

VENTURA REGIONAL SANITATION DISTRICT
Minutes of the Special Meeting of August 16, 2018
1001 Partridge Drive, Ventura, California

Chairman Monahan called the meeting to order at 1:05 p.m.

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

Mark Austin, City of Fillmore
Jenny Crosswhite, City of Santa Paula
Jack Curtis, Special Districts
Kevin Kildee, City of Camarillo
James Monahan, City of San Buenaventura
Bert Perello, City of Oxnard
William Weirick, City of Ojai

Absent: Joel Price, City of Thousand Oaks, Jonathan Sharkey, City of Port Hueneme

Staff Present: Chris Theisen, General Manager; Robert Kwong, Legal Counsel; Regina Williams, Interim Director of Finance; Melissa Grisales, Human Resources Manager; Matthew Baumgardner, Director of Operations; Michael Castro, Senior Management Analyst; and Juliet Rodriguez, Clerk of the Board.

Prior to the Pledge of Allegiance, Director Perello asked the Chair for a moment of silence for the passing of Aretha Franklin. The Board shared a moment of silence.

2. Pledge of Allegiance: The Pledge was led by Director Crosswhite.

3. Agenda Review:

Chris Theisen, clarified that any contract on the Consent Agenda could be moved to the Regular Agenda if any member of the Board desired to make a change.

Mr. Theisen stated that the P&F Committee had vetted the proposed FY 2018-19 budget.

Chair Monahan asked the Board for any questions related to the proposed budget or any contracts. Staff provided clarification to the Board's questions on contracts listed as Agenda item numbers 11, 15, 16, 17, 18, 24, and 28 on the Consent Agenda. The Board was satisfied with Staff's responses and opted not to pull any items from the Consent Agenda.

4. Public Comment: (none)

At the discretion of the Chair, public comment was allowed on Agenda item No. 5, to accommodate the speaker's schedule.

Danny Carrillo, SEIU Local 721, addressed the Board and asked them to consider additional contributions to the employee Cafeteria Plan.

REGULAR AGENDA (Item 5 only)

5. Approval and Adoption of The Proposed Fiscal Year 2018-2019 Budget; Approval of Three Employee Reclassifications; and Approval of a New Position Classification of Solid Waste Helper

Chris Theisen, General Manager, gave introductory remarks and introduced Michael Castro, Senior Management Analyst; Matt Baumgardner, Director of Operations; Regina Williams, Interim Director of Finance, and Melissa Grisales, Human Resources Manager, who gave their respective parts of the FY 2018-19 Budget presentation.

It was moved by Vice Chair Kildee, seconded by Director Weirick, to adopt the proposed Fiscal Year 2018-19 budget as the final budget; approve Staff's requested three employee reclassifications; approve the new classification specification of Solid Waste Helper, and amend the Classification Plan to include five Solid Waste Helper Positions. VOTE: Directors Austin, Crosswhite, Curtis, Kildee, Monahan, Perello, and Weirick were in favor; the motion carried 7-0.

CONSENT AGENDA (Items 6 through 34)

6. Approval of Minutes: July 19, 2018
7. Approval of Proposed Contract No. 18-017 with Quality Ag, Inc. for Temporary Staffing Services
Approved, and authorized the Board Chair to sign, proposed Contract No. 18-017 with Quality Ag, Inc. for temporary staffing services in an amount not to exceed \$59,400.
8. Approval of Proposed Contract No. 18-013 with Pirate Staffing, Inc. for Temporary Staffing Services
Approved, and authorized the Board Chair to sign, proposed Contract No. 18-013 with Pirate Staffing, Inc. for temporary staffing services in an amount not to exceed \$375,820.
9. Approval of Proposed Amendment No. 1 to Contract No. 17-035 with AWD Services, Inc. for Landfill Gas Pipe Construction Services To Increase the Total Compensation and to Extend the Term
Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 to VRSD Contract No. 17-035 with AWD Services, Inc. and extend the term by one year through June 30, 2019 and to increase the total compensation by \$50,000.
10. Approval of Blanket Purchase Orders for Routine Annual Services for Water/Wastewater, Solid Waste, and Internal Service Funds ("ISF") Divisions

Approved issuance of VRSD Blanket Purchase Orders exceeding \$25,000 annually for routine service providers in the Water/Wastewater, Solid Waste, and Internal Service Fund divisions.

11. Approval of Purchase Order with Quinn Company for New Caterpillar Heavy Equipment (D6 Dozer, D9T Dozer, 836 Compactor, 315F Mini Excavator, and 950M Front End Loader) to Be Used at the Toland Road Landfill in an Amount not to Exceed \$3,431,528

Approved issuance of VRSD Purchase Order No. 2672 to Quinn Company for new heavy equipment (D6 Dozer, D9T Dozer, 836 Compactor, 315F Mini-Excavator and 950M Front End Loader) in an amount not to exceed \$3,431,528.18 for use at the Toland Road Landfill.

