

**NOTICE OF REGULAR
BOARD OF DIRECTORS MEETING****4:30 P.M. WEDNESDAY, JULY 19, 2023 **NEW TIME******BOARD OF DIRECTORS***Ed Lee, President; Bruce Kuebler, Vice President; Jack Curtis, Director; Nathan Rosser, Director; Peggy Wiles, Director*

The meeting will be held in person and via Zoom by phone & video conference. The meeting will be recorded. To attend/listen to the meeting please call Toll Free US 1 (888) 788-0099 or 1 (877) 853-5247

Meeting ID: 822 1803 9151 Password: 964370 Zoom Link: [Zoom Link](#)

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public, which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of 54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

AGENDA

1. CALL MEETING TO ORDER & FLAG SALUTE
2. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA (LIMIT 5 MIN / PER PERSON)
3. CONSENT AGENDA:
 - A. MINUTES JUNE 21, 2023
 - B. PAYMENTS & CHECKS FOR JUNE 2023
 - C. REIMBURSEMENT DISCLOSURE FYE 2023
4. PUBLIC HEARING TO CONSIDER AN INCREASE TO BOARD OF DIRECTOR'S COMPENSATION AND APPROVE ORDINANCE 2023-1: DIRECTOR COMPENSATION
5. RESOLUTION 2023-357: CHANGE BOARD MEETING TIME TO 4:30 PM
6. RESOLUTION 2023-358: INVESTMENT POLICY
7. REVIEW GRAND JURY REPORT: WATER AVAILABILITY FOR WILDFIRES IN VENTURA COUNTY
8. RECONSIDERATION OF CUSTOMER REQUEST TO WAIVE SEPARATE SERVICE LATERAL REQUIREMENT FOR AN ADDITIONAL DWELLING UNIT
9. BOARD REPORTS ON MEETINGS ATTENDED
 - A. UPDATE ON THE UVRGA- BRUCE KUEBLER
10. GENERAL MANAGER'S REPORT ON WATER & DISTRICT STATUS UPDATE
11. OLD & NEW BUSINESS
12. CLOSED SESSION

The Board of Directors may hold a closed session to discuss the following item:
CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Gov. Code § 54956.9) Name of case: *Santa Barbara Channelkeeper v. State Water Resources Control Board, et al.*, Los Angeles County Superior Court Case No. 19STCP01176 (formerly San Francisco County Superior Court Case No. CPF-14-513875)

If you require special accommodation for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-3403 (Govt. Code Section 54954.1 and 54954.2(a)).

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**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. **RESOLUION 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:** None

15. EXECUTIVE SESSION – No executive session was held.

Meeting adjourned at 4:41 pm.

Attested:

Bert J. Rapp, Secretary

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Online A/P Payment Transactions - June 2023

Date	Vendor	Description	Amount
6/1/23	CALPERS	457	\$ 3,375.00
6/1/23	EDD	State Tax Deposit	\$ 1,315.76
6/2/23	SHRED-IT	Office Shredding	\$ 48.27
6/2/23	MATILIJA WATER	Office Water	\$ 24.24
6/5/23	WEX	Fuel Charges	\$ 1,363.56
6/6/23	WAGEWORKS	Flexible Spending Account	\$ 32.41
6/12/23	MECHANICS BANK	Analysis Charges	\$ 724.15
6/15/23	TIAA	Ricoh Printer	\$ 175.64
6/15/23	VANCO	Bank Check Elimination	\$ 81.55
6/16/23	IRS	Federal Tax Deposit	\$ 8,001.43
6/16/23	EXPERTPAY	Child Support	\$ 97.00
6/20/23	ACWA	Health Insurance	\$ 11,586.48
6/20/23	SCE	Electric	\$ 9,731.62
6/20/23	CHASE	Credit Card Charges	\$ 6,394.97
6/20/23	CALPERS	UAL- Classic	\$ 3,934.58
6/20/23	CALPERS	457	\$ 3,375.00
6/20/23	CALPERS	Classis	\$ 2,610.90
6/20/23	CALPERS	Pepra	\$ 2,153.45
6/20/23	EDD	State Tax Deposit	\$ 1,270.89
6/20/23	AT&T	Mobile Phones	\$ 413.97
6/20/23	CALPERS	UAL- PEPRA	\$ 162.75
6/20/23	IVR	Robocalls	\$ 74.90
6/21/23	WAGEWORKS	Flexible Spending Account	\$ 556.72
6/23/23	WAGEWORKS	Flexible Spending Account	\$ 75.00
6/27/23	WAGEWORKS	Flexible Spending Account	\$ 101.89
6/30/23	IRS	Federal Tax Deposit	\$ 8,133.97
6/30/23	EDD	State Tax Deposit	\$ 1,282.03
6/30/23	MATILIJA WATER	Office Water	\$ 24.24
Total Online A/P Payments			\$ 67,122.37

Voided Checks

Check Number	Vendor	Reason	Amount
17734-17753	Varies* See attached Void Check Register	Checks mailed without signature Voided and reprinted	\$ 29,334.09

7/10/23
9:45:53 AM

Ventura River Water District
AP Check Register (Current by Bank)
Check Dates: 6/1/2023 to 6/30/2023

Page: 1

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: RBOGEN - OPERATING ACCOUNT					10005
17713	06/15/23	P	126	ASSOC WATER AGENCIES OF VTA CA	\$780.00
17714	06/15/23	P	725	CALIFORNIA RURAL WATER ASSN	\$1,299.00
17715	06/15/23	P	750	CASITAS MUNICIPAL WATER DIST	\$10,176.76
17716	06/15/23	P	10111	DATA PROSE	\$1,732.68
17717	06/15/23	P	1390	FAMCON PIPE & SUPPLY, INC.	\$818.59
17718	06/15/23	P	1393	FGL, INC.	\$388.00
17719	06/15/23	P	10134	HERUM CRABTREE SUNTAG	\$1,048.00
17720	06/15/23	P	1730	KELLY CLEANING & SUPPLIES	\$290.00
17721	06/15/23	P	1950	MEINERS OAKS HARDWARE	\$145.61
17722	06/15/23	P	2025	MITEC SOLUTIONS LLC	\$1,248.11
17723	06/15/23	P	10204	NELSON COMIS KETTLE & KINNEY,	\$3,607.50
17724	06/15/23	P	10127	OJAI TRUE VALUE	\$40.74
17725	06/15/23	P	2400	OJAI VALLEY SANITARY DISTRICT	\$120.90
17726	06/15/23	P	2625	PHOENIX CIVIL ENGINEERING, INC	\$16,421.47
17727	06/15/23	P	RTENCH	ROBERT TENCHER	\$64.59
17728	06/15/23	P	3175	SDRMA	\$18,097.98
17729	06/15/23	P	10072	CARMEN MURILLO	\$8,750.00
17730	06/15/23	P	3550	UNDERGROUND SERVICE ALERT	\$67.75
17731	06/15/23	P	3555	UNIVAR USA INC	\$1,573.69
17732	06/15/23	P	10163	WATERSHED PROGRESSIVE	\$23,847.50
17733	06/15/23	P	10123	ZWORLD GIS, LLC	\$1,666.64
17734	06/30/23	P	10197	AMAZON CAPITAL SERVICES	\$202.62
17734	06/30/23	V 6/30/23	10197	AMAZON CAPITAL SERVICES	(\$202.62)
17735	06/30/23	P	300	AQUA-FLO SUPPLY	\$290.77
17735	06/30/23	V 6/30/23	300	AQUA-FLO SUPPLY	(\$290.77)
17736	06/30/23	P	345	AT&T MOBILITY	\$413.97
17736	06/30/23	V 6/30/23	345	AT&T MOBILITY	(\$413.97)
17737	06/30/23	P	10094	BADGER METER	\$6,708.64
17737	06/30/23	V 6/30/23	10094	BADGER METER	(\$6,708.64)
17738	06/30/23	P	750	CASITAS MUNICIPAL WATER DIST	\$10,728.04
17738	06/30/23	V 6/30/23	750	CASITAS MUNICIPAL WATER DIST	(\$10,728.04)
17739	06/30/23	P	10111	DATA PROSE	\$313.29
17739	06/30/23	V 6/30/23	10111	DATA PROSE	(\$313.29)
17740	06/30/23	P	1269	DOCUMENT SYSTEMS	\$190.65
17740	06/30/23	V 6/30/23	1269	DOCUMENT SYSTEMS	(\$190.65)
17741	06/30/23	P	1300	E J HARRISON & SONS, INC	\$277.62
17741	06/30/23	V 6/30/23	1300	E J HARRISON & SONS, INC	(\$277.62)
17742	06/30/23	P	10175	Emily Arnbrister	\$5,000.00
17742	06/30/23	V 6/30/23	10175	Emily Arnbrister	(\$5,000.00)
17743	06/30/23	P	1390	FAMCON PIPE & SUPPLY, INC.	\$833.87
17743	06/30/23	V 6/30/23	1390	FAMCON PIPE & SUPPLY, INC.	(\$833.87)
17744	06/30/23	P	1393	FGL, INC.	\$467.00
17744	06/30/23	V 6/30/23	1393	FGL, INC.	(\$467.00)
17745	06/30/23	P	1945	MCCROMETER, INC.	\$300.30
17745	06/30/23	V 6/30/23	1945	MCCROMETER, INC.	(\$300.30)
17746	06/30/23	P	1950	MEINERS OAKS HARDWARE	\$133.88
17746	06/30/23	V 6/30/23	1950	MEINERS OAKS HARDWARE	(\$133.88)
17747	06/30/23	P	2025	MITEC SOLUTIONS LLC	\$192.00
17747	06/30/23	V 6/30/23	2025	MITEC SOLUTIONS LLC	(\$192.00)
17748	06/30/23	P	10127	OJAI TRUE VALUE	\$87.86
17748	06/30/23	V 6/30/23	10127	OJAI TRUE VALUE	(\$87.86)
17749	06/30/23	P	3080	SHRED-IT	\$48.27
17749	06/30/23	V 6/30/23	3080	SHRED-IT	(\$48.27)
17750	06/30/23	P	10118	STATE WATER RESOURCES CONTROL	\$120.00
17750	06/30/23	V 6/30/23	10118	STATE WATER RESOURCES CONTROL	(\$120.00)

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date) ; "A" - Application ; "E" - EFT

** Denotes broken check sequence.

Ventura River Water District
AP Check Register (Current by Bank)
Check Dates: 6/1/2023 to 6/30/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
17751	06/30/23	P	10148	VENTURA COUNTY APCD	\$1,410.00
17751	06/30/23	V 6/30/23	10148	VENTURA COUNTY APCD	(\$1,410.00)
17752	06/30/23	P	3675	VENTURA CTY DIST ASSOC	\$50.00
17752	06/30/23	V 6/30/23	3675	VENTURA CTY DIST ASSOC	(\$50.00)
17753	06/30/23	P	10138	WEX BANK	\$1,565.31
17753	06/30/23	V 6/30/23	10138	WEX BANK	(\$1,565.31)
17754	06/30/23	P	10197	AMAZON CAPITAL SERVICES	\$202.62
17755	06/30/23	P	300	AQUA-FLO SUPPLY	\$290.77
17756	06/30/23	P	345	AT&T MOBILITY	\$413.97
17757	06/30/23	P	10094	BADGER METER	\$6,708.64
17758	06/30/23	P	750	CASITAS MUNICIPAL WATER DIST	\$10,728.04
17759	06/30/23	P	10111	DATA PROSE	\$313.29
17760	06/30/23	P	1269	DOCUMENT SYSTEMS	\$190.65
17761	06/30/23	P	1300	E J HARRISON & SONS, INC	\$277.62
17762	06/30/23	P	10175	Emily Arnbrister	\$5,000.00
17763	06/30/23	P	1390	FAMCON PIPE & SUPPLY, INC.	\$833.87
17764	06/30/23	P	1393	FGL, INC.	\$467.00
17765	06/30/23	P	1945	MCCROMETER, INC.	\$300.30
17766	06/30/23	P	1950	MEINERS OAKS HARDWARE	\$133.88
17767	06/30/23	P	2025	MITEC SOLUTIONS LLC	\$192.00
17768	06/30/23	P	10127	OJAI TRUE VALUE	\$87.86
17769	06/30/23	P	3080	SHRED-IT	\$48.27
17770	06/30/23	P	10118	STATE WATER RESOURCES CONTROL	\$120.00
17771	06/30/23	P	10148	VENTURA COUNTY APCD	\$1,410.00
17772	06/30/23	P	3675	VENTURA CTY DIST ASSOC	\$50.00
17773	06/30/23	P	10138	WEX BANK	\$1,565.31
BANK RBOGEN REGISTER TOTAL:					\$121,519.60
GRAND TOTAL :					\$121,519.60

Ventura River Water District
AP Void Check Register (Current)
Check Dates: 6/1/2023 to 6/30/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Description / Reason for Void	Amount
BANK: RBOGEN - OPERATING ACCOUNT					10005	
17734	06/30/23	P	10197	AMAZON CAPITAL SERVICES	SPRAY PAINT FOR HYDRANTS	\$202.62
17734	06/30/23	V	10197	AMAZON CAPITAL SERVICES	Reprinted as 17754	(\$202.62)
17735	06/30/23	P	300	AQUA-FLO SUPPLY	6" SOLVENT WELD CAP	\$290.77
17735	06/30/23	V	300	AQUA-FLO SUPPLY	Reprinted as 17755	(\$290.77)
17736	06/30/23	P	345	AT&T MOBILITY	MOBILE PHONES	\$413.97
17736	06/30/23	V	345	AT&T MOBILITY	Reprinted as 17756	(\$413.97)
17737	06/30/23	P	10094	BADGER METER	MODEL 35 TOPS QTY 40	\$6,708.64
17737	06/30/23	V	10094	BADGER METER	Reprinted as 17757	(\$6,708.64)
17738	06/30/23	P	750	CASITAS MUNICIPAL WATER DIST	Casitas Gravity 5/1/23-6/1/23	\$10,728.04
17738	06/30/23	V	750	CASITAS MUNICIPAL WATER DIST	Reprinted as 17758	(\$10,728.04)
17739	06/30/23	P	10111	DATA PROSE	BUCKSLIP FOR JUNE BILL INSERT	\$313.29
17739	06/30/23	V	10111	DATA PROSE	Reprinted as 17759	(\$313.29)
17740	06/30/23	P	1269	DOCUMENT SYSTEMS	PRINTING OVERAGES FOR MARCH TO	\$190.65
17740	06/30/23	V	1269	DOCUMENT SYSTEMS	Reprinted as 17760	(\$190.65)
17741	06/30/23	P	1300	E J HARRISON & SONS, INC	TRASH AND RECYCLE	\$277.62
17741	06/30/23	V	1300	E J HARRISON & SONS, INC	Reprinted as 17761	(\$277.62)
17742	06/30/23	P	10175	Emily Arnbrister	TUITION REIMBURSEMENT	\$5,000.00
17742	06/30/23	V	10175	Emily Arnbrister	Reprinted as 17762	(\$5,000.00)
17743	06/30/23	P	1390	FAMCON PIPE & SUPPLY, INC.	2-1/2" DISC ASSEMBLY FIRE HYDR	\$833.87
17743	06/30/23	V	1390	FAMCON PIPE & SUPPLY, INC.	Reprinted as 17763	(\$833.87)
17744	06/30/23	P	1393	FGL, INC.	WEEKLY SYSTEM MONITORING	\$467.00
17744	06/30/23	V	1393	FGL, INC.	Reprinted as 17764	(\$467.00)
17745	06/30/23	P	1945	MCCROMETER, INC.	REBUILD METER	\$300.30
17745	06/30/23	V	1945	MCCROMETER, INC.	Reprinted as 17765	(\$300.30)
17746	06/30/23	P	1950	MEINERS OAKS HARDWARE	HAND TROWEL	\$133.88
17746	06/30/23	V	1950	MEINERS OAKS HARDWARE	Reprinted as 17766	(\$133.88)
17747	06/30/23	P	2025	MITEC SOLUTIONS LLC	Monthly Maint	\$192.00
17747	06/30/23	V	2025	MITEC SOLUTIONS LLC	Reprinted as 17767	(\$192.00)
17748	06/30/23	P	10127	OJAI TRUE VALUE	CAR WASH SUPPLIES	\$87.86
17748	06/30/23	V	10127	OJAI TRUE VALUE	Reprinted as 17768	(\$87.86)
17749	06/30/23	P	3080	SHRED-IT	ROLL OFF BIN FOR SHREDDING	\$48.27
17749	06/30/23	V	3080	SHRED-IT	Reprinted as 17769	(\$48.27)
17750	06/30/23	P	10118	STATE WATER RESOURCES CONTROL	BERTRAND J. RAPP T2 RENEWAL	\$120.00
17750	06/30/23	V	10118	STATE WATER RESOURCES CONTROL	Reprinted as 17770	(\$120.00)
17751	06/30/23	P	10148	VENTURA COUNTY APCD	PARKER PUMP STATION 7/1/23-6/3	\$1,410.00
17751	06/30/23	V	10148	VENTURA COUNTY APCD	Reprinted as 17771	(\$1,410.00)
17752	06/30/23	P	3675	VENTURA CTY DIST ASSOC	6/6/23 Dinner Meeting Dues	\$50.00
17752	06/30/23	V	3675	VENTURA CTY DIST ASSOC	Reprinted as 17772	(\$50.00)
17753	06/30/23	P	10138	WEX BANK	FUEL 5/16/23-6/15/23	\$1,565.31
17753	06/30/23	V	10138	WEX BANK	Reprinted as 17773	(\$1,565.31)
BANK RBOGEN REGISTER TOTAL:						\$0.00
TOTAL OF ALL REGISTER(S) :						\$0.00



