



**NOTICE OF SPECIAL  
BOARD OF DIRECTORS MEETING  
10:00 A.M. THURSDAY, OCTOBER 26, 2023**

**BOARD OF DIRECTORS**

*Ed Lee, President; Bruce Kuebler, Vice President; Jack Curtis, Director; Laurie Lary, 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

**AGENDA**

1. CALL MEETING TO ORDER & FLAG SALUTE
2. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA (LIMIT 5 MIN / PER PERSON)
3. CLOSED SESSION: THE BOARD OF DIRECTORS MAY HOLD A CLOSED SESSION TO DISCUSS THE FOLLOWING ITEM(S):
  - PUBLIC EMPLOYEE APPOINTMENT  
Title: General Manager
4. RESOLUTION 2023-361: MODIFICATIONS TO STAFF POSITIONS

*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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**DATE:** October 26, 2023  
**TO:** Board of Directors  
**FROM:** Bert J. Rapp, General Manager  
**SUBJECT:** RESOLUTION 2023-361: MODIFICATIONS TO STAFF POSITIONS

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### **SUMMARY**

This item is presented at the request of Director Peggy Wiles. The current General Manager (GM) is scheduled to retire on December 31, 2023 and his last day of work is December 20, 2023. In preparation for the transition of staff the Board has elected to promote the current Assistant General Manager (AGM) to the General Manager position. The Board is currently negotiating an employment agreement with the Assistant General Manager. This leaves the AGM position open. The AGM position was established to ensure training to reduce the District's vulnerability to losing knowledge transfer in case the GM decides to leave the District.

The Office Manager has been gaining education and experience to aspire to be assigned greater responsibilities. This report provides opportunities for the Board to make permanent and temporary changes to staff positions to bring a greater level of cross training to the leadership positions and to boost the support for the new GM during the next 5 years with the increased responsibilities associated with the 2023 Water Projects and consolidations with Tico Mutual and Casitas Mutal.

### **RECOMMENDED ACTIONS**

The General Manager recommends that the Board take the following actions:

1. Approve Resolution 2023-361 Modifications to Staff Positions.
2. Modify the Personnel Policy to include the new Job Description for the position of "Office Manager/Assistant General Manager".
3. Update the Salary Range Schedule dated October 26, 2023 to include: "Office Manager/Assistant General Manager" and "Technical Assistant (Position Expires 12-31-2023)"

### **BACKGROUND**

The changes proposed in this memo are intended to enable and accelerate the transitions of staff to new positions and job assignments. The Assistant General Manager is ready and able to assume full General Manager responsibilities. The Office Manager has consistently demonstrated an ability to take over and manage tasks over and above the Office Manager's responsibilities.

**FISCAL IMPACT**

The transition of the Assistant General Manager to the General Manager's position is incorporated in the adopted 2023/24 budget. The raise and promotion of the Office Manager is not included in the current budget and may cause line item #60000 Salaries to go over budget by about 0.6% depending on the amount of overtime needed this fiscal year.

Attachments:

- 7A - Resolution 2023-361 Modifications to Staff Positions.
- 7B - Job Description for the position of "Office Manager/Assistant General Manager"
- 7C - Salary Range Schedule dated October 26, 2023

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

**RESOLUTION NO. 2023-361  
MODIFICATIONS TO STAFF POSITIONS**

**WHEREAS,** The current General Manager is scheduled to retire on December 31, 2023; and

**WHEREAS,** The Board has elected to promote the current Assistant General Manager to the General Manager position; and

**WHEREAS,** The Board desires to make permanent and temporary changes to staff positions to accommodate staff changes; and

**WHEREAS,** The Board is currently negotiating an employment agreement with the Assistant General Manager and it is desired that the Assistant General Manager assume the role of General Manager beginning October 27, 2023; and