12. Approval of Purchase Order with Core-Rosion Products for a New 10,000-Gallon Dual Containment Tank to be Used at the Toland Road Landfill for the New Condensate System

Approved issuance of VRSD Purchase Order No. 2671 to Core-Rosion Products for a 10,000-gallon dual containment tank in an amount not to exceed \$45,510.64.

13. Approval of Proposed Amendment No. 1 to VRSD Contract No. 17-013 with FTI Services, Inc. for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 to VRSD Contract No. 17-013 with FTI Services, Inc. for Consulting Services, to extend the term for another year to June 30, 2019 and increase the compensation by \$200,000.

14. Approval of Proposed Contract No. 18-005 with Greenman and Associates, Inc. for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Contract No. 18-005 with Greenman and Associates, Inc. for technical support and consulting services for an amount not to exceed \$35,000 through June 30, 2019.

15. Approval of Proposed Amendment No. 2 to Contract No. 17-031 with Linda Moyer for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Amendment No. 2 to Contract No. 17-031 with Linda Moyer for consulting services to extend the term through June 30, 2019 and to increase the total compensation by \$25,000.

16. Approval of Proposed Amendment No. 2 to Contract No. 16-019 with Debra West for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Amendment No. 2 to Contract No. 16-019 with Debra West to extend the term through June 30, 2019 and to increase the total compensation by \$42,550.

17. Approval of Proposed Contract No. 18-014 with Horizon Air Measurement Services, Inc. for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Contract No. 18-014 with Horizon Air Measurement Services, Inc. for consulting services with a termination date of June 30, 2020 in an amount not to exceed \$55,000.

18. Approval of Proposed Contract No. 18-006 with Trevor Lindsey for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Contract No. 18-006 with Trevor Lindsey for consulting services in an amount not to exceed \$43,610.

19. Approval of Proposed Amendment No. 1 of Contract No. 17-026 and Proposed Amendment No. 1 to Contract No. 17-027; Both With Instrument Control Services, Inc., for Supervisory Control And Data Acquisition Services and Electrical Services, Respectively, to Increase the Total Compensation and to Extend the Term of Each Contract

Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 Contract No. 17-026 with Instrument Control Services, Inc. and proposed Amendment No. 1 to Contract 17-027 with Instrument Control Services, Inc. to extend the terms of each by one year through June 30, 2019 and to increase the total compensation of each by \$25,000.

20. Approval of Proposed Amendment No. 1 to Contract No. 17-021 with SCS Engineers for Environmental Monitoring Consulting

Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 to Contract No. 17-021 with SCS Engineers to extend the term by one year through June 30, 2019 and to increase the total compensation by \$150,000.

21. Approval of Proposed Amendment No. 2 to Contract No. 17-021 with Biogas Engineering, Inc. for Landfill Gas Engineering Consulting Services to Extend the Term and Increase the Total Compensation

Approved, and authorized the Board Chair to sign, proposed Amendment No. 2 to Contract No. 17-020 with Biogas Engineering, Inc. to extend the term by one year through June 30, 2019 and to increase the total compensation by \$200,000.

22. Approval of Proposed Amendment No. 1 to Contract No. 17-018 with Third Gen Civil Engineering, Inc. for Stormwater Consulting Services to Extend the Term and Increase the Total Compensation

Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 to Contract No. 17-018 with Third Gen Civil Engineering, Inc. to and extend the term by one year through June 30, 2019 and to increase the total compensation by \$25,000.

23. Approval of Proposed Amendment No. 1 to Contract No. 17-012 with Reliance Cleaning Service for Janitorial Services to Extend the Term and Increase the Total Compensation

Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 to Contract No. 17-012 with Reliance Cleaning Service to extend the term by one

year through June 30, 2019 and to increase the total compensation by \$15,000 to a total amount not to exceed \$35,000.

24. Approval of Proposed Amendment No. 2 to Contract No. 16-026 with A-Mehr, Inc. for Landfill Engineering Services to Extend the Term and to Increase the Total Compensation

Approved, and authorized the Board Chair to sign, proposed Amendment No. 2 to Contract No. 16-026 with A-Mehr, Inc. to extend the term by one year through June 30, 2019 and to increase the total compensation by \$250,000.

25. Approval of Proposed Amendment No. 1 Contract No. 16-020 with Unifirst Corporation for Uniform and Related Product Supply Services to Extend the Term and to Increase the Total Compensation

Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 to Contract No. 16-020 to increase the total compensation by \$15,000 with Unifirst Corporation and extend the term by one year through June 30, 2019.

26. Approval of Proposed Amendment No. 3 to Contract No. 15-030 with Chang Environmental for Consulting Services for Landfill Groundwater Monitoring Program to Extend the Term and Increase the Total Compensation

Approved, and authorized the Board Chair to sign, proposed Amendment No. 3 to Contract No. 15-030 with Chang Environmental to extend the term by one year through June 30, 2019 and to increase the total compensation by \$50,000.

27. Approval of Proposed Contract No. 18-012 with Ventura County Waterworks Districts Nos. 1 and 16 for Water & Wastewater Facility Services

Approved, and authorized the Board Chair to sign, proposed Contract No. 18-012 with Ventura County Waterworks Districts Nos. 1 and 16 for FY2018-19 for a total compensation in the amount of \$225,537.

