



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 BOARD MEETING OF BOARD OF DIRECTORS OJAI VALLEY SANITARY DISTRICT

The Special Meeting of the Ojai Valley Sanitary District Board of Directors was held at the District Office, 1072 Tico Road on September 28, 2020. The meeting was called to order by Chairman Burg at 6:00 p.m. roll call taken as follows:

DIRECTORS PRESENT: Stephen L. Quilici
William M. Stone
Peter M. Kaiser
John R. (Randy) Burg
William Ulrich
Russ Baggerly

DIRECTORS ABSENT: John R. (Jack) Curtis

STAFF PRESENT: Jeff Palmer, General Manager
Alison Young, Clerk of The Board
Richard Nack, Operations Manager

OTHERS PRESENT: Robert N. Kwong, District Legal Counsel

3. **Pledge of Allegiance**

Pledge of allegiance conducted.

4. **Additions or amendments to the Agenda (Special Meeting None Permitted)**

None

5. **Public Concerns** (items not on the agenda - three-minute limit).

No Public Concerns

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.

ITEM 7-1

ACTION

Upon motion of Director Quilici, seconded by Director Stone and passed by unanimous roll call vote Items No. 6 and 7 on the consent calendar were approved as submitted

6. [Approval of Minutes](#) – Regular Meeting August 24, 2020 (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 August 14, 2020 to September 18, 2020](#)

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

ACTION ITEMS:

8. [Delegation of Authority to Request Disbursements- CalPERS- California Employer's Retiree Benefit Trust- Resolution No. 2020-12 and Budget Adjustment No. 2021-06](#)

ACTION

Mr. Palmer explained that this is the form that will allow staff to request reimbursement from the District's CalPERS California Employer's Retiree Benefit Trust fund that the district has been contributing to and not drawing from, electing to utilize the general budget to fund retiree benefits. The fund is such that it far exceeds what will be needed to fund such costs. It is now appropriate to begin requesting reimbursement for those retiree benefit payments beginning in the 2020/21 fiscal year from the CalPERS California Employer's Retiree Benefit Trust fund.

Upon motion of Director Quilici, seconded by Director Stone and passed by unanimous roll call vote Delegating the title specific staff of Chairman of the Board, General Manager and Administrative Officer as authorized signatories to request Reimbursement Disbursements from the District's CalPERS California Employer's Retiree Benefit Trust; and Adopting Resolution No. 2020-12 Delegation of Authority to Request Disbursements; and Directing staff to forward the executed Resolution No. 2020-12 to CalPERS notifying them of the Delegation of Authority; and Adopting Budget Adjustment No. 2021-06 transferring \$107,402 From Health Insurance- Office to Post Retirement Health to appropriately account for payment,

9. [Adopt Budget Adjustment No. 2021-05 – Carryover of Incomplete Contracts & Purchases from FY 2019/20 Budget](#)

ACTION

Mr. Palmer explained that this is an annual occurrence, in which we move over any funds from last year's budget that has been approved but has not been

7-2

spent. Most of the funds that are being moved in this request relate to contracts that were approved at prior board meetings and are still in progress.

Upon motion of Director Baggerly, seconded by Director Quilici and passed by unanimous roll call vote adopting Budget Adjustment No. 2021-05- continuing outstanding expenditures from the prior fiscal year into the Fiscal Year 2020/2021 Budget in the amount of \$1,387,031

10. **Budget Adjustment No. 2021-07 – WWTP Fuel Tank Improvement Project- Fuel Tank & Accessories Purchase**

ACTION

Mr. Palmer explained to the board that because of the recent Thomas Fire, it is necessary to plan for operational needs should a future disaster occur. Adding the secondary larger fuel tank will allow for plumbing of both gas and diesel fuel that can be used in parallel or is switchable. This tank also fits the current pad design so will not require any redesign or construction related to that.

