

## 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

### SPECIAL MEETING AGENDA- NOTICE ADDENDUM

The Ojai Valley Sanitary District Board of Directors will hold a Special Meeting **Monday May 2, 2022 at 6:00 pm, via Webex conference.**

**IN RESPONSE TO THE CONTINUED STATE DECLARATION OF EMERGENCY DUE TO THE NOVEL CORONAVIRUS, AND IN ACCORDANCE WITH RECENTLY AMENDED GOVERNMENT CODE SECTION 54953, THE OVSD HEADQUARTERS FACILITY ON TICO ROAD IS CLOSED TO THE PUBLIC FOR PUBLIC BOARD MEETINGS. 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=mb81e92d1e89304029804be048e278b51>

**Join by meeting number**

Meeting number (access code): 2492 511 1352

Meeting password: xFr3wsQgq52

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

[1-844-992-4726](tel:1-844-992-4726),[24925111352##](tel:24925111352) United States Toll Free

[+1-408-418-9388](tel:+1-408-418-9388),[24925111352##](tel:24925111352) 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**

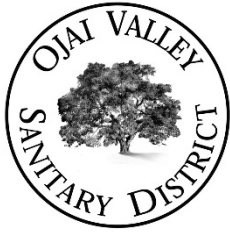
Dial [24925111352](tel:24925111352)@[ojaisan.webex.com](mailto:ojaisan.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**

Dial [24925111352](tel:24925111352).[ojaisan@lync.webex.com](mailto:ojaisan@lync.webex.com)

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



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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 2, 2022** at the District Office located at 1072 Tico Road, Ojai, California, via 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 (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.

### **ACTION ITEM:**

6. **Final Budget – Fiscal Year 2022-2023 – Adoption**
  - a. Adopt the presented Final Budget for Fiscal Year 2021-2022 that does not include an increase in the service charge rate;
  - b. Authorize staff to implement the decisions embodied in the adopted Final Budget for Fiscal Year 2022-2023; and
  - c. Direct staff to continue managing the Capital Improvement Plan by initiating, and presenting to the Board for funding authorization, individual projects as appropriate.
7. **New Account and Signature Authorizations – Bank of the Sierra**
  - a. Authorize staff to open a new checking account with Bank of the Sierra on behalf of Ojai valley Sanitary District
  - b. Designate the following Board Directors and District employees as authorized signatories on the account at the Bank of the Sierra: Stephen L.

Quilici, John R. Burg, William M. Stone, Lowell Martinson, James Kentosh, John R. Curtis, William Ulrich, Jeff Palmer, Alison Young; and

- c. Direct staff to inform the Bank of the Sierra of the authorization to open the new account and of the designated authorized signatories.

## **INFORMATION ITEMS**

### **8. 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

### **9. Adjournment**

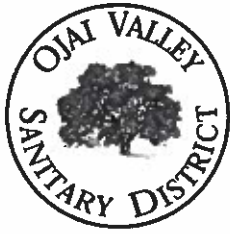
A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours (Monday through Friday from 8 a.m. to 5 p.m.). Copies of individual reports may be requested from the Clerk of the Board (646-5548).

ATTEST TO POSTING:



Alison Young – Clerk of the Board

**April 28, 2022 @ 3:00 p.m.**  
**Date & Time Posted At District Office**



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April 28, 2022

Board of Directors  
Ojai Valley Sanitary District  
Ojai, CA 93023

### FINAL BUDGET FISCAL YEAR 2022-2023 – ADOPTION

We have prepared the Final Budget in compliance with the Board of Director's direction from the April 27, 2022 Board Meeting where the Preliminary Budget was reviewed. The Board directed the budget be prepared without an increase in the basic service charge rate, which includes a transfer from the contingency and rate stabilization fund to balance the budget without increasing customer rates.

The Budget was developed with the following:

- 3.5% increase in wages projecting the CPI increase
- No increase in employee benefits
- No Changes in proposed rates
- Continued Enhanced Collection System Investment
- Funding for Algae TMDL/Nutrient studies and projects

#### Income

Sewer service charges comprise the vast majority of the District's income; however, interest, fees and property tax also make up the income stream. The proposed budget includes a couple of changes to the total income.

Staff has included the projected/anticipated interest rate the district will receive on our investments over the next year based on results in the last 12 months with the District's current investment managers. It also includes a modest increase in the property tax revenue that the district will receive.

#### O&M

The proposed O&M budget has been increased slightly from FY 2022-23 based on actual operational needs and a high rate of inflation.

### Reserves

The contribution amounts to the reserve accounts remain somewhat consistent with the amounts in the last 2-year budget, however, this budget does not include a contribution to the building or vehicle fund, as there are no immediate projects planned to utilize these funds.

