



# Ventura County Special Districts Association

## VCSDA MEETING MINUTES

*Approved Minutes*

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_  
Motion: \_\_\_\_\_  
Second: \_\_\_\_\_

**Tuesday, Jun 7, 2022**

### **In-Person/Videoconference Via Zoom**

#### VENTURA COUNTY SPECIAL DISTRICTS

##### MEMBERS

- Bell Canyon Community Services
- Calleguas Municipal Water
- Camarillo Health Care
- Camrosa Water
- Casitas Municipal Water
- Channel Islands Beach Community Services
- Conejo Recreation & Park
- Hidden Valley Municipal Water
- Ojai Valley Sanitary
- Port of Hueneme/Oxnard Harbor
- Pleasant Valley County Water
- Pleasant Valley Recreation & Parks
- Rancho Simi Recreation & Parks
- Saticoy Sanitary
- Triunfo Water and Sanitation District
- United Water Conservation
- Ventura County Resource Conservation
- Ventura Regional Sanitation
- Ventura River Water
- Ventura Port

The June 7, 2022 meeting of the Ventura County Special District Association was held in person at Port of Hueneme/Oxnard Harbor District in Port Hueneme and via Zoom videoconference.

#### **1. and 2. CALL TO ORDER AND FLAG SALUTE:**

The meeting was called to order at 5:45p.m. President Dandy asked Vice President Fox to lead the group in reciting the Pledge of Allegiance.

#### **3. WELCOME AND INTRODUCTIONS/ROLL CALL: President Dandy**

President Dandy welcomed everyone to the meeting and then called roll:

Members in attendance included: (12 of 20 Districts participating)

- Bell Canyon Community Services:** Dennis Zine
- Calleguas Municipal Water:** Andreas Santamaria
- Camarillo Health Care:** Kara Ralston
- Camrosa Water:** Al and Cindy Fox
- Casitas Municipal Water:** Rebekah Viera
- Conejo Recreation and Park:** Nellie Kerr/Cusworth, George Lange
- Port of Hueneme/Oxnard Harbor:** Letitia Austin, Michelle Kinnun, Mary Anne Rooney, Aaron Valance, Celina Zacarias
- Pleasant Valley Recreation and Parks:** Elaine Magner, Mark Malloy, Mary Otten
- Rancho Simi Recreation and Parks:** Elaine Freeman, Katie O'Brien
- Triunfo Water and Sanitation District:** Janna Orkney
- United Water Conservation District:** Bruce Dandy, Zachary Plummer, Kris Sofley
- Ventura Port District:** Brian Pendleton

Members of the Public participating in the meeting included:

- Emily Arndrister
- Megan Hemming, CSDA
- Charlotte Holifield, CSDA
- Jacqui McMillan, Metropolitan Water District

#### **4. Approval of Minutes from Board Meeting of April 5 2022**

Motion to approve the Minutes from the April 5, 2022 membership meeting, Brian Pendleton; Second, Mary Anne Rooney. Voice vote: all in favor, none opposed. Motion carries unanimously.

President—Bruce Dandy  
Vice President—Al Fox

Treasurer—  
Secretary to the Board—Kris Sofley

**5. District Update - Port of Hueneme/Oxnard Harbor District** (see attached slides)

Commissioner Mary Anne Rooney provided a comprehensive overview of history as well as the latest improvements to the Port of Hueneme and Oxnard Harbor District and the volume of imports and variety of businesses using the Port of Hueneme and Oxnard Harbor District for the distribution of products (incoming and outgoing), stating that the Port is responsible for 20,000 jobs and \$11 billion annually in product imports and distribution, as the port can handle five ships at one time. The port is ranked fifth in the nation for agricultural imports and top customers include Del Monte, Chiquita, BMW, Hyundai, Mission, Yara and Federal Express. Even during COVID, the port has seen a 96 percent increase in jobs and a 224 percent increase in taxes. Commissioner Rooney also shared the various public outreach efforts of the District, especially in serving the food insecurities of neighboring disadvantaged communities (some 40,000 families were helped over the past year). The port is also on track to be having a zero carbon footprint by 2045, thanks to the use of electric cranes, hybrid cars and Tesla battery storage along with a strong commitment from its partners. Commissioner Rooney also reported that the port would be reinstating its popular Banana Festival on September 24, 2022, which is very popular with the community in Camarillo, Oxnard, Port Hueneme and beyond.

**6. Guest Speaker— CSDA Professional Development Director and Special District Leadership Foundation (SDLF) Program Manager Megan Hemming.—“How CSDA and SDLF can Help You and Your District”** (see attached slides)

Ms. Hemming introduced herself to the membership and thanked CSDA’s Charlotte Holifield and VCSDA’s Elaine Magner for the opportunity to address the VCSDA membership. Ms. Hemming explained the role of the Leadership Foundation and the resources provided by CSDA and SDRMA. She spoke about the Special District Governance event in Napa this coming September, which is produced by the Leadership Academy; as well as programs such as the District of Distinction, Special District Manager certification (CSDM) and congratulated Karla Ralston of Camarillo Health Care who had completed the certification program. She also discussed the District Transparency Certification of Excellence program, and that of the districts that qualify for the Transparency Certification of Excellence program, some 75 percent go on to complete the District of Distinction certification, which is the highest award from the CSDA.

Ms. Hemming also discussed the CSDA’s scholarship programs for workshops, webinars, conferences and even websites, and provided information as to the qualifications for scholarships and how to find and complete scholarship applications online.

Ms. Hemming also spoke of the CSDA Annual Conference which is slated for the end of August in Palm Desert and provided some insights into the keynote speakers and various presentations and discussions that would be available during the Conference.

