



## 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 February 24, 2020. The meeting was called to order by Chairman Burg at 6:00 p.m. and roll call taken as follows:

**DIRECTORS PRESENT:** Russ Baggerly  
John R. (Randy) Burg  
John R. (Jack) Curtis  
Stephen L. Quilici  
William M. Stone  
William Ulrich  
Peter M. Kaiser (arrived at 6:02 p.m.)

**DIRECTORS ABSENT:** None

**STAFF PRESENT:** Jeff Palmer, General Manager  
Brenda Krout, Clerk of the Board  
Richard Nack, Operation Manager

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

3. **Pledge of Allegiance**

Chairman Burg 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

**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 Quilici, seconded by Director Stone and passed by unanimous roll call vote Item Nos. 6, 7 & 8 on the consent calendar were approved as submitted.

6. **Approval of Minutes** – Regular Meeting January 27, 2020 (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 Agreements Affecting Real Property as listed below:
    - 017-0-040-160 Natalio & Maria Cornejo
    - 033-0-030-165 Oscar & Renelle Gonzalez
  - 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.
8. **Review of Disbursements/Checks For The Period of January 17, 2020 to February 11, 2020**

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

**ACTION ITEMS:**

9. **Contract No. 2020-04 Phoenix Civil Engineering and Contract No. 2020-05 MNS Engineers – Design Services For Santa Ana Lift Station Force Main Replacement Projects – Budget Adjustment No. 2020-18**

Mr. Palmer reviewed the need for the relocation of the Santa Ana Lift Station Force Main.

Director Kaiser arrived at this point in the meeting, 6:02 p.m.

Mr. Palmer explained that the County of Ventura is proceeding with a project to widen the Ventura River channel at the site of the Santa Ana Blvd. bridge and raise the bridge. Through cooperation with the County the District will be able to replace this force main and get it out of the riverbed; the County has agreed to install a casing in the bridge for the District's pipeline.

**ACTION**

Upon motion of Director Curtis, seconded by Director Quilici and passed by unanimous roll call vote Contract No. 2020-04, between the Ojai Valley Sanitary District and Phoenix Civil Engineering, Inc. for Design Engineering of the Santa Ana Lift Station Force Main Pipeline Connection Detail Project in an amount not to exceed \$5,000 was approved and the Chairman was authorized to sign the contract; and Contract No. 2020-05, between the Ojai Valley Sanitary District and MNS Engineers, Inc. for the Design Engineering of the Santa Ana Lift Station Force Main Replacement Project in an amount not to exceed \$41,475 was approved and the Chairman was authorized to sign the contract; and the General Manager was authorized to retain Benner & Carpenter to perform a topographic survey to assist with the design of the Santa Ana Lift Station Force Main Replacement Project on a time & materials basis not to exceed \$10,000; and Budget Adjustment No. 2020-18 Transferring \$56,475 from the Collection System Replacement Reserve fund to the Major Expenditures account to cover the cost of design work and the topographic survey was adopted.

10. **Administrative Officer Position - Salary Grade & Benefits Adjustment – Resolution No. 2020-05**

Mr. Palmer reviewed the basis for requesting an adjustment to the salary grade a future new hire in the position of Administrative Officer position. Mr. Palmer also explained the need to have flexibility in administering vacation accrual rates and eligibility requirements for post-employment health benefits when filling this position; noting that a qualified individual will most likely be coming from another public agency where they have established longevity in regard to benefits.

**ACTION**

Upon motion of Director Quilici, seconded by Director Curtis and passed by unanimous roll call vote Resolution No. 2020-05, Resolution for the Adoption of the Ojai Valley Sanitary District Salary Schedule and Position & Benefits Authorization, to become effective on February 25, 2020, was adopted; and the General Manager was authorized to start the new hire in the position of Administrative Officer at a higher vacation accrual rate than a typical new employee and to reduce the eligible requirements for OPEB benefits from 10 years to 7 years for this new employee if in his discretion one or both of these actions are necessary to hire the best qualified person for the position of Administrative Officer.

Prior to the vote on the preceding motion, Director Stone reported that the Personnel Committee reviewed the salary and benefit issues for a new hire in the position of Administrative Officer and supported the recommended action.

