



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Ojai Valley Sanitary District Board of Directors will hold a regular meeting at 6:00 p.m. on Monday April 25, 2011 at the District Office located at 1072 Tico Road, Ojai California.

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-5549. (Govt. Code Section 54954.1 and 54954.2(a).

The Ojai Valley Sanitary District Board of Directors encourages all interested parties to speak on any issue or subject 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.

PUBLIC INPUT:

All comments from the public are to be addressed to the Board of Directors, not to District Staff, Consultants or District Legal Counsel.

Items Not On The Agenda:

All speakers are requested to fill out a **Speaker Card (Green)** and submit it to the Clerk of the Board. All speakers are requested to present their information to the Board as concisely as possible with a three (3) minute time limit. This time limit may be modified by the Board Chairperson if necessary. If a member of the **public does not wish to speak** but wishes the Board to have benefit of their position on an issue, **they can present a Comment Card (Peach)** which will be acknowledged by the Chairperson. No response will be given or action taken unless an emergency exists as defined in subdivision (b) of the Government Code 54954.2. Items requiring action will be referred to staff or placed on a subsequent agenda.

Items On The Agenda:

All speakers are requested to fill out a **Speaker's Card (Green)** 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 Chairperson of the Board. Speakers are encouraged to refrain from restating previous testimony. If a member of the **public does not wish to speak** but wishes the Board to have benefit of their position on an issue, they can present a **Comment Card (Peach)** which will be acknowledged by the Chairperson.

AGENDA

The agenda is posted at the District Office no later than 5 p.m. on the Friday preceding the Board meeting, and contains all items on which Board action will be allowed pursuant to Government Code Section 54954.2. Action will be taken on unanticipated items only when an emergency (as defined in Section 54956.5) exists or as otherwise allowed under Section 54954.2(b). All Board meetings are recorded in their entirety (excluding authorized closed sessions).

The business to be transacted is as follows:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **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.

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

PUBLIC HEARINGS:

7. **Proposed Ordinance No. OVSD-63 – Replacement of Ordinance No. OVSD-58 Setting Board Member Compensation**
 - a. Conduct the Second reading, by title only, of Ordinance No. OVSD-63, Setting Board Member Compensation; and
 - b. Conduct the public hearing:
 1. Open public hearing.
 2. Report of written communications by Clerk of the Board.
 3. Public comment.
 4. Close public hearing.
 5. Discussion by Board of Directors.
 - c. Adopt Ordinance No. OVSD-63, to become effective May 4, 2011.
8. **Proposed Ordinance No. OVSD-64 – Adopting The Ojai Valley Sanitary District Code of Regulations**
 - a. Conduct the Second reading, by title only, of Ordinance No. OVSD-64, Adopting The Ojai Valley Sanitary District Code of Regulations; and

- b. Conduct the public hearing:
 1. Open public hearing.
 2. Report of written communications by Clerk of the Board.
 3. Public comment.
 4. Close public hearing.
 5. Discussion by Board of Directors.
- c. Adopt Ordinance No. OVSD-64, to become effective May 4, 2011.

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.

9. **Approval of Minutes** - Regular Meeting March 28, 2011 and Special Meetings April 11, 2011 & April 18, 2011 (a recording of each meeting is retained at the District Office for a minimum of 4 years)

10. **Approval of Checks**

Approve the checks for payment as submitted.

ACTION ITEMS:

11. **Strategic Plan 2011 – Resolution No. 2011-08, Mission Statement**

- a. Approve the 2011 Strategic Plan as presented and direct staff to implement the Plan; and
- b. Adopt Resolution No. 2011-08, Resolution For The Adoption Of The Ojai Valley Sanitary District Mission Statement.

OR

- b. Direct staff to revise the 2011 Strategic Plan and Mission Statement according to Board's direction and bring back at a later meeting for approval.

12. **Proposed Ordinance No. OVSD-65 Adopting The Ojai Valley Sanitary District Purchasing & Disposal Policy – Resolution No. 2011-06 Information Technology Replacement Policy**

- a. Adopt Resolution No. 2011-06, Resolution For The Adoption of the Ojai Valley Sanitary District Information Technology Replacement Policy,

- b. Conduct the first reading, by title only, of Ordinance No. OVSD-65, Adopting Policies and Procedures Governing Public Project Contrats, The Purchase of Supplies, Equipment and Services, and The Disposal of Surplus Property; and
- c. Direct staff to place Ordinance No. OVSD-65 on the May 23, 2011 agenda for the second reading, public hearing, and adoption.

