



AGENDA
CAMARILLO SANITARY DISTRICT
REGULAR MEETING
WEDNESDAY, FEBRUARY 24, 2021, 5:00 P.M.
CITY HALL COUNCIL CHAMBERS
601 CARMEN DRIVE, CAMARILLO, CALIFORNIA

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER AND THE ORDER OF THE VENTURA COUNTY PUBLIC HEALTH OFFICER (STAY WELL AT HOME).

In order to minimize the spread of the COVID-19 virus, the Council Chambers will not be open to the public. The following provides you information about how to observe and/or participate in the meeting from the comfort of your home:

1. You may join the meeting in high definition via **Zoom**. See last page for detailed instructions about participating in the meeting via Zoom.
2. You may watch the meeting on the City's **YouTube** channel at www.youtube.com/user/thecityofcamarillo/live or on the City's Local Government Channels – **Spectrum Channel 10 and Frontier Channel 29**.
3. Public comment options:
 - a. **Email** – You may submit written comments on a specific agenda item via email to the City Clerk at cityclerk@cityofcamarillo.org. If your email is received by 3:00 p.m. on the meeting date, the City Clerk will distribute copies of your email to all Councilmembers prior to the meeting. Emails received after that time will be distributed to the Councilmembers after the meeting.
 - b. **Zoom** – If you want to provide verbal comments during the meeting, see last page for detailed instructions about participating in the meeting via Zoom.

For detailed information and updates about COVID-19, visit the City's COVID-19 webpage at www.cityofcamarillo.org/covid19. For Ventura County information, visit the County's website at www.venturacountyrecovers.org.

The City of Camarillo thanks you for doing your part to prevent the spread of COVID-19.

CALL TO ORDER

ROLL CALL

- I. AMENDMENTS TO THE AGENDA - this is the time and place to change the order of the agenda, delete or add any agenda item(s).
- II. PUBLIC COMMENTS
- III. CONSENT CALENDAR
 - A. Minutes
Approval receives and files the minutes of the Camarillo Sanitary District meeting held February 10, 2021.
 - B. Chemical Purchases - Solicit Bids
Authorize staff to solicit bids for ammonia hydroxide, ferrous chloride, glycerin, belt press polymer, tertiary filter polymer, sodium bisulfite and sodium hypochlorite.

CONSENT CALENDAR ACTION:

MOTION TO APPROVE CONSENT ITEMS A AND B.
- IV. COMMENTS FROM STAFF
- V. COMMENTS FROM BOARD MEMBERS
- VI. ADJOURN

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE CITY CLERK AT (805) 388-5353. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



Webinar Instructions

Link to Zoom webinar: <https://us02web.zoom.us/j/85440624315>
Webinar ID: 854 4062 4315
Passcode: 483555
Phone Numbers: 1-669-900-9128 (San Jose)
1-253-215-8782 (Washington)

Cell Phone or Computer with Audio (Microphone) Feature: Click on the link above and enter passcode. Enter your name so we may call on you when it is your turn to speak.

The Mayor will ask if anyone wishes to speak to the item. At that time, raise your hand by clicking the Raise Hand button. Follow the instructions below regarding Speaking.

Computer without Audio (Microphone) Feature: Click on the link above and enter passcode. This will allow you to view and listen to the meeting. In order to speak, follow the instructions below for Telephone.

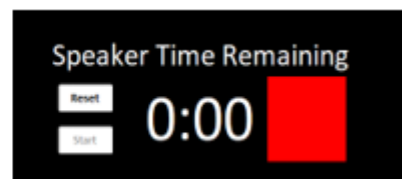
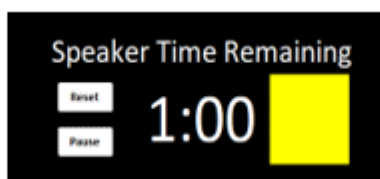
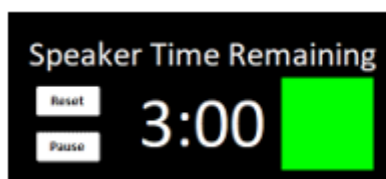
Telephone: If you do not have access to the internet, you can watch the live broadcast of the meeting on the City's Local Government Channels – Spectrum Channel 10 and Frontier Channel 29, and still provide verbal comments via your phone. If you are interested in speaking to an item, you can call into one of the phone lines listed above, and when prompted enter the Webinar ID and Passcode shown above. Once in the meeting, you will be listening to the meeting through your phone handset.

The Mayor will ask if anyone wishes to speak to the item. At that time, raise your hand by dialing *9. Follow the instructions below regarding Speaking.

Speaking

When it is your turn to speak, the Mayor will call your name or the last 4 digits of your phone number if you are calling from a phone, and you will have 3 minutes to speak. Please ensure that all background noise is muted (TV, radio, etc.). You will be prompted to unmute your microphone/phone. Unmute and begin speaking; start by stating your name.

The timer on the screen will count down your 3 minutes. The timer starts with a green box indicating you have 3 minutes; when the time hits 1 minute remaining, the box changes to yellow; when the 3 minutes have elapsed, the box will turn red. At that time, your microphone will be muted and we will move onto the next speaker.



