





# **VENTURA RIVER WATER DISTRICT**

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## **REGULAR BOARD MEETING**

July 19, 2023

Bert Rapp, P.E.  
Alma Quezada, P.G.





# Item 2: Public Comment Period

Limit of 5 minutes per person



# Item 3: Consent Agenda

- A. Minutes June 21, 2023
- B. Payments & Checks For June 2023
- C. Reimbursement Disclosure FYE 2023

# Item 4 : PUBLIC HEARING to Consider an Increase to Director Compensation & Ordinance 2023-1: Director Compensation

Current Compensation for the District's Directors is:

\$160 / Board meeting

\$100 / Committee meeting

Adopted in February 2006

Water Code allows for increases in compensation through an Ordinance

Must hold a Public Hearing to receive public input

Increases may not exceed 5% for each calendar year from the last date of adjustment

# Item 4 : PUBLIC HEARING to Consider an Increase to Director Compensation & Ordinance 2023-1: Director Compensation

Maximum  
Allowed  
Increase

Year	Compensation Daily, per Board Mtg.	Committee Mtg.
2006	\$ 160.00	\$ 100.00
2007	\$ 168.00	\$ 105.00
2008	\$ 176.40	\$ 110.25
2009	\$ 185.22	\$ 115.76
2010	\$ 194.48	\$ 121.55
2011	\$ 204.21	\$ 127.63
2012	\$ 214.42	\$ 134.01
2013	\$ 225.14	\$ 140.71
2014	\$ 236.39	\$ 147.75
2015	\$ 248.21	\$ 155.13
2016	\$ 260.62	\$ 162.89
2017	\$ 273.65	\$ 171.03
2018	\$ 287.34	\$ 179.59
2019	\$ 301.70	\$ 188.56
2020	\$ 316.79	\$ 197.99
2021	\$ 332.63	\$ 207.89
2022	\$ 349.26	\$ 218.29
2023	\$ 366.72	\$ 229.20



# Item 4 : PUBLIC HEARING to Consider an Increase to Director Compensation & Ordinance 2023-1: Director Compensation

## Comparison with Other Agencies

Agency	Compensation Daily, per Board Mtg.	Committee Mtg.
Santa Margarita Water District	\$ 210.00	\$ 210.00
Casitas Municipal Water District	\$ 217.82	\$ 217.82
Calleguas Municipal Water District	\$ 227.00	\$ 227.00
Meiner's Oaks Water District	\$ 250.00	\$ 250.00
West Basin Municipal Water District	\$ 270.70	\$ 270.70
East Municipal Water District	\$ 245.00	\$ 245.00
Orange County Water District	\$ 315.00	\$ 315.00
Santa Clara Valley Water District	\$ 331.86	\$ 331.86
<b>AVERAGE</b>	<b>\$ 258.42</b>	<b>\$ 258.42</b>
Ventura River Water District	\$ 160.00	\$ 100.00



# Item 4 : PUBLIC HEARING to Consider an Increase to Director Compensation & Ordinance 2023-1: Director Compensation

**June 21, 2023 – Board recommended increasing compensation**

**\$300 for Board Meetings**

**\$200 / Committee Mtg.**



**Staff Recommends**

**\$300 for Board Meetings**

**\$229 / Committee Mtg.**

# Item 4 : PUBLIC HEARING to Consider an Increase to Director Compensation & Ordinance 2023-1: Director Compensation

## Reasons for Increasing Compensation

Significant time, expertise and leadership commitment

Critical role in the operations, finance and policies of District

Complexity of oversight has increased

- Adjudication
- Consolidation of 2 mutual water companies

Has not changed in 17 years

# Item 4 : PUBLIC HEARING to Consider an Increase to Director Compensation & Ordinance 2023-1: Director Compensation

## Reasons for Increasing Compensation

Attract  
Qualified  
Candidates

Recognize  
Time  
Commitment

Encourage  
Diversity and  
Inclusion

Demonstrate  
Value &  
Commitment



## Item 4 : PUBLIC HEARING to Consider an Increase to Director Compensation & Ordinance 2023-1: Director Compensation

### Recommendation:

- The Assistant General Manager recommends that the Board conduct a Public Hearing and adopt Ordinance 2023-1 to increase Director compensation to \$300 per Board Meeting and \$229 per Committee meeting effective September 20, 2023.

# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

Current meeting date and time is on 3rd Wednesday of the month at 2:00 PM



Other Board meeting times in the District's recent history:

1969	1988	2014	2023
7:30 PM	5:30 PM	3:00 PM	2:00 PM

*Note: All future meetings expected to be hybrid (in-person & Zoom)*

# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

### Considerations for Time Change

Scheduling Conflicts

Optimal Productivity

Logistical  
Considerations



# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

1. How long have you been a VRWD customer?

[More Details](#)

