPM from last month. No supplemental water was purchased from Casitas. Sales dollars billed on July 31, 2021, amounted to \$285,301, \$6,147 over budget for July. Water sold in July 2021 amounted to 39,338 HCF, a decrease of 37% below the 62,374 HCF sold in July 2013. On July 1, 2021, Lake Casitas level was at 35.4% of full capacity at elevation of 490.69 feet. The lake has decreased 1.1% or 1.94 feet and decreased 2,400 AF since last month. No action was taken on this item.

**14. OLD & NEW BUSINESS** –None.

**15. EXECUTIVE SESSION-**Bruce Kuebler moved the meeting into a first executive session at 4:43 pm to discuss pending litigation and brought the board out of executive session at 4:56 pm. No action was taken on this item. Bruce moved back into executive session at 5:24 pm to discuss personnel issues and brought the board out of executive session at 5:34 pm. No action was taken.

**Meeting adjourned at 5:34 pm.**

Attested:

\_\_\_\_\_  
Bruce Kuebler, President

\_\_\_\_\_  
Peggy Wiles, Vice President

## Online A/P Payment Transactions - AUGUST 2021

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
8/2/21	ATT	Phone Bill	\$ 628.37
8/10/21	Mechanics Bank	Monthly Fees	\$ 991.35
8/11/21	CALPERS	GASB 68 Reporting Fee	\$ 700.00
8/11/21	CALPERS	UAL-Classic	\$ 3,317.75
8/16/21	Vanco	Bank Check Processing	\$ 92.50
8/16/21	TIAA	Ricoh Printer Monthly	\$ 165.25
8/16/21	CALPERS	PEPRA	\$ 873.83
8/16/21	EDD	State Tax Deposit	\$ 1,138.59
8/16/21	CALPERS	Classic	\$ 2,724.30
8/16/21	IRS	Federal Tax Deposit	\$ 6,515.81
8/17/21	CALPERS	457	\$ 1,710.60
8/18/21	SCE	Electric Bill	\$ 13,792.30
8/27/21	Matilija Water	Water - Office	\$ 19.50
8/31/21	ATT	Phone Bill	\$ 628.40
8/31/21	CALPERS	PEPRA	\$ 1,087.27
8/31/21	EDD	State Tax Deposit	\$ 1,480.25
8/31/21	CALPERS	Classic	\$ 3,060.34
8/31/21	IRS	Federal Tax Deposit	\$ 7,962.96
<b>Total Online A/P Payments</b>			<b>\$ 46,889.37</b>

### Voided Checks

<b>Check Number</b>	<b>Vendor</b>	<b>Reason</b>	<b>Amount</b>
<i>none</i>			

**Ventura River Water District**  
**AP Check Register (Current by Bank)**  
 Check Dates: 8/1/2021 to 8/31/2021

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: RBOGEN - OPERATING ACCOUNT</b>					<b>10005</b>
16860	08/15/21	P	345	AT&T MOBILITY	\$95.91
16861	08/15/21	P	750	CASITAS MUNICIPAL WATER DIST	\$10,524.47
16862	08/15/21	P	790	CHASE CARD SERVICES	\$573.66
16863	08/15/21	P	1010	COUNTY OF VENTURA	\$361.12
16864	08/15/21	P	10134	HERUM CRABTREE SUNTAG	\$79.00
16865	08/15/21	P	300	AQUA-FLO SUPPLY	\$29.79
16866	08/15/21	P	345	AT&T MOBILITY	\$315.13
16867	08/15/21	P	10094	BADGER METER	\$7,075.67
16868	08/15/21	P	10140	BENNER AND CARPENTER, INC	\$3,950.00
16869	08/15/21	P	10058	BERT RAPP	\$129.00
16870	08/15/21	P	750	CASITAS MUNICIPAL WATER DIST	\$350.83
16871	08/15/21	P	790	CHASE CARD SERVICES	\$1,884.18
16872	08/15/21	P	10105	CITIES DIGITAL	\$210.81
16873	08/15/21	P	1020	COUNTY OF VENTURA	\$370.00
16874	08/15/21	P	10111	DATA PROSE	\$987.18
16875	08/15/21	P	1391	FERGUSON WATERWORKS #1083	\$1,724.99
16876	08/15/21	P	1393	FGL, INC.	\$565.00
16877	08/15/21	P	10134	HERUM CRABTREE SUNTAG	\$1,217.27
16878	08/15/21	P	1730	KELLY CLEANING & SUPPLIES	\$250.00
16879	08/15/21	P	1950	MEINERS OAKS HARDWARE	\$47.50
16880	08/15/21	P	2025	MITEC SOLUTIONS LLC	\$1,068.12
16881	08/15/21	P	10171	NORTHERN DIGITAL	\$420.00
16882	08/15/21	P	2200	OILFIELD ELECTRIC & MOTOR	\$5,934.93
16883	08/15/21	P	2400	OJAI VALLEY SANITARY DISTRICT	\$119.84
16884	08/15/21	P	3080	SHRED-IT	\$43.55
16885	08/15/21	P	3550	UNDERGROUND SERVICE ALERT	\$80.48
16886	08/15/21	P	10148	VENTURA COUNTY APCD	\$1,304.00
16887	08/15/21	P	10123	ZACHARIAS HUNT	\$1,666.64
16888	08/31/21	P	10105	CITIES DIGITAL	\$211.34
16889	08/31/21	P	1000	CONTINENTAL UTILITY SOLUTIONS	\$3,707.00
16890	08/31/21	P	1268	DIAL SECURITY	\$467.00
16891	08/31/21	P	1300	E J HARRISON & SONS, INC	\$109.45
16892	08/31/21	P	10067	FIREMASTER	\$282.00
16893	08/31/21	P	1727	KEAR GROUNDWATER	\$500.00
16894	08/31/21	P	2074	LAW OFFC OF LINDSAY F. NIELSON	\$1,250.00
16895	08/31/21	P	1950	MEINERS OAKS HARDWARE	\$4.17
16896	08/31/21	P	2025	MITEC SOLUTIONS LLC	\$362.44
16897	08/31/21	P	10183	Nathan Rosser	\$50.62
16898	08/31/21	P	2200	OILFIELD ELECTRIC & MOTOR	\$9,944.33
16899	08/31/21	P	2226	OJAI AUTO SUPPLY LLC	\$35.47
16900	08/31/21	P	10182	P&J ELECTRIC, INC	\$8,937.18
16901	08/31/21	P	3175	SDRMA	\$354.25
16902	08/31/21	P	3555	UNIVAR USA INC	\$1,197.65
16903	08/31/21	P	3575	USA BLUE BOOK	\$1,000.92
16904	08/30/21	P	10175	Emily Arnbrister	\$3,300.00
<b>BANK RBOGEN REGISTER TOTAL:</b>					<b>\$73,092.89</b>
<b>GRAND TOTAL :</b>					<b>\$73,092.89</b>

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date) ; "A" - Application ; "E" - EFT  
 \*\* Denotes broken check sequence.

**Ventura River Water District**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 7/1/2021 Through 7/31/2021

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b>Revenues</b>								
WATER SALES	\$282,087.91	\$225,000.00	\$57,087.91	25.4 %	\$282,087.91	\$225,000.00	\$57,087.91	25.4 %
SERVICE INSTALLATION	0.00	83.33	(83.33)	(100.0)	0.00	83.33	(83.33)	(100.0)
DELINQUENT FEES	0.00	1,400.00	(1,400.00)	(100.0)	0.00	1,400.00	(1,400.00)	(100.0)
CONSERVATION PENALTY FEES	3,213.25	3,750.00	(536.75)	(14.3)	3,213.25	3,750.00	(536.75)	(14.3)
<b>Total Revenues</b>	<b>\$285,301.16</b>	<b>\$230,233.33</b>	<b>\$55,067.83</b>	<b>23.9 %</b>	<b>\$285,301.16</b>	<b>\$230,233.33</b>	<b>\$55,067.83</b>	<b>23.9 %</b>
<b>Operating Expenses</b>								
WATER PURCHASES & CASITAS BASE FEES	350.83	12,894.50	12,543.67	97.3	350.83	12,894.50	12,543.67	97.3
UVRGA PUMP FEE	5,662.44	5,660.00	(2.44)	0.0	5,662.44	5,660.00	(2.44)	0.0
SALARIES	48,435.25	54,166.67	5,731.42	10.6	48,435.25	54,166.67	5,731.42	10.6
PTO & SICK	5,276.29	5,416.67	140.38	2.6	5,276.29	5,416.67	140.38	2.6
SOCIAL SECURITY & MEDICARE	4,076.87	4,143.75	66.88	1.6	4,076.87	4,143.75	66.88	1.6
STATE PAYROLL TAXES (SUI, ETT)	0.00	83.33	83.33	100.0	0.00	83.33	83.33	100.0
PUBLIC EMPLOYEES RETIREMENT SYSTEM	7,684.34	7,855.25	170.91	2.2	7,684.34	7,855.25	170.91	2.2
GROUP HEALTH INSURANCE	10,230.02	10,833.33	603.31	5.6	10,230.02	10,833.33	603.31	5.6
WORKER'S COMPENSATION INSURANCE	1,777.98	2,333.33	555.35	23.8	1,777.98	2,333.33	555.35	23.8
LIABILITY INSURANCE	3,016.00	3,654.83	638.83	17.5	3,016.00	3,654.83	638.83	17.5
BOARD MEMBER COMPENSATION	800.00	1,083.33	283.33	26.2	800.00	1,083.33	283.33	26.2
CONTRACT LABOR	18,866.12	6,787.08	(12,079.04)	(178.0)	18,866.12	6,787.08	(12,079.04)	(178.0)
PROFESSIONAL SERVICES(Audit, Engr,Draft)	0.00	4,625.00	4,625.00	100.0	0.00	4,625.00	4,625.00	100.0
FUEL	1,027.16	1,400.00	372.84	26.6	1,027.16	1,400.00	372.84	26.6
VEHICLE MAINTENANCE	995.03	1,000.00	4.97	0.5	995.03	1,000.00	4.97	0.5
OFFICE MAINTENANCE	3,315.00	5,000.00	1,685.00	33.7	3,315.00	5,000.00	1,685.00	33.7
FIELD EQUIPMENT MAINTENANCE	169.12	4,166.67	3,997.55	95.9	169.12	4,166.67	3,997.55	95.9
METER REPLACEMENT & MAINTENANCE	11,867.58	5,375.42	(6,492.16)	(120.8)	11,867.58	5,375.42	(6,492.16)	(120.8)
EQUIPMENT RENTAL	0.00	416.67	416.67	100.0	0.00	416.67	416.67	100.0
WATER SYSTEM MAINTENANCE	6,306.18	8,750.00	2,443.82	27.9	6,306.18	8,750.00	2,443.82	27.9
DISTRICT LEGAL COUNSEL	212.84	1,416.67	1,203.83	85.0	212.84	1,416.67	1,203.83	85.0
DEPRECIATION	0.00	29,166.67	29,166.67	100.0	0.00	29,166.67	29,166.67	100.0
<b>Total Operating Expenses</b>	<b>\$130,069.05</b>	<b>\$176,229.17</b>	<b>\$46,160.12</b>	<b>26.2 %</b>	<b>\$130,069.05</b>	<b>\$176,229.17</b>	<b>\$46,160.12</b>	<b>26.2 %</b>
<b>General &amp; Administrative Expenses</b>								
UTILITIES	229.29	9,291.67	9,062.38	97.5	229.29	9,291.67	9,062.38	97.5
TELEPHONE & INTERNET	1,676.67	1,191.67	(485.00)	(40.7)	1,676.67	1,191.67	(485.00)	(40.7)
LAFCO FEES	130.75	134.67	3.92	2.9	130.75	134.67	3.92	2.9
BANK FEES AND MISCELLANEOUS	673.57	1,200.00	526.43	43.9	673.57	1,200.00	526.43	43.9
MEMBERSHIP,DUES,SUBSCRIPTIONS	1,734.42	2,083.33	348.91	16.7	1,734.42	2,083.33	348.91	16.7
PUBLIC RELATIONS/EDUCATION/CONSERV	1,542.56	2,033.33	490.77	24.1	1,542.56	2,033.33	490.77	24.1
DIRECTORS TRAVEL/EDUCATION	21.00	416.67	395.67	95.0	21.00	416.67	395.67	95.0
SECURITY	279.00	375.00	96.00	25.6	279.00	375.00	96.00	25.6
POSTAGE	949.65	916.67	(32.98)	(3.6)	949.65	916.67	(32.98)	(3.6)
OFFICE SUPPLIES	936.23	1,416.67	480.44	33.9	936.23	1,416.67	480.44	33.9



