



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

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www.ojaisan.org

NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that the Ojai Valley Sanitary District Board of Directors will hold a special meeting at 6:00 p.m. on Monday December 18, 2017 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 24 hours preceding this Board meeting, and contains all items on which Board action will be allowed pursuant to Government Code Section 54956. 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 tape 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 (Special Meeting None Permitted)**
5. **Public Concerns** (items not on the agenda – three minute limit).

This is an opportunity for members of the public to address the Board on any item not on the agenda but under the subject matter jurisdiction of the Ojai Valley Sanitary District.

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.

6. **Approval of Minutes** – Regular Meeting, November 27, 2017 (a recording of each meeting is retained at the District Office for a minimum of 4 years)
7. **Review of Disbursements/Checks For The Period of November 22, 2017 to December 1, 2017**

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

ACTION ITEMS:

8. **Resolution No. 2017-08 – Expressing Appreciation To Ronald E. Sheets For His Years of Service and Numerous Contributions To The Ojai Valley Sanitary District**
 - a. Adopt Resolution No. 2017-08, Resolution Expressing Appreciation To Ronald E. Sheets For His Years Of Service And Numerous Contributions To The Ojai Valley Sanitary District.
 - b. Present adopted Resolution No. 2017-08 to Ronald E. Sheets, extending best wishes to him in his retirement.

9. **Reporting & Signature Authority Reassignment**
 - a. Authorize a temporary 10 percent increase to the salary of the Treatment Plant Supervising Operator, Collection System Supervising Operator and Laboratory Technician II to compensate them for increased duties and responsibilities assumed following the retirement of the Operations Superintendent; and
 - b. Approve the salary increase to become effective at the beginning of the first pay period in January 2018 and continuing until reevaluated following the filling of the open Operations Manager position.

10. **Resolution No. 2017-09 – Declaring An Exception To The 180-day Wait Period For Hiring a Retired Employee in Accordance With Government Code Sections 7522.56 and 21224, Appointing And Providing For The Employment of Ronald E. Sheets As a Retired Annuitant In The Position of Annuitant Consulting Operations Manager and Approving An Employment Agreement Thereto**
 - a. Adopt Resolution No. 2017-09, Declaring An Exception To the 180-day Wait Period For Hiring A Retired Employee In Accordance With Government Code Sections 7522.56 and 21224, Appointing and Providing For The Employment of Ronald E. Sheets As A Retired Annuitant In the Position of Annuitant Operations Consultant and Approving An Employment Agreement Thereto; and
 - b. Approve and authorize the General Manager to execute the Employment Agreement between Ronald E. Sheets and the Ojai Valley Sanitary District.

11. **Resolution No. 2017-10 – Salary Schedule & Benefit Package**

Adopt Resolution No. 2017-10, Adoption of the Ojai Valley Sanitary District Salary Schedule & Benefit Package to become effective as of December 31, 2017.

12. [WWTP Asphalt FOG Sealing – Contract No. 2017-24 – Western Oil Spreading Services – Budget Adjustment No. 2018-17](#)
 - a. Approve and authorize the Chairman to sign Contract No. 2017-24, Between Western Oil Spreading Services, Inc., to perform FOG sealing on new asphalt at the WWTP, in an amount not to exceed \$30,088; and
 - b. Adopt Budget Adjustment No. 2018-17 transferring \$30,088 from the Treatment Plant Replacement Reserve to the Major Expenditures-TP account to cover the cost of this contract.

13. [Contract No. 2017-25 – Geotechnical Services WWTP Fuel Tank & Solar Canopy Structure – Oakridge Geoscience, Inc. – Budget Adjustment No. 2018-18](#)
 - a. Approve and authorize the Chairman to sign Contract No. 2017-25, Between Oakridge Geoscience, Inc., to perform geotechnical services at the WWTP, in an amount not to exceed \$18,535; and
 - b. Adopt Budget Adjustment No. 2018-18 transferring \$18,535 from the Treatment Plant Replacement Reserve to the Major Expenditures-TP account to cover the cost of this contract.

14. [Treatment Plant Equalization Basin Dewatering Pump Replacement – Budget Adjustment No. 2018-19](#)
 - a. Approve and authorize staff to purchase the replacement HOMA Submersible Dry-Pit Pump, AMX446-310/15.3P/U FM as quoted by Multi W Systems for \$24,131.45 including installation, tax, shipping and removal of the existing pump; and
 - b. Adopt Budget Adjustment No. 2018-19 transferring \$24,132 from the Treatment Plant Replacement Reserve account to provide funding for the purchase of the identified replacement dewatering pump.

15. [Election of Officers & Appointment of Committees & Board Representatives](#)
 - a. Conduct election of Officers of the Board to serve for calendar year 2018 according to the process outlined in Article VII of the Bylaws; and
 - b. Renew the current Standing Committees as established by Resolution No. 2014-02; and
 - c. Newly elected Chairperson to appoint individual Directors to serve on Board Committees and as the Board’s representative to boards, committees and agencies outside the District for calendar year 2018.

INFORMATION ITEMS – FOR RECEIPT & FILE

16. [Monthly Financial Reports](#)
17. [Monthly Investment Report](#)
18. [Staff Reports - Operations, Administration and Management of the District](#)
19. **Committee Reports**

None
20. **Reports On Meetings, Seminars, or Conferences Attended By Board Members**
21. [Items of Interest/Correspondence/Articles](#)
22. **Board Member & General Manager Comment**
 - a. Board Member Comments

Opportunity for Board Members to briefly comment on matters they deem appropriate to the business of the District. A Board Member may ask a question of staff for clarification, make a brief announcement, or make a brief report on his/her own activities related to the District. A Board Member may also provide a reference to staff or other resources for factual information, or request staff to report back to the Board at a subsequent meeting concerning a matter related to the District business. The Board Member may also direct staff to place a matter of District business on a future Board agenda.
 - b. General Manager Comments
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

Dec. 15, 2017 @ 12:30 p.m.
Date & Time Posted At District Office