11. [Resolution No. 2020-03 – 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 Brenda D. Krout As A Retired Annuitant In The Position Of Annuitant Administration-Human Resources Consultant And Approving An Employment Agreement Thereto](#)

Mr. Palmer explained the benefits of hiring Brenda Krout as a retired annuitant, on a limited duration, to fill a critical need of the District to utilize her experience and knowledge.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote Resolution No. 2020-03, 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 Brenda D. Krout As A Retired Annuitant In the Position of Annuitant Administration-Human Resources Consultant and Approving an Employment Agreement Thereto was adopted; and the General Manager was authorized to execute the Employment Agreement between Brenda D. Krout and the Ojai Valley Sanitary District.

12. [Mid-Year Financial Reports – Budget Adjustment No. 2020-17](#)

The mid-year adjustments to the budget and the major expenditures accounts were reviewed and discussed.

**ACTION**

Upon motion of Director Kaiser, seconded by Director Quilici and passed by unanimous roll call vote the proposed adjustments to Fiscal year 2019-2020 Budget were reviewed and Budget Adjustment No. 2020-17 was adopted transferring funds within the Administration, Collection System and Treatment Plant operational accounts to offset higher than anticipated expenditures in identified accounts and transferring funds from the Reserve accounts to provide funding for increased expenses in the Major Expenditures Accounts as follows:

- Equipment Reserve in the amount of \$27,093 for extra equipment required to move the IT equipment & cabling to the new building.
- Collection System Trunk Capacity Reserve in the amount of \$34,318 for work on the trunk line affected by the County's Fresno Canyon project.
- Collection System Replacement Reserve in the amount of \$44,878 for extra work on the 2018 Pipe Bursting Project and replacement of cleanouts to manholes in various line segments.
- Treatment Plant Expansion Reserve in the amount of \$24,214 for paving improvements and adding fiber optics to the sludge beds.

- Treatment Plant Replacement Reserve in the amount of \$19,738 for I&I reduction work at the plant and replacement of fiber for SCADA system.
- Building Reserve in the amount of \$81,496 for the remodel work at the Tico Road facilities.
- Contingency & Stabilization Reserve in the amount of \$50,441 for the furniture for the new Tico Shop addition and extra funds needed to offset increased expenses in the Treatment Plant operational budget.

**CHAIRMAN BURG ANNOUNCED THAT ITEM NO. 13 WOULD BE MOVED TO BE ADDRESSED AFTER ITEM NO. 19**

13. **CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** (Gov. Code § 54956.9) – One Case

**INFORMATION ITEMS – FOR RECEIPT & FILE**

14. **Monthly Investment Report**  
Received and filed.
15. **Staff Reports - Operations, Administration and Management of the District**  
Received and filed.
16. **Committee Reports**  
Received and filed.
17. **Director Reports On Meetings, Seminars, or Conferences Attended**  
None
18. **Items of Interest/Correspondence/Articles**  
Received and filed.
19. **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:

- Graffiti was found this morning on the backside of the drying beds. Staff will be meeting with the Sheriff's department and then they will paint over the graffiti.
- Thursday & Friday of last week the flow at the plant was 1.4 & 1.35 mgd; continue to see this flow go down, with customer water conservation actions and the changes in demographics of the community.
- The low flow is creating septic conditions in some lines but not too bad at this time.
- The Cuyama line extension project has started; this is a homeowner's project.
- Staff has received a request for a hearing before the Board from a property owner regarding a potential ADU; this will be on the March 23, 2020 agenda.
- Beginning tonight Casitas will be shutting down one of their large diameter feeder lines so they can physically inspect it; the District's treatment plant will be without domestic water until Wednesday around 8:00 a.m.; provision have been made at the plant to accommodate employees' needs during this time period; Casitas will be pumping the water from this line into the District treatment plant; a District employee will be there monitoring this discharge to the plant; it is expected to be approximately 30-50,000 gals of water.

**AT 6:34 P.M. CHAIRMAN BURG ANNOUNCED THE BOARD WOULD BE HOLDING A CLOSED SESSION.**

Mr. Kwong, District Legal Counsel, announced that the Board would be holding a closed session pursuant to §54956.9 of the Government Code Anticipated Litigation one case: Potential Condemnation Action of Portion of Real Property; APNs 063-0-030-060 and 063-0-030-135.

Members of the public left the meeting; Director Stone left the meeting stating he potentially had a conflict of interest in this matter. Mr. Kwong, Mr. Palmer and Mrs. Krout remained in the closed session with the Board.

Chairman Burg reconvened the meeting to open session at 7:07 p.m. announcing that there was no action to report on the closed session.

20. **Adjournment**

Chairman Burg adjourned the meeting at 7:08 p.m.



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William Ulrich, Secretary

APPROVED:



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John R. Burg, Chairman