**Ventura River Water District
Employee Reimbursements
FYE 2023**

Employee Name	Check Date	Description	Amount
Mark Albertsen	10/15/2022	D3 Application Fee	\$ 100.00
Emily Arnbrister	6/30/2023	Approved Tuition Reimbursement	\$ 5,000.00
Sam Hall	10/31/2022	D2 Textbook, D2 Application Fee, Fuel Reimbursement	\$ 130.03
Sam Hall	4/30/2023	T2 Application Fee	\$ 65.00
Craig Lee	5/31/2023	Work Pants	\$ 116.25
Total Employee Reimbursements			\$ 5,411.28

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PUBLIC HEARING

DATE: July 19, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. Assistant General Manager
SUBJECT: PUBLIC HEARING TO CONSIDER AN INCREASE TO THE BOARD OF DIRECTORS COMPENSATION AND APPROVE ORDINANCE 2023-1: DIRECTOR COMPENSATION

SUMMARY

State law allows Board member compensation to increase up to 5% annually, by ordinance adoption. The last increase was adopted by the Board on February 8, 2006. Seventeen years have elapsed since the last increase. This item consists of the reading of an ordinance which would increase the per meeting compensation from \$160 to \$300 and for each other day of service rendered as a Director from \$100 to \$200. The proposed increase is expected to fall within the Board-approved FYE 2024 budget.

RECOMMENDED ACTION

The Assistant General Manager recommends that the Board conduct a Public Hearing and adopt Ordinance 2023-1 to increase Director compensation effective September 20, 2023.

BACKGROUND

Ordinance 2006-208 was adopted on February 8, 2006 and set the compensation for Board members at \$160 for Board meetings and \$100 each other day rendered as a Director. Following discussion at the June meeting, the Board agreed a new ordinance should be prepared.

Staff surveyed eight local agencies and found per meeting compensation ranged from \$210 to \$331.86 per meeting. All the agencies surveyed compensate at the same rate for a Board meeting or a committee meeting. Following presentation of the above information at the June meeting, the Board recommended a compensation amount of \$300 for Board meetings and \$200 for committee meetings. The Board subsequently adopted Resolution 2023-356 to set a Public Hearing for July 19, 2023 and initiate the process of increasing Board of Director compensation.

Justification for Increasing Compensation

The duties and responsibilities of our Board of Directors are significant and require a substantial commitment of time, expertise, and leadership. Our board members play a crucial role in overseeing the operations, finances, and policies of the District. They make critical decisions, develop strategic plans, and represent the interests of our ratepayers.

Although the Board compensation has not changed in 17 years, the scope of Board member responsibilities and the complexity of policy oversight has increased with the onset of adjudication proceedings and changes in water compliance regulations. The

District also plans to consolidate two smaller mutual water companies into its service area and will require significant capital improvement projects to merge the water systems together.

Public Notice

In accordance with the California Water Code, Section 20203, this Public Hearing was advertised in the Ojai Valley News, a newspaper of general circulation, for two consecutive weeks on June 30, 2023 and July 7, 2023 to inform the public of the Public Hearing.

Rationale for Increasing Compensation:

1. **Attract Qualified Candidates:** By offering competitive compensation, we can attract highly qualified individuals who possess the necessary skills, experience, and expertise to effectively govern our special district.
2. **Recognize Time Commitment:** Serving on the Board demands a significant time commitment, including preparing for regular board meetings by reviewing the agenda packet, attending regular board & committee meetings, participating in training events and staying informed on relevant issues. Adequate compensation will acknowledge and compensate directors for the time they dedicate to their roles.
3. **Encourage Diversity and Inclusion:** Increasing compensation can help remove financial barriers that may prevent individuals from diverse backgrounds from participating in board service. By offering better compensation, we can foster greater diversity and ensure that our board is representative of our community.
4. **Demonstrate Value and Commitment:** Increasing compensation sends a strong message that we value the contributions of our board members and recognize the importance of their role in guiding our special district. It demonstrates our commitment to supporting the board in fulfilling its responsibilities effectively.

The current compensation structure for our Board of Directors has remained unchanged for 17 years. Given the increasing complexity of the issues we face, and the time commitment required, it is essential to increase the compensation. By increasing the compensation for our Board members, we will demonstrate our commitment to attracting highly qualified individuals who can effectively govern our District.

FISCAL IMPACT

Maximum compensation per Board member is anticipated to be \$7,000 based on 12 regular Board meetings, 2 Special meetings, 4 committee meetings and 10 Adjudication meetings per year. The increase in compensation is budgeted in account 60011 for FYE 2024.

Attachments:

4A – Ordinance 2023-1

VENTURA RIVER WATER DISTRICT

ORDINANCE 2023-1: DIRECTOR COMPENSATION

AN ORDINANCE CONCERNING DIRECTOR COMPENSATION

WHEREAS, pursuant to California Water Code ("Water Code") Section 20201, the governing board of a water district may, by ordinance adopted pursuant to Division 10, Chapter 2 of the Water Code and in accordance with Section 20202 thereof, increase the compensation received by members of the governing board for each day's attendance at meetings of the board or for each day's service rendered as a member of the board by request of the board; and

WHEREAS, pursuant to Water Code Section 20202, in any such ordinance increasing the amount of compensation which may be received by members of the governing board of a water district, the increase may not exceed an amount equal to five percent (5%) for each calendar year since the effective date of the last increase; and

WHEREAS, pursuant to Water Code Section 20202, any such ordinance may authorize compensation for a total of up to ten (10) days in any calendar month; and

WHEREAS, pursuant to Ordinance No. 2006-208 adopted by the Board of Directors ("Board") of Ventura River Water District ("VRWD") following a public hearing held on February 8, 2006, the Board last adjusted the amount of compensation authorized to be paid to the members of the Board; and

WHEREAS, the Board desires to establish the amount of compensation by way of this Ordinance in accordance with the provisions of the Water Code; and

WHEREAS, in accordance with Water Code Section 20203 and Section 6066 of the California Government Code, a public hearing was held on July 19, 2023, at 4:30 p.m., or soon thereafter, and a notice of said hearing was duly published in the Ojai Valley News, a newspaper of general circulation, once a week for two weeks as follows: on June 30, 2023 and July 7, 2023;

NOW THEREFORE, THE BOARD OF DIRECTORS OF VENTURA RIVER WATER DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:

Section 1 The amount of compensation to be received by the members of the Board for each day's attendance at meetings of the Board shall be in the amount of three hundred dollars (\$300), and for each day's attendance at committee meetings or other service rendered by a member of the Board by request of the Board shall be in the amount of two hundred dollars (\$200). Said increase does not exceed an amount equal to five percent (5%) for each calendar year since the date of the last adjustment. The categories of meetings, services, events, and other types of occasions that constitute the performance of official duties and for which said compensation shall be paid shall be those specified in the Board Compensation Policy ("Policy") set forth in Exhibit "A" attached hereto and incorporated herein by reference, as may be amended by the Board from time to time.

Section 2 In accordance with Section 20202 of the California Water Code, no member of the Board shall receive the compensation set forth in Section 1 of this Ordinance for more than ten (10) days in any calendar month.

Section 3 All ordinances, resolutions, or administrative actions by the Board, or parts thereof, that are inconsistent with any provision of this Ordinance are hereby superseded only to the extent of such inconsistency.

Section 4 Pursuant to Section 20204 of the California Water Code, this Ordinance shall take effect sixty (60) days from the date of adoption, unless a petition protesting against the adoption of the Ordinance is presented to the Board prior to such effective date in accordance with Section 20205 of the California Water Code.

Section 5 If any section, subsection, clause or phrase in this Ordinance is for any reason held invalid, the validity of the remainder of this Ordinance shall not be affected thereby. The Board hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof be held invalid.

Section 6 The Recitals set forth above are incorporated herein and made an operative part of this Ordinance.

PASSED, APPROVED AND ADOPTED this 19th day of July, 2023, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Ed Lee, President
Board of Directors

ATTEST:

Bert J. Rapp, Secretary

VENTURA RIVER WATER DISTRICT BOARD COMPENSATION POLICY

General

Directors receive \$300 per day ("Board Meeting Stipend") for each day's attendance at meetings of the Board, and \$200 per day ("Committee Meeting and Other Service Stipend") for each day's attendance at committee meetings or other service rendered by a member of the Board by request of the Board, as defined in this policy. Such compensation is in addition to any reimbursement for meals, lodging, travel and expenses consistent with District policy.

Meetings And Service Subject To Board Meeting Stipend

To be entitled to a Board Meeting Stipend under this policy, the event in question must constitute the following:

1. A meeting of the Board within the meaning of Government Code section 54952.2(a);

Meetings And Service Subject To Committee Meeting and Other Service Stipend

To be entitled to a Committee Meeting and Other Service Stipend under this policy, the event in question must constitute one of the following:

1. A meeting of a District committee within the meaning of Government Code section 54952(b);
2. An advisory body meeting within the meaning of Government Code section 54952(b);
3. A conference, organized educational activity, or similar gathering conducted in compliance with Government Code section 54952.2(c), including ethics training required by Government Code Section 53234 et seq.;
4. A meeting of any multi-jurisdictional governmental body on which the Director serves as the District's designated representative;
5. The participation by a Board member in legal, administrative, or other official proceedings on behalf of the District; or
6. Any meeting attended or service provided on a given day which the Board determines constitutes the performance of official duties and for which the Board provides approval of payment of a committee meeting and other service stipend, including, without limitation, attendance at member agency meetings and/or workshops, participation in District staff interviews and/or termination meetings, and production of technical/expert level work of at least two (2) or more hours.

Aggregate Limits

The aggregate number of days for which a Director receives any stipend pursuant to this policy shall not exceed ten (10) days in any calendar month.

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DATE: July 19, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. Assistant General Manager
SUBJECT: CHANGE REGULAR BOARD MEETING TIME TO 4:30 PM

SUMMARY

The District's current meeting date and time is on the 3rd Wednesday of the month at 2:00 pm. At the June 21, 2023 Board Meeting, Director Kuebler made a motion to move the Board meeting start time from 2:00 pm to 4:30 pm.

RECOMMENDED ACTIONS

The Assistant General Manager recommends that the Board wait until sufficient ratepayer feedback is received to determine if a meeting time change is needed.

If the Board wishes to change the meeting time, the following actions are necessary.

1. Approve Resolution 2023-357 (Attachment A) and,
2. Approve the necessary changes to the By-Laws (Attachment B) to set the day and time for future Board meeting by resolution.

DISCUSSION

There are several reasons for the Board to consider changing the meeting time. A few are:

1. **Scheduling conflicts:** The most common reason for changing the board meeting time is to address scheduling conflicts. Board members may have other professional or personal commitments that make it difficult for them to attend the meeting at the current time. Ratepayers that wish to attend may have similar scheduling conflicts during normal working hours that prevent them from attending either in person or via video teleconference. Changing the meeting time can help ensure maximum attendance and participation by interested customers.
2. **Optimal productivity:** The effectiveness and productivity of a board meeting can be influenced by the time of day. Some individuals may be more alert and focused in the morning, while others may be more productive in the afternoon or evening. Changing the meeting time to a time when participants are more likely to be attentive and engaged can enhance the overall quality of discussions and decision-making.
3. **Logistical considerations:** Board meetings require Board members to be physically present except under certain provisions outlined in the Brown Act. Changing the meeting time can help alleviate traffic congestion or other logistical challenges. For example, scheduling the meeting outside of peak commuting

hours can make it easier for Board members to reach the meeting venue on time. Customers have the option to attend in-person or remotely.

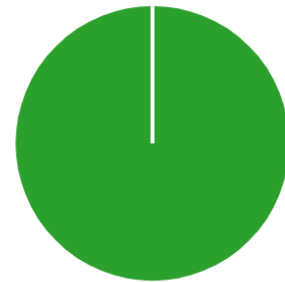
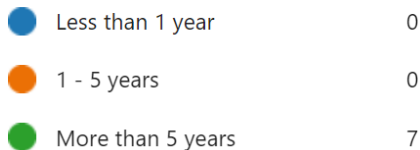
When considering changing the board meeting time, it is important to communicate with all key parties, evaluate their availability and preferences, and ensure that the new time is convenient and conducive to productive decision-making.

Modifying the meeting time may facilitate the recruitment of future directors and allow for more public participation. To better understand the interest and needs of the District's ratepayers, a Customer Engagement Survey was sent to all customers in the June 30th billing, was posted on the District's webpage, was posted in the District office, and advertised in the District's Newsletter.

A total of seven responses were received to the following questions as presented below:

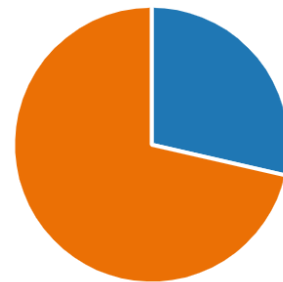
1. How long have you been a VRWD customer?

[More Details](#)



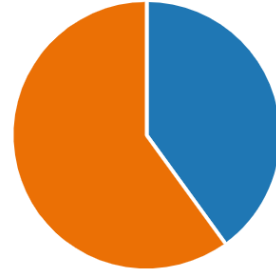
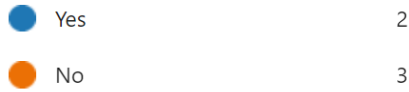
2. Have you attended a VRWD Board Meeting in the last 3 years?

