



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

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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 October 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** – Regular Meeting September 22, 2014 (a recording of each meeting is retained at the District Office for a minimum of 4 years)
8. **Cease Violation Agreement**
 - a. Approve the Agreement To Cease Violation as listed below:
 - 028-0-091-040 Graham & Lee Smith
 - b. Authorize the Chairman to sign the approved Agreement; and
 - c. Direct staff to record the Agreement with the County of Ventura' Recorder's.
9. **Approval of Checks**

Approve the checks for payment as submitted.

ACTION ITEMS:

10. **Fiscal Year 2013/2014 Annual Independent Financial Audit**

- a. Receive a verbal report by Mark Poindexter, CPA about the Fiscal Year 2013/2014 independent financial audit report,
- b. Accept the audit report as meeting the contract requirements and authorize the payment of any fees due for its preparation,
- c. Direct distribution of copies of the report to the State Controller, County Auditor-Controller and other interested parties.

11. **Poindexter & Company Certified Public Accountant – Audit Engagement Letter**

Authorize the Chairman to sign the audit engagement letter from Poindexter & Company, Certified Public Accountant, dated October 17, 2014.

12. **Little SALS Roof Installation Project – Contract No. 2014-08**

- a. Authorize the Chairman to sign Contract No. 2014-08 with Viola Constructors, Inc. for the construction of the Little SALS Roof Installation Project in an amount not to exceed \$148,315; and
- b. Adopt Budget Adjustment No. 2015-10 transferring \$148,315 from the Collection System Replacement Reserve to fund the Project.

13. **Prior Fiscal Year Budget – Income & Expense Reconciliation**

Adopt Budget Adjustment No. 2015-11 transferring \$370,064 surplus funds from fiscal year 2013/14 into the Contingency & Stabilization Reserve

14. **Rate Study - Contract No. 2014-21 – Raftelis Financial Consultants, Inc. – Budget Adjustment No. 2015-12**

- a. Authorize the Chairman to sign Contract No. 2014-21, Agreement For Technical Services For Rate Study Between Ojai Valley Sanitary District and Raftelis Financial Consultants, Inc., in an amount not to exceed \$37,987; and
- b. Adopt Budget Adjustment No. 2015-12 transferring funds from the Contingency & Stabilization Reserve into the Other Professional Services account to cover the cost of the rate study.

15. **Variable Frequency Drive Replacement – Return Activated Sludge & Filter Influent Pump Station – Budget Adjustment No. 2015-13**

Adopt Budget Adjustment No. 2015-13 transferring \$21,060 from Treatment Plant Replacement Reserve into Major Expenditures–Treatment Plant account to cover the cost of replacing the RAS and FIPS variable frequency drives.

16. **Maintenance Service of Electrical Main Switchgear - Treatment Plant – Budget Adjustment No. 2015-14**

- a. Accept Venco Controls, Inc. proposal to perform the electrical inspection, cleaning, and servicing of the Electrical Main Switchgear for a cost not to exceed \$26,523, excluding any parts and repairs identified during the inspection; and
- b. Adopt Budget Adjustment No. 2015-14 authorizing the transferring of \$26,523 from the Treatment Plant Replacement Reserve to the Major Expenditures-TP accounts to provide funding for this service.

17. **Trunkline Repairs – Pipe Patch CIPP Point Repairs – Budget Adjustment No. 2015-15**

- a. Approve the Pipe Rehab Specialists quote to use the PipePatch CIPP point repair system on the four identified trunkline repairs for a cost not to exceed \$18,800 including all camera inspection and mobilization charges; and
- b. Adopt Budget Adjustment No. 2015-15 authorizing the transferring of \$18,800 from the Collection System Replacement Reserve to the Capital Expenditure/Line Maintenance accounts to provide funding for these repairs.

18. **Information Technology Equipment Replacement**

- a. Authorize staff to purchase the identified replacements for 6 desktops from CompuWave for the quoted total price of \$14,425.45 including tax; and
- b. Authorize staff to purchase the identified replacements for 2 laptop computers and one additional laptop for the finance office from Dell for the quoted total price of \$11,287.85 including tax; and

19. **Election For Alternate Member – LAFCO Independent Special District Member**

- a. Select a candidate for the Independent Special District Alternate member of LAFCO; and
- b. Authorize the Chairman to sign the official ballot casing the District's vote for the selected candidate; and
- c. Direct staff to submit the executed ballot to Ventura LAFCO prior to the deadline of December 5, 2014.

20. [City of Ventura’s Recycled Water Stakeholder Meeting October 9, 2014 – Day of Service Ratification](#)

Ratify Directors’ attendance at the City of Ventura’s Water Reuse Stakeholder Meeting on October 9, 2014 as a Day of Service, in accordance with District Ordinance No. OVSD-73, Section 3.d.

21. [November & December Board Meetings – Consider Rescheduling](#)

Consider the need to re-schedule the November & December 2014 regularly scheduled Board meetings.

INFORMATION ITEMS – FOR RECEIPT & FILE

22. [Annual Connection Charge Reserve Report](#)

23. [Monthly Financial Reports](#)

24. [Quarterly Investment Report](#)

25. [Staff Reports - Operations, Administration and Management of the District](#)

26. [Committee Reports](#)

27. [Reports On Meetings, Seminars, or Conferences Attended](#)

28. [Items of Interest/Correspondence/Articles](#)

29. 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

30. **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

October 21, 2014 @ 1:30 p.m.
Date & Time Posted At District Office