**Ventura River Water District**  
Income Statement  
(Original Budget to Actual Comparison)  
For the period of 7/1/2021 Through 7/31/2021

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
VENTURA RIVER WATERSHED ISSUES	1,217.27	4,583.33	3,366.06	73.4	1,217.27	4,583.33	3,366.06	73.4
BAD DEBT EXPENSE	0.00	333.33	333.33	100.0	0.00	333.33	333.33	100.0
CONSERVATION	0.00	2,083.33	2,083.33	100.0	0.00	2,083.33	2,083.33	100.0
<b>Total General &amp; Administrative Expenses</b>	<b>\$9,390.41</b>	<b>\$26,059.67</b>	<b>\$16,669.26</b>	<b>64.0 %</b>	<b>\$9,390.41</b>	<b>\$26,059.67</b>	<b>\$16,669.26</b>	<b>64.0 %</b>
<b>Total Expenses</b>	<b>\$139,459.46</b>	<b>\$202,288.84</b>	<b>\$62,829.38</b>	<b>31.1 %</b>	<b>\$139,459.46</b>	<b>\$202,288.84</b>	<b>\$62,829.38</b>	<b>31.1 %</b>
<b>Income (Loss) from Operations</b>	<b>\$145,841.70</b>	<b>\$27,944.49</b>	<b>\$117,897.21</b>	<b>421.9 %</b>	<b>\$145,841.70</b>	<b>\$27,944.49</b>	<b>\$117,897.21</b>	<b>421.9 %</b>
<b><u>Other Income (Expense)</u></b>								
PROPERTY TAXES	\$0.00	\$4,166.67	\$(4,166.67)	(100.0)%	\$0.00	\$4,166.67	\$(4,166.67)	(100.0)%
INTEREST INCOME	589.00	1,250.00	(661.00)	(52.9)	589.00	1,250.00	(661.00)	(52.9)
CAPACITY CHARGE	0.00	363.75	(363.75)	(100.0)	0.00	363.75	(363.75)	(100.0)
OTHER REVENUE	(5,176.39)	416.67	(5,593.06)	(1342.3)	(5,176.39)	416.67	(5,593.06)	(1342.3)
SRF LOAN PROCEEDS	0.00	100,416.67	(100,416.67)	(100.0)	0.00	100,416.67	(100,416.67)	(100.0)
<b>Total Other Income (Expense)</b>	<b>\$(4,587.39)</b>	<b>\$106,613.76</b>	<b>\$(111,201.15)</b>	<b>(104.3)%</b>	<b>\$(4,587.39)</b>	<b>\$106,613.76</b>	<b>\$(111,201.15)</b>	<b>(104.3)%</b>
<b>Income Before Taxes</b>	<b>\$141,254.31</b>	<b>\$134,558.25</b>	<b>\$6,696.06</b>	<b>5.0 %</b>	<b>\$141,254.31</b>	<b>\$134,558.25</b>	<b>\$6,696.06</b>	<b>5.0 %</b>
<b>Net Income (Loss)</b>	<b>\$141,254.31</b>	<b>\$134,558.25</b>	<b>\$6,696.06</b>	<b>5.0 %</b>	<b>\$141,254.31</b>	<b>\$134,558.25</b>	<b>\$6,696.06</b>	<b>5.0 %</b>

Ventura River Water District

Balance Sheet

As of 7/31/2021

**Assets**

**Current Assets**

FUNDS IN COUNTY TREASURY	\$636,714.89	
LOCAL AGENCY INVESTMENT FUND	803,011.34	
PETTY CASH	580.72	
SECURITY DEPOSIT CHECKING	15,898.74	
RABO6073	153,170.48	
PRO-EQUITIES	947,766.01	
ACCOUNTS RECEIVABLE	316,064.90	
TREASURY INTEREST RECEIVABLE	215.35	
CMWD PENALTY RECEIVABLE	76.56	
PREPAID SECURITY MONITORING & MAINT	179.00	
PREPAID WEB SERVICES	286.67	
PREPAID INSURANCE	61,581.37	
PREPAID COMPUTER MAINTENANCE	10,927.52	
PREPAID OTHER	36,251.83	
RE-PLUMB ENCINO & THOMAS PRV VAULTS	28,230.00	
DEFERRED OUTFLOWS	168,684.00	
Total Current Assets		\$3,179,639.38

**Property, Plant & Equipment**

WATER SYSTEMS IMPROVEMENT	\$2,498,765.26	
SCADA SYSTEM IMPROVEMENTS	59,597.10	
HYDRANTS & VALVES	79,205.47	
DISTRICT 4 AND DISTRICT 7	118,245.00	
WELLS	2,202,635.96	
TANKS	1,466,122.83	
PUMPS	402,078.38	
METERS	143,727.94	
TRUCKS	274,232.91	
OFFICE AND SHOP EQUIPMENT	480,645.69	
BUILDINGS	465,408.45	
LAND, WATER & RIGHTS OF WAY	227,580.50	
SCADA SYSTEM	64,823.85	
409 OLD BALDWIN FLOOD CONTROL 2015	68,324.24	
PIPELINES	2,945,132.00	
COMPUTERS	1,347.06	
ABANDON WELL#3 & WELL#2	182,827.99	
SOLAR POWERED VENTS TO TANKS	15,400.00	
N. BALDWIN TANK REPAIR	11,204.91	
SANTA ANA BLVD FIRE FLOW UPGRADE	21,331.00	
LINE LOCATOR	257.28	
WELL LEVEL MONITORING WELL#1	7,397.07	
GM OFFICE VEHICLE	23,136.80	
TICO MUTUAL PROJECT	4,691.90	
Soft Start for Baldwin Booster #3	12,055.00	
REPLACE 2008 F-250 TRUCK	199.00	
ACCUMULATED DEPRECIATION	(5,620,128.42)	
CONSTRUCTION IN PROGRESS	300.00	
Total Property, Plant & Equipment		6,156,545.17

**Total Assets**

**\$9,336,184.55**

**Liabilities and Equity**

**Current Liabilities**

ACCOUNTS PAYABLE	\$36,214.23
PTO PAYABLE	74,795.51

9/7/21  
8:52:34 AM

**Ventura River Water District**

Balance Sheet

As of 7/31/2021

CONSTRUCTION DEPOSITS PAYABLE	7,521.25	
SECURITY DEPOSIT PAYABLE	7,015.03	
CalPERS 457 PAYABLE	(37.26)	
CMWD PENALTY PAYABLE	714.43	
TICO MUTUAL TRUST	8,218.52	
NET PENSION LIABILITY	455,250.00	
DEFERRED INFLOWS	54,874.00	
Total Current Liabilities		<u>\$644,565.71</u>
<b>Total Liabilities</b>		<b>\$644,565.71</b>
<b><u>Equity</u></b>		
INVESTMENT IN CAPITAL ASSETS	\$5,379,681.00	
UNRESTRICTED NET POSITION	3,170,683.53	
Current Year Profit/Loss	141,254.31	
Total Equity		<u>8,691,618.84</u>
<b>Total Liabilities and Equity</b>		<b><u><u>\$9,336,184.55</u></u></b>

