

**VENTURA RIVER WATER DISTRICT  
MINUTES OF REGULAR MEETING JANUARY 17, 2024**

1. **CALL MEETING TO ORDER** - President Bruce Kuebler called the meeting to order at 2:00 P.M and a flag salute was held.
2. **ROLL CALL**- Director's present were: Jack Curtis, Bruce Kuebler, Laurie Lary, Ed Lee, and Peggy Wiles. Also present were: General Manager, Alma Quezada; and Office Manager, Emily Minter; District's legal counsel, Stuart Nielson; Public Present: Marbe Manzano, Frances Fitting of Tico Mutual Water Company, John Britton, CPA and Chelsi Castillo both from Bartlett, Pringle, and Wolf, and Jon Turner of Phoenix Civil Engineering.
3. **PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)** – None.
4. **CONSENT AGENDA:**
  - A. **MINUTES DECEMBER 20, 2023**
  - B. **PAYMENTS & CHECKS FOR DECEMBER**
  - C. **FINANCIALS FOR NOVEMBER**

Ed Lee moved for approval of the consent agenda seconded by Laurie Lary and the motion carried 5-0.
5. **DIRECTOR CURTIS'S PERSISTENT ABSENTEEISM:** President Bruce Kuebler presented this item regarding Director Curtis's four absences last calendar year. Director Curtis requested the Board excuse his December absence due to illness. **Public Comment:** None. **Recommended Action:** Approve Director Curtis's request to excuse his absence from the December meeting and approve his continuing service on the Board. Laurie Lary moved for approval of the recommended action, seconded by Ed Lee and the motion carried 4-0. Abstain Jack Curtis.
6. **RESOLUTION 2024-366: ACCEPTANCE OF TICO MUTUAL DOCUMENTS:** A formal resolution is required for the District to reflect the Board's acceptance of easements with respect to the Tico Consolidation. The resolution authorizes the General Manager to execute the necessary Certificate of Acceptance required by the County to record the easements. **Public Comment:** None. **Recommended Action:** Adopt resolution 2024-366 as presented. Peggy Wiles moved for approval of the recommended action, seconded by Jack Curtis and the motion carried 5-0.
7. **ANNUAL AUDIT 2022-23, BUDGET TRANSFER #6, & ALLOCATION TO RESERVES:** Emily Minter presented the Fiscal Year 2023 Audit and introduced Bartlett, Pringle, and Wolf (BPW) accountants John Britton, CPA, and Chelsi Castillo. John Britton discussed the particulars of the audit including current fiscal year to last fiscal year comparisons with significant variances. VRWD financials were found to be fairly and accurately stated. Discussion of the audit findings and recommendations indicated that prior identified deficiencies would be addressed to ensure problems would be remediated. Staff were directed to return the following month with a corrective plan of action to remediate existing problems and prevent future recurrence during the annual audit process. There was general board discussion regarding the reserve accounts on whether to keep the same amounts, increase or decrease. The Board decided to keep the reserve amounts as is, with the goal of reaching \$1 Million in emergency reserves **Public Comment:** None. **Recommended Action:** 1) Review and comment on the annual audit 2) Approve budget transfer #6 in the amount of \$232,446 and 3) Approve the FY 22/23 allocation to reserves. Peggy Wiles moved for approval of the recommended action, seconded by Ed Lee and the motion carried 5-0.
8. **PRIORITIZATION OF 2023 WATER PROJECTS:** The General Manager presented an updated list of the 2023 Water Projects and their prioritization. Citing the State Revolving Fund disbursement process, inflation, cash flow issues and debt service, the General Manager recommended prioritizing the projects that improve the water system and bidding the projects as one bid package with staggered schedules to mitigate cash flow concerns. There was general board discussion regarding the listed Capital Improvement Projects and how to mitigate cash flow concerns. **Public Comment:** None.

9. **GENERAL MANAGER'S REVIEW- STAFF SURVEY:** The General Manager presented a revised Employee Survey on the General Manger's performance with new questions. The board recommended new questions and requested the survey to come back to next month's meeting. **Public Comment:** None.
10. **BOARD REPORTS ON MEETINGS ATTENDED:** President Kuebler gave an oral report on the most recent Upper Ventura River Groundwater Agency meeting, and an AWA water issues meeting. Director Lary stated she attended a Ventura County Civic Alliance meeting.
11. **GENERAL MANAGER'S REPORT ON WATER & DISTRICT STATUS:** The static aquifer level at Well #2 on January 1, 2024, was at elevation 539.4 feet and increase 2.0 feet since the first of last month. The aquifer is currently 24.0 feet above the 35-year average for January 1<sup>st</sup>. Well #1 is pumping 1,039 GPM, down 6 GPM from last month. Well #7 is pumping 805 GPM, down 10 GPM from last month. Well #2, #3, #4 & #6 were offline in December. Supplemental Casitas water was not purchased. Sales dollars billed on December 31, 2023, amounted to \$184,207, over budget by \$1,881 for December. Water sold in December 2023 amounted to 25,199 HCF, a decrease of 21.3% below the 32,019 HCF sold in December 2013. On January 1, 2023, Lake Casitas level was at 72% of capacity at an elevation of 539.62 feet. The lake has increased 1.1% since last month.
12. **OLD & NEW BUSINESS:**
- A. **DISTRICT CREDIT CARD ACCOUNT-** The General Manager is in the process of opening a new corporate credit card account for the District, the current credit card is a business card.
  - B. **LCCR UPDATE-** There was general board discussion regarding the revised lead and copper rule and the District's status on implementation.
13. **CLOSED SESSION:** Bruce Kuebler called the Board into executive session at 4:27 pm regarding legal counsel's annual performance. Executive session was adjourned at 4:32 pm. Stuart Nielson reported out of closed session no action was taken on this item.

Meeting adjourned at 4:32 pm.

Attested:

  
Alma Quezada, Secretary