



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

REVISED

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 July 25, 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 June 27, 2016 and Special Meeting July 6, 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:
 - 019-0-092-210 Kun Living Trust
 - 022-0-090-110 Jacqueline M. Urband
 - 034-0-111-135 Jerrold R. Putzier Trust
 - 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:

9a. **Retention of Special Counsel – Caravan Outpost RV Park Matter**

Retain either Kathleen M. Weinheimer or Mary L. McMaster as special legal counsel to represent the District on a limited basis, with an initial budget of \$7,500, in a code enforcement matter regarding the Hilgers' Caravan Outpost at 317 Bryant Street Ojai, California.

10. **Contract Nos. 2016-05 & 2016-15 – 2016 Sewer Main Rehabilitation Project**

- a. Authorized the Chairman to sign Contract No. 2016-05, Between Ojai Valley Sanitary District and Insituform Technologies for the construction of the 2016 Sewer Main Rehabilitation Project between the Ojai Valley Sanitary District and for a total not to exceed \$748,460; and
- b. Authorize the Chairman to sign Contract No. 2016-15 with Phoenix Civil Engineering for the construction management services for the 2016 Sewer Main Rehabilitation Project in an amount not to exceed \$38,747;
- c. Adopt Budget Adjustment No. 2017-02 transferring \$787,207 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of this Project.

11. **Contract Nos. 2016-04 & 2016-16 – 2016 Sewer Lateral Connection Insert Project**

- a. Authorized the Chairman to sign Contract No. 2016-04, Between Ojai Valley Sanitary District and Robotic Sewer Solution, Ins. for the construction of the 2016 Sewer Later Connection Insert Project, for a total not to exceed \$175,900; and
- b. Authorize the Chairman to sign Contract No. 2016-16 with Phoenix Civil Engineering for the construction management services for the 2016 Sewer Later Connection Insert Project in an amount not to exceed \$11,567;
- c. Adopt Budget Adjustment No. 2017-03 transferring \$212,467 (which includes Contract Nos. 2016-04 & 2016-16 and \$25,000 for Hamner, Jewell & Associates' work) from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of this Project.

12. **Information Technology Equipment - Scanner/Plotter & NAS Server Replacements And SCADA Archive Upgrade**

- a. Authorize the General Manager to purchase the HP 400MFP from Source Graphics as identified in their proposal dated July 5, 2016, in an amount not to exceed \$25,896.43; and
- b. Authorize the General Manager to purchase the NAS Server from Celeros as identified in their proposal dated July 17, 2016, in an amount not to exceed \$24,225.32

- c. Authorize the General Manager to sign CPI Solutions' proposal to upgrade the SCADA archive system as outlined in their proposal dated June 27, 2016, in an amount not to exceed \$21,720; and
- d. Adopt Budget Adjustment No. 2017-04 transferring \$21,720 from the Treatment Plant Replacement Reserve into the Mgmt/Engrg/Tech Services-Office account to fund the upgrade of the SCADA archive system.

13. **Resolution No. 2016-10 – Conflict of Interest Code**

- a. Adopt Resolution No. 2016-10, Resolution of The Board of Directors of The Ojai Valley Sanitary District Adopting a Conflict of Interest Code; and
- b. Direct staff to send a copy of the newly adopted code to the Ventura County Board of Supervisors' office.

14. **Appointment of Vacant Committee Positions**

Chairman Curtis will announce his appointment of individual Directors 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; the appointed Directors will serve on these Committees through the end of the calendar year 2016.

15. **Interview of Applicants To Fill Division 7 Vacancy**

Publicly interview the applicants, asking any questions the Board deems appropriate to determine suitability and strengths of the candidates;

15a. **Appointment of Person To Fill Division 7 Vacancy**

- a. Select and appoint one of the applicants to fill the vacant Board seat as representative of Division 7 until the general election in November of 2016; and
- b. Direct the Clerk of the Board to swear in the appointed applicant as a member of the Board for Division 7.

INFORMATION ITEMS

16. **Monthly Financial Reports**

17. **Quarterly Investment Report**

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

19. **Committee Reports**

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

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

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)
- b. Board Members
- c. General Manager

23. **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

July 22, 2016 @ 3:30 p.m.

**Date & Time Posted At
District Office**