



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 24, 2016 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 Comment** (items not on the agenda - three minute limit).

This is an opportunity for members of the public to address the Board on any item not on the agenda but under the subject matter jurisdiction of the Ojai Valley Sanitary District.

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.

6. **Approval of Minutes** – Special Meeting, September 20, 2016 and Regular Meeting, September 26, 2016 (a recording of each meeting is retained at the District Office for a minimum of 4 years)
7. **Resolution No. 2016-12 – Policies and Procedures For Providing Priority Service To Affordable Housing**

Adopt Resolution No. 2016-12, Adopting Policies and Procedures For Providing Priority Service to Affordable Housing Projects.
8. **Review of Disbursements/Checks For The Period of September 16, 2016 to October 6, 2016**

Review, receive and file the disbursements/checks as presented.

ACTION ITEMS:

9. **Annual Independent Financial Audit – Fiscal Year 2015/2016**
 - a. Receive a verbal report by Mark Poindexter, CPA about the Fiscal Year 2015/2016 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.

10. **Contract No. 2016-19 – Santa Ana Lift Station Rock Collection Manhole - Budget Adjustment No. 2017-10**
 - a. Authorize the Chairman to sign Contract No. 2016-19, Between the Ojai Valley Sanitary District and the selected contractor for the construction of a rock collecting manhole at the Santa Ana Lift Station, in an amount not to exceed the contractor's submitted proposals; and
 - b. Adopt Budget Adjustment No. 2017-10 transferring funds from the Collection System Replacement Reserve into the Major Expenditures-CS account in the amount of the cost as approved in Contract No. 2016-19.

11. **Influent Pumps Replacement – Budget Adjustment No. 2017-09**
 - a. Authorize staff to purchase two Flygt Model NP-3202.095 pumps from Xylem Water Solutions USA, Inc for a total price not to exceed \$64,787; and
 - b. Adopt Budget Adjustment No. 2017-09 transferring \$64,787 from the Treatment Plant Replacement Reserve funds to the Major Expenditures account to cover the cost of this purchase.

12. **Information Technology Equipment Replacement & Purchases**

Authorize the General Manager to accept the proposals from Dell to purchase 5 replacement servers in the specified configuration, in an amount not to exceed \$78,635 including tax and shipping.

13. **Prior Year Carryover – Budget Adjustment No. 2017-11**

Adopt Budget Adjustment No. 2017-11 continuing outstanding expenditures from the prior fiscal year into the Fiscal Year 2016/2017 Budget in the amount of \$135,478.

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

Adopt Budget Adjustment No. 2017-08 transferring \$176,000 of the surplus funds from FY 2015/16 back into the Equipment Replacement Reserve, \$359,734 into the Collection System Replacement Reserve and \$395,159 into the Building Reserve.

15. **General Manager Employment Agreement Amendment No. 4**

- a. Consider, as a 5-year employment anniversary for the District's General Manager Jeff Palmer, increasing the amount of annual paid vacation days to an amount the Board deems appropriate; and
- b. Direct staff to update General Manager's Employment Agreement Amendment No. 4 to reflect the selected amount of annual paid vacation days; and
- c. Adopt updated Amendment No. 4 to the General Manager's Employment Agreement memorializing the Board's action on September 26, 2016 setting the General Manager's annual salary at \$213,034 and setting the annual paid vacation days effective September 12, 2016.

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

Consider the need to re-schedule the November & December 2016 regularly scheduled Board meetings.

INFORMATION ITEMS – FOR RECEIPT & FILE

17. **Monthly Financial Reports**

18. **Quarterly Investment Report**

19. **Annual Connection Charge Reserve Report**

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

21. **Committee Reports**

22. **Reports On Meetings, Seminars, or Conferences Attended By Board Members**

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

24. **Board Member & General Manager Comment**

- a. Board Member Comments
- b. General Manager Comments

25. **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

Oct. 19, 2016 @ 12:30 p.m.
Date & Time Posted At District Office