

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

December 14, 2015

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on December 14, 2015 at 1042 Monte Cristo Lane, Montecito, California.

ATTENDANCE

Present: Directors Thomas Kern, Jeff Kerns, Judith M. Ishkanian, Warner B. Owens, and Bob Williams

Also Present: Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Alex Alonzo, MSD Operations Manager
Carole Rollins, MSD Laboratory & Pretreatment Manager

2. APPROVAL OF MINUTES OF THE LAST MEETING

The minutes of November 9, 2015 were included in the agenda packet.

On MOTION by Director Kerns and second by Director Ishkanian, the minutes were approved unanimously without abstention.

3. APPROVAL OF PAYROLL AND PAYABLES

On MOTION by Director Williams and second by Director Kern, the Board approved unanimously without abstention the payroll and accounts payable expenses from November 9, 2015 through December 14, 2015:

Accounts Payable Expenses	\$ 171,119.39
Payroll and Related Expenses	<u>222,742.46</u>
Total Expenses	\$ 393,861.85

4. PUBLIC COMMENT

No member of the public addressed the Board.

5. OLD BUSINESS

A. MONTECITO WATER REUSE

Carole Rollins, MSD Laboratory & Pretreatment Manager, recently attended the National Water Reuse Symposium in Seattle, Washington and presented water reuse information from the symposium and her continued research. Her presentation included recent successful water reuse projects, current regulations, science, engineering, and public acceptance of recycled water.

ACTION: None

B. AUDITED FINANCIAL STATEMENTS – FISCAL YEAR 2014-2015

Upon MOTION by Director Williams and second by Director Kern, the Board approved unanimously without abstention the Audited Financial Statements for Fiscal Year 2014-2015 and directed staff to file the report with the required agencies.

ACTION: Staff

6. NEW BUSINESS

A. ADMINISTRATION AND OPERATIONS (A&O) COMMITTEE - REPORT

The A&O Committee reported on its November 30th meeting, which included a review of a draft Board Policy Manual. After discussion, there was consensus that the proposed manual included approved and practiced Board policies.

Upon MOTION by Director Ishkanian and second by Director Williams, the Board approved unanimously without abstention the creation of a Board Policy Manual and directed staff to submit the draft Manual to Legal Counsel and to bring a reviewed manual to the January 11th meeting for proposed adoption.

ACTION: Staff/Legal Counsel

B. FINANCE COMMITTEE - REPORT

The Finance Committee reported on its December 1st meeting, which included review of the draft audited financial statements, discussion of reclassification of some expenses, and the status of the Cost of Services study by Water Consultancy of Ventura. The Committee will meet on January 6th to further review the study with Mr. Lynn Takaichi.

ACTION: Committee/Staff

C. PICK UP TRUCK – PURCHASE ORDER AUTHORIZATION – NATIONAL AUTO FLEET GROUP

The District’s Capital Improvement Program (CIP) budget for fiscal year 2015-2016 includes \$50,000 for a pickup truck (Project No. 8) to replace the District’s 2002 Dodge Dakota.

After researching small pickup models, staff has decided that a two wheel drive Toyota Tacoma with a V-6 engine and double cab will best meet District needs. MSD belongs to the National Joint Powers Alliance (NJPA), which has awarded National Auto Fleet Group a cooperative contract (#102811) that allows participating agencies to use its bid pricing. As a result, the District has been quoted the cooperative contract price of \$36,344 for a white 2016 Toyota Tacoma two wheel drive double cab V6 AT SR5.

Upon MOTION by Director Kern and second by Director Williams, the Board approved unanimously without abstention the purchase of the Toyota Pickup and authorized the General Manager to issue a purchase order to National Auto Fleet Group for \$36,344, which includes estimated taxes, delivery, and licensing costs.

ACTION: Staff

D. RESOLUTION NO. 2015-895 – INVENTORY OF DISTRICT LANDS AND AIR SPACE

The Government Code requires the District to conduct an annual inventory of all District lands and air space to determine whether any exceeds District needs. This year, no excess land or air space was identified; related proposed Resolution No. 2015-895 was included in the agenda packet.

After discussion and on MOTION made by Director Ishkanian and second by Director Kern, Resolution No. 2015-895 was adopted and executed. The MOTION passed with this roll call vote:

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

ACTION: Board Officers

E. RESOLUTION NO. 2015-896 – APPROVING DISTRICT HOLIDAYS FOR 2016

Each year the Board adopts a resolution approving the next year's legal holidays. Proposed Resolution No. 2015-896, included in the agenda packet, sets these 2016 holidays:

1. January 1st - New Year’s Day
2. Third Monday in February - Presidents’ Day
3. Last Monday in May - Memorial Day
4. July 4th - Independence Day
5. First Monday in September - Labor Day
6. Fourth Thursday in November - Thanksgiving Day
7. December 25th - Christmas Day

- If a holiday falls on a Sunday, the Monday following is the observed Holiday and the District office is closed on that Monday.
- If a holiday falls on a Saturday, the preceding Friday is the observed Holiday and the District office is closed on that Friday.

After discussion and on MOTION made by Director Williams and second by Director Ishkanian, Resolution No. 2015-896 was adopted and executed. The MOTION passed by this roll call vote:

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

ACTION: Board Officers

F. CSDA POLICY SURVEY

The Board discussed a CSDA policy advocacy survey included in the agenda packet and agreed that the survey should reflect its recommended focus on Formation and Reorganization.

Upon MOTION by Director Ishkanian and second by Director Kerns, the Board approved unanimously without abstention the selection of the four items on the survey about Formation and Reorganization, and directed staff to advise CSDA of these choices.

ACTION: Staff

G. LOCAL AGENCY FORMATION COMMISSION (LAFCO) – NOMINATIONS AND VOTING FOR SPECIAL DISTRICT MEMBER OF THE COMMISSION

In response to a LAFCO notice, which was included in the agenda packet, the Board discussed the director who should attend the Santa Barbara County Independent Special District Selection Committee meeting on January 25th at 5:00 p.m. in the Buellton Marriott and vote on behalf of the Board.

Upon MOTION by Director Kern and second by Director Williams, the Board approved unanimously without abstention the appointment of Director Owens as the District's representative and directed him to attend the January 25th meeting.

ACTION: Director Owens

H. INFORMATION ITEMS

- Director Ishkanian reported that the SBCCSDA November 20th holiday meeting was a success, with forty-eight attendees, that the January 25th meeting will elect officers, and that she is

running for Chapter president. The February 22nd meeting will be at Glenn Annie and will include a presentation by Fire Chief Chip Hickman on “Gibraltar – The Fire That Wasn’t.”

- The CASA conference in Palm Springs on January 20th - January 22nd will be attended by Directors Williams, Kerns, and Ishkanian.

I. AGREEMENTS SIGNED

1480 Wyant Road – Pool Cabana

7. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the agenda packet.

8. ITEMS FOR THE NEXT AGENDA

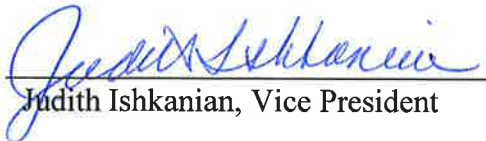
- Board organization changes for calendar year 2016
- Board Policy Handbook
- Finance Committee Report
- LAFCO Representative - Voting

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 3:01 p.m.



Warner Owens, President



Judith Ishkanian, Vice President



Jeff Kerns, Secretary



Tom Kern, Treasurer



Robert Williams, Director