**VENTURA RIVER WATER DISTRICT**  
**Status of Capital Improvement Projects - FYE 2021**  
**7/31/2021**

**Water System Improvements**

Account	Fixed Asset	21/22 Budget	YTD	Remaining/Over	Description/Status
13010	Hydrant & Valve Replacement / Upgrade	\$ 305,000.00		\$ 305,000.00	16 Hydrants, 20 Valves (10 Infill Hydrants, 6 Replacement Hydrants)
13014	Well #6 (Well #5 Replacement)	\$ 15,000.00		\$ 15,000.00	Retaining wall, gravel pad (Postponed due to COVID-19)
13040	Mixing Valve South Alto Tank	\$ 17,000.00		\$ 17,000.00	Modifications being made to existing valves then do South Tank in 2022.
13070	Santa Ana Blvd Fire Flow Upgrade	\$ 65,000.00		\$ 65,000.00	Construction in 2024
13057	Re-plumb Encino & Thomas PRV Vaults - Design	\$ 10,000.00		\$ 10,000.00	Construction in 2024
13061	Well #2 & 3 Pump & Pannel Replacement	\$ 160,000.00		\$ 160,000.00	Pump & Panel Replacement
13062	Add Solar powered vents to 4 water tanks	\$ 4,000.00		\$ 4,000.00	Solar vents to reduce corrosion (fans out of stock roll over to 2021/22.)
13074	Well Level Monitoring Well #1	\$ -		\$ -	Pull wire to Well #1 & Integrate into SCADA
13080	New Aerial Flight of the District	\$ -		\$ -	Updated Aerial Imagery
13081	In Stream Flow Grant - Pump Study Design Total = \$86,238	\$ -		\$ -	Anticipate this plan will not go forward
13082	In Stream Flow Grant - Landowner Incentive Program Design = \$57,088	\$ 25,000		\$ 25,000.00	Re-landscaping, Rain Wtr Capture, Grey Water Program for VRWD
13078	Director Chairs & Visitor Chairs	\$ -		\$ -	Director Chairs \$600 ea, Folding Chairs \$75 ea
13093	Concrete Ramp to Sand and Gravel Bins	\$ -		\$ -	Project Complete
13094	Tico Mutual Annexation Project	\$ 100,000		\$ 100,000.00	Project to be funded by payments from Tico Mutual pending SRF loan process
13095	Burnham Rd. Pressure Sustaining Valve			na	Budget Transfer #3, project complete
13096	Baldwin Booster #3 Soft Start	\$ 35,000		\$ 35,000.00	Delayed for Booster #3 motor repair, should occur in July
13097	Well #4, Clean, Depth Specific Sampling, plug bottom, replace pump	\$ 160,000		\$ 160,000.00	Clean, spinner log, plug bottom replace pump
13098	SRF Water Main Projects , Planning for Environmental, Engr, Easemts	\$ 912,000			Pending state review for SRF Loan
13099	SRF Tank & Pumping Projects , Planning for Environmental, Engr	\$ 185,000			Pending state review for SRF Loan
13100	SRF Solar Projects , Planning for Environmental, Engr	\$ 103,000			Pending state review for SRF Loan

**Auto Equipment**

Account	Fixed Asset	21/22 Budget	YTD	Remaining/Over	Description/Status
13089	General Manager Office Vehicle	\$ 40,000.00	\$ 23,335.80	\$ 16,664.20	Replace 2002 Explorer with used electric vehicle
13101	Replace 2008 F-250 Worktruck	\$ 45,000.00		\$ 45,000.00	Replace 2008 Ford F-250 work truck

**Shop Equipment**

Account	Fixed Asset	21/22 Budget	YTD	Remaining/Over	Description/Status
13092	Valve Turn Machine Upgrade to add GPS for GIS	\$ 4,500.00		\$ 4,500.00	This upgrade will provide the location of valves as they are exersized and import data to the GIS system.

**Office Equipment**

Account	Fixed Asset	21/22 Budget	YTD	Remaining/Over	Description/Status
13054	Computer Upgrades	\$ 8,000.00	\$ 1,347.06	\$ 6,652.94	Document Server, front office scanner, emergency backup imaging drive
13097	FDM upgrade to FCS for manual and radio reads	\$ 20,000.00		\$ 20,000.00	Upgrade SCADA Software to be compatible with newest Windows
13091	Laptops or Tablets for Board of Directors meetings	\$ 7,000.00		\$ 7,000.00	

**VENTURA RIVER WATER DISTRICT  
RESOLUTION # 2021 - 334**

**RESOLUTION EXPRESSING APPRECIATION TO AMY JOY MARSHALL  
FOR  
5 YEARS OF SERVICE TO THE VENTURA RIVER WATER DISTRICT.**

**WHEREAS,** Amy Joy Marshall, began her career with the Ventura River Water District as a Office Manager on August 11, 2016; and

**WHEREAS,** Amy improved the District accounting system and implemented a significant update to the water billing system; and

**WHEREAS,** during Amy's tenure at VRWD she has helped implement smart water meters, auto pay for customers and check scanning for customer payments so that now about 95% of water payments are processed automatically making the office operations much more efficient; and

**WHEREAS,** After Amy instituted auto pay for customers the next task was to encourage customers to use auto pay. One of the more creative approaches Amy instituted was offering to waive late penalties if a customer would sign up for auto pay. This not only increased the number of customers on auto pay but reduced the number of late payments; and

**WHEREAS,** Amy converted the time sheets to electronic time cards making them more accurate and faster to process. She also instituted direct deposits for staff and Directors minimizing paper checks; and

**WHEREAS,** in addition to her regular work as Office Manager, Amy studied and obtained her Water Distribution Operator D2 Certification and underwent General Manger training. Amy's additional contributions to the District include her excellent customer service, productive work ethic and cooperative spirit. The Ventura River Water District Board of Directors hereby express their sincere appreciation to Amy Joy Marshall for her five (5) years of service and dedication to the Ventura River Water District and it's customers.

**ADOPTED** this 15th day of September 2021. Ayes:\_\_\_ Noes:\_\_\_ Absent:\_\_\_

\_\_\_\_\_  
Bruce Kuebler, President

\_\_\_\_\_  
Peggy Wiles, Vice President

\_\_\_\_\_  
Nathan Rosser, Treasurer

\_\_\_\_\_  
John R. Curtis, Director

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Ed Lee, Director

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## VENTURA RIVER WATER DISTRICT

**DATE:** September 15, 2021

**TO:** Board of Directors

**FROM:** Bert J. Rapp, P.E. General Manager

**SUBJECT:** PERSONNEL POLICY UPDATE - CONVERT SICK LEAVE TO PAID TIME OFF

### **SUMMARY**

The District's current Personnel Policy includes provisions for carrying over unused Sick Leave from before the Personnel Policy was updated January 1, 2020. The District no longer provides new Sick Leave hours but has increased Paid Time Off (PTO) accrual. Of the District's six employees, three employees have significant Sick Leave balances accrued.

This report recommends eliminating Sick Leave by changing the description to Sick-leave/PTO and requiring it to be utilized prior to the use of normal PTO. The cash out options for Sick Leave are preserved with Sick-leave/PTO.

### **RECOMMENDED ACTION**

The General Manager recommends that the Board take the following actions:

1. Modify the Personnel Policy by deleting Section "3460 Sick Leave"
2. Add the term Sick-leave/PTO to Section 3530.
3. Modify Section 3490.5 to include Sick-leave/PTO.
4. Modify Section 3490.8 to put a 200 hour limit to the cash out option for PTO as described in this report and to require Board approval of a "financial hardship" cash out option for the General Manager.
5. Add Section 3490.9 defining Sick-leave/PTO and it's use.

### **BACKGROUND**

The current provisions for old Sick Leave hours are described below in Section 3460 Sick Leave. The major provisions are:

- a. No additional Sick Leave is accrued after December 31, 2019.
- b. Sick Leave is currently used if available when an employee is sick or needs to care for a sick family member.
- c. The District may buy-back Sick Leave at any time for amounts greater than 30 hours at  $\frac{1}{2}$  rate.
- d. When an employee leaves the employment of the District, Sick Leave over and above 30 days (240 hrs) shall be bought back at  $\frac{1}{2}$  rate.

Discussion of proposed changes:

1. Change the definition of existing Sick Leave to Sick-leave/PTO. This will eliminate the Sick Leave on the books and allow the employees to use the time for sick or vacation.
2. Sick-leave/PTO shall be used the same as PTO but must be utilized before PTO is used until Sick-leave/PTO is depleted.
3. Apply the buy out provisions for Sick Leave to Sick-leave/PTO to limit financial changes associated with this revision.
4. Limit buy out for PTO to 200 hours per year. The purpose of this provision is to encourage employees to use their time off while still providing an option to receive a payoff.
5. Financial hardship payoff. Presently the General Manager would determine their own eligibility for "financial hardship". This provision requires the Board to make that decision. (3490.8)

**FISCAL SUMMARY**

The table below shows the current and proposed values to Sick Leave if changed to Sick-leave/PTO.



Summary of Sick Leave Provisions								
	Current PTO Hours	Current Sick Leave Hours	Present Unmodified Value	Current \$ Value of Sick Leave to Employee		Values if Sick Leave is changed to Sick-leave/PTO		
				Optional Board Buy Out Per Year	Buyout at Termination	Optional Board Buy Out Per Year	Buyout at Termination	Proposed Annual Cash Out Limit of 200 Hours of PTO
Employee #1	242	174	\$7,120	\$0	\$0	\$0	\$0	\$8,172
Employee #2	560	418	\$17,042	\$3,919	\$3,623	\$3,919	\$3,623	\$8,164
Employee #3	200	807	\$62,123	\$7,390	\$21,824	\$7,390	\$21,824	\$15,396

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

E. Lee \_\_\_\_\_ B. Kuebler \_\_\_\_\_ N. Rosser \_\_\_\_\_ J. Curtis \_\_\_\_\_ P. Wiles \_\_\_\_\_

**Text of Personnel Policy with Proposed Modifications is shown below**

**3460 Sick Leave (Proposed to delete from 3460.1 to 3460.7)**

3460.1 This policy shall apply to probationary and regular employees in all classifications.

3460.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the employee's supervisor or General Manager.

3460.3 Beginning January 1, 2020 Sick Leave is no longer earned by employees but PTO time (Section 3490.2 ) has been increased by the rate of one working day per month. Existing Sick Leave on the books for each employee will remain and be subject to Section 3460 until utilized or terminated per this section.

3460.4 Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees shall notify their supervisor in order to avoid disruptions in work schedule as a result of use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

3460.4.1 A "child" means a biological, adopted or foster child, a stepchild, a legal ward or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandparent raises his/her grandchild.

