



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.

**NOTICE OF MEETING**

**NOTICE IS HEREBY GIVEN** that the Ventura Regional Sanitation District Board of Directors will hold a **REGULAR MEETING** on **Thursday, October 3, 2019 at 8:30 a.m.**, at the Ventura Regional Sanitation District office, 1001 Partridge Drive, Ventura, California. The business to be transacted is as follows:

**A G E N D A**

The Board agenda is posted at least 72 hours preceding the Board 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.

**PRESENTATION** (Item 5 only)

5. Investment via California Asset Management Trust  
Receive and File

**CLOSED SESSION** (Item 6 only)

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

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

DISTRICT DESIGNATED REPRESENTATIVES:

Melanie L. Chaney, Liebert Cassidy Whitmore; Melissa Grisales, Human Resources Manager; Michael Castro, Senior Management Analyst; Tina Rivera, Director of Finance

EMPLOYEE ORGANIZATIONS:

International Union of Operating Engineers (IUOE), Local 501

**CONSENT AGENDA** (Item 7 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.

7. Approval of Minutes: September 19, 2019 Regular Meeting

**REGULAR AGENDA** (Items 8 through 10)

8. Approve and Adopt Proposed Revisions to Ventura Regional Sanitation District Board Bylaws; Adopt Resolution (Continued from September 19, 2019)

- A. Approve Proposed Revisions to the VRSD Board Bylaws; and
- B. Adopt Revised VRSD Bylaws by Board Resolution 19-05.

9. Repeal Resolution Nos. 84-21 and 04-04; Approve and Adopt Proposed District Resolution 19-08, Records Management Policy and Records Retention Schedule

- A. Repeal Resolution Nos. 84-21 and 04-04;
- B. Approve and Adopt Resolution No. 19-08; Records Management Policy and Records Retention Schedule; and
- C. Rename and revise VRSD Policy No. 3.3.03 Records Retention & Destruction Guidelines to No. 3.3.03 Records Management Policy & Record Retention Schedule; and
- D. Authorize General Manager to implement Records Management Policy and Record Retention Schedule.

10. Proposed Write-Off of Uncollectable Receivables

Approve write-off of \$2,952.29 in receivables from past District employees.

**INFORMATION ITEMS** (Items 11 through 14)

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

11. Revenue and Expense Report: August 2019

12. Disbursement Report: None

13. Investment Report: None

14. Future Meetings, Seminars and Conferences

- ♦ Oct. 17, 2019, 8:30 a.m. – Regular Board
- ♦ Nov. 5, 2019, 8:30 a.m. – P&F Committee Meeting
- ♦ Nov. 7, 2019, 8:30 a.m. – Regular Board
- ♦ Nov. 21, 2019, 8:30 a.m. – Regular Board
- ♦ Nov. 21, 2019, 10:15 a.m. – VCREA Board Meeting (City of Ventura-City Hall)

**ORAL REPORTS** (Items 15 through 18)

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

15. Regulatory Compliance Report\_ (none)

16. Committee Reports (none)

17. 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.

18. General Manager Comments

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

**ADJOURNMENT:** Adjourn to Regular Meeting to be held October 17, 2019, 8:30 a.m. at the Ventura Regional Sanitation District office.