Upon motion of Director Kaiser, seconded by Director Quilici and passed by unanimous roll call vote approving and authorizing the General Manager to accept Source NA bid proposal for the fuel tank and accessories at a total price of \$63,714.28; and Adopting Budget Adjustment No. 2021-07 transferring \$63,715.00 from the Treatment Plant Replacement Reserve account to Major Expenditures-TP to provide funding to pre-purchase the fuel tank and accessories for the WWTP Fuel Tank Improvement Project (2019-09)

11. **Root Control – Contract No. 2020-10 – Duke's Root Control, Inc.**

ACTION

Upon motion of Director Quilici, seconded by Director Kaiser and passed by unanimous roll call vote approving and authorizing the Chairman to sign Contract No. 2020-10 Agreement for Root Control Services Between Ojai Valley Sanitary and Duke's Root Control, Inc., in the amount not to exceed \$22,286.03.

12. **Audit Engagement Letter – Fechter & Company Certified Public Accountant**

ACTION

Upon motion of Director Quilici, seconded by Director Stone and passed by unanimous roll call vote authorizing the Chairman to sign the audit engagement letter from Fechter & Company, Certified Public Accountant, dated August 17, 2020 which outlines the auditor services Fechter & Company will provide during the completion of the audit of the District's financial records for fiscal year ending June 30, 2020, including some COVID-19 considerations.

7-3

13. **Discussion and Direction- District Legal Counsel Annual Evaluation of Performance**

ACTION

Upon a roll call vote, passing with 5 directors in favor and 1 opposed
Item a. Director Quilici stated that proposed template was nearly complete but would need a couple of additions that could be provided in writing. Chairman Burg suggested to all directors that directors e-mail template feedback to Alison and she will create a revised template incorporating feedback.
Item b. Has been postponed and will be rescheduled when a revised template is accepted by the board.

CHAIRMAN BURG ANNOUNCED THAT ITEMS NO. 14 & 15 WOULD BE MOVED TO BE ADDRESSED AFTER ITEM NO. 22

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

Title: General Manager annual evaluation.

15. **General Manager Compensation**

Direct staff as the Board deems appropriate.

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**

None

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

None

7-4

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

Received and filed

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

a. Board Member Comments

Director Quilici complimented staff on the quality of the financial and operational reports provided in the board packet. Director Kaiser commented on the quality of the Operations Report prepared by Rick Nack, stating that it is visually very helpful in understanding operationally what is occurring.

b. General Manager Comments

Mr. Palmer updated the Board on the status of the pipe bursting and main line rehabilitation contracts, stating that those projects are now complete. Mr. Palmer also updated the Board on staffing, stating that all staff are fully operational and working full time, as they have for a few months now. Mr. Palmer updated the Board and showed the TMDL Facilities Master Plan, which will be presented to the Board in October. Lastly, there were two occurrences of UV disinfectant breakers being tripped that occurred for 6 and 11 minutes, respectively. This allowed un-disinfected water to flow into the river. Occurrences were appropriately reported, however, this has us looking at a system that would automatically turn off effluent when such failures occur. Options will be presented to the board at a future meeting.

BACK TO ITEM NO. 14 & 15

AT 6:37 P.M. CHAIRMAN BURG ANNOUNCED THE BOARD WOULD BE HOLDING A CLOSED SESSION.

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

Title: General Manager annual evaluation.

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

The audience and staff left the meeting; Mr. Kwong, District legal counsel, and Mr. Palmer remained in the meeting.

Chairman Burg reconvened the meeting to open session at 6:58 p.m. announcing that the Board conducted a performance evaluation with the General Manager and no action was taken during the closed session.

7-5

15. General Manager Compensation

ACTION

An Adjustment of the General Manager's salary was considered. A Motion was made by Director Quilici, seconded by Director Baggerly, proposing a 5% increase to the General Manager's annual salary. A roll call vote was taken, and motion did not pass with a 3-3 vote.

No further action was taken on this item. This item will be presented to the board at the October meeting for further discussion.

23. Adjournment

Chairman Burg adjourned the meeting at 7:30 p.m.



William Ulrich, Secretary

APPROVED:



John F. Burg, Chairman

7-6