3460.4.2 A "parent" means a biological, foster or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law and grandparents are also considered "parents for purposes of this division.

3460.4.3 The term "spouse" applies only to an individual to whom the employee is legally married.

3460.5 In order to receive compensation while on sick leave, the employee shall notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

3460.6 An employee who is absent from work due to illness for more than three (3) days may be required to file a written statement from an attending physician. After five (5) days the employee shall be required to file a written statement from an attending physician.

3460.7 Unused sick-leave time may be "bought back" by the District at a rate of one-half (½) day for each whole day accrued. Said buy back shall be limited only to time over and above 30 days of accrued sick leave. No more than 12 days of accrued sick leave shall be bought back in any given calendar year unless employment is terminated for non-cause reasons, in which case all accrued sick leave over and above 30 days shall be bought back at said one-half (½) rate. Termination for cause shall result in loss of all accrued sick leave.

3490.5 The District will not require an employee to take PTO time in lieu of ~~s~~Sick-leave/PTO during periods of illness. However, the employee may elect to take PTO time in case of extended illness where ~~S~~sick-leave/PTO has been fully used. The District will not consider granting a leave of absence for medical reasons until all accumulated ~~s~~Sick-leave/PTO and PTO time have been used.

3490.6 If a holiday falls on a workday during an employee's PTO period, that day shall be considered as a paid holiday and not PTO time.

3490.7 Vacations may be scheduled at any time during the year upon written approval of the supervisor or General Manager.

3490.8 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted except in situations of hardship or accumulation in excess of 200 hours. Said pay off shall be submitted for written approval by the General Manager. Non-emergency pay in lieu of vacation for accumulations greater than 200 hours may be requested during the month of December and are limited to 200 hours per year. In the case of special financial hardship full cash out of hours greater than 200 hours may be approved by the General Manger. If the General Manager desires consideration of a case of special financial hardship, a request shall be made to the Board for cash out of more than 200 hours.

3490.9 Sick-leave/PTO shall be the former Sick Leave on the books for each employee and is subject to Section 3490 until utilized or terminated per this section. Sick-leave/PTO may be utilized in the same manner as provided for PTO and when it is available, Sick-leave/PTO shall be used before PTO is used. Unused Sick-leave/PTO time may be "bought back" by the District at a rate of one-half (½) day for each whole day accrued. Said buy back shall be limited only to time over and above 30 days of accrued Sick-leave/PTO. No more than 12 days of accrued Sick-leave/PTO shall be bought back in any given calendar year unless employment is terminated for non-cause reasons, in which case all accrued Sick-leave/PTO over and above 30 days shall be bought back at said one-half (½) rate. Termination for cause shall result in loss of all accrued Sick-leave/PTO. Sick-leave/PTO shall terminate when expended by the employee or with termination from the District.

Section 3530 Glossary of Terms (add the following definition)

**Sick-leave/PTO** – Former Sick Leave hours carried forward after December 31, 2019, see Section 3490 for provisions governing administration of Sick-leave/PTO.

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## VENTURA RIVER WATER DISTRICT

**DATE:** September 15, 2021  
**TO:** Board of Directors  
**FROM:** Bert J. Rapp, P.E. General Manager  
**SUBJECT:** AUTHORIZATION TO ADVERTISE FOR BIDS FOR WELL IMPROVEMENTS PROJECT

### **SUMMARY**

The Well Improvements Project will install pumps in Well #2 and Well #3 along with new electrical motor control panels. It will also clean Well #4 and conduct a spinner log of Well #4 to determine water quality and flow at specific depths.

The anticipated bid price is about \$200,000. These projects are budgeted in this current fiscal year.

### **RECOMMENDED ACTIONS**

The General Manager recommends that the Board take the following actions:

1. Approve the plans and specifications.
2. Authorize the advertisement for bids for the Well Improvements Project.

### **BACKGROUND**

Well #2 and Well #3 have been cleaned and the lower 100 feet of each well plugged to improve water quality and reduce future maintenance costs.

Work on Well #2 and Well #3 includes installing VFD pumps that will pump between 75 gpm and 600 gpm. Water level sensors will be installed to continuously monitor groundwater levels. New electrical panels will also be installed replacing the 50-year old panels.

The work on Well #4 includes removing the existing pump, cleaning the well and conducting a spinner log to determine water quality and flow rates at

specific depths. If the spinner log determines that the lower 100-feet of Well #4 should also be plugged for water quality purposes, then staff will complete the plugging after approval by the Board.

Well #4 was constructed in 2007 so it will have been about 15 years since it was cleaned. Usually, a well should be cleaned every 10 to 12 years depending on the rate of scale build up.

The spinner log for Well #4 will likely have to wait until about March of 2022 because water levels are currently at the shut off point for Well #4. If we obtain at least 10-inches of rain, the water levels should be high enough by March 2022 to run the spinner log pump test.

Well #4 has an oil lube pump that over pumps the well, causing cascading water and potential damage to the pump. The oil from the pump is food grade oil and it collects on the surface of the water in the water tanks. This requires that the tanks be overflowed periodically to remove the oil. The plan is to replace this pump with a submersible VFD pump similar to Wells 2 & 3 with a future project.

Northern Digital has prepared the plans and specifications for the electrical panels and will oversee their installation and startup. They will also integrate Well #2 & #3 into the SCADA system with the VFD's and water level data.

The plans and specifications are now ready for advertising. A copy of the plans and specifications is available for review in the Board room.

Schedule:

Prebid meeting:	Tuesday Sept. 29, 2021, 2:00 P.M.
Bid Opening:	Tuesday October 5, 2021, 2:00 P.M.
Award of contract:	Wednesday October 20, 2021
Start Construction:	Monday December 6, 2021
Finish Construction:	April 2022

**FISCAL SUMMARY**

Well # 2 & #3 pumps and panels are budgeted in account # 13061 in the amount of \$160,000. The work on Well #4 is budgeted in account # 13097 for \$160,000.

The cost for the Northern Digital work to prepare plans and specifications oversee installation and startup and integrate Well #2 & #3 into the SCADA system is \$47,195.

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

E. Lee \_\_\_\_\_ B. Kuebler \_\_\_\_\_ N. Rosser \_\_\_\_\_ J. Curtis \_\_\_\_\_ P. Wiles \_\_\_\_\_

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## VENTURA RIVER WATER DISTRICT

**DATE:** September 15, 2021  
**TO:** Board of Directors  
**FROM:** Bert J. Rapp, P.E. General Manager

**SUBJECT:** STAFFING REVISIONS WITH RECENT DEPARTURES

### **SUMMARY**

The week of August 23<sup>rd</sup> Field Supervisor Joe Zuniga notified the District that he is going to retire on November 25<sup>th</sup> and Office Manager Amy Joy Marshall notified the District that she is accepting a new position as Office Manager for a law firm in Ojai. This memo describes changes being made to accommodate the loss of these two valuable employees.

### **RECOMMENDED ACTION**

The General Manager recommends that the Board take the following actions:

1. Approve the Job Description for Office Assistant and insert it into the Personnel Policy.
2. Make the Office Assistant position part time at 30 hours per week.
3. Approve the updated Salary Range schedule dated September 15, 2021.
4. Plan to hire an Assistant General Manager in early 2022.

### **BACKGROUND**

Field Supervisor - Joe Zuniga has served as the Field Supervisor since May 7, 2012, almost 10 years. Joe has done a good job keeping the District water facilities maintained. The District has two Utility Worker II's. One of them, Mark Albertsen is interested in stepping up to become the Field Supervisor. The General Manager intends to promote Mr. Albertsen to the Field Supervisor position. The District is currently advertising for a Utility Worker I to fill the position that will be vacated by Joe retiring and Mark moving up to Field Supervisor.

Office Manager - Amy Joy Marshal has served as Office Manager since August 22, 2016, just over 5 years. Amy has done an outstanding job straightening out the District accounting processes, upgrading the water billing system, implementing auto pay, smart meters, on line payment options and scanning of water payment checks and many other significant improvements. Amy certainly brought the District's processes into the 21<sup>st</sup> century. The improvements are saving significant staff time.

Ms. Marshall has also been in training to become the Assistant General Manager and has obtained her Water Distribution Operator D2 Certification. In anticipation of moving up to Assistant General Manager Ms. Marshall has been training Account Administrator Emily Arnbrister to take over the Office Manager position. Ms. Arnbrister is now capable of moving into Office Manager position and Ms. Marshall is spending much of her last days with the District doing final training of Ms. Arnbrister.

The proposed staffing changes are:

1. Promote Mark Albertsen to Field Supervisor.
2. Hire a new Utility Worker I.
3. Promote Emily Arnbrister to Office Manager.
4. Hire a new Office Assistant at 30 hours per week.
5. During the next year hire an Assistant General Manager.

Assistant General Manager - With the loss of Ms. Marshall as our future Assistant General Manager the District has two options:

1. Have the consultant that will prepare the design and construction documents for the \$10 million Zero Interest loan projects provide a "Program Manager" for about 3 years during the design and construction phases of the project.
2. Hire an Assistant General Manager to serve for the next two years in anticipation of becoming the General Manager after Mr. Rapp retires in December 2023.

Hiring an Assistant General Manager would provide an opportunity for the Board and staff to get to know the future General Manager. It would also

enable a smooth transition when the current General Manager retires. A major benefit would be the Assistant General Manager's familiarity with Zero Interest Loan projects and processing requirements through the State. The General Manager recommends hiring an Assistant General Manager in early 2022.

Office Assistant - The District has a position for Account Administrator but not for an Office Assistant. The work expectations for position are more suited to an Office Assistant rather than the more highly skilled Account Administrator. The previous job description for Office Assistant is attached for approval and insertion in the Personnel Policy.

The plan is to advertise the Office Assistant to work 30 hours per week or 6 hours per day. The District is required by CalPERS to provide retirement if a person works over 20 hours per week. This person would also receive health insurance, vacation and holiday pay.

We are fairly confident that we will only need an Office Assistant for 30 hours per week because of the reduced workload with the automation of the billing system. However, we are not currently imposing late fees or water shut offs because of the COVID epidemic. Late fees and water shut offs with the new requirements from the State can be time intensive for the Office Assistant. After the COVID epidemic is over and operations are back to normal we will be able to determine if we need the Office Assistant for more or less than the proposed 30 hours per week.

