



**NOTICE OF REGULAR
BOARD OF DIRECTORS MEETING
2:00 P.M. WEDNESDAY, NOVEMBER 15, 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 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 OF REGULAR MEETING OCTOBER 18, 2023
 - B. MINUTES OF SPECIAL MEETING OCTOBER 26, 2023
 - C. PAYMENTS & CHECKS FOR OCTOBER
4. REVIEW AND APPROVAL OF EMPLOYMENT AGREEMENT FOR THE GENERAL MANAGER
5. METER BILLING ERROR: WAIVE BACK CHARGES
6. RESOLUTION 2023-362: AUTHORIZE INCOMING GENERAL MANAGER AS SIGNER ON FINANCIAL ACCOUNTS AND TO TAKE OTHER ACTIONS RELATED TO DISTRICT ACCOUNTS AND FINANCES.
7. RESOLUTION 2023-363: AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR THE CASITAS WATER SYSTEM IMPROVEMENT AND DROUGHT RESILIENCY PROJECT
8. RESOLUTION 2023-364: CONCURRENCE WITH VOLUNTEER AGREEMENT IMPLEMENTATION
9. RESOLUTION 2023-365: AMENDING THE FEES FOR THE REQUEST OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS AND TO INCORPORATE THIS SCHEDULE INTO THE DISTRICT RULES & REGULATIONS FOR WATER SERVICE
10. IMPLEMENTATION OF WATER RATE INCREASE EFFECTIVE AS OF JANUARY 15, 2024 PER RESOLUTION 2023-353 ADOPTED MAY 10, 2023

11. ESTABLISH AD HOC COMMITTEE: PROTEST LETTER – CASITAS MUNICIPAL WATER DISTRICT RATE INCREASE
12. CONSIDERATION OF LOT LINE ADJUSTMENT FOR ALTO TANK SITE
13. BOARD REPORTS ON MEETINGS ATTENDED
14. GENERAL MANAGER'S REPORT ON WATER & DISTRICT STATUS
15. OLD & NEW BUSINESS
16. CLOSED SESSION

The Board of Directors may hold a closed session to discuss the following items:

- A. 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) case update.
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Technical Advisor

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)).

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

The director's present were: Jack Curtis, Bruce Kuebler, Ed Lee and Peggy Wiles. Directors absent: Laurie Lary. Also present were the District's legal counsel, Stuart Nielson; General Manager, Bert Rapp; Assistant General Manager, Alma Quezada; and Office Manager, Emily Arnbrister; Field Supervisor, Mark Albertsen. Public Present: Marbe Manzano, and Joe Marcus of Northern Digital.

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)** – None.
3. **CONSENT AGENDA:**
 - A. **MINUTES SEPTEMBER 20, 2023**
 - B. **PAYMENTS & CHECKS FOR SEPTEMBER 2023**
 - C. **FINANCIALS FOR JULY & AUGUST**

Bruce Kuebler moved for approval of the consent agenda seconded by Jack Curtis and the motion carried 4-0.
4. **APPROVE PAYMENT FOR EMERGENCY SERVICES RENDERED TO REPAIR SCADA COMMUNICATION ISSUES:** The District experienced a communications failure within the SCADA system since July of 2023. Northern Digital, Inc. was contacted to repair the issue, it was difficult to repair and diagnose the issue and required consultation with IT vendor Mitec. This network failure was unexpected and unbudgeted. NDI agreed to finish the clean-up work left at District sites at no expense to the District. **Public Comment:** Joe Marcus explained the likely cause of SCADA system failures. **Recommended Action:** Approve budget transfer #1 in the amount of \$42,000 from Operating Reserves to account #60019, and approve payment to Northern Digital Inc, for \$41,767.89 for services rendered from July to September. Jack Curtis moved for approval of the recommended action, seconded by Peggy Wiles and the motion carried 4-0.
5. **GOALS UPDATE:** The Assistant General Manager gave an update on the status of the 2023/24 Goals. The goals were last reviewed by the board in March of 2023. **Public Comment:** None.
6. **RESOLUTION 2023-360: UPDATE RULES AND REGULATIONS:** Staff proposed to separate the financial sections from the Rules and Regulations to create a separate document titled "Financial Policies & Guidelines" and "Rules and Regulations for Water Service". Minor clarifying language is included in the revision of the Rules and Regulations. The Board requested that the fees in the Rules and Regulations come back at a later meeting with current pricing. **Public Comment:** None. **Recommended Action:** Approve resolution 2023-360, approve creation of "Financial Policies and Guidelines", Approve minor edits to the revised Rules and Regulations for Water Service, Approve the relocation of Section 38 from the Rules and Regulations to Section 3107 of the Personnel Policy. Peggy Wiles moved for approval of the recommended action, seconded by Bruce Kuebler and the motion carried 4-0.
7. **RESOLUTION 2023-361: MODIFICATIONS TO STAFF POSITIONS:** This item was presented and tabled to the October 26th Special Meeting.
8. **RESOLUTION 2023-362: VOLUNTEER AGREEMENT IMPLEMENTATION:** This item was presented and tabled to the next regular meeting pending further research on insurance liability.
9. **BOARD REPORTS ON MEETINGS ATTENDED:**
 - A. **UVRGA:** Bruce Kuebler reported that the UVRGA opted to invest in CDs and is pending the setup of monitoring points for the river.

- B. CSDA:** Alma Quezada attended the 2023 California Special Districts Association Conference in Monterey and reported on what she learned while there.

10. WATER & DISTRICT UPDATE: The static aquifer level at Well #2 on October 1, 2023, was at elevation 542.0 feet and decreased 2.2 feet since the first of last month. The aquifer is currently 28.9 feet above the 35-year average for October 1st. Well #1 is pumping 1,067 GPM, down 9 GPM from last month. Well #7 is pumping 798 GPM, down 33 GPM from last month. Well #2, #3, #4 & #6 were offline in September. Supplemental Casitas water was not purchased. Sales dollars billed on September 30, 2023, amounted to \$244,070, under budget by \$34,779 for September. Water sold in September 2023 amounted to 31,646 HCF, a decrease of 49.8% below the 63,102 HCF sold in September 2013. On October 1, 2023, Lake Casitas level was at 72.0% of capacity at an elevation of 539.62 feet. The lake has decreased 0.6% since last month.

11. OLD & NEW BUSINESS:

- A. Matilija Dam Restoration:** Bert Rapp reported that the Ventura County Watershed Protection District desires to meet with VRWD regarding the impacts of removing the Matilija Dam. Bert Rapp reported on the effects of the removal of the Matilija Dam, and the potential for entrained sediments to cause temporary plugging on river that would prevent infiltration into groundwater wells. The board asked that staff handle this issue with the Ventura County Watershed Protection Agency and recommended that no ad-hoc committee be created.

12. EXECUTIVE SESSION – Ed Lee called the Board into executive session at 3:11 pm. Executive session was adjourned at 3:46 pm. Stuart Nielson reported out of closed session regarding pending litigation, no action was taken on this item, and public employee appointment: General Manager, no action was taken on this item.

Meeting adjourned at 3:47 pm.

Attested:

Bert J. Rapp, Secretary

**VENTURA RIVER WATER DISTRICT
MINUTES OF SPECIAL MEETING OCTOBER 26, 2023**

The director's present were: Bruce Kuebler, Ed Lee and Peggy Wiles. Directors absent: Jack Curtis, Laurie Lary. Also present were General Manager; Bert Rapp, Assistant General Manager; Alma Quezada, and Office Manager; Emily Arnbrister, and via zoom the District's legal counsel; Stuart Nielson. Public Present: None.

1. **CALL MEETING TO ORDER** - President Ed Lee called the meeting to order at 10:00 A.M. Flag salute led by Bert Rapp.
2. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
3. **CLOSED SESSION** – Ed Lee called the Board into executive session at 10:01 am. Executive session was adjourned at 10:08 am. Stuart Nielson reported out of closed session, public employee appointment: General Manager; the Board convened to discuss appointment of Alma Quezada as General Manager and voted unanimously to appoint her as General Manager with a base annual salary of \$155,580, with the final contract to be presented on 11/15/2023.
4. **RESOLUTION 2023-361: MODIFICATIONS TO STAFF POSITIONS:** For succession planning the District is now promoting the AGM to GM and moving the current GM to Technical Advisor until retirement on December 31st 2023. Promotion of Office Manager to Office Manager/Assistant General Manager is to encourage more cross training. **Public Comment:** None. **Recommended Action:** Approve Resolution 2023-361 Modifications to Staff Positions, Modify the Personnel Policy with updated job descriptions, and approve the salary range dated 10-26-23. Bruce Kuebler moved for approval of the recommended action, seconded by Peggy Wiles and the motion carried 3-0.

Meeting adjourned at 10:16 am.

