

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING February 16, 2022**

Directors present via Zoom video were: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. Also present were: General Manager/Board Secretary Bert Rapp, Office Manager Emily Arnbrister
Public Present: Jonathon Turner, of Phoenix Engineering, Clara Nagy of Ventura Energy

1. **CALL MEETING TO ORDER-** Vice President Nathan Rosser called the meeting to order at 3:00 P.M.
2. **CONSENT AGENDA:**
 - A. MINUTES JANUARY 19, 2022
 - B. FINANCIALS DECEMBER 2021 & JANUARY 2022
 - C. CONFIRMATION OF RESOLUTION 2021-335 REMOTE MEETINGS

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

3. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA) –** None.
4. **AWARD OF TASK ORDER FOR SOLAR FEASIBILITY AND DESIGN:** The Solar Project portion of the 2023 Water Projects was not awarded previously due to its removal from the State Revolving Fund Loan project list. The Solar Project was separated out to speed the process to be prepared for any available grants for Solar installation. Phoenix Civil Engineering will prepare a preliminary design of 15% and a specification package so the project can be bid out as a design build project. Preliminary Design and Economic Feasibility schedule completed in April 2022 and finished bid package in Fall of 2022. General Board discussion regarding timeline, project details, and design questions. **Public Comment:** None. **Recommended Action:** The General Manager recommends that the Board Award Task Order #17 to Phoenix Civil Engineering for the design of the Solar Projects in the amount of \$114,228. 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.)
5. **AWARD OF TASK ORDER FOR FIVE YEAR AUDIT SERVICES CONTRACT:** Ventura River Water District has contracted with Bartlett, Pringle & Wolf for 5 years for Audit Services. In lieu of changing Audit firms, BP&W has agreed to rotate positions of the Audit Team to fulfill the need of a new look at VRWD financials. **Public Comment:** None. **Recommended Action:** The Board Authorize the General Manager to sign the Audit Engagement letter from BP&W for FYE Audits 2022-2026. 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.)
6. **ADOPTION OF REVISED WATER WASTE ORDINANCE:** State Water Resources Control Board adopted emergency regulations regarding water waste prohibitions on January 4, 2022. To be compliant with SWRCB, VRWD has revised the current Water Waste Prohibitions. VRWD's current Water Waste Prohibitions was approved on May 17, 2017. Director Peggy Wiles had a few comments on additions and clarifying language. Director Rosser had questions regarding distribution of the ordinance. The Board asked the General Manager to research further and bring back to next meeting. No action was taken on this item. **Public Comment:** None.
7. **REINSTATE PENALTIES AND WATER SHUT-OFFS:** In March of 2020 the Board of Directors adopted an Emergency Declaration and Order related to the Covid-19 Outbreak that waived billing delinquency fees and penalties, and suspended all water shut-offs due to non-payment. As of December 31, 2021, the State Water Shut Off Moratorium expired, enabling Water Agencies to shut off water. Reinstatement of penalties and water shut offs will help collect past due balances owed to

the District, and covers the staff cost of time to follow up with delinquent accounts. **Public Comment:** None. **Recommended Action:** 1. The Board of Directors reinstate bill delinquency penalty of \$35 and water shut off penalty of \$50 per Appendix 1 of the Rules and Regulations. 2. The Board of Directors reinstate Water Shut-Offs due to non-payment. Ed Lee 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.)

