

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING SEPTEMBER 15, 2021**

Directors present in person and via Zoom video were: Bruce Kuebler, Ed Lee, Nathan Rosser, Peggy Wiles and Jack Curtis who due to technical difficulties could not participate in discussions and voting although he was able to listen to the meeting in its entirety. Also present were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp, Office Manager Amy Joy Marshall, and Account Administrator Emily Arnbrister. Public Present: None.

1. **CALL MEETING TO ORDER-** President Bruce Kuebler called the meeting to order at 3:01 P.M.
2. **CONSENT AGENDA:**
 - A. **MINUTES JULY 21, 2021**
 - B. **FINANCIALS JULY & AUGUST 2021**

Ed Lee moved for approval of the consent agenda, seconded Peggy Wiles and carried 4-0. (AYES: Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None. Unavailable: Jack Curtis)

3. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA) – None.**
4. **RESOLUTION 2021-334 EXPRESSING APPRECIATION FOR 5 YEARS OF SERVICE**
AMY JOY MARSHALL: Bert Rapp formally recognized Office Manager, Amy Joy Marshall, for her 5 years of service. The board expressed similar sentiments of the advancements and vast improvements Amy Joy Marshall made during her tenure with the District. Amy Joy Marshall will be leaving the District to pursue an alternate career path and she will be missed. **Recommended Action:** Adopt Resolution 2021-334 Expressing Appreciation to Amy Joy Marshall for five years of service. Ed Lee moved for approval of the recommended action, seconded Peggy Wiles and carried 4-0 (AYES: Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None. Unavailable: Jack Curtis).
5. **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 policy was updated in January 2020. Sick leave hours are no longer accrued but PTO accruals were increased. Staff are recommending that Sick Leave is eliminated by changing the description to Sick-leave/PTO, requiring it to be utilized prior to use of normal PTO and making cash out options identical to sick leave provisions. There was board consensus that the changes made to the policy were in line with the Board's request from review of the same item in the prior month. **Recommended 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 the agenda packet 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 its use. Nathan Rosser moved for approval of the recommended actions, seconded Ed Lee and carried 4-0 (AYES: Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None. Unavailable: Jack Curtis).
6. **AUTHORIZATION TO ADVERTISE WELL IMPROVEMENTS PROJECT:** 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. The anticipated bid price is about \$200,000. There was general Board discussion regarding the ability to process change orders or revise the contract if water levels are not high enough to conduct the spinner log test. **Recommended Action:** 1) Approve the plans and specifications. 2) Authorize the advertisement for bids for the Well Improvement Project. Ed Lee moved for approval of the recommended actions, seconded Peggy

Wiles and carried 4-0 (AYES: Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None. Unavailable: Jack Curtis)

7. **STAFFING REVISIONS WITH RECENT DEPARTURES:** In late August, District Field Supervisor, Joe Zuniga, and Office Manager Amy Joy Marshall both gave notice to the District of their pending departures. Joe will be retiring November 25th and Amy Joy has accepted a new position at a local law firm with her last day at VRWD being September 22nd. With the loss of these two valuable employees, General Manager Bert Rapp gave a summary and recommendation of required staff changes to adapt to the unexpected departures. He also discussed his anticipation of hiring an Assistant General Manager in early 2022. There was some general Board discussion regarding hiring a part time vs full time Office Assistant. Bruce Kuebler asked what the anticipated experience and expertise requirements would be to fill the Assistant General Manager position. Bert Rapp responded with a summary of the qualifications and recommended that the Board create an ad-hoc hiring committee for the position since the Board hires the General Manager. Ed Lee volunteered to participate and Bruce appointed himself and Ed Lee to the committee. **Recommended Action:** 1) Approve job description for Office Assistant and insert into Personnel Policy. 2. Make Office Assistant 30 hours per week. 3) Approve the updated Salary Range schedule 4) Plan to hire Assistant General Manager in early 2022. Ed Lee moved for approval of the recommended actions, seconded Peggy Wiles and carried 4-0 (AYES: Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None. Unavailable: Jack Curtis)
8. **APPROVAL OF AD ON THE PHYSICAL SOLUTION:** 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. To mitigate restrictions, effort should be put forth with drafting the Physical Solution to resolve the Adjudication. An ad in the Ojai Valley News and a letter to the editor to the Ventura County Star will help inform those involved that they should support the physical solution. There was general Board discussion regarding the specifics of the ad including space available for cost and content. There was general Board consensus that content will be refined, and Directors Peggy Wiles and Bruce Kuebler will polish the final product. **Recommended Action:** 1) Publish the expanded version of the Physical Solution ad in the Ojai Valley News at a cost of \$315 (to be refined by Bruce Kuebler and Peggy Wiles). 2) Send the expanded version of the Physical Solution ad to the Ventura County Star to Publish a letter to the Editor. Ed Lee moved for approval of the recommended actions, seconded Peggy Wiles and carried 4-0 (AYES: Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None. Unavailable: Jack Curtis).
9. **BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA)- BRUCE KUEBLER:** Bert Rapp and Bruce Kuebler attended the Democratic club meeting where adjudication issues were discussed. Bruce Kuebler reported on the most recent UVRGA meeting: there was discussion regarding funding for the upcoming years. They need to find way to have revenue stability to minimize impacts of annual cost changes due to large pumping fluctuations by Ventura, The new monitoring wells needed are expensive to implement and they are looking at how to spread out the cost and fund the monitoring systems. No action was taken on this item.
10. **GENERAL MANAGER'S REPORT ON WATER & DISTRICT STATUS:** The static aquifer level at Well #2 on September 1, 2021 was at elevation 502.3, dropped 5.3 feet since the first of last month. The aquifer is currently 12.7 feet below the 30-year average for September 1. Well #1 is pumping 923 GPM, up 28 GPM from last month. Well #2, #3, #4 & #6 were not online in May. Well #7 is pumping 637 GPM, down 38 GPM from last month. No supplemental water was purchased from Casitas.

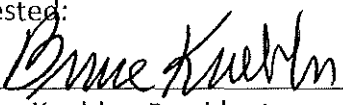
Sales dollars billed on August 31, 2021 amounted to \$331,631, over budget by \$35,569 for August. Water sold in August 2021 amounted to 43,885 HCF, a decrease of 30% below the 62,509 HCF sold in August 2013. On September 1, 2021, Lake Casitas level was at 34.3% of full capacity at elevation of 488.7 feet. The lake has decreased 0.7% or 2.0 feet and decreased 2,566 AF since last month. No action was taken on this item.

11. OLD & NEW BUSINESS – Directors inquired about delinquent accounts. Office Manager noted 81 customer accounts that are pending funding from the State to pay arrears due to Covid-19 Relief Fund. There was some general Board discussion regarding Land Resiliency Partnership.

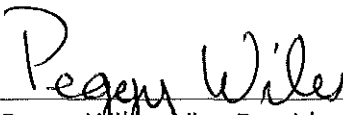
12. EXECUTIVE SESSION- No executive session was needed or held.

Meeting adjourned at 4:17pm.

Attested:



Bruce Kuebler, President



Peggy Wiles, Vice President

