

**MINUTES OF THE REGULAR MEETING  
of the  
BOARD OF DIRECTORS  
of the  
MONTECITO SANITARY DISTRICT**

**June 11, 2018**

**1. CALL TO ORDER**

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on June 11, 2018 at 1042 Monte Cristo Lane, Montecito, California.

**ATTENDANCE**

**Present:** Directors Judith Ishkanian, Bob Williams, Thomas Kern, and Warner Owens

**Absent:** Director Jeff Kerns

**Also Present:** Diane M. Gabriel, MSD General Manager/District Engineer  
Toni M. McDonald, MSD District Administrator  
Alex Alonzo, MSD Operations Manager  
Carrie Poytress, MSD Engineering Manager  
Hanna Lintukorpi, MSD Intern  
Ken Coates, Resident  
Woody Barrett, Resident

**2. APPROVAL OF MINUTES OF THE LAST MEETING**

The minutes of the May 14, 2018 meeting were included in the agenda packet.

On MOTION by Director Williams and second by Director Kern, the Board approved unanimously the minutes of May 14, 2018.

**3. APPROVAL OF PAYABLES**

On MOTION by Director Kern and second by Director Owens, the Board approved unanimously these payroll and accounts payable expenses for May 14 to June 11, 2018:

Accounts Payable Expenses	\$ 159,279.51
Capital Improvement Projects	8,452.20
Payroll and Related Expenses	<u>170,329.57</u>
Total Expenses	\$ 338,061.28

**4. PUBLIC COMMENT**

None

5. **OLD BUSINESS**

None

6. **NEW BUSINESS**

A. **Administration and Operations (A&O) Committee Report**

Director Williams reported on the May 23<sup>rd</sup> A&O Committee meeting, which included discussion of the Essential Services building, water reuse, and the proposed FY2018-19 Capital Improvement Project (CIP) budget. Minutes of the meeting were distributed to the Board.

ACTION: None

B. **Finance Committee Report**

Director Kern reported on the May 24<sup>th</sup> Finance Committee meeting, which included discussion of the proposed FY 2018-19 Operations & Maintenance Budget, FY 2018-19 Fund Balances & Estimated Revenues report, and the proposed FY 2018-19 CIP budget. Minutes of the meeting were distributed to the Board.

ACTION: None

C. **Fiscal Year 2018-19 Proposed Operations and Maintenance Budget**

General Manager Gabriel reviewed the proposed FY 2018-19 O&M Budget, the FY 2018-19 Salary Schedule, and the FY 2018-19 Fund Balances & Estimated Revenues.

After discussion, on MOTION by Director Owens and second by Director Williams, the Board approved unanimously the FY 2018-19 O&M Budget.

On MOTION by Director Williams and second by Director Owens, the Board approved unanimously the FY 2018-19 Salary Schedule.

On MOTION by Director Kern and second by Director Owens, the Board approved unanimously the FY 2018-19 Estimated Revenues.

ACTION: Staff

D. **Proposed Capital Improvement Project Budget**

General Manager Gabriel reviewed the Proposed Capital Improvement Project Budget, which included continuing projects from prior years and new projects beginning in FY 2018-19.

After discussion, on MOTION by Director Williams and second by Director Kern, the Board approved unanimously the FY 2018-19 Capital Improvement Project Budget as presented.

ACTION: Staff

**E. Olive Road Sewer Main Extension – Authorization to Advertise for Bids**

General Manager Gabriel reviewed the Olive Road Sewer Main Extension project included in the FY 2018-19 Capital Improvement Project Budget under Project No. 9. District staff has designed the project construction plans and specifications. The project includes 1,700 feet of eight inch diameter PVC gravity sewer pipe to serve potentially ten properties from East Valley Road to Tollis Avenue.

After discussion, on MOTION by Director Owens and second by Director Williams to authorize staff to advertise this project for bids, obtain written financial participation commitment from the property owners, and return to the Board for consideration of the award of the contract, the MOTION passed unanimously.

ACTION: Staff

**F. Resolution No. 2018-910 – Setting the Date, Time, and Place for the Annual Sewer Service Charge Hearing to Collect Sewer Service Charges on the County Tax Roll**

The Board reviewed Resolution No. 2018-910 setting the date, time, and place for the annual sewer service charge hearing to continue to collect sewer service charges by means of the County tax roll. The hearing will be held at 1:15 p.m. on July 9, 2018 at the Montecito Sanitary District office. Notice of the hearing will be published in the *Santa Barbara News Press* on June 24th and July 1st and will be mailed to Montecito properties connected to the District in the past fiscal year.

On MOTION by Director Ishkanian and second by Director Owens to adopt Resolution No. 2018-910, the MOTION passed with the following roll call vote:

AYES: Kern, Williams, Owens, Ishkanian  
NAYS: None  
ABSENT: Kerns

ACTION: Staff

**G. Information Items**

- The next SBCCSDA meeting is June 25<sup>th</sup> at Glenn Annie Golf Course. Ron Werft, CEO of Cottage Hospital, will be the speaker

**H. Agreements Signed**

- 208 Boeseke Parkway – Sewer Service Agreement for new exercise/workshop

**7. ENGINEERING, OPERATIONS AND MAINTENANCE**

The Board reviewed the information in the agenda packet.

**8. ITEMS FOR NEXT AGENDA**

The next regularly scheduled meeting is July 9, 2018.

9. **ADJOURNMENT**

There being no other business, on MOTION to adjourn by Director Kern and second by Director Williams, the MOTION passed unanimously without abstention and the meeting adjourned at 2:36 p.m.



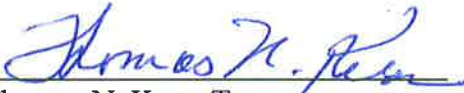
\_\_\_\_\_  
Judith Ishkanian, President



\_\_\_\_\_  
Robert Williams Jr., Vice President

**ABSENT**

\_\_\_\_\_  
Jeffrey Kerns, Secretary



\_\_\_\_\_  
Thomas N. Kern, Treasurer



\_\_\_\_\_  
Warner Owens, Secretary Pro Tem