

VENTURA REGIONAL SANITATION DISTRICT
Minutes of the Special Meeting of July 18, 2019
4105 W. Gonzalez Road, Oxnard, California

Chairman Kildee called the meeting to order at 8:32 a.m.

1. Roll Call: The Clerk of the Board called the roll. The following Board Members were present:

Rick Araiza, City of Santa Paula
Jim Friedman, City of Ventura
Laura Hernandez, City of Port Hueneme
Ed Jones, City of Thousand Oaks
Kevin Kildee, City of Camarillo
Bob Nast, Special Districts
Bert Perello, City of Oxnard
William Weirick, City of Ojai

Absent: Mark Austin, City of Fillmore

Staff Present: Chris Theisen, General Manager; Robert Kwong, Legal Counsel; Tina Rivera, Director of Finance; Matthew Baumgardner, Director of Operations; Melissa Grisales, Human Resources Manager; Richard Jones, Operations Manager; Michael Castro, Senior Management Analyst; Sandy Warren, Management Analyst; and Juliet Rodriguez, Clerk of the Board.

2. Pledge of Allegiance: The Pledge was led by Director Friedman.
3. Agenda Review:
None.
4. Public Comment:
None.

CLOSED SESSION (Item 5 only)

At 8:34 a.m. Legal Counsel Robert Kwong made the following closed session announcement:

It is the intention of the Ventura Regional Sanitation District to meet in closed session to consider the following item:

5. Conference with Labor Negotiators (Gov Code, § 54957.6)
DISTRICT DESIGNATED REPRESENTATIVES:
Melissa Grisales, Director of Human Resources; Michael Castro, Senior Management Analyst; Tina Rivera, Director of Finance

EMPLOYEE ORGANIZATIONS:

Service Employees International Union (SEIU), Local 721

International Union of Operating Engineers (IUOE), Local 501

At 9:04 a.m., Mr. Kwong announced that the Ventura Regional Sanitation District Board of Directors had reconvened into open session from a closed session with no reportable actions on the closed session matters.

CONSENT AGENDA (Items 6 through 13)

6. Approval of Minutes: June 20, 2019 Regular Meeting
7. Approve Proposed Purchase Order to Plumbers Depot, Inc. for a New Pole Mounted Video Camera and a New Hydrojetter for Use at Wastewater Facilities
Approved issuance of Purchase Order No. 2879 to Plumbers Depot, Inc. for a new pole-mounted video camera and a new hydrojetter in an amount not to exceed \$89,913.00.
8. Approve Proposed Purchase Order to Ditch Witch West for a New Ditch Witch HX50 Vacuum Trailer for Use at the Toland Road Landfill and at Client Wastewater Facilities
Approved issuance of Purchase Order No. 2880 to Ditch Witch West for a new Ditch Witch HX50 vacuum trailer in an amount not to exceed \$101,893.62, and approved a budget transfer in the amount of \$11,894.
9. Approval of a Proposed Purchase Order to National Auto Fleet Group for a New CCTV Inspection Truck for Use at Wastewater Facilities
Approved issuance of Purchase Order No. 2881 to National Auto Fleet Group for a new CCTV inspection truck in an amount not to exceed \$243,567.95.
10. Approve Proposed Purchase Order to Downtown Ford Sales for the Purchase of Two New Trucks to be added to the Water/Wastewater Vehicle Fleet
Approved issuance of Purchase Order No. 2888 to Downtown Ford Sales for two new trucks to be added to the water/wastewater vehicle fleet in an amount not to exceed \$88,599.95.
11. Approve, and Authorize the Board Chair to Sign, Proposed Contract No. 19-026 with Weck Laboratories, Inc. for Analytical Environmental Laboratory Services
Approved, and authorized the Board Chair to sign, proposed Contract No. 19-026 with Weck Laboratories, Inc. for analytical environmental laboratory services in an amount not to exceed \$125,000 for FY2019-20.
12. Approve, and Authorize the Board Chair to Sign, Proposed Contract No. 19-021 with Tetra Tech, Inc. for Geographic Information System (GIS) Services
Approved, and authorized the Board Chair to sign, proposed VRSD Contract No. 19-021 with Tetra Tech, Inc. for GIS services in an amount not to exceed \$30,000 for FY2019-20.

13. Approve, and Authorize the Board Chair to Sign, Amendment No. 3 to VRSD Contract No. 15-018 with the Cate School for Wastewater Services
Approved, and authorized the Board Chair to sign, Amendment No. 3 to VRSD Contract No. 15-018 with the Cate School for services provided in FY2019-20, and extend the term to June 30, 2021.

It was moved by Director Weirick, seconded by Director Friedman, to approve Staff's recommendations for Consent Agenda Items 6-13 as presented. VOTE: Directors Araiza, Friedman, Hernandez, Kildee, Jones, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

REGULAR AGENDA (Items 14 through 19)

14. Approve, and Authorize the Early Termination of the Renewable Power Purchase and Sales Agreement (PPA) Between Southern California Edison (SCE) and the District for Electricity Produced from the Landfill Gas-Fueled Microturbine Units at the Toland Road Landfill

Matt Baumgardner, Director of Operations, gave the report.