The 2016 Refunding Bond issue refinanced both the 2003 and 2007 bonds into one issue. However, due to the payment distribution requirements of the 2003 Bond (discussed in detail in Sections 3 & 6) repayment of the balance of this issue is accounted for separately until fiscal year 2022-23 when the original bonds were slated to be satisfied. The reserves for the 2007 bond has been re-allocated to be used for 2016 Refunding Bond issue; the 2003 bond reserve continues to be used to reduce the customer charges related to the payment obligation associated with this issue.

### CIP

The Ojai Valley Sanitary District (OVSD) formed in May 1985 through the consolidation of the Ventura Avenue, Oak View, and Meiners Oaks Sanitary Districts, and the Sanitation Department of the City of Ojai. The predecessor Districts were established in the early 1960s in conjunction with construction of the Oak View Treatment Plant which served them as well as the City of Ojai. Ojai's oldest sections were originally served by sewers and a treatment plant built in the 1920s. The wastewater treatment plant (WWTP) site was originally the Oak View Sanitary District site. The Oak View WWTP was constructed in 1962 and expanded in 1964, 1976, and 1982. Following the merger, the Ojai Valley Sanitary District WWTP was constructed in 1997. The OVSD WWTP utilizes some facilities from each phase of the Oak View WWTP.

The major process equipment for the WWTP was installed during the 1997 upgrade. Staff utilizes a maintenance tracking system developed in Mobile MMS to track and schedule maintenance "work orders." The typical design life for major equipment is 20 to 25 years, and through Staffs proactive maintenance, most of the major equipment at the WWTP is still in service. However, Staff recently tried to have a Filter Influent Pump rebuilt and found that the pump line has been discontinued and parts are no longer available. Staff anticipates that this will be a continuing issue, so the CIP plan will phase replacement of major equipment in the coming years. There are currently nearly \$50 million dollars of projects that are being tracked, in a one year, 5 year, and 20-year planning effort. All of these projects are then programmed using pay-as-you-go methods to complete the projects when funds are available, avoiding long term bond and interest costs.

Staff recommends the Board approve the Final Budget and implement the decisions embodied in this Budget which includes:

- Increase in wages matching the anticipated CPI increase
- No increase in employee benefits
- No changes in proposed rates

- Continued Enhanced Collection System Investment
- Funding for Algae TMDL/Nutrient studies and projects
- Allocated transfers to the Reserve funds during this fiscal year

If you have any questions about the budget prior to the Board Meeting please call me at 646-5548.

**RECOMMENDATION:**

It is recommended the Board:

- a. Adopt the presented Final Budget for Fiscal Year 2022-2023 that does not include an increase in the service charge rate;

**AND**

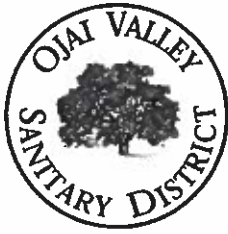
- b. Authorize staff to implement the decisions embodied in the adopted Final Budget for Fiscal Year 2022-2023; and
- c. Direct staff to continue managing the Capital Improvement Plan by initiating, and presenting to the Board for funding authorization, individual projects as appropriate.



Jeff Palmer  
General Manager

Enc. Final Budget Fiscal Year 2022-2023 (attached under separate cover)





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April 28, 2022

Board of Directors  
Ojai Valley Sanitary District  
Ojai, California 93023

### NEW ACCOUNT AND SIGNATURE AUTHORIZATIONS – BANK OF THE SIERRA

The District currently has 2 accounts at the local Bank of the Sierra: a checking account and a savings account.

The savings account is used as a depository for any funds collected over the counter or received via regular mail. The checking account is used to issue all District checks, i.e. payroll and accounts payable. Funds from the savings account are moved into the checking account as needed for the checks issued.

To become more digital in the way we allow our customers to pay fees for permits and PSL inspections, we are establishing an online credit card payment portal, via the OVSD website, for customer convenience. Our goal is to eventually allow credit card payments for additional OVSD fees and services, as this has been requested by customers frequently.

After consult with our Contracted Accountant and staff Accounting Analyst, it has been determined that it would be best to establish a new Bank of the Sierra checking account specifically to receive and reconcile all online payments, as they can be large in volume and occur in small, often identical dollar amounts.

For this new account, we will also need to establish who will be authorized signatures on file with the Bank.

The new banking regulations require the Board to take an action authorizing the opening of any new account by the district and acknowledging the people authorized to sign on this account. Consequently, the following action is proposed.

If you have comments or questions, please contact me at 646-5548.

### RECOMMENDATION

It is recommended the Board:

- a. Authorize staff to open a new checking account with Bank of the Sierra on behalf of Ojai valley Sanitary District
- b. Designate the following Board Directors and District employees as authorized signatories on the account at the Bank of the Sierra: Stephen L. Quilici, John R. Burg, William M. Stone, Lowell Martinson, James Kentosh, John R. Curtis, William Ulrich, Jeff Palmer, Alison Young; and
- c. Direct staff to inform the Bank of the Sierra of the authorization to open the new account and of the designated authorized signatories.



Jeff Palmer  
General Manager