We will advertise for the Office Assistant once the job description is approved along with the Salary Range Schedule.

### Salary Range Schedule

The following changes have been made to the Salary Range Schedule;

1. Lower the minimum pay for a Utility Worker I to \$25.96 per hour.
2. Add Office Assistant to the Schedule
3. Lower the Assistant General Manager compensation to a range of \$90,000 to \$125,000.

**FISCAL SUMMARY**

Having an Assistant General Manager for about 2 years is similar to the previous plan of promoting the Office Manager to Assistant General Manager and promoting the Account Administrator to the Office Manager, then hiring a new Account Administrator. So there is no significant fiscal impact anticipated.

**VENTURA RIVER WATER DISTRICT  
EMPLOYEE SALARY RATE RANGES**

**September 15, 2021**

POSITION	HOURLY RANGE		MONTHLY RANGE		ANNUAL RANGE	
	MIN	MAX	MIN	MAX	MIN	MAX
Utility Worker I	\$25.96	\$37.07	\$4,500	\$6,425	\$54,000	\$77,098
Utility Worker II	\$35.68	\$43.61	\$6,184	\$7,559	\$74,211	\$90,703
Utility Worker III	\$37.44	\$46.92	\$6,489	\$8,133	\$77,872	\$97,600
Field Supervisor	\$46.68	\$56.36	\$8,091	\$9,769	\$97,088	\$117,228
Office Assistant	\$24.04	\$32.69	\$4,167	\$5,667	\$50,000	\$68,000
Account Administrator	\$19.95	\$34.69	\$3,458	\$6,013	\$41,500	\$72,152
Office Manager	\$41.65	\$49.29	\$7,219	\$8,544	\$86,628	\$102,528
Assistant General Manager	\$43.27	\$60.10	\$7,500	\$10,417	\$90,000	\$125,000
General Manager	\$62.98	\$81.10	\$10,917	\$14,057	\$131,006	\$168,683

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

E. Lee \_\_\_\_\_ B. Kuebler \_\_\_\_\_ N. Rosser \_\_\_\_\_ J. Curtis \_\_\_\_\_ P. Wiles \_\_\_\_\_

## Office Assistant

### Definition

The Office Assistant is an at-will employee who serves at the pleasure of the General Manager. Under the general supervision of the Office Manager, the Office Assistant is responsible for providing administrative support to the District which may include word processing, data entry and organization, telephone and counter reception, receipt of payments, processing of invoices, record keeping, payroll, report preparation, and filing; provides information and assistance to the general public; and performs related work as required.

### Examples of Duties and Responsibilities

- Performs a wide variety of routine administrative duties including filing, preparing records, accounts payable and ordering and maintaining office and other related supplies.
- Prepares copies, collates, and distributes a variety of documents.
- Screens calls, visitors, and incoming deliveries.
- Prepares payroll in the absence of the Office Manager.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Performs related duties and other responsibilities as required.

### Desirable Knowledge and Abilities

#### Knowledge of:

- District practices and procedures and policies.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- Vocabulary, spelling, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public and District staff.

#### Ability to:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic computations.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Organize, maintain, and update office database and records systems.

- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Attend Board Meetings and Prepare meeting minutes in the absence of the Office Manager.

**Working Conditions and Physical Requirements**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Minimum Qualifications**

- Completion of twelfth grade or equivalent.
- General book keeping and /or secretarial experience is highly desirable.

**License Requirements**

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.

**Exempt /Non - Exempt**

- This is a non - exempt position pursuant to the Fair Labor Standards Act.

## VENTURA RIVER WATER DISTRICT

**DATE:** September 15, 2021

**TO:** Board of Directors

**FROM:** Bert J. Rapp, P.E. General Manager

**SUBJECT:** APPROVAL OF AD FOR SUPPORTING THE PHYSICAL SOLUTION

### **SUMMARY**

The State Water Resources Control Board (SWRCB) is preparing water use restrictions that could be imposed on the Ventura River Watershed in the next few years. One of the best tools we have to temper the impending restrictions is to work to refine the draft Physical Solution that is being prepared for the adjudication.

An ad has been put together to place in the Ojai Valley News to encourage people to work on the Physical Solution, regardless of their perspective on the adjudication or the SWRCB.

### **RECOMMENDED ACTION**

The General Manager recommends that the Board take the following actions:

1. Publish the expanded version of the Physical Solution ad in the Ojai Valley News at a cost of \$315.
2. Send the expanded version of the Physical Solution ad to the Ventura County Star to publish as a letter to the Editor.

### **BACKGROUND**

A key understanding driving the importance of working on the Physical Solution is the limited authority of the SWRCB to implement anything other than ordering pumping and diversion reductions.

In 2018 the SWRCB published a "Frequently Asked Questions" regarding the Bay Delta Plan and in there explained their limited authority, see FAQ 6 below:

**FAQ 6: Is the State Water Board relying only on flows to protect salmon?**

The State Water Board recognizes that non-flow measures serve an important role in river restoration by supporting native fish and wildlife and promoting ecosystem improvements that complement flow for the reasonable protection of fish and wildlife. The Bay-Delta Plan amendments therefore recommend non-flow measures to complement the new flow objectives. Flows alone can help fish populations by improving temperature and oxygen conditions, wetting habitat to generate food and shelter for native fish, and by improving flow conditions to benefit native fish habitat at the expense of predators. Implementing non-flow measures can potentially reduce the need for flows, within the 30 to 50 percent range under the proposal by more actively creating habitat that favors natives over predators, reducing temperatures, and taking other measures. **Flow is the tool that the State Water Board can require. It can encourage but not require other non-flow measures.** It can, however, accept such measures in a robust, transparent, and well monitored agreement if it demonstrates it can lead to comparable or superior improvements. Non-flow measures alone, however, are unlikely to show improvement without adding additional flows.

The technical experts that helped prepare the draft Physical Solution strongly believe that the Ventura River is more impacted by habitat degradation than reduced flow. And that adding more flow will do little to benefit the steel head without the improving the habitat.

Since the SWRCB can only require pumping and diversion restrictions and can only "encourage but not require" habitat improvements it is imperative that all parties work together on the draft Physical Solution now before the SWRCB formalizes the pumping and diversion regulations in the next few years.

The ad is written to encourage participation on refining the draft Physical Solution. The purpose is not to convince people to support or oppose the adjudication or support or oppose the SWRCB.

The Physical Solution is a very valuable document to invest in. It can lead to resolution of the adjudication with no water rights fight. If it is well done, the SWRCB could decide that pumping and diversion restrictions are not necessary. At the very least it will make SWRCB more acquainted with our watershed and give them a better understanding of the Ventura River.

The Ojai Valley News was asked to publish the article but declined stating:



“Dear Bert,  
Your letter is confusing. It is based on assumptions and fears which I find inaccurate and misleading. (Example third sentence.) I don't want to completely confuse people on this issue. You are grasping at straws. Why are you so afraid and trying to scare the bejeezus out of everyone? You are promoting the narrative of SWRCB as the boogeyman. Why trust BBK more than the State of California?

If you want to run it as a paid announcement. You may. A quarter page will run you \$315.

Thank you for supporting local journalism,

Laura Rearwin Ward  
Publisher, *Ojai Valley News*”

The (Example third sentence): “Unfortunately, the State Water Resources Control Board (SWRCB) is also here, and preparing to require more water in the river, which can only be achieved by pumping and diversion restrictions.”

I do not believe the SWRCB is a boogeyman. I believe they are participating in the adjudication so they can work with the local community on the development of the physical solution and that the physical solution can achieve what they cannot do with only the nuclear weapon of restricting pumping and diversions.

The version of the article that was turned down by the Ojai Valley News is attached, marked as “Original Article”. An “Expanded Version” is also attached and is the version recommend for publication.

**FISCAL SUMMARY**

The cost of running the ad is \$315 and could be placed on Account #70006 Public Relations.

If the SWRCB were to implement only pumping and diversion reductions per their limited authority it will most certainly cost the water users in the Ventura River Watershed tens of millions of dollars.

Action: \_\_\_\_\_

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

E. Lee \_\_\_\_\_ B. Kuebler \_\_\_\_\_ N. Rosser \_\_\_\_\_ J. Curtis \_\_\_\_\_ P. Wiles \_\_\_\_\_

“Expanded Version”

## Why Support the Physical Solution?

By: Ventura River Water District

The adjudication lawsuit angers people, is expensive and divisive. But it’s here. Unfortunately, the State Water Resources Control Board (SWRCB) is also here and preparing to require more water in the Ventura River, which they can only achieve by pumping and diversion restrictions. If we all agree on a Physical Solution the adjudication can be quickly resolved without adjudicating water rights or affecting peoples water use. The Physical Solution is a document before the court that outlines physical improvements we can easily make in the Ventura River to improve the condition of the protected Steelhead.

Regardless of different perspectives on the Adjudication or SWRCB, we believe it is essential that all parties work now on the draft Physical Solution, before the SWRCB completes its water restrictions. Here is why:

1. The SWRCB and Fish & Wildlife made the unusual decision to become parties to the adjudication and are participating in the development of the draft Physical Solution. Therefore, the Physical Solution will likely influence any regulations ultimately developed by the State. One can wonder whether the State entities’ primary reason for participating in the Physical Solution is the potential to improve the fishery habitat while minimizing need for water use restrictions. They cannot achieve this on their own, but by partnering with the local community through the Physical Solution, they can.
2. The SWRCB authority is only to restrict water use, it does not have the authority to require habitat improvements. The Physical Solution is based upon the opinion of multiple experts that habitat improvement will provide more benefit to the fishery than increased flows. Therefore, the Physical Solution can provide a more holistic approach to the fishery than SWRCB’s impending pumping and diversion restrictions.
3. After the Physical Solution is adopted, if the SWRCB develops a proposal for the river that is more beneficial to water users, the Physical Solution expressly provides that any party can petition the court to replace the Physical Solution

with the SWRCB's rules if the party believes that water use restrictions are the better long-term approach for our valley.

Pumping restrictions mean that municipal and agricultural pumpers will need to use more water from Lake Casitas. Diversion restrictions mean that Casitas would have to reduce its diversions into the lake and release water down Coyote Creek resulting in less water in the lake for everyone.

