



## 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 September 26, 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  
Russ Baggerly  
Stan Greene  
John R. (Jack) Curtis  
John R. (Randy) Burg

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Jeff Palmer, General Manager  
Brenda Krout, Clerk of the Board  
Ronald E. Sheets, Operations Superintendent  
Jan Steenberg, Information Technology Officer

**OTHERS PRESENT:** Robert N. Kwong, District Legal Counsel

3. **Pledge of Allegiance**

Director Greene 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.

**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 Kaiser, seconded by Director Baggerly and passed by a majority roll call vote, with Directors Curtis & Burg abstaining from the vote on the minutes of the August 22, 2016 Regular Meeting, (as they were absent from this meeting), Item Nos. 6, 7 & 8 on the consent calendar were approved as submitted.

6. **Approval of Minutes** – Regular Meeting, August 22, 2016 (a recording of each meeting is retained at the District Office for a minimum of 4 years)
7. **Deferred Payment of Capacity Charges Agreement**
  - a. Approve the Agreement Affecting Real Property as listed below:
    - 022-0-081-120 Joel F. & Kathryn A. Avakian Living Trust
  - b. Authorize the Chairman to sign the approved Agreement; and
  - c. Direct staff to record the Agreement with the County of Ventura Recorder's Office.
8. **Review of Disbursements/Checks For The Period of August 18 to September 15, 2016**

Approve the checks for payment as submitted.

**ACTION ITEMS:**

9. **Contract Nos. 2016-14 & 2016-18 - WWTP Drying Bed Dividing Wall Improvements Project**

The Wastewater Treatment Plant Drying Bed Dividing Wall Improvements Project was reviewed.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote the Chairman was authorized to sign Contract No. 2016-14, Between Ojai Valley Sanitary District and Hughes General Engineering, Inc. for the construction of the WWTP Drying Bed Dividing Wall Improvement Project for a total not to exceed \$106,694.30; and the Chairman was authorized to sign Contract No. 2016-18, between Ojai Valley Sanitary District and Phoenix Civil Engineering to provide con-

struction management services for the WWTP Drying Bed Dividing Wall Improvement Project in an amount not to exceed \$13,471; and Budget Adjustment No. 2017-07 transferring \$120,166 from the Treatment Plant Replacement Reserve fund to the Major Expenditures-TP account to cover the cost of this Project was adopted.

10. **Election For Alternate Member – LAFCO Independent Special District Member**

**ACTION**

Upon motion of Director Burg, seconded by Director Kaiser and duly passed Russ Baggerly, of the Ojai Valley Sanitary District, was selected as the candidate to cast the District's vote for to serve as the Independent Special District Alternate member of LAFCO; and the Chairman was authorized to sign the official ballot casing the District's vote for Russ Baggerly; and staff was directed to submit the executed ballot to Ventura LAFCO prior to the deadline of October 14, 2016.

11. **Incomplete Contracts & Purchases From FY 2015/16 Budget – Budget Adjustment No. 2017-06**

**ACTION**

Upon motion of Director Kaiser, seconded by Director Baggerly and passed by unanimous roll call vote Budget Adjustment No. 2017-06 continuing outstanding expenditures from the prior fiscal year into the Fiscal Year 2016/2017 Budget in the amount of \$441,322 and the \$2,673 surplus in the Major Expenditures Account-Office be transferred back into the Building Reserve, the \$9,503 surplus in the Major Expenditures Account-Plant be transferred back into the Treatment Plant Replacement Reserve and the \$75,067 surplus in the operational budget for IT Equipment purchase be transferred back into the Equipment Reserve was adopted.

**CHAIRMAN CURTIS ANNOUNCED THAT ITEM NOS. 12 & 13 WOULD BE MOVED TO BE ADDRESSED AFTER ITEM NO. 20**

12. **Closed Session: Public Employee Performance Evaluation Government Code §54957**

Title: General Manager annual evaluation.

13. **General Manager Compensation**

Direct staff as the Board deems appropriate.

**INFORMATION ITEMS – FOR RECEIPT & FILE**

14. **Monthly Financial Reports**

Received and filed.



15. **Monthly Investment Report**

Received and filed.

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

Received and filed.

Director Kaiser expressed his appreciation to District staff for their great job of efficiently maintaining the regular District operations while managing, coordinating and working on the numerous special projects being performed.

17. **Committee Reports**

None

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

None

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

Received and filed.

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

a. Board Member Comments

None

b. General Manager Comments

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

- Last week at the Tri-State WEA Conference held in Las Vegas the District was presented with a plaque expressing appreciation to the District for allowing District employees to be involved in the coordination and management of these training conferences over the years; Bradshaw Pruitt and Rick Simpson have very involved over the past few years in planning these training events.
- The rehabilitation of the Santa Ana Lift Station is complete; punch list items are now being addressed.
- The pre-lining work is in process - CCTV & line cleaning of the lines identified for lining.

- The Top-Hat project is proceeding – so far only one property owner has refused to allow the Top-Hat to be installed on their lateral; staff is still trying to make contact with 17 property owners to obtain a right-of-entry from them prior to the Top-Hat installation on their laterals.
- On October 4<sup>th</sup> the presentation regarding an update on TMDL, pilot testing, drought, etc. issues that were presented to the Board at the Special Meeting on September 20<sup>th</sup> will be presented to District staff.
- Recent raw sewerage spill from the private lateral serving Vons; this is not the first spill from this lateral over the past 6 months; the property owner does not want to fix the problem; staff will continue to work on a solution.

**AT 6:22 P.M. CHAIRMAN CURTIS ANNOUNCED THE BOARD WOULD BE HOLDING A CLOSED SESSION.**

**BACK TO ITEM NO. 12 & 13**

12. **Closed Session: Public Employee Performance Evaluation Government Code §54957**

Title: General Manager annual evaluation.

Mr. Kwong, District Legal Counsel, announced that the Board would be holding a closed session pursuant to Government Code §54957, Public Employee Performance Evaluation, Title: General Manager – annual evaluation.

Mr. Sheets, Mr. Steenberg, and Mrs. Krout left the meeting.

Chairman Curtis reconvened the meeting to open session at 7:10 p.m. announcing that the Board conducted a performance evaluation with the General Manager and no action was taken during the closed session.

13. **General Manager Compensation**

Adjustment of the General Manager's salary was considered. Having found that Mr. Palmer's performance was exemplary and in excess of expectations, the Board approved the following motion.

**ACTION**

Upon motion of Director Greene, seconded by Director Kaiser and passed by a unanimous roll call vote the salary for the General Manager was increased by 6.5 percent to an annual salary of \$213,034, effective September 12, 2016.

An amendment to the General Manager's employment contract will be presented at the October 24, 2016 meeting for adoption to formalize the change in the General Manager's annual salary.

21. **Adjournment**

Chairman Curtis adjourned the meeting at 7:21 p.m.

  
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John R. Burg, Secretary

APPROVED:

  
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John R. Curtis, Chairman