

VENTURA REGIONAL SANITATION DISTRICT
Minutes of the Regular Meeting of February 7, 2019
1001 Partridge Drive, Ventura, California

Chairman Kildee called the meeting to order at 8:34 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; Melissa Grisales, Human Resources Manager; Matthew Baumgardner, Director of Operations; Richard Jones, Water/Wastewater Operations Superintendent; Michael Castro, Senior Management Analyst; Sandy Warren, Management Analyst; Regina Williams, Senior Accountant; and Juliet Rodriguez, Clerk of the Board.

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

CONSENT AGENDA (Item 5 only)

5. Approval of Minutes: January 10, 2019 Special Meeting

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

REGULAR AGENDA (Items 6 through 11)

6. Election of Calendar Year 2019 VRSD Board of Directors: Continued from January 10, 2019 Meeting

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

Director Perello announced that the City of Oxnard had reappointed him as the representative to the VRSD Board.

It was moved by Director Weirick, seconded by Director Araiza, to elect Bert Perello to Chairman-elect of the Ventura Regional Sanitation District for Calendar Year 2019. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

7. Receive and File VRSD FY2017-18 Comprehensive Annual Financial Report

Tina Rivera, Director of Finance, gave the presentation. Sandy Warren, Management Analyst, responded to the Board's questions regarding insurance reimbursements related to the Thomas Fire.

It was moved by Director Weirick, seconded by Director Perello, to receive and file the Fiscal Year 2017-18 Comprehensive Annual Financial Report. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

8. Proposed Expansion of VRSD Suggestion Award Program

Tina Rivera, Director of Finance, gave the report.

It was moved by Director Friedman, seconded by Director Weirick, to direct the General Manager to apply the VRSD Suggestion Award Program to all District staff. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

9. 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.

Director Friedman inquired about General Manager contract approval limits within the Purchasing Resolution and said that they may need to be reviewed in order to increase the General Manager's approval authority. General Manager Theisen responded that the Purchasing Resolution has been identified on the Board-approved list of VRSD goals and is scheduled as a high priority.

It was moved by Director Weirick, seconded by Director Perello, that Staff return with a revised contract that provides clarification of emergency services and spelling corrections in Exhibit B. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

10. Approve the FY2019-20 Hourly Wages for VRSD Services

Chris Theisen, General Manager, gave the report.

It was moved by Director Perello, seconded by Director Weirick, to approve the FY2019-20 Hourly Rates for VRSD Services. VOTE: Araiza, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

11. Approval to Recruit and Fill a Water/Wastewater Helper Position

Chris Theisen, General Manager, gave the report.

It was moved by Director Friedman, seconded by Director Hernandez, to approve recruitment and hiring of a Water/Wastewater Helper Position. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

INFORMATION ITEMS (Items 12 through 15)

12. Revenue and Expense Report: December 2018

13. Disbursement Report: December 2018

14. Investment Report: December 2018

15. Future Meetings: Seminars and Conferences

- ♦ February 21, 2019, 8:30 a.m. – Regular Board Meeting (VRSD Board Room)
- ♦ February 25-27 – CASA Washington D.C. Policy Forum, Washington, D.C.
- ♦ March 5, 2019 – 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)

It was moved by Director Weirick, seconded by Director Araiza, to receive and file the information items. VOTE: Directors Araiza, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

ORAL REPORTS (Items 16 through 19)

- 16. Regulatory Compliance Report (none)
- 17. Committee Reports (none)
- 18. Board Member Comments

Director Weirick, referenced personnel changes that recently occurred at the County of Ventura's Resource Management Agency and offered to assist Counsel on the Toland Road Landfill CUP process.

Director Weirick discussed some ideas that he was exposed to by attending the Industry Day hosted by the Naval Facilities Engineering Command (NAVFAC) Engineering and Expeditionary Warfare Center (EXWC) on February 5, 2019 and how he wanted to share some of these ideas.

After Director Nast expressed interest in hearing more about Director Weirick's ideas, it was discussed that this topic would be best to be heard by the Facilities Committee once the committee has been formed.

Chair Kildee reported on the sessions that he had attended at the CASA Annual Winter Conference in Indian Wells, January 23-25, 2019. He requested staff obtain copies of the "Artificial Intelligence and Analytics in the Wastewater Community" presentation if possible.

- 19. General Manager Comments

Mr. Theisen reported that the Triunfo Sanitation District (TSD) provided VRSD with the requisite 90-day notice that the TSD Board would invoke their right to hire their own general manager, specifically Mark Norris, as a consultant, instead of using Norris through its contract with VRSD.

Mr. Theisen also reported that the Saticoy Sanitary District had apparently voted, at the February 5, 2019 Special Meeting, to hire Mr. Norris directly as an independent contractor/ General Manager, instead of using VRSD for District Manager services

ADJOURNMENT: With no further business, the meeting was adjourned at 9:51 a.m. to a Regular Meeting to be held February 21 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