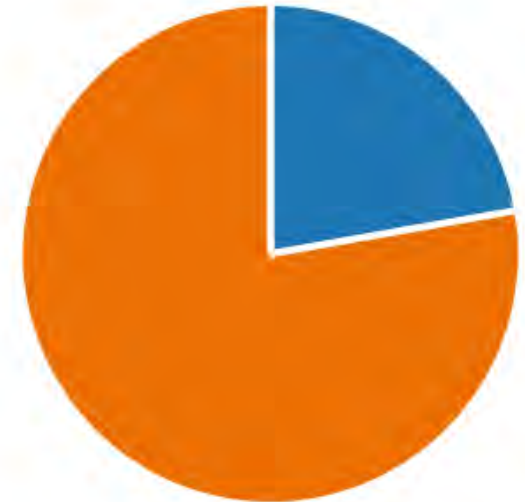
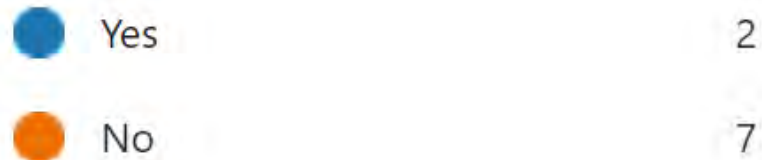


# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

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

[More Details](#)

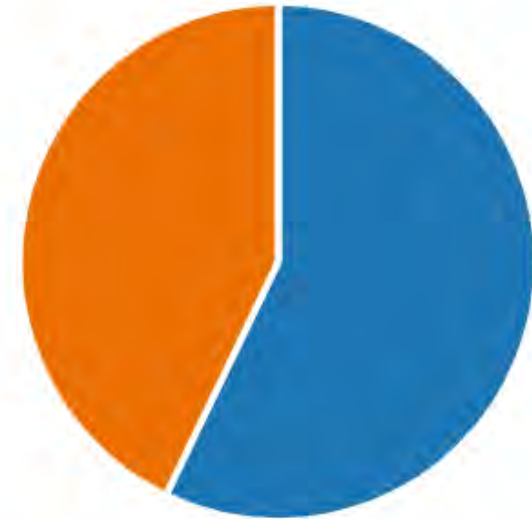


# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

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

[More Details](#)



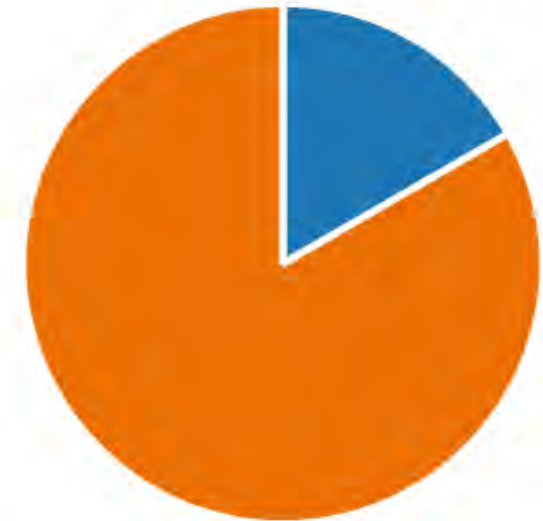


# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

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

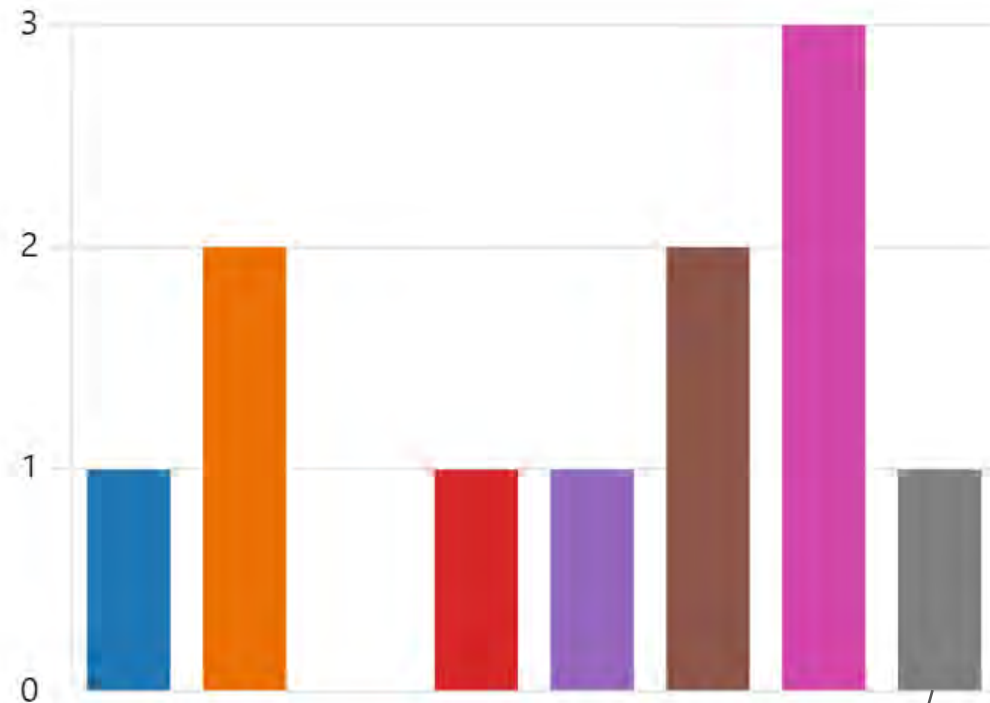
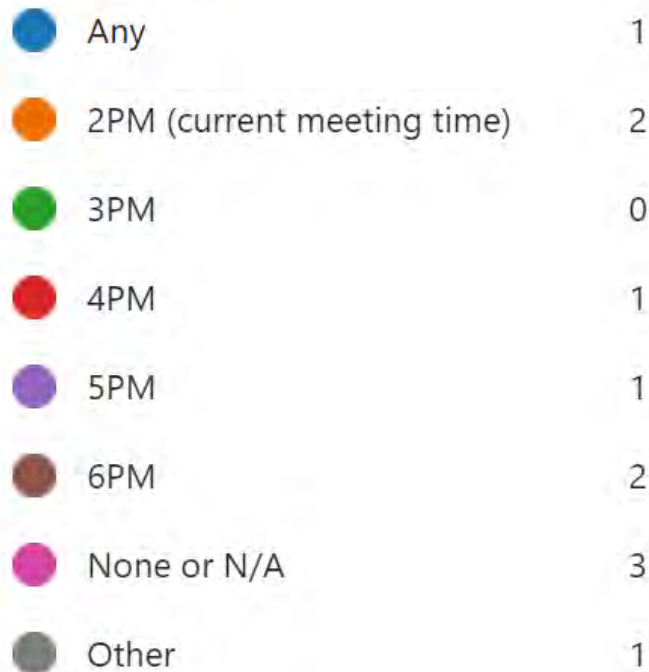
[More Details](#)



