



## OJAI VALLEY SANITARY DISTRICT

A Public Agency

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### 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 August 22, 2016. The meeting was called to order by Vice Chairman Stone at 6:00 p.m. and roll call taken as follows:

**DIRECTORS PRESENT:** William M. Stone  
Peter M. Kaiser  
Russ Baggerly  
Stan Greene

**DIRECTORS ABSENT:** John R. (Jack) Curtis  
John R. (Randy) Burg

**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**

Vice Chairman Stone 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.

**MOTION**

Director Kaiser made a motion, seconded by Director Baggerly to approve Item Nos. 7, 8, 9, 10 & 11 on the consent calendar as submitted.

Robert Kwong, District Legal Counsel, noted that the recommendation in the staff report for consent calendar item number 10 incorrectly cited CEQA Guidelines 15319(b) and it should be 15319(a), which should be acknowledged in the adopting motion.

**AMENDED MOTION**

Director Kaiser amended his motion to include the correction noted by Mr. Kwong, Director Baggerly agreed with the amendment. The amended motion was passed by unanimous roll call vote.

7. **Approval of Minutes** – Regular Meeting, July 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 Agreement**

a. Approve the Agreements Affecting Real Property as listed below:

- 021-0-043-180 Richard W. Walker
- 022-0-152-100 Minda G. Rebello

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. **Audit Engagement Letter – Poindexter & Company Certified Public Accountant**

Authorize the Chairman to sign the audit engagement letter from Poindexter & Company, Certified Public Accountant, dated May 26, 2016.

10. **Spring-Ventura-Grand Annexation (OVSD 2016-02) – Resolution No. 2016-02**

- a. Find the Spring-Ventura-Grand Annexation (OVSD 2016-02) to be Categorically Exempt in accordance with CEQA Section 15319 (b) and the District's Administrative Supplement To The State CEQA Guidelines; and
- b. Direct Staff to file a Notice of Exemption in accordance with CEQA Section 15062; and
- c. Adopt Resolution No. 2016-02 initiating proceedings for the Spring-Ventura-Grand Annexation (OVSD 2016-02).

11. **Review of Disbursements/Checks For The Period of July 14 to August 15, 2016**

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

**ACTION ITEMS:**

12. **Information Technology Equipment – Firewall Replacement**

**ACTION**

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote the General Manager was authorized to purchase the PA-3020 Firewall Security Appliance from Starnet Data Design, Inc. as identified in their proposal dated July 25, 2016, in an amount not to exceed \$17,366.

13. **Contract Nos. 2016-13 & 2016-17 – WWTP Paving Project**

Mr. Palmer explained the scope of this project and the need to replace deteriorated pavement at the treatment plant.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote the Vice Chairman was authorized to sign Contract No. 2016-13, Between Ojai Valley Sanitary District and J & H Engineering General Contractors, Inc. for the construction of the WWTP Paving Project, for a total not to exceed



\$288,687.50; and the Vice Chairman was authorized to sign Contract No. 2016-17, between Ojai Valley Sanitary District and Phoenix Civil Engineering to provide construction management services for the WWTP Paving Project in an amount not to exceed \$22,398; Budget Adjustment No. 2017-05 transferring \$311,086 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of this Project was adopted.

14. **Employees' Cafeteria Health Insurance Plan – Premium Increases - Resolution No. 2016-11**

Staff reviewed the changes occurring in the health insurance premiums effective January 1, 2017, noting that premiums are increasing. The Personnel Committee members shared their review of these increases and their support to increase the monthly per employee Cafeteria Health Insurance Plan.

**ACTION**

Upon motion of Director Kaiser, seconded by Director Baggerly and passed by unanimous roll call vote increasing the monthly, per employee Cafeteria Health Insurance Plan to \$1,658 effective December 1, 2016 to cover premiums for January 2017 was approved; and Resolution No. 2016-11, Fixing the Employer's Contribution, reflecting the changes to the Cafeteria Plan was adopted; staff was directed to forward the executed Resolution No. 2016-11 to CalPERS notifying them of these changes.

15. **Appointment of Vacant Committee Positions**

Mr. Palmer announced Chairman Curtis' appointments to fill the vacant positions on the Ordinance/Public Relations/ Newsletter/Webpage Committee and the Finance Committee created by the resignation of Division 7 representative William C. Murphy as follows:

- Ordinance/Public Relations/ Newsletter/Webpage Committee - Chairman Curtis
- Finance Committee – Director Burg

The appointed Directors will serve on these Committees through the end of the calendar year 2016.

**INFORMATION ITEMS – FOR RECEIPT & FILE**

16. **Monthly Financial Reports**

Received and filed.

17. **Monthly Investment Report**

Received and filed.

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

Received and filed.

19. **Committee Reports**

Received and filed.

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

None

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

Received and filed.

22. **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 Kaiser expressed concern about employees attending conferences/trainings held out-of-state. Director Kaiser requested the attendance reports from conferences/trainings be shared with the Board.

Director Greene welcomed and wished good things for the District's presumptive new Director William Ulrich.

Director Baggerly reported that he received a call from his neighbor regarding sewer related smells; Director Baggerly shared the neighbor's address and phone number with Mr. Palmer so staff can investigate this complaint.

- c. General Manager

Mr. Palmer announced that staff will be scheduling a Special Board Meeting sometime in September as a workshop to discuss several issues, i.e. TMDL, plant discharge, water reuse, increased ammonia & water chemistry at the plant, how does the District fit into the water issues in the valley, etc.

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

- 425 unpermitted second units have been investigated since the program begin to date; activity with this program continues; last week staff sent follow-up letters to 4 property owners that have been ignoring previous requests.

- 107 FOG inspection have been completed this year
- Rice Road Realignment project is scheduled to start September 12<sup>th</sup>.
- Of the 130 property owners affected by the TopHat project, 23 of them have not responded to our request for right-of-entry authorization, 3 have said no to our request. Staff will be walking the street to talk to these people prior to the project starting.

23. **Adjournment**

Vice Chairman Stone adjourned the meeting at 6:55 p.m.

  
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Stan Greene, Assistant Secretary

APPROVED:

  
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William M. Stone, Vice Chairman