It was moved by Director Weirick, seconded by Director Friedman, to approve, and authorize the General Manager to sign, an agreement to terminate the PPA for electricity produced from the landfill gas-fueled microturbine units at the Toland Road Landfill, and authorize staff to amend the adopted FY 2019-20 District Budget to reflect the termination of the PPA. VOTE: Directors Araiza, Friedman, Hernandez, Kildee, Jones, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

15. Consider and Authorize Write-off of Uncollectable Accounts Receivable

Tina Rivera, Director of Finance, gave the report.

It was moved by Director Jones, seconded by Director Araiza, to approve \$61,521.11 write-off of Accounts Receivable balances as of June 30, 2019. VOTE: Directors Araiza, Friedman, Hernandez, Kildee, Jones, Nast, and Weirick were in favor; the motion carried 7-1 (Perello).

16. Approval and Adoption of Delinquent Accounts Receivable and Write-Down / Write-Off Policy

Tina Rivera, Director of Finance, gave the report.

Jim Friedman, VRSD Personnel & Finance (P&F) Committee Chair, gave a report on the P&F Committee's recommendations to staff regarding the proposed policy and recommended that the Board adopt the policy as presented.

It was moved by Director Weirick, seconded by Director Friedman, to adopt Proposed District Policy 2.1.09 setting authorization levels and standard guidelines

on how and when to handle delinquent accounts receivable and to either write-down or write-off uncollectible accounts receivable, amending approval authorizations on D.3. of the Delinquent Accounts Receivable and Write-Down/Write-off Policy to allow transaction amounts up to \$1,000 to the Director of Finance; \$1,000 to \$10,000 to the General Manager; and anything in excess of \$10,000 to the District Board; and amended B.3 to read "The accountholder shall be responsible for all fees and costs charged for the preparation and issuance of the letter by District Legal Counsel, sent by certified U.S. mail." VOTE: Directors Araiza, Friedman, Hernandez, Kildee, Jones, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

17. Authorize a Fiscal Year 2019-20 Budget Increase for Worker's Compensation Insurance

Tina Rivera, Director of Finance, gave the report.

It was moved by Director Friedman, seconded by Director Jones, to authorize a budget increase in the amount of \$128,602 needed to fund the California Sanitation Risk Management Authority (CSRMA) workers' compensation insurance premium for July 1, 2019 through June 30, 2020. VOTE: Directors Araiza, Friedman, Hernandez, Kildee, Jones, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

18. California Association of Sanitation Agencies (CASA) Election of Slate of Board of Directors Nominees for FY 2019-20

Juliet Rodriguez, Clerk of the Board, gave the report.

It was moved by Director Friedman, seconded by Director Hernandez, to approve the slate of Nominees for open seats on the CASA Board of Directors FY 2019-2020; and authorize the VRSD Chair to sign the CASA Ballot and direct staff to mail it in. VOTE: Directors Araiza, Friedman, Hernandez, Kildee, Jones, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

19. Receive and File Staff Presentation on Water/Wastewater Division Operations

Richard Jones, Operations Manager, gave the presentation.

The following Directors left the meeting early and did not return: Weirick (9:48 a.m.), Henandez (10:00 a.m.); and Jones (10:27 a.m.).

INFORMATION ITEMS (Items 20 through 24)

20. Report on Full Compensation for the Position of General Manager

21. Revenue and Expense Report: May 2019

22. Disbursement Report: June 2019

23. Investment Report: June 2019
24. Future Meetings: Seminars and Conferences

- ♦ July 18, 2019, 10:15 a.m. – VCREA Board Meeting (City of Ventura-City Hall)
- ♦ No regular meetings scheduled for August
- ♦ September 3, 2019, 8:30 a.m. – P&F Committee Meeting
- ♦ September 5, 2019, 8:30 a.m. – Regular Board Meeting

It was moved by Director Perello, seconded by Director Friedman, to receive and file the information items. VOTE: Directors Araiza Kildee, Nast, Perello, and Weirick were in favor; the motion carried 5-0. Directors Austin, Hernandez, Jones, and Weirick were absent.

ORAL REPORTS (Items 25 through 28)

25. Regulatory Compliance Report

None.

26. Committee Reports

- ♦ P&F Committee Report
Director Friedman gave the report of the July 16, 2019 P&F Committee meeting during Agenda Item No. 16.

27. Board Member Comments

Director Nast distributed an article to the Board on the status of solid waste recycling in California.

28. General Manager Comments

Mr. Theisen provided the Board with an update on the Toland Optimization Plan Project (Conditional Use Permit Modification Application), noting that the District project team had returned a comprehensive mark-up of the California Environmental Quality Act (CEQA) documents to Rincon Consultants earlier in the week and that the Notice of Preparation (NOP) would be distributed again.

ADJOURNMENT: With no further business, the meeting was adjourned at 10:38 p.m. to a Regular Meeting to be held September 5, 2019, 8:30 a.m. at the Ventura Regional Sanitation District Office.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Kevin Kildee, Chair
Ventura Regional Sanitation District

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