# Item 5 : Change Board Meeting Time to 4:30 PM Resolution 2023-357

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](#)



mornings

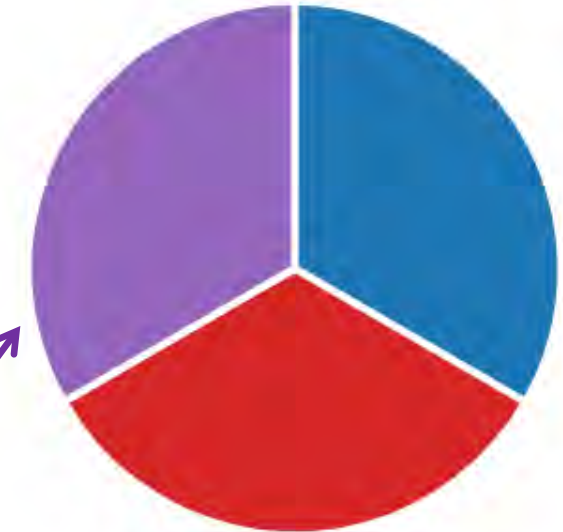
# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

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



Other = "I think customers' opinions aren't taken seriously"



# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

Findings

Total of 9 responses

The small data set may indicate a general disinterest from customers to attend the Board meetings

Need to better engage customers

# Item 5 : Change Board Meeting Time to 4:30 PM

## Resolution 2023-357

### Recommended Actions:

The Assistant GM recommends that the Board wait until sufficient customer feedback is received and/or upcoming Board vacancy filled to determine if a meeting time change is needed

OR

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

1. Approve Resolution 2023-357, and
2. Approve the necessary changes to the By-Laws to set the day and time for future Board meetings by resolution

# Item 6 : Resolution 2023-358: Investment Policy

## Current Investment Policy – Section 31 of Rules & Reg's

### **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.


#### Investment Policy Goals:

- a) To assure compliance with all Federal, State and Local laws governing the investment of monies under the control of the District's Treasurer.
- b) To protect the principal monies entrusted to this office.
- c) To generate income within the parameters of this Investment Policy and the guidelines for suitable investments.
- d) 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.



# Item 6 : Resolution 2023-358: Investment Policy

Legal Counsel recommended current Investment Policy be updated to include minimum recommendations from CDIAC



No Requirement for local agencies to present an annual Investment Policy to the Board



Good policy to do so for transparency and disclosure

# Item 6 : Resolution 2023-358: Investment Policy

## Revised Policy Includes:

- Prudent Investor Care
- Ethics & Conflicts of Interest
- Internal Controls
- Responsibilities of the Board
- Responsibilities of the Chief Fiscal Officer
- Responsibilities of Investment Management Services
- **Authorized Investments**

# Item 6 : Resolution 2023-358: Investment Policy

## Recommendation:

- The Assistant GM recommends that the Board review the revised investment policy, provide feedback, adopt resolution 2023-358 with changes if necessary, approving the Investment Policy and approve the changes to the Rules & Regulations to make the Investment Policy a stand-alone document.



# Item 7 : Grand Jury Report: Water Availability for Wildfires In Ventura County

The Ventura County Grand Jury recently interview 15 water purveyors in the County

Goal was to determine the County's water availability during wildfires

Released Final Report on Water Availability for Wildfires in the County  
June 12, 2023

Responses from water purveyors due by  
September 8, 2023

# Item 7 : Grand Jury Report: Water Availability for Wildfires In Ventura County

Staff believes several recommendations will be beneficial for District implementation

**R-01:** Establish operational procedures and training to maximize water supply during fire weather, red flag warning & extended power outages



**R-03:** Establish common communication protocols with adjoining water purveyors



**R-05 to R-06:** Enroll in select programs to receive priority wireless and landline phone service



**R-07:** Enroll with CalWARN to be part of a network of agencies that can provide emergency services



# Item 7 : Grand Jury Report: Water Availability for Wildfires In Ventura County

## Responses

Indicates items the District already complies with and agrees to implement others.



