



## OJAI VALLEY SANITARY DISTRICT

A Public Agency

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### MINUTES OF SPECIAL MEETING & STRATEGIC PLANNING SESSION OF BOARD OF DIRECTORS OJAI VALLEY SANITARY DISTRICT

The Special Meeting & Strategic Planning Session of the Ojai Valley Sanitary District Board of Directors was held at the District Office, 1072 Tico Road on February 11, 2006. The meeting was called to order by Chairman Curtis at 8:35 a.m., and roll call taken as follows:

**DIRECTORS PRESENT:** Russ Baggerly  
William E. Lotts  
Stan Greene  
William M. Stone  
Randy Burg  
J.R. (Jack) Curtis

**DIRECTORS ABSENT:** Peter M. Kaiser

**STAFF PRESENT:** John R. Correa, General Manager  
Brenda Krout, Clerk of the Board  
Ronald E. Sheets, Operations Superintendent  
Bradshaw Pruitt, Treatment Plant Supervising Operator  
Mark Chauvel, Collection System Supervising Operator

**OTHERS PRESENT:** Mark A. Zirbel, District Legal Counsel

3. **Pledge of Allegiance**

Chairman Curtis led the pledge of allegiance.

4. **Additions or amendments to the Agenda (Special Meeting None Permitted)**

None

5. **Public Concerns** (items not on the agenda - three minute limit).

The Board will receive comments from the public at this time. 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. Public is requested to present completed speaker's card to Clerk of the Board.

None

6. **Overview**

Mr. Correa presented an overview of the procedure used over the past couple of years to develop the District's Strategic Plan. Mr. Correa noted that the process has been somewhat of an evolution with the result being that what started as one Strategic Plan has resulted in 2 documents: Strategic Plan and Operations Plan.

7. **Strategic Plan & Operations Plan Review**

The draft Strategic Plan was addressed first. Mr. Correa explained that the purpose of this Plan is to show the Board's vision of the direction the District should be headed.

The Strategic Plan was reviewed and edited with the Board's input.

**REFRESHMENT BREAK**

Chairman Curtis adjourned the meeting to a brief refreshment break at 10:09 a.m.

Chairman Curtis re-convened the meeting at 10:23 a.m.

The review and editing of the Strategic Plan was continued.

**LUNCH BREAK**

Chairman Curtis adjourned the meeting to lunch break at 11:30 a.m...

Chairman Curtis re-convened the meeting at 12:02 p.m.

8. **Recommended Action**

During the lunch break staff incorporated the Board's edits to the Strategic Plan document. Copies of the edited version were distributed. The Board reviewed this document.

**ACTION**

Upon motion of Director Burg, seconded by Director Greene and duly passed the Strategic Plan was approved as amended.

The Operations Plan was reviewed. Mr. Correa explained that this document represents staff's plan for implementing the Board's Strategic Plan.

The Operations Plan document reviewed was based on the Board's Strategic Plan for fiscal year 2005-06. Mr. Correa noted that the Operations Plan will now be revised to reflect the newly adopted Strategic Plan and will be used by staff to develop the budget for fiscal year 2006-07.

The relationship between the Strategic Plan and the Operations Plan was discussed.

9. **Adjournment**

Chairman Curtis adjourned the meeting at 1:50 p.m.

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William M. Stone, Assistant Secretary

**APPROVED:**

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John R. Curtis, Chairman