

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

REGULAR MEETING AGENDA- NOTICE ADDENDUM

The Ojai Valley Sanitary District Board of Directors will hold a Meeting **Monday March 22, 2021 at 6:00 pm, via Webex conference.**

IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, AND IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S RECENT ORDER TO LIMIT INDOOR OPERATIONS AS A PRECAUTIONARY MEASURE TO HELP SLOW THE SPREAD OF COVID-19, THE OVSD HEADQUARTERS FACILITY ON TICO ROAD IS CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE REFER TO PAGE 2 OF THIS AGENDA

-- Do not delete or change any of the following text. --

When it's time, join your Webex meeting here.

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://ojaisan.webex.com/ojaisan/j.php?MTID=m21589fda85c3d6cf26911574836d7175>

Join by meeting number

Meeting number (access code): 187 505 6602

Meeting password: VMmqKXE5J38

Tap to join from a mobile device (attendees only)

[1-844-992-4726](tel:1-844-992-4726).,[1875056602##](tel:1875056602) United States Toll Free

[+1-408-418-9388](tel:+1-408-418-9388).,[1875056602##](tel:1875056602) United States Toll

Join by phone

1-844-992-4726 United States Toll Free

+1-408-418-9388 United States Toll

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Join from a video system or application

Dial [1875056602@ojaisan.webex.com](tel:1875056602@ojaisan.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1875056602@ojaisan@lync.webex.com](tel:1875056602@ojaisan@lync.webex.com)

Need help? Go to <https://help.webex.com>



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NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Ojai Valley Sanitary District Board of Directors will hold a regular meeting at 6:00 p.m. on Monday March 22, 2021 at the District Office located at 1072 Tico Road, Ojai, California (Webex).

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**
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.

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 22, 2021 and Special Meeting March 4, 2021 (a recording of each meeting is retained at the District Office for a minimum of 4 years)
7. **Deferred Payment of Capacity Charges Agreements**
 - a. Approve the Agreements Affecting Real Property as listed below:
024-0-101-020 Mouderrres-Roberts Family Trust
019-0-010-415 Ann Kindberg Family Trust
 - 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 February 16, 2021 to March 16, 2021**

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

ACTION ITEMS:

9. **Fiscal Years 2021-2022 & 2022-2023 Budget Preparation Schedule- Amended**
 - a. Adopt the amended budget schedule as presented; and
 - b. Direct Staff to cancel the regularly scheduled Board Meeting in June scheduled for June 24th; and
 - c. Set a Special Meeting to be held on Monday June 21, 2021 instead of previously set date of Monday June 14, 2021 to conduct regular District business for the month of June and the 218 Hearing.

10. **Mid-Year Financial Reports – Budget Adjustment No. 2021-18**
 - a. Review proposed adjustments to Fiscal Year 2020-2021 Budget; and
 - b. Adopt Budget Adjustment No. 2021-18 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:
 - Contingency and Stabilization Fund in the amount of \$21,327 for extra equipment and testing required for COVID-19 prevention and management and for contract costs pertaining to the Old Ops building design.
 - Collection System Replacement Reserve in the amount of \$35,000 for work related to BOKU.
 - Treatment Plant Replacement Reserve in the amount of \$24,362 for Treatment Plant Electrical Maintenance

11. **Vehicle Replacement- Budget Adjustment No. 2021-21**
 - a. Authorize staff to purchase a 2021 Ranger XL from Ford of Ventura for a cost not to exceed the quoted total price of \$26,262.37; and
 - b. Adopt Budget Adjustment No. 2021-21 transferring \$26,263 from the Vehicle Replacement Reserve into the Major Expenditures-Admin. to provide funding for the purchase of this vehicle.

12. **Administrative Officer and Assistant Operations Manager Positions Re-Classification - Salary Grade & Benefits Adjustment – Resolution No. 2021-04**
 - a. Approve the reclassification of the Administrative Officer and Assistant Operations Manager Positions
 - b. Adopt Resolution No. 2021-04, Resolution for the Adoption of the Ojai Valley Sanitary District Salary Schedule, and Position & Benefits Authorization, to become effective on March 23, 2021.

