

OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

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 28, 2011. The meeting was called to order by Chairman Baggerly at 6:00 p.m. and roll call taken as follows:

DIRECTORS PRESENT: John R. (Randy) Burg
William D. O'Brien
Russ Baggerly
Peter M. Kaiser
George Galgas
Stan Greene
William C. Murphy

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 Baggerly led the pledge of allegiance.

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

Mr. Correa announced that there were no 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 speak on items not on the agenda.

None

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

Director Burg alerted staff that he observed a hazard created by one of the District's manhole covers located in the Ojai Valley Trail, in the vicinity of Villanova Road, the manhole cover is about a foot above grade creating a hazard for people using the trail. Staff agreed to investigate this situation.

Director Greene questioned why the Regional Water Quality Control Board staff cancelled the meeting they had scheduled for last week regarding the Ventura River TMDL issue. Chairman Baggerly explained that the RWQCB staff decided to postpone the meeting because they were not ready; a new date for the meeting has not been announced yet.

Director O'Brien announced that the City of Ventura has been awarded a grant to pursue the feasibility of a bio-digester. Director O'Brien asked if the District has a renewable energy policy, stating that at the January CASA conference agencies were asked to provide CASA with a copy of their renewable energy policies. The District does not have such a policy.

Director O'Brien stated that he feels the District should consider developing such a policy.

Director Kaiser suggested that since the District is a member of the Ventura County Regional Energy Alliance maybe that group could be encouraged to develop a renewable energy policy to be used by all members.

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.

Director Galgas requested that Item No. 8 on the consent calendar be pulled for further discussion. Chairman Baggerly announced that Item No. 8 would be addressed following the consent calendar.

ACTION

Upon motion of Director Burg, seconded by Director Murphy and duly passed Item Nos. 7 & 9 on the consent calendar were approved as submitted.

7. **Approval of Minutes** - Regular Meeting January 24, 2011 and Special Meetings January 24, 2011, January 31, 2011 and February 15, 2011 (a recording of each meeting is retained at the District Office for a minimum of 4 years)

8. **Chandler/Lyon Annexation & Sphere of Influence Adjustment (OVSD 2011-01) – Resolution No. 2011-03; Mainline Extension Contract**
- a. Find Chandler/Lyon Annexation & Sphere of Influence Adjustment (OVSD 2011-01) to be Categorically Exempt in accordance with CEQA Sections 15303(d) & 15319 (a) 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. Adopt Resolution No. 2011-03 initiating proceedings for the Chandler/Lyon Annexation (OVSD 2011-01);
 - d. Authorize the Chairman to sign Contract No. 2011-01, Agreement For Construction and Connection of Wastewater Collection Improvements between Chris & Debbie Lyon and the District.
9. **Approval of Checks**
- Approve the checks for payment as submitted.

ACTION ITEMS:

CHAIRMAN BAGGERLY ANNOUNCED THAT ITEM NO. 8 WOULD BE ADDRESSED

8. **Chandler/Lyon Annexation & Sphere of Influence Adjustment (OVSD 2011-01) – Resolution No. 2011-03; Mainline Extension Contract**

The annexation and the mainline extension required to sewer the Lyon property were discussed. It was noted that the mainline extension construction will be a District project funded by the benefiting property owner.

ACTION

Upon motion of Director Galgas, seconded by Director Greene passed by unanimous roll call vote the Chandler/Lyon Annexation & Sphere of Influence Adjustment (OVSD 2011-01) was found to be Categorically Exempt in accordance with CEQA Sections 15303(d) & 15319 (a) and the District's Administrative Supplement To The State CEQA Guidelines; and staff was directed to file a Notice of Exemption in accordance with CEQA Section 15062; and Resolution No. 2011-03 initiating proceedings for the Chandler/Lyon Annexation (OVSD 2011-01) was adopted; and the Chairman was authorized to sign Contract No. 2011-01, Agreement For Construction and Connection of Wastewater Collection Improvements between Chris & Debbie Lyon and the District.

10. **Resolution No. 2011-05 – Recognizing the Treatment Plant staff for Receiving the CWEA Tri-Counties Plant of the Year Award**

Mr. Sheets reported that last Friday an inspection of the plant was conducted for CWEA State Plant of the year award. The winner of this award will be announced in April at the CWEA annual conference.

ACTION

Upon motion of Director Greene, seconded by Director Murphy and passed by unanimous roll call vote Resolution No. 2011-05, Recognizing the Treatment Plant Staff For Receiving The CWEA Tri-Counties Plant of the Year Award was adopted; and the General Manager was directed to provide each Treatment Plant staff member a copy of the adopted Resolution.

