



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Ojai Valley Sanitary District Board of Directors will hold a regular meeting at 6:00 p.m. on Monday January 27, 2014 at the District Office located at 1072 Tico Road, Ojai California.

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-5549. (Govt. Code Section 54954.1 and 54954.2(a)).

The Ojai Valley Sanitary District Board of Directors encourages all interested parties to speak on any issue or subject matter subject to the District's jurisdiction. It is the desire of the Board that its business be conducted in an orderly and efficient manner.

PUBLIC INPUT:

All comments from the public are to be addressed to the Board of Directors, not to District Staff, Consultants or District Legal Counsel.

Items Not On The Agenda:

All speakers are requested to fill out a **Speaker Card (Green)** and submit it to the Clerk of the Board. All speakers are requested to present their information to the Board as concisely as possible with a three (3) minute time limit. This time limit may be modified by the Board Chairperson if necessary. If a member of the **public does not wish to speak** but wishes the Board to have benefit of their position on an issue, **they can present a Comment Card (Peach)** which will be acknowledged by the Chairperson. No response will be given or action taken unless an emergency exists as defined in subdivision (b) of the Government Code 54954.2. Items requiring action will be referred to staff or placed on a subsequent agenda.

Items On The Agenda:

All speakers are requested to fill out a **Speaker's Card (Green)** and submit it to the Clerk of the Board before the item is taken up for consideration. All speakers are requested to present their information to the Board as concisely as possible with a three (3) minute time limit. Allowing an individual to speak more than three minutes is at the discretion of the Chairperson of the Board. Speakers are encouraged to refrain from restating previous testimony. If a member of the **public does not wish to speak** but wishes the Board to have benefit of their position on an issue, they can present a **Comment Card (Peach)** which will be acknowledged by the Chairperson.

AGENDA

The agenda is posted at the District Office no later than 5 p.m. on the Friday preceding the Board meeting, and contains all items on which Board action will be allowed pursuant to Government Code Section 54954.2. Action will be taken on unanticipated items only when an emergency (as defined in Section 54956.5) exists or as otherwise allowed under Section 54954.2(b). All Board meetings are recorded in their entirety (excluding authorized closed sessions).

The business to be transacted is as follows:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Additions or amendments to the Agenda**
5. **Public Concerns** (items not on the agenda - three minute limit).

This is an opportunity for members of the public to speak on items not on the agenda.

6. **Board Concerns** (Items not on the agenda - three-minute limit)

PUBLIC HEARINGS:

None

CONSENT ITEMS: - All consent items are considered in a single motion and voted on without discussion. Any item removed from the consent list at the request of a Board member or the public will be considered immediately following approval of the remaining consent items.

7. **Approval of Minutes** – Special Meeting December 16, 2013 (a recording of each meeting is retained at the District Office for a minimum of 4 years)
8. **Deferred Payment of Capacity Charges Agreement**
 - a. Approve the Agreement Affecting Real Property as listed below:
 - 033-0-280-115 Timothy Wayne Sokolowski
 - b. Authorize the Chairman to sign the approved Agreement; and
 - c. Direct staff to record the Agreement with the County of Ventura Recorder's Office.
9. **Poindexter & Company Certified Public Accountant – Audit Engagement Letter**

Authorize the Chairman to sign the audit engagement letter from Poindexter & Company, Certified Public Accountant, dated January 10, 2014.
10. **Approval of Checks**

Approve the checks for payment as submitted.

ACTION ITEMS:

11. **Annual Investment Policy – Resolution No. 2014-01**

- a. Adopt Resolution No. 2014-01, Resolution of the Board of Directors of the Ojai Valley Sanitary District Stating the Investment Policy For District Funds; and
- b. Direct staff to continue working with Morgan Stanley Smith Barney to provide investment management services for the District.

OR

- c. Direct staff as the Board deems appropriate in regard to the investment of the District's funds.