Board member resources available through the CSDA website were also covered by Ms. Hemming, from daily blogs on a variety of subjects to training and conferences for Board members, Clerks of the Board/Board Secretaries and General Managers as well as knowledge-based documents including Frequently Asked Questions (FAQs), samples or templates and other value added benefits.

Ms. Hemming also highly recommended the “Coaches Corner,” available through the Special District Leadership Foundation, which provided live chat opportunities with “coaches” or experts in specific areas of interest to Board members and General Managers. She also mentioned checklists of Best Practices for Human Resources, Finance and other high performance areas.

President Dandy thanked Ms. Hemming for her time and information adding that he had attended the Legislative Conference in Sacramento and had a follow-up meeting with some of the legislative support staff and appreciated their help and called them strong advocates.

**7. Treasurer's Report**—Brian Pendleton

Mr. Pendleton reported a \$3,000 deficit from January through May of this year, in part due to the \$2,000 scholarship VCSDA presented to the Special Districts' Leadership Foundation, but wasn't concerned as annual dues will be due in July and invoices for those annual dues would be sent out shortly. He also added that the VCSDA checking account had a \$13,000 positive balance. He also reported that Ms. Hayman had completed the chapter tax filings for 2018, 2019 and 2020 and would be finalizing the 2021 tax filing very soon.

**8. Reports and Announcements**

**- CSDA Report** - Elaine Magner (Coastal Network Board Member)

Director Magner asked if Ms. Hemming, Ms. Holifield and the Executive Committee would make themselves available for a photo with Ms. Hemming to commemorate the VCSDA's scholarship donation.

**- CSDA Update** - Charlotte Holifield

Ms. Holifield thanked Ms. Hemming for doing a great job sharing so much information. She reported that lobbyist were busy in Sacramento and among the key budget requests were Dam Safety funding, however, a Taxpayer Protection request was opposed by over 100 local agencies.

**- Legislative Update**-Elaine Freeman

Director Freeman spoke briefly about the value of the Transparency Certificate before addressing several legislative updates including the opposition to AB 1851, which expands the definition of Public Works; and Environmental Justice as well as SB1157, which proposes to reduce personal water use to 47 gallons per day for 2025 through 2030 and then reduces it further to 42 gallons per day after 2030. Director Freeman also reported that several trailer bills, which included hidden policies, were being tied to the Governor's budget, including money for education from local governments and a percentage of the ERAP (property tax allocation percentage diverted to education) which is proposed at \$28,000 per student. The Assembly is to hold public hearings and breakdown dollar amounts by County in preparation for next year's hearing, and Director Freeman suggested drafting a letter on behalf of VCSDA regarding this issue. President Dandy suggested that Director Freeman get copies of the statues and distribute them to the membership and then individual districts could respond with letters accordingly. He also suggested that Jim Friedl has information to contribute to a letter.

**- LAFCo Update**-Elaine Freeman

Commissioner Rooney stated that the May LAFCo meeting did not resolve the Bell Canyon MSR or sphere of influence and public records requests were made so there is still more to come in this process. She also reported that the budget had passed and the next meeting will be in July. President Dandy mentioned the election for Elaine Freeman's seat and that Jack Curtis', the alternate, term expires this year and the membership may want to consider someone for that seat this fall. Commissioner Rooney said that LAFCo holds elections and that Special Districts nominate commissioners. She added that it is a time commitment, with Board meetings every month and it would be great to have an alternate at the meetings.

**- County Oversight Update** - Mike Malloy

Director Malloy reported the April 27 meeting was a short one, and included approval of Simi Valley continuing to make bond payments and the sale of the last of Moorpark's property sales.

**- Other Announcements**

President Dandy mentioned his attendance at the Association of California Water Agencies (ACWA) Conference in Sacramento and Fox Canyon GMA's \$15 million grant award for water sustainability projects (\$7.5 million per basin for Las Posas and Oxnard Plain basins).

9. **Associate Membership Dues— Motion** Membership to discuss amending VCSDA bylaws to establish a set fee for VCSDA's associate membership annual dues.

President Dandy explained that at present VCSDA annual dues are \$150 per district and while the VCSDA bylaws acknowledge an "associate" membership, which would not include voting rights, the bylaws do not address what to charge for that membership. In polling other chapters, some charge more for associate membership, some charge less. He and Treasurer Pendleton recommend establishing a \$300 associate membership fee for organizations and a \$75 associate membership fee for individuals. The membership engaged in a discussion of defining a dependent special district versus a special district and broadened the discussion to the value of associate membership, potential for influencing decision makers within the membership and how to assess that. Commissioner Rooney asked if guests were allowed to attend meetings and associated members can't vote or hold office, is it necessary to offer associate membership?

After much discussion, Commissioner Rooney made a motion to approved the Executive Committee recommendation to establish annual dues of \$150 for Regular District Membership due July 1 of each year and defer the amendment of VCSDA bylaws regarding the establishment of a fee for associate membership to a future meeting; Second, Director Freeman. Voice vote: all in favor, none opposed. Motion carries regarding Regular District Membership Annual dues of \$150 per year (July 1 through June 30); while associate membership annual Dues will be discussed at a future meeting. It was also suggested that legal opinion be secured regarding charging dues but limiting participation.

10. **New Business/ Member Announcements**

None were offered

President Dandy adjourned the meeting at 7:43p.m. to the next VCSDA meeting **on August 2, 2022**

**Respectfully submitted**

*Kris Sofley*

Kris Sofley, Secretary to VCSDA