

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

Directors present in person and via Zoom video were: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. Also present were: Attorney Lindsey Nielson, General Manager/Board Secretary Bert Rapp, Office Manager Emily Arnbrister Public Present: Stacey Gumley and James Lewis of Bartlett, Pringle & Wolf.

1. **CALL MEETING TO ORDER-** President Bruce Kuebler called the meeting to order at 3:00 P.M.
2. **CONSENT AGENDA:**
 - A. **MINUTES NOVEMBER 17, 2021**
 - B. **CONFIRMATION OF RESOLUTION 2021-335 REMOTE MEETINGS**

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

3. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA) – None.**
4. **APPOINT JOE ZUNIGA PART-TIME WATER OPERATOR III, RESOLUTION 2021-339:** Ventura River Water District is required to always have a Grade 3 Water Distribution Water Operator on staff. Certification exams have been delayed due to COVID-19. The appointment of Joe Zuniga will only last until a full-time staff member receives their Grade 3 Water Distribution certification. **Public Comment:** None. **Recommended Action:** Adopt Resolution 2021-339. Jack Curtis 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.)
5. **ANNUAL AUDIT 2020-2021-BARTLETT, PRINGLE & WOLF, BUDGET TRANSFER #5, AND ALLOCATIONS TO RESERVES:** Emily Arnbrister presented the Fiscal Year 2021 Audit and introduced Bartlett, Pringle, and Wolf Accountants (BPW), James Lewis, and Stacey Gumley. James and Stacey went on to discuss the particulars of the audit including year to year comparisons of significant variances. No material weaknesses were found during the audit and financials were found to be fairly and accurately stated. BPW recommends an additional review of the fixed asset schedule and creation of an Asset Utilization Routine. **Public Comments:** None. **Recommended Actions:** 1) Review and comment on the annual audit. 2) Approve budget transfer #5 in the amount of \$151,416. 3) Approve the FY 2020/2021 allocation to reserves. Peggy Wiles moved for approval of the recommended actions, seconded Nathan Rosser and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. NOES: None.)
6. **AWARD OF CONTRACT- WELL IMPROVEMENTS PROJECT:** The district received two bids for the Well Improvements project. The low bidder was Hansen Well-Do. Well # 2 & #3 were budgeted in the amount of \$160,000 and the bid was for \$376,000. A budget transfer is necessary to fund the project. General board discussion ensued regarding the bids and well statuses. **Public Comment:** None. **Recommended Action:** 1) Award the Well Improvements project to Hansen Well-Do Service, Inc. in the amount of \$376,000 and authorize the General Manager change order authority on the contract of \$40,000. 2) Direct the General Manager to notify the State of the award of contract utilizing online form PWC 100 (for projects greater than \$25,000). (<https://www.dir.ca.gov/pwc100ext/>) 3) Approve Budget Transfer # 1 in the amount of \$246,000 for a new budget for Well #2 & #3 Rehabilitation of \$406,000. Jack Curtis moved for approval of the recommended actions, seconded Ed Lee and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. NOES: None.)

7. **APPROVAL OF DRAFT AGENDA CALENDAR 2022:** Emily Arnbrister presented the calendar for the upcoming year and welcomed changes by the Board. The consensus from the Board was to accept the calendar as presented. **Public Comment:** None. **Recommended Action:** Approve 2022 Agenda Calendar. Peggy Wiles 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.)

8. **ANNUAL EMPLOYEE SURVEY PROCESS:** Bert Rapp recommends an annual survey completed by all employees regarding the General Manager and Ventura River Water District. The survey will be issued annually in December, reviewed by VRWD Legal Counsel to determine if issues need to be discussed, and notify the correct party. The board discussed confidentiality issues. It was also determined to add a stamped envelope for return to Legal Counsel. **Public Comment:** None. **Recommended Action:** The General Manager recommends that the Board approve the proposed Annual Employee Survey and utilization of the District Legal Counsel to implement the process. Utilize the Annual Employee Survey in December 2021. Ed Lee moved for approval of the recommended action, which included a requirement that all survey forms be in writing, returned to legal counsel, and be destroyed after appropriate action was taken. Seconded Jack Curtis and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler; Ed Lee, Nathan Rosser and Peggy Wiles. NOES: None.)

9. **BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA)- BRUCE KUEBLER:** Bruce Kuebler reported on the most recent UVRGA meeting. The National Marine Fisheries Service submitted comments on GSP the day before GSP was set to be approved. For the UVRGA to respond to comments accurately, it was in the best interests to postpone approval until the comments could be reviewed. The GSP will be adopted January 6th by UVRGA.

10. **GENERAL MANAGER'S REPORT ON WATER & DISTRICT STATUS:** The static aquifer level at Well #2 on December 1, 2021, was at elevation 491.4, dropping 2.9 feet since the first of last month. The aquifer is currently 16.8 feet below the 30-year average for December 1. Well #1 is pumping 856 GPM, down 34 GPM from last month. Well #2, #3, #4 & #6 were not online in November. Well #7 is pumping 558 GPM, down 22 GPM from last month. No supplemental water was purchased from Casitas. Sales dollars billed on November 30, 2021, amounted to \$198,562, under budget by \$52,640 for November. Water sold in November 2021 amounted to 28,349 HCF, a decrease of 47% below the 53,064 HCF sold in November 2013. On December 1, 2021, Lake Casitas level was at 32.3% of full capacity at elevation of 485 feet. The lake has decreased 0.6% or 1.1 feet and decreased 1,367 AF since last month. No action was taken on this item.

11. **OLD & NEW BUSINESS:** None.

12. **ELECTION OF OFFICERS:** Bruce Kuebler nominated Peggy Wiles for President and Nathan Rosser for Vice President of the Board in 2022. Jack Curtis nominated Ed Lee for Treasurer of the Board. Nathan Rosser moved for approval, seconded Jack Curtis and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. NOES: None.)

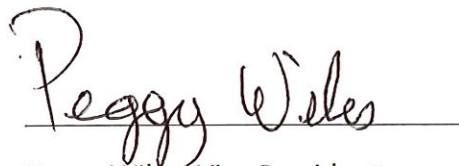
13. **EXECUTIVE SESSION** – Peggy Wiles moved the meeting into executive session at 4:21 pm to discuss pending litigation and brought the board out of executive session at 4:28 pm. No action was taken in Executive Session.

Meeting adjourned at 4:28pm.

Attested:



Bruce Kuebler, President



Peggy Wiles, Vice President