



**NOTICE OF A SPECIAL MEETING**

**NOTICE IS HEREBY GIVEN** that the Ventura Regional Sanitation District Board of Directors will hold a **SPECIAL MEETING** on **Thursday, July 18, 2019 at 8:30 a.m.**, at the former Bailard Landfill office, 4105 W. Gonzalez Road, Oxnard, California. The business to be transacted is as follows:

**REVISED A G E N D A**

The Board agenda is posted at least 24 hours preceding the Board special meeting, and contains all items on which Board action will be allowed pursuant to Government Code Section 54954.2. Action will be taken on unanticipated items only when an emergency (as defined in Government Code Section 54956.5) exists or as otherwise allowed under Government Code Section 54954.2(b). In compliance with the Americans with Disabilities Act, if you need special accommodation/assistance to participate in a District event, please call the California Relay Service TDD line at (800) 735-2929 or the Clerk of the Board at (805) 658-4642 at least 48 hours prior. Notification prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to participate. Copies of individual reports may be requested from the Clerk of the Board or viewed on the District's website, at [www.vrsd.com](http://www.vrsd.com).

1. Call Meeting to Order, Roll Call
2. Pledge of Allegiance
3. Agenda Review (General Manager/Board of Directors)  
Consider and approve, by majority vote, minor revisions to the Board agenda items or related attachments and any item added to, removed from, or continued from the Board agenda.
4. Public Comment (Items not on the agenda – 5 minute limit)  
Opportunity for members of the public to briefly address the Board on items NOT on the agenda. In accordance with Government Code Section 54953(a). Persons wishing to comment on agenda items should complete a speaker card and submit it (preferably before the meeting) to the Clerk. The Chairman will then recognize them at the appropriate time. Once recognized, persons should step to the podium, clearly state their name and address for the record, and address the item being considered in as brief, clear, and concise a manner as possible.

**Board of Directors**

Kevin Kildee, Chair  
*Camarillo*

Rick Araiza  
*Santa Paula*

Mark Austin  
*Fillmore*

Jim Friedman  
*Ventura*

Laura Hernandez  
*Port Hueneme*

Ed Jones  
*Thousand Oaks*

Bob Nast  
*Special Districts*

Bert Perello  
*Oxnard*

William Weirick,  
*Ojai*

**Staff**

Chris Theisen  
*General Manager*

Robert N. Kwong  
*General Counsel*

Juliet Rodriguez  
*Clerk of the Board*

**Mission Statement**

The Ventura Regional Sanitation District is a non-tax-supported public agency providing sanitation services. We offer the highest quality service at the lowest possible cost for our customers, and we will provide solutions by involving our staff, our customers, and our community.

**CLOSED SESSION AGENDA:** (Item 5 only)

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

5. Conference with Labor Negotiators (Gov Code, § 54957.6)

DISTRICT DESIGNATED REPRESENTATIVES:

Melanie L. Chaney, Liebert Cassidy Whitmore; 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

**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  
Approve 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  
Approve 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 Approve 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  
Approve 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. Approved Proposed Purchase Order to Downtown Ford Sales for the Purchase of Two New Trucks to be added to the Water/Wastewater Vehicle Fleet  
Approve 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  
Approve, and authorize 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  
Approve, and authorize 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  
Approve, and authorize 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.

**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  
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.
15. Consider and Authorize Write-off of Uncollectable Accounts Receivable  
Approve \$61,521.11 write-off of Accounts Receivable balances as of June 30, 2019.
16. Approval and Adoption of Delinquent Accounts Receivable and Write-Down / Write-Off Policy  
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 receivables.

17. Authorize a Fiscal Year 2019-20 Budget Increase for Worker's Compensation Insurance  
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..
18. California Association of Sanitation Agencies (CASA) Election of Slate of Board of Directors Nominees for FY 2019-20
  - A. Review the candidate statements for each of the nominated candidates; and
  - B. Vote on the slate of Nominees for open seats on the CASA Board of Directors FY 2019-2020; and
  - C. Authorize the VRSD Chair to sign the CASA Ballot and Direct staff to mail it in.
19. Receive and File Staff Presentation on Water/Water Division Operations

**INFORMATION ITEMS** (Items 20 through 24)

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

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, 8:30 a.m. – Special Board Meeting (former Bailard Landfill)
  - ♦ 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

**ORAL REPORTS** (Items 25 through 28)

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

25. Regulatory Compliance Report (none)
26. Committee Reports
  - ♦ P&F Committee Report

27. Board Member Comments

Opportunity for Board members to briefly comment on matters they deem appropriate to the business of VRSD. A Board member may ask a question of staff for clarification, make a brief announcement, or make a brief report on his or her own activities related to the VRSD. A Board member may also provide a reference to staff or other resources for factual information, or request staff to report back to the Board at a subsequent meeting concerning a matter related to the VRSD business. The Board may also direct staff to place a matter of business on a future VRSD Board agenda.

28. General Manager Comments

Brief announcements and report on General Manager and VRSD workforce activities.

**ADJOURNMENT:** Adjourn to the Regular Meeting to be held September 5, 2019, 8:30 a.m. at the Ventura Regional Sanitation District office