

Port Hueneme Water Agency

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

PORT HUENEME WATER AGENCY BOARD OF DIRECTORS ADJOURNED REGULAR MEETING

FEBRUARY 10, 2016
4:00 PM

PORT HUENEME CITY HALL - CITY COUNCIL CHAMBER
250 NORTH VENTURA ROAD
PORT HUENEME, CA 93041

A G E N D A

1. **CALL TO ORDER, ROLL CALL**
2. **AGENDA:** *(Amend / Approve)*
3. **CLOSED SESSION:**

With respect to every item of business to be discussed in Closed Session, pursuant to the California Government Code:

- A. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**
(Pursuant to Government Code Section 54956.8)

Real Property: 5751 Perkins Road, Oxnard.

Agency Negotiators: John Baker, Interim Executive Director; Karl Berger, Deputy Agency Counsel; Chris Theisen, Public Works Director; Steve Hickox, Water Superintendent.

Negotiating Parties: City of Oxnard

Under Negotiation: Lease Price and Terms of Payment.

4. **BUSINESS ITEMS:**
 - A. **APPROVAL OF MINUTES**
Action: It is recommended the Board approve the Minutes of the January 13, 2016 Adjourned Regular Meeting.
 - B. **CASH DISBURSEMENTS RATIFICATION**
Action: It is recommended the Board ratify the cash disbursements listing for the period November 28, 2015 through January 28, 2016.

C. APPOINTMENT TO THE ASSOCIATION OF WATER AGENCIES OF VENTURA COUNTY BOARD OF DIRECTORS

Action: It is recommended the Board select two PHWA Directors, one to serve as Director and one to serve as Alternate Director to the Association of Water Agencies of Ventura County ("AWA") Board of Directors, for a two-year term for 2016 and 2017.

D. BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY - OPERATIONAL PERFORMANCE

Action: It is recommended the Board receive and file this report.

E. WATER SUPPLY STRATEGY REPORT FROM WATER CONSULTANCY INC.

Action: It is recommended the Board receive and file this report.

5. BOARD MEMBER REPORTS AND COMMENTS:

A. REQUEST OF MEMBER BREEZE: DISCUSSION OF THE FREQUENCY AND SCHEDULING OF PHWA BOARD MEETINGS

Action: Member Breeze recommends the Board discuss and take possible action on the PHWA Board meeting schedule.

6. NEW BUSINESS TO BE AGENDIZED

7. OPEN FORUM: *(Anyone wishing to speak to the Board on any matter NOT on the Agenda may do so at this time. Please approach the podium and give your name and city of residence clearly for the record.)*

ADJOURNMENT: Adjourn to the next Adjourned Regular Meeting to be held Wednesday, March 9, 2016 or Monday, March 21, 2016 at 4:00 p.m. in the City Council Chamber.

Copies of staff reports or other written documentation relating to each item of business referred to in this Agenda are available for public inspection in the Office of the City Clerk and on the City's website at www.cityofporthueneme.org. Materials received after agenda packet distributions are made available to the public on the City's website and in the City Clerk's office at the same time they are provided to the Board. The public may address any item on the Agenda by submitting a speaker card to the Clerk prior to or during the time the matter is addressed by the Board. Speaker comments are limited to three minutes.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE OFFICE OF THE CITY CLERK AT 986-6503 OR THE CALIFORNIA RELAY SERVICE. NOTICE 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ALLOW PARTICIPATION IN THIS MEETING.

**PORT HUENEME WATER AGENCY BOARD
ADJOURNED REGULAR MEETING**

JANUARY 13, 2016

MINUTES

Chair Sharkey called the meeting to order at 4:00 p.m. in the City Council Chamber at Port Hueneme City Hall, 250 North Ventura Road, Port Hueneme, California. The Agency Clerk called the roll:

PRESENT: Board Members Douglas A. Breeze, Sylvia Muñoz Schnopp; Alternate Member Marcia Marcus (seated at 4:02 p.m., stepped down at 4:05 p.m.); Ex-Officio Member Robert Nordahl; Vice Chair Jim Estomo; Chair Jonathan Sharkey.

