



OJAI VALLEY SANITARY DISTRICT

A Public Agency

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MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS OJAI VALLEY SANITARY DISTRICT

The Regular Meeting of the Ojai Valley Sanitary District Board of Directors was held at the District Office, 1072 Tico Road on February 26, 2007. The meeting was called to order by Chairman Curtis at 7:00 p.m., and roll call taken as follows:

DIRECTORS PRESENT: Russ Baggerly
Peter M. Kaiser
Randy Burg
William M. Stone
John R. Curtis
William E. Lotts
Stan Greene

DIRECTORS ABSENT: None

STAFF PRESENT: John K. Correa, General Manager
Brenda Krout, Clerk of the Board
Ronald E. Sheets, Operations Superintendent

OTHERS PRESENT: Mark Zirbel, District Legal Counsel

3. **Pledge of Allegiance**

Chairman Curtis led the pledge of allegiance.

4. **Additions or amendments to the Agenda**

None

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. (The Ojai Valley Sanitary District Board of Directors encourages all interested parties to speak on any issue on this agenda in which they have an interest, or on any 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. All speakers are requested to fill out a Speaker's Card 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 Chairman of the Board. Speakers are encouraged to refrain from restating previous testimony. No response will be given or action taken unless an emergency exists. Items requiring action will be referred to staff or placed on a subsequent agenda.)

None

6. **Board Concerns** (Items not on the agenda - three-minute limit)

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.

ACTION

Upon motion of Director Greene, seconded by Director Kaiser and passed by unanimous roll call vote (with Director Burg abstaining from the vote on Special Meeting January 29, 2007 minutes due to his absence at that meeting) Item Nos. 7-8 on the consent calendar was approved as submitted.

7. **Approval of Minutes** - Regular Meeting January 22, 2007 and Special Meeting January 29, 2007 (a tape recording of each meeting is retained at the District Office for a minimum of 4 years)

8. **Approval of Checks and Warrants**

Approve the checks and warrants for payment as submitted.

ACTION ITEMS:

9. **Mid-Year Financial Reports**

The status of the budget at mid-point in the fiscal year was reviewed. Staff presented proposed adjustments to the fiscal year budget based on projections for operational expenses for the remainder of the current fiscal year.

ACTION

Upon motion of Director Kaiser, seconded by Director Greene and passed by unanimous roll call vote Budget Adjustment No. 2007-15, adjustments to the fiscal year budget, was adopted.

10. **Replacement of Treatment Plant's Computerized Maintenance Management System (CMMS)**

The need to replace the Treatment Plant's Computerized Maintenance Management System was discussed.

ACTION

Upon motion of Director Baggerly, seconded by Director Greene and passed by unanimous roll call vote the General Manager was authorized to purchase the Maintenance Connection, Inc. CMMS software as quoted for \$15,988; and Budget Adjustment No. 2007-16, transferring \$15,988 from Equipment Replacement Reserve into Major Expenditures – Treatment Plant, was adopted.

11. **Treatment Plant Electrical Safety & Regulatory Compliance**

The need to bring all of the electrical components within the District's operational facilities into compliance with OSHA's electrical safety regulations was discussed. A proposal to perform an Electrical Hazard Analysis of the Treatment Plant facilities as a first step towards this compliance was considered.

FAILED MOTION

A motion offered by Director Baggerly and seconded by Director Greene to authorize the General Manager to sign the project proposal for POWR-GARD Power System Study / Arc-Flash Hazard Assessment as quoted for \$24,470; and to authorize staff to transfer \$24,470 from the Treatment Plant Upgrade Fund into the Future Purchases Reserve as a loan to be repaid with the Fiscal Year 2007-08 Budget; and to adopt Budget Adjustment No. 2007-17, transferring \$24,470 from the Future Purchases Reserve into Major Expenditures – Treatment Plant, failed with a 3 to 4 roll call vote, with Directors Kaiser, Lotts, Burg and Stone voting nay.

Following the failed motion staff was directed to bring this electrical safety compliance issue back at the next Board Meeting with more detailed information about the regulations, staff's plan for implementing these regulations throughout the District and information about Consolidated Electrical Distributors relationship with Powr-GARD.

12. **Fiscal Year 2007-2008 Budget Preparation Schedule**

The proposed schedule for the preparation, review and adoption of the budget for fiscal year 2007-08 was reviewed and discussed.

ACTION

Upon motion of Director Baggerly, seconded by Director Kaiser and duly passed the budget schedule was adopted as presented and Monday April 30th was selected as the date for a Special Meeting to conduct a budget study session and Monday May 7th was set for a Special Meeting to be held for the adoption of the Final Budget; and staff was directed to cancel the regularly scheduled Board Meeting in May that falls on a District observed holiday, Memorial Day May 28, 2007; and a Special Meeting was set to be held on Tuesday May 29, 2007 to conduct regular District business for the month of May.

INFORMATION ITEMS – FOR RECEIPT & FILE

13. **Monthly Investment Report**

Received and filed.

14. **Staff Reports - Operations, Administration and Management of the District**

Received and filed.

15. **Committee Reports**

Received and filed.

16. **Oral Reports On Meetings, Seminars, or Conferences Attended**

Received and filed.

17. **Items of Interest/Correspondence/Articles**

None

18. **Discussion** (items not on the agenda - three-minute limit)

- a. Public - (Public is requested to present completed speaker's card to Clerk of the Board)

None

- b. Board Members

None

- c. General Manager

None

19. **Adjournment**

Chairman Curtis adjourned the meeting at 8:18 p.m.

William M. Stone, Secretary

APPROVED:

John R. Curtis, Chairman