



## 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 August 27, 2007. The meeting was called to order by Chairman Curtis at 7:00 p.m., and roll call taken as follows:

<b>DIRECTORS PRESENT:</b>	Russ Baggerly Peter M. Kaiser Randy Burg William M. Stone John R. Curtis William E. Lotts Stan Greene
<b>DIRECTORS ABSENT:</b>	None
<b>STAFF PRESENT:</b>	John K. Correa, General Manager Brenda Krout, Clerk of the Board
<b>OTHERS PRESENT:</b>	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)

Director Kaiser commented on the CASA conference he recently attended stating that the conference was very well organized and the topics covered were very informative.

**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.

A proposed revision to the July 23, 2007 minutes, page 7-2 of the agenda packet was presented for consideration.

### **ACTION**

Upon motion of Director Baggerly, seconded by Director Stone and passed by unanimous roll call vote Item No. 7 on the consent calendar was approved as revised:

Revision to page 7-2 shown in red below:

Dr. Bailey presented a power point overview of the approach used in developing the draft study and explained the results, noting that this draft study is the first step in a long process of the development of a reuse project and **that it did not include a report from Stoecker Ecological.**

**In response to a comment from a member of the public, Mr. Correa acknowledged that the term "insignificant" in his June 18, 2007 letter to the Board of Directors did not reflect a legal determination under environmental law.**

and agenda Item No. 8 on the consent calendar was approved as submitted.

7. **Approval of Minutes** - Regular Meeting July 23,, 2007 (a tape recording of each meeting is retained at the District Office for a minimum of 4 years)

8. **Approval of Checks and Warrants**

Approve the checks and warrants for payment as submitted.

**ACTION ITEMS:**

9. **California Water/Wastewater Agency Response Network Agreement Update**

The contents of the Agreement Update were discussed. It was requested Mr. Correa investigate how the equipment rental rate would be established.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Kaiser and duly passed the General Manager was authorized to execute the ballot accepting the agreement in whole and to work with the other Cooperative Agencies to implement the provisions of this contract.

10. **Technological Equipment Replacement and Update Purchases**

The replacement and update schedule for technological equipment was discussed. It was requested that the District's Information Technology Manager, Jan Steenberg, attend a future meeting to present a presentation of the technology equipment utilized by the District.

**ACTION**

Upon motion of Director Kaiser, seconded by Director Baggerly and passed by unanimous roll call vote the purchase of the specified technology system replacements/updates was approved and Budget Adjustment No. 2008-01 transferring \$91,486 out of the Equipment Replacement Reserve to fund the purchase of the replacement and updates items listed, was adopted.

11. **Crane Replacement – Plant Maintenance Vehicle**

The need to replace the crane on the maintenance vehicle utilized by the Treatment Plant crew was discussed.

**ACTION**

Upon motion of Director Lotts, seconded by Director Stone and passed by unanimous roll call vote staff was authorized to purchase a Model ET-12KX Crane for a total price of \$13,701.52 and Budget Adjustment No. 2008-02 transferring \$13,702 out of the Equipment Reserve account to provide adequate funding for this purchase was adopted.

12. **Contract Nos. 2007-03, 2007-04 & 2007-05 – Pretreatment Program Assistance; Application of Protective Coatings; and Manhole Rehabilitation Services – Ventura Regional Sanitation District**

The proposed contracts for services from Ventura Regional Sanitation District were reviewed. It was requested that Mr. Sheets present a report at the September 24, 2007 meeting on the progress of the District's Pre-Treatment Program.

**ACTION**

Upon motion of Director Lotts, seconded by Director Kaiser and passed by unanimous roll call vote the Chairman was authorized to sign the following contracts between Ojai Valley Sanitary District and Ventura Regional Sanitation District:

- Contract No. 2007-03, Agreement For Wastewater Collection System Industrial Waste Program Services, in a not to exceed amount of \$3,660
- Contract No. 2007-04, Agreement For Wastewater Treatment Plant Protective Coatings Services, in a not to exceed amount of \$9,800
- Contract No. 2007-05, Agreement For Wastewater Collection System Protective Coating Services, in a not to exceed amount of \$34,157

and Budget Adjustment No. 2008-03, authorizing the transfer of \$34,157 into the Collection System Line Maintenance Account No. 5030.05 from the Collection System Replacement Reserve to cover the cost for Manhole Rehabilitation Service under Contract No. 2007-05 was adopted.

13. **Independent Audit Services Contract No. 2007-06**

Proposed contract to extend the services of the District's current independent auditor was reviewed. The Finance Committee members expressed their support of awarding another 3 year contract to the current auditor, Poindexter and Company.

