



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

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MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS OJAI VALLEY SANITARY DISTRICT

The Regular Meeting of the Ojai Valley Sanitary District Board of Directors was held at the District Office, 1072 Tico Road on January 26, 2015. The meeting was called to order by Chairman Murphy at 6:00 p.m. and roll call taken as follows:

DIRECTORS PRESENT: William M. Stone
Peter M. Kaiser
William C. Murphy
John R. (Jack) Curtis
Russ Baggerly
Stan Greene

DIRECTORS ABSENT: John R. (Randy) Burg

STAFF PRESENT: Jeff Palmer, General Manager
Brenda Krout, Clerk of the Board
Ronald E. Sheets, Operations Superintendent

OTHERS PRESENT: Mark Zirbel, District Legal Counsel

3. **Pledge of Allegiance**

Chairman Murphy led the pledge of allegiance.

4. **Additions or amendments to the Agenda**

None

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.

Bob Daddi, resident of the City of Ojai, addressed the Board. Mr. Daddi stated that City Council Member Bob Weirick has been appointed as the City's liaison to the Ojai Valley Sanitary District and will be attending the District's meetings. Mr. Daddi explained that Mr. Weirick was unable to attend this meeting and asked him (Mr. Daddi) to attend in his place.

ITEM 7-1

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

None

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.

ACTION

Upon motion of Director Kaiser, seconded by Director Baggerly and passed by unanimous roll call vote Item Nos. 7, 8 & 9 on the consent calendar were approved as submitted.

7. **Approval of Minutes** – Special Meeting December 15, 2014 (a recording of each meeting is retained at the District Office for a minimum of 4 years)

8. **Deferred Payment of Capacity Charges Agreements**

a. Approve the Agreements Affecting Real Property as listed below:

- 034-0-050-265 Linda A. Oliver
- 017-0-250-330 Jacob & Anja Zimmerman
- 017-0-324-095 Justus Family Trust
- 021-0-052-040 John & Doreen Stark

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. **Approval of Checks**

Approve the checks for payment as submitted.

**CHAIRMAN MURPHY ANNOUNCED A CHANGE IN THE ORDER OF THE AGENDA ITEMS;
INFORMATION ITEM NO. 16 WAS ADDRESSED PRIOR TO ACTION ITEM NO. 10**

16. **Investment Report – Quarterly**

Mr. Palmer briefly reviewed the summarized version of the quarterly investment report which was included in the agenda packet; Mr. Palmer explained that the full quarterly report was reviewed by the Finance Committee at their January 6, 2015 meeting. Mr. Palmer noted that at their meeting, the Finance Committee recommended continuing on the current course with the District's investments.

Howard Smith, from Morgan Stanley, was in attendance to discuss the quarterly investment report.

Mr. Smith addressed the Board presenting an overview of the District's investment portfolio. Mr. Smith distributed an updated performance summary of the District's returns over the past quarter; the summary showed a slight increase in returns since the previous report. Mr. Smith noted that even though the District's returns remain low, they continue to be higher than returns experienced on funds deposited in the Local Agency Investment Fund (LAIF).

Mr. Smith responded to questions from the Board.

The Board thanked Mr. Smith for his report. Mr. Smith left the meeting at this time.

ACTION ITEMS:

10. **Annual Investment Policy – Resolution No. 2015-02**

ACTION

Upon motion of Director Baggerly, seconded by Director Curtis Resolution No. 2015-02, Resolution of the Board of Directors of the Ojai Valley Sanitary District Stating the Investment Policy For District Funds was adopted and staff was directed to continue working with Morgan Stanley to provide investment management services for the District.

11. **Employee Compensation Survey – Budget Adjustment No. 2015-20**

Mr. Palmer reviewed the District's established practice of conducting a compensation survey every 5 years, noting that the last survey was completed in 2010. Mr. Palmer reviewed the proposals received from various consultants.

ACTION

Upon motion of Director Kaiser, seconded by Director Greene and passed by unanimous roll call vote the proposal from Koff & Associates, Inc. to perform a compensation survey of all District positions in accordance with their proposal dated December 1, 2014, for a fee in the amount of \$12,266 was accepted and Budget Adjustment No. 2015-20 transferring funds from the Contingency & Stabilization Reserve into account number 5660.03, Other Professional Services, to providing funds for this project was adopted.