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

#### 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: President

Number of pages attached: 1

#### 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.*



# Item 7 : Grand Jury Report: Water Availability for Wildfires In Ventura County

## Recommendation:

- 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.

# Item 8 : Reconsideration of Customer Request to Waive Separate Service Lateral Requirement for an Additional Dwelling Unit

The District's Rules & Regulations require a separate water service for new development at owner's expense

- Specific exemptions apply

The Board previously voted to require a new water service

To be considered, a Board member from prevailing side must request the item be placed on the agenda for reconsideration

# Item 8 : Reconsideration of Customer Request to Waive Separate Service Lateral Requirement for an Additional Dwelling Unit

Owner is requesting:

1. District to cover 50% of installation costs.

The District's Rules & Regulations require a separate water service for new development at owner's expense



# Item 8 : Reconsideration of Customer Request to Waive Separate Service Lateral Requirement for an Additional Dwelling Unit

There is some benefit to the District for using the trench excavated by owner to install new pipes to 48 & 46 Calle Vista Del Monte. So some amount of contribution may be considered.

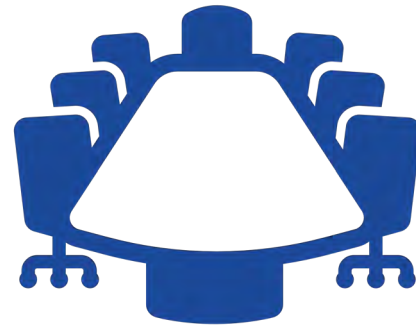
District cost if existing pipe fails:	\$21,000
District cost if 1/3 share is contributed:	\$6,300

## Item 8: Customer Request to Waive Separate Service Lateral Requirement for an Additional Dwelling Unit

### Recommendation:

- That the Board contribute 1/3 of the trenching cost to install a separate water service pipe at 64 Calle Vista del Monte due to a potential benefit to the District.

# Item 9: Board Report on Other Meetings Attended



Bruce Kuebler



# Item 10: General Manager's Report

## Water & District Update



# District Activities



Craig Lee celebrated  
16 years of service  
with the District

Happy Workiversary!

# District Activities

## Regulatory

- The Electronic Annual Report (eAR) was approved by the Division of Drinking Water.

## Occupational Health & Safety

- Staff injury to foot triggering a Workers Compensation claim

## Pending Board Vacancy

- 1 letter of interest received to date
- Deadline to appoint a Director is Oct 15, 2023