The bottom line is that the SWRCB has very limited tools to improve the watershed. They cannot require the payment of money and they cannot require non-flow improvements. They can only impose flow requirements, and then curtail human water use to implement those flows. Their cuts in water use to protect the Sacramento-San Joaquin Delta is perhaps the best-known example. The State entities have made it very clear in their comments on the Physical Solution filed with the Court that they want additional flows – and with their limited authority this can only come from pumping and diversion restrictions.

If we work now on the draft Physical Solution, we will have three options in the future:

1. Recommend approval of the Physical Solution to the Court to resolve the adjudication.
2. Live with pumping and diversion restrictions imposed by the SWRCB.
3. Convert the Physical Solution into a Voluntary Agreement with the SWRCB in exchange for eliminating or reducing pumping and diversion restrictions.

If we work on the draft Physical Solution could prevent the Adjudication from becoming a 15 year multi million-dollar water rights fight. We can gain negotiating influence with the SWRCB. We would have an option of a potential Voluntary Agreement that may save us from onerous pumping and diversion regulations. Working on the draft Physical Solution requires very little “legal” input, would be done with technical experts and water users who are party to the adjudication so it is primarily a commitment of our time. It is a win-win for everyone.

Board of Directors, Ventura River Water District      September 15, 2021

[Bert@VenturaRiverWD.com](mailto:Bert@VenturaRiverWD.com)

Office (805) 646-3403

Serving water to a portion of the City of Ojai, Mira Monte, Oak View and Casitas Springs.

“Original Article”

## Why Support the Physical Solution?

By: Ventura River Water District, Bert Rapp P.E. General Manager

The adjudication lawsuit angers people, is expensive and divisive. But it's here. Unfortunately, the State Water Resources Control Board (SWRCB) is also here, and preparing to require more water in the river, which can only be achieved by pumping and diversion restrictions. If we all agree on a Physical Solution the adjudication can be quickly resolved without adjudicating water rights or affecting peoples water use. The Physical Solution is a document before the court that outlines physical improvements we can easily make in the Ventura River to improve the condition of the protected Steelhead.

I believe everyone should be working on refining the Physical Solution now, before the SWRCB completes its flow requirements and impending water restrictions. Here is why:

1. The SWRCB and Fish & Wildlife made the unusual decision to become parties to the adjudication and are participating in the development of the Physical Solution. Therefore, the Physical Solution will likely influence any regulations ultimately developed by the State. One can wonder whether the State entities' primary reason for participating in the Physical Solution is the potential to improve the fishery habitat while minimizing need for water use restrictions. They cannot achieve this on their own, but by partnering with the local community through the Physical Solution, they can.
2. The SWRCB authority is only to restrict water use, it does not have the authority to require habitat improvements. The Physical Solution is based upon the opinion of multiple experts that habitat improvement will provide more benefit to the fishery than increased flows. Therefore, the Physical Solution can provide a more holistic approach to the fishery than SWRCB's impending pumping and diversion restrictions.
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The bottom line is that the SWRCB has very limited tools to improve the watershed. They cannot require the payment of money and they cannot require non-flow improvements. They can only impose flow requirements, and then curtail human water use to implement those flows. Their cuts in water use to protect the Sacramento-San Joaquin Delta is perhaps the best-known example. The State entities have made it very clear in their comments on the Physical Solution filed with the Court that they want additional flows – and this can only come from pumping and diversion restrictions.

So, the choice is between the Physical Solution that will require the payment of fees as part of a comprehensive plan to improve fishery conditions, or the SWRCB's flow requirement which will require payment with water use restrictions as part of a narrow approach to improve the fishery.

Bert J. Rapp, P.E., General Manager, Ventura River Water District August 25, 2021

[Bert@VenturaRiverWD.com](mailto:Bert@VenturaRiverWD.com)

Office (805) 646-3403

Cell (805) 340-7263

Serving water to a portion of the City of Ojai, Mira Monte, Oak View and Casitas Springs.

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# VENTURA RIVER WATER DISTRICT

**DATE:** September 15, 2021  
**TO:** Directors  
**FROM:** Bert J. Rapp, P.E. General Manager  
**SUBJECT:** WATER AND DISTRICT UPDATE

## Wells & Production

The static aquifer level at Well #2 on September 1, 2021 was at elevation 508.4, the level dropped 5.3 feet since the first of last month. The aquifer is **13.2** feet below the 30-year average for September 1<sup>st</sup>.

Well #1 is pumping 923 gpm up 28 gpm from last month because the pump was adjusted. Well #7 is pumping 637 gpm down 38 gpm from last month. Wells #2, #3, #4 & #6 were not on-line in August.

## Supplemental Water from Casitas

No supplemental water was purchased from Casitas.

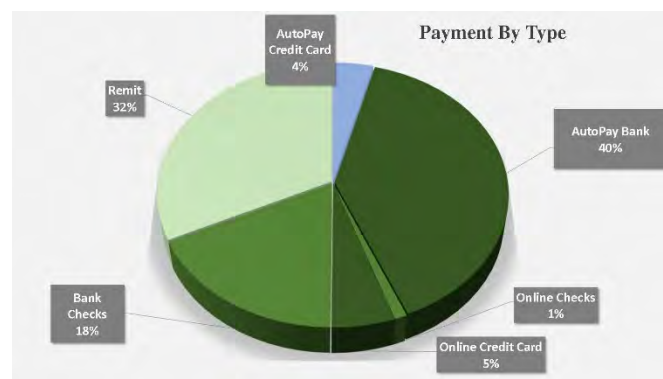
## Usage

Sales dollars billed on August 31, 2021 amounted to \$331,631, \$35,569 over budget for August. Last year we billed \$279,307 during the same period. Water sold in August 2021 amounted to 43,885 HCF, a decrease of 30% below the 62,509 HCF sold in August 2013.

Charts are enclosed to depict the ground water status and water usage. On September 1, 2021, Lake Casitas level was 34.3% of full capacity at elevation 488.7, with storage of 81,595 AF. The lake has decreased 1.1% or 2.0 feet and decreased 2,566 AF since last month.

ET adjustment: No ET adjustment was made on the August 31<sup>st</sup> water bill.

**Electronic Billing** The number payments processed with automated processes increased from 1,363 to 2,004 with the full implementation of check scanning. The District processes about 2,100 payments per month so about 95% of monthly payments are processed with an automated process.



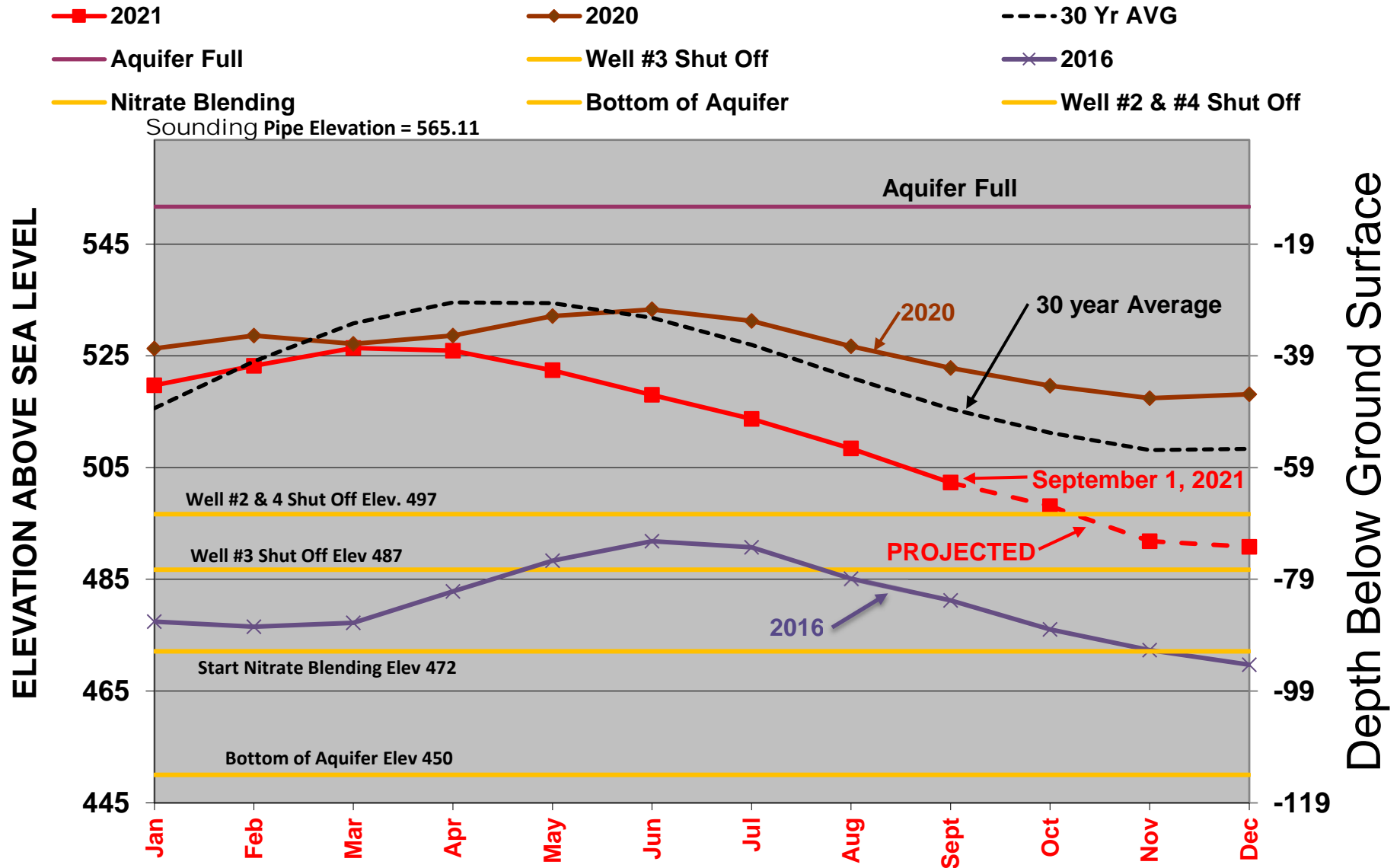
## Customer Complaint Log

The customer complaint log is attached.

