

**VENTURA REGIONAL SANITATION DISTRICT**  
Minutes of the Regular Meeting of March 5, 2020  
1001 Partridge Drive, Ventura, California

Chairperson Perello called the meeting to order at 8:30 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  
Al E. Fox, Special Districts  
Jim Friedman, City of San Buenaventura  
Laura Hernandez, City of Port Hueneme – *arrived at 8:31 a.m.*  
Ed Jones, City of Thousand Oaks  
Kevin Kildee, City of Camarillo  
Bert Perello, City of Oxnard  
William Weirick, City of Ojai

Staff Present: Chris Theisen, General Manager; Robert Kwong, 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; Regina Williams, Senior Accountant; Sandy Warren, Management Analyst; and Juliet Rodriguez, Clerk of the Board.

Additional Staff Present: Aracely Smith, Diane Rodriguez, Elizabeth Zenner, Francine Rabago, Lisa McKinley, Jaimee Constantino, Jocelyn Adlao, Kristin Rupprecht, Maria Guerra, and Tricia Carillo.

2. Pledge of Allegiance: The Pledge was led by Richard Jones, Operations Manager.
3. Agenda Review:

*It was moved by Vice Chairperson Friedman, seconded by Director Kildee, to accept the agenda as presented. VOTE: Austin, Fox; Friedman, Hernandez; Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.*

4. Public Comment:  
None.

**PRESENTATIONS** (Items 5 and 6)

5. Presentation and Proclamation for Maria Guerra for Her Outstanding Service to the Ventura Regional Sanitation District

Chair Perello presented Maria Guerra with flowers and a Proclamation for her years of service to the District. Ms. Guerra thanked the District for her rewarding experience working for the District. The Board and all in attendance acknowledged Ms. Guerra with a standing ovation.

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

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

By acclamation of the Board, this item was received and filed.

**CONSENT AGENDA** (Items 7 through 9) 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: February 6, 2020 Regular Meeting

8. Consideration and Approval of Amendment No. 3 to VRSD Contract No 17-013 With FTI Services, Inc. for Information Technology Services

9. Consideration and Approval of the FY 2021 Hourly Rates for VRSD Services

*It was moved by Vice Chair Friedman, seconded by Director Jones, to approve the Consent Agenda and staff recommendations as written in the staff reports. VOTE: Araiza, Austin, Fox; Friedman, Hernandez; Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0. Director Austin abstained from Agenda Item No. 7, Approval of the February 6, 2020 Regular Meeting Minutes.*

**REGULAR AGENDA** (Items 10 through 12)

10. 2020 Committee Appointments (Reconsideration of 02/06/2020 Action)

Chairperson Perello reviewed his recommendations with the Board. Discussion followed.

*It was moved by Director Jones, seconded by Director Austin, to reconsider the vote made at the February 6, 2020 Board meeting, and appoint the following Directors to the following committees:*

Facilities Committee: Directors Araiza, Jones, and Weirick

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

VCREA Representative: Director Austin as Primary; Director Fox as Alternate

VOTE: Araiza, Austin, Fox; Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.

*It was moved by Director Hernandez, seconded by Chair Perello, to review and discuss amending the Bylaws to include improved committee descriptions and general criteria for committee appointments, allowing for Board Member experience, availability, continuity, and succession planning. VOTE: Araiza, Austin, Fox; Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.*

11. Receive and File Staff Presentation in Response to Triunfo Water and Sanitation District's (TWSD) Request to Analyze the Effect of Replacing VRSD's Central Administration Division Services with Their Own

Chris Theisen, General Manager, gave the report.

*It was moved by Director Kildee, seconded by Director Weirick, to receive and file the staff presentation regarding an inquiry from the Triunfo Water and Sanitation District (TWSD) regarding TWSD'S in-housing plans. VOTE: Araiza, Austin, Fox, Friedman, Hernandez; Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.*

*It was moved by Director Weirick, seconded by Vice Chair Friedman, to have the Executive Committee involved with staff in the development of a transition plan. VOTE: Araiza, Austin, Fox, Friedman, Hernandez; Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.*

12. Proposed Budget Adjustments to Fund Ongoing Leachate Operations Management Activities at the Toland Road Landfill

Matt Baumgardner, Director of Operations, gave the report.

*It was moved by Vice Chair Friedman, seconded by Director Ariaza, to approve the transfer of funds totaling \$370,000 from approved Coastal Landfill maintenance and Internal Service Fund maintenance funding and approve a budget adjustment appropriating \$280,000 from the District's non-restricted available funds. VOTE: Araiza, Austin, Fox, Friedman, Hernandez; Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.*

**INFORMATION ITEMS** (Items 13 through 16)

13. Revenue and Expense Report: January 2020
14. Disbursement Report: January 2020
15. Investment Report: January 2020
16. Future Meetings, Seminars and Conferences
  - ♦ Mar. 19, 2020, 8:30 a.m. – Regular Board Meeting

- ♦ Apr. 2, 2020, 8:30 a.m. – Regular Board Meeting
- ♦ Apr. 7, 2020, 8:30 a.m. – P&F Committee Meeting
- ♦ Apr. 16, 2020, 8:30 a.m. – Regular Board Meeting

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

**ORAL REPORTS** (Items 17 through 20)

17. Regulatory Compliance Report

None.

18. Committee Reports

None.

19. Board Member Comments

Director Araiza reported on attending the CSDA Washington D.C. Conference on February 23-26, 2020.

Director Friedman stated that he will not be present at the April 2, 2020 meeting.

Director Fox stated that he will be attending the Association of Water Agencies Symposium and will not be at the VRSD March 19, 2020 meeting, but that his alternate, James Acosta, Saticoy Sanitary District, would represent the Special Districts for that meeting.

Chair Perello stated that information on the Coronavirus can be found at the Ventura County Health Department website.

20. General Manager Comments

Mr. Theisen reported that the District's municipal solid waste disposal contract with the City of Oxnard is set to expire in October 2020, and the District will be competing for a new contract in the near future. He noted that the City held a Public Works and Transportation Committee meeting on January 28 to discuss the City's process for issuing new contracts.

Staff is currently reviewing the draft supplemental EIR for the proposed modification of the Toland Road Landfill Conditional Use Permit and hopes to get it to the VRSD Board by July 2<sup>nd</sup>.

ADJOURNMENT: With no further business, the meeting was adjourned at 10:46 a.m. to a Regular Meeting to be held March 19, 2020, 8:30 a.m. at the Ventura Regional Sanitation District office.

**VENTURA REGIONAL SANITATION DISTRICT  
MEETING MINUTES**

**MARCH 5, 2020**

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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Bert Perello, Chair  
Ventura Regional Sanitation District