

OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

NOTICE TO THE OJAI VALLEY SANITARY DISTRICT BOARD OF DIRECTORS AND GENERAL PUBLIC

May 18, 2020 SPECIAL MEETING AGENDA- NOTICE ADDENDUM

Due to the Covid-19 "Stay at Home" mandate, The Ojai Valley Sanitary District Board of Directors will hold a Special Meeting **Monday May 18, 2020 at 6:00pm, via Teleconference.**

The meeting will be accessible telephonically to members of the Public. Members of the Board and District staff will attend the meeting via telephone conference.

Notice by which members of the Board, District Staff and the public may telephonically attend the meeting:

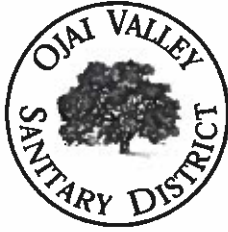
Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 963 279 331

This teleconference is being held in accordance with Governor Newsom's Executive Orders N-33-20 and N29-20 respectively in regard to the COVID-19 virus.

In consideration of the meeting format limitations, all agenda items will be CONSENT or INFORMATION items only, as specified on the posted meeting agenda. If requested, any consent item may be discussed directly with the Ojai Valley Sanitary District General Manager prior to the May 18th meeting date/time.



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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 May 18, 2020** 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) 646-5548. (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:

Members of the public who wish to submit public comments may do so in advance via e-mail no later than 5:00 p.m. on the day of the meeting. Public comment e-mails should be sent to alison.young@ojaisan.org

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.

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 February 24, 2020 and Special Meeting March 9, 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 Agreement Affecting Real Property as listed below:

- 031-0-112-265 The Pedro Fred Tepesano 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 February 19, 2020 to May 7, 2020**

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

9. **Signature Authorizations – Bank of The Sierra Accounts**

a. Designate the following Directors and District employees as authorized signatories on the two accounts at the Bank of the Sierra: William M. Stone, Peter M. Kaiser, Russ Baggerly, John R. Burg, John R. Curtis, William Ulrich, Stephen L. Quilici, Jeff Palmer, Alison Young; and

b. Direct retiring District employee Brenda Krout to be removed as a signatory from both accounts; and

c. Direct staff to inform the Bank of the Sierra of the update to the authorized signatories.

10. **Consolidation of District Election – Resolution No. 2020-06**
 - a. Adopt Resolution No. 2020-06, Requesting Consolidation of the Ojai Valley Sanitary District's General District Election with the County General Election on November 3, 2020 and
 - b. Direct the Clerk of the Board to submit an attested copy of the adopted Resolution and the Notice of elective Offices to be filled, to the Ventura County Clerk and Recorder, Office of the Registrar of Voters.

11. **Contract Nos. 2020-01 & 2020-06 – 2020 Sewer Main Rehabilitation Project – Budget Adjustment No. 2020-19**
 - a. Find the 2020 Sewer Main Rehabilitation Project to be Categorical Exemption in accordance with CEQA Section 15301(b) and the District's Administrative Supplement To The State CEQA Guidelines; and
 - b. Direct staff to file a Notice of Exemption in accordance with CEQA Section 15062; and
 - c. Approve and authorized the Chairman to sign Contract No. 2020-01, Between Ojai Valley Sanitary District and Insituform Technologies, Inc. for the construction of the 2020 Sewer Main Rehabilitation Project for a total not to exceed \$409,830; and
 - d. Approve and authorize the Chairman to sign Contract No. 2020-06 with Phoenix Civil Engineering for the construction management services for the 2020 Sewer Main Rehabilitation Project in an amount not to exceed \$57,420; and
 - e. Adopt Budget Adjustment No. 2020-19 transferring \$467,250 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of this Project.

12. **Contract Nos. 2020-02 & 2020-07 – 2020 Sewer Main Pipe Bursting Project – Budget Adjustment No. 2020-20**
 - a. Find the 2020 Sewer Main Pipe Bursting Project to be Categorical Exemption in accordance with CEQA Section 15301(b) and the District's Administrative Supplement To The State CEQA Guidelines; and
 - b. Direct staff to file a Notice of Exemption in accordance with CEQA Section 15062; and
 - c. Approve and authorized the Chairman to sign Contract No. 2020-02, Between Ojai Valley Sanitary District and Mike Prlich & Sons, Inc. for the construction of the 2020 Sewer Main Pipe Bursting Project in an amount not to exceed \$569,792.50; and