[More Details](#)



3. Would you be interested in attending future Board meetings, either in person or via Zoom?

[More Details](#)



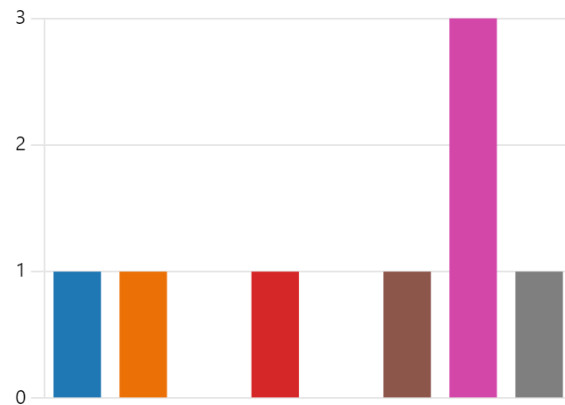
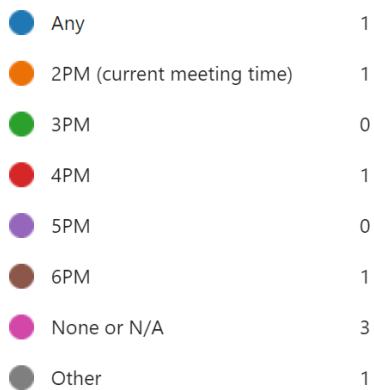
4. Do you prefer to attend in-person or via Zoom?

[More Details](#)



5. If we were to change our meeting times, what time would you be most likely to attend either in-person or via Zoom?

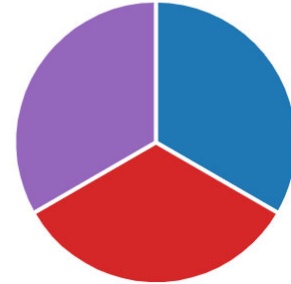
[More Details](#)



6. Which factors would you say contribute most to prevent you from attending?

[More Details](#)

● Not interested	1
● Didn't know there were meetings	0
● Time of the meetings	0
● Work constraints	1
● Other	1



ID ↑	Name	Responses
1	anonymous	Work constraints
2	anonymous	Not interested
3	anonymous	I think customers' opinions aren't taken seriously.

All of the respondents have been a District customer for more than 5 years, five of which have not attended a Board meeting in the last three years. Four of the respondents chose Zoom as the preferred attendance method*.

The poll for the preferred meeting times allowed multiple selections with mixed results. Three people indicated they would be unlikely to attend either in person or via Zoom. The response for "other" indicated mornings were optimal.

Factors selected for impacting attendance were (1) work constraints, (2) not interested, and (3) a belief that customers concerns are not taken seriously.

The small data set may indicate an overall general disinterest among the District's ratepayers to participate in the District's Board meetings or it could indicate a need to better engage our customers.

FISCAL IMPACT

There is no cost to the District to solicit more customer feedback or change the meeting time of the regular Board meeting.

Attachment(s):

- A – Resolution 2023-357
- B – Amended By-Laws

* The District anticipates all future Board meetings will be offered in a hybrid format with remote participation via video teleconference.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER
WATER DISTRICT**

**RESOLUTION NO. 2023-357
AUTHORIZING THE CHANGE IN MEETING TIME TO 4:30 PM**

WHEREAS, Ventura River Water District has the legal authority to periodically amend the meeting time and date pursuant to the District's By-Laws; and

WHEREAS, Ventura River Water District has made the By-Laws available to any user of the District upon request; and,

WHEREAS, the District's By-Laws will be amended to reflect the change in meeting time,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Ventura River Water District

THAT the regular board meeting of the Ventura River Water District will be held on the third Wednesday of each month, at 4:30 PM, in the District's Board Room at 409 Old Baldwin Road, Ojai, CA 93023.

PASSED, APPROVED AND ADOPTED this 19th day of July 2023.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Ventura River Water District at the meeting held on January 18, 2023, motion by _____ and seconded by _____, motion passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Ed Lee, President

Bert J. Rapp, Secretary/Clerk

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the District unless otherwise determined by the Board in accordance with the Act.

- C. Assumption of Duties. Officers shall assume the duties of their offices immediately following completion of the election or appointment process for all offices.

Section 5.04 Indemnification of Officers. Each officer shall be wholly indemnified and defended by the District in any District related litigation in which that officer is named as a defendant so long as the allegations against the officer fall within the course and scope of his or her duties as an officer. The District shall pay for costs of defense and damages for any judgment against an officer relating to any such indemnified claim, so long as the action and judgment are related to his or her official duties as an officer of the District. Such indemnification will not cover intentional acts outside of the scope of duties which are reasonable and customary for an officer of the District.

ARTICLE VI. MEETINGS OF THE BOARD OF DIRECTORS

Section 6.01 Time and Place. Regular meetings of the Board shall be held at the principal office of the District ~~on the third (3rd) Wednesday of each month beginning at 2:00 p.m.,~~ or at such other place and at such day and ~~or~~ time as may be set by resolution of the Board. Special meetings of the Board may be called by the President or, if he or she is unable or refuses to act, then by any three (3) Directors. Special meetings of the Board shall be held at the principal office of the District or at such other place as designated in the meeting notice. All meetings shall be noticed and conducted pursuant to and in compliance with the provisions of Government Code Section 54950 *et seq.*, commonly known as the Brown Act.

Section 6.02 Agenda.

- A. Formation, review and finalization of the agenda for each regular or special Board meeting shall be the joint responsibility of the Board President, General Manager, and District legal counsel.
- B. The General Manager shall typically prepare or direct the preparation of a written staff report or Board letter/memorandum that will explain the agenda item, indicate the fiscal impact, if any, of the agenda item, and clearly indicate a recommended action to be taken by the Board.
- C. The General Manager shall be responsible for complying with all applicable requirements for preparing, posting, mailing, emailing, and otherwise distributing each Board meeting agenda as required by the Brown Act.
- D. The Board President, or acting President, may make changes in the order of the items on the Board agenda unless a majority of the Board members in attendance defeats the decision of the President.
- E. In accordance with Government Code Section 54954.2(a)(3), any Board member may request an item be placed on a future Board meeting agenda for discussion or action. The Board President, in cooperation with the District General Manager, shall determine when and how such a request for an item to be placed on a Board meeting agenda will be accomplished. When a Board member requests that a certain matter be placed on a future Board meeting agenda, its actual placement on a future Board meeting agenda

shall depend upon several factors including, but not limited to: existing Board priorities,

DATE: July 19, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. Assistant General Manager
SUBJECT: RESOLUTION 2023-358: INVESTMENT POLICY

SUMMARY

An updated Investment Policy is presented for Board consideration and adoption. The update incorporates the minimum elements recommended for local agencies by the California Debt and Investment Advisory Commission (CDIAC). Major changes include the addition of sections addressing prudent investor care, ethics and conflict of interest, internal controls, responsibilities of people directors, responsibilities of the Chief Fiscal Officer control, responsibility of investment management services, and authorized investments.

RECOMMENDED ACTION

The Assistant General Manager recommends that the Board of Directors review the revised investment policy, provide feedback, and if no changes are required, adopt Resolution 2023-358 approving the District's Investment Policy.

BACKGROUND

A good investment policy encompasses the cash, treasury, and investment management functions of an agency. It serves as a guide for setting and achieving program objectives, defining rules, establishing benchmarks, and reduces the exposure to liability of both the investment staff and the governing board.

California Government Code Section 53646 states that local agencies may annually present an investment policy to their legislative body and while not required by statute, it is in the District's best interest adopt an investment policy and review it annually to provide transparency and disclosure. The District's current investment policy is incorporated into the District's Rules and Regulations and is not a stand-alone document.

Based on guidance from the District's legal counsel, it was recommended that the current investment policy be revised to address the minimum requirements recommended by the CDIAC publication.

The CDIAC recommends the following elements be included in an investment policy:

1. A list of securities or other instruments in which the District may invest.
2. Maximum allowable percentage of each security.
3. Maximum allowable term of each security.
4. Criteria for selecting brokers and dealers.

5. The manner of calculating and apportioning costs of investing, depositing, banking, auditing, reporting, handling, or managing funds.

The Draft Investment Policy has added sections on prudent investor care, ethics and conflict of interest, internal controls, responsibilities of people directors, responsibilities of the Chief Fiscal Officer control, responsibility of investment management services, and authorized investments.

As this document may be periodically updated, pending updates to the California Government Code, staff recommends a stand-alone Investment Policy for Board adoption rather than having it incorporated in the District's Rules and Regulations. Staff has revised the Rules and Regulations to reference an Investment Policy subject to Board adoption by resolution as updates are needed.

FISCAL IMPACT

There is no fiscal impact to adopting this revised investment policy.

Attachments:

- 6A – Draft Investment Policy
- 6B – Resolution 2023-358
- 6C – Redline version of Rules & Regulations, Investment Policy



INVESTMENT POLICY

JULY 19, 2023

DRAFT

Scope of Policy

This Investment Policy for the Ventura River Water District ("District") establishes procedures that are in compliance with the governing provisions of the law for the prudent investment of the District's reserves (California Government Code Sections 53636 et seq.). The District's General Manager or their designee shall serve as the Chief Fiscal Officer. The General Manager shall annually prepare or cause to be prepared a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board at a public meeting (CGC 53646(a)).

The goal is to invest funds not required for the immediate need of the District in a manner which will provide the highest investment return, with the maximum security, while meeting daily cash flow demands. This policy also organizes and formalizes the District's investment related activities, while complying with all applicable statutes governing the investment of public funds (CGC Sections 16429.1 and 53601).

Except for funds held in the District's working bank accounts used for daily operations and retirement funds held in a trust, it is intended that the investment policy cover all investment activities and financial assets of the District. These funds are accounted for in the annual district audit.

Objectives

Pursuant to California Government Code Section 53600.5 and in order of importance the following criteria shall be followed in the investment program.

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.
3. Return of Investment: The investment portfolio shall have the objective of attaining an acceptable rate of return throughout budgetary and economic cycles, taking into account investment risk constraints.

Prudent Investor Standard

Pursuant to California Government Code Section 53600.3, the "prudent investor" standard shall be used by all persons authorized to make investment decisions and be applied in managing the overall portfolio. The members of the District's Board of Directors ("Board"), and all persons authorized to make investment decisions on behalf of the District, are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, prudence, and diligence under circumstances then prevailing, including but not limited to, the general economic conditions and the anticipated needs of the District, to safeguard the principal and maintain the liquidity needs of the District.

All persons authorized to make investment decisions on behalf of the District acting in accordance

with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual's security credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

Ethics and Conflict of Interest

All authorized persons involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions.

Internal Controls

The General Manager, and/or an identified designee(s) of the General Manager, shall establish a system of written internal controls to regulate the District's investment activities, including the activities of any subordinate officials acting on behalf of the District. Procedures should include references to individuals authorized to execute transactions or transfers, safekeeping agreements, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. As part of the annual financial audit, the District's external auditor will perform a review of investment transactions to verify compliance with policies and procedures.

Responsibilities of the Board of Directors

- Policy Adoption and Review: Pursuant to California Government Code Section 53646, the Investment Policy and any amendments shall be approved at a public meeting by the Board. The Board shall review the investment Policy annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same.
- Delegation of Authority: Pursuant to California Government Code Section 53607, the Board shall delegate authority for investment of funds, investment management services, and emergency actions by the Board.
- Investment of Funds: The Board delegates the responsibility to invest or reinvest the District's funds or to sell or exchange securities purchased to the Chief Fiscal Officer, who shall act in accordance with established written procedures for the operation of the investment program consistent with the investment policy. Delegation of this authority shall be reviewed as desired by the Board.
- Investment Management Services: The District can authorize the use of investment management service for District funds. Any change in investment management services must be approved by the Board.
- Emergency Actions by the Board: An emergency meeting of the Board will be called whenever necessary to deal with important investment issues that cannot await a regularly scheduled Board meeting.

Responsibilities of the Chief Fiscal Officer

- Pursuant to California Government Code Section 53607, the Chief Fiscal Officer is

responsible for investing or reinvesting the District's funds or to sell or exchange securities purchased. They shall be responsible for coordinating and communicating with the investment management service provider.

- Annual review of the portfolio for compliance and shall report to the Board major incidences of noncompliance.
- In accordance with California Government Code Section 53646, they may render a quarterly investment report to the Board. The report shall include the type of investment, issuer, date of maturity, par values and dollar amount invested for all securities, investments and moneys held by the District, as well as the current market value as of the date of the report and the source of valuation.
- Annual review of the Investment Policy to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same.
- Maintain written procedures for the operation of the investment program.

Responsibility of Investment Management Services

- The investment management service provider must meet the requirements for authorized financial dealers in accordance with California Government Code Section 53601.5 and be reputable and trustworthy as well as knowledgeable and experienced with public agency investing.
- Work with the Chief Fiscal Officer in regard to investing or reinvesting the District's funds or to sell or exchange securities purchased while exercising full investment discretion and prudence in the selection and diversification of investments.
- Manage the day-to-day investment of Portfolio assets in accordance with the Investment Policy guidelines and objectives included herein. If at any time the guidelines become too restrictive or possibly injurious to investment returns, they should communicate that information immediately to the Board and Chief Fiscal Officer.
- Promptly bring to the attention of the District any investment that subsequently fails to meet the policy guidelines, along with a recommendation of retention or disposal.
- Provide timely investment reporting.

Authorized Investments

Pursuant to California Government Code Section 53601, the District is empowered to invest in the following:

- Bonds issued by the District
- United States Treasury Bills, Notes, and Bonds. There is no limit of the portfolio invested in this category.
- United States Agency Securities
- Certificates of Deposit. Investments are limited to maximum of 30% of the portfolio.
- Corporate Bonds. Investments is limited to maximum of 30% of the portfolio and must have minimum rating of A- / A3 or better (by one rating agency)
- Mutual Funds (that invest in the above securities, including Money Market Funds)
- Municipal Bonds

- Commercial Paper of “prime” quality of the highest ranking or of the highest letter and number rating
- Bankers Acceptances
- Repurchase Agreements
- Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 (CGC 53601(p)).
- Local Agency Investment Fund (LAIF) and Ventura County's pooled investment fund and shall not exceed 95% of the District's investable assets.

Not more than 10% of Districts funds, with the exception of United States Government Securities, shall be invested in commercial paper and medium-term notes of any single issuer, or shares of beneficial interest of any one mutual fund pursuant to CGC 53601(p).

No investments shall be made in financial futures or financial options contracts which are otherwise allowed pursuant to California Government Code Section 53601.1. No investment shall be made in any security that at the time of the investment has a term remaining to maturity more than five years.

It is the District's full intent, at the time of purchase, to hold all investments until maturity to ensure the return of all invested principal dollars. However, it is realized that market prices of securities will vary depending on economic and interest rate conditions at any point in time.