Attested:

Bert J. Rapp, Secretary

Online A/P Payment Transactions - October 2023

Date	Vendor	Description	Amount
10/2/23	CALPERS	457	\$ 3,575.00
10/2/23	CALPERS	Classic	\$ 2,868.53
10/2/23	CALPERS	Pepra	\$ 2,423.54
10/2/23	EDD	State Tax Deposit	\$ 1,303.39
10/3/23	WEX	Fuel	\$ 1,794.98
10/3/23	WAGEWORKS	Flexible Spending Account	\$ 10.00
10/10/23	MECHANICS BANK	Analysis Charges	\$ 665.11
10/13/23	IRS	Federal Tax Deposit	\$ 12,219.97
10/13/23	EDD	State Tax Deposit	\$ 2,324.26
10/13/23	WAGEWORKS	Flexible Spending Account	\$ 250.01
10/13/23	EXPERTPAY	Child Support	\$ 97.00
10/16/23	SCE	Electric	\$ 14,856.05
10/16/23	ACWA	Health Insurance	\$ 11,586.48
10/16/23	CALPERS	Classic	\$ 3,753.25
10/16/23	CALPERS	457	\$ 3,575.00
10/16/23	CALPERS	Classic	\$ 2,868.53
10/16/23	CALPERS	Pepra	\$ 2,423.54
10/16/23	AT&T	Mobile Phones	\$ 458.34
10/16/23	TIAA	Ricoh Printer	\$ 175.64
10/16/23	IVR	Robocalls	\$ 83.66
10/16/23	VANCO	Bank Check Elimination	\$ 82.45
10/17/23	WAGEWORKS	Flexible Spending Account	\$ 180.00
10/20/23	CHASE	Credit Card	\$ 5,307.33
10/20/23	MATILIJA WATER	Office Water	\$ 24.24
10/23/23	WEX	Fuel	\$ 1,605.90
10/24/23	WAGEWORKS	Flexible Spending Account	\$ 265.01
10/25/23	WAGEWORKS	Flexible Spending Account	\$ 75.00
10/31/23	IRS	Federal Tax Deposit	\$ 9,331.81
10/31/23	EXPERTPAY	Child Support	\$ 97.00
10/31/23	WAGEWORKS	Flexible Spending Account	\$ 10.00
Total Online A/P Payments			\$ 84,291.02

Voided Checks

Check Number	Vendor	Reason	Amount
None			

Ventura River Water District
AP Check Register (Current by Bank)
Check Dates: 10/1/2023 to 10/31/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: RBOGEN - OPERATING ACCOUNT					10005
17895	10/15/23	P	10197	AMAZON CAPITAL SERVICES	\$317.30
17896	10/15/23	P	300	AQUA-FLO SUPPLY	\$6.57
17897	10/15/23	P	10079	ASSOC OF CA WATER AGENCIES	\$10,635.00
17898	10/15/23	P	10140	BENNER AND CARPENTER, INC	\$700.00
17899	10/15/23	P	10077	CYMA SYSTEMS	\$1,847.07
17900	10/15/23	P	10111	DATA PROSE	\$1,147.35
17901	10/15/23	P	1269	DOCUMENT SYSTEMS	\$16.75
17902	10/15/23	P	1390	FAMCON PIPE & SUPPLY, INC.	\$34.32
17903	10/15/23	P	1393	FGL, INC.	\$507.00
17904	10/15/23	P	1425	FRED'S TIRE MAN	\$330.98
17905	10/15/23	P	10198	GRUBER GRADING AND AG	\$1,581.25
17906	10/15/23	P	1730	KELLY CLEANING & SUPPLIES	\$290.00
17907	10/15/23	P	1950	MEINERS OAKS HARDWARE	\$220.01
17908	10/15/23	P	2025	MITEC SOLUTIONS LLC	\$2,492.10
17909	10/15/23	P	10204	NELSON COMIS KETTLE & KINNEY,	\$1,397.50
17910	10/15/23	P	10171	NORTHERN DIGITAL	\$2,248.50
17911	10/15/23	P	10127	OJAI TRUE VALUE	\$84.65
17912	10/15/23	P	2400	OJAI VALLEY SANITARY DISTRICT	\$118.24
17913	10/15/23	P	3550	UNDERGROUND SERVICE ALERT	\$70.96
17914	10/15/23	P	10108	UVRGA	\$125,720.00
17915	10/15/23	P	10163	WATERSHED PROGRESSIVE	\$8,056.25
17916	10/15/23	P	10123	ZWORLD GIS, LLC	\$1,950.00
17917	10/31/23	P	10197	AMAZON CAPITAL SERVICES	\$35.36
17918	10/31/23	P	10094	BADGER METER	\$1,036.49
17919	10/31/23	P	735	CALIFORNIA SPECIAL DISTRICTS	\$8,187.00
17920	10/31/23	P	750	CASITAS MUNICIPAL WATER DIST	\$11,536.36
17921	10/31/23	P	10105	CITIES DIGITAL	\$1,263.90
17922	10/31/23	P	1268	DIAL SECURITY	\$502.00
17923	10/31/23	P	1300	E J HARRISON & SONS, INC	\$157.62
17924	10/31/23	P	1393	FGL, INC.	\$505.00
17925	10/31/23	P	10198	GRUBER GRADING AND AG	\$17,851.23
17926	10/31/23	P	1950	MEINERS OAKS HARDWARE	\$68.65
17927	10/31/23	P	2025	MITEC SOLUTIONS LLC	\$1,298.00
17928	10/31/23	P	10171	NORTHERN DIGITAL	\$41,766.89
17929	10/31/23	P	2625	PHOENIX CIVIL ENGINEERING, INC	\$6,496.50
17930	10/31/23	P	10178	R. MEIER CONSTRUCTION	\$9,408.19
17931	10/31/23	P	10190	STEVE NUTTALL TRUCKING INC	\$758.67
17932	10/31/23	P	10163	WATERSHED PROGRESSIVE	\$742.50
BANK RBOGEN REGISTER TOTAL:					\$261,386.16
GRAND TOTAL :					\$261,386.16

DATE: November 15, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G., General Manager
SUBJECT: REVIEW AND APPROVAL OF EMPLOYMENT AGREEMENT FOR THE
GENERAL MANAGER

SUMMARY

Final employment agreement with the selected General Manager, Alma Quezada

RECOMMENDED ACTION

Approve the final draft of the employment agreement with Alma Quezada as General Manager for the District.

BACKGROUND

Pursuant to the action taken at the Special Board meeting of October 26, 2023, the Board of Directors have negotiated terms and conditions of an employment contract with Ms. Quezada to fill the role of General Manager. The following compensation and benefits are included in the final draft of the employment agreement:

- Annual salary of \$155,580.
- Exclusivity clause for the General Manager to devote all his/her time, attention, energy, knowledge and skill to the performance of duties.
- General Leave: 5 days of leave benefits above what is provided in the personnel leave policy.
- Vehicle allowance: the District agrees to provide a motor vehicle for reasonable use in the performance of duties.
- For involuntary severance unrelated to misconduct, three months compensation and benefits to be received.
- All other compensation and benefits as provided to other District employees.

FISCAL IMPACT

The promotion of the Assistant General Manager to the General Manager's position is incorporated in the adopted 2023/24 budget.

Attachment:

4A – Employment Agreement

VENTURA RIVER WATER DISTRICT EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made and entered into by and between the VENTURA RIVER WATER DISTRICT, a California special district (referred to in this Agreement as the “District”), and Alma Quezada, an individual (referred to in this Agreement as “Employee”).

RECITALS

A. The District is a California special district formed and operating under the provisions of the California County Water District Law, Cal. Water Code Sections 30000 – 33901 (hereinafter, the “Act”).

B. Company desires to employ Employee to act and serve as the General Manager of the District, and Employee desires to be employed by the District in such position, subject to and on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and conditions contained in this Agreement, the Company and Employee agree as follows:

1. Terms and Conditions of Employment.

1.1. Employment. The Company hereby employs Employee as General Manager, and Employee accepts such employment with the Company in such capacity subject to the terms and conditions hereof.

1.2. Authority and Duties. Employee shall exercise such authority, perform such duties and functions, and discharge such responsibilities as are reasonably associated with Employee’s position as General Manager and as shall reasonably be assigned to Employee by the District’s Board of Directors (“Board”) from time to time. Without limiting the foregoing, as General Manager, Employee shall have such duties, powers and authority as provided in the Act and as otherwise prescribed by the Board. Employee shall be responsible to the Board for the efficient administration of all affairs of the District which are under his/her control and as from time to time directed by the Board in accordance with all laws, ordinances and regulations applicable to the services to be performed.

2. Exclusivity. Throughout the term of Employee’s employment hereunder, Employee shall devote substantially all of his/her time, attention, energy, knowledge and skill during regular business hours to the performance of the duties of Employee’s employment (vacations and reasonable absences due to illness excepted); shall faithfully and industriously perform such duties; shall diligently follow and implement all reasonable and lawful management policies and decisions of the District; and shall not engage in or perform outside business interests or activities that conflict directly with Employee’s activities and duties as the District’s General Manager. The expenditure of reasonable amounts of time for personal business, charitable or professional activities shall not be deemed a breach of this Agreement, provided such activities do not interfere with or otherwise adversely impact the services required to be rendered by Employee to the District hereunder.

3. Compensation. The District will compensate Employee for his/her services as follows:

3.1. Base Salary. Employee shall be paid a base salary (“Base Salary”) by the District as follows:

3.1.1. Effective October 26, 2023, Employee’s Base Salary shall be \$12,965.00 per month (\$155,580.00 annually). Employee’s Base Salary shall be increased by up to 5% on April 26, 2024, as determined by the Board.

3.1.2. From and after July 1, 2024, said Base Salary shall be adjusted annually by the then current District personnel policy guidelines.

The Base Salary shall be paid to Employee at the same time and in the same manner as the District pays monthly salaries to all other District employees. The District shall withhold and deduct all taxes required by federal and state laws and any other authorized deductions.

The Board may at any time during the term of this Agreement reduce Employee's Base Salary or other financial benefits in the same percentage or in the same manner as an across-the-board reduction for all employees of the District. In addition, the Board may reduce Employee's Base Salary or other financial benefits as part of a disciplinary action taken pursuant to the applicable policies and procedures of the District.

3.2. Benefits. During the term of Employee's employment hereunder, Employee shall be entitled to the following employment benefits:

3.2.1. Health, Dental and Vision Insurance. During the term of this Agreement, Employee shall receive the health, dental and vision insurance benefits upon the same terms and conditions as is provided all other District employees.

3.2.2. Vehicle Allowance. The District agrees to provide a motor vehicle to Employee for reasonable use in the performance of Employee's duties.

3.2.3. Holidays. Employee shall receive the same holidays, upon the same terms and conditions, as is provided to all other District employees.

3.2.4. General Leave. Employee shall receive five (5) days of leave benefits above what is provided in the General Leave Policy approved by the Board and as provided to all other District employees.

3.2.5. Education/Travel Expense. The District shall budget annually for Employee to attend professional conferences associated with the District's business necessary for Employee to continue professional growth and development. Said expenses include, but are not limited to, airfare, hotels and meals.