- d. Approve and authorize the Chairman to sign Contract No. 2020-07, Between Ojai Valley Sanitary District and Phoenix Civil Engineering for the construction management services for the 2020 Sewer Main Pipe Bursting Project in an amount not to exceed \$34,475; and
 - e. Adopt Budget Adjustment No. 2020-20 transferring \$604,268 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of this Project.
13. **Contract No. 2020-08 – Camille Court Clean-Out to Manhole Conversion Project – Budget Adjustment No. 2020-21**
- a. Find the 2020 Camille Court Clean Out to Manhole Conversion Project to be Categorically Exempt in accordance with CEQA Section 15301(b) and the District’s Administrative Supplement To The State CEQA Guidelines; and
 - c. Direct staff to file a Notice of Exemption in accordance with CEQA Section 15062; and
 - c. Approve and authorized the Chairman to sign Contract No. 2020-08, Between Ojai Valley Sanitary District and Frank’s Underground Utilities, Inc. for the construction of the 2020 Camille Court Clean Out to Manhole Conversion Project for a total not to exceed \$12,325.00; and
 - d. Adopt Budget Adjustment No. 2020-21 transferring \$12,325.00 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of this Project
14. **California Association of Sanitation Agencies Wastewater Flow & Loading Study– Proposed District Financial Contribution**
- a. Approve and authorize a contribution in an amount not to exceed \$29,440 to CASA for the Flow & Loading Study; and
 - b. Adopt Budget Adjustment No. 2020-22 transferring \$29,440 from the Contingency & Stabilization Reserve to the Major Expenditures-Admin account to provide the funds for this contribution.
15. **Sewer Service Charges For Collection On Tax Rolls For Fiscal Year 2020-2021 – Set Hearing**
- a. Accept the reports listing parcel numbers and the amounts of proposed charges to be placed on the tax roll for collection FY 2020-2021 (Exhibits A & B);
 - b. Set June 22, 2020 at 6:00 p.m. in the District boardroom as the time and place for a hearing to be held to review parcels to be reentered and added for the first time;

- c. Direct the Clerk of the Board to notify by mail each person to whom any parcel listed on Exhibit B is assessed of (1) the District's intent to have service charges for FY 2020-21 collected on the general tax rolls of Ventura County, and (2) the time and place of the hearing for the proposed assessment reports; and
- d. Direct the Clerk of the Board to publish a notice of the report filing and the time and place of the hearing. Publication of the notice shall be once a week for two successive weeks with five intervening days.

16. **Sewer Capacity Charges Paid In Installments – Collected On The Tax Roll For Fiscal Year 2020-2021 – Set Hearing**

- a. Accept the report listing parcel numbers and the amounts of proposed charges to be placed on the tax roll for collection FY 2020-2021 (Exhibits A & B);
- b. Set June 22, 2020 at 6:00 p.m. in the District boardroom as the time and place for a hearing to be held to review parcels for entry on the general tax roll for collection in FY 2020-2021;
- c. Direct the Clerk of the Board to notify by mail each property owner of any parcel listed on Exhibit B assessing them of (1) the District's intent to have installments on the Deferred Capacity Charge Agreements due for FY 2020-2021 collected on the general tax rolls of Ventura County, and (2) the time and place of the hearing for the proposed assessment reports; and
- d. Direct the Clerk of the Board to publish a notice of the report filing and the time and place of the hearing. Publication of the notice shall be once a week for three successive weeks with five intervening days between each publication.

17. **SDS Financing Program – Installment Payments – Collection On Tax Rolls For Fiscal year 2020-2021 – Set Hearing**

- a. Accept the report listing parcel numbers and the amounts of proposed charges to be placed on the tax roll for collection FY 2020-2021 (Exhibit A);
- b. Set June 22, 2020 at 6:00 p.m. in the District boardroom as the time and place for a hearing to be held to review parcels for reentry on the general tax roll for collection in FY 2020-2021;
- c. Direct the Clerk of the Board to publish a notice of the report filing and the time and place of the hearing. Publication of the notice shall be once a week for two successive weeks with five intervening days.

ACTION ITEMS:

18. **Fiscal Year 2018/2019 Annual Independent Financial Audit**
 - a. Receive a verbal report by Craig Fechter, CPA & principal of Fechter & Company about the Fiscal Year 2018/2019 independent financial audit report,
 - b. Accept the audit report as meeting the contract requirements and authorize the payment of any fees due for its preparation,
 - d. Direct distribution of copies of the report to the State Controller, County Auditor-Controller and other interested parties.

INFORMATION ITEMS

19. **Monthly Financial Reports**
20. **Monthly Investment Report**
21. **Annual Connection Charge Reserve Report**
22. **Staff Reports - Operations, Administration and Management of the District**
23. **Committee Reports**
24. **Director Reports On Meetings, Seminars, or Conferences Attended**
25. **Items of Interest/Correspondence/Articles**
26. **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

27. 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:



Alison Young – Clerk of The Board

May 13, 2020 @ 2:30 p.m.
Date & Time Posted At
District Office