



## 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 October 26, 2015 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 28, 2015 (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 Agreements Affecting Real Property as listed below:
    - 017-0-153-470 Michelle M. Dohrn
    - 022-0-140-400 Andrew James Sinclair
  - b. Authorize the Chairman to sign the approved Agreements; and
  - c. Direct staff to record the Agreements with the County of Ventura Recorder's Office.
9. **Response to October 5, 2015 Email From Calvary Chapel**

Direct staff to work with the Chairman to draft a response to Pastor Dan Nelson Calvary Chapel of Oak View to be signed by the Chairman.
10. **Approval of Checks**

Approve the checks for payment as submitted.



**ACTION ITEMS:**

11. **Fiscal Year 2014/2015 Annual Independent Financial Audit**

- a. Receive a verbal report by Mark Poindexter, CPA about the Fiscal Year 2014/2015 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.

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

Authorize the Chairman to sign the audit engagement letter from Poindexter & Company, Certified Public Accountant, dated October 6, 2015

13. **Dissolved Oxygen Meter Upgrades – Budget Adjustment No. 2016-15**

Authorize Budget Adjustment No. 2016-15 transferring \$10,310 from the Treatment Plant Replacement Reserve into the Major Expenditures- Treatment Plant to provide funding for the replacement of Three Dissolved Oxygen Meters from Analytical Technology, Inc.

14. **Treatment Plant – Electric Utility Vehicle Purchase – Budget Adjustment No. 2016-16**

- a. Authorize staff to purchase from Power Machinery Center the Taylor-Dunn electric utility vehicle Model #B-248 (48V) GT for a total cost not to exceed \$ 14,591, including tax, and
- b. Authorize Budget Adjustment No.2016-16 transferring \$ 14,591 from the Equipment Reserve into the Major Expenditures-Treatment Plant to provide funding for this purchase.

15. **Cuyama Road – Septic to Sewer Planning**

Authorize staff to work with the property owners of approximately 10 homes on Cuyama Road to perform the Planning stage of a project to convert the properties from septic to sewer.

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

Adopt Budget Adjustment No. 2016-17 transferring \$148,878 of the surplus funds from FY 2014/15 back into the Equipment Replacement Reserve, \$295,862 into the Collection System Replacement Reserve and the remaining \$300,000 into the Building Reserve.

17. **General Manager Contract Amendment**

Adopt Amendment No. 3 to the General Manager's Employment Agreement setting the General Manager's annual salary at \$200,032 effective September 13, 2015.  
Direct staff as the Board deems appropriate.

18. **November & December Board Meetings – Consider Rescheduling**

Consider the need to re-schedule the November & December 2015 regularly scheduled Board meetings.

**INFORMATION ITEMS – FOR RECEIPT & FILE**

19. **Annual Connection Charge Reserve Report**

20. **Monthly Financial Reports**

21. **Quarterly Investment Report**

22. **Staff Reports - Operations, Administration and Management of the District**

23. **Committee Reports**

24. **Reports On Meetings, Seminars, or Conferences Attended**

25. **Items of Interest/Correspondence/Articles**

26. **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

27. **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 20, 2015 @ 10:30 a.m.**  
**Date & Time Posted At District Office**