3.2.6. Additional Benefits; Changes by The District. In addition to the benefits specified in this Section 3.2, Employee shall receive such other benefits of employment generally available to other employees of the District when and as Employee becomes eligible for them in accordance with the applicable policies, practices and procedures of the District in effect from time to time. The foregoing shall not be construed to require the District to establish or offer any particular employee benefit programs, plans or other benefits, or to prevent the modification or termination thereof by the District once established. Employee recognizes that the District has the right to modify, suspend, or discontinue any and all of the above-mentioned plans, practices, policies, and programs at any time as long as such action is taken generally with respect to other similarly situated employees of the District and in accordance with the law.

3.3. Expenses. The District shall reimburse Employee for all reasonable expenses incurred by Employee in connection with his or her employment with the District in accordance with the policies, practices, and procedures in effect generally with respect to other employees of the District. The District agrees to budget and to pay for substantiated professional dues and subscriptions of Employee necessary for continuation and full participation in national, regional, state and local associations and organizations. Such expenses are necessary and desirable for Employee's continued professional growth and advancement and for the good of and to further the interests of the District.

3.4. Budget Action. The Board agrees to take such action as may be necessary to include all compensation and employment benefits to Employee hereunder during any fiscal year of the District in its annual General Manager
Employment Agreement

budget for such year and to make the necessary annual appropriations for all such compensation and employment benefits.

4. At-Will Employment. It is expressly acknowledged and agreed that Employee's employment with the District is for no specified term and is at the mutual consent of both Employee and the District. Specifically, Employee's employment as the District's General Manager will be on an "at will" basis and at the pleasure of the Board, meaning that the District shall have the right, at any time, to terminate the employment relationship without cause at any time, provided that such action is taken by the affirmative vote of not less than a majority of the total membership of the Board at a duly noticed meeting of the Board. There are no express or implied agreements contrary to the foregoing and no one other than the Board has any authority to enter into an employment agreement for a specified period of time or to make any agreement that is contrary to the foregoing on behalf of the District. Any such agreement by the Board must be in writing and must be duly authorized and approved by the Board.

5. Resignation. Employee shall endeavor to give the Board at least three (3) months' notice if he/she elects to voluntarily resign or retire from his/her position with the District, unless the parties mutually agree upon a different effective date of such resignation.

6. Severance. In the event that District terminates Employee's employment for any reason, it shall pay Employee severance in an amount equal to three (3) months' salary and shall continue all of Employee's benefits for three (3) months period, provided that Employee signs a Release Agreement waiving all known and unknown claims that she may have against District.

7. District Policies. During Employee's employment with the District, Employee shall be subject to, observe, and receive the benefits of all rules, regulations, policies, practices and procedures of the District as adopted by the Board.

8. Indemnification. The District does hereby covenant and agree to indemnify, defend and hold Employee free and harmless from and against any claim, demand or judgment, including, but not limited to professional liability claims (collectively "Claim"), which Claim arises out of any act, or an omission to act where a duty to act is imposed by law or practice, which occurs in the course and scope of Employee's employment hereunder.

9. Severability. Each of the provisions of this Agreement shall be deemed separate, severable and independent covenants, and in the event that any provision shall be declared invalid or unenforceable by any court of competent jurisdiction, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

10. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to the laws of conflicts.

11. Entire Agreement. This Agreement supersedes all prior agreements, understandings, and communications between Employee and the District, whether written or oral, express or implied, relating to the subject matter of this Agreement and is intended as a complete and final expression of the terms of the agreement between Employee and the District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone acting on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

12. Amendment. This Agreement may not be altered or amended except in a writing signed by both parties to this Agreement.

13. Captions and Section Headings. The captions and section headings used herein are for convenience only and are not a part of this Agreement and shall not be used in construing it.

14. Notices. Whenever notices are required to be given pursuant to the provisions of this Agreement, the same shall be in written form and shall be served upon the party to whom addressed by personal service as required in judicial proceedings, or by deposit of the same in the custody of the United States Postal Service or its lawful successor in interest, postage prepaid, addressed to the Parties as follows:

DISTRICT: Ventura River Water District
409 Old Baldwin Road
Ojai, California 93023
Attn: Board of Directors

EMPLOYEE: Alma Quezada
[Redacted]
[Redacted]

Notices shall be deemed, for all purposes, to have been given on the date of personal service or three (3) consecutive calendar days following the deposit of the same in the United States mail.

15. Binding Effect. The provisions of this Agreement shall be binding upon the Parties hereto and their respective successors in interest.

16. Attorneys’ Fees. The prevailing party in any litigation, including arbitration, concerning this Agreement shall be entitled to recover that party's reasonable attorneys' fee, in addition to recoverable costs.

17. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument. This Agreement may be signed by the parties by the use of “facsimile” or “PDF” transmitted signed documents. Each party agrees to accept, and may rely upon, such documents as if they bore original signatures.

IN WITNESS WHEREOF, the District and Employee have each executed and delivered this Agreement as of the date first shown above.

VENTURA RIVER WATER DISTRICT

Dated: _____ By: _____
Ed Lee, President, Board of Directors

APPROVED AS TO FORM:

By: _____
Stuart G. Nielson, Legal Counsel

EMPLOYEE

Date: _____ By: _____
Print Name: _____

DATE: November 15, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. General Manager
SUBJECT: METER BILLING ERROR: WAIVE BACK CHARGES

SUMMARY

Board consideration to approve waiving collection of back charges in the amount of \$1,158 due to an error on the District's end during a staff transition period.

RECOMMENDED ACTIONS

The General Manager recommends that the Board:

1. Waive charges in the amount of \$1,158 for the 3-year period covering June 2020 through September 2023.

BACKGROUND

In June of 2020, a meter was replaced for a customer located on the 800 block of Cambon Circle, unfortunately, during the meter replacement process, the meter multiplier was incorrectly set in the billing system at 0.001 instead of the correct multiplier of 0.01, resulting in underbilling charges of \$1,158 for a period of just over three years. This meter was replaced during a transitional staffing period at VRWD.

Upon discovering the discrepancy, our staff promptly investigated the issue and made changes in our standard procedures to minimize the likelihood of input errors during future meter changeouts.

It is important to note that the error was entirely on the District's end, and the affected customer had no way of knowing about the incorrect meter multiplier. By waiving the back charges, we can rectify this mistake and continue to maintain the trust and satisfaction of our valued customers.

Monetary Threshold

Per the District's Rules and Regulations, the General Manager is authorized to negotiate and resolve minor disagreements on behalf of the District for amounts up to \$250 (Figure 1). The dollar amount incurred over the three-year period exceeds the \$250 threshold and staff kindly requests the Board's consideration in waiving the back charges for the affected customer.

24 MINOR DISAGREEMENTS

The General Manager is authorized to negotiate and resolve minor disagreements on behalf of the water district. He is authorized to make restitution, as he deems necessary, using good business practices. His monetary authority for this purpose is limited to \$250.

Figure 1: Excerpt from Rules & Regulations: GM's Monetary Authority for Minor Disagreements

Timeframe for Collecting Back Charges

The District's Rules & Regulations are silent on the timeframe for which the District can collect back charges for a non-registering meter and allow flexibility in determining an appropriate period (Figure 2). It is important to note that the meter was not malfunctioning and simply under registering due to an error on the District's end.

9.4 NON-REGISTERING METERS. Should any meter in service fail to register during any billing period or a portion thereof, the customer shall be billed for the estimated use of water during such period as determined by VRWD.

Figure 2: Excerpt from Rules & Regulation for Non-Registering Meters

Staff sought advice from legal counsel to determine an appropriate timeframe and were advised that the answer is not clear cut, however, under Cal. Civil Procedure Code Sec. 338, a 3-year statute of limitations is imposed for actions based on "*a liability created by statute.*" By analogy, this provision has been interpreted by the courts to apply to a claim by a County Sanitation District to collect wastewater discharge surcharges from a customer, when surcharges are established by District ordinance. There is no specific provision in the Water Code applicable to County Water Districts or water charges, and the same reasoning may apply in this case.

Considering the circumstances, staff proposes that the Board waive the back charges for the affected customer in their entirety as this was due to no fault on the customer's end. The customer has made timely payments and has been a customer since August of 2011. Additionally, the customer has demonstrated responsible water usage averaging 7 units per month, well below their water budget.

If the Board wishes to collect back charges, the total amount of \$1,158 can be set up on a payment plan of up to 8 months.

FISCAL IMPACT

Waiving the back charges amounts to a revenue loss of \$386 per year. Staff believes that taking responsibility for our error and demonstrating our commitment to customer service and fairness is of utmost importance to helping us uphold the positive reputation of the District.

DATE: November 15, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. General Manager
SUBJECT: RESOLUTION 2023-362 AUTHORIZING INCOMING GENERAL MANAGER AS SIGNER ON FINANCIAL ACCOUNTS AND TO TAKE OTHER ACTIONS RELATED TO DISTRICT ACCOUNTS AND FINANCES

RECOMMENDED ACTIONS

The General Manager recommends that the Board approve Resolution 2023-362 to authorize the incoming General Manager as a signer on the District's accounts and take other actions related to the District's accounts and finances.

BACKGROUND

On October 26, 2023, the Board appointed Alma Quezada to the position of General Manager to replace the retiring General Manager. A resolution is needed to grant access to the new General Manager to the District's financial accounts and to take necessary actions related to District accounts and finances. Involvement of the incoming General Manager in financial matters is vital for a smooth transition and effective management of the District's operations.

Outlined below are the key reasons and actions that necessitate this authorization:

1. **Seamless Transition:** Granting access to financial accounts will allow the new General Manager to familiarize themselves with the District's financial landscape and ensure a seamless transition of responsibilities.
2. **Financial Oversight:** The General Manager will need access to financial accounts to gain insights into the District's financial performance, review financial statements, monitor budgets, and make informed decisions regarding financial planning and resource allocation.
3. **Signatory Authority:** The incoming General Manager will require signatory authority on District financial accounts to approve transactions, sign checks, authorize payments, and fulfill any financial obligations on behalf of the District. This authority is crucial to maintaining continuity of our financial operations.
4. **Vendor and Supplier Management:** The General Manager will be responsible for managing relationships with vendors and suppliers. Granting access to financial accounts will enable them to oversee payments, negotiate contracts, and ensure compliance with financial terms and conditions.

