



OJAI VALLEY SANITARY DISTRICT

A Public Agency

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

The Special Meeting of the Ojai Valley Sanitary District Board of Directors was held at the District Office, 1072 Tico Road on December 21, 2015. The meeting was called to order by Chairman Murphy at 6:00 p.m. and roll call taken as follows:

DIRECTORS PRESENT: Russ Baggerly
William M. Stone
John R. (Jack) Curtis
Stan Greene
William C. Murphy
John R. (Randy) Burg
Peter M. Kaiser (arrived at 6:15 p.m.)

DIRECTORS ABSENT: None

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 (Special Meeting None Permitted)**

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)

None

PUBLIC HEARINGS:

None

ACTION ITEMS:

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 Curtis, seconded by Director Baggerly and passed by a majority roll call vote, with Director Curtis abstaining from the vote on the minutes of the November 23, 2015 Regular Meeting, (as he was absent from this meeting), Item Nos. 7, 8 & 9 on the consent calendar were approved as submitted.

7. **Approval of Minutes** – Regular Meeting November 23, 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 Agreement Affecting Real Property as listed below:
 - 020-0-192-040 Pauline Mercado Revocable Trust
 - b. Authorize the Chairman to sign the approved Agreement; 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. **Santa Ana Lift Station Rehabilitation – Contract Nos. 2015-16 & 2015-18 – Budget Adjustment No. 2016-19**

The need for this project was discussed. Mr. Palmer explained that there are long lead times on the ordering of various electrical components and the pumps involved in this project, so the construction will not begin until approximately May 2016.

ACTION

Upon motion of Director Baggerly, seconded by Director Burg and passed by unanimous roll call vote the Santa Ana Lift Station Rehabilitation Project was found to be Categorically Exempt in accordance with CEQA Section 15301 and the District's Administrative Supplement to The State CEQA Guidelines; and staff was directed to file a Notice of Exemption in accordance with CEQA Section 15062; and the Chairman was authorized to sign Contract No. 2015-16, Between Ojai Valley Sanitary District and Schock Contracting Corporation for the construction of the Santa Ana Lift Station Rehabilitation Project, for a total not to exceed \$744,886; and the Chairman was authorized to sign Contract No. 2015-18 with Phoenix Civil Engineering for the construction management services for the Santa Ana Lift Station Rehabilitation Project in an amount not to exceed \$58,779; and Budget Adjustment No. 2016-19 transferring \$803,665 from the Collection System Replacement Reserve to the Major Expenditures-T/P account to cover the cost of this Project was adopted.

11. Election of Officers & Appointment of Committees & Board Representatives

Chairman Murphy announced that according to District Bylaws, the Clerk of the Board should conduct the Election of Officers.

Mrs. Krout conducted the election beginning with nominations for Chairman.

Mrs. Krout called for nominations for Chairman. Directors Stone and Curtis were nominated for Chairman. Nominations were closed. A vote was taken for the office of Chairman; Director Curtis received 4 votes and Director Stone received 2 votes. Director Curtis was elected Chairman.

Mrs. Krout called for nominations for Vice-Chairman. Director Stone was nominated for Vice-Chairman. Nominations were closed. Director Stone was elected Vice-Chairman.

Mrs. Krout called for nominations for Secretary. Director Burg was nominated for Secretary. Nominations were closed. Director Burg was elected Secretary.

Mrs. Krout called for nominations for Assistant Secretary. Directors Greene and Kaiser were nominated for Assistant Secretary. Nominations were closed. A vote was taken for the office of Assistant Secretary; Director Greene received 4 votes and Director Kaiser received 2 votes. Director Greene was elected as Assistant Secretary.

Chairman Curtis assumed the leadership of the meeting following the conclusion of the elections.

It was agreed that the Standing Committee as established by Resolution No. 2014-02 would continue.

Chairman Curtis announced that he would postpone the appointment of individual Directors to serve as the Board's representative to boards, committees and agencies outside the District for calendar year 2016 until the January 25, 2016 regular Board Meeting, giving time for Directors to notify him of their individual areas of interest.

INFORMATION ITEMS – FOR RECEIPT & FILE

12. **Monthly Financial Reports**

Received and filed.

13. **Monthly Investment Report**

Received and filed.

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

Received and filed.

15. **Committee Reports**

None

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

Director Stone reported on the December 7, 2015 meeting of the Special District's Committee Meeting he attended. This Committee meets once a year to confirm the Special Districts' representative who will serve on the Ventura Regional Sanitation District's (VRSD) Board of Directors for the coming year. Director Stone reported there was discussion that each of the 6 Special Districts represented on the Committee should have a seat on the VRSD Board; a special committee was appointed to look into this issue. The special committee will be submitting a report to the member Special Districts by February.

Mr. Palmer announced that this topic will be brought back on the agenda for the January 25, 2016 meeting for the Board to discuss.

Director Kaiser arrived at this point in the meeting, 6:15 p.m.

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

None

18. **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 praised the General Manager and the OVSD staff for all their work this year. Director Greene thanked Mr. Palmer for the camaraderie he builds among the OVSD staff.

- c. General Manager

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

- New Collection System Operator I employee started today – Keegan Shirck
- PSL – there have been approximately 30 PSL inspections to date; the inspections and paperwork are all going well; the only hiccup will be implementation of the City of Ojai's proposed Ordinance requiring any action resulting in soil disturbance to require an archeology review prior to digging; this proposed Ordinance could delay a lateral repair up to 10 days.
- Laurie & Travis have been doing a great job responding to PSL inspection requests the same day; one problem has been situations with multiple parcels on one lateral and conflicts between the property owners.
- Duke's root control has completed their contracted root control; the before & after diquat testing was performed; the residual of the diquat has been 2 to 1 parts per billion.
- Received a notice from the State Water Quality Control Board through certified mail regarding their commitment to enforcing the ELAP regulations.

19. **Adjournment**

Chairman Curtis adjourned the meeting at 6:55 p.m.



John R. Burg, Secretary

APPROVED:



John R. Curtis, Chairman