



# Port Hueneme Water Agency

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

## Water Agency Regular Meeting Minutes

June 21, 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 June 21, 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 4:01 p.m.

### ROLL CALL

Present: Members Bouchard, Hernandez, and Perez; Ex-Officio Member Jacobsen; and Chair Rollins  
Absent: Vice Chair Debley

### 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 to the City Clerk.

### AGENDA APPROVAL FOR WATER AGENCY

[Port Hueneme Water Agency Agenda Approval](#)

It was moved by Member Hernandez, seconded by Member Bouchard and motion passed by majority vote to approve the Port Hueneme Water Agency Agenda of June 21, 2021.

### PRESENTATIONS- NONE

### CONSENT AGENDA

1. [Approved Minutes of the Water Agency Regular Meeting of April 19, 2021](#)
2. [Received and Filed the Cash Disbursement Report for April 14, 2021 through June 14, 2021](#)

### CONSENT CALENDAR ROLL CALL VOTE

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

AYES: Hernandez, Bouchard, Perez, Rollins  
ABSENT: Debley

## PUBLIC HEARING

### 3. [Adoption of the 2020 Urban Water Management Plan Resolution](#)

Public Works Director Don Villafana presented the report along with MKN Consultants Rob Lepore and Cindy Sevilla Esparza regarding the adoption of the 2020 Urban Water Management Plan and Water Shortage Contingency Plan and answered questions from the Board.

Discussion ensued among Board Members regarding the specifics of the Urban Water Management Plan and the Water Shortage Contingency Plan. Clarification was made that the Board could adopt the Resolution and make changes to the Urban Water Management Plan in the future if desired.

#### **ROLL CALL VOTE #1**

It was moved by Chair Rollins to move approval and adopt the resolution. Motion failed for lack of a second.

#### **ROLL CALL VOTE #2**

It was moved by Member Bouchard, seconded by Member Hernandez, and motion carried unanimously to adopt Resolution No. 2021-01 of the Port Hueneme Water Agency adopting the 2020 Urban Water Management Plan (UWMP) for management of the PHWA water resources, subject to Port Hueneme Water Agency Board Revisions.

AYES: Bouchard, Hernandez, Perez, Rollins

ABSENT: Debley

## BUSINESS ITEMS

### 4. [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 Bouchard, seconded by Chair Rollins and motion carried unanimously to receive and file the report.

AYES: Bouchard, Rollins, Perez, Hernandez

ABSENT: Debley

### 5. [Authorization to Enter into a Maintenance Agreement with Macro Automatics Corporation for SCADA Replacement](#)

Public Works Director Don Villafana and General Water Manager David Birch presented the report regarding the maintenance agreement with Macro Automatics Corporation for SCADA Replacement and answered questions from the Board.

#### **ROLL CALL VOTE**

It was moved by Member Hernandez, seconded by Chair Rollins and motion passed by majority vote (3-1-1 with Member Bouchard dissenting and Vice-Chair Debley absent) to authorize staff to enter into a maintenance agreement with Macro Automatics Corporation to replace the current Supervisory Control and Data Acquisition (SCADA) system.

AYES: Hernandez, Rollins, Perez

ABSTAIN/ NOES: Bouchard

ABSENT: Debley

### 6. [Port Hueneme Water Agency Operating Budget for FY 2020-21](#)

D. Villafana, Director of Public Works

Public Works Director Don Villafana presented the report regarding the Port Hueneme Water Agency Operating Budget for FY 2020-21 and answered questions from the Board.

**ROLL CALL VOTE**

It was moved by Member Hernandez, seconded by Chair Rollins, and motion passed by majority vote (3-1-1 with Member Bouchard dissenting and Vice-Chair Debley absent) to adopt the proposed FY 2020-21 PHWA Operating Budget, and the proposed Fixed and Variable Water Rate components.

AYES: Hernandez, Rollins, Perez

ABSTAIN/ NOES: Bouchard

ABSENT: Debley

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

Member Bouchard – Spoke regarding any potential Conflicts of Interest he may have regarding the scheduled July 9, 2021 Special Closed Session Meeting for the PHWA.

**ADJOURNMENT**

The Water Agency adjourned at 5:43 p.m. to the special meeting of July 9, 2021 and the regular meeting of Monday, July 19, 2021, at 4:00 p.m. from the City Hall Council Chambers.

**Approved by the PHWA Board on 7/19/2021:**



Richard Rollins  
Chair



Kristy Buxkemper  
Agency Clerk