

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING JUNE 21, 2023**

Director's present were: Bruce Kuebler, Ed Lee, Nathan Rosser and Peggy Wiles. Director Jack Curtis was absent. Also present were Attorney Stuart Nielson, General Manager/Board Secretary Bert Rapp, Office Manager Emily Arnbrister, and Office Assistant Nichole Ochoa. Public Present: Carl Enson and Kurt Schultzel, and Christy Price, and 3 other members of the public, Jon Turner of Phoenix Civil Engineering, Bill O'Brian of NextGen Engineering, Christine Salisbury of Casitas Mutual Water Company.

1. **CALL MEETING TO ORDER** - President Ed Lee called the meeting to order at 2:00 P.M. Flag salute led by Bert Rapp.
2. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** –
3. **CONSENT AGENDA:**
 - A. **MINUTES MAY 10, 2023**
 - B. **PAYMENTS & CHECKS FOR APRIL & MAY 2023; FINANCIALS FOR MARCH & APRIL 2023**

Bruce Kuebler moved for approval of the consent agenda, seconded by Peggy Wiles and the motion carried 4-0.
4. **CUSTOMER REQUEST TO WAIVE SEPARATE SERVICE LATERAL:** The owner of 64 Calle Vista Del Monte is requesting a waiver of the requirement to install a separate service lateral and meter to service a new detached Additional Dwelling Unit. The current 1" service lateral already serves two homes and does not have the capacity to serve a third dwelling. VRWD Rules and Regulations requires a separate water service to the main line for a stand-alone ADU. **Public Comment:** The property owner of 64 Calle Vista Del Monte requested a waiver for a separate service line for the ADU, she also proposed the idea for the District to pay for the cost of the service line installation or split the cost. There was extensive discussion between the property owner, the General Manager, and the Board. **Recommended Action:** The Board requires a separate water service pipe and water meter for the proposed ADU at 64 Calle Vista Del Monte and that the service be installed by a licensed and insured contractor selected by the owner and approved by the District. Bruce Kuebler moved for approval of the recommended action, seconded by Peggy Wiles, and the motion failed 2-2. (Ayes: Bruce Kuebler, Peggy Wiles Noes: Ed Lee, Nathan Rosser). After further discussion, Peggy Wiles moved for approval of the recommended action, seconded by Bruce Kuebler and the motion carried 3-1. (Ayes: Ed Lee, Bruce Kuebler, Peggy Wiles Noes: Nathan Rosser)
5. **ADOPTION OF 2023-24 BUDGET, SALARY RANGE SCHEDULE, & 10 YR CAPITAL IMPROVEMENT PROGRAM:** The Office Manager and General Manager Presented the Final Budget, Capital Improvement Program and updated Salary Range Schedule. Feedback from Directors was incorporated with expenses tracked up to April 30, 2023 and projected to June 30, 2023. **Public Comment:** None. **Recommended Action:** 1) Review and adopt the FY 2023/24 Budget deferring the roof #13106 until next fiscal year 2) Approve the 10- Year Capital Improvement Program. 3) Approve the Salary Range Schedule. Nathan Rosser moved for approval of the recommended action, seconded by Bruce Kuebler and the motion carried 4-0.
6. **AUTHORIZATION TO PREPARE CONSOLIDATION AGREEMENT WITH CASITAS MUTUAL WATER COMPANY:** Casitas Mutual Water Company serves about 83 customers in Casitas Springs, in early June, shareholders voted with 83% approval to merge with VRWD. Merging provides financial incentive to VRWD and improved fire protection to existing VRWD customers. **Public Comment:** Bill O'Brian and Christine Salisbury both spoke in support of the merger. Bill O'Brian described his engineering work to improve the Casitas Mutual System. **Recommended Action:** 1) Authorize the General Manager to work with the District's Legal Counsel and Casitas Mutual Water Company to prepare a draft Consolidation Agreement and return it to the Board for consideration at a future meeting. Bruce Kuebler moved for approval of the recommended action, seconded by Peggy Wiles, motion carried 4-0.
7. **RESOLUTION 2023-355 ADOPTION OF WATER SHORTAGE CONTINGENCY PLAN:** New State regulations require small water suppliers to prepare a Water Shortage Contingency Plan by July 1, 2023. **Public Comment:** None. **Recommended Action:** 1) Adopt Resolution 2023-355 for the adoption of a Water Shortage Contingency Plan for VRWD with a minor edit. Peggy Wiles moved for approval of the recommended action, seconded by Bruce Kuebler and the motion carried 4-0.
8. **DISCUSSION TO INCREASE DIRECTOR COMPENSATION AND ADOPT RESOLUTION 2023-356:** Director compensation has not been increased since 2006. A public hearing is required if the Board wishes