MINUTES
CAMARILLO SANITARY DISTRICT
REGULAR MEETING
WEDNESDAY, FEBRUARY 10, 2021

CALL TO ORDER/ROLL CALL

Chair Trembley called the meeting to order at 5:00 p.m. ¹

Directors Present: Tony Trembley, Chair
 Susan Santangelo, Secretary
 Charlotte Craven, Director
 Kevin Kildee, Director
 Shawn Mulchay, Director

Staff Present: Greg Ramirez, District Manager
 Carmen Nichols, Assistant City Manager
 Dave Klotzle, Assistant District Manager
 Jeffrie Madland, Assistant Secretary
 Brian Pierik, District Counsel
 Eric Tennesen, Police Department Commander
 John Thomas, Interim Administrative Services Director
 Mark Uribe, Finance Director
 Joe Vacca, Community Development Director

FLAG SALUTE

Chair Trembley led the Pledge of Allegiance to the Flag.

- I. AMENDMENTS TO THE AGENDA – NONE
- II. PUBLIC COMMENTS – NONE
- III. CONSENT CALENDAR

Director Kildee moved, seconded by Director Craven, to approve Consent Calendar Items A through C.

A. Minutes

Approved minutes of the Camarillo Sanitary District meeting held January 27, 2021.

B. Chemical Analyses Services – Agreement Amendment

Authorized the District Manager to execute Agreement No. 2019-26B with Weck Laboratories Inc. for an amount not-to-exceed \$3,450, for a total authorized agreement amount of \$246,260.

¹ This meeting was conducted pursuant to the provisions of the Governor's Executive Order N-29-20 and the Order of the Ventura County Public Health Officer (Stay Well at Home). The Chambers were closed to the public and the Councilmembers and staff participated via Zoom.

C. Toxicity Testing Study of Treated Wastewater Effluent – Contribution of Funds

Authorized a \$10,000 annual contribution for three years to the California Association of Sanitation Agencies for toxicity sampling and testing, for a total authorized amount not-to-exceed \$30,000.

Motion carried 5-0.

IV. DEPARTMENTAL

A. Mid-Year Budget Report (Joint with City Council)

Finance Director Uribe presented a PowerPoint reviewing the Mid-Year Budget Report which included a presentation by Public Works Director Klotzle regarding the 5-Year Capital Improvement Program Second Quarter update.

Director Kildee moved, seconded by Director Craven, to approve the FY 2020/21 Mid-Year Budget Report; authorize the City Manager to adjust the FY 2020/21 Budget and make the necessary appropriations and authorize the addition of the Storm Drain Infrastructure Repair Project (SD-5106) to the Capital Improvement Program for FY 2020/25.

Motion carried 5-0.

V. COMMENTS FROM STAFF – NONE

VI. COMMENTS FROM BOARD MEMBERS – NONE

VII. ADJOURN

The meeting adjourned at 6:16 p.m.

ATTEST:


Assistant Secretary

Chair



Camarillo Sanitary District

AGENDA REPORT

Date: February 24, 2021
To: Honorable Chairman and Board of Directors
From: Greg Ramirez, District Manager 
Submitted by: Dave Klotzle, Assistant District Manager
Subject: **Chemical Purchases - Solicit Bids**

SUMMARY

Consider soliciting bids for purchases of ferrous chloride, glycerin, belt press polymer, tertiary filter polymer, ammonia hydroxide, sodium bisulfite and sodium hypochlorite for use in the District's Water Reclamation Plant.

DISCUSSION

The Camarillo Sanitary District's (District) water reclamation plant uses:

- 1) ferrous chloride to control hydrogen sulfide in the primary clarifiers and the anaerobic digester;
- 2) glycerin for the microorganisms to fully convert ammonia in the waste stream to nitrogen gas;
- 3) a polymer to improve the performance of the filter belt press used to dewater biosolids produced by the wastewater treatment process;
- 4) a polymer for the tertiary filters to aid the filtration by removing solids from the effluent stream as required for compliance with the Recycled Water Permit;
- 5) ammonia hydroxide, sodium bisulfite and sodium hypochlorite in the disinfection process.

Delivery of these chemicals are taken in incremental quantities at various times throughout the year. Approximate annual quantities and costs for these chemicals are shown in the following table.

Chemical	Approximate Quantity Per Year	Approximate Cost Per Year
Ammonia Hydroxide	20,000 Gallons	\$15,000
Ferrous Chloride	50,000 Pounds	\$17,000
Glycerin	330,000 Pounds	\$62,000
Polymer – Belt Press	11,450 Pounds	\$20,000
Polymer – Tertiary Filter	9,160 Pounds	\$7,000
Sodium Bisulfite	80,000 Gallons	\$63,000
Sodium Hypochlorite	100,000 Gallons	\$84,000

Upon receipt of bids, staff will return to the Board with recommendations to award multi-year chemical pricing agreements.

BUDGET IMPACT

Funds for soliciting bids are budgeted in Camarillo Sanitary District Operating Fund Account No. 871-3701-437.54-01.

SUGGESTED ACTION

Authorize staff to solicit bids for ammonia hydroxide, ferrous chloride, glycerin, belt press polymer, tertiary filter polymer, sodium bisulfite and sodium hypochlorite.

ATTACHMENTS

None.

Finance Review: MU