

VENTURA REGIONAL SANITATION DISTRICT
Minutes of the Regular Meeting of July 25, 2024
4105 W. Gonzalez Road, Oxnard, California

Chair Newman, called the meeting to order at 8:32am.

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

Bert Perello, City of Oxnard
Bob Nast, Special Districts
Martha McQueen-Legohn, City of Port Hueneme
Kevin Kildee, City of Camarillo
David Whitman, City of Ojai
Doug Halter, City of Ventura
David Newman, City of Thousand Oaks

Absent: Christina Villaseñor, City of Fillmore, Carlos Juarez, City of Santa Paula

Staff Present: Chris Theisen, General Manager; Robert Kwong, Legal Counsel, Richard Jones, Director of Operations, Tina Rivera, Director of Finance, Mayra Rodriguez, Clerk of the Board and Kristin Rupprecht, Accountant, Regina Williams, Senior Accountant.

2. Pledge of Allegiance: The pledge was led by Director McQueen-Leghon.

3. Agenda Review:

Chris Theisen, General Manager noted that staff would recommended that a recital be added to the resolution recommended for approval under Item 6 and that if the Board approved the resolution, it should be as amended. Robert Kwong, Legal Counsel also advised the Board to add "VRSD" prior to "Purchasing Resolution 89-13" in the new recital that staff recommended for resolution 24-003. (Item 6), and that should be included in the "as amended" approval of the resolution

Mr. Theisen noted that in the Agenda, a contract listed as 24-X003 should have been shown as 24-003.

It was moved by Director Perello, seconded by Director Halter, to approve the Agenda. ROLL CALL VOTE: Motion carried 6-0 (FOR: Halter, Perello, Nast, McQueen-Legohn, Kildee, and Newman.)

4. Public Comment:

None.

Director Kildee arrived at 8:35 A.M.

CONSENT AGENDA (Item 5 only) Matters listed under Consent Agenda are considered to be routine, non-controversial, and are normally approved by one motion without discussion. If discussion is requested by a member of the Board on any Consent Agenda item, or if a member of the public wishes to comment on an item, that item may be removed from the Consent Agenda for separate action.

5. Approval of Minutes: June 20, 2024, Regular Meeting

It was moved by Director McQueen-Legohn, seconded by Director Halter, to approve the Agenda. ROLL CALL VOTE: Motion carried 4-0-2 (FOR: Perello, Nast, McQueen-Legohn and Kildee. Abstain: Halter and Newman)

Director Whitman arrived at 8:45

REGULAR AGENDA (Items 6 through 9)

6. Approval of VRSD Resolution No. 24-03 Authorizing and Designating Positions to Establish and Operate Banking Accounts.

Tina Rivera, Director of Finance provided the staff report.

It was moved by Director Kildee, seconded by Director Perello, to Approve and Adopt VRSD Resolution No. 24-03, to Provide Authority for Certain Positions to Sign Checks and Approve Other Financial Transactions on Behalf of the Ventura Regional Sanitation District as amended. ROLL CALL VOTE: Motion carried 7-0 (FOR: Perello, Nast, McQueen-Legohn, Whitman, Halter, Nast and Kildee)

7. Approve and Authorize The Board Chairperson To Sign, Contract Amendment No. 2 To VRSD Contract 19-012 With Biogas Engineering For The Toland Road Landfill Flare Replacement Project; And Approve A Corresponding Budget Transfer Of \$201,090.

Richard Jones, Director of Operations provided the staff report.

It was moved by Director Halter, seconded by Director Perello, to Approve and Authorize The Board Chairperson to Sign, Contract Amendment No. 2 To VRSD Contract 19-012 With Biogas Engineering For The Toland Road Landfill Flare Replacement Project; and Approve a Corresponding Budget Transfer Of \$201,090. A. Ratify VRSD Staff actions and expenditures to complete and improve the new Toland Road Landfill flare. B. Approve, and authorize the Board Chairperson to sign, Amendment No. 2 to VRSD Contract 19-012 with BIOGAS Engineering for the Toland Road Landfill Flare Replacement Project. C. Approve and authorize a corresponding budget transfer for FY 2023-2024 in the amount of \$201,090. ROLL CALL VOTE: Motion carried 7-0 (FOR: Perello, Newman, McQueen-Legohn, Whitman, Halter, Nast and Kildee)

8. Approve VRSD Annual Service Contracts For Fourteen Vendors

Richard Jones, Director of Operations provided the staff report.