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**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VENTURA RIVER
WATER DISTRICT**

**RESOLUTION # 2023 – 358
RESOLUTION ADOPTING A DISTRICT INVESTMENT POLICY**

WHEREAS, Government Code Section §53646 requires the Chief Fiscal Officer of the District to annually submit a statement of investment policy to the Board of Directors; and

WHEREAS, It is in the best interests of the District to review that investment policy from time to time to ensure maximum yield while maintaining criteria to ensure safety and liquidity; and,

WHEREAS, The Board of Directors has established a District Investment Policy to provide guidelines for the prudent investment of the District's funds not required for the immediate need of the District; and,

WHEREAS, the Board of Directors desires to update the Ventura River Water District investment policy to assist the District in making safe and prudent investments.

WHEREAS, the Investment Policy has been presented to the full Board for review and comment;

NOW, THEREFORE, be It Resolved by the Board of Directors of the Ventura River Water District that the attached Investment Policy is hereby adopted and made effective this date.

PASSED, APPROVED AND ADOPTED this 19th day of July 2023.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Ventura River Water District at the meeting held on July 19, 2023, motion by _____ and seconded by _____, motion passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Ed Lee, President

Bert J. Rapp, Secretary/Clerk

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approach, professional credentials, availability of personnel, understanding of scope of work, quality of response to request for proposal, references, etc., shall be considered. The basis of all selection decisions shall be documented in writing.

30.7 SIGNING OF CONTRACTS. In accordance with California Water Codes section 30579.5 the Board authorizes the General Manager to sign contracts on behalf of the district for amounts up to \$20,000. Contracts for amounts greater than \$20,000 shall be signed by the Board President and Board Secretary in accordance Water Code with sections 30578 and 30579.

31 INVESTMENT POLICY

31.1 This investment policy is prepared in accordance with Government Code Section §53646 to outline the policies for prudent investment of the District's funds and to provide guidelines for suitable investment. The investment policies and practices are based upon Federal, State and Local law and prudent money management and periodically reviewed for compliance with current regulations and adopted by the Board by resolution.

Investment Policy Goals:

~~hh) To assure compliance with all Federal, State and Local laws governing the investment of monies under the control of the District's Treasurer.~~

~~jj) To protect the principal monies entrusted to this office.~~

~~ll) To generate income within the parameters of this Investment Policy and the guidelines for suitable investments.~~

~~nn) Safety of principal is the foremost objective of the District. Liquidity is the second most important objective. Investments shall be undertaken to produce an acceptable rate of return after first considering safety of principal and liquidity.~~

32 RESERVE POLICY

The financial reserves for the District are held in four categories: Operating, Water Sales Fluctuation, Capital Improvement and Emergency. The objective of the District is to have approximately 7% of the value of the operating budget in the Operating Reserve; surplus revenues from high water sales years are placed in the Water Sales Fluctuation Reserve to a maximum of about \$400,000 and used to supplement the budget during low water sales years; the fund amount in the Capital Improvement Reserve fluctuates as necessary to meet the 10-year CIP; the goal for Emergency Reserves is \$1,000,000.

33 COLLECTION AND DEPOSIT OF REVENUES

A General Operating Checking account shall be established and maintained in a bank designated by the Board of Directors and all revenue, unless otherwise provided, shall be deposited therein. A separate Security Deposit checking account shall be established and maintained in a bank designated by the Board of Directors for all Security Deposits from

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DATE: July 19, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. Assistant General Manager
SUBJECT: REVIEW GRAND JURY REPORT: WATER AVAILABILITY FOR
WILDFIRES IN VENTURA COUNTY

SUMMARY

The Ventura County Grand Jury assessed the water availability for wildfires in Ventura County and provided recommendations to all major water purveyors in the County. The governing bodies of all water purveyors must respond within 90 days of the report dated June 12, 2023.

RECOMMENDED ACTIONS

The Assistant General Manager recommends that the Board review the responses to the Ventura County Grand Jury and provide feedback to Staff ahead of response submittal.

BACKGROUND

In the last 20 years, Ventura County has experienced seven (7) major wildfires. The 2017 Thomas fire and the 2017 Woolsey wildfires highlighted water purveyors' ability to keep sufficient water supply for firefighting due to a loss of power to infrastructure in combination with the speed of the wildfires.

To determine the County's water availability during wildfires, the Ventura County Grand Jury held interviews with 15 Ventura County water purveyors including Ventura River Water District and released its *Final Report on Water Availability For Wildfires in the County* ("Report," Attachment A). The Report is based on protocols and procedures employed during wildfire events by 15 public water purveyors in 2022-23 and contains a list of 14 findings along with nine recommendations to ensure an adequate supply of water for wildfire suppression in the County.

Staff has reviewed the recommendations and determined that several recommendations would be beneficial for the District to implement. Those are:

- **R-01:** Staff will update the District's Emergency Response Plan to establish operational procedures and training to maximize water supply during fire weather, red flag warnings, active fires and extended power outages.
- **R-03:** Staff will work on establishing common communication protocols with adjoining water purveyors to coordinate needed actions.
- **R-05 to R-06:** Staff will enroll in select programs to receive priority wireless service and landline service.
- **R-07:** Staff will enroll with CalWARN to be part of a network of water/wastewater agencies that can provide emergency services.

The Grand Jury report called for responses on select findings and recommendations from the governing bodies of water purveyors, within 90 days. The District has until September 8, 2023 to submit a response.

Responses for required findings and recommendations are presented as Attachment B for Board consideration.

FISCAL IMPACT

There is no significant cost to the District anticipated to implement the recommendations from the Ventura County Grand Jury.

Attachments:

- 7A – Water Availability for Wildfires in Ventura County
- 7B – Responses to VC Grand Jury Report

2022 - 2023 Ventura County Grand Jury



Final Report

Water Availability for Wildfires in Ventura County June 12, 2023

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Water Availability for Wildfires in Ventura County**SUMMARY**

In the 2017 Thomas fire and the 2018 Woolsey fire, water shortages hampered firefighters' ability to protect structures. Ventura County frequently experiences conditions of low humidity, high winds and dry brush, conducive to dangerous wildland fires. Ventura County has ninety-six percent of its rural and unincorporated lands classified as very high fire zones.

The 2022-2023 Ventura County Grand Jury conducted an investigation of current protocols and procedures utilized by 15 Ventura County public water purveyors to supply adequate water for wildland fire suppression.

The Grand Jury finds that having written procedures for actions taken by public water purveyors during a Fire Weather Watch, Red Flag Warning, active fire and/or Public Safety Power Shutoffs due to wildfires is a best practice that is lacking in Ventura County.

The Grand Jury finds that most public water purveyors do not have adequate backup power in the event of disruptions due to fire damage or loss of utility power.

The Grand Jury finds that notification to Ventura County public water purveyors of impending Fire Weather Watches and Red Flag Warnings is inconsistent due to out-of-date contact lists at the Ventura County Office of Emergency Services.

The Grand Jury finds that inadequate communication between adjoining Ventura County public water purveyors limits their ability to coordinate available resources, including water transfers.

The Grand Jury finds that the cities of Fillmore, Oxnard and Ventura have not adopted language concerning brush clearance around water infrastructure that is consistent with Ventura County Fire Code.

The Grand Jury recommends that Ventura County water purveyors establish written operational procedures and training to provide for increased water supply during Fire Weather Watch, Red Flag Warning, active fire and Public Safety Power Shutoff events for purposes of firefighting.

The Grand Jury recommends that Ventura County water purveyors have on-site emergency power available for all critical water infrastructure.

The Grand Jury recommends that the Ventura County Office of Emergency Services maintain a current contact list of Ventura County water purveyors, updated at least once a year.

The Grand Jury recommends that Ventura County water purveyors establish common communication protocols with adjoining water purveyors to be able to coordinate needed actions, including water transfers.

The Grand Jury recommends that all Ventura County water purveyors establish a protocol for brush clearance around pumps, water tanks and supported infrastructure in accordance with Ventura County's Fire Code.

METHODOLOGY

The Grand Jury held interviews with Ventura County public water purveyors (hereinafter water purveyors), city and county officials and fire department officials. The Grand Jury also reviewed numerous documents in making its findings.

1. Water purveyors operating procedures, written policies and emergency response plans
2. Water purveyors, city, county and fire department websites
3. State of California Fire Code, State of California Fire Code amendments and State of California related building codes and their amendments
4. County of Ventura Fire Code, County of Ventura Fire Code amendments and County of Ventura related building codes with their amendments
5. Cities Fire Codes, Cities Fire Code amendments, Cities related building codes with their amendments
6. California Division of Drinking Water Regulations
7. California Water Code
8. National Weather Service data base
9. Local National Weather Service definitions
10. Numerous articles regarding climate change
11. State Responsibility Area Fire Hazard Severity Zones
12. Southern California Edison information regarding Public Safety Power Shutoff
13. Numerous historical articles on wildfires
14. Articles on Wildland-Urban Interface
15. After-action reports on the Thomas and Woolsey wildfires
16. US EPA Incident Action Checklists for Water Utilities
17. Public Safety Power Shutoff and Wildfire Information for Public Water Systems
18. US EPA Water Storage Tank time of water in water storage tanks
19. FCC Wireless Priority Service for cell phone priority in emergencies
20. Government Emergency Telecommunications Network for landline phone priority in emergencies
21. CalWARN network

BACKGROUND

Between 1972 and 2018, California experienced a fivefold increase in annual burned area, with several extremely large and destructive Wildland-Urban Interface (WUI) wildfires. (Ref-01, Att-01) WUI areas are defined as the location where structures and communities “meet or intermingle” with undeveloped wildland. WUI fires occur when fuels are critically dry, weather is warm, humidity is low and sustained high speed winds are prevalent. (Ref-01, Ref-02, Ref-03, Ref-04, Att-02)

In 2017, wildland fires destroyed 6200 homes and killed 44 people in California. Additionally in 2018, 14,000 homes were destroyed killing 85 people, which resulted in an estimated loss of \$15-19 billion. (Ref-03)

Ventura County has experienced numerous large destructive WUI fires between 2003 and 2018, punctuated by the 2017 Thomas Fire and the 2018 Woolsey Fire (Ref-05, Att-03). Ventura Counties wildland fires from 1965 thru 2015 are displayed in Attachment-04. (Ref-06)

Ventura County consists of 1,223,000 acres area that includes approximately 574,000 acres of national forest land (47%), approximately 528,000 acres of rural land and unincorporated land (43%) and approximately 121,000 acres of urban development (10%). (Ref-07) Ninety-six percent of the rural and unincorporated land of Ventura County is classified as a very high fire hazard zone. (Ref-08, Ref-09, Ref-11, Att-05)

The National Weather Service (NWS) provides advisories of impending atmospheric conditions conducive to generation of wildland fires. When these conditions are predicted, a Fire Weather Watch (FWW) advisory is issued between 24 and 72 hours in advance. A Red Flag Warning (RFW) is then issued when these conditions are present. For the last 10 years, the average annual occurrence of FWWs and RFWs combined is 5.5 times per year, each occurrence averaging 3 days in length, for a total of 16.5 days per year. (Ref-02, Ref-10, Att-02, Att-06)

When a FWW or a RFW advisory occurs, some Ventura County water purveyors that store and distribute water are contacted by the Ventura County Office of Emergency Services (OES). Other water purveyors monitor the weather or have direct contact with the NWS to be notified when a FWW or RFW condition occurs or is imminent. However, some Ventura County water purveyors are not advised by either the NWS or OES regarding impending extreme weather conditions. (Ref-11)

When a FWW advisory is issued by the NWS, water purveyors generally initiate procedures preparing their water infrastructure and water storage for potential use in suppression of wildfires. Under RFW conditions, the water purveyors may give priority in storage and distribution of water to firefighting over drinking water quality, raising the quantity of water in storage tanks. (Ref-11). If no wildfire occurs, aging water in storage tanks may degrade in quality, requiring water purveyors to

2022-2023 Ventura County Grand Jury

flush the aging water or give special notice to consumers to take measures to maintain water safe for consumption. (Ref-11, Ref-12, Ref-13)

Generally, water purveyors monitor and regulate the flow of water through wells, pumps, and water storage tanks/reservoirs using Supervisory Control and Data Acquisition (SCADA) computer systems. (Ref-11) These systems depend upon constant reliable electrical power, which can be disrupted by the effects of a wildfire or a Public Safety Power Shutoff (PSPS) by the electrical provider. (Ref-14)

In case of electrical power loss, water purveyors can utilize batteries and generators to provide emergency backup power to their SCADA systems, pumps, wells and other water infrastructure. (Ref-15, Ref-16, Ref-17) This allows the water purveyors to continually provide water for customer consumption and fire suppression after fire damage to electrical systems or temporary shutdown of electrical power. (Ref-11, Ref-14)

In response to FWW and/or RFW, water purveyors generally adjust their water system operations, increasing water flow rates, water storage in tanks and reservoirs for the potential use in wildfire fighting. Water purveyors have a varied range of time to fill their water storage tanks from a few hours to three days if completely dry. The average time is 4 to 8 hours depending on levels maintained during normal operating conditions. Due to the speed wildfires are capable of traveling, some water purveyors start filling water storage tanks during the FWW. (Ref-11, Ref-18, Ref-19)

In general, Ventura County water purveyors lack established common communication protocols to coordinate needed resources among the purveyors, including water transfers. (Ref-11)

In the last 20 years, Ventura County has experienced seven major wildfires. (Ref-04, Att-03) The 2017 Thomas and 2018 Woolsey wildfires challenged water purveyors' ability to keep water sufficiently supplied to firefighters because of a loss of power to water infrastructure, coupled with the speed and size of the wildfires. (Ref-18, Ref-19, Ref-20)

Not all Ventura County water purveyors who are governed by the Ventura County Fire Code keep dry fuels away from pumps and wells, violating Ventura County Ordinance 32 Section 4907.8 The code states: "clearance requirements... shall apply to communication site towers and their support Buildings; required fire protection water supplies including water tanks, water supply pumps and pump houses; and any other utility Structure as required by the Fire Code Official." (Ref-21)

DISCUSSION (Statements of Fact)

- SF-01.** The United States Environmental Protection Agency (US EPA) and the California State Water Board have published guidelines for water purveyors recommending preparations for wildfires, including increased water storage, reliable power and personnel training. (Ref-22, Ref-23, Ref-24)
- SF-02.** During an RFW, all water purveyors surveyed increase the water level in storage tanks. (Ref-11)
- SF-03.** When a fast-moving wildfire increases in size and water storage tanks do not have adequate supply for firefighting, hydrants may run out of water. (Ref-18, Ref-19, Ref-20)
- SF-04.** During past Ventura County wildfires, firefighters have experienced hydrants that have run dry. (Ref-11, Ref-15, Ref-19, Ref-20)
- SF-05.** For the last ten years, the average number of days that Ventura County has been under Fire Weather Watch (FWW) is 5.5 days, with an average duration of one day. (Ref-10, Att-06)
- SF-06.** For the last ten years, the average number of days that Ventura County has been under Red Flag Warning (RFW) is 11 days, with an average duration of two days. (Ref-10, Att-06)
- SF-07.** One of fifteen water purveyors surveyed have written response procedures for FWW notification and RFW notification. (Ref-11)
- SF-08.** Four of fifteen water purveyors surveyed have written response procedures for an active fire. (Ref-11)
- SF-09.** One of fifteen water purveyors surveyed have written response procedures for PSPS notifications. (Ref-11)
- SF-10.** Two out of fifteen water purveyors surveyed have formal written training procedures to follow when preparing for FWW, RFW, active fire or PSPS scenarios. (Ref-11, Ref-16)
- SF-11.** Five out of fifteen water purveyors surveyed have permanent backup power to all their critical water infrastructure. (Ref-11)
- SF-12.** Five out of fifteen water purveyors surveyed have SCADA systems with emergency battery and backup power. (Ref-11)
- SF-13.** The US EPA's published guidelines for wildfire preparation include establishing shared communication protocols with neighboring utilities. (Ref-22, Ref-24)