ABSENT: Member Keith Moore (arrived at 4:05 p.m.).

STAFF PRESENT: John Baker, Interim Executive Director; Karl Berger, Deputy Agency Counsel; Alvin Burrell, Interim Finance Director; Chris Theisen, Public Works Director; Steven Hickox, Water Superintendent; Michelle Ascencion, Agency Clerk.

BOARD REORGANIZATION:

A. OATH OF OFFICE

Action: Agency Clerk to administer Oath of Office to incoming Ex-Officio Member, Department of Defense Liaison Robert Nordahl.

The Agency Clerk administered the Oath of Office to Ex-Officio Member Nordahl.

AGENDA:

The Board had previously received copies of the Agenda.

Member Schnopp, seconded by Member Breeze, moved to approve the Agenda as presented. Motion carried unanimously.

BOARD REORGANIZATION:

B. NOMINATE CHAIR AND VICE CHAIR OF THE PORT HUENEME WATER AGENCY BOARD

Action: It is recommended the Board nominate and appoint a Chair (from CIBCSD) and Vice Chair (from COPH) to serve a one-year term.

Alternate Member Marcus nominated Vice Chair Estomo to serve as Chair. No further nominations were made. The nomination was approved by acclamation.

Member Breeze nominated Member Schnopp to serve as Vice Chair. No further nominations were made. The nomination was approved by acclamation.

C. APPOINTMENT TO THE ASSOCIATION OF WATER AGENCIES OF VENTURA COUNTY BOARD OF DIRECTORS

Action: It is recommended the Board select two Directors to serve as Member-at-Large and Alternate Representative to the Association of Water Agencies of Ventura County ("AWA") Board of Directors, to serve a two-year term for 2016 and 2017.

Port Hueneme City Council Member Jim Hensley made some comments. Discussion ensued among the Board and staff.

Member Sharkey, seconded by Chair Estomo, moved to postpone the item until the next meeting. Further discussion ensued. Motion carried 5-0.

BUSINESS ITEMS:

A. APPROVAL OF MINUTES

Action: It is recommended the Board approve the Minutes of the November 18, 2015 Adjourned Regular Meeting.

Member Sharkey, seconded by Vice Chair Schnopp, moved to approve the Minutes as presented. Motion carried 5-0.

(Alternate Member Marcus took a seat at the dais at this time.)

B. CASH DISBURSEMENTS RATIFICATION

Action: It is recommended the Board ratify the cash disbursements listing for the period November 12, 2015 through November 27, 2015.

Member Breeze, seconded by Member Sharkey, moved to approve staff's recommendation as presented. Motion carried 5-0.

(Member Moore arrived at this time; Alternate Member Marcus stepped down from the dais.)

C. BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY - OPERATIONAL PERFORMANCE

Action: It is recommended the Board receive and file this report.

The Water Superintendent gave a report. Discussion ensued among the Board and staff.

Member Sharkey, seconded by Vice Chair Schnopp, moved to receive and file the report as presented. Motion carried 5-0.

D. WATER SUPPLY STRATEGY REPORT FROM WATER CONSULTANCY INC.

Action: (Informational Only.)

Lynn Takaichi, Principal of Water Consultancy Inc., gave a report. Discussion ensued among the Board and staff.

Member Sharkey, seconded by Member Breeze, moved to receive and file the report as presented. Motion carried 5-0.

E. THIRD STAGE REVERSE OSMOSIS PROJECT UPDATE

Action: Presentation by KEH of the Third Stage Reverse Osmosis Project preliminary design report.

Ryan Gallagher, KEH Associates Managing Engineer, gave a report. Discussion ensued among the Board and staff.

Member Sharkey, seconded by Member Breeze, moved to receive and file the report as presented. Motion carried 5-0.