12. **Adopt Watersheds Coalition of Ventura County Integrated Regional Water Management Plan – Resolution No. 2015-03**

ACTON

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote Resolution No. 2015-03 adopting the 2014 Watersheds Coalition of Ventura County Integrated Regional Water Management Plan was adopted and 2014 Watersheds Coalition of Ventura County Integrated Regional Water Management Plan was found to be exempt from the California Environmental Quality Act (CEQA); and Ojai Valley Sanitary District staff was authorized and directed to file a Notice of Exemption in accordance with provisions of CEQA.

13. **Fiscal Years 2015-2016 & 2016-2017 Budget Preparation Schedule**

ACTION

Upon motion of Director Curtis, seconded by Director Baggerly and duly passed the budget schedule was adopted as presented and Thursday April 30, 2015 was selected for a Special Meeting to conduct a budget study session; and a Special Meeting was set to be held on Monday May 4, 2015 for the adoption of the Final Budget and staff was directed to cancel the regularly scheduled Board Meeting in May scheduled for May 25th; and a Special Meeting was set to be held on Monday May 18, 2015 to conduct regular District business for the month of May.

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

In accordance with the Board's Bylaws the election of officers of the Board for the ensuing calendar year took place at the December 15, 2014 meeting. The officers of the Board for calendar year 2015 are as follows:

William C. Murphy	Chairman
John R. (Jack) Curtis	Vice-Chairman
John R. (Randy) Burg	Secretary
William M. Stone	Assistant Secretary

Article XI of the Bylaws establishes the parameters for Board Committees; the Chairperson of the Board appoints Directors to serve on 4 of the 5 standing committees.

Chairman Murphy announced his appointments of individual Directors to serve on the Board's established Committees and as the Board's representative to boards, committees and agencies outside the District for calendar year 2015.

STANDING COMMITTEES

EXECUTIVE	BOARD CHAIRMAN	BILL MURPHY
	BOARD VICE CHAIRMAN	JACK CURTIS
	BOARD SECRETARY	RANDY BURG

(Appointments as of January 26, 2015)

ORDINANCE/PUBLIC RELATIONS/
NEWSLETTER/
WEBPAGE

RUSS BAGGERLY
JACK CURTIS
BILL MURPHY

PERSONNEL

BILL STONE
PETE KAISER
STAN GREENE

FINANCE

BILL MURPHY
PETE KAISER
RANDY BURG

CEQA REVIEW/ENVIRONMENTAL

RUSS BAGGERLY
STAN GREENE
BILL STONE

BOARD REPRESENTATIVES

(Appointments as of January 26, 2015)

VENTURA COUNTY SPECIAL
DISTRICTS ASSOCIATION

Alternate

PETE KAISER
JACK CURTIS

CSRMA BOARD REPRESENTATIVE

Alternate

BRENDA KROUT
JEFF PALMER

LAFCO ADVISORY

Alternate

RUSS BAGGERLY
RANDY BURG

SPECIAL DISTRICT COMMITTEE
RE: VRSD REPRESENTATION

Alternate

BILL STONE
STAN GREENE

INFORMATION ITEMS – FOR RECEIPT & FILE

15. **Monthly Financial Reports**

Received and filed

16. **Quarterly Investment Report**

Addressed earlier on the agenda.

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

Received and filed

18. **Committee Reports**

Received and filed

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

Received and filed

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

Received and filed

21. 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)

None

b. Board Members

Director Greene requested the Directors who attended the recent CASA conference present a verbal report on the conference content. Directors Murphy and Curtis reviewed the topics covered at the conference; Director Murphy distributed a written report.

c. General Manager

Mr. Palmer updated the Board on various issues including the following:

- District employee Karl Gamsby & family recently welcomed a new baby girl
- Manhole Rehabilitation on Shady Lane – CCTV pictures will be sent with future News of Note
- Finished repair of utility line at plant & installed a relief valve
- Final design of UV shade panels is complete
- Block wall to replace chain-lined fencing along north side of Tico Road facility is being designed – provide more separation from neighboring property
- Projects for the summer will include lining of 20 foot section of mainline in known high I&I areas

22. **Adjournment**

Chairman Murphy adjourned the meeting at 7:09 p.m.



William M. Stone, Assistant Secretary

APPROVED:



William C. Murphy, Chairman