

**VENTURA RIVER WATER DISTRICT
MINUTES OF REGULAR MEETING AUGUST 16, 2017**

Directors present were: Bruce Kuebler, Jack Curtis, Peggy Wiles, Ed Lee and Marvin Hanson. Also present were: Attorney Lindsay Nielson, General Manager/Board Secretary Bert Rapp, Office Manager Amy Joy Bakken and Utility Worker Craig Lee. Public present were: George Galgas.

1. **CALL MEETING TO ORDER-** President Bruce Kuebler called the meeting to order at 3:00 P.M.
2. **PLEDGE OF ALLEGIANCE** – Bruce Kuebler.
3. **CONSENT AGENDA:**
 - A. MINUTES JULY 19, 2017
 - B. FINANCIAL EXPENDITURES FOR JULY 2017
 - C. FINANCIAL REPORTS FOR JUNE 2017

Peggy Wiles asked for clarification regarding Depreciation Expense and the increased electricity cost. Amy Joy Bakken responded that the duplicate Depreciation Expense line would be corrected. Bert Rapp stated that the increased electricity costs were normal due to increased pumping. Jack Curtis moved for approval of the Consent Agenda, items A, B, and C, seconded by Peggy Wiles and carried 5-0.

4. **PUBLIC COMMENT** – None.
5. **RESOLUTION RECOGNIZING 10 YEARS OF SERVICE BY CRAIG A. LEE** – Bert Rapp discussed the excellent service Craig Lee has provided to the District over the last 10 years. His efficient and careful care of District facilities and his methodology for completing projects by researching, planning and implementing were highlighted. Bruce Kuebler thanked Craig for his service. Craig Lee was presented with a bonus check per the District Personnel Policies & Procedures for his 10 years of service. Bruce Kuebler read Resolution 2017-309 expressing appreciation for Craig Lee's 10 years of service. Board unanimously approved Resolution # 2017-309.

VENTURA RIVER WATER DISTRICT

RESOLUTION # 2017 - 309

**RESOLUTION EXPRESSING APPRECIATION TO CRAIG A. LEE FOR
10 YEARS OF SERVICE TO THE VENTURA RIVER WATER DISTRICT**

WHEREAS, Craig A. Lee, began his career with the Ventura River County Water District as a Utility Worker I on July 16, 2007; and

WHEREAS, Craig obtained his Grade II Water Treatment and Distribution license and was promoted to a Utility Worker II in July of 2009; and

WHEREAS, during Craig's tenure at VRWD he has diligently maintained and operated the District's facilities, his knowledge and care for proper and efficient operations has been a vital part to the success in the District's ability to continue to deliver clean and reliable water to its customers; and

WHEREAS, since starting at VRWD Craig has maintained a strong, productive work ethic and cooperative spirit. The Ventura River Water District Board of Directors hereby express its sincere appreciation to Craig A. Lee for his ten (10) years of service and dedication to the Ventura River Water District.

ADOPTED this 16th day of August 2017.

Ayes: Kuebler, Curtis, Wiles, Hanson, Lee

Noes: None

Bruce Kuebler, President

John R. Curtis, Vice President

Peggy Wiles, Treasurer

Marvin Hanson, Director

Ed Lee, Director

- 6. UPPER VENTURA RIVER GROUNDWATER AGENCY UPDATE-KUEBLER** – Bruce Kuebler stated that the next meeting of the Upper Ventura River GSA will be held on August 24. The status of the grant application will be discussed. The grant application is intended to cover the costs incurred from the formation of the GSA back to 2016 through the completion of the groundwater management plan. The 50% match grant application for one million dollars is offset by approximately \$400,000 of in-kind volunteered time. Regulations for the submittal of the grant application have not yet been approved. The grant submission window is August 2017 – October 2017, however the regulations have to be approved before it can be submitted. Bruce Kuebler will recommend hiring Brian Bondy as the hydrogeologist instead of using higher cost legal help. The Upper Ventura River GSA will also consider approval of a letter of agreement with Cece VanDerMeer to become Executive Director and take over administration functions on September 1, 2017. No action was taken on this item.
- 7. AWARD OF CONTRACT – WELL #7 RETAINING WALL** – The District began advertising for bids for the Well #7 retaining wall on July 27, 2017. The retaining wall will be 8' tall and 48' long and will serve as the north side of the well for future well maintenance. One bid was received from Derek Buckley Masonry in the amount of \$22,001. Derek Buckley's contractor's license has expired but was submitted for renewal as acknowledged by the State of California. Peggy Wiles expressed concern over the contractor's lack of workers compensation insurance and expired bond. Lindsey Nielson responded that as a sole proprietor, the contractor would be unable to cover himself with worker's compensation insurance. Bert Rapp stated that Derek Buckley has provided liability insurance with the District named as additionally insured. Bruce Kuebler asked if there are any issues with the location of the construction in proximity to the homes of our customers. Bert Rapp responded that he spoke with the neighbors of the District and doesn't foresee any issues. Ed Lee directed Bert Rapp to reiterate to Derek Buckley that he shall have no other personnel working with him on the project other than those dropping off material. **Public Comment:** George Galgas asked about the size of the wall. Marvin Hanson moved for the recommended action to award the Well #7 Retaining Wall project to Derek Buckley Masonry in the amount of \$22,001, seconded Ed Lee and carried 5-0.
- 8. SETTING WATER USE FOR WATER BUDGET RATES JANUARY 2018** – To set the new water rates a prediction of future water usage must be made. Bert Rapp discussed the methodology he used to estimate the future water use of District customers. One indicator of better rain years is the Pacific Decadal Oscillation which has been positive since 2014. With an optimistic approach and assuming the drought will be over, Bert Rapp predicted a gradual increase in water use for our customers. Bruce Kuebler asked if the usage prediction included the required Casitas 30% reduction. Bert Rapp stated that this was not considered because it is assumed future rains would refill the lake. Bruce Kuebler said that using 945 AF as the usage cap would give a message to the State that we have a strong conservation program in place. After some discussion, the Board consensus was to cap usage projections at 945 AF instead of the higher recommended amounts. Bert Rapp explained that the assumptions can be changed up until the October 18, 2017 board meeting. No action was taken on this item.
- 9. SELECTION OF REPLACEMENT DIRECTOR – WATER BUDGET RATES ADHOC COMMITTEE** – Jack Curtis will be travelling during a crucial time of the water budget rate setting and will be unable to