## Project Updates

The State should determine eligibility for the projects for Zero Interest loan in early October.

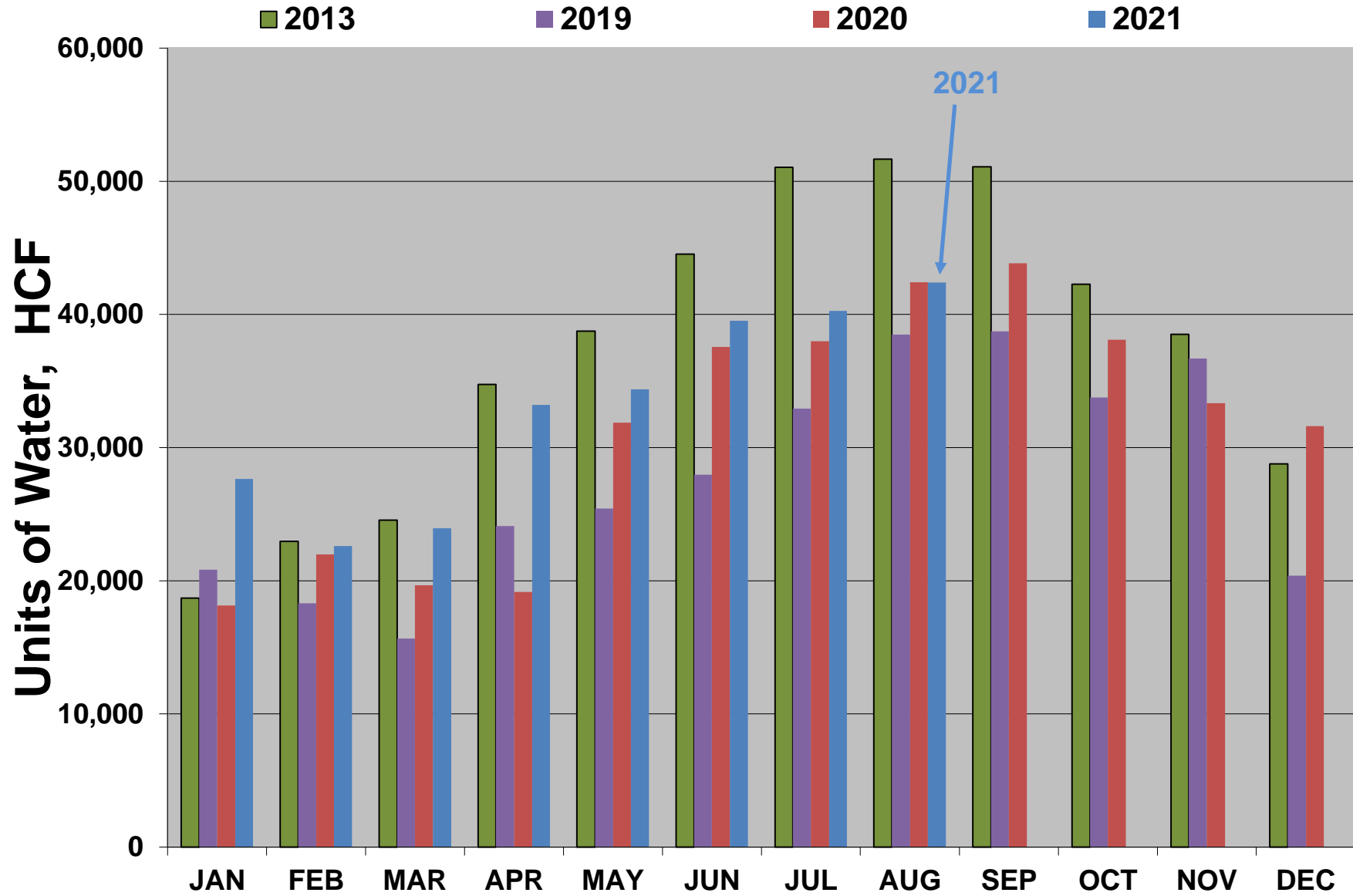
## AQUIFER LEVEL BELOW REFERENCE VRWD WELL # 2 FIRST DAY OF THE MONTH



## WATER LEVEL HYDROGRAPH

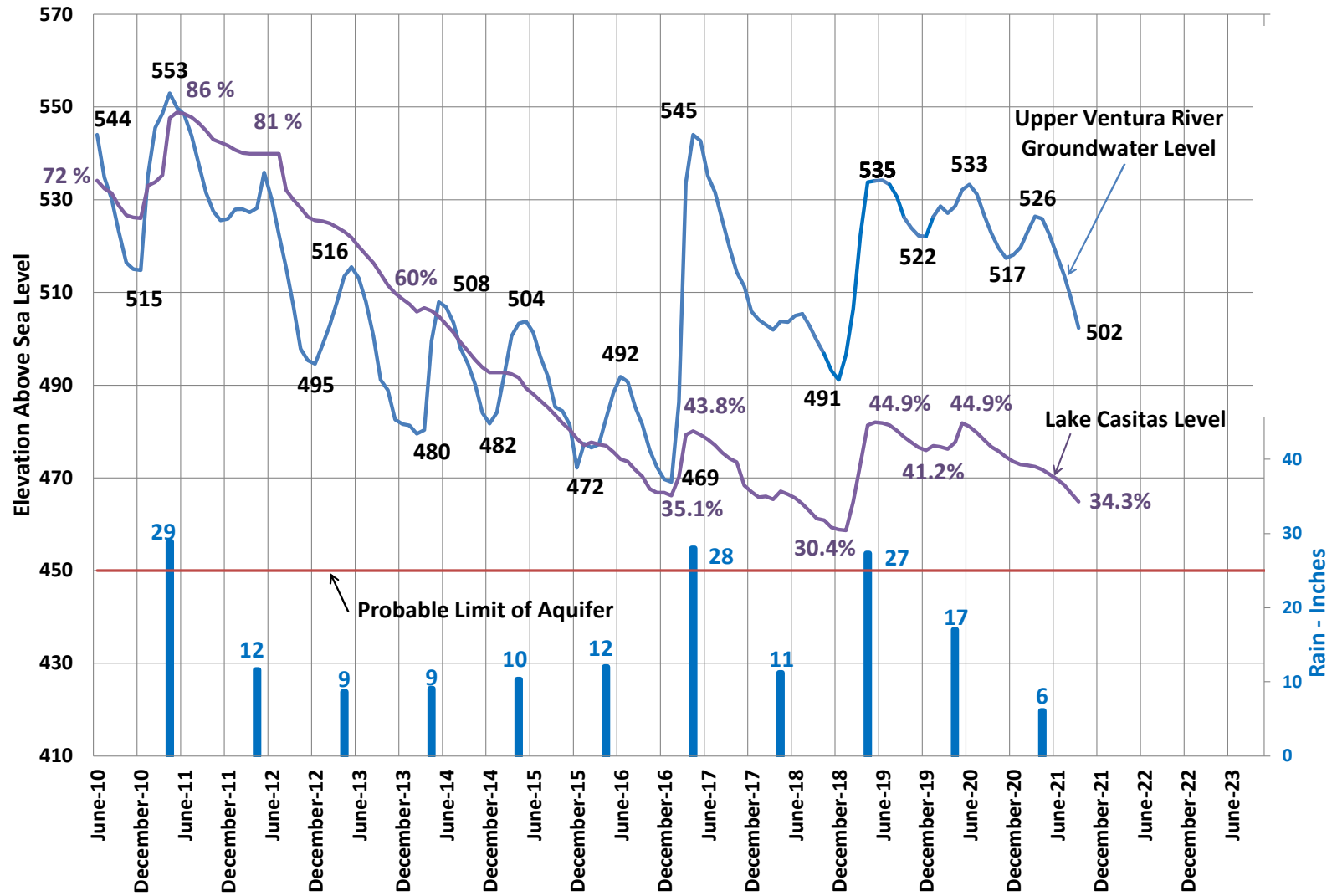


# VRWD WELL SERVICE AREA WELL WATER PLUS SUPPLEMENTAL CASITAS WATER



# VENTURA RIVER UPPER BASIN & LAKE CASITAS LEVELS

## September 1, 2021



**Chart 9**

## % of Well Capacity Used - 2021

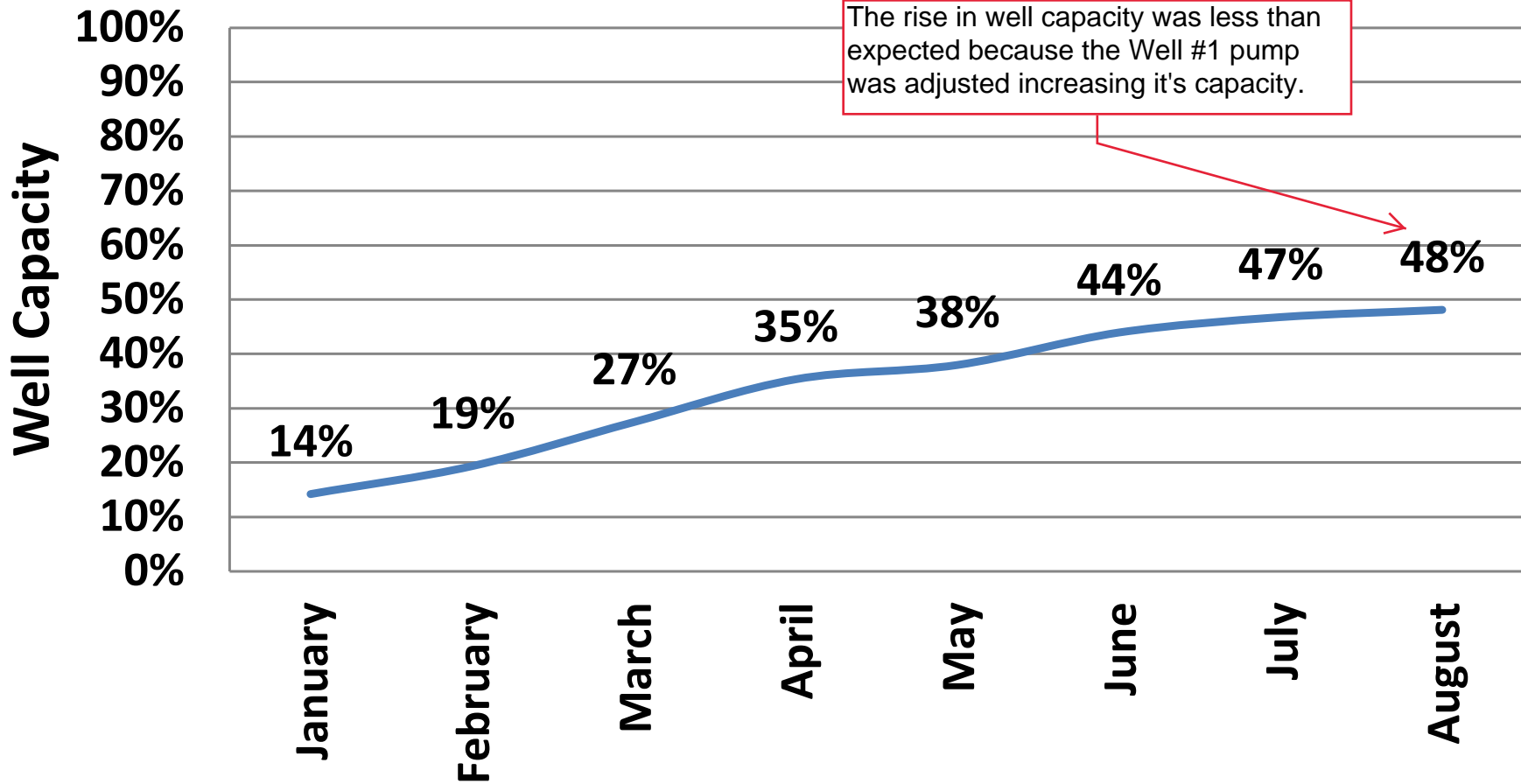