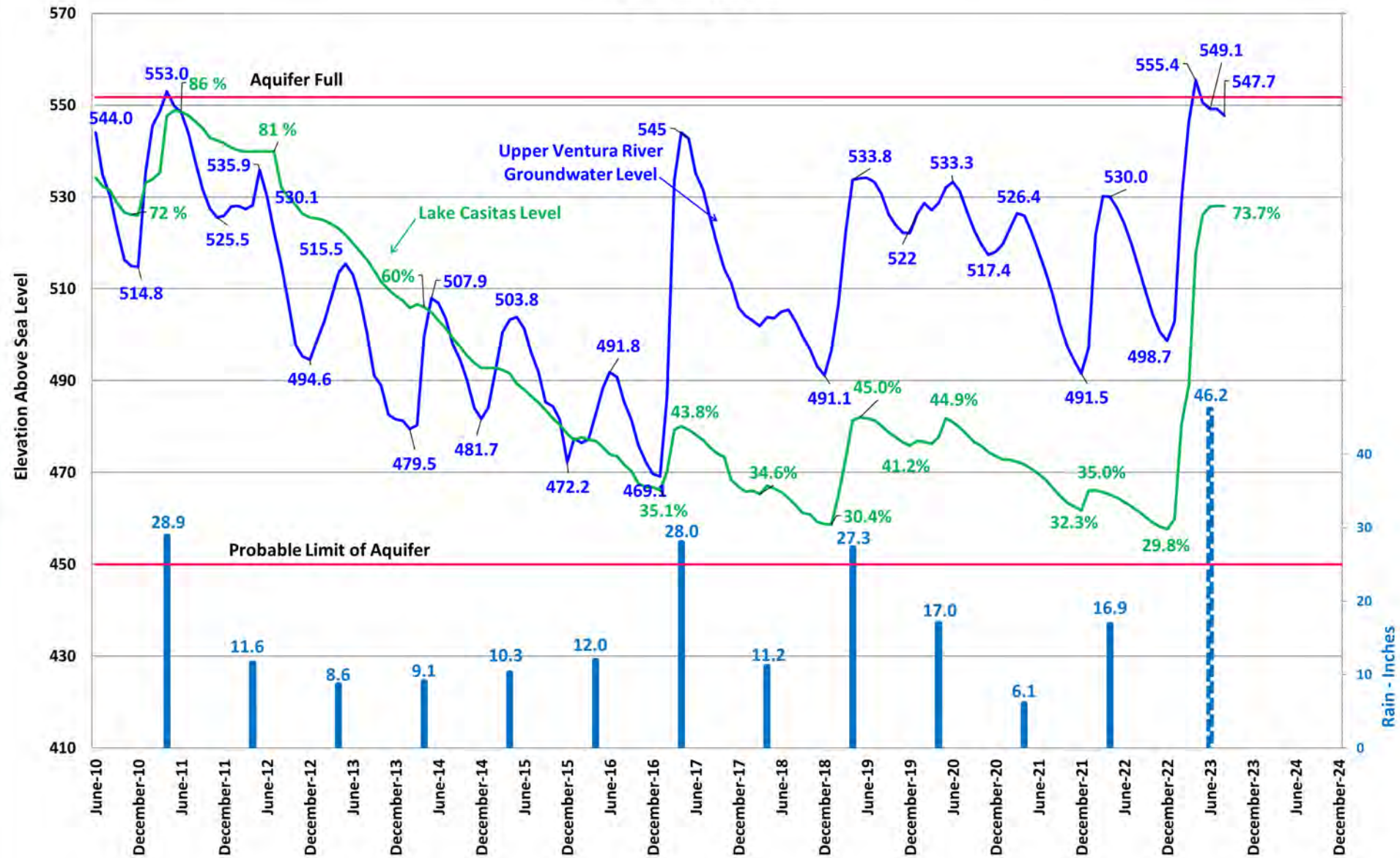
# District Activities

## Customer Complaints logged in June

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								x		x		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 Puesta 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

