



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 March 26, 2007. The meeting was called to order by Chairman Curtis at 7:02 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 (arrived at 7:08 p.m.)

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 Kaiser, seconded by Director Stone and passed by unanimous roll call vote Item Nos. 7-12 on the consent calendar was approved as submitted.

7. **Approval of Minutes** - Regular Meeting February 26, 2007 (a tape recording of each meeting is retained at the District Office for a minimum of 4 years)
8. **Acceptance of Mainline Extension – Lower Arbolada Sewer Project – Ojai Area – Contract No. 2005-06**
- a. Accept into the District's sewer system approximately 3500 feet of mainline sewer and 8 manholes constructed in the Ojai area on El Paseo, Sierra and Cuyama Roads, to District specifications, valued at \$265,250; and
 - b. Direct staff to add the value of this extension to the District's records for future accounting purposes.

9. **Acceptance of Mainline Extension – Burnham Road – Oak View Area – Contract No. 2005-07**

- a. Accept into the District's sewer system approximately 250 feet of mainline sewer and 1 manhole constructed in the Oak View area on Burnham Road, to District specifications, valued at \$24,375; and
- b. Direct staff to add the value of this extension to the District's records for future accounting purposes.

10. **Acceptance of Mainline Extension – Sycamore & Edison Drive – Casitas Springs Area – Contract No. 2005-08**

- a. Accept into the District's sewer system approximately 642 feet of mainline sewer and 2 manholes constructed in the Casitas Springs area on Sycamore Drive & Edison Drive, to District specifications, valued at \$218,072; and
- b. Direct staff to add the value of this extension to the District's records for future accounting purposes.

11. **Acceptance of Mainline Extension – Bryant Circle Business Park – Ojai Area – Contract No. 2006-03**

- a. Accept into the District's sewer system approximately 717 feet of mainline sewer and 3 manholes constructed in the Ojai area in the Bryant Circle Business Park, to District specifications, valued at \$67,813; and
- b. Direct staff to add the value of this extension to the District's records for future accounting purposes.

12. **Approval of Checks and Warrants**

Approve the checks and warrants for payment as submitted.

ACTION ITEMS:

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

The questions raised on this issue at the February 26, 2007 meeting were addressed. OSHA's electrical safety regulations and CalOSHA's proposed electrical regulations were discussed along with staff's plan for implementing these regulations District wide.

Director Greene arrived at this point in the meeting, at 7:08 p.m.

ACTION

Upon motion of Director Greene, seconded by Director Baggerly and passed by a majority 5 to 2 roll call vote, with Directors Kaiser and Lotts voting nay, the General Manager was authorized to sign the project proposal for POWR-GARD Power System Study / Arc-Flash Hazard Assessment as quoted for \$24,470; and Budget Adjustment No. 2007-17, transferring \$24,470 from the Rate Stabilization Fund into the Treatment Plant Safety Equipment/Supply account was adopted.

14. **Collection System Capital Improvement Plan**

Mr. Correa introduced David Sklar and Dennis Jackson, from Red Oak Consulting, who were in attendance to present the Collection System Capital Improvement Plan which their firm prepared for the District. Each Director was given a bound copy of the Plan.

Mr. Sklar addressed the Board summarizing the methodology used and the content of the CIP Plan. Mr. Sklar responded to questions from the Board.

Mr. Jackson addressed the Board reviewing various alternative cash flow projections for implementing this Plan. Mr. Jackson responded to questions from the Board.

Following the Consultants' presentations, Mr. Correa presented several financing scenarios to provide adequate funding to implement the recommendations in this Plan. Establishing an appropriate amount for the annual contribution from the District's fiscal budget to fund this Plan was discussed. Borrowing a portion of the necessary funds was also discussed.

It was agreed that selection of an appropriate approach to providing the necessary funds for implementing this Plan will be closely tied to the budget process.

ACTION

Upon motion of Director Lotts, seconded by Director Stone and duly passed the Collection System Capital Improvement Plan report was accepted as presented; staff was directed to bring back to the Board, at a future meeting, alternatives for implementing and financing the Plan.

INFORMATION ITEMS – FOR RECEIPT & FILE

15. **Monthly Investment Report**

Received and filed.

16. **Monthly Financial Reports**

Received and filed.

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

Received and filed.

18. **Presentation of New Evaluation Form & Procedure – Annual Performance Evaluation of General Manager**

Received and filed.

19. **Committee Reports**

Received and filed.

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

Director Baggerly reported on his recent attendance at CSRMA's Long Range Planning Session. One of the main topics of the session was CSRMA's Sanitary Sewer Backup program which outlines an appropriate policy and procedure for responding to and managing sewer backups. This program will be rolled out to all the member agencies at the Spring CASA meeting. At first the program will not impose a penalty on member agencies failing to fully comply with the program; however, after the penalty phase will be enacted at a later date.

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

None

- c. General Manager

None

23. **Adjournment**

Chairman Curtis adjourned the meeting at 9:26 p.m.

William M. Stone, Secretary

APPROVED:

John R. Curtis, Chairman