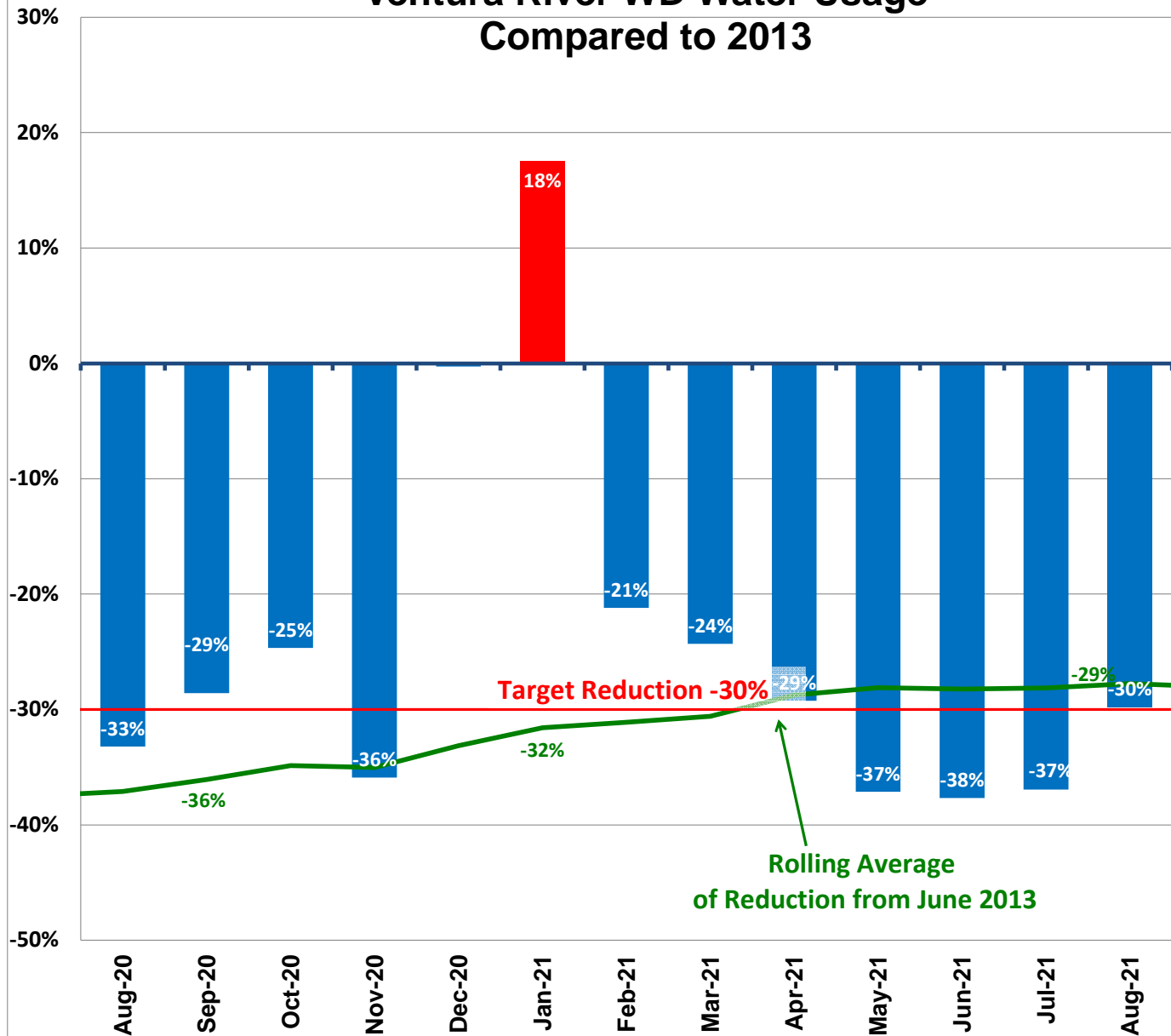
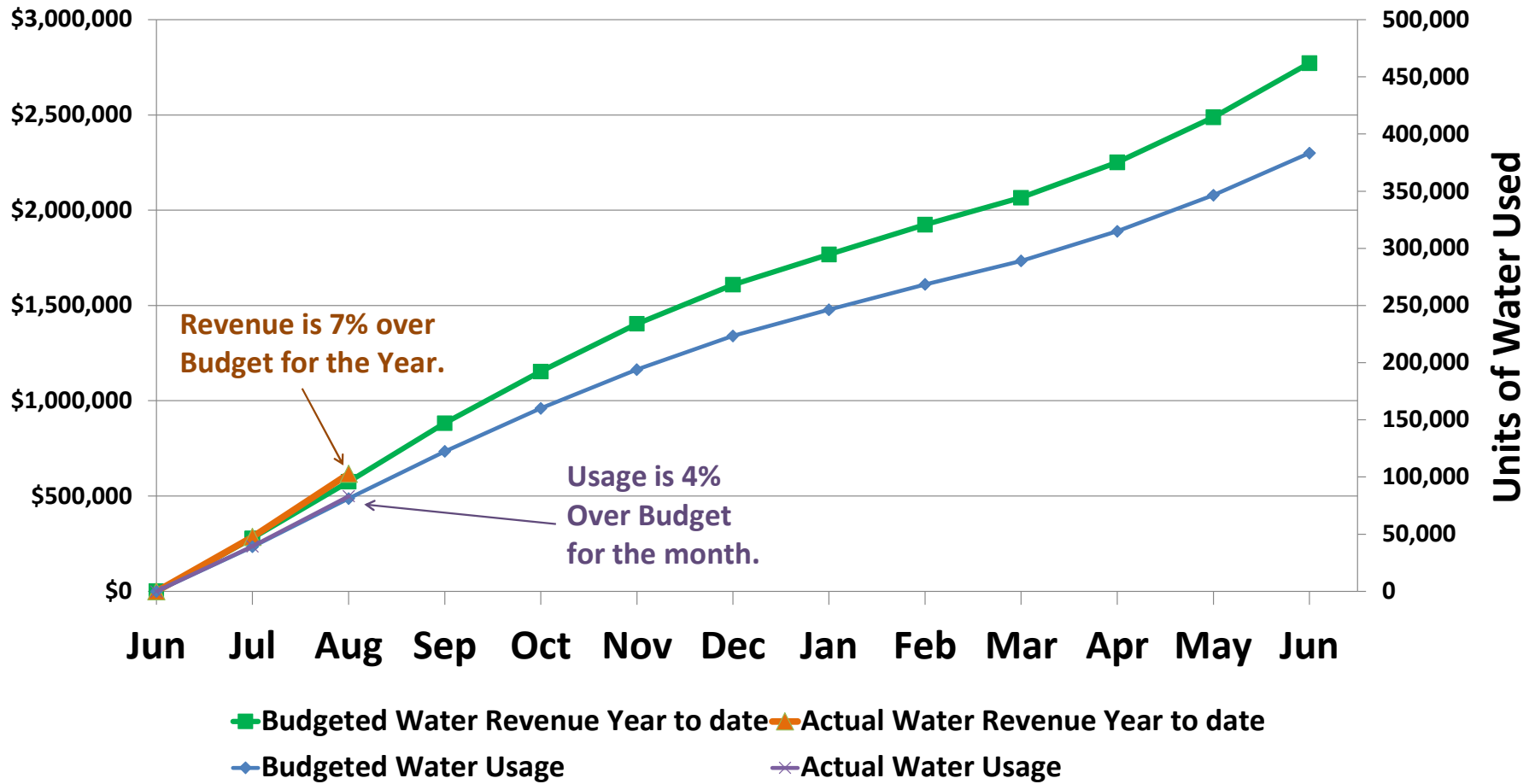


Chart 10

**Chart 7  
Ventura River WD Water Usage  
Compared to 2013**



## Chart 8 Water Revenues & Usage FY 2020/2021



# CUSTOMER COMPLAINT LOG

DATE	LOCATION / ADDRESS	Leak		FINDINGS COMMENTS
		VRWD	CUSTOMER SIDE	
8/10/2021	1906 Country Place		<b>X</b>	Parkway muddy and customer meter showing usage. MJZ left door Hanger for customer leak.
8/23/2021	11010 Rodeo Dr		<b>X</b>	Customer leak causing runoff in street. MJZ spoke to customer.