It was moved by Director Kildee, seconded by Director McQueen-Legohn to Approve and Authorize the Board Chairman to sign, the following VRSD service contracts related to VRSD solid waste and wastewater operations, with each contract having a maximum five-year term, subject to annual funding approved by the Board of Directors. ROLL CALL VOTE: Motion carried 7-0 (FOR: Halter, Perello, Nast, McQueen-Legohn, Kildee, Whitman and Newman.)

9. Approve, And Authorize The Board Chairperson To Sign, Proposed First Amendment To VRSD Contract No. 19-022 With Unifirst Corporation For Uniform And Related Product Supply Services

Richard Jones, Director of Operations provided the staff report

It was moved by Director Kildee, seconded by Director Halter to approve and authorize Board Chairperson to sign, Amendment No. 1 to VRSD Contract No. 19-022 with Unifirst Corporation for uniform and related product supply services at the District's field operating locations. Motion carried 7-0 (FOR: Halter, Perello, Nast, McQueen-Legohn, Kildee, Whitman and Newman.)

INFORMATION ITEMS (Items 10 through 12)

It is recommended that the Board receive and file the following:

10. Disbursement Report: June 2024
11. Investment Report: June 2024
12. Future Meetings, Seminars and Conferences
 - July 31-August 2, 2024 - California Association of Sanitation Agencies (CASA) Annual Conference, Monterey, CA
 - No Regular Meetings Scheduled for August
 - September 3, 2024 8:30am- P&F Committee Meeting, District Office
 - September 5, 2024 8:30am- Regular Board Meeting, District Office
 - September 19, 2024 8:30am- Regular Board Meeting, District Office

It was moved by Director Perello, seconded by Director Kildee, to receive and file Information Items. ROLL CALL VOTE: Motion carried 7-0 (FOR: Halter, Perello, Nast, McQueen-Legohn, Kildee, Whitman and Newman.)

ORAL REPORTS (Items 13 through 16)

It is recommended that the Board receive and file the following:

13. Regulatory Compliance Report: (none)
14. Committee Reports: *Update* of the Executive Committee Meeting held on June 25, 2024.

Chair Newman provided Board with an update of the Executive Committee Meeting held on June 25, 2024:

The Committee Agreed to the following:

1. Each Director on the Executive Committee will contact their respective city's Legal Counsel for a list law firms that specialize in waste management and water law for Special Districts.
 2. Once the Directors have a list, they will provide the list to the General Manager who will compile a master list and ensure there are no duplicate entries.
 3. Once this process has been completed, the Committee Members will contact firms and request rates.
 4. Once that step is complete, the Executive Committee will meet again to discuss results of the queries to the legal firms during an Executive Committee Meeting tentatively scheduled for August 29, 2024.
 5. Analysis and recommendations, if any, will be presented to the full VRSD Board, at the Regular VRSD Board Meeting scheduled for September 5, 2024.
15. Board Member Comments and Future Agenda Items
Mr. Perello suggested that the Clerk of each VRSD Board member agency should automatically receive a copy of the emailed agenda. Mr. Theisen noted for the Board Directors' information that any person could be placed on the "Interested Parties" list upon request, and then they would automatically receive emailed agendas.
 16. General Manager Comments
Brief announcements and report on General Manager and VRSD workforce activities.

Richard Jones, Director of Operations provided the Board with an update of the final waste cell construction at the Toland Road Landfill.

A tour of the Toland Road Landfill was discussed in light of the activities surrounding the Cell 4C construction. Mr. Jones noted that an opportune time would be in late August or early September once the earthwork for the Cell 4C construction was completed and the installation of the landfill liner had commenced. Staff will follow up on this.

It was *moved by Director Perello, seconded by Director McQueen-Legohn*, to receive and file the oral reports. ROLL CALL VOTE: Motion carried 7-0 (FOR: Halter, Perello, Nast, McQueen-Legohn, Kildee, Whitman and Newman.)

ADJOURNMENT: Adjournment at 9:45 A.M. Next Regular Meeting to be held September 5, 2024, at 8:30 a.m. at the Ventura Regional Sanitation District office.

Prepared by:

Approved:

Kristin Rupprecht
Acting Clerk of the Board

David Newman, Chairperson
Ventura Regional Sanitation District

This page is intentionally blank