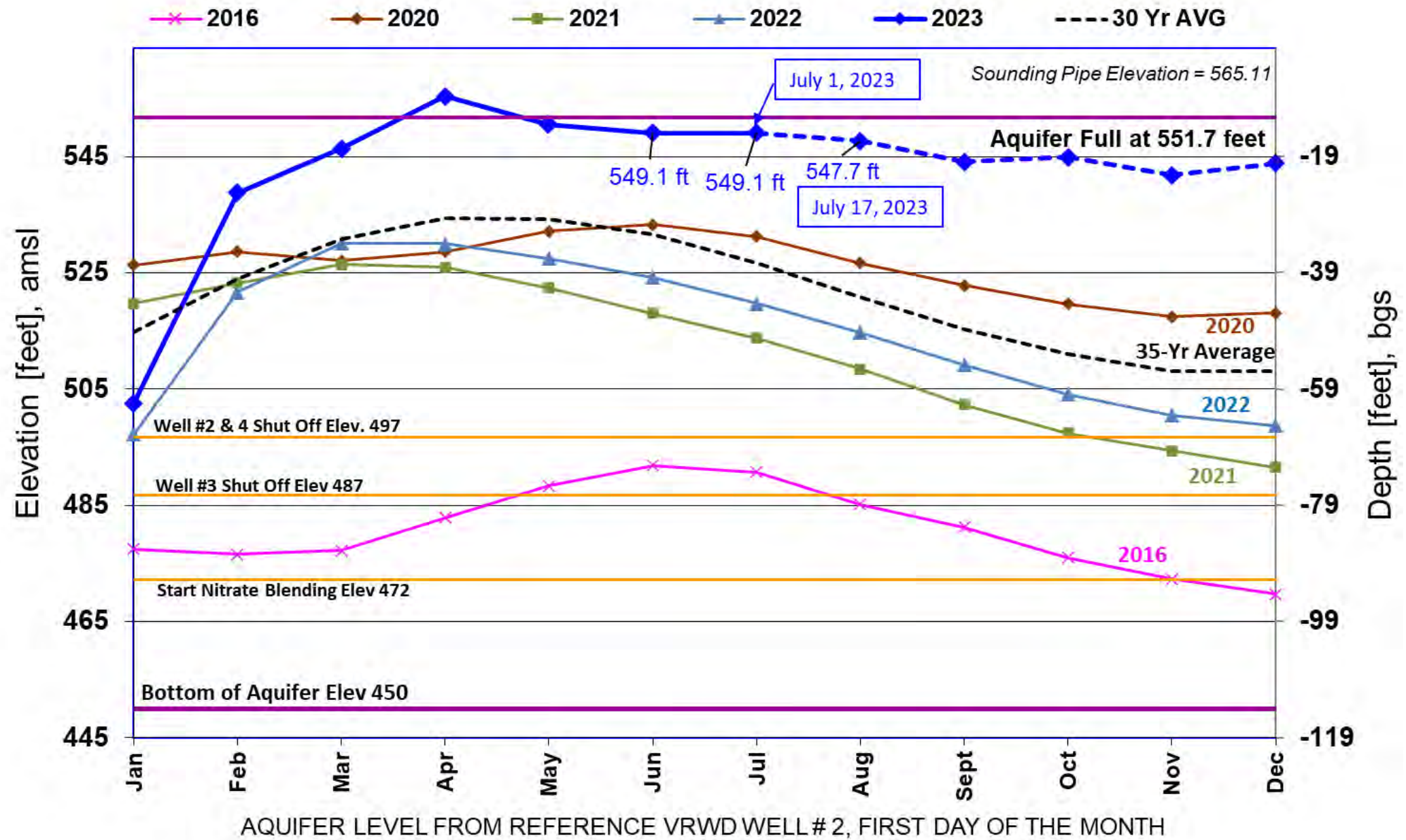
# VENTURA RIVER UPPER BASIN & LAKE CASITAS LEVELS JULY 17, 2023

Chart 9

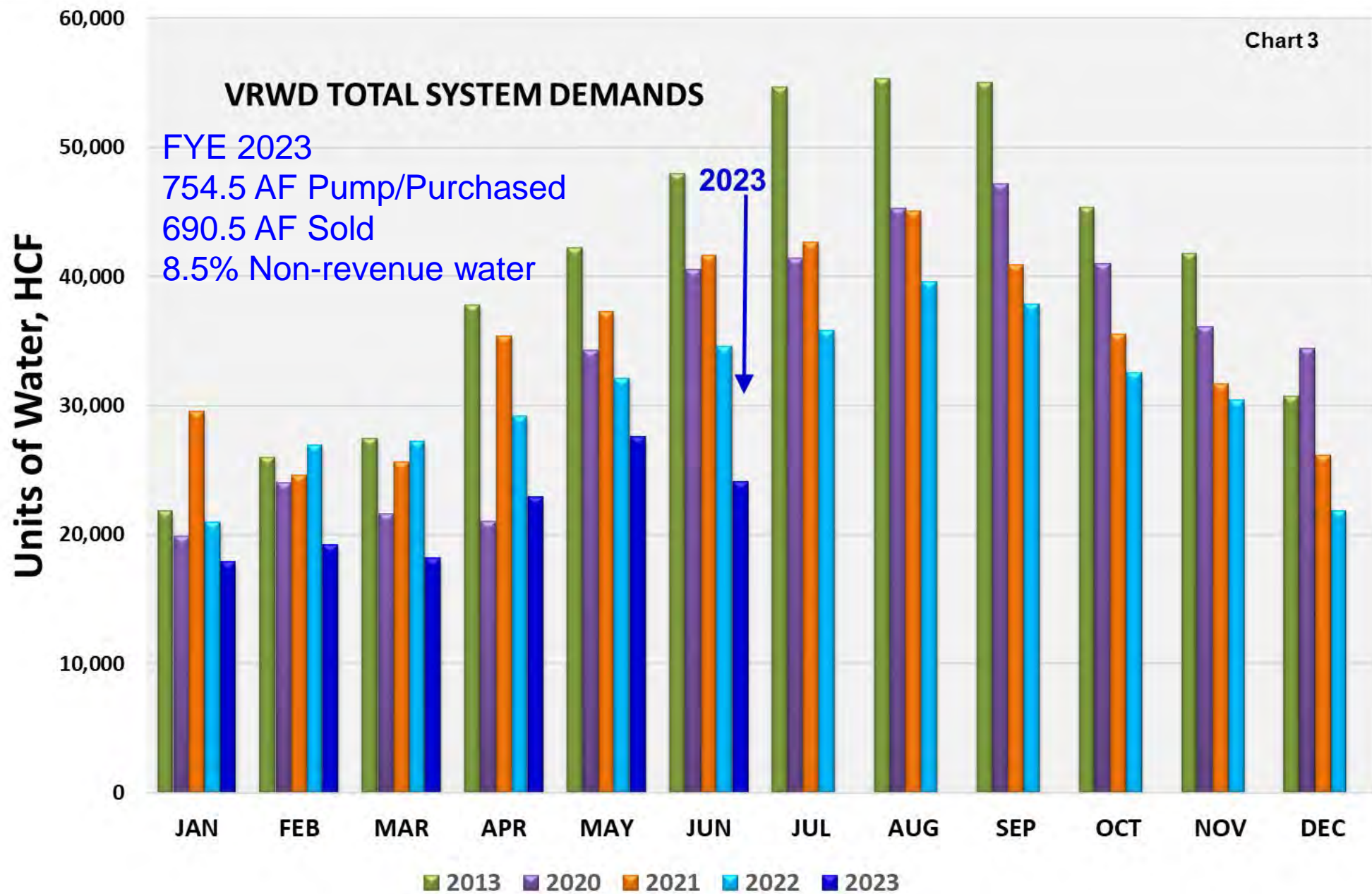




## WATER LEVEL HYDROGRAPH

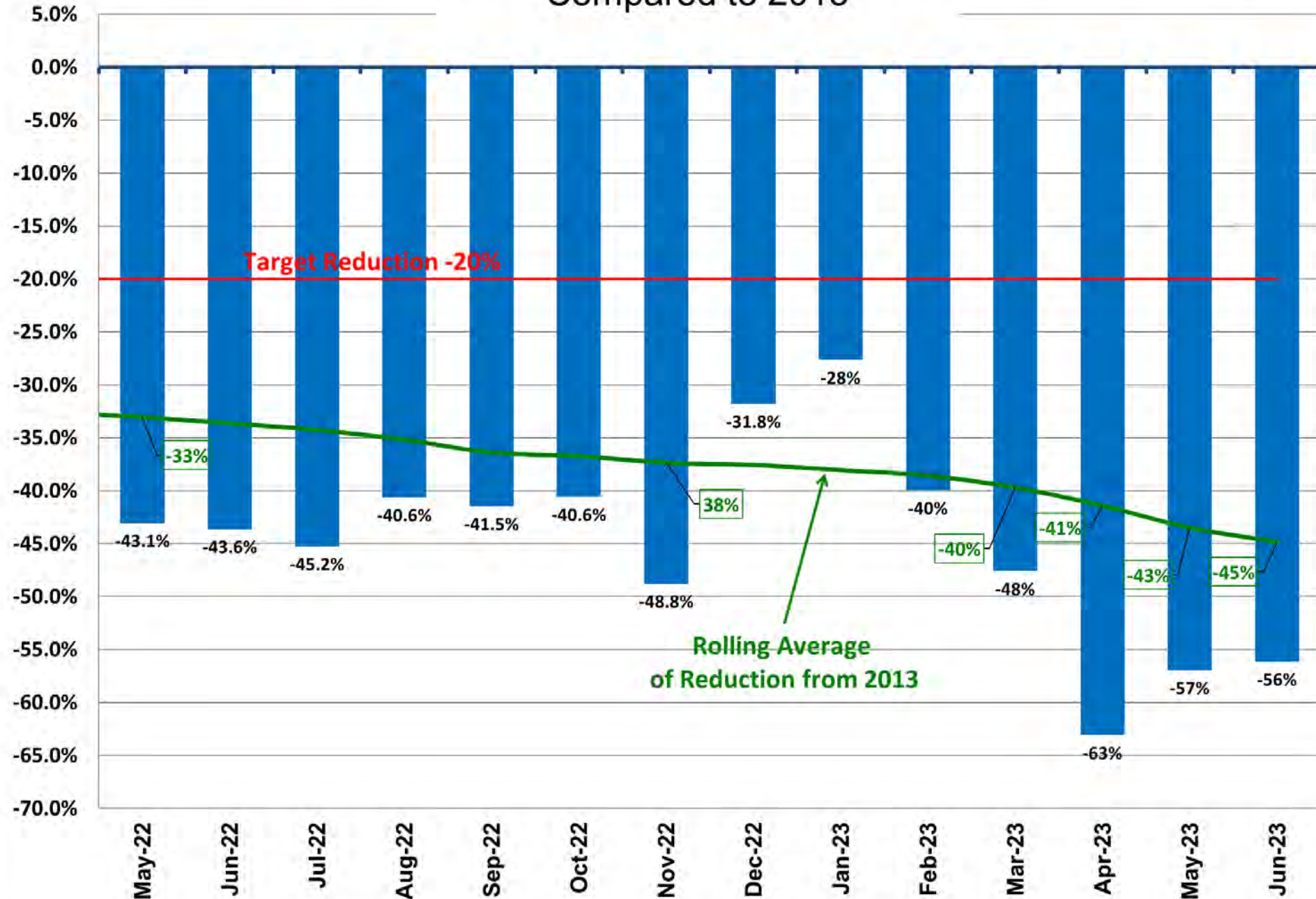






# Ventura River WD Water Usage Compared to 2013

Chart 7