participate on the Water Budget Rate Adhoc Committee. Bruce Kuebler appointed Ed Lee as replacement director.

- 10. GOALS UPDATE** – Bert Rapp gave an update on the District's goals. Well #7 should be completed by the end of September 2017. The Electronic Payment System is being used more and more by District customers. The possibility of an incentive credit for signing up for electronic billing and payment was mentioned as a possible marketing tool. Lindsey Nielson recommended reviewing the legality of that idea. For the Ventura River Flow Study, the District is providing historical data to the State to assist with the study. The preparation of a design for the pump system for Zone 5 and preparation of an Edison Savings by Design Grant application are being worked on. Edison indicated there may be about \$6,000-\$7,000/year savings but hasn't presented a confirmed amount. Endpoints (smart meter reading devices) were installed on the Parker Tank site which will give the District reliable peak demand information which will help size the low and high flow pump. The Water Budget Rates process is under way and a kickoff meeting with RDN, the Ad-Hoc committee, and the General Manager and Office Manager will be held on August 21, 2017. Bruce Kuebler asked when the public meeting will be held for rate setting. Bert Rapp said that will be discussed at the August 21, 2017 meeting and a date for the public meeting could be determined. The Landscape Berm for the new parker tank is on hold until Bert Rapp can get in touch with the contractor. The Valley Meadow Drive project plans are to be pulled and reviewed. The parker automated valve to backfill from Alto was installed using parts from the blending station. Field Supervisor Joe Zuniga is waiting for SCADA personnel to connect the automated valve with our SCADA system. For the pressure reducing vaults, the District plans to inspect the inside of the pipe and get a final design from a draftsman. The long term goal of getting GIS field data into the system is currently on hold due to it's high cost and staff time requirements. The Water System Master Plan will be obtained from WREA in Word and Excel format for the General Manager to review and work on at the District office. Jack Curtis said he would like to see Capital Improvement Projects being accomplished and not postponed. Bert Rapp responded that he felt projects are being completed on time in line with the long term Capital Improvement Program. Bruce Kuebler requested the Fire Flow efficiency study be added to the goals list. Jack Curtis asked for the status of Tico Mutual Annexation. Bert Rapp said that Tico Mutual needs to complete their engineering study before they can move forward with other decisions. No action was taken on this item.
- 11. GENERAL MANAGER REPORT ON WATER & DISTRICT STATUS** – The aquifer is currently 4.0 feet above the 25 year average for August 1 at an elevation of 525.9. Well #1 is pumping at 820 gpm down from 10 gpm last month. Well #3 is pumping at a rate of 350 gpm down 5 gpm from last month. Well #2 can be pumped but isn't needed at this time. No water was purchased from Casitas in June. Sales dollars billed on July 30, 2017 came in under budget. Lake Casitas was at 40.9% of full capacity as of August 1, 2017 decreasing 1.6 feet or 1.0% since last month. Bert Rapp discussed other District activities including preparation for the upcoming audit, review of District facilities for solar power, an update to the District website, and the upcoming Ojai Valley Green Coalition Saturday workshop on saving water and money. Invitations will be sent out to District customers who are considered high water users with the hopes they can attend and learn about how to reduce their usage and bill. Experienced landscapers will be in attendance and offer free walkthroughs for our customers to determine how the customer can save water and money. Bert Rapp is also expecting to receive a Casitas Allocation Agreement for review at the September 20, 2017 meeting. **Public Comment:** George Galgas asked for the status of the new District vehicle. Bert Rapp said that Jim Burke Ford of Bakersfield made an error with the installation of the backup camera delaying delivery of the truck by about a week. No action was taken on this item.
- 12. OLD & NEW BUSINESS:** None.
- 13. EXECUTIVE SESSION-** Bruce Kuebler moved the meeting into executive session at 4:23 pm to discuss pending litigation. The executive session ended at 4:28 pm. No actions were taken during the executive session.


14. SETTLEMENT AGREEMENT SMALL V. VRWD CASE #56-2015-00464077-CU-EI-VTA – Ed Lee moved for approval of the two settlement agreements , seconded Jack Curtis. Roll call Vote: Peggy Wiles: Yes, Jack Curtis: Yes, Bruce Kuebler: Yes, Ed Lee: Yes, Marvin Hanson: Yes.

15. MEETING ADJOURNMENT - Bruce Kuebler adjourned the meeting at 4:29 P.M.

Attested:



Bruce Kuebler, President



John Curtis, Vice President