



# Port Hueneme Water Agency

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

## Water Agency Regular Meeting Minutes

September 20, 2021

Port Hueneme City Hall:  
250 North Ventura Road, Port Hueneme, CA 93041

4:00 p.m. Regular Meeting

**CALL TO ORDER REGULAR SESSION** Chair Rollins called the meeting to order at 4:02 p.m.

### ROLL CALL

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

Absent: Member Bouchard and Ex-Officio Member Jacobsen

### PUBLIC COMMENT

No public comments were received.

### AGENDA APPROVAL FOR WATER AGENCY

[Port Hueneme Water Agency Agenda Approval](#)

It was moved by Member Perez, seconded by Member Hernandez and motion passed unanimously to approve the Port Hueneme Water Agency Agenda of September 20, 2021.

### PRESENTATIONS- NONE

### CONSENT AGENDA

1. [Approved the Minutes of the Water Agency Regular Meeting of July 19, 2021](#)
2. [Received and Filed the Cash Disbursement Report for July 13, 2021 through September 10, 2021](#)

### CONSENT CALENDAR ROLL CALL VOTE

It was moved by Member Hernandez, seconded by Member Perez and carried by majority vote to approve the Consent Agenda items #1-2.

AYES: Perez, Hernandez, Debley, Rollins

ABSENT: Bouchard

### PUBLIC HEARING - NONE

### 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 Perez, seconded by Vice-Chair Debley and carried by majority vote (Member Bouchard absent) to receive and file the report.

AYES: Perez, Debley, Hernandez, Rollins

ABSENT: Bouchard

4. Professional Services Agreement with Avila Structural Engineers, Inc.

Public Works Director Don Villafana presented the report regarding a Professional Services Agreement with Avila Structural Engineers, Inc. and answered questions from the Board.

**ROLL CALL VOTE**

It was moved by Member Hernandez, seconded by Member Perez and carried by majority vote (Member Bouchard absent) to authorize the City Manager to execute the Professional Services Agreement with Avila Structural Engineers, Inc., in an amount not-to-exceed \$20,000.

AYES: Hernandez, Perez, Debley, Rollins

ABSENT: Bouchard

5. Adoption of 2020 Water Shortage Contingency Plan Resolution

Public Works Director Don Villafana presented the report along with MKN Consultant Becca Bugielski regarding the 2020 Water Shortage Contingency Plan and answered questions from the Board.

**ROLL CALL VOTE**

It was moved by Vice-Chair Debley, seconded by Member Hernandez and carried by majority vote (Member Bouchard absent) to authorize the City Manager to adopt Resolution No. 2021-03 adopting the 2020 Water Shortage Contingency Plan (WSCP) for management of the PHWA water resources, subject to the Executive Directors technical amendment regarding a change to the report correcting that the Port Hueneme Water Agency Treatment Plant is within a liquifiable zone.

AYES: Debley, Hernandez, Perez, Rollins

ABSENT: Bouchard

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

No comments.

**ADJOURNMENT**

The Water Agency adjourned at 4:30 p.m. to the regular meeting of Monday, October 18, 2021, at 4:00 p.m. at the City Hall Council Chamber.

**Approved by the PHWA Board on 10/18/2021:**



Richard Rollins, Chair



Kristy Buxkemper, Agency Clerk