## Water Usage FY 2022/2023

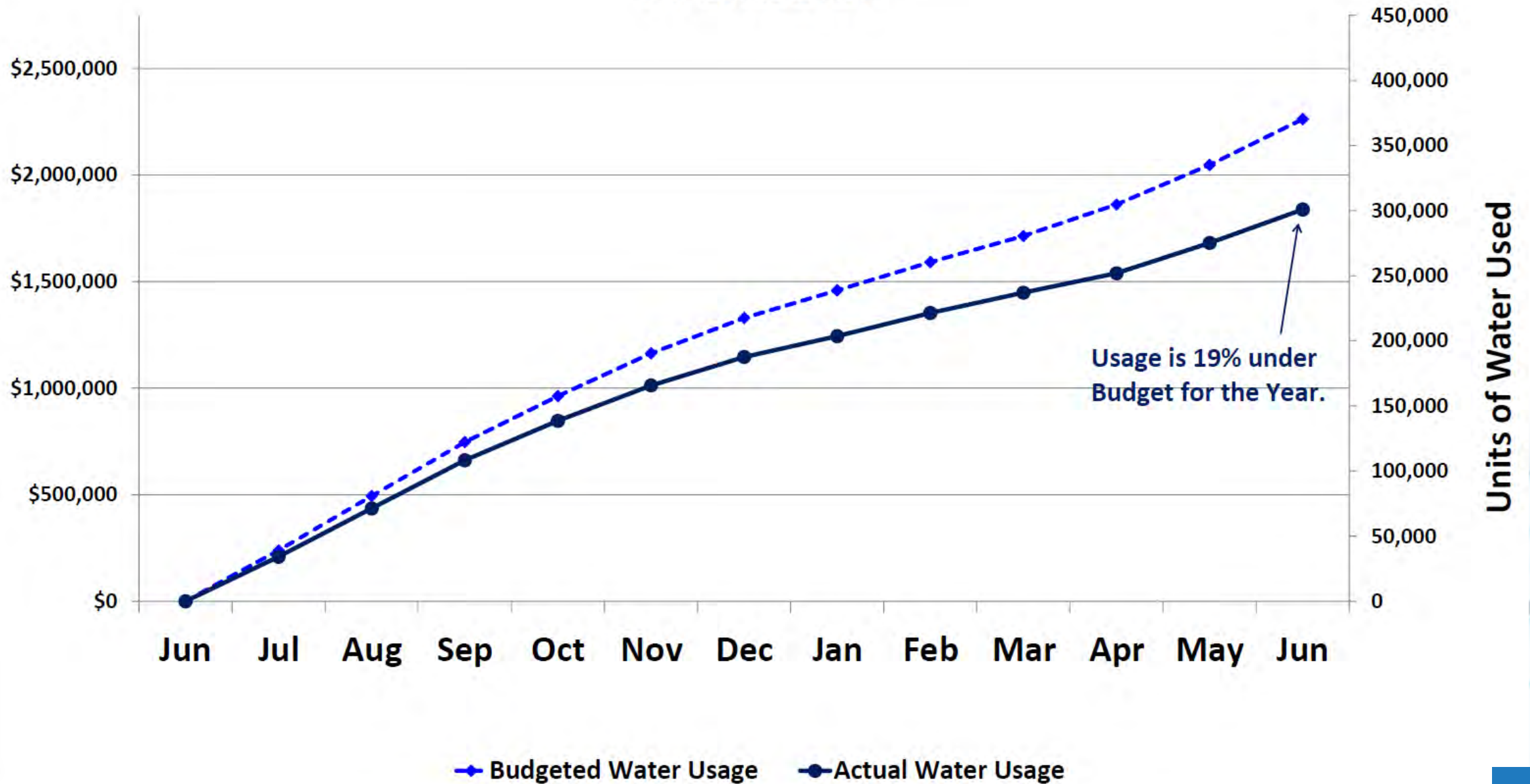
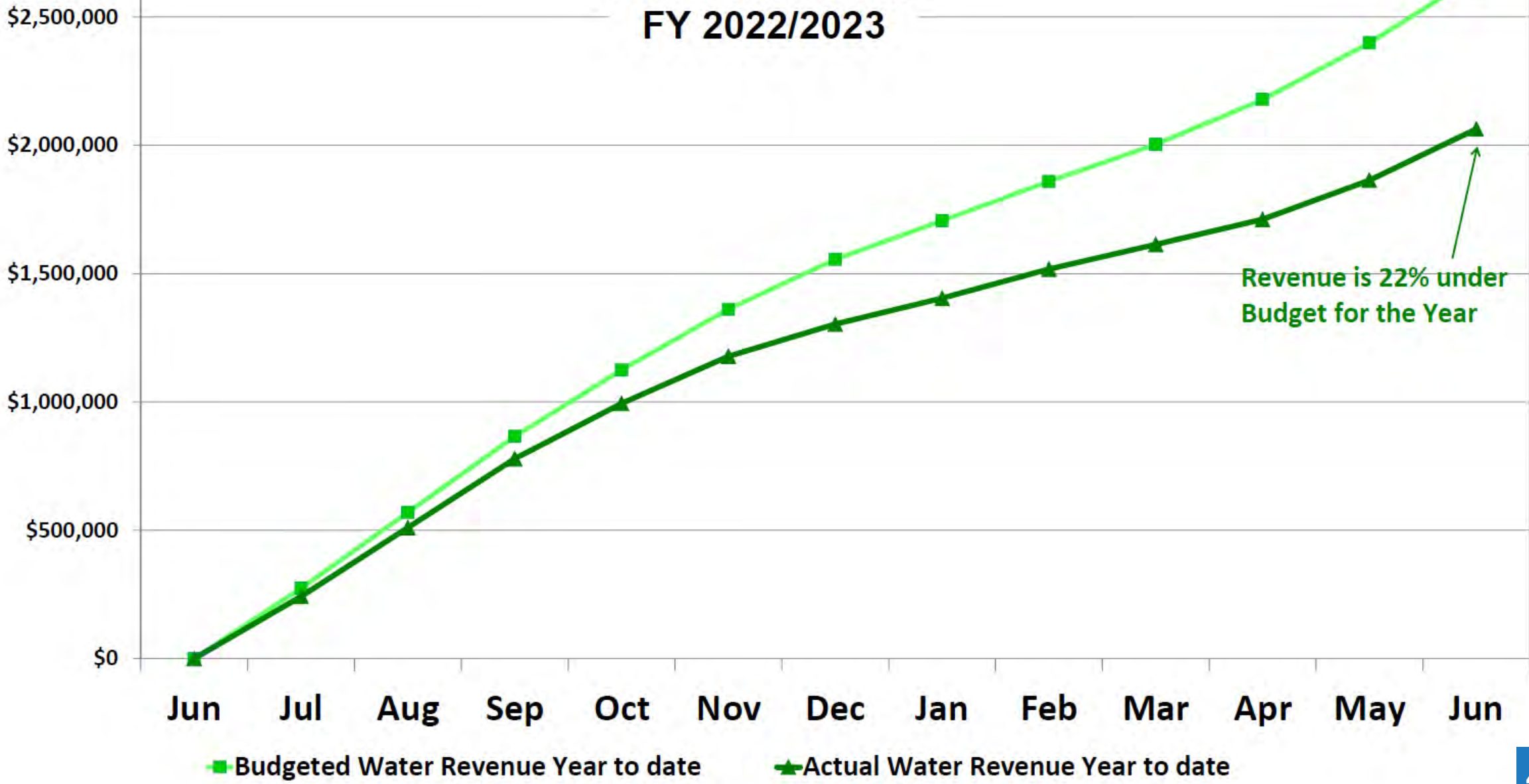




Chart 8

# Water Revenues FY 2022/2023



# Item 11: Old & New Business





# END OF PUBLIC SESSION





# Item 7 : Grand Jury Report: Water Availability for Wildfires In Ventura County



## Key Stages

- Stage 1 – 5: triggered due to drought conditions
- Stage 6: triggered during a complete water interruption



## Goals:

- Conserve water supply for the greatest priority and public benefit
- Mitigate the water shortage effects on public health and safety