13. **Budget Adjustment No. 2011-20 – Replacement Treatment Plant Influent Grinders**

- a. Authorize the General Manager to execute a second purchase agreement with JWC Environmental for a replacement grinder Model CDD4010-AD as shown in the attached invoice dated April 6, 2011, for \$22,811.35 including tax and shipping, and
- b. Adopt Budget Adjustment No. 2011-20 authorizing the transferring \$45,625 to provide funding for the purchase of both grinder units.

14. **Proposed Amendments To Ordinance No. 60 – Unpermitted Connections**

Direct the Staff and District Legal Counsel to proceed with research and drafting revisions to Ordinance No. 60 for presentation to the Illegal Connection Committee prior to begin presented to the Board for adoption.

15. **Two-Way Radios – Wideband to Narrowband – Budget Adjustment No. 2011-21**

- a. Approve purchase & installation of the quoted narrowband equipment from the County of Ventura' Radio Department in an amount not to exceed \$12,510; and
- b. Adopt Budget Adjustment No. 2011-21 transferring \$12,510 from the Equipment Replacement Reserve into the Communications Account No. 5420.03 to cover the cost of this purchase; and
- c. Authorize the General Manager to enter into an agreement with the County of Ventura to utilize their Red Mountain Repeater Station, in an amount not to exceed \$100 per month.

16. **Ventura Avenue Sewer Improvements Unit 3 Orchard Pump Station Contract Change Order No. 5 – Contract No. 2010-14 – Cushman Construction**

- a. Authorize the Chairman to sign Change Order No. 5 of Contract No. 2010-14, Orchard Pump Station, Cushman Construction; and
- b. Adopt Budget Adjustment No. 2011-22 transferring funds from the Collection System Replacement Reserve into the Major Expenditures Account No. 5950-13 to cover the cost of this Change Order.

17. **Ventura Avenue Sewer Improvements Unit 3 Services During Construction - Contract No. 2011-04 Amendment No. 1 to Contract No. 2010-09 - AECOM Technical Services, Inc.**
 - a. Authorize the Chairman to sign Contract No. 2011-04 Amendment No. 1 to Contract No. 2010-09, Ventura Avenue Sewer Improvement Project Unit 3 Services During Construction, with AECOM Technical Services, Inc. adjusting the contract a total not to exceed \$198,497 and extending the expiration date to August 31, 2011; and
 - b. Adopt Budget Adjustment No. 2011-23 transferring \$101,468 from the Collection System Replacement Reserve into the Major Expenditures Account to cover the cost of this amendment.

18. **Investment Report Format Revision**
 - a. Approve staff's use of the revised format for the quarterly investment reports presented to the Board.

OR
 - b. Direct staff as the Board deems appropriate.

19. **Preliminary Fiscal Year 2011-12 Budget**
 - a. Accept the Preliminary Fiscal Year 2011-12 Budget as submitted by staff; and
 - b. Direct detailed review and discussion of the Preliminary Fiscal Year 2010-11 Budget to be conducted at the Special Meeting Budget Workshop scheduled for Monday May 4, 2011 at 3:00 p.m.

INFORMATION ITEMS – FOR RECEIPT & FILE

20. **Implementation Of Ordinance No. OVSD-60**
21. **Monthly Financial Reports**
22. **Investment Report - Quarterly**
23. **Staff Reports - Operations, Administration and Management of the District**
24. **Committee Reports**
25. **Oral Reports On Meetings, Seminars, or Conferences Attended**
26. **Items of Interest/Correspondence/Articles**

27. **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)
- b. Board Members
- c. General Manager

28. **Adjournment**

A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours (Monday through Friday from 8 a.m. to 5 p.m.). Copies of individual reports may be requested from the Clerk of the Board (646-5548).

ATTEST TO POSTING:


Brenda Krout – Clerk of the Board


**Date & Time Posted At
District Office**