Resolution 2023-362 has been drafted for Board review and approval to avoid disruptions to the District's financial operations during the transition period.

FISCAL IMPACT

There is no fiscal impact associated with approving this resolution.

Attachments:

6A – Resolution 2023-262

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

RESOLUTION 2023 – 362

**RESOLUTION AUTHORIZING INCOMING GENERAL MANAGER AS SIGNER ON
FINANCIAL ACCOUNTS AND TO TAKE OTHER ACTIONS RELATED TO DISTRICT
ACCOUNTS AND FINANCES**

WHEREAS, the Ventura River Water District ("the District") has recently appointed a new General Manager to oversee its operations and administration; and

WHEREAS, the General Manager is required to have the authority to conduct financial transactions and take appropriate actions related to the District's accounts and finances; and

WHEREAS, it is necessary to establish clear guidelines and authorizations regarding the General Manager's role as a signer on the District's financial accounts and other related actions; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Ventura River Water District, at a duly authorized meeting, as follows:

1. Designation of General Manager as Signer: The General Manager, Alma Quezada is hereby authorized to be an official signer on all financial accounts held by the Ventura River Water District, including but not limited to bank accounts, investment accounts, and credit lines.

2. Signature Authority: The General Manager is granted the power and authority to sign checks, drafts, withdrawal slips, deposit slips, electronic fund transfers, wire transfers, and any other financial instruments or documents necessary for the District's financial transactions.

3. Account Access: The General Manager is authorized to access and manage the District's financial accounts through online banking platforms, mobile applications, or any other appropriate means provided by the financial institutions holding the accounts.

4. Financial Actions: The General Manager is empowered to take all necessary and appropriate actions related to the District's financial accounts, including but not limited to:

- a. Initiating and approving transactions, transfers, and withdrawals from the District's accounts;
- b. Depositing funds received by the District into the appropriate accounts;
- c. Reconciling bank statements and resolving any discrepancies;
- d. Reviewing and approving invoices, payments, and reimbursements;
- e. Managing credit lines and loans on behalf of the District;
- f. Executing any financial documents, contracts, or agreements necessary for the proper operation of the District's finances.

5. Internal Controls: The General Manager shall adhere to all applicable laws, regulations, and internal control policies established by the Ventura River Water District to ensure the proper handling of financial transactions and safeguard the District's assets.

6. Reporting and Accountability: The General Manager shall provide regular reports on financial activities to the Board of Directors and any other required parties, maintaining transparency and accountability in all financial matters.

7. Effective Date: This resolution shall take effect immediately upon adoption by the Board of Directors and shall remain in force until amended or revoked by subsequent resolution.

RESOLVED FURTHER, that the Secretary of the Board is hereby authorized and directed to attest and certify the passage of this resolution, and to provide copies to the General Manager, all relevant District staff, and any other parties affected by this resolution.

PASSED, APPROVED AND ADOPTED this 15th day of November 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 November 15, 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

DATE: November 15, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G., General Manager
SUBJECT: RESOLUTION 2023-363 AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR THE CASITAS WATER SYSTEM IMPROVEMENT AND DROUGHT RESILIENCY PROJECT

SUMMARY

RECOMMENDED ACTIONS

The General Manager recommends that the Board:

1. Adopt Resolution 2023-363 authorizing the General Manager or their designee to execute the funding agreement with the Department of Water Resources and any amendments thereto, and submit any required documents, invoices, and reports required to obtain grant funding.

BACKGROUND

The District is currently working towards consolidating the Casitas Mutual Water Company into the District's and has a Consolidation Agreement in place as approved by the Board in September of 2023.

As an incentive to consolidate, the District is tentatively eligible for up to an additional \$10 million zero-interest, 20-year loan for unrelated projects, provided funding exists at the time the loan documents are signed.

Prior to the District's involvement, Casitas Mutual successfully secured a grant from the Department of Water Resources (DWR) in the amount of \$980,200 of which approximately \$800,000 remains. This funding was intended to be used to complete improvements to the water system. It is important to note that there is no matching requirement for this DWR grant.

The DWR grant funding was being administered by Casitas Mutual and work performed by their consultant. Since then, the consultant informed Casitas Mutual of their intent to retire and was issued a "stop work" notice by Casitas Mutual on October 13, 2023. The DWR was informed of this and recommended the grant be transferred to the District for grant oversight and administration as Casitas Mutual lacks staffing resources.

For the District to assume oversight of the grant, a resolution must be adopted by the Board of Directors authorizing a District representative to execute the funding agreement and all necessary documentation (e.g., invoices, progress reports, etc.).

The State grant guidelines include a resolution template of which a draft is attached for the Board's consideration and adoption. The language from the template has been customized to reflect District information but remains unchanged otherwise.

This funding is separate from the *Casitas Mutual Water Company Consolidation* which will be provided through the State's Drinking Water State Revolving Fund (DWSRF) program which and will provide 100% funding for technical support and construction for remaining costs to upgrade and consolidate the water system.

FISCAL IMPACT

If the grant is transferred to the District, the District will oversee the remaining engineering design, grant management, and construction of the project funded by this grant. These tasks will require an investment of staff time, which remains unknown.

Attachments:

7A – Resolution 2023-363 – Authorizing Resolution

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

RESOLUTION NO. 2023-363

**AUTHORIZING THE GRANT ACCEPTANCE, AND EXECUTION
FOR THE CASITAS MUTUAL SYSTEM IMPROVEMENT AND DROUGHT RESILIENCY
PROJECT**

WHEREAS, The Ventura River Water District proposes to implement the Casitas Mutual System Improvement and Drought Resiliency; and

WHEREAS, Casitas Mutual System Improvement and Drought Resiliency is being implemented in response to a drought scenario, as defined by Water Code section 13198(a) and is intended to: (1) address immediate impacts on human health and safety; (2) address immediate impacts on fish and wildlife resources; or, (3) provide water to persons or communities that lose or are threatened with the loss or contamination of water supplies; and

WHEREAS, Ventura River Water District has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, Ventura River Water District intends to apply for grant funding from the California Department of Water Resources for the Casitas Mutual System Improvement and Drought Resiliency

THEREFORE, BE IT RESOLVED by the Board of Directors of the Ventura River Water District as follows:

1. That pursuant and subject to all of the terms and provisions of Budget Act of 2021, as amended (Stats. 2022, ch. 44, § 25), the Ventura River Water District General Manager, or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources and take such other actions as necessary or appropriate to obtain grant funding.
2. The Ventura River Water District General Manager, or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The Ventura River Water District General Manager, or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

PASSED, APPROVED AND ADOPTED this 15th day of November 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 November 15, 2023, motion by _____ and seconded by _____ motion passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ed Lee, President

Bert J. Rapp, Secretary/Clerk

DATE: November 15, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. General Manager
SUBJECT: RESOLUTION 2023-364: CONCURRENCE WITH VOLUNTEER AGREEMENT IMPLEMENTATION

SUMMARY

Approval of resolution to allow Mr. Bert Rapp to provide volunteer services for the District.

RECOMMENDED ACTIONS

The General Manager recommends that the Board approve the resolution as presented and concur with the implementation of the volunteer agreement.

BACKGROUND

Mr. Rapp is scheduled to retire on December 31, 2023, and has expressed his interest in continuing to contribute to the District by assisting with tasks such as removing surplus rocks or fallen oak trees.

This item was presented at the October 18, 2023, meeting and tabled to allow staff time to investigate potential liability issues with our insurance carrier and for legal counsel to review the hold harmless agreement. The insurance carrier has confirmed that there is no issue with liability provided legal counsel agrees with the verbiage of the hold harmless agreement. Legal counsel has reviewed the hold harmless agreement and made the necessary adjustments to the language (Attachment 9B)

To ensure the protection of both Mr. Rapp and the District, has agreed to sign a hold harmless agreement. This agreement would release the District from any liability for accidents, injuries, or damage that may occur while Mr. Rapp is volunteering. By signing this agreement, Mr. Rapp acknowledges the risks associated with the tasks he will undertake and assumes full responsibility for his actions.

We believe that his involvement as a volunteer will contribute to the appearance of the District.

FISCAL IMPACT

There is no fiscal impact associated with the approval and implementation of this resolution.

Attachments:

- 8A – Resolution 2023-364
- 8B – Hold Harmless Agreement for Volunteers.

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

RESOLUTION NO. 2023-364

VOLUNTEER AGREEMENT IMPLEMENTATION

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

WHEREAS, As General Manager Bert Rapp has voluntarily spent personal time over the last 13 years performing tasks on District property for the betterment of the District; and

WHEREAS, After retirement, Bert Rapp may desire to help the District with volunteer tasks such removing surplus rocks or cleaning up fallen oak trees on various District properties; and

WHEREAS, The District has a Volunteer Agreement that holds the District harmless when volunteers enter District property and perform tasks beneficial to the District.

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

1. If Mr. Bert Rapp signs a current District standard Volunteer Agreement for activities acceptable to the current General Manger and Field Supervisor, the Board welcomes the volunteer contributions by Mr. Bert Rapp.

PASSED, APPROVED AND ADOPTED this 15th day of November 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 November 15, 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

VOLUNTEER AGREEMENT

In order to induce Ventura River Water District (hereinafter, the "District") to allow me to perform or provide certain volunteer work and services on behalf of the District as further described below (hereinafter, the "Volunteer Activities"), the undersigned does hereby agree as follows:

The Volunteer Activities are generally described as follows:

Description of Volunteer Activities: _____

Hours/Duration: _____

I understand that the District cannot, and shall have no obligation to, compensate me for the Volunteer Activities. I agree to abide by the District's safety standards and any other requirements as deemed necessary by District staff. I also consent to the District's use of my name, photo, likeness and written feedback in any and all publications, advertising and publicity, and grants permission to be filmed or taped by the District or the news media. My status as volunteer may be cancelled at any time by the District.