BOARD MEMBER REPORTS AND COMMENTS:

A. REQUEST OF MEMBER MOORE: DISCUSSION OF PHWA LEGAL SERVICES

Action: Member Moore recommends the Board discuss the desire to seek outside legal services for PHWA and take such additional, related action that may be desirable.

Member Moore gave a report. Discussion ensued among the Board Members, staff, and Jared Bouchard, CIBCSD General Manager.

Member Breeze, seconded by Member Moore, requested that the Deputy Agency Counsel provide a list of qualified local attorneys specializing in water issues. Motion carried 5-0.

NEW BUSINESS TO BE AGENDIZED:

Member Breeze and Chair Estomo previously requested items on: the third-stage reverse osmosis project, real property negotiations, study of wells, and the negotiations with City of Oxnard and United Water.

OPEN FORUM:

Chair Estomo asked if anyone present wished to speak on any matter not on the Agenda. No one requested to speak.

CLOSED SESSION: None.

ADJOURNMENT:

Chair Estomo, without objection, adjourned the meeting at 6:09 p.m. to the next Adjourned Regular Meeting to be held Wednesday, February 10, 2016 at 4:00 p.m. in the City Council Chamber.

Respectfully submitted,

Michelle Ascencion, CMC
Agency Clerk

APPROVED:

CHAIR ESTOMO

PORT HUENEME WATER AGENCY
CASH DISBURSEMENTS
For the period November 28, 2015 through January 28, 2016

February 10, 2016

Presented are the cash disbursements issued by the Finance Dept. for the period November 28, 2015 through January 28, 2016. Shown are cash disbursements by date of occurrence and type of payment.

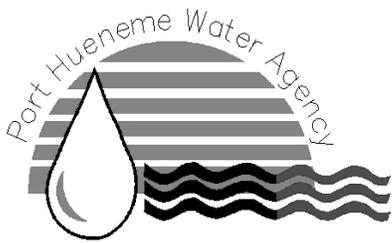
Date	Type of Payment	Attachment	Amount
November 28, 2016 - January 28, 2016			
	A/P Checks 5279-5288	A	\$392,858.91
Total			<u>\$392,858.91</u>

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Transactions for 11/28/2015 - 1/28/2016

Date: 12/2/2015

Vendor Name	Description	Check Date	Number	Amount
BROWN ARMSTRONG ACCOUNTANCY	FY 14/15 AUDIT	12/11/2015	5279	1,744.77
CITY OF OXNARD	OCT'15 PASS THROUGH FEES	12/11/2015	5280	37,551.45
HENSLEY, MARK	NOV'15 SERVICES	12/17/2015	5281	1,524.00
UNITED WATER CONSERVATION DISTRICT	CBC0001 020-0110	12/17/2015	5282	310.79
UNITED WATER CONSERVATION DISTRICT	HUE0001 020-0090	12/17/2015	5282	38,602.81
UNITED WATER CONSERVATION DISTRICT	PHW0002 020-0125	12/17/2015	5282	118,413.41
BROWN ARMSTRONG ACCOUNTANCY	FY 14/15 AUDIT	12/25/2015	5283	8,794.23
KEH & ASSOCIATES, INC	REVERSE OSMOSIS PROJECT	12/30/2015	5284	13,963.75
WATER CONSULTANCY, INC	SERVICES THRU 11/30/15	12/30/2015	5285	1,040.00
WATER CONSULTANCY, INC	SERVICES THRU 12/31/15	1/14/2016	5286	2,080.00
WATER CONSULTANCY, INC	SERVICES THRU 12/31/15	1/14/2016	5286	2,860.00
UNITED WATER CONSERVATION DISTRICT	CBC0001 020-0110	1/22/2016	5287	195.63
UNITED WATER CONSERVATION DISTRICT	HUE0001 020-0090	1/22/2016	5287	38,602.81
UNITED WATER CONSERVATION DISTRICT	PHW0002 020-0125	1/22/2016	5287	120,432.76
KEH & ASSOCIATES, INC	DEC'15 SERVICES	1/28/2016	5288	6,742.50
				<u>\$392,858.91</u>