13. **COVID Supplemental Pay and Leave Modification**
 - a. Approve a one-time COVID supplemental payment to all employees except the General Manager, equivalent to 2 weeks of their respective pay.
 - b. Approve a one-time additional 80 hours of leave cash out for the 2021 calendar year to be exercised at the employee's option and discretion.

14. **Proposed Ordinance No. OVSD-82 – Amendment of Chapters 1 & 3 Of The Ojai Valley Sanitary District Code of Regulations To Accommodate The Accessory Dwelling Unit Based On Changes To State Law; First Reading Pursuant To Government Code §36934**
 - a. Consider amending the Ojai Valley Sanitary District Code of Regulations to accommodate the accessory dwelling unit-based changes to state law, as presented in Ordinance No. OVSD-82;
 - b. Conduct the first reading, by title only, of Ordinance No. OVSD-82; and
 - c. Direct staff to place Ordinance No. OVSD-82 on the April 26, 2021 agenda for the second reading, public hearing, and adoption.
 - d. Direct staff as to a selected retroactive date for the ADU Capacity Charge changes and direct staff to contact all affected property owner to adjust charges as required.
 - e. Direct staff as necessary to begin work on medium term and long term rate change studies and options.

15. **Contract Nos. 2020-13 and 2021-03 – WWTP Crew Building Interior Accessibility Improvement Project – Budget Adjustment No. 2021-20**
 - a. Find the Crew Building Interior Accessibility project to be Categorical Exempt in accordance with CEQA Section 15301(b) and the District's Administrative Supplement to The State CEQA Guidelines; and

- b. District staff to file a Notice of Exemption in accordance with CEQA Section 15062; and
- c. Approve and authorize the Chairman to sign contract, between Ojai Valley Sanitary District and EJS Construction, Inc., for the construction of the Crew Building Interior Accessibility Project in an amount not to exceed \$287,707; and
- d. Approve and authorize the Chairman to sign contract, between Ojai Valley Sanitary District and Mainstreet Architects and Planners, Inc., for construction phase services for the construction of the Crew Building Interior Accessibility Project in an amount not to exceed \$23,000; and
- e. Adopt Budget Adjustment 2021-20 transferring \$310,707 from the Building Reserve fund to the Major Expenditures-TP account to cover the cost of this project.
- f. Approve the plans and issue a permit under Government Code Section 53901 for construction of the building.

16. **Purchase of Access Road to OVSD WWTP- Budget Adjustment No. 2021-19**

Adopt Budget Adjustment 2021-19, transferring \$62,592.00 from the Contingency and Stabilization Fund to Major Expenditures T/P to cover all funds needed to close escrow.

17. **Employee Flexible Spending Account Plan Amendment- Remove Debit Card Option- Resolution 2021-03**

- a. Adopt Resolution No. 2021-03 adopting amended Flexible Spending Account Plan documents and authorizing Flexible Benefit Administrators, Inc. to revise the District's Plan; and
- b. Direct staff to forward the adopted amended documents to Flexible Benefit Administrators, Inc.

18. **Review of Minutes of the Executive Committee, dated December 15, 2020**

- a. Approve the amended minutes of the December 15, 2020 Executive Committee Meeting, as proposed by the Clerk of the Board

OR

- b. Provide direction as the board deems fit regarding the amendments or additions to the December 15, 2020 Executive Committee Meeting Minutes.

INFORMATION ITEMS – FOR RECEIPT & FILE

19. **Annual Connection Charge Reserve Report**
20. **Monthly Investment Report**
21. **Staff Reports - Operations, Administration and Management of the District**
22. **Committee Reports- Ordinance/Public Relations/Newsletter Committee Meeting March 12, 2021 and Personnel Committee Meeting March 16, 2021**
23. **Reports on Meetings, Seminars, or Conferences Attended**
24. **Board Member & General Manager Comment**

- a. Board Member Comments

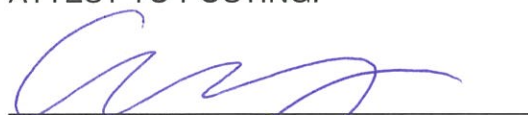
Opportunity for Board Members to briefly comment on matters they deem appropriate to the business of the District. A Board Member may ask a question of staff for clarification, make a brief announcement, or make a brief report on his/her own activities related to the District. A Board Member may also 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

25. **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

March 18, 2021 @ 3:00 p.m.
Date & Time Posted At District Office