

## 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 November 24, 2014. 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  
William D. O'Brien (arrived 6:05 p.m.)  
John R. (Randy) Burg  
Stan Greene

**DIRECTORS ABSENT:** Russ Baggerly

**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.

None

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

Director Kaiser reported that he recently encounter sewer odors along the Ojai Valley Trail in the Oak View area adjacent to the District's trunk line; it was agreed that staff will investigate this matter.

**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 Burg, seconded by Director Kaiser and passed by unanimous roll call vote Item Nos. 7 & 8 on the consent calendar were approved as submitted.

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**

**ACTON**

Upon motion of Director Kaiser, seconded by Director Burg and passed by unanimous roll call vote 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, was adopted; and staff was directed to forward the adopted documents to Flexible Benefit Administrators, Inc. and to coordinate the implementation of this employee benefit.

Director O'Brien arrived prior to the vote on the preceding motion, at 6:05 p.m.

10. [Little SALS Roof Installation Project – Services During Construction - contract No. 2014-22](#)

**ACTION**

Upon motion of Director Kaiser, seconded by Director Burg and passed by unanimous roll call vote the Chairman was authorized 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 Budget Adjustment No. 2015-16 transferring \$14,235 from the Collection System Replacement Reserve to fund this contract was adopted.

11. [Sludge Dewatering Building – Pallet Jack – Budget Adjustment No. 2015-17](#)

**ACTION**

Upon motion of Director Burg, seconded by Director Kaiser and passed by unanimous roll call vote the 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 was accepted; and 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 was adopted.

12. [WWTP Driveway Paving – Contract No. 2014-23 – Budget Adjustment No. 2015-18](#)

**ACTION**

Upon motion of Director Kaiser, seconded by Director Burg and passed by unanimous roll call vote the Chairman was authorized 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 Budget Adjustment No. 2015-18 transferring \$18,150 from the Treatment Plant Replacement Reserve to fund the Project was adopted.

**INFORMATION ITEMS – FOR RECEIPT & FILE**

13. [Monthly Financial Reports](#)

Received and filed.

14. [Monthly Investment Report](#)

Received and filed.



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

Received and filed.

16. Committee Reports

Received and filed.

17. Reports On Meetings, Seminars, or Conferences Attended

Director O'Brien distributed notes on the AWA and OBGMA meetings he recently attended. Director O'Brien briefly reviewed his notes.

18. Items of Interest/Correspondence/Articles

Received and filed.

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)

None

- b. Board Members

Director O'Brien stated that this would be his last meeting on the Board as representative for Division 4; Jack Curtis will begin his term at the Board's December 15<sup>th</sup> meeting. Director O'Brien expressed that it was great being on the Board for the past 4 years and noted that Jack will do a great job representing Division 4.

Director Stone commented that he recently visited the Shady Lane project site and felt that the group of workers onsite presented themselves very well to the public and were great with the residents affected by the project. Director Murphy expressed his agreement with Director Stone's observation.

- c. General Manager

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

- Collection System crew has been cleaning roots from the Foster Park trunk line in preparation for the contractor to install a stint to stop the root intrusion. This cleaning must take place in the early morning hours during the low flow period.
- Composting of the biosolids at the plant is completed for the year.

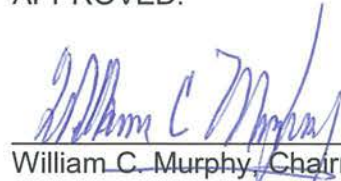
- Today the District's legal counsel appeared in court to request inspection warrants on 4 properties on the list of suspected unpermitted connections.
- Recently had lunch with the 2 new City of Ojai council members discussing the current issues we are all facing.

20. **Adjournment**

Chairman Murphy adjourned the meeting at 6:27 p.m.

  
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John R. (Randy) Burg, Assistant Secretary

APPROVED:

  
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William C. Murphy, Chairman