I recognize that there are certain inherent risks and potential hazards associated with my participation in the Volunteer Activities, including the risk of serious bodily injury, death and/or property damage. I acknowledge that I have been fully informed as to the nature of the Volunteer Activities and the provisions for my involvement therein. I have considered all of the risks related to my participation in the Volunteer Activities and, with this in mind, I accept full responsibility for my own safety and expressly assumes all risk of bodily injury, death or damage to any person or property, whether foreseen or unforeseen, that may be caused by or otherwise arise from the Volunteer Activities. I am physically fit and know of no medical or health reason why I should not participate in the Volunteer Activities. I hereby further expressly release and forever discharge the District, its directors, officers, employees, agents, representatives, successors and assigns, and all other persons acting for, under or in concert with them or any of them (collectively, "District Releasees"), and agree to indemnify, defend and hold harmless said District Releasees, of, from and against any and all claims, demands, suits, actions, causes of action, judgments, obligations, damages, liability, responsibility, losses, costs or expenses, including attorneys' fees and other litigation costs, of any kind or nature whatsoever (collectively, "Claims"), whether foreseen or unforeseen, direct or indirect, on account of, or in any way growing out of, any bodily injury, death or property damage of any kind in any manner resulting from, arising out of, or connected with my participation in the Volunteer Activities, whether caused by any negligent act or omission of the District Releasees or otherwise while I am participating in the Volunteer Activities. I further covenant and agree never to make, assert, commence, prosecute or maintain, either individually or on behalf of any other person and/or entity, any claim, demand, action, cause of action or proceeding, whether judicial or administrative, against any District Releasee based upon any such Claim hereby waived, released and discharged.

I understand and acknowledge that the foregoing release of liability applies to and includes all unknown or unsuspected consequences or results arising from or relating to my participation in the Volunteer Activities. In connection therewith, I desire to extend the release as fully as possible and to expressly waive any limitation on the effect of said release as set forth in Section 1542 of the California Civil Code, or any other provisions of law, which may limit the effectiveness of the release. I acknowledge that I have read and understand Section 1542 of the California Civil Code, which states:

"A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."

Notwithstanding said Section 1542, I agree that this release shall act as a release of all future Claims that may arise from the above-described released matters, whether such Claims are currently known or unknown, foreseen or unforeseen, suspected

or unsuspected, actual or potential, absolute or contingent, pending or anticipated, including without limitation, any claim for damages as yet not incurred; and I intentionally and specifically waive any rights I may have under the provisions of said Section 1542, as well as under any other statutes or common law principles of similar effect, and assumes full responsibility for such injuries, damages, losses or liabilities that I may hereafter incur with respect to such Claims. I fully understand that if the facts in respect to which this release was executed are found hereafter to be different from facts now believed by me to be true, I expressly accept and assume the risk of such possible difference in facts and agrees that this release shall remain effective, notwithstanding such differences.

I expressly agree that the foregoing release, indemnity agreement and assumption of risk are intended to be as broad and inclusive as permitted by California law. I intend this agreement to bind myself and my family, assigns, estate, heirs and personal representatives. This contract is severable and shall be interpreted and enforced under the laws of the State of California. I have carefully read this document and fully understand its contents. I further understand that by signing this release, I voluntarily surrender certain legal rights. With such understanding, I execute this release voluntarily and with full knowledge of its significance.

By: _____
Volunteer Signature Date

Print Name: _____

Address: _____

Telephone: _____

APPROVED BY DISTRICT:

By: _____
Alma Quezada, General Manager Date

DATE: November 15, 2023

TO: Board of Directors

FROM: Alma Quezada, P.G. General Manager

SUBJECT: RESOLUTION 2023-365: AMEND THE FEES FOR A SPECIAL BOARD MEETING REQUEST AND INCORPORATE INTO APPENDIX III OF THE RULES AND REGULATIONS

RECOMMENDED ACTIONS

The General Manager recommends that the Board approve the increase to the Special Board Meeting fees and incorporate them into Appendix III of the Rules and Regulations for Water Service.

BACKGROUND

On October 18, 2023, Director Jack Curtis asked for an update to the Special Board Meeting fee schedule.

The District's present policy requires a total fee of \$1,075 for a person or organization to call a Special Board Meeting.

This fee amount no longer covers the cost of the meeting and needs to be amended to reflect current costs. The proposed fees for the District are based on current board members', staff, and legal compensation rates as well as any legal noticing requirements.

Proposed costs are summarized as follows:

SPECIAL BOARD OF DIRECTORS MEETING FEE SCHEDULE

BOARD MEMBER FEE'S	\$1,500
ATTORNEY FEE'S FOR ANY PART OF AN HOUR INCL. TRAVEL	\$1,200
STAFF & RECORDER	\$ 300
LEGAL NOTIFICATION	<u>\$ 100</u>
TOTAL:	\$3,100

FISCAL IMPACT

Approval of the Special Board Meeting fees will allow the District to recover the costs associated with any future requested Special Board Meetings.

Attachments:

9A – Resolution 2023-365

9B - Appendix III of the Rules & Regulations

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

RESOLUTION 2023 – 365

**RESOLUTION AMENDING THE FEES FOR THE REQUEST OF A SPECIAL
MEETING OF THE BOARD OF DIRECTORS AND TO INCORPORATE THIS
SCHEDULE INTO THE DISTRICT RULES & REGULATIONS FOR WATER SERVICE**

WHEREAS, the Ventura River Water District ("the District") has determined that the fee for requesting a Special Board Meeting, called by a person or organization, should reflect a sum equal to the cost to the District; and,

WHEREAS, the costs to hold a Special Meeting include, cost of the meeting place, Board Member fees, staff fees, attorney fees, and legal notification cost; and,

WHEREAS, the costs are periodically updated to reflect current costs;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Ventura River Water District, that the fees for a Special Meeting when requested by a person or organization, will be as indicated in Appendix III of the Rules & Regulations for Water Service.

PASSED, APPROVED AND ADOPTED this 15th day of November 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 November 15, 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

APPENDIX III

ANNEXATION FEE SCHEDULE

ADMINISTRATION FEE WITH CEQA REQUIREMENT	\$ 1,400
ADMINISTRATION FEE WITHOUT CEQA REQUIREMENT	\$ 550
LAFCO FEE	*(ESTIMATE DEPOSIT)
MAPPING FEE	*(ESTIMATE DEPOSIT)
STATE FEE	*(ESTIMATE DEPOSIT)
PLAN CHECKING FEE:	

Public Improvement Costs	Fee Deposit
\$0 - \$ 999	\$400
\$1,000 - \$ 9,999	\$400 + 15% of cost over \$1000
\$10,000 - \$49,999	\$1,750 + 10% of cost over \$10000
\$50,000 - \$99,999	\$5,750 + 5% of cost over \$50000
\$100,000 - \$999,999	\$8,250 + 2% of cost over \$100000
\$1,000,000 - and over	\$26,250 + 1% of cost over \$ 1,000,000

* - ESTIMATED DEPOSIT SHALL BE BASED ON THE MOST CURRENT FEE SCHEDULE AS ADOPTED BY THE LOCAL AGENCY FORMATION COMMISSION.

SPECIAL BOARD OF DIRECTORS MEETING FEE SCHEDULE

BOARD MEMBER FEE'S	\$800 <u>1,500</u>
ATTORNEY FEE'S FOR ANY PART OF AN HOUR INCL. TRAVEL	\$300 <u>1,200</u>
STAFF & RECORDER	\$200 <u>300</u>
LEGAL NOTIFICATION	\$ <u>75</u> 100
TOTAL:	\$1,075 <u>3,100</u>

DATE: November 15, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. General Manager
SUBJECT: IMPLEMENTATION OF WATER RATE INCREASE EFFECTIVE AS OF JANUARY 15, 2023, PER RESOLUTION 2023-353 ADOPTED MAY 10, 2023

SUMMARY

Adopt Resolution 2023-353 to implement the approved water rate increase effective on January 15, 2024 to meet the District's financial obligations.

RECOMMENDED ACTIONS

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

- 1) Implement the water rate increase beginning January 15, 2024 as adopted on May 10, 2023 per resolution 2023-353, and
- 2) Approve Appendix I of Rules & Regulations for Water Service to apply the rate increase effective January 15, 2024.

BACKGROUND

The District periodically reviews its rates to determine if adjustments are required to meet its operational and maintenance costs, capital improvements, adequately fund reserves based on adopted reserve policies, and to keep pace with inflation and other significant cost increases.

The District's water system requires routine maintenance and continuous upgrades. The funds generated by water rates provide the needed resources to maintain reliable water service. Rates are evaluated periodically to account for infrastructure needs, inflation, regulatory mandates, and more. Earlier this year, the District hired Richard D. Niehaus, Inc. (RDN) to conduct a rate study. The study demonstrated that rate increases would be needed for Fiscal Year 2023-24 (FY 2024) and FY 2025. The rate analysis recommended rate adjustments as shown below.

Single-Family Residential		
Tier	Current	01/15/24
Tier 1 (1-5) 5 Units	\$5.59	\$6.12
Tier 2 (6-12) 7 Units	\$7.25	\$7.89
Tier 3 (13-33) 21 Units	\$9.64	\$10.49
Tier 4 (33+) use above 33 units	\$13.44	\$14.62
Multi-Family Residential		
Tier	Current	01/15/24
1	\$6.98	\$7.60
Commercial		
Tier	Current	01/15/24
1	\$6.81	\$7.41

*HCF = Hundred Cubic Feet of water = one unit = 748 gallons.

The Board subsequently approved the two-year rate increase by approval of Resolution 2023-353. The next rate increase is scheduled to go into effect on January 15, 2024. Staff recommends implementing the approved rate increase on January 15, 2024 to meet the District's financial obligations.