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- SF-14.** Three of fifteen water purveyors surveyed have a common radio protocol with adjoining water purveyors to coordinate needed actions and rapid water supply transfers. (Ref-11, Ref-17)
- SF-15.** Contact lists used by Ventura County OES, currently supplied by the Association of Water Agencies, are out of date by two years. (Ref-11, Ref-25)
- SF-16.** Six of fifteen water purveyors surveyed have enrolled their employees in the FCC Wireless Priority Service (WPS) for cell phone priority in emergencies. (Ref-26)
- SF-17.** Enrolling in the Government Emergency Telecommunication System (GETS) provides subscribers with priority access to landline telephone networks in emergency situations. (Ref-27)
- SF-18.** Three of fifteen water purveyors surveyed are members of California Water/Wastewater Agency Response Network (CalWARN) which is a mutual aid network that provides emergency resources statewide. (Ref-28)
- SF-19.** The Ventura County Fire Code applies to all local jurisdictions which contract with Ventura County Fire for their fire department service. (Ref-11, Ref-21)
- SF-20.** The cities of Fillmore, Oxnard and Ventura have their own fire departments and have not adopted the Ventura County Fire Code. (Ref-11, Ref-29, Ref-30, Ref-31)
- SF-21.** Two water purveyors surveyed are not subject to Ventura County Fire Code requirements that address brush clearance around water tanks, water supply pumps, pump houses and related infrastructure. (Ref-11, Ref-21)

FINDINGS

- F-01.** The Grand Jury finds that an adequate supply of water is essential for successful suppression of wildfires. (SF-01, SF-02, SF-03, SF-04)
- F-02.** The Grand Jury finds that the limited number of Fire Weather Watch (FWW) advisories amplifies the importance of establishing written procedures, protocols and training. (SF-01, SF-05, SF-07, SF-10)
- F-03.** The Grand Jury finds that written procedures for actions taken by water purveyors during a Fire Weather Watch event is a best practice that is lacking in Ventura County. (SF-01, SF-05, SF-07, SF-10)
- F-04.** The Grand Jury finds that the limited number of Red Flag Warning (RFW) events amplifies the importance of establishing written procedures, protocols, and training. (SF-01, SF-06, SF-07, SF-10)

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- F-05.** The Grand Jury finds that written procedures for actions taken by water purveyors during a Red Flag Warning event is a best practice that is lacking in Ventura County. (SF-01, SF-06, SF-07, SF-10)
- F-06.** The Grand Jury finds that written procedures for actions taken by water purveyors during an active fire event is a best practice that is lacking in Ventura County. (SF-01, SF-08, SF-10)
- F-07.** The Grand Jury finds that written procedures for actions taken by water purveyors during Public Safety Power Shutoff (PSPS) events is a best practice that is lacking in Ventura County. (SF-01, SF-09, SF-10)
- F-08.** The Grand Jury finds that backup power to critical infrastructure is not always available. (SF-01, SF-11)
- F-09.** The Grand Jury finds that SCADA systems are not equipped with backup power in all instances. (SF-01, SF-12)
- F-10.** The Grand Jury finds that inadequate communication between adjoining water purveyors limits the ability to coordinate needed actions such as available water transfers. (SF-13, SF-14)
- F-11.** The Grand Jury finds that notification to water purveyors of FWWs and RFWs is inconsistent due to out-of-date contact lists. (SF-13, SF-15)
- F-12.** The Grand Jury finds that enrolling in GETS and WPS would allow Ventura County water purveyors priority access to landline and cellular telephone networks in emergency situations. (SF-16, SF-17)
- F-13.** The Grand Jury finds that enrolling in CalWARN would allow Ventura County water purveyors access to statewide resources. (SF-18)
- F-14.** The Grand Jury finds that Ventura County Fire Code section 4907.8 regarding brush clearance around water tanks, water supply pumps, pump houses and related infrastructure applies to all rural and unincorporated communities, and all cities except Fillmore, Oxnard and Ventura. (SF-19, SF-20, SF-21)

RECOMMENDATIONS

- R-01.** The Grand Jury recommends that water purveyors establish written operational procedures and training to provide for increased water supply for fire flow during FWWs, RFWs, active fires and PSPS. (F-01, F-02, F-03, F-04, F-05, F-06, F-07)
- R-02.** The Grand Jury recommends that water purveyors have emergency power on site for all critical water infrastructure including SCADA systems. (F-08, F-09)
- R-03.** The Grand Jury recommends that water purveyors establish common communication protocols with adjoining water purveyors to coordinate needed actions, including water transfers during active fires. (F-10)
- R-04.** The Grand Jury recommends that Ventura County Sheriff's OES develop a current contact list of water purveyors, updated at least once a year. (F-11)
- R-05.** The Grand Jury recommends that water purveyors enroll their employees in the FCC Wireless Priority Service (WPS) providing cell phone priority in emergencies. (F-12)
- R-06.** The Grand Jury recommends that water purveyors enroll in the Government Emergency Telecommunications System (GETS) providing landline phone priority in emergencies. (F-12)
- R-07.** The Grand Jury recommends that all water purveyors enroll in CalWARN, a network of water and wastewater agencies that can provide emergency resources. (F-13)
- R-08.** The Grand Jury recommends that all water purveyors provide brush clearance around water tanks, water supply pumps, pump houses and related infrastructure. (F-14)
- R-09.** The Grand Jury recommends that Ventura City Fire Department, Oxnard Fire Department and Fillmore Fire Department adopt the Ventura County standard for brush clearance around water tanks, water supply pumps, pump houses and related infrastructure. (F-14)

RESPONSES

Responses required from:

The following elected officer within 60 days:

Ventura County Sheriff (F-11, R-04)

The following governing bodies within 90 days:

Camrosa Water District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

Casitas Municipal Water District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Camarillo, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Fillmore, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08, R-09)

City of Oxnard, City Council (F-14, R-09)

City of Santa Paula, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Simi Valley, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Thousand Oaks, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

City of Ventura, City Council (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08, R-09)

Meiners Oaks Water District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

Triunfo Water & Sanitation District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

Ventura County Board of Supervisors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

Ventura River Water District, Board of Directors (F-01, F-02, F-03, F-04, F-05, F-06, F-07, F-08, F-09, F-10, F-12, F-13, F-14, R-01, R-02, R-03, R-05, R-06, R-07, R-08)

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- Ref-06** Ventura County 2040 General Plan (September 2020), Chapter 11, figure 11-10, section 11.3, page 11-48
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- Ref-26** *Wireless Priority Service (WPS)*. Federal Communications Commission. (n.d.). <https://www.fcc.gov/general/wireless-priority-service-wps>
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- Ref-28** Calwarn. CALWARN. (n.d.). <https://www.calwarn.org/> retrieved May 20, 2023
- Ref-29** Municode Library. (n.d.). https://library.municode.com/ca/fillmore/codes/code_of_ordinances?nodeId=TIT5BUCO_CH5.04COFIPRCOAM_5.04.060CAFICO&showChanges=true
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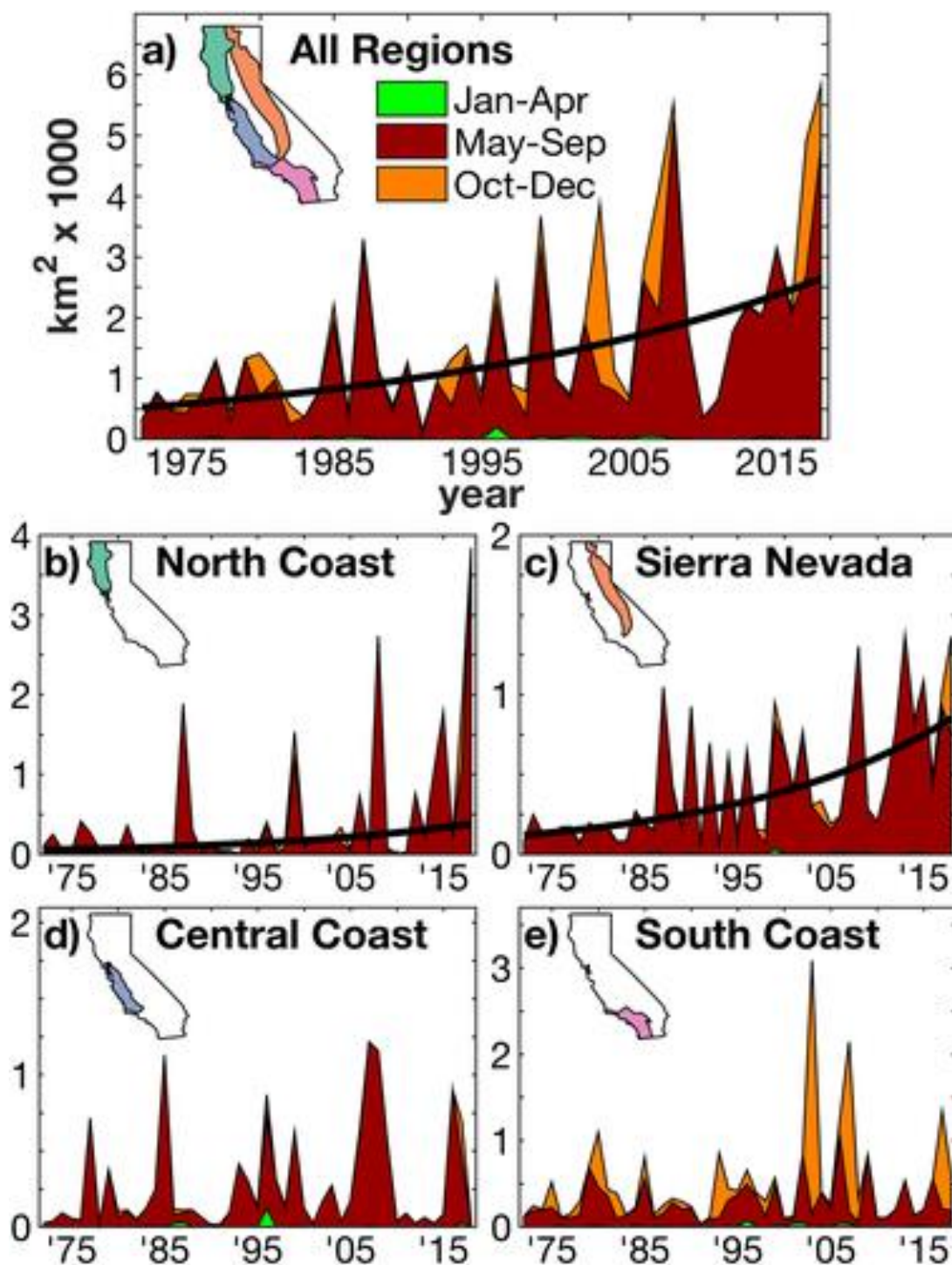
GLOSSARY

<u>TERM</u>	<u>DEFINITION</u>
CalWARN	California Water/Wastewater Agency Response Network
FCC	Federal Communications Commission
FWW	Fire Weather Watch
GETS	Government Emergency Telecommunications System
NWS	National Weather Service
OES	(Ventura County) Office of Emergency Services
PSPS	Public Safety Power Shutoff
RFW	Red Flag Warning
SCADA	Supervisory Control And Data Acquisition
US EPA	United States Environmental Protection Agency
WFO	Weather Forecast Office
WPS	Wireless Priority Service
WUI	Wildland Urban Interface

ATTACHMENTS

- Att-01.** Seasonal and annual burned areas in California for 1972–2018
- Att-02.** Red Flag Criteria (Los Angeles/Oxnard)
- Att-03.** Ventura County Major Fire Perimeters, last 20 years
- Att-04.** Wildfires History Map
- Att-05.** Ventura County Fire Hazard Severity Zones
- Att-06.** FWWs and RFWs in Ventura County, last 10 years

Attachment-01



Seasonal and annual burned areas in California for 1972–2018

Source: Ref-01

Attachment-02

Los Angeles/Oxnard National Weather Service Criteria

Red Flag Criteria

Weather Forecast Office (WFO)

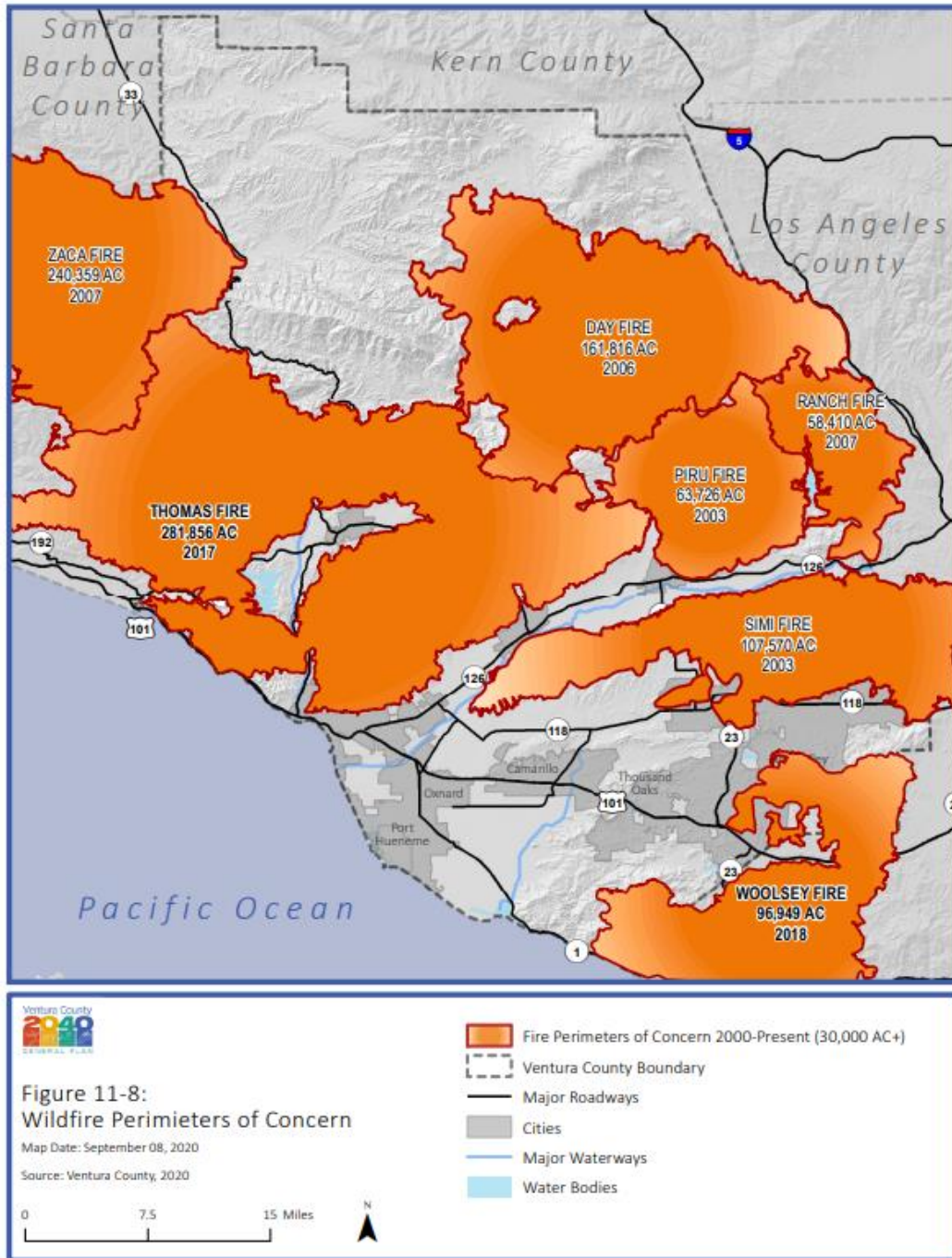
Los Angeles/Oxnard

Red Flag Criteria requires dry fuels and any one of the following:

