



## OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

[www.ojaisan.org](http://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 October 25, 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**

**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=m777488e5ddf66c3d6b31b9bb921fa9bf>

**Join by meeting number**

Meeting number (access code): 2497 963 1123

Meeting password: Np6uHPee3P2

**Tap to join from a mobile device (attendees only)**

[1-844-992-4726](tel:1-844-992-4726), [24979631123##](tel:24979631123) United States Toll Free

[+1-408-418-9388](tel:+1-408-418-9388), [24979631123##](tel:24979631123) United States Toll

**Join by phone**

1-844-992-4726 United States Toll Free

+1-408-418-9388 United States Toll

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

**Join from a video system or application**

Dial [24979631123@ojaisan.webex.com](tel:24979631123@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 [24979631123.ojaisan@lync.webex.com](tel:24979631123.ojaisan@lync.webex.com)

If you are a host, [click here](#) to view host information.

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 October 25, 2021 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 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. **Consideration and Adoption of OVSD Resolution No. 2021-10 Enabling Continued Use of Remote Teleconference Meetings in Accordance with Assembly Bill 361**
4. **Pledge of Allegiance**
5. **Additions or Amendments to the Agenda**
6. **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.

7. **Approval of Minutes** – Regular Meeting September 27, 2021 and (a recording of each meeting is retained at the District Office for a minimum of 4 years)
8. **Deferred Payment of Capacity Charges Agreement**
  - a. Approve the Agreement Affecting Real Property as listed below:  
017-0-122-150 Orin & Karen Chappell 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.
9. **Review of Disbursements/Checks for The Period of September 20, 2021 to October 20, 2021**

Review, receive and file the disbursements/checks as presented.
10. **Resolution No. 2021-12 – Policies and Procedures For Providing Priority Service To Affordable Housing**

Adopt Resolution No. 2021-12, Adopting Policies and Procedures For Providing Priority Service to Affordable Housing Projects.

**ACTION ITEMS:**

11. **General Manager Employment Agreement- Adopt. Amendment No. 9 to General Manager Employment Agreement Increasing Annual Salary by 4.5% effective September 12, 2021**

- a. Adopt Amendment No. 9 to the General Manager's Employment Agreement increasing the General Manager's salary by 4.5 percent so that the General Manager's salary becomes \$261,335.69 per year effective September 12, 2021.

**OR**

- b. Direct staff as the Board deems appropriate.

12. **November & December Board Meetings – Consider Rescheduling**

Consider the need to re-schedule the November & December 2021 regularly scheduled Board meetings.

13. **Resolution No. 2021-11 – Designation of Applicant's Agent - FEMA**

Adopt Resolution No. 2021-11, Designation of Applicant's Agent, to act on behalf of the District for all matters pertaining to State/Federal disaster assistance.

14. **2021 SALS Force Main Replacement Project- Contract No. 2021-13, Toro Enterprises, Inc. and Budget Adjustment No. 2022-10**

- a. Find the 2021 SALS Force Main Replacement Project to be Categorically Exempt 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. 2021-13, between Ojai Valley Sanitary District and Toro Enterprises, Inc. for the construction of the SALS Force Main Replacement Project, for a total not to exceed \$391,149; and
- d. Adopt Budget Adjustment No. 2022-10 transferring \$391,149 from the Collection System Replacement Reserve fund to the Major Expenditures-C/S account to cover the cost of this Project.

15. **TMDL Filter Selection- Parkson- Contract 2021-16 and Budget Adjustment No. 2022-12**
  - a. Approve the Parkson Proposal in the amount not to exceed \$1,419,018.00
  - b. Approve and authorize the Chairman to sign Contract No. 2021-16, for Technical Services between Ojai Valley Sanitary District and Parkson in an amount not to exceed \$1,419,018.00; and
  - c. Approve Budget Adjustment No. 2022-12 transferring \$1,419,018.00 from the Treatment Plant Replacement Reserve to Major Expenditures-TP to cover the cost of this project.
  - d. Direct staff to begin engagement with Parkson to complete their respective scope of work outlined in the proposal.
  
16. **TMDL Flow Equalization Projects- Phoenix Civil Engineering, Inc. and Jensen Design & Survey, Inc. - Budget Adjustment No. 2022-11**
  - a. Approve the Phoenix Civil Engineering, Inc. Proposal in the amount not to exceed \$42,585.00
  - b. Approve the Jensen Design & Survey, Inc. Proposal in the amount not to exceed \$8,500.00
  - c. Approve Budget Adjustment No. 2022-11 transferring \$33,415.00 from the Treatment Plant Replacement Reserve to Major Expenditures-TP to cover the cost of this project.
  - d. Direct staff to begin engagement with both Phoenix Civil Engineering and Jensen Design & Survey, Inc. to complete their respective scope of work outlined in the proposals.
  
17. **Sanitary Sewer Management Plan (SSMP) Audit- Contract No. 2021-15 Fischer Compliance, LLC.**
  - a. Approve Proposal from Fisher Compliance, LLC. In the amount not to exceed \$19,250.00
  - b. Approve and authorize the Chairman to sign Contract No. 2021-15, for consulting services between Ojai Valley Sanitary District and Fischer Compliance, LLC, Inc. in an amount not to exceed \$19,250.00; and
  
18. **OVSD Proportional Rate and Cost Studies**
  - a. Approve the Raftelis Proposal in the amount of \$42,585.00
  - b. Approve the Carollo Proposal in the amount of \$20,000.00

- c. Direct staff to begin engagement with both Raffelis and Carollo to complete their respective scope of work outlined in the proposals.

**INFORMATION ITEMS – FOR RECEIPT & FILE**

19. [Monthly Financial Reports](#)
20. [Monthly Investment Report](#)
21. [Staff Reports - Operations, Administration and Management of the District](#)
22. **Committee Reports**
23. **Reports on Meetings, Seminars, or Conferences Attended**
24. **Items of Interest/Correspondence/Articles**
25. **Board Member & General Manager Comment**

- a. Board Member Comments

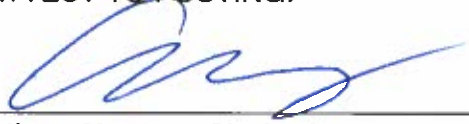
Opportunity for Board Members to briefly comment on matters they deem appropriate to the business of the District. A Board Member may ask a question of staff for clarification, make a brief announcement, or make a brief report on his/her own activities related to the District. A Board Member may also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

26. **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

**October 21, 2021 @ 1:45 p.m.**  
**Date & Time Posted At District Office**