Since its approval on June 21, 2023, the District's 10-year Capital Improvement Plan (CIP) remains unchanged. Notably, RDN's rate analysis was significantly influenced by two key factors: (1) the substantial financial commitments associated with the District's CIP, and (2) the impact of inflation costs.

Recently, the September 2023 Consumer Price Index for the Los Angeles area showed a 3.2% increase, which continues to have direct implications on our operation and maintenance costs, and these effects were integrated into RDN's rate analysis. Furthermore, it is important to note that construction inflation rates have remained consistently high and will affect future projects. Given these circumstances, it is essential to consider adopting this rate increase to meet the evolving financial requirements of the District in the coming years.

FISCAL IMPACT

The proposed rate adjustment will enable the District to meet financial obligations and complete the planned capital improvements. It's important to note that many of the projects will be funded through a \$10 million, zero interest loan provided by the State. Additionally, the District is hopeful that a pending grant application will be awarded to reduce future rate increases.

Attachment:

11A – Appendix I of Rules & Regulations for Water Service

APPENDIX I

RATES AND FEES SCHEDULE

--EFFECTIVE ~~May 15~~January 15, 202~~43~~--

DEPOSITS**

Residential 3/4" to 1" (minimum)	\$120*
Residential 1 ½ or 2" (minimum)	\$250*
Business - General Mgrs. Discretion (minimum)	\$150
Temporary 2 1/2" Hydrant Meter (minimum)	\$250***

* Or 2 times the highest water bill whichever is greater.

** Deposits may be doubled with each disconnect for non-payment.

*** Deposit is required for Hydrant Meters and is refunded when the meter is returned undamaged

INSTALLATION FEES (If unusual conditions: All costs, direct & indirect)

Customer Service Valve, ¾"	\$85
Customer Service Valve, 1"	\$105

METER TESTING FEES

¾" - 2"	\$100
2 1/2" & up	\$200

FIRE STANDBY CHARGES

All Meters	\$ 53.22 <u>57.90</u> /month
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LOCK CUTTING FEE

\$125

(If a customer service is locked off and the lock is cut)

FIRE HYDRANT FLOW TEST FEE

\$200

FAILURE TO TEST BACKFLOW DEVICE

\$100

(After 3rd request to have test performed.)

TEMPORARY HYDRANT:

METER INSTALLATION & REMOVAL \$50 plus \$9.00 per 100 cubic feet (1 unit)

All water rate charges will begin with the first unit used for all types of water service.

PENALTIES

DELINQUENT (> 40 days after bill date, waived with sign up for auto pay) \$35

FIELD SERVICE CHARGE (On/Off; ~~Non-Sufficient Funds~~) \$50

NON-SUFFICIENT FUNDS \$12

ABUSIVE WATER WASTE PENALTY – Use Above Budget \$ 5 per unit

WILL SERVE LETTER \$50

FIRE FLOW VERIFICATION \$50

WATER VOLUME RATES

Tier	Units	Single-Family Residential	Multi-Family Residential	Commercial
1	1 to 5 (5 Units)	\$5.59 <u>6.12</u> / unit	6.98 <u>7.60</u> / unit	6.81 <u>7.41</u> / unit
2	6 to 12 (7 Units)	7.25 <u>7.89</u> / unit		
3	13 to 33 (21 Units)	9.64 <u>10.49</u> / unit		
4	Above 33 Units	13.44 <u>14.62</u> / unit		

*One unit = 748 gallons = 1 Hundred Cubic Feet (HCF)

PASS-THROUGH FOR WHOLESALE WATER RATE INCREASES

Any increases in the District's wholesale cost of water fees and charges from Casitas Municipal Water District may be passed through on the District's water volume rates. Under no circumstance will the District's water rates exceed the cost of service.

DATE: November 15, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G. General Manager
SUBJECT: ESTABLISH AD HOC COMMITTEE: PROTEST LETTER – CASITAS
MUNICIPAL WATER DISTRICT RATE INCREASE

RECOMMENDED ACTIONS

The General Manager recommends that the Board:

1. Provide direction to staff on whether to pursue submitting a protest letter to Casitas Municipal Water District for the proposed rate increase, and
2. If the Board wishes to submit a protest letter, form an ad hoc committee to work with staff to finalize a protest letter.

BACKGROUND

Casitas Municipal Water District (CMWD) proposes to implement a new rate structure beginning January 1, 2024. The proposed rate increases require attention and potential action to draft a protest letter to express our opposition.

The District submitted a letter to Casitas in August of 2023 on the proposed rates (Attachment A). A response letter was received on November 7, 2023 (Attachment B).

CMWD recently announced its intention to implement significant rate increases that will increase the monthly meter fees that take delivery of CMWD water. The District has a total of five such meters.

The Board can opt to submit a protest letter to CMWD to express concerns about the proposed rate increases.

To ensure the effectiveness and clarity of any protest letter, staff recommend the formation of an ad hoc committee to work with staff to finalize a letter prior to submitting it to CMWD.

Staff will provide a presentation at the meeting and explain the impacts to the budget.

FISCAL IMPACT

Minimal staff time and Director time will be needed to finalize the drafting of a protest letter.

Attachments:

- 12A – VRWD Letter to Casitas
- 12B – Response Letter to Casitas

July 28, 2023

Richard Hajas, Board President
Casitas Municipal Water District
1055 Ventura Ave.
Oak View, CA 93022

Subject: Comments on Proposed Monthly Service Charges for Resale Meters

Dear Director Hajas:

We are greatly encouraged that Casitas is reducing the fixed charges on the monthly water bills for residential customers. In the long run this will help customers recognize the true cost of water and use it more efficiently. The Ventura River Water District (VRWD) has been a dedicated partner in promoting regional water supply reliability and sustainability. We have actively participated in water conservation efforts, infrastructure improvements, and collaborative initiatives aimed at ensuring the long-term water needs of our community are met.

The VRWD has been closely following Casitas Municipal Water District's (Casitas) recently Proposed Water Service Rates and Charges with annual increases beginning January 1, 2024, through January 1, 2028.

We believe the changes proposed for the Monthly Service Charges for the 4" and 6" meters used by VRWD are not equitable. VRWD uses 5 Casitas resale meters: two for daily water service and three that are standby meters for periodic drought water supply when groundwater supply diminishes.

DAILY SERVICE RESALE METERS:

We have two 4-inch Casitas meters through which we purchase resale water daily to provide to our customers. These meters are sized for fire flows that result in excessive charges under the New Meter Ratio Calculation. The proposed Monthly Service Charge is based on actual water usage for each meter size over 1.5". There are 46 4-inch meters in the Casitas system with an average flow 68.67 HCF per day. The 4-inch meter serving the Monte Via neighborhood flows at an annual average of 21 HCF/day or 31% of the flow used to calculate increased Monthly Service Charge for a 4" meter. This translates to VRWD being charged 69% more than its fair share cost.

The proposed Monthly Service Charge will increase from \$835 to \$3,886 in 2028. This translates to a 36% annual increase or 4.6 times the current rate by 2028. Currently the wholesale cost of Casitas water is 60% of the retail cost. But in 2028 the wholesale cost will exceed the retail cost of Casitas water by 150%. This is based on the Monte Via neighborhood being served directly by Casitas and using only Casitas rates present and future. Clearly the application of the New Meter Ratio calculation needs to be refined.

Suggested Solution:

The Problem: the average flow rate in the VRWD 4" meters is 33% of the New Meter Ratio calculation in Table 13 because the meters were sized for fire flow rates while Table 13 is based on average daily flow rates. The average daily flow in the VRWD 4" meters is less than the flow rates for 3" meters in Table 13 (22.6 HCF vrs. 24.95 HCF).

The proposed solution: Recognize the fire flow component of the meter capacity by basing the Monthly Service Charge on meter size equivalent to the average daily flow rate (3" meter) and add the Monthly Fire Meter Rate for the actual size meter (4" meter).

Such an arrangement would provide a better fit for the actual use of water and keep the wholesale cost of water below the retail cost.

STANDBY RESALE METERS:

The new meter ratio approach does not equitably apply to VRWD Standby Resale Meters.

New Meter Ratio Dramatically Over Charges VRWD Standby Meters:

VRWD has two 6-inch Casitas meters and one 4-inch Casitas meter that serve as standby meters for severe drought conditions. During FY 2021/22 these meters had zero flow (2021/22 is the year chosen for analysis of the new Meter Ratio Calculation). During the last 10 years, from 2013 to the present, the average daily flows and anticipated future flows are:

<u>Location</u>	<u>Ave Daily Flow</u>	<u>Anticipated Future Ave. Daily Flow</u>	<u>Casitas Meter HCF</u>	<u>Actual %</u>
150 Cage - 6"	44.8 HCF	22.4 HCF	96.23	23%
Villanova - 6"	29.0 HCF	14.5 HCF	96.23	15%
Chaparral - 4"	2.2 HCF	1.1 HCF	68.67	1.6%

The Standby Resale Meters flow rate ranges from 1.6% to 23% of the meter ratio used to assign Monthly Service Charges. Under the proposed Monthly Service Charge which is based on flow, the charges are 98% to 77% excessive for VRWD's Standby meters.

The future average daily flow from the Standby Resale Meters is projected to be half of past flows due to the construction of Well #6 in 2018 by VRWD. We plan to use this well when production declines in other VRWD wells due to drought. Well #6 draws from a portion of the Upper Ventura River Basin that has a reliable supply of water but a limited quantity, so it is only used during severe drought years. The added yield from Well #6 is estimated to reduce the need for Lake Casitas water by 50% in future drought years.

During the rate preparation process, Casitas used the demand reduction provided by the City of Ventura to determine the quantity of future water use from their meters. Ventura River Water District requests the same consideration for our projected future reduction in water use for our Standby meters.

Cost of Service Does Not Consider Significant Property Tax Contributions:

Our 4-inch and 6-inch Casitas meters serve 2,150 parcels paying an average of about \$12 per month in Property Taxes to Casitas Municipal Water District or approximately \$300,000 per year (Bond issue plus share of 1%). If a Casitas customer is using a 4-inch meter to irrigate 20 acres of citrus they are likely paying \$500 per year to Casitas in property taxes which is a fraction of the \$300,000 paid by VRWD customers but charged the same meter monthly service charge.

