



## 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 SPECIAL MEETING OF BOARD OF DIRECTORS OJAI VALLEY SANITARY DISTRICT

The Special Meeting of the Ojai Valley Sanitary District Board of Directors was held at the District Office, 1072 Tico Road on October 2, 2006. The meeting was called to order by Chairman Curtis at 7:03 p.m., and roll call taken as follows:

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

**DIRECTORS ABSENT:** William M. Stone

**STAFF PRESENT:** John R. Correa, General Manager  
Ronald E. Sheets, Operations Superintendent  
Brenda Krout, Clerk of The Board

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

Chairman Curtis distributed copies of a letter from County Supervisor Steve Bennett's office requesting the District send a representative to participate in an upcoming community meeting which will focus on interconnecting the Ojai Valley as a whole community. The letter requested that the form attached be submitted confirming the District's participation and acknowledging who would be representing the District at this meeting.

The Board agreed that the District should participate in this Valley-wide meeting and at their October 23, 2006 will select a representative to send to the meeting.

Director Baggerly announced that the District once again has won the Safety Super Star award from CSRMA's pooled workers' compensation program. Director Baggerly suggested jackets or some type of clothing be purchased for all District employees acknowledging this award. Director Baggerly also suggested a group picture of the employees wearing the clothing be taken and sent to CSRMA. The Board supported Director Baggerly's suggestions.

Director Baggerly presented a brief summary of the topics covered at the recent HCP meeting he attended and the risk assessment classes he attended sponsored by CSRMA.

Director Greene questioned how Ojai Ford going out of business will affect the District's decision to purchase Ford vehicles due to the local service availability. Mr. Correa responded stating that he learned that only the selling of new Fords is going to be discontinued at Ojai Ford, used car sales and service would remain. Consequently, there is no need at this time to reconsider the District's decision to purchase Fords.

**PUBLIC HEARINGS:**

7. **Ojai Valley Sanitary District Proposed Ordinance No. OVSD -53 Setting Board Member Compensation**

Chairman Curtis asked Mrs. Krout to conduct the second reading, by title only, of Ordinance No. OVSD-53, Setting Board Member Compensation. Mrs. Krout conducted the second reading.

Chairman Curtis opened the public hearing for proposed Ordinance No. OVSD-53, at 7:28 p.m.

Mrs. Krout reported no written communications regarding the proposed Ordinance had been received.

Chairman Curtis asked for public comment. There were no comments received.

Chairman Curtis closed the public hearing for proposed Ordinance No. OVSD-53 at 7:29 p.m.

The Board discussed various aspects of the Ordinance regarding pre-approved days of service.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Burg and passed by unanimous roll call vote Ordinance No. OVSD-53, Setting Board Member Compensation, was adopted with the effective date of November 1, 2006.

**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 Burg, seconded by Director Greene and passed by majority roll call vote Item Nos. 8-10 on the consent calendar were approved as submitted. Director Kaiser abstained from voting on Item No. 8 due to his absence from the August 28, 2006 meeting.

8. **Approval of Minutes** - Regular Meeting August 28, 2006 (a tape recording of each meeting is retained at the District Office for a minimum of 4 years)
9. **Resolution No. 2006-16 – Election For Alternate Member – LAFCO Independent Special District Member**
  - a. Adopt Resolution No. 2006-16, A Resolution Casting A Vote For William E. Lotts For Alternate Commissioner Of The Ventura Local Agency Formation Commission
  - b. Direct staff to submit a certified copy of the adopted Resolution to Ventura LAFCO prior to the deadline of October 6, 2006.
10. **Approval of Checks and Warrants**

Approve the checks and warrants for payment as submitted.

**ACTION ITEMS:**

11. **Copy Machines Replacement – Equipment Purchase**

The need to replace the existing copy machines was discussed.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote staff was authorized to purchase a Xerox 7665 color copy machine from the Xerox Corporation in the amount of \$28,534, including tax, delivery and trade-in; and to purchase two Sharp ARM355NA copy machines from The Performance Group of Ventura in the amount of \$10,318, including tax, delivery and trade-in; and Budget Adjustment No. 2007-05 Transferring \$38,852 From the Equipment Reserve to fund these purchases was adopted.

12. **Equipment Purchase – CCTV Camera Lateral Inspection System**

Purchase of a CCTV camera for lateral inspection was reviewed.

**ACTION**

Upon motion of Director Kaiser, seconded by Director Baggerly and passed by unanimous roll call vote staff was authorized to purchase the Lateral Inspection System as quoted for \$42,950 including tax and shipping; and staff was directed to proceed with inspecting a cross section of laterals throughout the District, and share the information obtained about the overall condition of laterals with the Lateral Inspection Program Ad Hoc Committee to be used to develop an appropriate Lateral Inspection Program; and Budget Adjustment No. 2007-06, transferring \$42,950 from the Future Purchase Reserve to provide funds for this purchase was adopted.

13. **Record Retention Policy – Resolution No. 2006-17**

The proposed record retention policy was reviewed.

**ACTION**

Upon motion of Director Baggerly, seconded by Director Kaiser and passed by unanimous roll call vote Resolution No. 2006-17, Record Retention Policy, was adopted and staff was directed to begin implementation of the Record Retention Policy immediately.

14. **Closed Session: Conference With Legal Counsel – Anticipated Litigation Government Code §54956.9 (b) – 1 case**

Mr. Zirbel announced that there is no need for a closed session on this case. Mr. Zirbel reported that an agreement was reached and completed with Craig McDonald on the disputed issues.

**CHAIRMAN CURTIS ANNOUNCED THAT AGENDA ITEM NOS. 16 – 22 WOULD BE ADDRESSED PRIOR TO THE CLOSED SESSION ITEM NO. 15**

**INFORMATION ITEMS – FOR RECEIPT & FILE**

16. **Treatment Plant Capital Improvement Plan**

The review of this completed report was continued from the August 28, 2006 where it was first presented. It was discussed how the components of this Plan affect and relate to the District's Strategic Plan.

It was agreed that at a future meeting staff will present a detailed report on how the Treatment Plant and Collection System Connection related fees are established.

17. **Monthly Financial Reports**

Received and filed.

18. **Monthly Investment Report**

Received and filed.

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

Received and filed.

20. **Committee Reports**

Received and filed.

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 Greene reported on the APCD meeting he recently attended where he learned about APCD's new rule which classified biosolids treatment as an essential service. This new classification makes it possible for projects, like the one planned by VRSD, to build a biosolids facilities in the County

Director Lotts announced that he would be collecting, for the BBQ Ad Hoc Committee, the \$150 from each Director to support the District BBQ/Picnic scheduled for October 28, 2006.

- c. General Manager

None

## **BREAK**

Chairman Curtis adjourned the meeting to a brief break at 9:24 p.m.

Chairman Curtis re-convened the meeting at 9:29 p.m.

## **BACK TO ITEM NO. 15**

- 15. **Closed Session: Public Employee Performance Evaluation Government Code §54957**

Title: General Manager quarterly evaluation.

Chairman Curtis announced that the Board would be holding a closed session pursuant to Government Code §54957, Public Employee Performance Evaluation, Title: General Manager – quarterly evaluation.

Chairman Curtis convened the Board to closed session at 9:30 p.m. Mr. Sheets, Mrs. Krout and District Legal Counsel left the meeting.

Chairman Curtis reconvened the meeting to opening session at 9:48 p.m. announcing that no action was taken during the closed session.

- 23. **Adjournment**

Chairman Curtis adjourned the meeting at 9:49 p.m.

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John R. Burg, Secretary

## **APPROVED:**

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John R. Curtis, Chairman