

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

**September 25, 2017**

**1. CALL TO ORDER**

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on September 25, 2017 at 1042 Monte Cristo Lane, Montecito, California.

**ATTENDANCE**

**Present:** Directors Thomas Kern, Jeff Kerns, and Bob Williams

**Absent:** Directors Judith M. Ishkanian and Warner B. Owens

**Also Present:** Diane M. Gabriel, MSD General Manager/District Engineer  
Toni M. McDonald, MSD District Administrator  
Carrie Poytress, MSD Engineering Manager  
Alex Alonzo, MSD Operations Manager

Bryce Ross, Miramar Acquisition Co., LLC

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

The minutes of August 28, 2017 were included in the agenda packet. After review, on MOTION by Director Kerns and second by Director Kern, the Board approved the minutes of August 28, 2017 as presented with the following vote:

Ayes: Kern, Williams, Kerns

Absent: Ishkanian, Owens

**3. APPROVAL OF PAYROLL AND PAYABLES**

On MOTION by Director Kerns and second by Director Kern, the Board approved the payroll and accounts payable expenses from July 31, 2017 through August 28, 2017 with the following vote:

Ayes: Kern, Williams, Kerns

Absent: Ishkanian, Owens

Accounts Payable Expenses	\$ 106,785.16
Capital Improvement Projects	48,361.26
Payroll and Related Expenses	<u>167,940.61</u>

Total Expenses	\$ 323,087.03
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**4. PUBLIC COMMENT**

Mr. Bryce Ross from the Miramar Acquisition Co., LLC addressed the Board of Directors.

**5. OLD BUSINESS**

**A. Montecito Water Reuse**

General Manager Gabriel and Engineering Manager Poytress reported on their attendance at the Regional Water Quality Control Board (RWQCB) meeting in Santa Barbara on Friday September 22<sup>nd</sup>.

ACTION: None

**6. NEW BUSINESS**

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

Director Kerns reported on the A&O committee meeting of September 20th and minutes were distributed.

ACTION: None

**B. North Sierra Vista Sewer Main Extension – Request for Additional Contract Change Order Funding – Tierra Contracting**

General Manager Gabriel reminded the Board that at its meeting on May 8, 2017 the Board voted to award the North Sierra Vista Sewer Main Extension contract to Tierra Contracting. The bid from Tierra Contracting was \$208,940. In addition to voting to award the contract to Tierra, the Board authorized \$20,000 in construction contract change order funds for a total of \$228,940 in funding.

On July 31, 2017 the Board authorized additional contract change order funding for the Tierra contract in the amount of \$142,151 to add the Lower Olive Road sewer main extension to the contract. On August 28, 2017 the Board heard from staff that there was additional interest from a property owner on Tollis Avenue and that a sewer main extension for the full length of Olive Road should be considered, changing the scope of the project. The design for the full Olive Road sewer main extension from East Valley Road to Tollis Avenue is underway, but plans are not ready for construction. Staff will return to the A&O Committee and the Board regarding the cost of the Olive Road extension once the design is complete.

General Manager Gabriel reported that at its meeting on September 20<sup>th</sup> the A&O Committee heard from staff that there is interest from all six properties on Lower Romero Canyon Road (615, 618, 621, 623, 627 and 628 Romero Canyon Road) for a sewer main extension. Design plans for the Lower Romero Canyon sewer main extension have been completed by the District's Engineering Manager, with estimated construction costs of \$190,000.

Given that the Olive Road extension project is currently on hold, staff and the A&O Committee recommended that the Board shift the \$142,151 change order allowance approved July 31<sup>st</sup> to the Romero Canyon extension project, and authorize additional change order allowance funding to the Tierra contract in the amount of \$47,849 for a total change order allowance of \$190,000.

After discussion, on MOTION by Director Kern and second by Director Kerns, the Board authorized an additional change order allowance in the amount of \$47,849 for the North Sierra Vista contract with Tierra Contracting, and directed staff to inform the six Romero Canyon Road property owners of their proportionate share of the costs, and with fifty percent participation, to proceed with adding the Romero Canyon sewer main extension to the Tierra contract with the following vote:

Ayes: Kern, Williams, Kerns  
Absent: Ishkanian, Owens

ACTION: Staff

**C. Email Exchange Server – Purchase Order Authorization - Compuvision**

District Administrator McDonald reported that the annual information technology review by Compuvision noted that the District's current email exchange server is no longer supported; related software is three updates behind. Compuvision recommended choosing an on-site solution of a new exchange server or moving the email to the cloud. For security and efficiency reasons Compuvision and staff recommended the on-site solution. The estimated cost for purchase and installation of a new email exchange server was included in the FY2017-18 budget.

On MOTION by Director Kern and second by Director Kerns, the Board approved the purchase and installation of the new on-site email exchange server and authorized the General Manager to issue a purchase order to Compuvision in the amount of \$14,335.24 with the following vote:

Ayes: Kern, Williams, Kerns  
Absent: Ishkanian, Owens

ACTION: Staff

**D. Caltrans Highway 192 – Lower and Raise Manholes to Grade – R. Burke Corporation Authorization to Increase Purchase Order (PO No. 4053)**

Engineering Manager Poytress reported that at its meeting on June 12, 2017, the Board approved unanimously to authorize the issuance of a purchase order to R. Burke Corporation for \$32,570 to lower and raise twelve District sewer manholes on Highway 192 as required by a Caltrans paving project. During the course of the work it was determined that there were fourteen manholes needed to be lowered and raised. R. Burke then lowered and raised all fourteen manholes and has submitted an invoice for \$4,714 for the additional work. Staff recommended compensating R. Burke for this additional and necessary work.

On MOTION by Director Kerns and second by Director Kern, the Board authorized the General Manager to increase Purchase Order No. 4053 by \$4,714 with the following vote:

Ayes: Kern, Williams, Kerns  
Absent: Ishkanian, Owens

ACTION: Staff

**E. Information Items**

- Director Williams distributed his notes from the CASA conference August 22-24 in San Diego. The link for handouts is [www.casaweb.org/calendar/speaker-presentations](http://www.casaweb.org/calendar/speaker-presentations).
- Director Williams reported on his attendance at the ACWA Region 5 Recycled Water Program on September 18<sup>th</sup>.
- Director Williams and Engineering Manager Poytress reported on their attendance at the SBCCSDA dinner event at Goleta Sanitary District.

**F. Agreements Signed**

321 Ennisbrook Drive – Sewer Service Agreement, Detached Studio  
610 Stonehouse Lane – Sewer Service Agreement, Cabana  
1206 Channel Drive – Sewer Service Agreement, Cabana

**G. Engineering, Operations and Maintenance**

The Board reviewed the information in the agenda packet.

**8. ITEMS FOR NEXT AGENDA**

The next regularly scheduled meeting will be October 9<sup>th</sup> and its agenda may include the agreement with the Miramar for the construction of the Lift Station, the award of contract with Cushman for the Miramar Lift Station, the professional services contract with Phoenix Civil Engineering for the Miramar Lift Station, and a public hearing on Resolution No. 2017-906 increasing the current fee schedule.

**9. ADJOURNMENT**

There being no other business, on MOTION to adjourn by Director Kern and second by Director Kerns, the meeting adjourned at 2:50 p.m. by the following vote:

Ayes: Kern, Williams, Kerns  
Absent: Ishkanian, Owens



Robert Williams, President

ABSENT

Judith Ishkanian, Vice President



Thomas N. Kern, Treasurer

ABSENT

Warner Owens, Secretary



Jeff Kerns, Director