



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 May 23, 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 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.

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

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.

7. **Approval of Minutes** – Regular Meeting April 25, 2016 (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:
 - 028-0-072-200 Eric & Margaret Jenssen Trust
 - 021-0-032-090 Randy Haney & Dara Marks
 - 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.

ACTION ITEMS:

10. **Independent Audit Services – Contract No. 2016-08**
 - a. Award a three-year contract for the annual independent audit to Poindexter and Company for the fiscal years ending June 30, 2017, 2018 and 2019; and
 - b. Authorize the Chairman to sign Contract No. 2016-08 Between Ojai Valley Sanitary District and Poindexter and Company to perform annual auditing services for the fiscal years ending June 20, 2017, 2018 and 2019, in an amount not to exceed \$33,600 for the 3-year term of the contract.

11. **2016 Sewer Main Rehabilitation Project – Contract No. 2016-09 Mainline Repairs & Manhole Replacements – Manhole Repairs - Budget Adjustment No. 2016-25**
 - a. Authorized the Chairman to sign Contract No. 2016-09, for completion of the mainline repairs and manhole replacements identified in the 2016 Sewer Main Rehabilitation Project area between the Ojai Valley Sanitary District and Frank's Rooter & Pumping Service Inc. in an amount not to exceed \$171,700; and
 - b. Accept Ventura Regional Sanitation District's proposal to repair the interior of the four manholes identified in the 2016 Sewer Main Rehabilitation Project area in an amount not to exceed \$8,433; and
 - c. Adopt Budget Adjustment No. 2016-25 transferring \$180,133 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of identified preparation work for the 2016 Sewer Main Rehabilitation Project.

12. **Surplus Property Disposal – Proposed Revision to Ordinance No. OVSD-65 Section 6**
 - a. Accept the proposed revision to Ordinance No. OVSD-65 Section 6, Disposal of Surplus Property; and
 - b. Direct staff to draft an ordinance to facilitate the revision of Ordinance No. OVSD-65 Section 6 to be presented to the Board at their June 27, 2016 meeting for the first reading.

13. **Consolidation of District Election – Resolution No. 2016-08**

- a. Adopt Resolution No. 2016-08, Requesting Consolidation of the Ojai Valley Sanitary district General District Election with the Presidential General Election; and
- b. Direct the Clerk of the Board to submit an attested copy of the adopted Resolution and the Notice of elective Offices to be filled, to the Ventura County Clerk and Recorder, Office of the Registrar of Voters.

14. **District Legal Counsel Services**

Authorize continuing with legal services from Arnold, LaRochelle, Mathews, Van-Conas & Zirbel LLP (known as A to Z Law) under the provisions of the Agreement For Legal Services executed on November 14, 2000.

15. **Cost of Living Salary Adjustment – Resolution No. 2016-04**

- a. Approve a 2.4 percent cost-of-living adjustment of salary ranges for all District employees, excluding the General Manager;
- b. Adopt Resolution No. 2016-04, Adoption of the Ojai Valley Sanitary District Salary reflecting the 2.4 percent cost-of-living adjustment, Effective July 3, 2016.
- c. Adopt Budget Adjustment No. 2017-01 transferring \$42,354 From the Contingency & Stabilization Reserve to provide funding for the cost-of-living adjustment.

16. **Sewer Service Charges For Collection On Tax Rolls For Fiscal Year 2016-2017 – Set Hearing**

- a. Accept the reports listing parcel numbers and the amounts of proposed charges to be placed on the tax roll for collection FY 2016-2017 (Exhibits A & B);
- b. Set June 27, 2016 at 6:00 p.m. in the District boardroom as the time and place for a hearing to be held to review parcels to be reentered and added for the first time;
- c. Direct the Clerk of the Board to notify by mail each person to whom any parcel listed on Exhibit B is assessed of (1) the District's intent to have service charges for FY 2016-2017 collected on the general tax rolls of Ventura County, and (2) the time and place of the hearing for the proposed assessment reports; and
- d. Direct the Clerk of the Board to publish a notice of the report filing and the time and place of the hearing. Publication of the notice shall be once a week for two successive weeks with five intervening days.

17. **Sewer Capacity Charges Paid In Installments – Collected On The Tax Roll For Fiscal Year 2016-2017 – Set Hearing**

- a. Accept the report listing parcel numbers and the amounts of proposed charges to be placed on the tax roll for collection FY 2016-2017 (Exhibits A & B);
- b. Set June 27, 2016 at 6:00 p.m. in the District boardroom as the time and place for a hearing to be held to review parcels for entry on the general tax roll for collection in FY 2016-2017;
- c. Direct the Clerk of the Board to notify by mail each property owner of any parcel listed on Exhibit B assessing them of (1) the District's intent to have installments on the Deferred Capacity Charge Agreements due for FY 2016-2017 collected on the general tax rolls of Ventura County, and (2) the time and place of the hearing for the proposed assessment reports; and
- d. Direct the Clerk of the Board to publish a notice of the report filing and the time and place of the hearing. Publication of the notice shall be once a week for three successive weeks with five intervening days between each publication.

18. **SDS Financing Program – Installment Payments – Collection On Tax Rolls For Fiscal year 2016-2017 – Set Hearing**

- a. Accept the report listing parcel numbers and the amounts of proposed charges to be placed on the tax roll for collection FY 2016-2017 (Exhibit A);
- b. Set June 27, 2016 at 6:00 p.m. in the District boardroom as the time and place for a hearing to be held to review parcels for reentry on the general tax roll for collection in FY 2016-2017;
- c. Direct the Clerk of the Board to publish a notice of the report filing and the time and place of the hearing. Publication of the notice shall be once a week for two successive weeks with five intervening days.

INFORMATION ITEMS – FOR RECEIPT & FILE

19. **Monthly Financial Reports**
20. **Monthly Investment Report**
21. **Staff Reports - Operations, Administration and Management of the District**
22. **Committee Reports**
23. **Reports On Meetings, Seminars, or Conferences Attended**

24. Items of Interest/Correspondence/Articles

25. 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)
- b. Board Members
- c. General Manager

26. 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

May 18, 2016 @ 10:30 a.m.
Date & Time Posted At District Office