



OJAI VALLEY SANITARY DISTRICT

A Public Agency

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MINUTES OF EXECUTIVE COMMITTEE

The Executive Committee held a meeting at the District Office at 1072 Tico Road on January 10, 2011, beginning at 9:00 a.m.

COMMITTEE MEMBERS PRESENT: William C. Murphy
Peter M. Kaiser
Russ Baggerly, Chairman

STAFF PRESENT: John K. Correa, General Manager
Brenda Krout, Administrative Officer
Ronald E. Sheets, Operations Superintendent
Jan Steenberg, Information Technology Administrator

OTHERS PRESENT: None

1. **Public Comment - (Items not on the agenda - 3 minute limit)**

None

2. **Review of Staff's Attendance To Out-of-State Conferences**

Staff's attendance to out-of-state conferences was discussed. Chairman Baggerly expressed his opinion that a policy about this topic should originate from the Board, not this committee.

The Committee expressed concern about the cost of staff attending conferences during these difficult economic times, especially those held out-of-state. The Committee encouraged staff to utilize webinars in place of conference attendance.

The Underground Construction Technology (UCT) Conference in Houston, Texas that Mr. Sheets was requesting to attend was discussed. Mr. Sheets expressed his opinion that attending such conferences keeps management staff up to date on industry technologies, etc.

The Committee unanimously agreed that during these difficult economic times, it would be prudent for the District to place a temporary moratorium on out-of-state travel for staff. The Committee agreed that such direction should come from the Board, not this Committee.

Staff was directed to draft a policy placing a temporary moratorium on out-of-state travel for staff, to be presented to the Board for consideration at the January 24, 2011 meeting.

3. **Comprehensive Review of District Bylaws**

The Committee discussed various issues within the Bylaws previously identified as potentially needing revision; those issues were:

- Details of how a vacancy on the Board is handled
- Section 5.4 – Term of Office – Should include the word ‘Division’ as well as ‘District’ when it refers to the residency requirement.
- Which actions need a roll call vote.
- What information can and cannot be shared with the public following a closed session of the Board.

It was agreed that staff and District Legal Counsel will develop a draft revised Bylaws addressing the above issues and present the draft to the Committee in February.

4. **Develop Mainline Extension Policy**

The need for a Mainline Extension Policy was discussed. It was agreed that the issues to be addressed in such a policy are: mainline extensions are the preferable manner to provide sewer to a property, making private laterals as short as possible; mainline extension construction projects are to be District ran projects, funded by the benefiting property owner/s.

It was agreed that staff and District Legal Counsel will develop a draft policy and present it to be Committee for review in February.

5. **Review of Benefits Eligible to Directors**

Staff explained that since July 1, 1994 CalPERS law excludes governing boards of most public agencies from participating in their retirement program; consequently, Directors are not eligible to participate in the health insurance programs through CalPERS since they are not a part of the retirement program.

Staff reported that the providers of the life, disability & dental insurance offered to District employees will not allow non-employees to participate in these policies. However, Vision Service Plan, the provider of the District’s vision insurance, will allow Directors to participate.

It was agreed that staff will include an information item on the January 24, 2011 meeting agenda informing the Directors to contact District staff if they are interested in participating in the vision insurance program; this coverage would be purchased at the Director’s expense.

6. **Discussion**

a. Audience

Moira Baron, retired District employee, asked if the Board could have chosen to participate in the CalPERS retirement system prior to July 1, 1994.

Mrs. Krout stated that yes the Board could have chosen to participate; however, the District's contract with CalPERS would have had to be changed to include the Board.

b. Committee Members

None

c. General Manager

None

The Executive Committee Meeting adjourned at 10:03 a.m.

Minutes submitted by Brenda Krout, Clerk of the Board.