



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

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www.ojaisan.org

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 January 25, 2016. The meeting was called to order by Chairman Curtis 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. (Randy) Burg
Stan Greene
John R. (Jack) Curtis
- DIRECTORS ABSENT:** None
- STAFF PRESENT:** Jeff Palmer, General Manager
Brenda Krout, Clerk of the Board
Ronald E. Sheets, Operations Superintendent
- OTHERS PRESENT:** Robert N. Kwong, District Legal Counsel

3. **Pledge of Allegiance**

Chairman Curtis 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)

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

7. **Approval of Minutes** – Special Meeting December 21, 2015 (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.

CHAIRMAN CURTIS ANNOUNCED A CHANGE IN THE ORDER OF THE AGENDA ITEMS; INFORMATION ITEM NO. 16 WAS ADDRESSED PRIOR TO ACTION ITEM NO. 9

16. **Quarterly Investment Report**

Jack Oehmke, from Morgan Stanley, was in attendance to discuss the quarterly investment report.

Mr. Oehmke addressed the Board presenting an overview of the District's investment portfolio. Mr. Oehmke discussed current and projected economic conditions in the State and the Nation explaining how they relate to the District's current and future return on investment.

Mr. Oehmke responded to questions from the Board.

The Board thanked Mr. Oehmke for his report. Mr. Oehmke left the meeting at this time, 6:24 p.m.

ACTION ITEMS:

9. **Annual Investment Policy – Resolution No. 2016-01**

The investment policy was reviewed.

ACTION

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote Resolution No. 2016-01, Resolution of the Board of Directors of the Ojai Valley Sanitary District Stating the Investment Policy For District Funds was adopted and staff was directed to continue working with Morgan Stanley to provide investment management services for the District.

10. **Ultraviolet Disinfection (UV) System Replacement Sleeves – Budget Adjustment No. 2016-20**

Mr. Palmer explained the need to replace the Ultraviolet Disinfection (UV) system sleeves that hold the UV bulbs. Mr. Palmer displayed a sample of a UV bulb and sleeve.

ACTION

Upon motion of Director Baggerly, seconded by Director Murphy and passed by unanimous roll call vote the purchase of the identified UV sleeves from IronbrookUV in an amount not to exceed \$18,938 including freight and tax was approved and Budget Adjustment No. 2016-20 transferring \$18,938 from the Treatment Plant Replacement Reserve into the Major Expenditures-Treatment Plant to provide funding for this purchase was adopted.

11. **Purchase of Replacement Compost Turner Engine – Budget Adjustment No. 2016-21**

Mr. Palmer explained that the driving force to replace the compost turner engine is the new stricter State regulations on diesel engine emissions.

ACTION

Upon motion of Director Murphy, seconded by Director Kaiser and passed by unanimous roll call vote the General Manager was authorized to purchase the replacement engine to include wireless controls from Quinn Power Systems as quoted for \$46,884 including tax and Budget Adjustment No. 2016-21 transferring \$46,884 from the Equipment Replacement Reserve into Major Expenditures – Treatment Plant was adopted.

Director Kaiser requested the warranty information on this engine be obtained and provided for the Board's information.

12. **Appointment of Board Committees & Representatives**

In accordance with the Board's Bylaws the election of officers of the Board for the ensuing calendar year took place at the December 21, 2015 meeting. The officers of the Board for calendar year 2016 are as follows:

John R. (Jack) Curtis	Chairman
William M. Stone	Vice-Chairman
John R. (Randy) Burg	Secretary
Stan Greene	Assistant Secretary

Article XI of the Bylaws establishes the parameters for Board Committees; the Chairperson of the Board appoints Directors to serve on 4 of the 5 standing committees.

Chairman Curtis announced his appointments of individual Directors to serve on the Board's established Committees and as the Board's representative to boards, committees and agencies outside the District for calendar year 2016.

