



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 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 October 22, 2007. The meeting was called to order by Chairman Curtis at 7:00 p.m., and roll call taken as follows:

DIRECTORS PRESENT: Russ Baggerly
Randy Burg
John R. Curtis
William E. Lotts
Peter M. Kaiser
Stan Greene (arrived 7:06 p.m.)

DIRECTORS ABSENT: William M. Stone

STAFF PRESENT: John K. Correa, General Manager
Brenda Krout, Clerk of the Board
Ronald E. Sheets, Operations Superintendent
Jan Steenberg, Information Technology Administrator

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 Lotts, seconded by Director Kaiser and passed by unanimous roll call vote Item Nos. 7-8 on the consent calendar were approved as submitted.

7. **Approval of Minutes** - Regular Meeting September 24, 2007 (a tape recording of each meeting is retained at the District Office for a minimum of 4 years)

8. **Approval of Checks**

Approve the checks for payment as submitted.

CHAIRMAN CURTIS ANNOUNCED A CHANGE IN THE ORDER OF THE AGENDA ITEMS; INFORMATION ITEM NOS. 16, 17 & 18 WILL BE ADDRESSED PRIOR TO THE ACTION ITEMS

16. **Monthly Investment Report**

Received and filed.

17. **Quarterly Investment Report**

Howard Smith, Morgan Stanley, was in attendance to discuss the quarterly investment report. Mr. Smith reviewed the report discussing the condition of today's investment market and the anticipated future trends. Mr. Smith responded to questions from the Board.

Director Greene arrived at this point in the meeting, 7:06 p.m.

The Board thanked Mr. Smith for his report. Mr. Smith left the meeting at this time.

18. **Information Technology Overview**

Mr. Correa briefly reviewed the District's established replacement schedule for computer hardware and software, noting that the replacement policy is not set arbitrarily; it is based on the need for more processing power, the need for more RAM, new software requirement or component failure or the increased likelihood of component failure.

Mr. Correa announced that Jan Steenberg, District's Information Technology Administrator (IT), was in attendance to present an overview of the District's complete IT system (hardware and software) and to review the established replacement schedule for the various components of the system.

Mr. Steenberg addressed the Board utilizing a PowerPoint presentation to describe the computer hardware and software configurations at both the main office and at the treatment plant facility.

Director Kaiser left at this point in the meeting, 8:30 p.m.

At the conclusion of Mr. Steenberg's presentation Mr. Correa explained that staff recently contacted the firm we have as our IT backup, CPI from Camarillo, asking them to review the District's system and made recommendations regarding replacement criteria or cycles for the servers. CPI's written report was distributed.

CPI's report supported the District's current replacement schedule and recommended that one more domain server be added to the District's computer configuration. Mr. Correa noted that adding another server would be costly and staff does not agree with CPI's recommendation that one is absolutely needed.

Mr. Steenberg responded to questions from the Board.

The Board thanked Mr. Steenberg for an excellent presentation. Mr. Steenberg left the meeting at this time.

ACTION ITEMS:

9. **Contract No. 2007-11 – Boyle Engineering – Ventura Avenue Sewer Improvements Project Design**

Mr. Correa explained that this contract is for the preliminary design engineering needed for the Ventura Avenue Sewer Improvements Project and that a full design contract will follow in the future.

ACTION

Upon motion of Director Baggerly, seconded by Director Burg and passed by unanimous roll call vote Boyle Engineering, Inc, Ventura, was selected as the firm to prepare the Ventura Avenue Area Sewer Improvements Preliminary Design; and the Chairman was authorized to sign time and materials Contract No. 2007-11 in an amount not to exceed \$94,821; and Budget Adjustment No. 2008-08 to provide funding for the contract was adopted.

10. **Incomplete Contracts & Purchases From FY 2006/07 Budget – Budget Adjustment No. 2008-09**

ACTION

Upon motion of Director Baggerly, seconded by Director Greene and passed by unanimous roll call vote Budget Adjustment No. 2008-09 continuing outstanding expenditures from the prior fiscal year into the Fiscal Year 2007/2008 Budget in the amount of \$40,607 was adopted.

11. **Prior Fiscal Year Budget – Income & Expense Reconciliation**

ACTION

Upon motion of Director Greene, seconded by Director Burg and passed by unanimous roll call vote Budget Adjustment No. 2008-11 transferring surplus funds from fiscal year 2006/07 into the Rate Stabilization Reserve was adopted.

12. **Sanitary Sewer Management Plan (SSMP)**

ACTION

Upon motion of Director Baggerly, seconded by Director Greene and duly passed the presented SSMP Development Plan and Schedule was received and approved; and staff was directed to provide periodic updates on the Development Plan and Schedule's progress.

13. **Purchase of Portable Pipe Inspection System**

At video showing the capabilities of this Portable Pipe Inspection System was shown to the Board.

ACTION

Upon motion of Director Greene, seconded by Director Burg and passed by unanimous roll call vote staff was authorized to purchase the Rigid See-Snake Pipe Inspection System as quoted for \$13,669, including tax and shipping; and Budget Adjustment No. 2008-10, transferring funds from Future Purchase Reserve and General Fund into Major Expenditures – Collection System to provide funds for this purchase was adopted.

14. **GASB 45 Actuarial Proposal**

The presented proposal was reviewed.

ACTION

Upon motion of Director Greene, seconded by Director Lotts and passed by unanimous roll call vote Joseph D. Sintov's, Consulting Actuary, proposal to conduct a GASB 45 Valuation For District's Retiree Medical Program, in an amount not to exceed \$14,000 was accepted; and Budget Adjustment No. 2008-12 providing funds for this project was adopted.

15. **November & December Meetings – Re-Schedule**

The need to re-schedule the regular meetings in the months of November and December was discussed.

ACTION

Upon motion of Director Burg, seconded by Director Baggerly and duly passed the regular Board of Directors' meetings scheduled for November 26, 2007 and December 24, 2007 were cancelled; and a Special Meeting for Monday November 19, 2007 at 7:00 p.m. to address regular District business for the month of November and a Special Meeting for Monday December 17, 2007 at 7:00 p.m. to address regular District business for the month of December was scheduled.

INFORMATION ITEMS – FOR RECEIPT & FILE

16. **Monthly Investment Report**

Addressed earlier on the agenda.

17. **Quarterly Investment Report**

Addressed earlier on the agenda.

18. **Information Technology Overview**

Addressed earlier on the agenda.

19. **Monthly Financial Reports**

Received and filed.

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

Received and filed.

21. **Committee Reports**

Received and filed.

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

The Directors (Greene, Lotts & Curtis) that attended the recent California Special Districts Association's annual conference reported on the topics covered during the conference. Brown Act update, Strategic Planning, Public Records Act & eminent domain were among the many topics addressed. All agreed that it was a very informative conference.

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

Received and filed.

24. **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 asked if staff would be able to get, or produce, a one page plain language translated version of FGL's laboratory report on the District's compost. Director Baggerly felt this would be a good thing to handout to people that utilize the compost.

Mr. Correa agreed to look into Director Baggerly's request.

- c. General Manager

None

25. **Adjournment**

Chairman Curtis adjourned the meeting at 10:01 p.m.

Russ Baggerly, Assistant Secretary

APPROVED:

John R. Curtis, Chairman