1. Relative Humidity 13 percent or less with either sustained winds 25 mph or greater or frequent gusts 35 mph or greater (duration of 6 hours or more)
2. Relative Humidity 10 percent or less with either sustained winds 15 mph or greater or frequent gusts 25 mph or greater (duration of 6 hours or more)
3. Widespread and/or significant Dry Lighting
4. Other (forecaster discretion) unusual but significant metrological and/or fuel conditions in coordination with Geographic Area Coordination Centers (GACC) or local agency

Source: Ref-04

Attachment-03

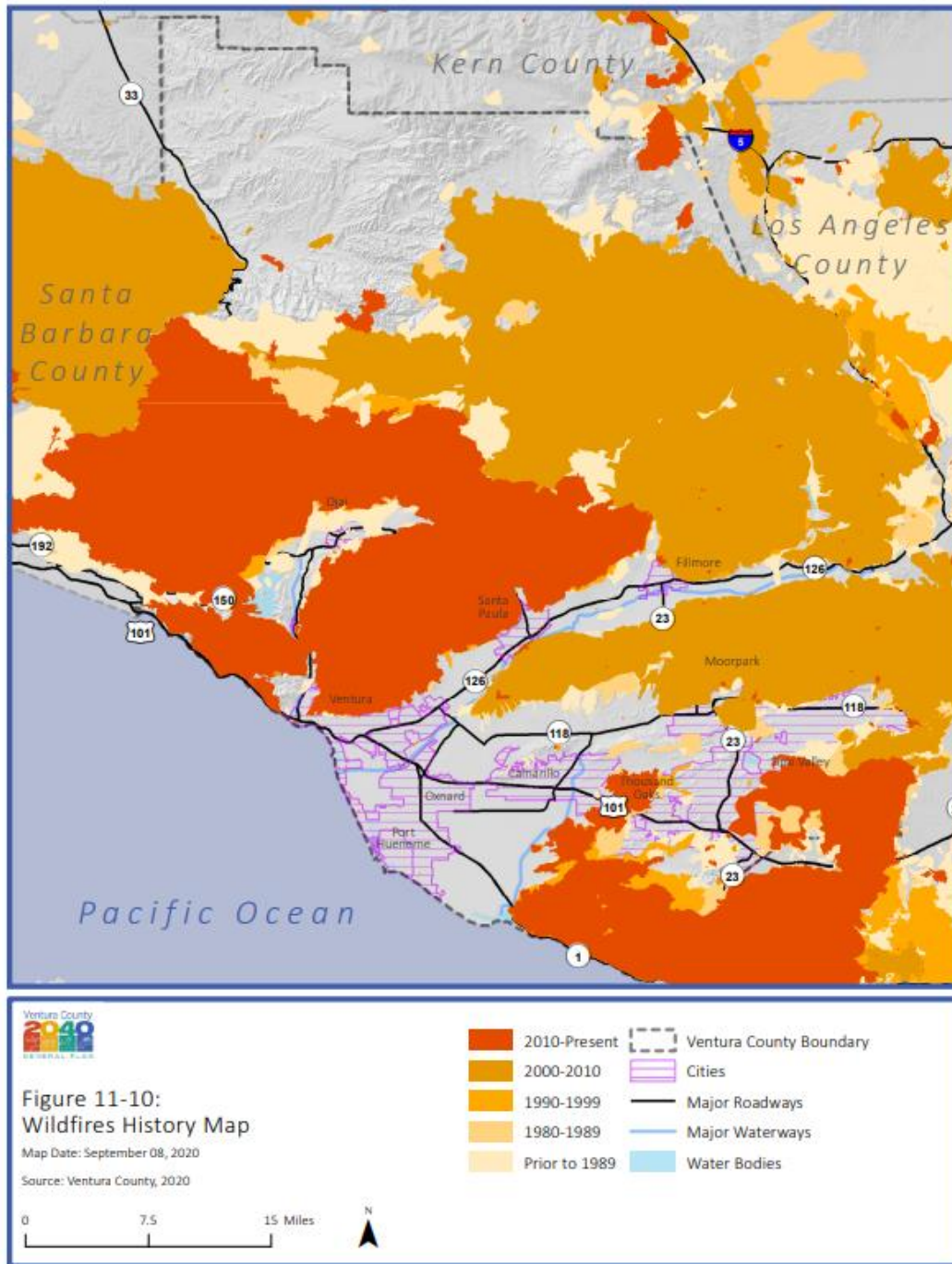


September 2020

Section 11.2: Flood Hazards
11-37

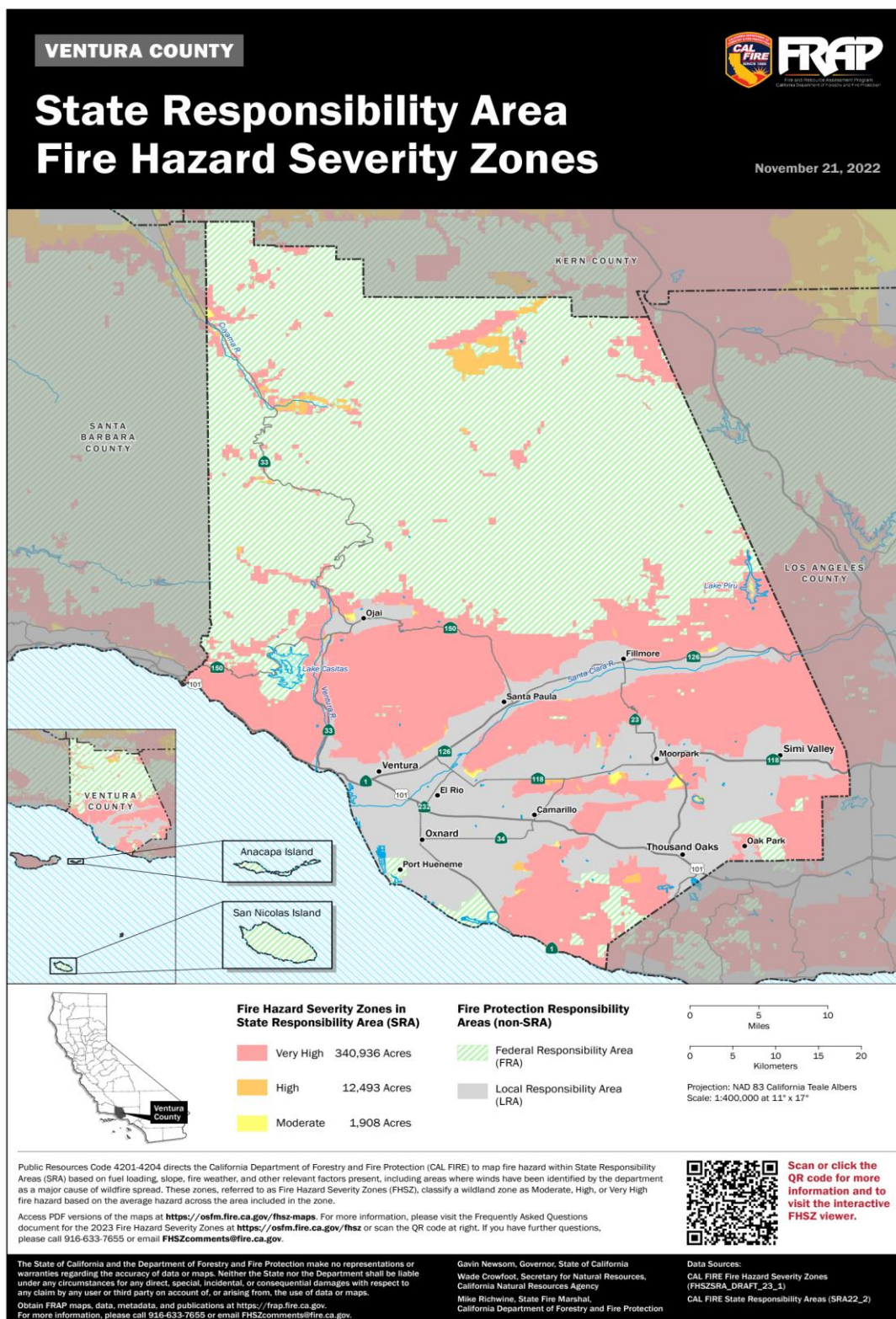
Source: Ref-05

Attachment-04



Source: Ref-06

Attachment-05



Source: Ref-09

Attachment-06

Agency	Location of agency	# of Fire Weather Watch Alerts	10 Year Avg Fire Weather Watch Alerts	Total number of Fire Weather Watch days	Avg # of Days per Fire Weather Watch Alert	Number of Red Flag Warnings	10 Year Average Red Flag Warnings	Total number of Red Flag Warning days	Avg # of Days per Red Flag Warning Alert	Longitude	latitude
Camarillo Water	Camarillo	45	4.50	47.05	1.05	49	4.90	84.26	1.72	34.2164	-119.0376
Ventura County WWD #19	Somis	45	4.50	47.05	1.05	49	4.90	84.26	1.72	34.2584	-118.9956
Meiners Oaks WD	Meiners Oaks	54	5.40	53.07	0.98	56	5.60	109.46	1.95	34.4480	-119.2429
Upper Ventura WD	Ojai	54	5.40	53.07	0.98	56	5.60	109.46	1.95	34.4291	-119.2974
Ventura County WWD # 17	Bell Canyon	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2081	-118.6875
Camrosa WD	Santa Rosa Valley	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2456	-118.9011
Fillmore Water	Fillmore	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.3992	-118.9182
Ventura County WWD # 38	Lake Sherwood	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.1261	-118.8880
Ventura County WWD#1	Moorpark	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2856	-118.8820
Triunfo WD	Oak Park	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.1751	-118.7580
Santa Paula Water	Santa Paula	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.3542	-119.0593
Simi Valley WWD #8	Simi Valley	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2694	-118.7815
Thousand Oaks Water	Thousand Oaks	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.1811	-118.9110
Ventura Water	Ventura	57	5.70	56.03	0.98	59	5.90	112.75	1.91	34.2914	-119.2259
Trunfio WD	Westlake Village	59	5.9	58.32	0.99	59	5.9	107.07	1.81	34.1438	-118.7996
Average		55	5.51	54.59	0.99	57	5.73	108.13	1.88		
Average Total Days					5.47				10.79	16.26	

Compiled by the Grand Jury from the National Weather Service data base (Ref-10)



Response to 2022-2023 Ventura County Grand Jury Report Form (Please See California Penal Code Section 933.05)

Report Title: Water Availability for Wildfires in Ventura County

Responding Entity: President Ed Lee, Ventura River Water District

FINDINGS

- I (we) agree with the Findings numbered: F-01 to F-10, and F-12 to F-14
- I (we) disagree wholly or partially with the Findings numbered: _____
(Attach a statement specifying any portions of the Findings that are disputed;
include an explanation of the reasons.)

RECOMMENDATIONS

- Recommendations numbered R-02, R-08 have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered R-01, R-03, R-05, R-06, and R-07 have not yet been implemented but will be implemented in the future.
(Attach a summary indicating the timeframe for implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation to include: scope and parameters of the analysis or study
and timeframe for the matter to be prepared for discussion with the agency or
department head. The timeframe shall not exceed six months from the date of
publication of the report.)
- Recommendations numbered _____ will not be implemented
because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: July 20, 2023

Signed: 

Title: Assistant General Manager

Number of pages attached: 1

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Ventura River Water District - Statements to Recommendations

- R-01. The Grand Jury recommends that water purveyors establish written operational procedures and training to provide for increased water supply for fire flow during FWWs, RFWs, active fires and PSPS. (F-01, F-02, F-03, F-04, F-05, F-06, F-07)
- The District has an Emergency Response Plan (ERP) that includes staff assignments, critical tasks and procedures during a wildfire.*
- The District will update its Emergency Response Plan ERP to include training for increased water supply for fire flow during FWWs, RFWs, active fires and PSPS.*
- R-02. The Grand Jury recommends that water purveyors have emergency power on site for all critical water infrastructure including SCADA systems. (F-08, F-09)
- The District has emergency diesel generators and battery storage as backup power supply at both of our pumping facilities to provide power to critical equipment essential to maintain public health. The backup power supply provides power to our pumps, boosters, office and SCADA systems. The Baldwin facility stores 550 gallons of diesel fuel, and Parker stores 200 gallons. Each facility is capable of operating up to 30 hours at ¼ load, with an additional 18 hours of battery backup supply at each facility. The total approximate backup supply at each facility is 48 hours and can be extended with refueling. In 2024 the District will be installing solar at both pumping facilities which will further boost emergency pumping capabilities.*
- R-03. The Grand Jury recommends that water purveyors establish common communication protocols with adjoining water purveyors to coordinate needed actions, including water transfers during active fires. (F-10)
- The District will work on establishing common communication protocols with adjoining water purveyors for when normal communications have been disrupted. The District anticipates this will be an ongoing effort to maintain readiness in the event of an emergency.*
- R-05. The Grand Jury recommends that water purveyors enroll their employees in the FCC Wireless Priority Service (WPS) providing cell phone priority in emergencies. (F-12)
- The District plans to enroll in WPS by September 30, 2023.*
- R-06. The Grand Jury recommends that water purveyors enroll in the Government Emergency Telecommunications System (GETS) providing landline phone priority in emergencies. (F-12)
- The District plans to enroll in GETS by September 30, 2023.*
- R-07. The Grand Jury recommends that all water purveyors enroll in CalWARN, a network of water and wastewater agencies that can provide emergency resources. (F-13)
- The District plans to enroll in CalWARN by September 30, 2023.*
- R-08. The Grand Jury recommends that all water purveyors provide brush clearance around water tanks, water supply pumps, pump houses and related infrastructure. (F-14)
- The District works to maintain a minimum clearance of 30-feet around water tanks, water supply pumps, pump houses and related infrastructure in accordance with the Ventura County Fire Department Ordinance 32, Section 4907.8: Defensible Space.*

California Penal Code Section 933.05

(a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

- (1) The recommendation has been implemented, with a summary regarding the implemented action.
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
- (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

(d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.

(e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.



COUNTY of VENTURA

Grand Jury

ATTACHMENT 7B

800 South Victoria Avenue
Ventura, CA 93009
Tel (805) 477-1600
Fax (805) 658-4523
grandjury.countyofventura.org

Confidential

President Ed Lee
Ventura River Water District
409 Old Baldwin Road
Ojai, CA 93023

The 2022-2023 Ventura County Grand Jury has completed the attached report titled *Water Availability for Wildfires in Ventura County*. Also attached is a copy of California Penal Code Section 933.05. This copy of the report is being provided to you two working days in advance of its public release, as required by California Penal Code Section 933.05(f).

California Penal Code Section 933.05 also requires the Ventura River Water District to respond to the Findings and Recommendations of the Grand Jury in the report. Please review the section of the report titled "RESPONSES" for the specific Findings and Recommendations to which you are required to respond.