11. **Resolution No. 2011-04 – District Administrative Supplement To State CEQA Guidelines**

The proposed revision to the District's administrative supplement to State CEQA guideline was reviewed.

ACTION

Upon motion of Director Kaiser, seconded by Director Murphy and passed by unanimous roll call vote the District's CEQA Administrative Supplement to State CEQA Guidelines was accepted as revised; and Resolution No. 2011-04, Revising the Administrative Supplement to The State CEQA Guidelines as accepted was adopted; and staff was directed to implement the provisions of the adopted Administrative Supplement.

12. **Manhole Replacement Frames & Covers – Budget Adjustment No. 2011-15**

ACTION

Upon motion of Director Kaiser, seconded by Director Murphy and passed by unanimous roll call vote the purchase of 50 manhole frames and covers from Neenah Foundry Company for a cost not exceed of \$17,226 including tax and freight was authorized; and Budget Adjustment No. 2011-15 authorizing the transferring of funds from the Collection System Replacement Reserve to the Capital Expenditure/Line Maintenance accounts to provide funding for this contract, was adopted.

13. **Special District Representative To Ventura Regional Sanitation District Compensation**

ACTION

Upon motion of Director Burg, seconded by Director Kaiser and duly passed designating attendance to the Ventura Regional Sanitation District Board meetings as the Alternate for Special Districts as a Day of Service was approved; and staff was directed to draft a new Ordinance Setting Board Member Compensation to reflect this change, to be presented for the first reading at the March 28, 2011 Board Meeting.

14. **Mid-Year Financial Reports**

The mid-year financial reports and proposed adjustments were reviewed.

ACTION

Upon motion of Director Kaiser, seconded by Director Burg and passed by unanimous roll call vote the proposed adjustments to Fiscal Year 2010-2011 Budget were reviewed; and Budget Adjustment No. 2011-14 transferring surplus funds from the Conference/Seminar-Office and Education/Training-Office accounts into the Books & Publications-Office and Postage-Office accounts to cover increased expenses; and transferring surplus funds from the Electrical Maintenance-Plant account into the Extra Help-Plant account to cover increased expenses, was adopted.

15. **Fiscal Year 2011-2012 Budget Preparation Schedule**

The proposed fiscal year 2011-2012 budget preparation schedule was reviewed. Chairman Baggerly directed staff to bring their budget worksheets containing all of the individual account details to the budget workshop this year for the Board to review.

ACTION

Upon motion of Director Kaiser, seconded by Director Greene and duly passed the budget schedule was adopted as presented; a Special Meeting to conduct a budget study session was set for Monday May 2, 2011 at 3:00 p.m. and a Special Meeting for the adoption of the Final Budget was set for Wednesday May 4, 2011 at 6:00 p.m.; and staff was directed to cancel the regularly scheduled Board Meeting in June scheduled for June 27th; and a Special Meeting was set to be held on Monday June 20, 2011 to conduct regular District business for the month of June.

16. **Strategic Plan 2011**

The proposed 2011 Strategic Plan was reviewed. Director O'Brien presented written comments and proposed changes to the Plan. Director O'Brien's proposed changes were discussed.

It was agreed that a full review of the strategic plan and the District's mission statement should be conducted at a special meeting. A Special Meeting was set for April 11, 2011 at 6:00 p.m. to conduct this review.

INFORMATION ITEMS – FOR RECEIPT & FILE

17. **Monthly Investment Report**

Received and filed.

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

Received and filed.

Director O'Brien requested staff provide a summary of the District's progress over the years to reduce the amount of I&I into the sewer system. Staff agreed to provide this information at a future meeting.

19. **Committee Reports**

Received and filed.

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

Directors Galgas, O'Brien and Murphy reported on the Special District and Local Government Institute's 2011 Governance Seminar they recently attended in Anaheim. The seminar topics related to effective District leadership, financial management and the Board's role in human resources.

Director O'Brien reported on his recent attendance, with staff members, to a Liebert Cassidy Whitmore Labor Consortium workshop held in Santa Barbara. The workshop topics were sustaining discipline and public section employment law update.

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

Received and filed.

22. **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


Director O'Brien announced that he will not be able to attend the regular meeting in March scheduled for March 28th; Director O'Brien requested the meeting be re-scheduled to March 22nd. The general consensus of the Board was to leave the meeting scheduled for March 28th.

- c. General Manager

None

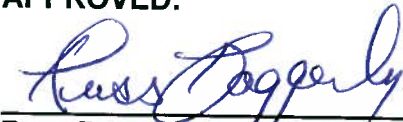
23. **Adjournment**

Chairman Baggerly adjourned the meeting at 7:19 p.m.



William C. Murphy, Secretary

APPROVED:



Russ Baggerly, Chairman