12. **Contract No. 2014-01 – Inflow & Infiltration Data Analysis and Masterplan Preparation**

- a. Accept MNS Engineers, Inc.'s proposal for providing engineering services for the for the preparation of an Inflow and Infiltration (I&I) Masterplan; and
- b. Authorize the Chairman to sign Contract No. 2014-01, Between Ojai Valley Sanitary District and MNS Engineers, Inc. for professional engineering services for the preparation of an Inflow and Infiltration (I&I) Masterplan, in an amount not to exceed \$30,230; and
- c. Adopt Budget Adjustment No. 2014-13 transferring funds from the Collection System Replacement Reserve to provide funding for this contract.

13. **Contract No. 2014-02 – Professional Services For Replacement of Treatment Plant Rear Entry Gate**

- a. Accept Watkins Fence Company proposal for providing professional services for the replacement of the rear entry gate at the Treatment Plant; and
- b. Authorize the Chairman to sign Contract No. 2014-02, Between Ojai Valley Sanitary District and Watkins Fence Company for professional services for replacement of rear entry gate at the Treatment Plant, in an amount not to exceed \$15,650; and
- c. Adopt Budget Adjustment No. 2014-14 transferring funds from the Treatment Plant Replacement Reserve to provide funding for this contract.

14. **Contract No. 2014-03 – Professional Services For the Construction of The Tico Road Driveway Project**

- a. Accept L.A. Thompson Construction's proposal for providing professional services for the construction of the Tico Road Driveway Project; and
- b. Authorize the Chairman to sign Contract No. 2014-03, Between Ojai Valley Sanitary District and L.A. Thompson Construction, Inc. for professional services for the construction of the Tico Road Driveway Project, in an amount not to exceed \$13,010; and
- c. Adopt Budget Adjustment No. 2014-15 transferring funds from the Building Reserve to provide funding for this contract.

15. **Equipment Purchase – Flatbed Trailer Replacement**

- a. Authorize staff to accept Plumbers Depot Inc.'s quote to purchase a 5'X8' flatbed trailer configured to the District's specifications in an amount not to exceed \$4,223.68; and
- b. Authorize staff to sell the 3'x5' flatbed trailer as surplus; and
- c. Adopt Budget Adjustment No. 2014-16 transferring \$4,224 from the Equipment Replacement Reserve into the Major Expenditure account to cover the cost of the purchase of flatbed trailer.

16. **Replacement of Treatment Plant Tractor – Budget Adjustment No. 2014-17**

- a. Authorize staff to purchase the Kubota tractor from Diamond A Equipment for a total cost not to exceed \$42,367.90, including tax; and
- b. Adopt Budget Adjustment No. 2014-17 from Equipment Replacement Reserve into Major Expenditures – Treatment Plant.

17. **Vehicle Replacement – Budget Adjustment No. 2014-18**

- a. Authorize staff to purchase a 2014 Edge SEL from Vista Ford Oxnard for a cost not to exceed the quoted total price of \$31,840.58; and
- b. Adopt Budget Adjustment No. 2014-18 transferring \$31,841 from the Vehicle Equipment Reserve into the Major Expenditures-Admin. to provide funding for the purchase of this vehicle.

18. **Appointment of Board Committees & Representatives**

Chairman Murphy will present his appointment of individual Directors to serve on the Board's Committees and as the Board's representative to boards, committees and agencies outside the District for calendar year 2014.

INFORMATION ITEMS – FOR RECEIPT & FILE

19. [Ventura River Watershed Council – Update](#)
20. [Board Subcommittee Organization Bylaws & Ordinance Review](#)
21. [Monthly Financial Reports](#)
22. [Quarterly Investment Report](#)
23. [Staff Reports - Operations, Administration and Management of the District](#)
24. [Committee Reports](#)
25. [Reports On Meetings, Seminars, or Conferences Attended](#)
26. [Items of Interest/Correspondence/Articles](#)
27. Discussion (items not on the agenda - three-minute limit)
 - a. Public - (Public is requested to present completed speaker's card to Clerk of the Board)
 - b. Board Members
 - c. General Manager
28. **Adjournment**

A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours (Monday through Friday from 8 a.m. to 5 p.m.). Copies of individual reports may be requested from the Clerk of the Board (646-5548).

ATTEST TO POSTING:


Brenda Krout – Clerk of the Board

January 22, 2014 @ 4:30p.m.
Date & Time Posted At District Office