

**VENTURA REGIONAL SANITATION DISTRICT**  
Minutes of the Regular Meeting of June 17, 2021  
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 Friedman called the meeting to order at 8:33 a.m.

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

James Acosta, Special Districts  
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

Absent: Mark Austin, City of Fillmore

Staff Present: Chris Theisen, General Manager; John Mathews, Legal Counsel; Tina Rivera, Director of Finance; Richard Jones, 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 Jones.

3. Agenda Review:

No changes.

*It was moved by Director Acosta, seconded by Vice Chairperson Hernandez, to approve the Agenda as presented. ROLL CALL VOTE: Motion carried 8-0 (FOR: Acosta, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick).*

4. Public Comment:

None.

**PRESENTATIONS** (Item 5 only)

5. Proclamation for Retiring VRSD Employees

Chair Friedman recognized, by proclamation, nine VRSD employees who will be retiring by the end of the month and also acknowledged four VRSD employees who will be leaving the District by the end of the month. Board Members expressed appreciation for the employees' service and wished them well.

**CONSENT AGENDA** (Item 6 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.

6. Approval of Minutes: June 3, 2021 Regular Meeting

*It was moved by Director Kildee, seconded by Director Acosta, to approve the Consent Agenda as presented. ROLL CALL VOTE: Motion carried 8-0 (FOR: Acosta, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick).*

**REGULAR AGENDA** (Items 7 through 9)

7. Authorize Staff to Initiate the Dismantling and Disposal of Obsolete Bio-Solids Drying and Microturbine Facilities and Equipment

Richard Jones, Director of Operations, gave the staff report.

*It was moved by Director Kildee, seconded by Director Acosta, to A) Waive the \$10,000 book value limit under Part VI—Disposition of Surplus Personal Property, Section 600, -- Disposition by Purchasing Agent, of VRSD Purchasing Resolution No. 89-13, to dismantle and dispose of the obsolete bio-solids drying and micro-turbine facilities and equipment; and B) Authorize the General Manager to initiate obtaining competitive bids for dismantling and disposal of obsolete bio-solids drying and micro-turbine facilities and equipment and to execute contracts for such services pursuant to Section 302 of VRSD Resolution No. 89-13. ROLL CALL VOTE: Motion carried 8-0 (FOR: Acosta, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick).*

8. Consider, Adopt, and Authorize Proposed Fiscal Year 2021-22 District Goals

Chris Theisen, General Manager, gave the staff report.

Nan Drake commented on E. J. Harrison & Sons, Inc. continued support of the Toland Road Landfill.

*It was moved by Director Kildee, seconded by Director Weirick, to receive and approve the Goals for FY2021-22 with the additional Goals requested by the Board during the meeting:*

- ◆ Consider use of existing locations for future relocation of employees and Board Meetings.
- ◆ Strengths, Weaknesses, Opportunities, & Threats (SWOT) Analysis
- ◆ Develop a public relations strategy
- ◆ Strategic Meeting:
  - Include Malibu Bay Club discussion
  - Include 2022 Regulations
  - Develop strategy for Water/Wastewater
  - Reach out to VRSD customers
  - Consider hiring outside facilitator for meeting (voluntary versus cost)
  - Update of flaring at landfills
  - Preference to meeting live versus Zoom

The motion was amended by Director Jones, and approved by the motion makers, to include as a goal the exploration of other potential sources of solid waste that could potentially go to the Tolland Road Landfill. ROLL CALL VOTE: Motion carried 8-0 (FOR: Acosta, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick).

9. Approve, and Authorize the Board Chair to Sign, the Sixth Amendment to VRSD Contract No. 15-027 (City of Oxnard Agreement No. 7167-15-CM), Agreement for Consulting Services Related to the Closed Santa Clara Landfill in Oxnard

Richard Jones, Director of Operations, gave the staff report.

*It was moved by Director Acosta, seconded by Director Kildee, to approve, and authorize the Board Chair to sign, Amendment No. 6 to VRSD Contract No. 15-027 (City of Oxnard Agreement No. 7167-15-CM), Agreement for Consulting Services. ROLL CALL VOTE: Motion carried 8-0 (FOR: Acosta, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick).*

**INFORMATION ITEMS** (Items 10 through 13)

10. Revenue and Expense Report: May 2021
11. Disbursement Report: May 2021
12. Investment Report: May 2021
13. Future Meetings, Seminars and Conferences
  - ◆ July 1, 2021, 8:30 a.m. – Regular Board Meeting

- ♦ July 6, 2021, 8:30 a.m. – Personnel & Finance Committee Meeting
- ♦ July 15, 2021, 8:30 a.m. – Regular Board Meeting
- ♦ August 2021: VRSD Board is Dark

*It was moved by Director Kildee, seconded by Director Weirick, to receive and file all Information Items. ROLL CALL VOTE: Motion carried 8-0 (FOR: Acosta, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick).*

**ORAL REPORTS** (Items 14 through 17)

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

Director Hernandez thanked all employees leaving the District and offered to write a letter of recommendation for anyone requesting a letter if contacted.

Director Kildee would like to see the Board resume 'live' meetings in July.

Director Perello thanked all employees leaving the District and offered to write letters of recommendation for Sandy Warren and Michael Castro.

17. General Manager Comments

General Manager Chris Theisen thanked all employees acknowledged today for their service and said the remaining staff would meet the challenges ahead in the spirit of all employees who are leaving.

*It was moved by Director Jones, seconded by Director Kildee, to receive and file all Oral Reports. ROLL CALL VOTE: Motion carried 8-0 (FOR: Acosta, Crosswhite, Friedman, Hernandez, Jones, Kildee, Perello, and Weirick).*

**CLOSED SESSION** (Item 18 only)

At 10:05 a.m., Legal Counsel announced that the Board would be convening to a Closed Session in a separate Zoom meeting.

Legal Counsel further stated that it is the intention of the Ventura Regional Sanitation District Board of Directors to meet in closed session to consider the following item:

18. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957)  
Title: General Manager.

The Board recessed at 10:05 a.m. to attend Closed Session at 10:10 a.m.

ADJOURNMENT: With no further business, and nothing to report from Closed Session, Chairperson Friedman adjourned the meeting at 12:18 p.m., from Closed Session, to a Regular Meeting to be held July 1, 2021, 8:30 a.m. via video conference.

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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Jim Friedman, Chairperson  
Ventura Regional Sanitation District