

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING JANUARY 18, 2023**

Directors present via Zoom video were: Jack Curtis, Nathan Rosser, and Peggy Wiles. Directors present in person: Bruce Kuebler, and Ed Lee. Also present were: Attorney Lindsay Nielsen, General Manager/Board Secretary Bert Rapp, Assistant General Manager Alma Quezada, Office Manager Emily Arnbrister. Public Present: Carl Enson, Regina Hirsch of Watershed Progressive.

1. **CALL MEETING TO ORDER** - President Ed Lee called the meeting to order at 3:00 P.M.
2. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
3. **CONSENT AGENDA:**
 - A. **MINUTES DECEMBER 15, 2022**
 - B. **PAYMENTS & CHECKS FOR DECEMBER 2022; FINANCIALS FOR NOVEMBER 2022**
 - C. **CONFIRMATION OF RESOLUTION 2021-335 REMOTE MEETINGS**

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

4. **CHANGE REGULAR BOARD MEETING TIME TO 2:00PM:** The district's current meeting time is 3:00pm on the 3rd Wednesday of the month. Staff prepared an update to the District by-laws to change the meeting time to 2:00pm. Director Kuebler inquired to see if the time change would conflict with Director Rosser. Director Rosser was okay with the time change. **Public Comment:** None. **Recommended Action:** 1) Approve Resolution 2023-347. 2) Approve changes to the by-laws. Bruce Kuebler moved for approval of the recommended action, seconded by Peggy Wiles, and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser, and Peggy Wiles. NOES: None.)
5. **ACCEPTANCE OF WILDLIFE CONSERVATION BOARD GRANT AND WATERSHED PROGRESSIVE AGREEMENT:** The California Wildlife Conservation Board is offering a grant through Ventura County Resource Conservation District (VCRCD) to the District in the amount of \$172,000 with a required match of \$25,800 for "planning" work to help VRWD customers design low water landscape. Work must be completed by August 25, 2025. Implementation of the grant program will be administered by Watershed Progressive. There was general board discussion regarding implementation of the program, such as reporting, funding, and customer implementation. Director Kuebler asked for an amendment in the contract; key personnel should have titles that relate to the rate schedule. **Public Comment:** None. **Recommended Action:** 1) Authorize the Board President to sign the grant agreement with VCRCD. 2) Authorize the Board President to sign the Consulting Services Agreement with Watershed Progressive and task order #3. Bruce Kuebler moved for approval of the recommended action with his task order edits, seconded by Peggy Wiles and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. NOES: None.)
6. **APPROVAL: DEPARTMENT OF WATER RESOURCES GRANT APPLICATION; REOSULTION, AND WATERSHED PROGRESSIVE TASK ORDER:** California Department of Water Resources (DWR) is accepting applications for the 2022 Urban Community Drought Relief Grant Program. District staff will work with Watershed Progressive to prepare the grant application. Grant funding may be used toward some of the 2023 Water Projects, Casitas Springs Drought pressure booster pump, smart meters and turf replacement program. A resolution is needed for the application to be considered. There was general board discussion regarding the grant. **Public Comment:** None. **Recommended Action:** Adopt Resolution 2023-348 authorizing the General Manager to apply for funding, execute a grant agreement, and submit any required documents, invoices, and reports under the 2022 Urban Community Drought Relief Grant Program as required to obtain grant funding with the program name change to "Drought Resilience Implementation Program" (DRIP), and add "and" after the first whereas. Bruce Kuebler moved for approval of the recommended action, seconded by Peggy Wiles, and carried 4-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, and Peggy Wiles. NOES: None.) Nathan Rosser internet connection disconnected during the vote.