STANDING COMMITTEES

EXECUTIVE	BOARD CHAIRMAN	JACK CURTIS
	BOARD VICE CHAIRMAN	BILL STONE
	BOARD SECRETARY	RANDY BURG

(Appointments as of January 25, 2016)

ORDINANCE/PUBLIC RELATIONS/
NEWSLETTER/
WEBPAGE

RUSS BAGGERLY
RANDY BURG
BILL MURPHY

PERSONNEL

BILL STONE
PETE KAISER
STAN GREENE

FINANCE

BILL MURPHY
PETE KAISER
JACK CURTIS

CEQA REVIEW/ENVIRONMENTAL

RUSS BAGGERLY
STAN GREENE
BILL STONE

BOARD REPRESENTATIVES
(Appointments as of January 25, 2016)

VENTURA COUNTY SPECIAL DISTRICTS ASSOCIATION	Alternate	JACK CURTIS PETE KAISER
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CSRMA BOARD REPRESENTATIVE	Alternate	BRENDA KROUT JEFF PALMER
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LAFCO ADVISORY	Alternate	RUSS BAGGERLY RANDY BURG
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SPECIAL DISTRICT COMMITTEE RE: VRSD REPRESENTATION	Alternate	BILL STONE JACK CURTIS
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DISCUSSION ITEMS – NO ACTION NEEDED

13. **Special District Representative To Ventura Regional Sanitation District**

Mr. Palmer reviewed the history of the Ventura Regional Sanitation District (VRSD) Board of Directors, explaining that currently the Board has 9 director seats and one of these seats is filled by a rotating Special Districts' representative. The Special District seat rotates between 6 special districts (OVSD is one of them) on an annual basis.

Mr. Palmer explained that the VRSD Board size and composition has varied widely over the past decades, at one time having 27 director seats. Recently there has been discussion among some of the special districts on changing the VRSD Board size and makeup. Any change in the Board size and composition requires State legislation to make the changes.

Mr. Palmer explained that OVSD only uses VRSD periodically through the year for specialty contract work such as manhole coatings, painting, etc. OVSD does not utilize VRSD for management or operational services as some small agencies do.

Following a discussion, it was the general consensus that OVSD supports keeping the one Special Districts seat on the VRSD board filling it through the established rotation between the 6 special districts. It was also the general consensus that the person filling the Special Districts seat should provide a report to all of the 6 special districts following each VRSD Board meeting.

14. **Nutrient TMDL Study For The Septic Systems In The Ojai Valley**

Mr. Palmer updated the Board on Ventura County's progress toward the selection of a consultant to perform the 2013 Nutrient TMDL study of the septic systems in the Ojai Valley required by the EPA and the Regional Water Quality Control Board (RWQCB). Mr. Palmer reported that the selection of a consultant and work on the study should begin in the next couple of months.

It was discussed how the results of this report could affect the District with the potential of many properties with existing septic systems seeking connection to the public sewer system. Grants and financial options will be necessary to construct the necessary sewer facilities for many of these properties; however, who the lead agency will be, who will apply, who will construct, how it will all be built will depend on the study's conclusions.

INFORMATION ITEMS – FOR RECEIPT & FILE

15. **Monthly Financial Reports**

Received and filed.

16. **Quarterly Investment Report**

Addressed earlier on the agenda.

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

Received and filed.

18. **Committee Reports**

Received and filed.

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

Received and filed.

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

None

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:

- One of the pump motors at the Little Santa Ana Lift Station burnt up and had to be replaced today; rags plugging up the pumps cause this to happen; staff is looking into replacing the pumps at this station with pumps more equipped to handle the rags that come through the system.
- There has been a rash of equipment theft in the Ojai Valley and the County; a piece of equipment valued at \$45,000 was stolen from a local contractor; the Camarillo treatment plant has also experienced recent equipment theft. In response to this the District is going to start setting up surveillance cameras at any remote construction sites.
- To date staff has conducted 64 Private Sewer Lateral (PSL) inspections under the District's PSL regulations which became effective December 1, 2015; approximately 15 of these inspections revealed repairs needed on the lateral. The majority of these inspections are occurring on the same day the customer applies for the inspection permit. An issue in the City of Ojai regarding the City's requirement that plans must be submitted to them for an archeology review prior to any soil disturbance which has a 10 day turn-around, has the potential of adversely affecting the District PSL efforts. There is a brewing discussion in the City about this archeology review requirement.
- Staff continues to work on the chemistry with the treatment plant pilot program.
- Southern California Edison group is talking to staff about how to save energy through potential changes to the treatment plant chemistry, etc.

22. **Adjournment**

Chairman Curtis adjourned the meeting at 7:34 p.m.


John R. Burg, Secretary

APPROVED:


John R. Curtis, Chairman