8. **MID-YEAR BUDGET & CAPITAL IMPROVEMENT PROGRAM UPDATE:** Water Sales Revenues are currently 7% under budget. Operating expenses are overall 22% under budget. Some expenses are running over budget, such as utilities, and contract labor. Budget Transfer Request #2 will increase Utilities Expense \$20,000, increase Contract Labor \$20,000, and increase the budget for the Solar Projects by \$20,000. The SFR loan line item will be removed from FYE 22 budget, it is no longer necessary. Director Kuebler had questions regarding some line-item inflation rates such as employee expense and CalPers and Bert Rapp said he would take another look at those for next review. Director Wiles was concerned regarding postponing the hydrant/valve project and would like to ensure that there is adequate fire flow coverage. Bert Rapp reported that with the regular Hydrant & Valve project postponed the district would perform urgent hydrant or valve replacements as needed. **Public Comment:** None. **Recommended Action:** 1. Review and comment on the mid-year budget update. 2. Approve Budget Transfer #2 in the amount of \$60,000, to account for the cost of contract labor, increase in expected utility costs and adjust the budget for the Solar Project. 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.)
9. **ADOPTION OF 2022/23 GOALS:** The 2022/23 Goals have been updated to reflect the current status of the 2023 Water Projects and Tico Annexation. Setting the District's Goals is the first step in adopting a budget for the next year. Primary changes include addressing the current tasks for the 2023 Water Projects and increasing the Newsletter for 4 times per year as water bill inserts. No action was taken on this item. **Public Comment:** None.
10. **BARBARA STREET NEIGHBORHOOD FIRE FLOW IMPROVEMENTS:** One hydrant, H5-12, in the Barbara Street Neighborhood is not meeting desired 1000gpm flow target, it is 975GPM. The hydrant is grandfathered in with a required 500 GPM fire flow. When the Baldwin Booster pump is running the hydrant flows at 1,008 GPM. **Public Comment:** None. **Recommended Action:** 1. Accept hydrant H5-12 flow of 975GPM as sufficient. 2. Remove the replacement of the 4" Catalina Pipeline from the 2023 Water Projects at a cost of \$465,000. Bruce Kuebler 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.)
11. **BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA)- BRUCE KUEBLER:** Director Bruce Kuebler announced the finance plan for the coming fiscal year regarding revenue stability, and different models based on historical usage. Models are suggesting a fixed amount of pumping for municipal pumpers for 3-years that would be updated every 3 years based on actual pumping for the past 3 years is the best approach for revenue stability. Agricultural pumpers would be billed annually based on past year's pumping. It is anticipated that the policy for pumping volumes that set the rates will be adopted around the end of March. The other issue addressed was having the UVGRA Executive Director review the OBGMA Groundwater Sustainability Plan to determine if the pumping impact on downstream surface flows has been adequately addressed.
12. **GENERAL MANAGER'S REPORT ON WATER & DISTRICT STATUS:** The static aquifer level at Well #2 on February 1, 2022, was at elevation 521.7, rising 24.5 feet since the first of last month. The aquifer is currently 2.2 feet below the 30-year average for February 1. Well #1 is pumping 990 GPM, up 94 GPM from last month. Well #2, #3, #4 & #6 were not online in November. Well #7 is pumping

730 GPM, up 127 GPM from last month. No supplemental water was purchased from Casitas. Sales dollars billed on January 31, 2022, amounted to \$128,829, under budget by \$27,714 for January. Water sold in January 2021 amounted to 24,560 HCF, a decrease of 23% below the 32.019 HCF sold in January 2013. On February 1, 2022, Lake Casitas level was at 35.0% of full capacity at elevation of 490.00 feet. The lake is unchanged since last month. The Office Manger introduced the Low-Income Household Water Assistance Program, for delinquent customers to apply to. VRWD would need to enroll to receive payments. Baldwin main breaker tripped 2/15/22 causing the Baldwin pumps to be offline, the generator was required to run. No action was taken on this item.

13. OLD & NEW BUSINESS: California Special Districts Association is calling for Nominations for Board of Directors for Seat B. Deadline for nomination is April 11, 2022.

14. EXECUTIVE SESSION – Nathan Rosser moved the meeting into executive session at 4:38 pm to discuss pending litigation. Nathan Rosser brought the Board out of executive session at 4:50 pm. No action was taken in Executive Session.

Meeting adjourned at 4:50pm.

Attested:



Bert J. Rapp, Secretary