

**VENTURA REGIONAL SANITATION DISTRICT**  
Minutes of the Regular Meeting of October 3, 2019  
1001 Partridge Drive, Ventura, California

Chairman Kildee called the meeting to order at 8:32 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  
Mark Austin, City of Fillmore  
Jim Friedman, City of Ventura  
Laura Hernandez, City of Port Hueneme – *arrived at 8:38 a.m.*  
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: None.

Staff Present: Chris Theisen, General Manager; Robert Kwong, Legal Counsel; Joshua Smith, Associate Legal Counsel; Tina Rivera, Director of Finance; Matthew Baumgardner, Director of Operations; Melissa Macias, Human Resources Manager; Richard Jones, Operations Manager; Michael Castro, Senior Management Analyst; Kristen Rupperecht, Accountant; and Juliet Rodriguez, Clerk of the Board.

2. Pledge of Allegiance: The Pledge was led by Director Nast.
3. Agenda Review:  
Chair Kildee discussed the possibility of moving Agenda Item 5 to a later place on the agenda.

4. Public Comment:

Dennis Chenoweth, Solimar Beach Colony HOA, distributed a letter and addressed the Board regarding the Solimar Pump Station.

**PRESENTATION** (Item 5 only)

5. Investment via California Asset Management Trust  
Receive and File

Sara Meacham, Managing Director, PFM, gave the presentation.

*It was moved by Director Weirick, seconded by Director Austin, to receive and file the presentation report. VOTE: Araiza, Austin, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 9-0.*

### **CLOSED SESSION**

At 8:53 a.m. Legal Counsel Robert Kwong made the following closed session announcement:

It is the intention of the Ventura Regional Sanitation District 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 Macias, Human Resources Manager; Michael Castro, Senior Management Analyst; Tina Rivera, Director of Finance

**EMPLOYEE ORGANIZATIONS:**

International Union of Operating Engineers (IUOE), Local 501

Prior to the closed session at 8:53 a.m., the following people provided comments regarding the IUOE proposal to be reviewed in closed session:

1. Morgan Cole, VRSD Instrumentation Technician; and
2. Blair Brim, IUOE Local 501 Negotiations Business Agent

After receiving the above public comment, the Board convened in closed session.

At 9:55 a.m., Mr. Kwong announced that the Ventura Regional Sanitation District Board of Directors had reconvened into open session from a closed session with no reportable actions on the closed session matter.

Director Araiza left the Board meeting prior to it being reconvened in open session.

**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 October 3, 2019 Regular Meeting

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

**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*)

Chis Theisen, General Manager, and Robert Kwong, Legal Counsel, reviewed the changes made to the proposed revised Bylaws resulting from Board comments made at the September 19<sup>th</sup> Board meeting and provided answers and clarification to Board questions from the previous Board meeting as well.

*It was moved by Director Weirick, seconded by Director Perello, to add "Future Agenda Items" to Bylaws Item VII, Section 4. Order of Business.*

During discussion, Legal Counsel Robert Kwong referenced Government Code 54954.2(a) and agreed to add "and Future Agenda Items" to Article VII, Section 4.k.

Director Weirick amended his motion to include "and Future Agenda Items" to Article VII, Section 4.k, *seconded by Director Perello* VOTE: Austin, Friedman, Hernandez, Jones, Kildee, Nast, Perello, and Weirick were in favor; the motion carried 8-0.

Discussion followed regarding Article VIII, Section 1 Recordings and inconsistencies between the language in the Board Letter and the final version of the Bylaws. Mr. Kwong reassured the Board that "Record Management Policy governs destruction time."

*It was moved by Director Friedman, seconded by Director Weirick, to approve proposed revisions to the VRSD bylaws and adopt the revised VRSD Bylaws, as amended, by Board Resolution 19-05. VOTE: Austin, Friedman, Hernandez, Jones, Kildee, Nast, and Weirick were in favor; the motion carried 7-1 (Perello).*

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

Juliet Rodriguez, Clerk of the Board, and Joshua Smith, Associate Legal Counsel, gave the presentation.

Director Weirick left the meeting at 10:49 a.m.

*It was moved by Director Friedman, seconded by Director Austin, to a) Repeal Resolution Nos. 84-21 and 04-04; and 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 & Records Retention Schedule; and d) Authorize the General Manager to implement the Record*

Management Policy & Record Retention Schedule. VOTE: Austin, Friedman, Hernandez, Jones, Kildee, Nast, and Perello were in favor; the motion carried 7-0.

10. Proposed Write-Off of Uncollectable Receivables.

Tina Rivera, Director of Finance, gave the presentation.

*It was moved by Director Friedman, seconded by Director Weirick, to approve a write-off of \$2,952.29 in receivables from past District employees. VOTE: Austin, Friedman, Hernandez, Jones, Kildee, Nast, and Perello were in favor; the motion carried 7-0.*

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

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

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

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

15. Regulatory Compliance Report

None.

16. Committee Reports

None.

17. Board Member Comments

None.

Director Nast thanked the Clerk of the Board for revising Records Retention and asked the General Manager for a copy of the Board-adopted bylaws.

18. General Manager Comments

Mr. Theisen gave an update on the Conditional Use Permit Modification for the Toland Road Landfill, stating that the District is preparing the Supplemental Environmental Impact Report (SEIR). On October 2<sup>nd</sup>, the District held a well-

attended SEIR scoping meeting, chaired by Rincon Consultants for the District, with Legal Counsel present. Representatives from several public agencies and local Toland Road residents shared their concerns and comments regarding the SEIR.

ADJOURNMENT: With no further business, the meeting was adjourned at 10:57 a.m. to a Regular Meeting to be held October 17, 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

This page is intentionally blank