**ACTION**

Upon motion of Director Kaiser, seconded by Director Burg and passed by unanimous roll call vote a three-year contract for the annual independent audit to Poindexter and Company CPA for the fiscal years ending June 30, 2008, 2009, and 2010 was awarded and the Chairman was authorized to sign Contract No. 2007-06 in the maximum amount of \$30,525 for these services.

Prior to the vote on the preceding motion, Director Baggerly shared information he received at a recent conference about new auditing standards and suggested contract options that would result in a more thorough audit. Director Baggerly noted that the Board has the option to require a more in-depth audit of some or all areas covered by an audit. Director Baggerly suggested that if the auditor discovers one or more significant deficiencies in the District's records during the regular audit process, then the Board should contract with the auditor to perform an in-depth audit of those areas.

14. **Treatment Plant Upgrade Costs – Contract No. 2007-07**

Mr. Correa explained the benefit of preparing a concept level design for low nutrient discharge prior to the issuance of the next NPDES permit for the Treatment Plant.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote MWH Americas, Inc., was selected as the firm to prepare the Evaluation of Concept Level Low Nutrient Discharge and the Chairman was authorized to sign Contract No. 2007-07, Agreement Between Ojai Valley Sanitary District and MWH Americas, Inc, on a time and material basis in an amount not to exceed \$26,000; and Budget Adjustment No. 2008-04 to provide funding for the contract was adopted.

15. **California Special Districts Association – Board Elections**

California Special Districts Association Board of Directors' election for Seat B in Region 5 was discussed.

**ACTION**

Upon motion of Director Lotts, seconded by Director Kaiser and duly passed John Fox, Goleta Sanitary District, was selected from the four candidates on the CSDA ballot to vote for to fill Region 5's Seat B on the CSDA Board of Directors; and staff was directed to cast the ballot for John Fox and to return the ballot to the CSDA office prior to the deadline of September 26, 2007.

16. **Proposed Ordinance No. OVSD-55 – Amendment to Ordinance No. OVSD-2 Service Charge Rules and Regulations**

The need to clarify the definition of Equivalent Residential Unit (ERU) as it appears in Ordinance No. OVSD-2 was reviewed.

**ACTION**

Upon motion of Director Kaiser, seconded by Director Burg and passed by unanimous roll call vote the proposed revisions to Ordinance OVSD-2 were considered and the proposed revisions were found not to constitute a "project" for purposes of the California Resources Code and CEQA review is therefore not required;

Mrs. Krout, Clerk of the Board, conducted the first reading, by title only, of proposed Ordinance No. OVSD-55.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Greene and duly passed staff was directed to place Ordinance No. OVSD-55 on the September 24, 2007 agenda for the second reading, public hearing, and adoption.

**INFORMATION ITEMS – FOR RECEIPT & FILE**

17. **Monthly Investment Report**

Received and filed.

18. **Monthly Financial Reports**

Received and filed.

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

Received and filed.

20. **Committee Reports**

Received and filed.

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

Directors Greene, Curtis, Kaiser, Baggerly and Lotts reported on the topics covered at the August CASA Conference which they attended. One topic highlighted was the need for succession planning.

The General Manager was requested to develop an approach to succession planning for the District and present it to the Board at a future meeting.

Director Baggerly reported on his activities as a Director on the CSRMA Executive Board, noting that a CSRMA General Board Meeting was held in conjunction with the August CASA Conference. Director Baggerly reported that the Sewer Spill Response Policy was adopted at the general meeting. All CSRMA member agencies are required to adopt this policy.

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

Received and filed.

23. **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 Baggerly requested staff investigate the feasibility of the District collecting Fat – Oil – and Grease (FOG) from local restaurants, supermarkets, etc. for the development of Biofuel. Director Baggerly explained that the Biofuel could be used in a fuel cell or other energy developing mechanism for the projection of

electrical power for the Treatment Plant. Director Baggerly suggested that the District directly controlling the disposal of the FOG could help reduce Sewer System Overflows (SSOs), in addition to producing electricity for the Treatment Plant.

c. General Manager

Mr. Correa announced that Ventura County plans on holding a CEQA Workshop sometime in November 2007. Mr. Correa noted that this workshop is not pre-approved for Director attendance and should be on the September 24, 2007 agenda if any Directors are interested in attending. It was agreed that the November 2007 CEQA Workshop will be on the September 24, 2007 agenda.

24. **Adjournment**

Chairman Curtis adjourned the meeting at 9:03p.m.

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William M. Stone, Secretary

**APPROVED:**

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John R. Curtis, Chairman