



# Port Hueneme Water Agency

250 North Ventura Road • Port Hueneme, CA 93041 • (805) 986-6563

## Water Agency Regular Meeting Minutes

**March 15, 2021**

**Port Hueneme City Hall: 250 North Ventura Road  
Port Hueneme, CA 93041 (Broadcast Live)**

**4:00 p.m. Regular Meeting / Virtual Meeting**

**THIS MEETING WAS CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 AND THE ORDERS OF THE VENTURA COUNTY PUBLIC HEALTH OFFICER ISSUED MARCH 20, 2020 (STAY WELL AT HOME ORDER)**

*In order to minimize the spread of the COVID-19 virus, all meetings are closed to the public until further notice. The following provides information to the public on how to observe and/or participate remotely:*

- *Meetings can be viewed live at: <http://porthuenemeca.suiteonemedia.com/web/Home.aspx>.*
- *Public Comments can be submitted to [kbuxkemper@ci.port-hueneme.ca.us](mailto:kbuxkemper@ci.port-hueneme.ca.us) and must be received by 3:00 p.m. on March 15, 2021 in order to be considered. All comments will be part of the official record and minutes will notate all submissions.*
- *Additional electronic meeting guidelines can be found [here](#).*
- *Detailed information and updates about COVID-19, can be found on the City of Port Hueneme's Emergency Website at: [www.PorthuenemeEmergency.org](http://www.PorthuenemeEmergency.org)*

**CALL TO ORDER** Chair Rollins called the meeting to order at 4:03 p.m.

### **ROLL CALL**

Present: Members Bouchard, Hernandez, and Perez; Vice-Chair Debley and Chair Rollins

Absent: Ex-Officio Member Jacobsen

### **PUBLIC COMMENT**

Due to a Local Emergency Declaration and the requirement to close the Port Hueneme Water Agency meeting to the public, there were no members of the public appearing to speak.

No public comments were submitted.

### **AGENDA APPROVAL FOR WATER AGENCY**

[Port Hueneme Water Agency Agenda Approval](#)

It was moved by Member Bouchard, seconded by Member Hernandez and motion passed unanimously to approve the Port Hueneme Water Agency Agenda of March 15, 2021.

AYES: Bouchard, Hernandez, Perez, Debley, Rollins

### **PRESENTATIONS - NONE**

### **CONSENT AGENDA**

1. [Approved the Minutes of the Water Agency Regular Meeting of February 16, 2021](#)
2. [Received and Filed the Cash Disbursement Report for February 9, 2021 through March 8, 2021](#)

### CONSENT CALENDAR ROLL CALL VOTE

It was moved by Member Bouchard, seconded by Vice-Chair Debley, and carried by majority vote to approve the Consent Agenda items #1-2.

AYES: Bouchard, Debley, Hernandez, Perez, Rollins

### BUSINESS ITEMS

3. Brackish Water Reclamation Demonstration Facility – Operational Report

Public Works Director Don Villafana presented the Operational Report and answered questions from the Board.

#### ROLL CALL VOTE

It was moved by Member Hernandez, seconded by Member Bouchard, and motion carried unanimously to receive and file the report.

AYES: Hernandez, Bouchard, Perez, Debley, Rollins

4. Update on Implementation of Recommendations from the Gannett Fleming PHWA Facilities Master Plan

Public Works Director Don Villafana presented an update on the list of recommendations being implemented from the Gannett Fleming PHWA Facilities Master Plan and those projects currently moving forward. Director Villafana answered questions from the Board.

#### ROLL CALL VOTE

It was moved by Member Hernandez, seconded by Member Perez, and motion carried unanimously to receive and file the report.

AYES: Hernandez, Perez, Bouchard, Debley, Rollins

5. Port Hueneme Water Agency Audit Report FY 2019-20

Finance Director Ken McDonald presented the report to the Board regarding the Port Hueneme Water Agency Audit Report for FY 2019-20.

#### ROLL CALL VOTE

It was moved by Member Bouchard, seconded by Vice-Chair Debley and motion carried unanimously to receive and file the Agency's Fiscal Year 2019-20 Audit Report.

AYES: Bouchard, Debley, Hernandez, Perez, Rollins

### BOARD MEMBERS' REPORTS, COMMENTS, & REQUEST FOR FUTURE AGENDA ITEMS

No comments

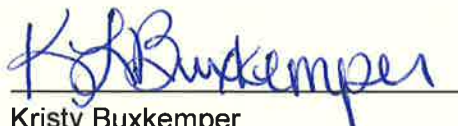
### ADJOURNMENT

The Water Agency adjourned at 4:24 p.m. to the regular meeting (virtual meeting) of Monday, April 19, 2021, to be broadcast live at 4:00 p.m. from the City Hall Council Chambers.

Approved on 4/19/2021:



Richard Rollins  
Chair



Kristy Buxkemper  
Agency Clerk