

**VENTURA REGIONAL SANITATION DISTRICT**  
Minutes of the Regular Meeting of December 17, 2020  
1001 Partridge Drive, Ventura, California

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE ORDERS DECLARING A STATE OF EMERGENCY AND THE COUNTY OF VENTURA HEALTH OFFICER'S LOCAL HEALTH EMERGENCY DECLARATION AS A RESULT OF THE THREAT OF THE COVID-19 VIRUS, THIS VRSD BOARD OF DIRECTORS MEETING WAS HELD VIA VIDEO CONFERENCE.

Chairperson Perello called the meeting to order at 8:35 a.m.

1. Roll Call: The Clerk of the Board called the roll. The following Board Members were present:

James Acosta, Special Districts  
Mark Austin, City of Fillmore  
Jenny Crosswhite, City of Santa Paula  
Jim Friedman, City of San Buenaventura  
Laura Hernandez, City of Port Hueneme  
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; Richard Jones, Interim Director of Operations; Melissa Macias, Human Resources Manager; Michael Castro, Interim Operations Manager; 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 Jenny Crosswhite.
3. Agenda Review:  
None.
4. Public Comment:

None.

**CONSENT AGENDA** (Item 5 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.

5. Approval of Minutes: December 3, 2020 Regular Meeting

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

**REGULAR AGENDA** (Items 6 through 8)

6. Approve and Authorize the Board Chair to Sign Amendment No. 1 to VRSD Contract No19-012 with Biogas Engineering, Inc.

Richard Jones, Interim Operations Manager gave the report.

*It was moved by Director Friedman, seconded by Director Acosta, to approve, and authorize the Board Chair to sign, Amendment No. 1 to VRSD Contract No. 19-012 with Biogas Engineering, Inc., to include procurement of a low nitrogen oxide (NOx) flare from Perennial Energy, LLC, and increase the contract amount by \$590,000, for a total amount not to exceed \$1,392,780. VOTE: Acosta, Austin, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.*

7. Approve and Authorize the Board Chair to Sign, Amendment No. 1 to VRSD Contract No. 19-014 with A-Mehr, Inc., for Landfill Engineering Services at the Toland Road Landfill and Closed Landfill Sites

Richard Jones, Interim Operations Manager gave the report.

*It was moved by Director Kildee, seconded by Director Weirick, to A) Approve a budget increase in the amount of \$250,000; and B) Approve, and authorize the Board Chair to sign, Contract Amendment No. 1 to VRSD Contract No. 19-014 with A-Mehr, Inc., for landfill engineering services with a total compensation amount not to exceed \$575,000. VOTE: Acosta, Austin, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.*

8. Annual Review and Proposed Revision of District 2.1.02 Investment Policy

Tina Rivera, Director of Finance, gave the report.

*It was moved by Director Hernandez, seconded by Director Weirick, to approve the Proposed Revision to District 2.1.02 Investment Policy. VOTE: Acosta, Austin, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick were in favor; the motion carried 9-0.*

**INFORMATION ITEMS** (Items 9 through 12)

9. Revenue and Expense Report: None

10. Disbursement Report: November 2020
11. Investment Report: November 2020
12. Future Meetings, Seminars and Conferences
  - ♦ Jan 5, 2021, 8:30 a.m. – P&F Committee Meeting
  - ♦ Jan, 7, 2021, 8:30 a.m. – Regular Board Meeting
  - ♦ Jan, 21, 2021, 8:30 a.m. – Regular Board Meeting
  - ♦ Jan, 21-22, 2021 – League of California Cities New Mayors & Council Members Academy, Virtual Event
  - ♦ Jan, 27-28, 2021 – California Association of Sanitation Agencies Winter Conference, Virtual Event
  - ♦ Jan, 27-28, 2021 – League of California Cities New Mayors & Council Members Academy, Virtual Event
  - ♦ Jan 28, 2021, 8:30 a.m. – Facilities Committee Meeting

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

**ORAL REPORTS** (Items 13 through 16)

13. Regulatory Compliance Report  
None.
14. Committee Reports  
None.
15. Board Member Comments and Future Agenda Items

The Board welcomed returning VRSD Directors James Acosta, Special Districts, and Jenny Crosswhite, City of Santa Paula back to the VRSD Board.

Director Weirick requested that representatives from Biogas Engineering, Inc. be present at the January 28, 2021 Facilities Committee meeting.

Chairperson Perello requested that an Executive Committee meeting be scheduled to receive Staff updates on contract extensions with the City of Oxnard and Gold Coast Recycling and Transfer Station and the Triunfo Water & Sanitation District transition.

16. General Manager Comments

Mr. Theisen stated that: (a) there were no new updates regarding the City of Oxnard disposal agreement extension since previously reporting that the City had approved and forwarded a fully executed copy of the extension amendment to VRSD; (b) discussions with Gold Coast Recycling Center and Transfer Station regarding an extension amendment to their disposal contract were still ongoing and there was no further update; (c) an Executive Committee meeting would take place in the near future regarding the TWSD transition initiative; and (d) the hearing for the Conditional Use Permit modification for the Toland Road Landfill was still scheduled for January 26 at 1:00 p.m. at the Ventura County Board of Supervisors meeting.

ADJOURNMENT: With no further business, Chair Perello adjourned the meeting at 9:40 a.m. to the next Regular meeting on January 7, 2021, via video conference.

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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Bert Perello, Chairperson  
Ventura Regional Sanitation District