

**MINUTES**  
**CAMARILLO SANITARY DISTRICT**  
**REGULAR MEETING**  
**WEDNESDAY, JUNE 25, 2014**

CALL TO ORDER/ROLL CALL

Chairman Craven called the meeting to order at 5:02 p.m.

Directors Present:           Charlotte Craven, Chairman  
                                  Jeanette McDonald, Secretary  
                                  Kevin Kildee, Director  
                                  Bill Little, Director  
                                  Michael Morgan, Director

Staff Present:               Bruce Feng, District Manager  
                                  Ronnie Campbell, Finance Director  
                                  Tom Fox, Assistant District Manager  
                                  Jeffrie Madland, Assistant Secretary  
                                  Dave Norman, Community Development Director  
                                  Dan Paranick, Assistant City Manager  
                                  Brian Pierik, Legal Counsel  
                                  Guy Stewart, Police Department Commander  
                                  John Thomas, Assistant General Services Director

I.     AMENDMENTS TO THE AGENDA

      Pulled Item III C for discussion.

II.    PUBLIC COMMENTS – NONE

III.   CONSENT CALENDAR

      Councilmember Morgan moved, seconded by Mayor Kildee , to approve Consent Calendar Items A through B.

A.     Minutes

      Approved the minutes of the Camarillo Sanitary District meetings held June 7 and 11, 2014, as presented.

B.     Professional Services Agreement Amendment – Carollo Engineers

      Authorized the District Manager/Assistant Manager to sign CSD Agreement No. 2004-1I to Professional Services Agreement 2004-1 to add work scope activities for design services related to Effluent Diversion Pipeline Project (SS-10-08) and Pancho Road Reclaimed Water Pipeline Project (WT-12-01) for an amount not-to-exceed \$122,652.

C.     Resolution Setting Forth Compensation, Classification and Benefits, and a Statement of Understanding for Sanitary District Employees Effective July 1, 2014

      Pulled for discussion as Item IV B.

Motion carried 5-0.

IV. DEPARTMENTAL

A. Board Member Compensation

Director Little stated the current CSD compensation ordinance implements automatic 5% annual increases. While the ordinance follows state law and the actual monetary amount of the increase is small, he wanted the District to discuss eliminating the automatic increase.

Director Little moved, seconded by Director Morgan, for consideration of Board Member Compensation on the next agenda.

Motion carried 5-0.

B. Resolution Setting Forth Compensation, Classification and Benefits, and a Statement of Understanding for Sanitary District Employees Effective July 1, 2014 (formerly Item III C)

City Manager Feng stated as a result of the meet and discuss process and budget meetings the proposed resolution sets forth the Compensation, Classification and Benefits Program for Sanitary District employees and certain related terms and conditions of employment by a Statement of Understanding, effective July 1, 2014. Salary bands are proposed to be increased by an average of 2% on July 1, 2014. Employee benefits are being maintained with no recommended changes.

The Board members thanked employees for staying with the District during the recent economic downturn. Thanks to the employees doing more with less, the City did not experience the dire financial issues experienced by other cities.

Director Kildee moved, seconded by Director Morgan, to adopt CSD Resolution No. 2014-3 setting the Compensation, Classification, and Benefits, and approving a Statement of Understanding for the terms of conditions of employment for Sanitary District employees effective July 1, 2014.

Motion carried 5-0.

V. LEGAL COUNSEL – NONE

VI. COMMENTS FROM STAFF – NONE

VII. COMMENTS FROM BOARD MEMBERS – NONE

California Association of Sanitation Agencies (CASA) conference – Chairman Craven announced the upcoming conference and encouraged board members to attend.

RECESS / RECONVENE

At 5:17 p.m., the Board recessed. The Chairman called the Board back to order at 8:24 p.m.

VIII. PUBLIC HEARING

A. Resolution Placing Delinquent Utility Accounts on the Property Tax Rolls of the Ventura County Tax Collector

Finance Director Campbell stated CSD Ordinance No. 49, gives the District authority to place liens on the tax rolls for delinquent utility accounts when the City's on-going efforts to affect due process fail to bring these accounts up to date.

PUBLIC HEARING OPENED

Hearing no requests to speak, either for or against the item, the Chairman declared the PUBLIC HEARING CLOSED.

Director Kildee moved, seconded by Director Little, to adopt CSD Resolution No. 2014-4 authorizing the District to levy liens on the tax rolls of Ventura County on the property owners who are delinquent in their payment of utility accounts.

Motion carried 5-0.

B. Resolution Adopting the Five-Year Capital Improvement Program (Joint with the City Council)

Assistant District Manager Fox stated the City of Camarillo and the Camarillo Sanitary District developed a five-year comprehensive capital expenditure program setting forth projects for buildings and grounds, storm drainage, transportation, water, sanitary, and redevelopment. The program indicates the location, size, and estimates of cost for all facilities and improvements to be financed from various fund sources. The Planning Commission determined the Capital Improvement Program is consistent with the City's General Plan. Due to the recently completed draft reclaimed water master plan identifying the need to expand the reclaimed water distribution, it was recommended adding the Reclaimed Water Storage Reservoir (WT-14-03) project with a total project budget of \$2.5M.

PUBLIC HEARING OPENED

Hearing no requests to speak, either for or against the item, the Chairman declared the PUBLIC HEARING CLOSED.

Secretary McDonald moved, seconded by Director Kildee, to add project WT-14-03 to the 2014-2019 Capital Improvement Program.

Motion carried 5-0.

Secretary McDonald moved, seconded by Director Kildee, to adopt CSD Resolution No. 2014-5 adopting the Five-Year Capital Improvement Program.

Motion carried 5-0.

IX. DEPARTMENTAL

- A. Resolution Adopting the 2014-2016 Budget, including 2014/2015 Appropriations and Authorizing Certain Amendments to the 2013/2014 Budget (Joint with the Camarillo City Council)

Finance Director Campbell stated the City Council and Camarillo Sanitary District conducted a detailed review of the proposed 2014-2016 Budget and amendments to the 2013/2014 Budget on June 7, 2014. Staff Recommends adoption of the 2014-2016 Budget, authorization of appropriations for 2014/2015, and approval of the amendments to the 2013/2014 Budget as outlined in the packet.

Secretary McDonald moved, seconded by Director Morgan, to adopt CSD Resolution No. 2014-6 approving the 2014-2016 Budget, authorizing appropriations for 2014/2015 and amending the 2013/2014 Budget, along with supplemental changes to the proposed budget.

Motion carried 5-0.

X. ADJOURN

The meeting adjourned at 9:16 p.m.

ATTEST:

  
Chairman

  
Assistant Secretary