

**VENTURA REGIONAL SANITATION DISTRICT**  
Minutes of the Regular Meeting of February 21, 2019  
1001 Partridge Drive, Ventura, California

Chairman Kildee called the meeting to order at 8:33 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 *arrived at 8:36 a.m.*  
Ed Jones, City of Thousand Oaks  
Kevin Kildee, City of Camarillo  
Bert Perello, City of Oxnard  
William Weirick, City of Ojai

Absent: Mark Austin, City of Fillmore, Bob Nast, Special Districts

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

2. Pledge of Allegiance: The Pledge was led by Director Jones.
3. Agenda Review:

Chris Theisen, General Manager, requested that the Board remove Agenda Item 12, Overview of the Toland Optimization Plan Project and Next Steps for the Conditional Use Permit Modification Application, from this agenda and for placement on a future Board agenda.

By acclamation of the Board, the amended agenda was accepted.

4. Public Comment:  
None.

**PRESENTATION** (Item 5 only)

5. Receive and File PFM Asset Management, LLC – 4<sup>th</sup> Quarter Review of VRSD Investment Portfolio

Tina Rivera, Director of Finance introduced Richard Babbe, Senior Management Consultant, PFM Asset Management, LLC., who gave the presentation and answered the Board's questions.

*It was moved by Director Weirick, seconded by Director Perello, to receive and file the 4<sup>th</sup> Quarter Investment Portfolio Report. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 7-0.*

**CONSENT AGENDA** (Items 6 through 11)

6. Approval of Minutes: February 7, 2019 Regular Meeting
7. Approval of Proposed Amendment No. 1 to Contract No. 17-033 with Fruit Growers Laboratory, Inc. for Laboratory Services
8. Approval of a Proposed \$25,000 Change Order to Increase VRSD Purchase Order No. 2734 with Porter Rents for Heavy Equipment Rental Services
9. Approval of a Proposed \$10,000 Change Order to Increase VRSD Purchase Order No. 2592 with United Rentals for Equipment Rental Services
10. Approval of a Proposed \$25,000 Change Order to Increase VRSD Purchase Order No. 2555 with Silvas Oil Company for the Supply of Oil and Lubricants
11. Approval of a Proposed \$25,000 Change Order to Increase VRSD Purchase Order No. 2569 with Patriot Environmental Services for Leachate Hauling Services

*It was moved by Director Friedman, seconded by Director Weirick, to approve the Consent agenda. VOTE: Araiza, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.*

*It was moved by Director Weirick, seconded by Director Perello, to approve the Consent Agenda. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 7-0.*

**REGULAR AGENDA** (Items 12 through 15)

12. Overview of the Toland Optimization Plan Project and Next Steps for the Conditional Use Permit Modification Application

*During Agenda Review, this item was removed from the agenda.*

13. 2019 Committee Appointments

*It was moved by Director Friedman, seconded by Director Weirick, to approve appointment of Chairman Kildee, Chairman-elect Perello, and Director Friedman to the Executive Committee; and approve Chairman Kildee's recommendations for the following appointments:*

Facilities Committee: Directors Araiza, Nast, Weirick, and Chairman Kildee

Personnel & Finance Committee: Directors Friedman, Hernandez, Jones, and Chairman Kildee

Ventura County Regional Energy Alliance: Director Perello as the primary and Director Weirick as the alternate

VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 7-0.

14. Approval of Proposed VRSD Contract No. 19-002 with Advanced Office Automation, Inc., for Copy Machine Equipment Purchases and Full Service & Supply Maintenance

Michael Castro, Senior Management Analyst, gave the report.

*It was moved by Director Weirick, seconded by Director Friedman, to approve and authorize the Board Chair to sign, VRSD Contract No. 19-002 with Advanced Office Automation, Inc., in the amount of \$43,830.55, for the purchase of three new multifunction color copy machines and the associated 5-year full service and supply maintenance agreement; and approve 100-52220-100100 to Account No. 90-190-52220-199914. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 7-0.*

15. Approval of Proposed Amendment No. 3 to City of Oxnard Agreement No. 7167-15-CM, VRSD Contract No. 15-027, Agreement for Consulting Services Related to Closed Oxnard Landfills

Matt Baumgardner, Director of Operations, gave the report.

*It was moved by Director Weirick, seconded by Director Araiza, to approve and authorize the Board Chair to sign, Amendment No. 32 to City of Oxnard Agreement No. 7167-15-CM, VRSD Contract No. 15-017, Agreement for Consulting Services. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 7-0.*

**INFORMATION ITEMS** (Items 16 through 19)

16. Revenue and Expense Report: None
17. Disbursement Report: January 2019
18. Investment Report: January 2019
19. Future Meetings: Seminars and Conferences
  - ♦ February 25-27 – CASA Washington D.C. Policy Forum, Washington, D.C.
  - ♦ March 5, 2019, 8:30 a.m. – P&F Committee Meeting (VRSD Board Room)
  - ♦ March 7, 2019, 8:30 a.m. – Regular Board Meeting (VRSD Board Room)
  - ♦ March 21, 2019, 8:30 a.m. – Regular Board Meeting (VRSD Board Room)

Under Item 18. Investment Report, agenda package page 225, Tina Rivera, Director of Finance, informed the Board, that the District was recently notified by the Ventura County Credit Union of \$730,000 invested in CD's which should not have been accepted by the Credit Union because it does not meet State law with regard to collateralization requirements. Staff is working with the Credit Union to transfer the funds to authorized investments.

Chair Kildee informed the Board that he would be representing the District at the CASA Washington D.C. Policy Forum in Washington D.C. February 25-27, 2019.

*It was moved by Director Weirick, seconded by Director Perello, to receive and file the information items. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 7-0.*

**ORAL REPORTS** (Items 20 through 23)

20. Regulatory Compliance Report (none)
21. Committee Reports (none)
22. Board Member Comments (none)
23. General Manager Comments

Mr. Theisen deferred to Legal Counsel.

Robert Kwong, Legal Counsel, reported on having met with Director Nast to provide him with an overview and orientation regarding laws, regulations, and permits which affect the District. He invited all other new board members to contact him and arrange a similar session, if they were so inclined.

ADJOURNMENT: With no further business, the meeting was adjourned at 9:35 a.m. to a Regular Meeting to be held March 7, 2019, 8:30 a.m. at the Ventura Regional Sanitation District Office.

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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Kevin Kildee, Chair  
Ventura Regional Sanitation District

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