



OJAI VALLEY SANITARY DISTRICT

A Public Agency

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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 July 27, 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
Russ Baggerly
John R. (Jack) Curtis
John R. (Randy) Burg

DIRECTORS ABSENT: Stan Greene

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

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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 Burg and passed by unanimous roll call vote (with Director Curtis abstaining from the vote on the minutes of the June 22, 2015 meeting) Item Nos. 7, 8 & 9 on the consent calendar were approved as submitted.

7. **Approval of Minutes** – Regular Meeting, June 22, 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:

- 018-0-200-065 Baldemar & Micaela Alcantar
- 018-0-071-040 Cody Stevens

b. Authorize the Chairman to sign the approved Agreements; and

c. Direct staff to record the Agreement with the County of Ventura Recorder's Office.

9. **Approval of Checks**

Approve the checks for payment as submitted.

ACTION ITEMS:

10. **Security Gates – Treatment Plant Entrance – Budget Adjustment No. 2016-01**

Increasing access security at the Treatment Plant was discussed and plans for installation of security gates were reviewed.

ACTION

Upon motion of Director Kaiser, seconded by Director Baggerly and passed by unanimous roll call vote the General Manager was authorized to accept the proposals from Fence Factory and Perimeter Security Systems for the purchase and installation of a security gate and automated security system as replacement of the inner gate on the entrance road to the District's Wastewater Treatment Plant in an amount not to exceed \$16,979; and Budget Adjustment No. 2016-01 transferring \$16,979 from the Treatment Plant Expansion Reserve into the Major Expenditures-TP account was adopted.

11. **Contract Nos. 2015-06 & 2015-08 – 2015 Sewer Main Rehabilitation Project**

The Inflow & Infiltration (I&I) reduction project for 2015 was discussed and reviewed.

ACTION

Upon motion of Director Curtis, seconded by Director Kaiser and passed by unanimous roll call vote the Chairman was authorized to sign Contract No. 2015-06, Between Ojai Valley Sanitary District and Sancon Technologies for the construction of the 2015 Sewer Main Rehabilitation Project for a total not to exceed \$540,147.50; and the Chairman was authorized to sign Contract No. 2015-08 with Phoenix Civil Engineering for the construction management services for the 2015 Sewer Main Rehabilitation Project in an amount not to exceed \$38,757; and Budget Adjustment No. 2016-02 transferring \$578,905 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of this Project was adopted.

12. **Water Truck Replacement – Budget Adjustment No. 2016-03**

Mr. Palmer reviewed the air quality diesel emissions restrictions and regulations which necessitate the replacement of the District's current water truck.

ACTION

Upon motion of Director Curtis, seconded by Director Kaiser and passed by unanimous roll call vote the General Manager was authorized to purchase a 2016 Freightliner/Valew Water Truck from Velocity Truck Center in Oxnard, per their quote dated June 15, 2015, in an amount not to exceed \$165,231.08, including tax and delivery; and Budget Adjustment No. 2016-03 transferring \$165,232 from the Vehicle Replacement Reserve into the Major Expenditure-C/S account was adopted.

13. **Information Technology Equipment Replacement – Backup Technology & NAS Server**

ACTION

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote the purchase of the Unitrends backup software & hardware as outlined in their June 25, 2015 proposal, in an amount not to exceed \$40, 540 including tax and shipping was authorized; and the purchase of the replacement NAS server from Celeros as outlined in their July 8, 2015 proposal, in an amount not to exceed \$24,005 including tax and shipping was authorized.

14. **Dental Insurance Coverage – Employee Benefit**

Adding dental insurance coverage to the employee benefits was reviewed.

ACTION

Upon motion of Director Kaiser, seconded by Director Baggerly and passed by unanimous roll call vote Delta Dental Insurance Coverage was authorized to be provided as a benefit to all District employees and their eligible dependents with coverage to be effective October 1, 2015; and Budget Adjustment No. 2016-04 transferring \$29,820 From the Stabilization & Contingency Reserve into the Dental Expense accounts.

INFORMATION ITEMS – FOR RECEIPT & FILE

15. **Monthly Financial Reports**

Received and filed.

16. **Quarterly Investment Report**

Received and filed.

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

Received and filed.

Director Baggerly requested staff investigate a method for the Board to officially recognize the accomplishments of individual employees, like David Harter's recent efforts which resulted in the Treatment Plant laboratory receiving a Certificate of Excellence recognizing it as a Laboratory of Excellence.

18. **Committee Reports**

Received and filed.

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

None to report

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

None

c. General Manager

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

- The recent rain proved a good test for the new flow meters installed in various locations throughout the District.
- Staff continues to work on identifying a company to assist in the inspection/cleaning of the District's 11 siphons; these siphons should be inspected every 5 years, most of them have never been inspected
- Pilot testing for nutrient reduction is producing good results.
- Lots of projects going on this summer:
 - Manhole replacement in Ojai Trail
 - Correction of defect in mainline on Aliso/Matilija Streets which was causing problems for the crew performing CCTV of the line
 - I&I Lining Project
- More notice of alleged violation letters for potential unpermitted connections are going out this month; there will be 2 groups of letters sent out at different times during the month.

22. **Adjournment**

Chairman Murphy adjourned the meeting at 6:48 p.m.

APPROVED:



William C. Murphy, Chairman



John R. Burg, Secretary