to increase compensation prior to adopting an ordinance. **Public Comment:** None. **Recommended Action:** 1) Adopt Resolution 2023-356 and include the dollar amounts of \$300 per Board meeting and \$200 per committee meeting to the notice of public hearing. Bruce Kuebler moved for approval of the recommended action, seconded by Peggy Wiles and the motion carried 4-0.

- 9. AMENDMENTS TO PHOENIX CIVIL ENGINEERING CONTRACT:** Contract amendments with Phoenix Civil Engineering needs Board approval to extend the original contract, redistribute unspent subcontractor funds and approve Task Order #21 to separate out the Tico plans. **Public Comment:** None. **Recommended Action:** 1) Authorize the General Manager to execute an Amendment to extend the current consulting services contract with Phoenix Civil Engineering for an additional 4 years with an option to extend the contract further for two additional one-year periods, and 2) Approve redistribution of unspent funds from the subconsultant fee proposals, and 3) Approve Task Order #21 to bifurcate engineering plans for Tico from the 2023 Water Projects in the amount of \$8,800. Peggy Wiles moved for approval of the recommended action, seconded by Nathan Rosser and the motion carried 4-0.
- 10. UPCOMING BOARD VACANCY:** Director Nathan Rosser notified the District of his resignation effective August 16, 2023. The Board needs to decide if they would like to appoint someone to fill the vacant seat or call a special election. **Public Comment:** None. **Recommended Action:** Direct staff to post a physical notice at 3 locations and create a bill stuffer to advertise potential vacancies and establish an ad-hoc committee to select candidates to be interviewed by the entire board. Ed Lee appointed himself and Director Bruce Kuebler to the Ad-Hoc Committee. Peggy Wiles moved for approval of the recommended action, seconded by Bruce Kuebler and the motion carried 4-0.
- 11. DISCUSSION OF CHANGING BOARD MEETING TIME:** Director Kuebler discussed the desirability of changing the Board meeting time to facilitate public involvement and reduce potential business conflicts with a new Director and existing Directors. There was general board discussion regarding the change in meeting time. **Public Comment:** Kurt Schultzel, a potential candidate, mentioned that meeting time did not impact him. **Recommended Action:** Change the Board meeting time to 4:30pm effective next meeting. Bruce Kuebler approved of the recommended action, seconded by Peggy Wiles and the motion carried 4-0.
- 12. BOARD REPORTS ON MEETINGS ATTENDED & UPDATE ON THE UPPER VENTURA RIVER GROUNDWATER AGENCY (UVRGA) –** Bruce Kuebler reported no updates on the UVRGA meeting. Peggy Wiles reported on the AWA meeting on Artificial Intelligence.
- 13. WATER & DISTRICT UPDATE:** The static aquifer level at Well #2 on June 1, 2023, was at elevation 549.1, decreasing 1.4 feet since the first of last month. The aquifer is currently 17.6 feet above the 35-year average for June 1st. Well #1 is pumping 1,138 GPM, up 31 GPM from last month. Well #7 is pumping 896 GPM, down 87 GPM from last month. Well #2, #3, #4 & #6 were offline in May. Supplemental Casitas water was not purchased. Sales dollars billed on June 30, 2023, amounted to \$152,397, under budget by \$68,854 for May. Water sold in May 2023 amounted to 20,241 HCF, a decrease of 63% below the 51,146 HCF sold in May 2013. On June 1, 2023, Lake Casitas level was at 73.7% of full capacity at an elevation of 541.54 feet. The lake has increased 7.6% since last month.

14. OLD & NEW BUSINESS:

15. EXECUTIVE SESSION – No executive session was held.

Meeting adjourned at 4:41 pm.

Attested:


 Bert J. Rapp, Secretary