The Water Rate Notice indicates that "In accordance with Proposition 218, each customer group is responsible for paying for the cost of water service that relates directly to them."

According to the Rate Study property taxes are utilized for:

<u>Item</u>	<u>Benefit to VRWD Customers</u>
Water Treatment for Agriculture	NO
Reduce cost of Water Supply for all Customers	YES
Reduce cost of Tier 1 water	NO

The Rate Study does not indicate how the property tax revenues are proportioned to the three items above.

In addition to the \$300,000 per year VRWD customers pay in property taxes to Casitas, they currently pay about \$135,000 per year in Monthly Service Charges and Water Volume costs which are projected to increase to \$345,000 in 2028. In 2028 VRWD customers will be paying \$390,000 in property taxes plus \$345,000 for Meter Fees & Water Volume costs for a total of \$735,000 per year or \$28 per month per customer (Property Tax + Volume Rate + Monthly Service Charge for meters).

The modal water bill (most commonly occurring) in VRWD is 8 units of water per month with a water bill of \$50 in 2023 or about \$70 in 2028. The \$28 per month our customers will be paying to Casitas is 40% of the amount of their 2028 water bill but the District only uses 14% of its water from Casitas over a 10 year period. It does not appear that the current rate study is allocating costs to VRWD customers in relation to the cost of service directly related to them but will be more than double charging VRWD customers.

Suggested solution:

Consider adding a separate category for large meters called "Resale Standby Meter" and have the cost of service to take into account unique annual average flow rates over a 10-year period instead of one specific year, and more importantly, also take into account the large amount of property tax paid to Casitas by Resale customers versus the amount of benefit accrued to resale customers.

Summary

Given our commitment and contributions to regional collective water management efforts, we kindly request that Casitas consider our two suggested solutions to the meter cost allocations that we believe are highly out of balance.

Suggested solutions:

1. Large meters serving resale customers that are sized for fire flow:
Bill the meter with two components:
 - A. Set the Monthly Service Charge according to the meter size that best fits the "actual average flow", and
 - B. Add on the Monthly Fire Meter Rate for the actual meter size.
2. For Standby meters only serving water during drought years:
Create a new meter category: "Resale Standby Meter" and base the daily flow rate over a 10-year period that accounts for periodic usage and also recognize the significant property tax contribution to Casitas by the thousands of parcels served by the "Resale Standby Meter".

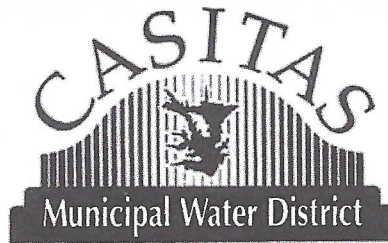
We understand that Casitas needs to move forward with this important rate adjustment and will be reluctant to make any changes that would disrupt the process. We also believe Casitas can make the requested modifications to the rate schedule without republishing the 218 Notice and delaying adoption of the new rates because Casitas does not mail out their 218 Notice to customers of Ventura River Water District.

Thank you for your consideration.

Very Truly Yours
VENTURA RIVER WATER DISTRICT



Ed Lee, Board President



Ed Lee, President - Board of Directors
Ventura River Water District
409 Old Baldwin Road
Ojai, Ca. 93023

Thank you for your comment letter of July 28, 2023, regarding Casitas' proposed water rates for 2023-2028. Since we received your letter and our staff met, Casitas has revised its proposed water rate increase to include only three years rather than five years as originally planned. Some proposed capital projects have been delayed and the results are contained in the current proposal scheduled for hearing on December 13, 2023.

Your comments primarily address the proposed increases to Casitas' fixed charges. These increases are necessary to fund the maintenance of Casitas' large and aging water system. Casitas' total water system expenses for fiscal year 23-24 are estimated to be over \$20 million. Of that \$20 million 80% are fixed costs. It will cost Casitas \$16 million to maintain the system no matter how much water is delivered. As I am sure you are aware water conservation efforts by both our agencies' customers have significantly reduced total revenues. To ensure that the water delivery system is maintained in a reliable condition those relying on that system, whether as their primary supply or as a back-up supply, must contribute to funding some portion of the fixed costs.

In three years, the total charges for fixed cost to VRWD will be \$167,000 per year or less than \$14 per month for the typical VRWD customer. That new rate will barely cover 1% of Casitas' fixed annual costs. For this, VRWD customers enjoy a water supply that is backed-up 24/7 by millions of gallons of storage in the VRWD service area, large diameter pipelines, high-capacity pumps and Lake Casitas. In comparison Casitas typical residential customers pay \$35 per month in fixed charges. Casitas customers are 100% reliant on Casitas' system and do not enjoy the luxury of a backup supply.

If VRWD developed the facilities to become self-reliant, I am certain the cost to VRWD customers to maintain those facilities would far exceed \$14 per month. Casitas' proposed fixed charges provide an extraordinary value for unlimited access to a back-up and reserve water supply.

I hope you will carefully reevaluate your position on the rate proposal. As you know, water rate increases are the toughest decisions a water agency must make. Casitas is carefully attempting to balance our responsibility to encourage conservation and at the same time maintain a large

and aging water system. We look forward to continuing to work together to secure reliable water service for the entire watershed.

Best Regards,

A handwritten signature in black ink, appearing to read 'R. Hajas', followed by a horizontal line.

Richard Hajas, President - Board of Directors
Casitas Municipal Water District

DATE: November 15, 2023
TO: Board of Directors
FROM: Bert J. Rapp, Technical Advisor
SUBJECT: CONSIDERATION OF LOT LINE ADJUSTMENT FOR ALTO TANK SITE

SUMMARY

The driveway to the Alto Tank site is outside of the property line for the tank site. This item proposes a Lot Line Adjustment to keep the driveway within District property. The Adjacent property owner indicates they will work with the District to make the property line adjustment.

RECOMMENDED ACTIONS

The Technical Advisor recommends that the Board take the following actions:

1. Include the Alto Tank site lot line adjustment in the draft budget for FY 2024/25.

BACKGROUND

The attached map shows how the driveway is outside of the District property and how the property line would be adjusted. Both properties would remain the same size when the lot line adjustment is completed.

A cost proposal from Benner and Carpenter Surveyors is attached. The estimated cost is \$9,560. There will also be about \$2,000 for legal fees for the preparation of a Grant Deed by the Legal Counsel.

The adjacent property is 59 Alto Drive and is owned by Mr. Kurt Schultzel. Mr. Schultzel is fine with the encroachment because it is on a portion of steep hillside. But Staff recommends correcting the situation while we have a cooperative property owner to work with.

FISCAL IMPACT

The anticipated cost is about \$12,000 for this work. Water revenues are currently 5% under budget for the year and the National Weather Service is projecting a good chance of an above normal rain year which will further reduce water sales.

Therefore, Staff recommends that this item be included for inclusion in the draft FY2024/25 budget for consideration in the spring of 2024.

Attachment(s):

- 6A - Lot Line Schematic
- 6B - Surveyor Proposal



POSSIBLE LOT LINE ADJUSTMENT FOR 59 ALTO



BENNER and CARPENTER, INC.

LAND SURVEYORS
FOR OVER 45 YEARS

A Delane Engineering Company

October 27, 2023

Ventura River Water District
409 Old Baldwin Rd.
Ojai, CA 93023
Attention: Mr. Bert J. Rapp, PE

Subject: Proposal for Lot Line Adjustment, Alto Tanks

Gentlemen:

Benner and Carpenter, Inc., is pleased to provide this proposal for a Lot Line Adjustment for the Alto Tank site, APN 033-0-410-015, and the adjacent property at 59 Alto Drive, APN 033-0-410-155.

Our scope of work for this proposal includes: research of existing records; field survey to locate existing structures and driveways on the lots; and the preparation of exhibits and legal descriptions for submittal to the County of Ventura for review and approval.

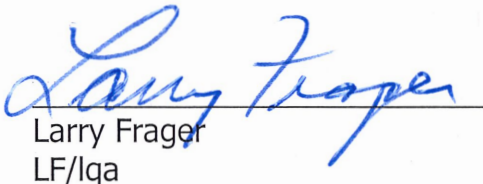
This proposal does not include Title Reports, Agency Fees or the preparation of the Grant Deeds. An attorney should be hired to prepare the appropriate Grant Deed documents.

If there are any outstanding violations on either property, then the Lot Line Adjustment cannot be completed until the violations are cleared. There is a chance that the County of Ventura could visit the site. If any violations are found at that time, those violations will need to be cleared before proceeding.

Our fee for this service is \$9,560.

Please feel free to give me a call if you have any questions.

Very truly yours,


Larry Frager
LF/lqa

BENNER AND CARPENTER, INC.

506 E. Main Street / Santa Paula, CA 93060 / P. 805-525-3396 / F. 805-229-7210

DATE: November 15, 2023
TO: Board of Directors
FROM: Alma Quezada, P.G., General Manager
SUBJECT: WATER AND DISTRICT STATUS

WELLS & PRODUCTION

The static aquifer level at Well #2 on November 1, 2023, was at elevation 539.00 feet; and decreased 3.0 feet since the first of last month. The aquifer is 31.0 feet above the 35-year average for November 1st.

Well #1 is pumping 1,060 gpm, down 7 gpm from last month. Well #7 is pumping 790 gpm, down 8 gpm from last month, Wells #2, #3, #4 and #6 were off-line in October.

USAGE

Sales dollars billed on October 30, 2023, amounted to \$222,870 (\$20,731) under budget. Last year we billed \$241,942 during the same period. Water sold in October 2023 amounted to 29,275 HCF, a decrease of 42.7% below the 51,064 HCF sold in October 2013.

Charts are enclosed to depict the ground water status and water usage. On November 1, 2023, Lake Casitas level was at 71.3% of full capacity at elevation 538.95, with storage of 169,798 AF. The lake decreased 0.7%, 0.67 feet and 1,464 AF since last month.