Port Hueneme Water Agency

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AGENCY AGENDA STAFF REPORT

TO: PHWA Board

FROM: Chris Theisen, Public Works Director

SUBJECT: APPOINTMENT TO THE ASSOCIATION OF WATER AGENCIES OF VENTURA COUNTY BOARD OF DIRECTORS

DATE: February 10, 2016

RECOMMENDATION:

It is recommended the Board select two PHWA Directors, one to serve as Director and one to serve as Alternate Director to the Association of Water Agencies of Ventura County ("AWA") Board of Directors, for a two-year term for 2016 and 2017.

BACKGROUND/ANALYSIS:

The AWA Nominating Committee is requesting that the Port Hueneme Water Agency maintain its seat for the next two-year term of 2016 and 2017. Currently Board Director Moore is serving as PHWA's Director and Board Director Breeze is the Alternate Director for the 2014-15 term.

Should the PHWA Board accept this invitation to continue its work on the AWA Board, the AWA Board of Directors will take action on your recommendation to fill the open Director and Alternate seats at their Annual Election Meeting on Thursday March 3, 2016. Following the March 3rd election, AWA's official "Installation of Directors" will take place at the Oxnard Courtyard by Marriott on Thursday, March 17th.

Attached for your information is the AWA 2016 Calendar of Meetings and Events. All City/Agency elected officials, policymakers, and key staff members are encouraged to attend these informative meetings.

FISCAL IMPACT:

The action, if taken as recommended, will not have a fiscal impact.

Attachments:

- AWA Letter dated January 15, 2016
- AWA 2016 Calendar of Meetings and Events

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January 15, 2016

Steve Hickox
Port Hueneme Water Agency
250 N. Ventura Road
Port Hueneme, CA 93041

Subject: PHWA Appointments to the AWA Board of Directors

Dear Mr. Hickox:

I am writing in regards to the 2016/2017 term of office for the AWA “Member-at-Large” board seat that the **Port Hueneme Water Agency** currently holds.

The current term will expire in March 2016 and the AWA Nominating Committee is recommending that the **Port Hueneme Water Agency (PHWA)** retain this seat for the next two-year term of 2016 and 2017 (there are no term limits).

Currently, PHWA Director **Keith Moore (CIBCSD)** is the acting “AWA Director” and Doug **Breeze** (City of Port Hueneme) is the “AWA Alternate Director”. They have completed the 2014-2015 term of service. The term is now up for renewal.

The PHWA representatives to the AWA Board (director and alternate) are to be selected by the PHWA. **All board members of the PHWA** (CIBCSD, City of Port Hueneme and the Naval Bases of Ventura County – or combination thereof) are eligible to represent PHWA on the AWA Board.

The AWA Bylaws state that Directors/Alternates should be at the policy making level. The “Alternate” is authorized to vote in the Director’s absence at board meetings, and would fulfill the term of directorship in the event of a permanent absence. The AWA board meets 6 times-per-year (on the first Thursday, every-other month, beginning in January) at 3:00 PM in Ventura.

The AWA Board of Directors will take action on your recommendation, to fill the open Director and Alternate seats, at their Annual Election Meeting on Thursday March 3, 2016. Following the March 3 election, our **official “Installation of Directors”** will take place at the Oxnard Courtyard by Marriott on **Thursday March 17**.

Attached for your information is the AWA 2016 Calendar of Meetings and Events. **All City/Agency elected officials, policymakers and key staff members are encouraged to attend these informative meetings.**

AWA is a non-profit organization established 40 years ago. Our mission is *“To develop and encourage cooperation among the entities for the development, protection, conservation and improvement of the total water resources for Ventura County.”* **AWA appreciates the support and participation from Port Hueneme Water Agency on preserving this vital resource.** We look forward to continuing our work on water issues in the coming year.