You are required to submit your responses in writing within **90 days** to: The Honorable Kevin G. DeNoce, Presiding Judge, Superior Court of California, County of Ventura, 800 S. Victoria Avenue, Ventura, CA 93003. Please also send a written copy of your responses to: Ventura County Grand Jury, 800 S. Victoria Avenue, Ventura, CA 93009.

Please keep in mind that this report must be kept confidential until it is publicly released by the Grand Jury. Should you have any questions, please contact the Grand Jury Foreperson at GrandJuryFAX.POCAO.VCISD@Ventura.org.

Respectfully,

Keith Frost

Foreperson

Ventura County Grand Jury (2022-2023)

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DATE: July 19, 2023
TO: Board of Directors
FROM: Bert J. Rapp, P.E. General Manager
SUBJECT: RECONSIDERATION OF CUSTOMER REQUEST TO WAIVE
 SEPARATE SERVICE LATERAL REQUIREMENT FOR A DETACHED
 ADDITIONAL DWELLING UNIT

SUMMARY

On June 21, 2023, the Board heard this item and voted 3 to 1 require a new water service paid for by the owner of 64 Calle Vista Del Monte if the owner desires to construct an additional dwelling unit on the property. The owner would like the Board to consider contributing up to 50% of the trenching cost for the water service.

Because this item was previously decided by the Board, an elected Director from the prevailing side must request that the item be placed on the agenda for reconsideration. This request was made by Director Kuebler.

RECOMMENDED ACTION

The General Manager recommends that the Board contribute up to 1/3 of the cost of the trenching to install a separate water service pipe at 64 Calle Vista Del Monte because it has potential benefit to the District.

BACKGROUND

The owner of 64 Calle Vista Del Monte desires to construct an Additional Dwelling Unit (ADU). Both 64 and 48 Calle Vista Del Monte are served by a single 1-inch copper service line that is about 73 years old. Three homes cannot be adequately served by the existing 1-inch copper service line, so a new service line is required for the new ADU.

When the trench is dug for the ADU service line it would be advantageous for the District to replace the existing 73-year-old, 1-inch service line with two new service lines: one for 64 Calle Vista Del Monte and one for 48 Calle Vista Del Monte. When an old service line fails the District pays the entire replacement cost.

The cost of the trench is about \$19,000. The cost breakdown to replace the existing pipe is shown below, assuming the trench cost is shared with the District covering 1/3 of the cost, and the owner the remaining 2/3.

Item	District	Owner
Trench	\$6,288	\$12,576
1" Service Line, ADU		\$643
1" Service Line, 64 Calle Vista del Monte	\$643	
1" Service Line, 48 Calle Vista del Monte	\$643	
3/4" Meter, ADU		\$831
3/4" Meter 48 Calle Vista del Monte	\$831	
AMS & Fittings 64 Calle Vista del Monte	\$189	
	\$8,594	\$14,050

The meter serving 64 Calle Vista Del Monte is an automatic meter installed 7 years ago and does not need replacement. The meter serving 48 Calle Vista Del Monte is a manual read meter installed 15 years ago and will be replaced with a smart meter. We strive to replace all meters every 20 years.

Text From June 19th Staff Report:

The neighborhood was constructed in the late 1940's and early 1950's. In accordance with the building standards at that time, the builder installed one service lateral to serve two homes – i.e., the home located on the subject property and the home located on the adjacent property at 48 Calle Vista Del Monte. Currently, the two homes are separately metered but continue to be served by the shared service line from the water main to the meters.

Letters from the owner requesting a waiver of the separate meter/service lateral requirement were received on March 29, 2023 and May 10, 2023. The District provided a response letter on April 4, 2023.

In response to the owner's request, the General Manager performed a hydraulic analysis of the shared service lateral and found that it cannot support a third dwelling unit. The analysis shows that the 62 psi static pressure would drop to 17 psi after the meter during peak demand from three dwelling units. The minimum pressure for Health and Safety is 20 psi with a recommended pressure of 40 psi. The District's Rules and Regulations require the installation of a separate water service under these circumstances.

The Rules and Regulations also require the property owner to cover the cost of the service line installation for a new development of either a primary dwelling or an ADU so that the cost is not passed down to the other ratepayers. In this case, the property owner is requesting that the District cover the installation cost. (revised request is 50%)

All funds received by the District are considered public funds. The California Constitution prohibits "gifts" or other expenditures of public funds for the exclusive benefit of a particular individual or organization, rather than for a public purpose. Special districts, such as the District, must also demonstrate that approved expenditures of public funds serve a valid public purpose.

The District prides itself on making prudent use of public money, supplies, facilities, equipment and staff in accordance with adopted agency policies. Approval of the property owners' request that the District cover the cost of installation of the new water service to the proposed ADU would be contrary to the public funds doctrine under the California Constitution and District policy, and therefore cannot be granted. (unless there is a benefit to the District)

FISCAL IMPACT

If the District contributes 1/3 of the cost of the trench the District cost would be about \$6,300. If the replacement of the 73-year-old service lines and valves are included, The District's cost share total increases to about \$8,600. If the 73-year-old service line fails and there is no participation from the property owner, the District cost would be about \$21,000. The remaining useful life of the 73-year-old service line is unknown. Replacement of old service lines is budgeted in Account #60022: Water System Maintenance and has an approved budget of \$160,000.

DATE: July 19, 2023

TO: Board of Directors

FROM: Alma Quezada, P.G., Assistant General Manager

SUBJECT: WATER AND DISTRICT STATUS

WELLS & PRODUCTION

The static aquifer level at Well #2 on July 1, 2023, was at elevation 549.1 feet; and did not change since the first of last month. The aquifer is 22.4 feet above the 35-year average for July 1st.

Well #1 is pumping 1,076 gpm, down 62 gpm from last month. Well #7 is pumping 839 gpm, down 57 gpm from last month, Wells #2, #3, #4 and #6 were off-line in June.

USAGE

Sales dollars billed on June 30, 2023, amounted to \$189,301, (\$71,322) under budget for June. Last year we billed \$234,943 during the same period. Water sold in June 2023 amounted to 25,630 HCF, a decrease of 56% below the 62,374 HCF sold in June 2013.

Charts are enclosed to depict the ground water status and water usage. On June 1, 2023, Lake Casitas level was at 73.8% of full capacity at elevation 541.65, with storage of 175,749 AF. The lake increased 0.14%, rose 0.11 feet and increased 246 AF since last month.

ET adjustment: The ET was reduced by 30% for the June 30st water bill because ET was below average for the period due to the cooler weather. This decreases the irrigation portion of the customer's monthly water budget.

ACTIVITIES

Craig Lee celebrated 16 years of service with the District on July 16, 2023. We thank him for his hard work and dedication!

Regulatory

The Electronic Annual Report was approved by the Division of Drinking Water.

Workplace Injuries

A staff member incurred a foot injury after twisting their ankle and a Workers Compensation claim was filed.

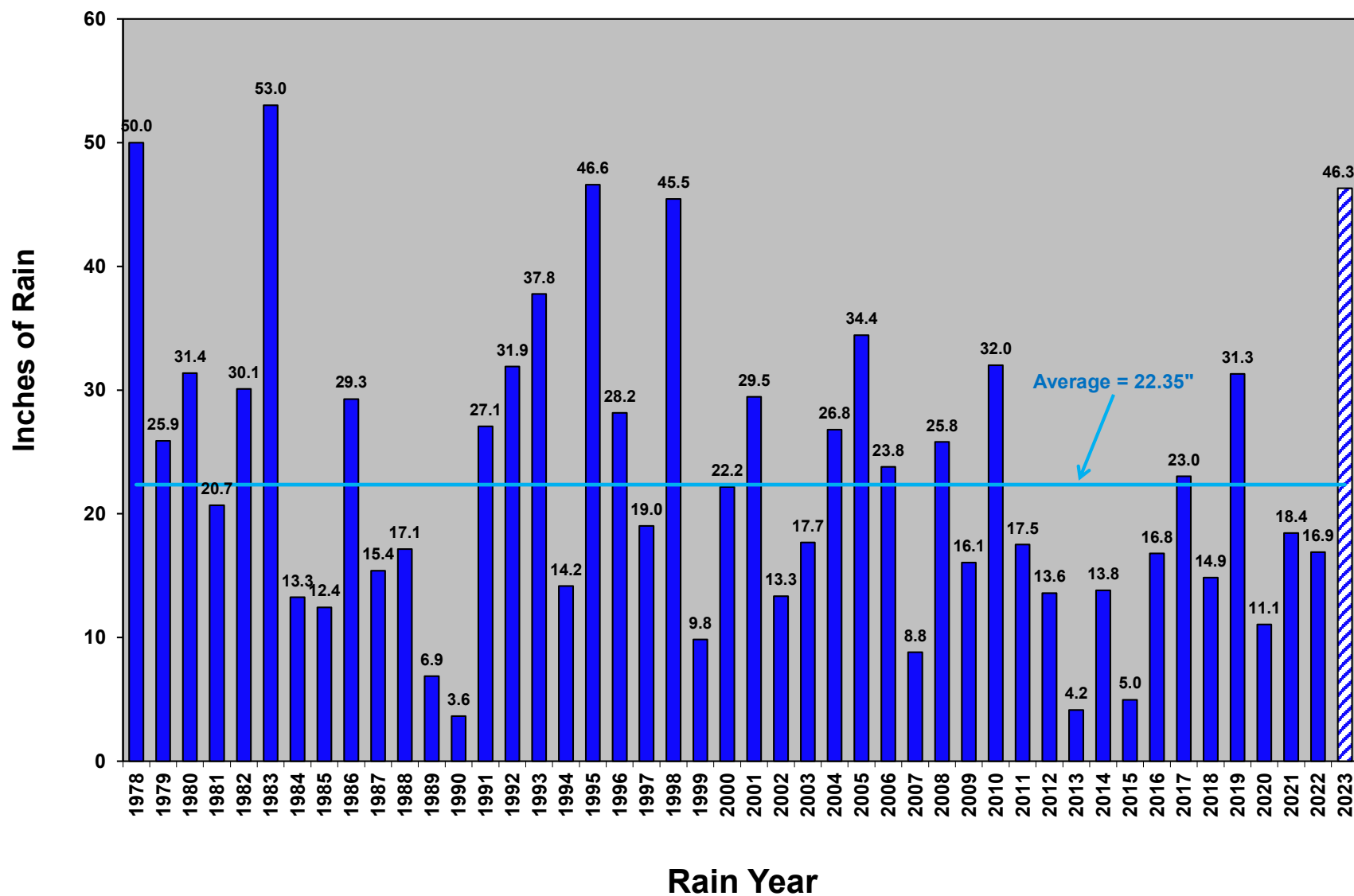
Complaint Log

Four customer complaints were logged during the month of June. The complaint log is included below.

DATE	LOCATION / ADDRESS	TASTE & ODOR	COLOR	TURBIDITY	WORMS / ORGANISMS	PRESSURE HIGH/LOW	OUTAGE	ILLNESS	Leak		SERVICE or METER	MAIN - SYSTEM	OTHER / DESCRIPTION	FINDINGS COMMENTS
									VRWD	CUSTOMER SIDE				
6/1/2023	245 Alto Dr												Meter box full of water	Replace leaking gasket
6/12/2023	2388 Burnham rd								x		x		Meter box full of water	Replaced leaking gasket
6/26/2023	185 Puerta Del Sol									x			Pressure fluctuation	Water softener was causing a flow issue.
6/28/2023	66 Grapevine Rd								x		x		Meter box full of water	Replace leaking gasket

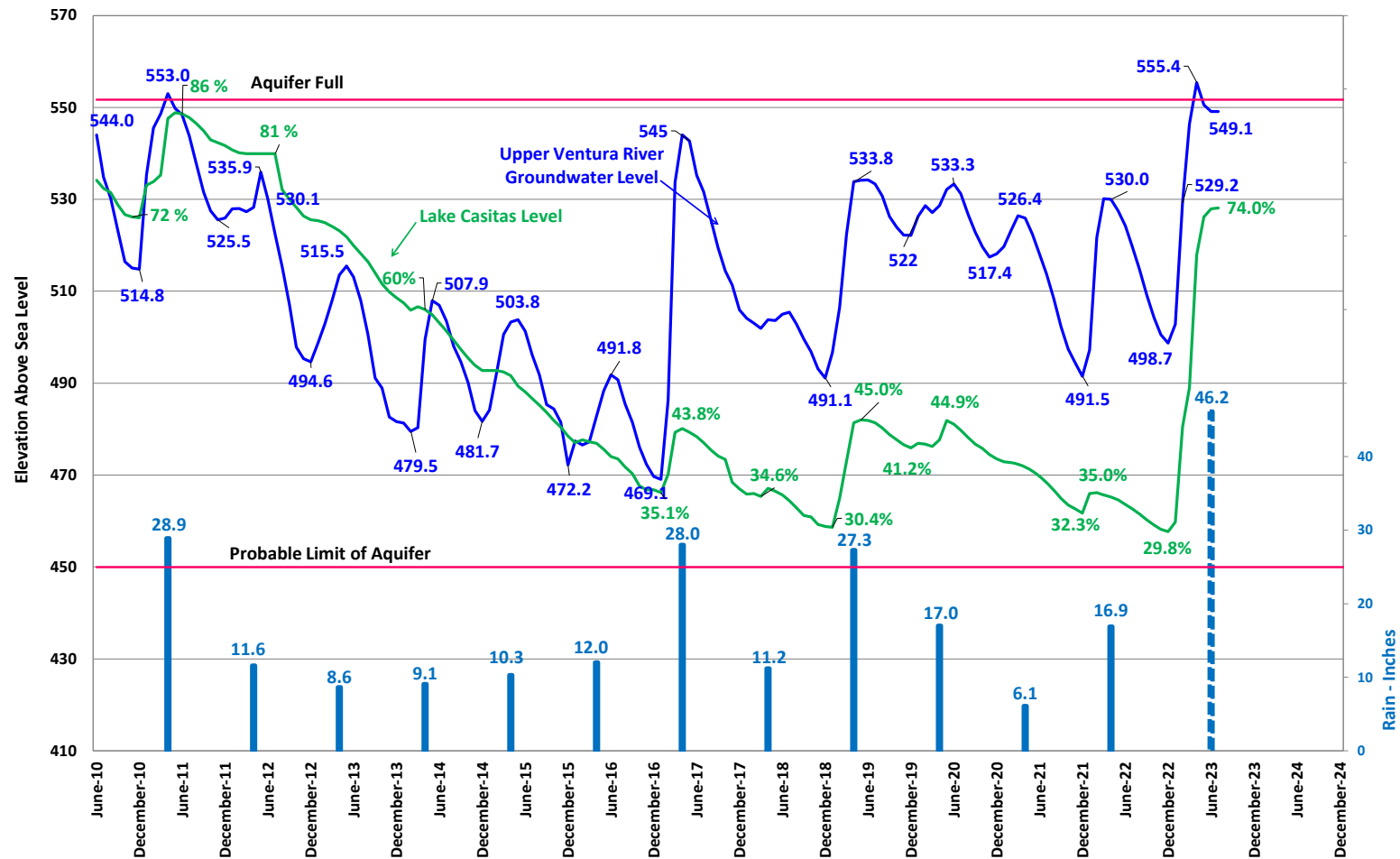
Historic Annual Rainfall - At VRWD Office