7. **ACCEPTANCE OF IMPROVEMENTS- 2023 WATER PROJECTS- POTHOLING:** Potholing for the 2023 Water Projects is now complete and ready for acceptance by the Board. The work was performed by Elite General Engineering Inc. Due to reduction in work, costs for the project reduces by \$32,176.80. Total completed cost of pothole work is \$70,308.58. **Public Comment:** None. **Recommended Action:** 1) Accept the project as complete. 2) Direct the General Manager to record the Notice of Completion. 3) Release the 5% retention of \$3,515.43 after the 35-day lien period. Bruce Kuebler moved for approval of the recommended action, seconded by Jack Curtis, and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. NOES: None.)
8. **NORTHERN DIGITAL SCADA RADIO- CONTRACT AMENDMENT:** In July 2022 the Board awarded a task order to Northern Digital for improvement of SCADA radio systems. During installation, there was interference between the District radios and other local radios. Northern Digital was able to resolve the interference with an extra expense of \$7,000. Director Kuebler inquired about the strength of signal being changed due to the frequency change, Bert Rapp reported that the change is negligible and it is still a large improvement from previous communication levels. **Public Comment:** None. **Recommended Action:** 1) Approve budget transfer #3. 2) Approve an additional \$7,000 on Task Order #8. Bruce Kuebler moved for approval of the recommended action, seconded by Jack Curtis and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. NOES: None.)
9. **ADOPTION OF VISION STATEMENT & VALUES:** Staff revised the vision statement based on commentary from the previous Board meeting. The vision statement and values give the organization direction and purpose. Director Kuebler recommended adding the words "continuous improvement" under the "Leadership" and "Continued Improvement" values. **Public Comment:** None. **Recommended Action:** 1) Adopt the vision statement and values with Director Kuebler's addition. Jack Curtis moved for approval of the recommended action, seconded by Peggy Wiles and carried 5-0. (AYES: Jack Curtis, Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. NOES: None.)
10. **UPDATE RULES & REGULATIONS:** Staff is proposing updates to the Rules and Regulations. Staff presented additions to section 10.12, updates to section 32, addition of section 36, section 40, and appendix IV, edits to section 39.1 and addition of section 39.2, as well as minor revisions to Appendix I. Director Kuebler suggested clarifying edits to section 10.12, section 36, and removal of the adjudication fee from 39.1. **Public Comment:** None. **Recommended Action:** 1) Approve the addition of Renters to Billing and Collections, section 10.12 2) Approve updates to the Reserve Policy, section 32 3) Approve the addition of a Fixed Asset Policy, section 36 4) Approve the addition of the Record Retention Policy, section 40 and Appendix IV 5) Approve edits to Leak Relief, section 39.1 and the addition of Abusive Water Waste Penalty Relief, section 39.2 Effective August 15, 2022 6) Approve revisions to Appendix I Rates and Fees Schedule. Peggy Wiles moved for approval of the recommended action with Director Kuebler's edits, seconded by Bruce Kuebler 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:** UVRGA approved the support of the Grant application for VRWD. Director Kuebler reported it was a routine meeting, with nothing else to report.
12. **WATER & DISTRICT UPDATE:** The static aquifer level at Well #2 on January 1, 2023, was at elevation 502.5, increasing 3.8 feet since the first of last month. The aquifer is currently 12.2 feet below the 38-year average for January 1st. Well #1 is pumping 883 GPM, up 13 GPM from last month. Well #7 is pumping 641 GPM, up 6 GPM from last month. Well #2, #3, #4 & #6 were offline in December. Supplemental Casitas water was not purchased. Sales dollars billed on December 31, 2022, amounted to \$125,465, under budget by \$68,530 for December. Water sold in December 2022 amounted to 24,560 HCF, a decrease of 23% below the 32,019 HCF sold in December 2013. On January 1, 2023, Lake Casitas level was at 31.1% of full capacity at an elevation of 482.48 feet. The lake has increased 1.3% since last month. The water flow in the McDonalds parking lot still has an undetermined cause. The Water Rate Analysis is postponed due to recent rain events.

13. **OLD & NEW BUSINESS:** Staff is exploring the idea of changing the projection screen in the board room.

14. **EXECUTIVE SESSION** – Ed Lee moved the meeting into executive session at 4:37 pm to discuss pending litigation and personnel matter; General Manager's review. Ed Lee brought the Board out of executive session at 5:44 pm. No action was taken in the Executive Session.

Meeting adjourned at 5:44 pm.

Attested:


Bert J. Rapp, Secretary