Please feel free to contact me should you have any questions regarding this matter. I look forward to hearing from you soon.

Sincerely,

Kelle L. Pistone
Managing Director

Cc: AWA Director Keith Moore/Alternate Doug Breeze (Port Hueneme Water Agency)
AWA Alternate Jim Hensley (City Water Systems)

NOTE: There are a total of 20 seats on the AWA Board. This letter is seeking appointment to the **Port Hueneme Water Agency** (Member-at-large) seat; Not to be misconstrued with the “City Water Systems” seat (representing all cities with population under 100,000). The City Water Systems seat is currently held by Douglas Tucker, City of Fillmore (Director) and Jim Hensley, City of Port Hueneme (Alternate). The City Water Systems seat is appointed by the Ventura County Mayors Selection Committee and does not expire until 2017.



ASSOCIATION OF WATER AGENCIES OF VENTURA COUNTY

2016 CALENDAR OF EVENTS

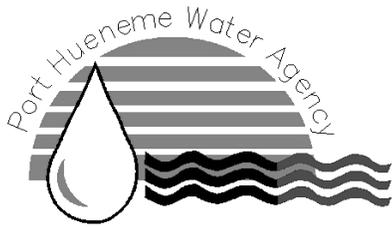
ALL DATES ARE SUBJECT TO CHANGE

All meetings/events are confirmed by AWA mailings/notices sent prior to each meeting/event

JANUARY	7	Board Meeting	3:00 pm, Thursday	AWA Conference Room
	19	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	21	WaterWise Breakfast Program	7:15 am, Thursday	Courtyard – Oxnard
	27	Channel Counties/Water Systems Lunch	11:30 am, Wednesday	Wedgewood - Ventura
FEBRUARY	4	Executive Committee Meeting	3:00 pm, Thursday	AWA Conference Room
	16	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	18	WaterWise Breakfast Program	7:15 am, Thursday	Los Robles Banquet –T.O.
	24	Channel Counties/Water Systems Lunch	11:30 am, Wednesday	Wedgewood - Ventura
MARCH	3	Board Meeting (Annual Meeting-Elections)	3:00 pm, Thursday	AWA Conference Room
	15	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	17	WaterWise Breakfast Program (Installation of Officers/Directors)	7:15 am, Thursday	Courtyard - Oxnard
	23	Channel Counties/Water Systems Lunch	11:30 am, Wednesday	Wedgewood – Ventura
APRIL	7	Executive Committee Meeting	3:00 pm, Thursday	AWA Conference Room
	21	Annual Water Symposium & Exposition	7:00am–1:00pm, Thurs.	Courtyard – Oxnard
	21	Operators Tech Workshop & Exposition	7:00 am-3:30pm, Thurs.	Courtyard – Oxnard
MAY	5	Board Meeting	3:00 pm, Thursday	AWA Conference Room
	17	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	19	WaterWise Breakfast Program	7:15 am, Thursday	Los Robles Banquet –T.O.
	25	Channel Counties/Water Systems Lunch	11:30 am, Wednesday	Wedgewood - Ventura
JUNE	2	Executive Committee Meeting	3:00 pm, Thursday	AWA Conference Room
	14	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	16	WaterWise Breakfast Program	7:15 am, Thursday	Courtyard - Oxnard
	22	CC/Water Systems Workshop(Confined Space/HazMat)	8-1, Thursday	(Fire Dept-Camarillo)
JULY	7	Board Meeting	3:00 pm, Thursday	AWA Conference Room
	19	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	27	Channel Counties/Water Systems Lunch	11:30 am, Wednesday	Wedgewood - Ventura
AUGUST	(Dark - No Scheduled Meetings/Events)			
SEPTEMBER	1	Board Meeting	3:00 pm, Thursday	AWA Conference Room
	13	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	15	Reception for Members/Elected Officials	4:30 pm, Thursday	Ronald Reagan Library (AWA Members/Guests Only)
	21	Channel Counties/Water Systems Luncheon	11:30 am, Wednesday	Wedgewood - Ventura
OCTOBER	6	Executive Committee Meeting	3:00 pm, Thursday	AWA Conference Room
	18	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	20	WaterWise Breakfast Program	7:15 am, Thursday	Los Robles Banquet –T.O.
	26	Channel Counties/Water Systems Lunch	11:30 am, Wednesday	Wedgewood - Ventura
NOVEMBER	3	Board Meeting	3:00 pm, Thursday	AWA Conference Room
	10	Annual VC Water Supply Bus Tour	7:00 am, Thursday	AWA Conference Room
	15	Water Issues Committee	7:30 am, Tuesday	(AWA Members Only)
	17	WaterWise Breakfast Program	7:15 am, Thursday	Courtyard – Oxnard
	30	Channel Counties/Water Systems Lunch	11:30 am, Wednesday	Wedgewood - Ventura
DECEMBER	*8	Executive Committee Meeting	3:00 pm, Thursday	TBD
	*8	Holiday Mixer/Corporate Night	5:30 pm, Thursday	(AWA Members/Guests Only)

