



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

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 February 22, 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: Mark Zirbel, District Legal Counsel

3. **Pledge of Allegiance**

Director Kaiser 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)

Director Greene stated that during the tour of the treatment plant last Friday he became aware of the magnitude of the problem that rags and cloth which get into the wastewater and come into the plant are causing. Director Greene suggested that maybe the best approach to eliminating this problem is educating people not to put these types of material into the sewer system.

Mr. Sheets commented on the rag and cloth problem noting that it has always been a problem for the plant but the quantity of these types of materials has increased since wipes advertised as disposable have been on the market.

Director Kaiser expressed his appreciation to staff for the great job they did in preparing the barbeque lunch at the plant last Friday and for the very informative tour of the plant which was provided. Director Kaiser stated that this type of event encourages comradery and boosts morale.

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 Stone, seconded by Director Murphy and passed by unanimous roll call vote, Item Nos. 7, 8 & 9 on the consent calendar were approved as submitted.

7. **Approval of Minutes** – Regular Meeting January 25, 2016 (a recording of each meeting is retained at the District Office for a minimum of 4 years)

8. **Cease Violation Agreement**

a. Approve the Agreement To Cease Violation as listed below:

- 061-0-021-010 Angelina Canelo Gomez

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

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

9. **Approval of Checks**

Approve the checks for payment as submitted.

ACTION ITEMS:

10. **Contract No. 2016-02 – Design Services 2016 Sewer Main Rehabilitation Project – Budget Adjustment No. 2016-22**

Mr. Palmer explained that this is the second of the main line sewer projects planned to eliminate Inflow & Infiltration (I&I) into the system.

Director Murphy noted that there appeared to be a typo in the recommendations for this contract, the contract amount was quoted as \$29,478 and \$28,478. Staff confirmed the correct amount is \$29,478.

ACTION

Upon motion of Director Stone, seconded by Director Murphy and passed by an unanimous roll call vote the Chairman was authorized to sign Contract No. 2016-02, for the Design Engineering of the 2016 Sewer Main Rehabilitation Project between the Ojai Valley Sanitary District and Phoenix Civil Engineering, Inc. in an amount not to exceed \$29,478; and Budget Adjustment No. 2016-22 transferring \$29,478 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of Contract No. 2016-02 was adopted.

11. **Mid-Year Financial Reports – Budget Adjustment No. 2016-23**

The mid-year adjustments to the budget and the major expenditures accounts were reviewed and discussed.

ACTION

Upon motion of Director Kaiser, seconded by Director Murphy and passed by unanimous roll call vote the proposed adjustments to Fiscal Year 2015-2016 Budget were reviewed and Budget Adjustment No. 2016-23 transferring funds within the Administration, and Treatment Plant operational accounts to offset higher than anticipated expenditures in identified accounts and transferring funds from the following reserve accounts was adopted:

- Equipment Reserve in the amount of \$10,291 for the replacement of lab equipment
- Collection System Replacement Reserve in the amount of \$111,703 for extra rehabilitation work identified in the collection system
- Treatment Plant Expansion Reserve in the amount of \$45,304 for additional costs for the security fencing, drying bed modifications and the setup of the pilot testing program
- Treatment Plant Replacement Reserve in the amount of \$30,289 for additional replacement requirements at the plant
- Contingency & Stabilization Reserve in the amount of \$7,285 for additional costs related to the installation of security fencing at Tico Road facility.

INFORMATION ITEMS – FOR RECEIPT & FILE

12. **Monthly Investment Report**

Received and filed.

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

Received and filed.

14. **Committee Reports**

None

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

None

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

None

17. **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 Stone requested thanks be passed on to all the District employees for another month of maintaining such an outstanding safety record.

- c. General Manager

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

- Closing of the financial records for January captured the total amount of funds received via the County tax roll in December; \$4.68 million which is 60 percent of our total budgeted amount; the percentage of the total received in December varies from year to year.

- Private Sewer Lateral Program – to date there have been 96 lateral inspections completed; Travis, District inspector, has been very busy very day with inspections. Have been hearing good things from the realtors about this program; there was some general chirping about this program on the Ojai Valley general Facebook, the chirping was both negative & positive. Laurie, District Customer Service Representative, has been getting more proactive calls from realtors wanting to find out if particular second units are permitted. The Collection System crew has been a big help in several instances where the plumbers have had trouble CCTV a lateral.

18. **Adjournment**

Chairman Curtis adjourned the meeting at 6:26 p.m.



John R. Burg, Secretary

APPROVED:



John R. Curtis, Chairman