28. Approval of Proposed Amendment No. 1 to Contract No. 15-021 with the Ojai Valley School for Water & Wastewater Facility Services

Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 to Contract No. 15-021 with Ojai Valley School for to extend the term through June 30, 2021 and to increase the total compensation by \$66,247 for FY2018-19.

29. Approval of Proposed Amendment No. 2 to Contract No. 14-022 with the Camrosa Water District for Wastewater Facility Services to Extend the Term by One Year and to Increase the Total Compensation

Approved, and authorized the Board Chair to sign, proposed Amendment No. 2 to Contract No. 14-022 with Camrosa Water District to extend the term through June 30, 2019 and to increase the total compensation by \$154,775 for FY2018-19.

30. Approval of Proposed Contract No. 18-009 with Tetra Tech, Inc. for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Contract No. 18-009 with Tetra Tech, Inc. for consulting services in an amount not to exceed \$30,000.

31. Approval of Proposed Contract No. 18-008 with Weck Laboratories, Inc. for Laboratory Services

Approved, and authorized the Board Chair to sign, proposed Contract No. 18-008 with Weck Laboratories, Inc. for laboratory services in an amount not to exceed \$130,000.

32. Approval of Proposed Contract No. 18-007 with Hopkins Groundwater, Inc. for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Contract No. 18-007 with Hopkins Groundwater, Inc. in an amount not to exceed \$118,519.

33. Approval of Proposed Amendment No. 1 to Contract No. 17-016 with Pat-Chem Analytical Laboratories for Laboratory Services

Approved, and authorized the Board Chair to sign, proposed Amendment No. 1 to Contract No. 17-016 with Pat-Chem Laboratories to extend the term through June 30, 2019 and to increase the total compensation in an amount not to exceed \$20,000.

34. Approval of Proposed Contract No. 18-004 with the PRD Group, Inc. for Consulting Services

Approved, and authorized the Board Chair to sign, proposed Contract No. 18-004 with The PRD Group, Inc. for consulting services beginning in FY2018-19 in the amount of \$200,000.

It was moved by Director Weirick, seconded by Director Austin, to approve Staff's recommendations for Consent Agenda Items 6-34 as presented. VOTE: Directors Curtis, Kildee, Monahan, Perello, and Weirick were in favor; the motion carried 7-0 (Directors Austin and Crosswhite abstained from Agenda Item No. 6).

INFORMATION ITEMS (Items 35 through 38)

35. Revenue and Expense Report: (none)

36. Disbursement Report: July 2018

37. Investment Report: June 2018

38. Future Meetings: Seminars and Conferences

- ♦ Sept. 3, 2018, 8:30 a.m. – P&F Committee Meeting (VRSD Board Room)
- ♦ Sept. 6, 2018, 8:30 a.m. – Regular Board Meeting (VRSD Board Room)
- ♦ Sept. 12-14, 2018 – League of California Cities Annual Conference, Long Beach
- ♦ Sept. 20, 2018, 8:30 a.m. – Regular Board Meeting (VRSD Board Room)
- ♦ Sept. 24-27, 2018. – CSDA Annual Conference, Indian Wells

It was moved by Vice Chair Kildee, seconded by Director Weirick, to receive and file the information items. VOTE: Directors Austin, Crosswhite, Curtis, Kildee, Monahan, Perello, and Weirick were in favor; the motion carried 7-0.

ORAL REPORTS (Items 39 through 42)

39. Regulatory Compliance Report (none)

40. Committee Reports

- ◆ Ad Hoc VRSD/TSD Committee to Review Contracts
Directors Weirick and Curtis reported that the committee met with the TSD Ad Hoc Committee, and their respective outside legal counselors, on August 8, 2018 to discuss contracts.
- ◆ P&F Committee
The Committee held a Special meeting on August 14, 2018 to review the proposed Fiscal Year 2018-19 budget and recommended Board adoption.

41. Board Member Comments

The Board collectively expressed appreciation for Staff's work on the adopted Fiscal Year 2018-2019 budget.

Vice Chair Kildee asked for an update on the recruitment of Director of Finance. Mr. Theisen responded that 2nd interviews had been held and the District may make an offer soon.

Vice Chair Kildee commented on New Jersey's recycling of pellets made out of recycled plastic for reuse.

Chair Monahan reported on attending the California Association of Sanitation Agencies (CASA) Conference in Monterey, August 8 – 10, 2018.

Director Weirick announced that he is the City of Ojai's delegate to the League of California Cities Annual Conference in Long Beach. He also reported on the trend by public pressure in Ojai with businesses pledging to switch to bio-degradable non-plastic items without need for mandatory regulation.

42. General Manager Comments

Mr. Theisen announced that a Special P&F Committee meeting was being called on August 23rd, at 8:30 a.m. for discussion on Cost Allocation.

ADJOURNMENT: With no further business, the meeting was adjourned at 3:05 p.m. to the next Regular Meeting to be held September 6, 2018, at 8:30 a.m. at the Ventura Regional Sanitation District Office.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Monahan, Chairman
Ventura Regional Sanitation District