ET adjustment: The ET was increased by 2% for the October 30th water bill because ET was slightly above average for the period September 15th to October 15th due to the warmer weather. This increases the irrigation portion of the customer's monthly water budget.

ACTIVITIES

Operations & Maintenance

Four leaks on our service lines were repaired at Thomas St, Nye Rd, Capello Wy, and Grapevine Rd. Potential cause of the leak may be the recent earthquake or the change in season.

Administrative

Due to recent staffing changes with Bartle, Pringle, and Wolfe, the annual audit is off to a later than normal start and completion is anticipated in January at the latest.

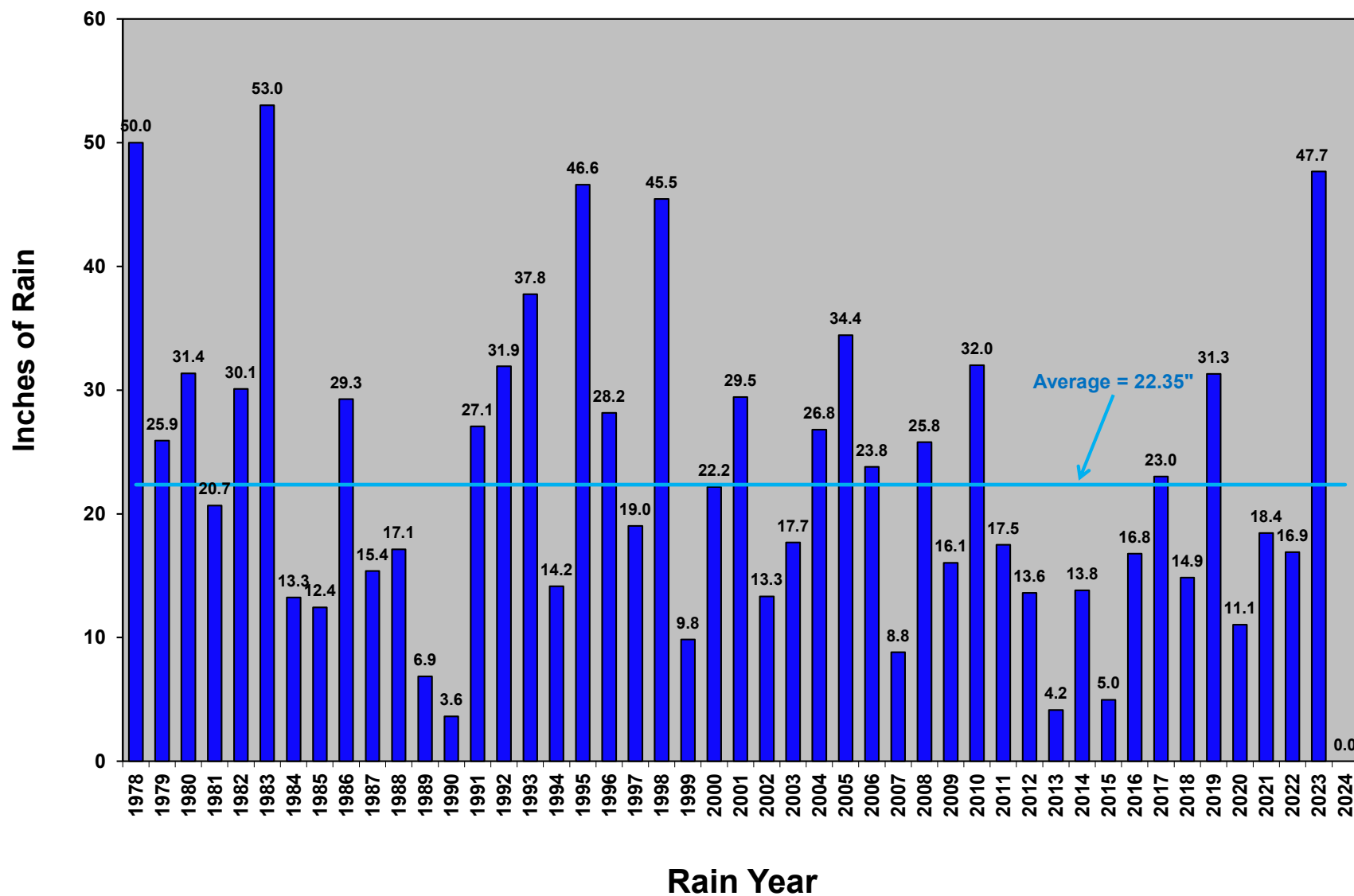
Customer Log

Four customer complaints were logged in October.

CUSTOMER COMPLAINT LOG														
DATE	STREET	TASTE & ODOR	COLOR	TURBIDITY	WORMS / ORGANISMS	PRESSURE HIGH/LOW	OUTAGE	ILLNESS	Leak		SERVICE or METER	MAIN - SYSTEM	OTHER / DESCRIPTION	FINDINGS COMMENTS
									VRWD	CUSTOMER SIDE				
10/19/2023	Thomas St										X		2 inch copper	Water in cul-de-sac on Thomas St. Dug up street to find a 2-inch copper line with a pin hole in it. Clamped leak, sanded pipe,slurried hole, grinded and paved.
10/16/2023	Grapevine Rd										X		1 inch service leak	Leaking 1 inch poly line was found. Sawcut the concrete driveway to the main. Removed concrete and dug down to expose water service and water main. Replaced leaking poly line with copper. Sanded service line and compacted. Doweled into existing concrete and poured back new concrete.
10/24/2023	Capello Way										X		Service line leak	Leaking 1 inch service line that splits to feed 2 homes. Potholed around meter boxes and dug a bell hole in the street over the main. We shut off leaking service line and pulled a new line in its place. Plumbed the new line back to both houses. backfilled and paved to county standards.
10/25/2023	Nye Rd										X		Service line leak	Leaking 1 inch service line. Sawcut driveway from meter box to water main. Dig to expose leaking service line and main. Shut off leaking service line and replaced it with copper. Backfilled and paved to County standard

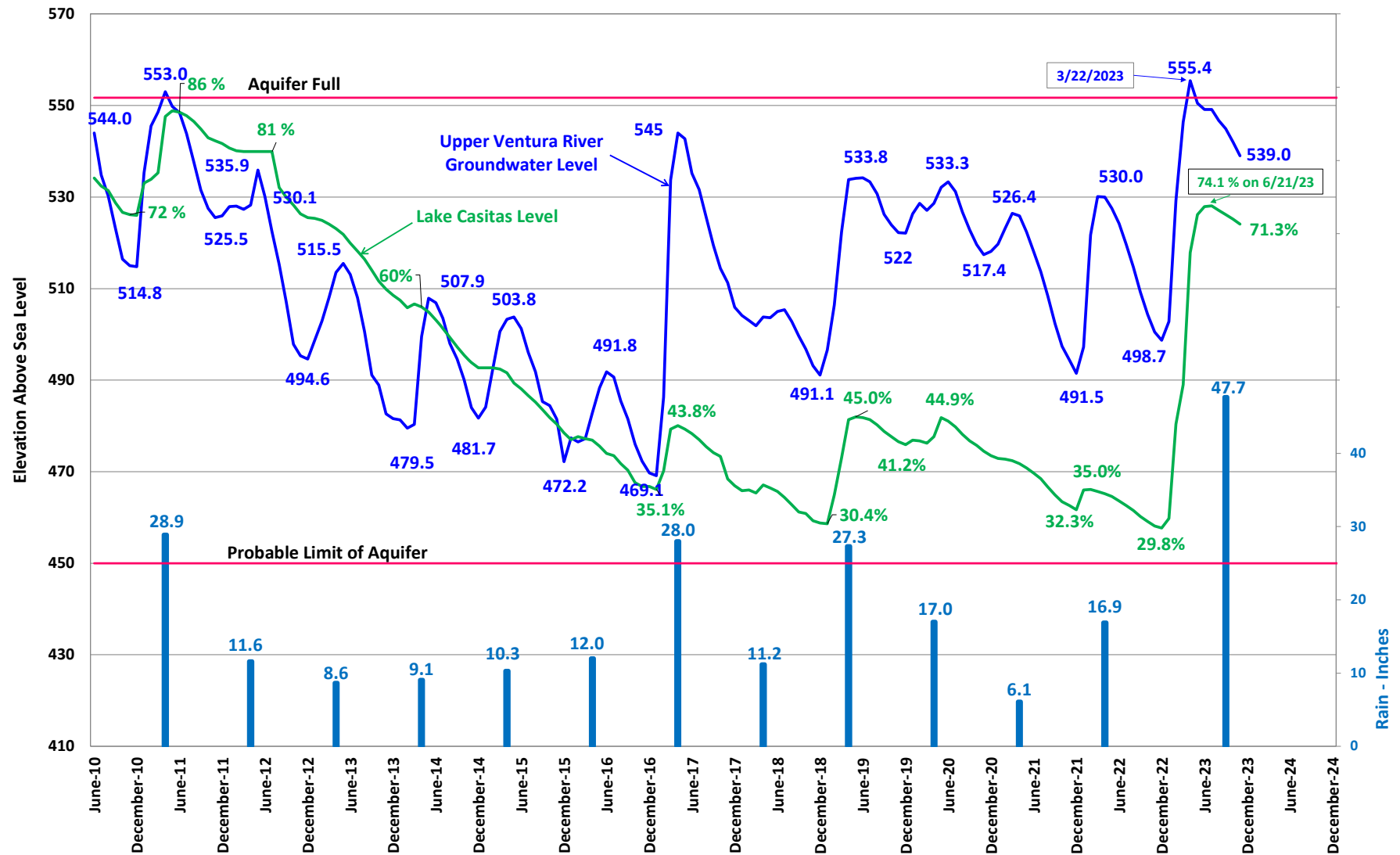
Historic Annual Rainfall - At VRWD Office

November 1, 2023



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

Chart 9



Water Level Hydrograph

CHART 2