**WHEREAS,** The Office Manager has served the Ventura River Water District for three years; and

**WHEREAS,** The Office Manager has, in the last three years been preparing herself to take on responsibilities greater than the Office Manager position, including obtaining a Bachelor's Degree in Business Administration and completing multiple training courses covering general management of the District, preparing to take Water Operator exams; and,

**WHEREAS,** The Office Manager regularly requests job assignments that are above and beyond the duties of the Office Manager and all the while completing normal Office Management responsibilities.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VENTURA RIVER WATER DISTRICT THAT;**

1. The attached Job Description for "Technical Advisor" shall exist from October 19, 2023 until December 31, 2023.
2. The Job title for the current General Manager shall be changed to "Technical Advisor" effective October 19, 2023.
3. Beginning October 19, 2023 the Assistant General Manager shall assume the position of General Manager with compensation and benefits expected to be established by the Board on November 15, 2023 retroactive to October 16, 2023.
4. In recognition of the extra effort and productivity of the Office Manager, the Board hereby creates a new position entitled "Office Manager/Assistant General Manager" per the attached job description, provides a 7% salary increase and increases the PTO allocation to the "six through ten years of service (28) days" category for the next two years of service with the salary and PTO changes effective October 16, 2023.

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of October 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 special meeting held on October 26, 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

**Technical Advisor  
(Temporary Position October 19<sup>th</sup> to December 31<sup>st</sup> 2023)**

**Definition**

The Technical Advisor is an at-will employee who serves at the pleasure of the Board of Directors. This position provides input to the General Manager and the Board related to planning, organizing and directing the activities and operations of the Ventura River Water District.

**Examples of Technical Advice**

- Formulating long range goals related to water source development and water demand management, equipment and system maintenance and enhancement of the water system along with the budgeting for it through the 20 year Capital Improvement Program.
- Input on water rates and revenues keeping them in balance.
- Preparation of Board agendas, water production and sales reports and related activities for the District.
- Administration of the District's budget.
- The work of all District staff.

**Working Conditions and Physical Requirements**

Work is performed primarily in an office environment utilizing modern office equipment and technology and may require sitting for prolonged period of time using a computer. This position requires standing, walking and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position also requires some field work at times, which may require frequent walking in operational areas to identify problems or hazards.

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Exempt /Non - Exempt**

- This is an exempt position pursuant to the Fair Labor Standards Act.

## **Office Manager/Assistant General Manager**

### **Definition**

The Office Manager/Assistant General Manager is an at-will employee who serves at the pleasure of the General Manager. Under the direction of the General Manager this position is responsible for assisting with the planning, organizing and directing the activities and operations of the Ventura River Water District. The Office Manager/Assistant General Manager is potentially involved in all aspects of the day-to-day water district operations and administrative functions. This includes functions such as attending all District Board Meetings and taking minutes. The primary responsibilities of this position are to maintain the District's financial records, accounts receivable, Payroll, Human Resources, and accounts payable. As time allows additional tasks as Assistant General Manager shall be incorporated. This position is also responsible for supervising the office staff.

### **Examples of Duties and Responsibilities**

- Perform a wide variety of complex, responsible and confidential clerical and administrative tasks.
- Respond to customers in person and on the phone.
- Process outgoing and incoming mail.
- Maintain District files and official records.
- Attend District Board meetings and prepares minutes.
- Perform financial and accounting related duties, including the preparation of monthly financial statements, tax reports, receiving payments and reconciling them with purchasing orders, tracking vendor and invoice information, assisting with bid requests, price quotes, purchase and expenditure requests, and purchase orders.
- Responsible for the District banking.
- May supervise and train assigned subordinates to ensure office work flow is maintained and office goals are met; assign work according to changes in workload priorities; evaluate office and administrative functions to recommend changes in office procedures; may evaluate the work performance of staff.
- Responsible for the preparation of payroll.
- Perform related duties and other responsibilities as required.
- Assist the Board of Directors in developing and implementing District policies and procedures.
- Participates in formulating long range goals related to water source development and water demand management, equipment and system maintenance and enhancement of the water system along with the budgeting for it through the 20 year Capital Improvement Program.
- Prepares public works contracts for improvements needed by the District and manages advertising, awarding, administering and inspecting the work.
- Participates in water rate reviews and managing Protest Hearings.
- On occasion, performs "on- call" duties, water production, distribution system maintenance, and office responsibilities.