July 1, 2023



VENTURA RIVER UPPER BASIN & LAKE CASITAS LEVELS JULY 1, 2023

Chart 9



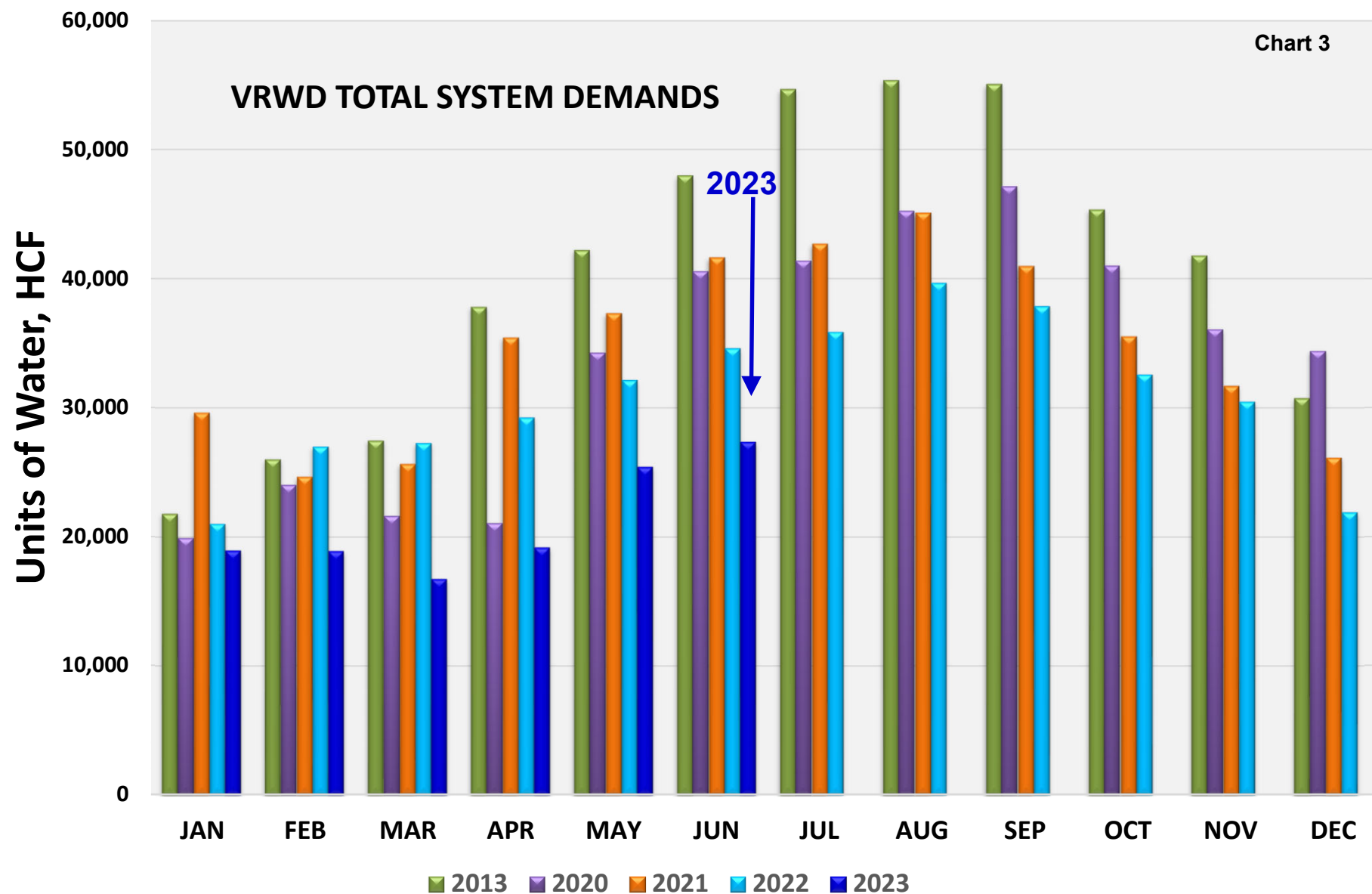
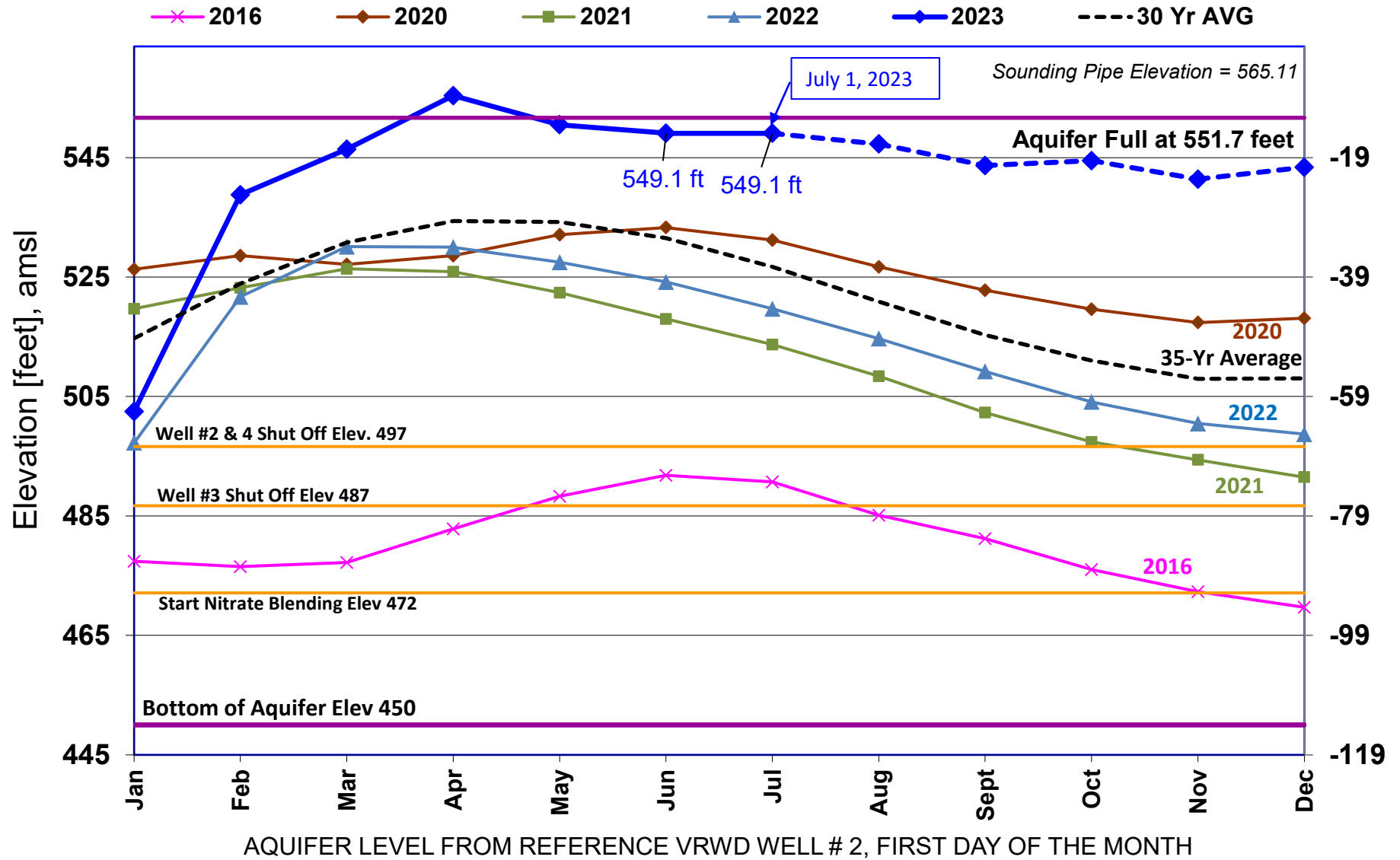


CHART 2

WATER LEVEL HYDROGRAPH



Ventura River WD Water Usage Compared to 2013

Chart 7

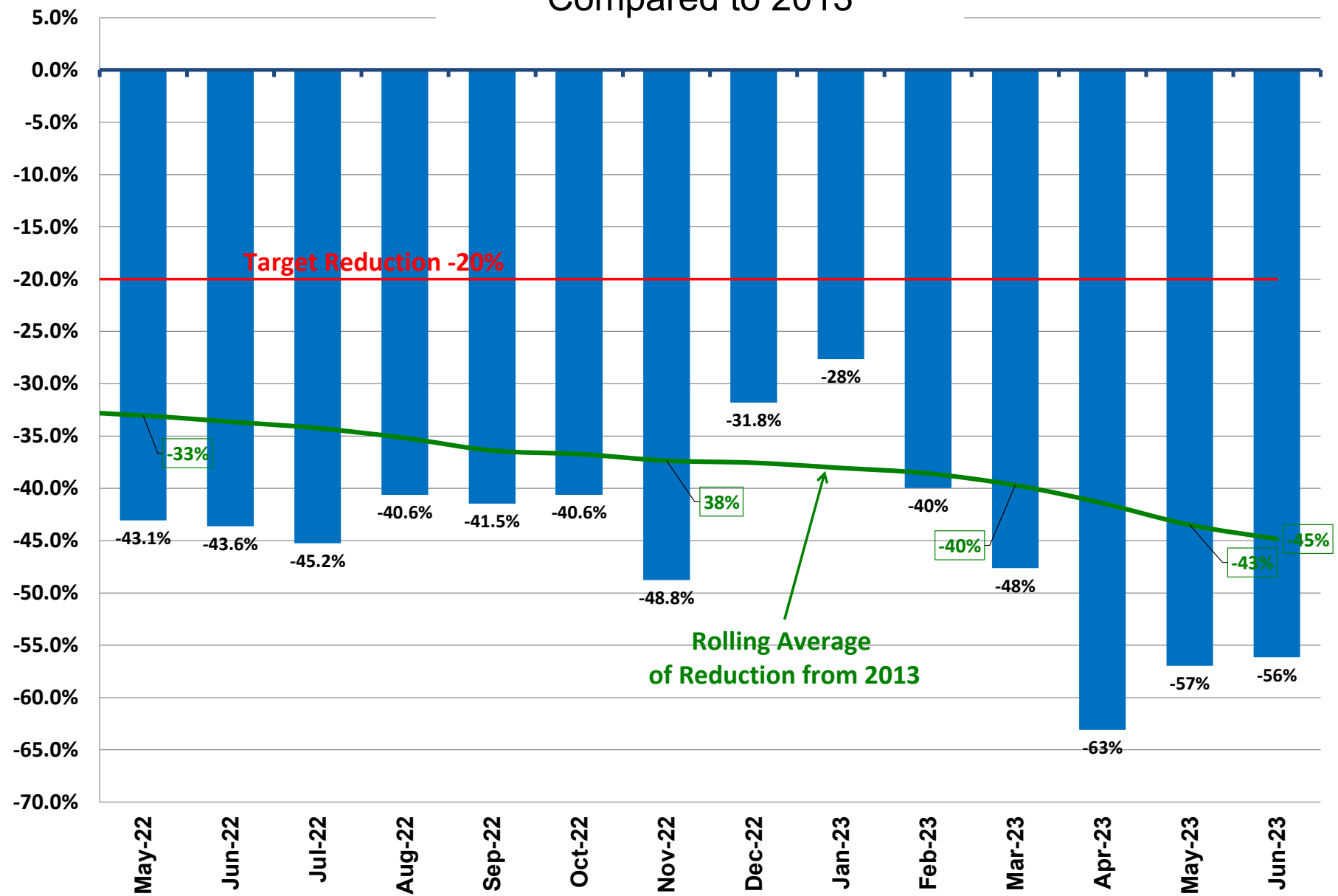
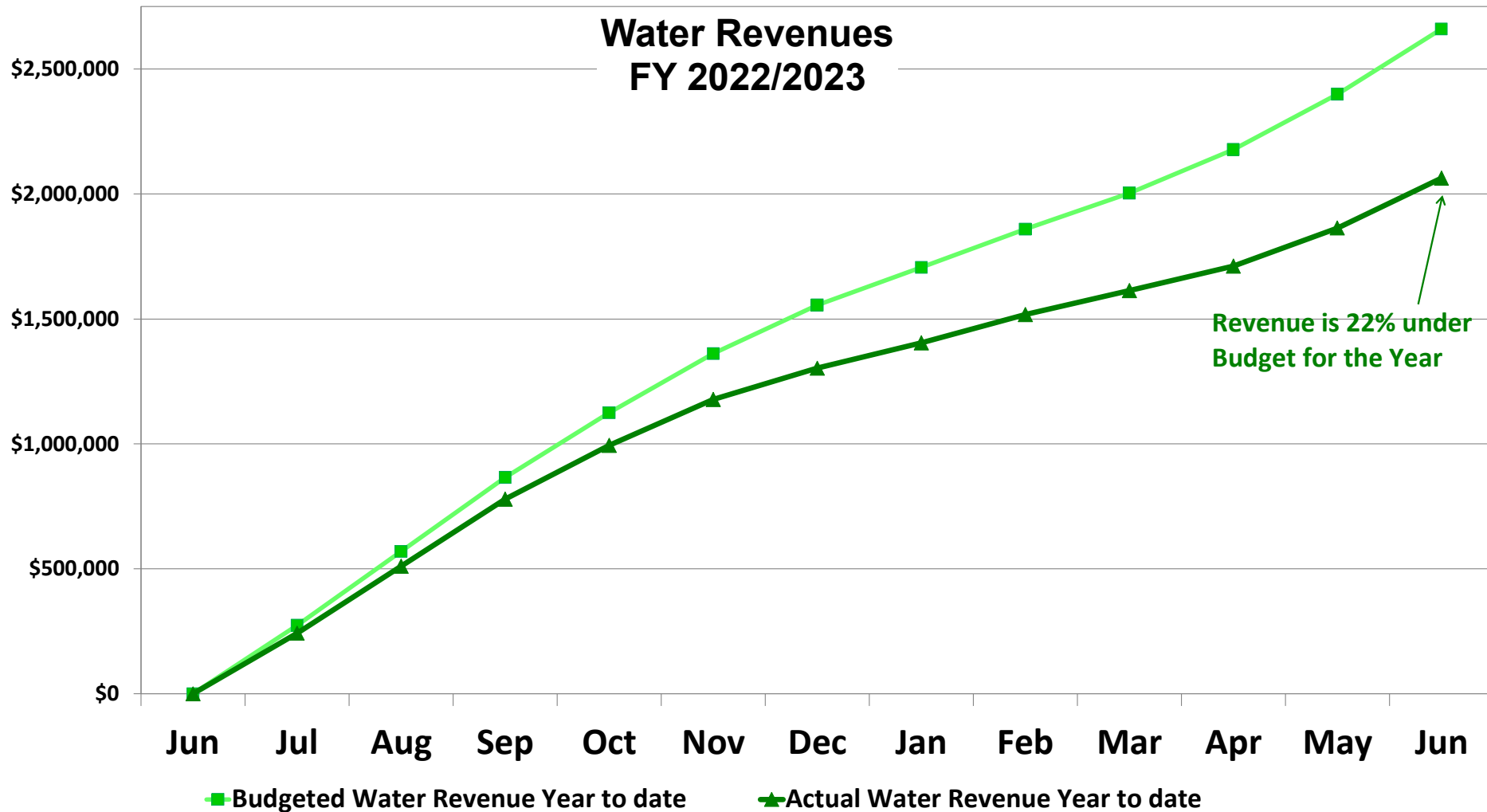


Chart 8



Water Usage FY 2022/2023

