



## OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023  
(805) 646-5548 • FAX (805) 640-0842  
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 **5:30 p.m. on Monday March 9, 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:**

**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.

6. **AB 1661 Compliance – Sexual Harassment Prevention Training**

Victoria Rightmire from SAVE, the District's Employee Assistance Program, will be conducting the training.

7. **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

SPECIAL MEETING - AGENDA

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8. **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**

**March 2, 2020 @ 11:30 a.m.**

**Date & Time Posted At District Office**

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# ITEM # 6

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March 2, 2020

Board of Directors  
Ojai Valley Sanitary District  
Ojai, California 93023

### AB 1661 COMPLIANCE – SEXUAL HARASSMENT PREVENTION TRAINING

In 2017 a new law, AB 1661, became effective; AB 1661 requires local agency legislative body members and any elected local agency officials who receive any kind of compensation, salary or stipend in the performance of his or her duties, to receive sexual harassment prevention and education training.

The training must be no less than two hours in length and is required within the first six months of taking office and every two years thereafter. Most of you received your first training under this new law in March 2018; it is now time for subsequent training to adhere to the 'every two years' requirement.

Since 2006 managerial and supervisory staff have been required to attend a two-hour Sexual Harassment Prevent Training every two years; effective January 1, 2019 California Law extended this training requirement to include all employees. District employees received this training in August 2019.

Staff has arranged for Victoria Rightmire from SAVE in Santa Barbara to conduct this training for the Board; SAVE administers the District's Employee Assistance Program.

If you have any questions or need additional information please contact me at 646-5548.

Jeff Palmer  
General Manager