- Participates in preparing Board agendas, reports, water testing schedules, water production and sales reports and related activities for the District.
- Keeps abreast of the water utility field relative to state and federal issues such as water quality, lead pipe and source water regulations.

### **Desirable Knowledge and Abilities**

#### **Knowledge of:**

- District practices and procedures and policies.
- Modern office practices, methods, and equipment, including computer equipment.
- Word processing methods, techniques, and programs; basic accounting methods, procedures, and terminology; database and spreadsheet applications and programs.
- Principles of business letter writing.
- Basic principles of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public and District staff.
- Principles and practices of government budget preparation and administration, especially utility operations and California Environmental Quality Act (CEQA) requirements.
- Principles of management supervision, training and performance evaluation.
- Water utility operations and regulations.

#### **Ability to:**

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Make accurate arithmetic computations.
- Perform responsible clerical support work with accuracy, speed, and minimal supervision.
- Process payroll.
- Train, supervise and evaluate staff.
- Organize, maintain, and update office database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word - processing, database, spreadsheet, and graphics software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Working Conditions and Physical Requirements**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily



a sedentary office classification although standing in work areas and walking between work areas may be required.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Minimum Qualifications**

- Completion of an AA degree in Accounting or higher.
- Must have or be willing to obtain California Water Treatment Operator Grade II and Water Distribution Operator Grade II certifications.
- Demonstration of increasingly responsible experience (preferably with a water district) directing, preparing and coordinating a variety of programs including budget and fiscal control.
- Desired to reside within 20 minutes driving time of the District's boundaries.

**License Requirements**

- Possess a Class C California driver's license and a driving record acceptable to the District's insurance carrier.

**Exempt /Non - Exempt**

- This is an exempt position pursuant to the Fair Labor Standards Act.

# VENTURA RIVER WATER DISTRICT

## EMPLOYEE SALARY RATE RANGES

**October 26, 2023**

	HOURLY RANGE		MONTHLY RANGE		ANNUAL RANGE	
POSITION	MIN	MAX	MIN	MAX	MIN	MAX
<b>Water Operator I</b>	\$25.96	\$37.75	\$4,500	\$6,544	\$54,000	\$78,524
<b>Water Operator II</b>	\$35.68	\$51.41	\$6,184	\$8,912	\$74,211	\$106,943
<b>Water Operator III</b>	\$37.44	\$53.55	\$6,489	\$9,282	\$77,872	\$111,380
<b>Field Supervisor</b>	\$48.08	\$62.50	\$8,333	\$10,833	\$100,000	\$130,000
<b>Office Assistant</b>	\$21.63	\$33.30	\$3,750	\$5,772	\$45,000	\$69,258
<b>Account Administrator</b>	\$20.96	\$37.12	\$3,633	\$6,434	\$43,600	\$77,202
<b>Office Manager</b>	\$41.65	\$58.36	\$7,219	\$10,115	\$86,628	\$121,380
<b>Office Manager/Assistant General Manager</b>	\$48.08	\$67.97	\$8,333	\$11,782	\$100,000	\$141,380
<b>Assistant General Manager</b>	\$48.08	\$67.97	\$8,333	\$11,782	\$100,000	\$141,380
<b>General Manager</b>	\$69.71	\$87.20	\$12,083	\$15,115	\$145,000	\$181,380
<b>Technical Assistant (Position Expires 12-31-2023)</b>	\$69.71	\$87.20	\$12,083	\$15,115	\$145,000	\$181,380