*Indicates change from standard date due to calendar/event conflict

(All meetings/ locations are subject to change and confirmed only by official AWA notifications prior to event)



Port Hueneme Water Agency

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AGENCY AGENDA STAFF REPORT

TO: PHWA Board

FROM: Chris Theisen, Public Works Director

SUBJECT: BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY - OPERATIONAL REPORT

DATE: February 10, 2016

RECOMMENDATION:

It is recommended the Board receive and file this report.

BACKGROUND/ANALYSIS:

This report presents an update on the operational status of the Brackish Water Reclamation Demonstration Facility (BWRDF) for the period of December 24, 2015 through January 25, 2016.

During this operational reporting period, the overall PHWA demand averaged 2.5 MGD with UWCD supplying 82 percent and CMWD supplying 18 percent. There were no interruptions of service, and the water quality delivered to each of the PHWA customers continues to meet all State and Federal regulatory standards.

The Silt Density Index (sampled twice a day) averaged 3.1 and the BWRDF was in by-pass mode during the report period. Operations staff will continue to monitor United's water quality to determine when this source is permissible for membrane treatment. While in by-pass mode, a blend of United water with Calleguas water will be dictated by system demand periods and source water availability to maximize our take of United's water supply.

SUMMARY OF OPERATING COMMITTEE MEETING:

On January 6, 2016 the Operating Committee met to discuss how the groundwater credit transfers can be completed internally using the Board approved accounting methodology. Mr. Hickox will update the spreadsheets and

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**BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY-
OPERATIONAL REPORT**

February 10, 2016

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present a draft of the transfer to the Operating Committee for review. Once approved by the operating committee, staff will present the internal-transfers to the Board for final approval.

FISCAL IMPACT:

The action, if taken as recommended, will not have a fiscal impact.

January 28, 2016

Memorandum

To: Mr. Chris Theisen, Director of Public Works
City of Port Hueneme

From: Lynn M. Takaichi

Subject: Status Report No. 5
PHWA Water Supply Strategy Implementation
WC-023

This memorandum summarized activities performed from January 4, 2016 to present. This status report is organized by the tasks listed in the Task Order.

1. Attend Meetings with Other Utilities
 - Meeting with OH Pipeline Contractors scheduled for 2/2
2. Attend Meetings with Regulatory Agencies
3. Attend Meetings with PHWA Board and Committees
 - Met with PHWA Executive Director and staff (1/11)
 - Attended PHWA Board meeting (1/13)
 - Prepared status report
4. Assist PHWA with Negotiation Assistance to Modify Existing Agreements
 - Prepared revised redline markup of the OH Pipeline Agreement
5. Continue to refine PHWA Water Supply Strategy
 - Reviewed draft strategy document
6. Assist PHWA with Developing a Long Term Water Supply Strategy
 - Attended CMWD purveyor meeting regarding seawater desalination (12/14)