



Port Hueneme Water Agency

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

Water Agency Regular Meeting Minutes

October 18, 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 GOVERNMENT CODE SECTION 54953, SUBDIVISION (e) AND THE RECOMMENDATION OF THE VENTURA COUNTY PUBLIC HEALTH OFFICER ISSUED SEPTEMBER 21, 2021 (SOCIAL DISTANCING RECOMMENDATION) AS DETERMINED BY THE CITY COUNCIL ON OCTOBER 4, 2021

In order to minimize the spread of the COVID-19 virus, the City Hall Council Chamber will be closed to the public until further notice. The following provides information to the public on how to observe and/or participate in City meetings remotely:

- **Meeting Zoom Link for Live Public Participation and Real Time Public Comments:**
<https://us02web.zoom.us/j/89735383817?pwd=cjd5WWFGeDZaXFHa1VXK0w4T3VCUT09>
- **Dial by your location:** Meeting ID: 897 3538 3817 / Passcode: 918398
+669 900 6833 US (San Jose) +346 248 7799 US (Houston) +253 215 8782 US (Tacoma)
+312 626 6799 US (Chicago) +929 205 6099 US (New York) +301 715 8592 US (Washington DC)
- **Meetings can also be viewed at:** <http://porthuenemeca.suiteonemedia.com/web/Home.aspx>
- **In-person (virtual) public comments may be made during the opportunities for General Public Comment during the 10-minute allotment in accordance with Government Code section 54953, subdivision (e)(2)(G)(iii). Submission of public comment may be accomplished through the raised hand function or identification to the City Clerk if made by telephone.**
- **Public comments pertaining to specific agenda items may be made in the same manner as during General Public Comment after the agenda item is announced and Staff has presented on the item. The City Council will allocate a reasonable amount of time for said comments pursuant to Government Code section 54953, subdivision (e)(2)(G)(ii).**
- **Written comments are requested to be received by 3pm and can be submitted to the Agency Clerk at:** kbuxkemper@ci.port-hueneme.ca.us.
- **All Public Comments will be part of the official record and minutes will notate all submissions.**
- **Additional electronic meeting guidelines can be found [here](#) and at the end of the agenda**
- **Detailed information and updates about COVID-19, can be found on the City of Port Hueneme's Emergency Website at:** www.PortHuenemeEmergency.org

CALL TO ORDER Chair Rollins called the meeting to order at 4:00 p.m.

ROLL CALL

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

Absent: None

PUBLIC COMMENT

No public comments were received.

AGENDA APPROVAL FOR WATER AGENCY

Port Hueneme Water Agency Agenda Approval

It was moved by Member Hernandez, seconded by Vice-Chair Debley and motion passed unanimously to approve the Port Hueneme Water Agency Agenda of October 18, 2021.

PRESENTATIONS - NONE

AB 361 REMOTE MEETING COMPLIANCE

1. [AB 361 and Amendments to the Brown Act Relating to Remote Meetings and to Determine Whether In-Person or Remote Meetings Should Continue Based Upon Majority Vote of the Board](#)

Agency Attorney Kevin Spaulding presented the report and answered questions from the Board.

ROLL CALL VOTE

It was moved by Member Bouchard, seconded by Member Perez and carried unanimously to proclaim a state of emergency and, following the recommendation of the Ventura County Public Health to encourage social distancing, to continue to hold remote meetings until such time there is no longer a State of Emergency or the 30-day review.

AYES: Bouchard, Perez, Hernandez, Debley, Rollins

CONSENT CALENDAR AGENDA

2. [Approved Minutes of the Water Agency Regular Meeting of September 20, 2021](#)

CONSENT CALENDAR ROLL CALL VOTE

It was moved by Vice-Chair Debley, seconded by Member Hernandez and carried by majority vote (4-1 with Bouchard abstaining) to approve the Consent Calendar Agenda item #2.

AYES: Debley, Hernandez, Perez, Rollins

ABSTAIN: 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.

Vice-Chair Debley requested a more detailed ops report in the future, and, at the recommendation of the Public Works Director, the Board discussed the possibility of conducting individual tours of the Water Plant.

ROLL CALL VOTE

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

AYES: Hernandez, Perez, Bouchard, Debley, Rollins

4. [Professional Services Agreement \(PSA\) with Michael K. Nunley & Associates \(MKN\) for the Update of the Emergency Response Plan \(ERP\) for the City of Port Hueneme Water Department, the Port Hueneme Water Agency, and Channel Islands Beach Community Services District](#)

General Water Manager David Birch presented the report and answered questions from the Board.

Discussion ensued among the Board members regarding the current draft of the Emergency Response Plan, the bid process, and the Navy's current undertaking of an Emergency Response Plan. Member Hernandez requested a copy of the current plan, and Chair Rollins requested it be sent to all Board Members.

Member Bouchard encouraged staff's involvement to understand the integration process and to properly train those using the Emergency Response Plan.

ROLL CALL VOTE

It was moved by Member Bouchard, seconded by Member Hernandez and carried unanimously to authorize the Executive Director to execute the Professional Services Agreement in the amount not-to-exceed \$28,308 with Michael K. Nunley & Associates (MKN).

AYES: Bouchard, Hernandez, Perez, Debley, Rollins

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

Member Bouchard provided comments and reports regarding the following topics:

- United Water Conservation District Annual Water Symposium
- Requested a future presentation from United Water Conservation District and the Navy regarding United's Brackish Water Facility project
 - Member Jacobsen indicated he'd be willing to present early next year
 - Member Hernandez indicated her intent to attend the Annual Water Symposium and encouraged others to attend and supported the requested presentation.

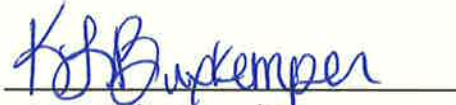
ADJOURNMENT

The Water Agency adjourned at 5:05 p.m. to the regular meeting of Monday, November 15, 2021, to be a virtual meeting broadcast live at 4:00 p.m. from the City Hall Council Chambers.

Approved by the PHWA Board on 12/20/2021:



Richard Rollins, Chair



Kristy Buxkemper, Agency Clerk