



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 November 24, 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 October 27, 2014 (a recording of each meeting is retained at the District Office for a minimum of 4 years)

8. **Approval of Checks**

Approve the checks for payment as submitted.

ACTION ITEMS:

9. **Administration of IRS Section 125 – Flexible Spending Account Plan - employee Benefits**
 - a. Adopt Resolution No. 2014-11 Adopting Section 125 Cafeteria Plan as an employee benefit Flexible Spending Account (FSA) with an annual contribution limit per employee as set by IRS Code and authorizing Flexible Benefit Administrators, Inc. (FBA) to act as the administrators of the FSA, effective January 1, 2015; and
 - b. Direct staff to forward the adopted documents to Flexible Benefit Administrators, Inc. and to coordinate the implementation of this employee benefit.

10. **Little SALS Roof Installation Project – Services During Construction - contract No. 2014-22**
 - a. Authorize the Chairman to sign Contract No. 2014-22 with Phoenix Civil Engineering to provide construction management services for the Little SALS Roof Installation Project in an amount not to exceed \$14,235; and
 - b. Adopt Budget Adjustment No. 2015-16 transferring \$14,235 from the Collection System Replacement Reserve to fund this contract.

11. **Sludge Dewatering Building – Pallet Jack – Budget Adjustment No. 2015-17**
 - a. Accept proposal for purchase of Big Joe Model WPT 45 power pallet truck jack from Power Machinery Center in an amount not to exceed \$4,838 including tax; and
 - b. Adopt Budget Adjustment No. 2015-17 transferring \$4,838 from the Treatment Plant Replacement Reserve into the Major Expenditures-T/P account to cover the cost of this project.

12. **WWTP Driveway Paving – Contract No. 2014-23 – Budget Adjustment No. 2015-18**
 - a. Authorize the Chairman to sign Contract No. 2014-23 with Smith Paving for the construction of the WWTP Driveway Improvements in an amount not to exceed \$18,150; and
 - b. Adopt Budget Adjustment No. 2015-18 transferring \$18,150 from the Treatment Plant Replacement Reserve to fund the Project.

INFORMATION ITEMS – FOR RECEIPT & FILE

13. **Monthly Financial Reports**
14. **Monthly Investment Report**
15. **Staff Reports - Operations, Administration and Management of the District**
16. **Committee Reports**
17. **Reports On Meetings, Seminars, or Conferences Attended**
18. **Items of Interest/Correspondence/Articles**

19. 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
20. **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

Nov. 17, 2014 @ 2:30 p.m.
Date & Time Posted At District Office