

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

December 10, 2018

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on December 10, 2018 at 1042 Monte Cristo Lane, Montecito, California.

ATTENDANCE

Present: Directors Thomas Kern, Jeff Kerns, Tom Bollay, Woody Barrett, and Dana Newquist

Absent: None

Also Present: Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Carrie Poytress, MSD Engineering Manager
Rico Larroude, MSD Collections/Maintenance Supervisor
Hillary Hauser, Heal the Ocean
Andrew Juliano, Heal the Ocean
Warner Owens, Resident
Leon Bartholemew, Resident
Ken Coates, MWD Board President
Nick Turner, MWD General Manager
Bob Hazard, Montecito Journal

2. APPROVAL OF MINUTES OF THE LAST MEETING

The minutes of the November 26, 2018 meeting were included in the agenda packet. On MOTION by Director Bollay and second by Director Kerns, the Board approved unanimously the minutes of November 26, 2018.

3. APPROVAL OF PAYABLES

On MOTION by Director Bollay and second by Director Kerns, the Board approved unanimously these payroll and accounts payable expenses from November 26, 2018 through December 10, 2018:

Accounts Payable Expenses	\$ 94,795.93
Capital Improvement Projects	102,618.37
Payroll and Related Expenses	<u>87,151.89</u>
Total Expenses	\$ 284,566.19

4. **PUBLIC COMMENT**

None

5. **OLD BUSINESS**

A. **Montecito Water Reuse**

General Manager Gabriel and Nick Turner of Montecito Water District reported on the recent Montecito Water District meeting regarding its 2018 Recycled Water Feasibility Plan.

6. **NEW BUSINESS**

A. **Annual Organizational Decisions**

Director Kern called for the election of the Board President. Director Bollay was nominated.

On MOTION by Director Newquist and second by Director Kerns, the Board elected unanimously without abstention Director Bollay as President.

President Bollay then announced: “Pursuant to law, this is the time and place for the annual meeting to organize the members of the Governing Board.”

Director Kerns was nominated as Vice President. On MOTION by Director Bollay and second by Director Kern, the Board elected unanimously without abstention Director Kerns as Vice President.

Director Barrett was nominated as Secretary. On MOTION by Director Kerns and second by Director Bollay, the Board elected unanimously without abstention Director Barrett as Secretary.

Director Kern was nominated as Treasurer. On MOTION by Director Bollay and second by Director Kerns, the Board elected unanimously without abstention Director Kern as Treasurer.

President Bollay made the following appointments:

Director Kern and Director Barrett to the Finance Committee.

Director Bollay and Director Kerns to the Administrative and Operations (A&O) Committee.

Director Kern and Director Barrett to the Personnel Committee.

Director Bollay and Director Newquist to the Public Information Committee.

On MOTION by Director Bollay, and second by Director Newquist, the Board approved unanimously without abstention the appointment of Diane Gabriel as General Manager/District Engineer.

On MOTION by Director Kerns and second by Director Kern, the Board approved the appointment of Janet McGinnis as General Legal Counsel, with Directors Newquist and Barrett abstaining.

On MOTION by Director Kern and second by Director Kerns, the Board approved unanimously without abstention the appointment of Melissa Fassett as Legal Counsel for Personnel matters.

The Board approved unanimously without abstention that the Regular Meetings of the Governing Board of the Montecito Sanitary District will be the second and last Thursdays of each month, beginning at 1:15 p.m. in the Montecito Sanitary District Board Room at 1042 Monte Cristo Lane.

President Bollay then announced: “The organization procedures are complete. An updated Statement of Facts shall be filed with the Secretary of State and the Santa Barbara County Clerk. The Board will now continue with the regular meeting as set forth in today’s agenda.”

ACTION: Staff

B. Resolution No. 2018-914 – Approving District Holidays for 2019

Each year the Board adopts a resolution approving the next year's legal holidays. Proposed Resolution No. 2018-914, included in the agenda packet, sets these 2019 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 Newquist and second by Director Kern, Resolution No. 2018-914 was adopted and executed. The MOTION passed by this roll call vote:

AYES: Kern, Kerns, Bollay, Barrett, Newquist
NAYS: None
ABSENT: None
ABSTAIN: None

ACTION: None

C. Financial Audit Report – Fiscal Year 2017-2018

The financial statements for Fiscal Year 2017-2018, as prepared by Bartlett, Pringle, & Wolf, were distributed to the Board. At its meeting on November 26, 2018 the Board voted to approve the draft financial audit report.

Staff distributed the final version of the Financial Audit Report for fiscal year 2017-18, and will file the report with the required agencies.

ACTION: Staff

D. Rainwater Inflow and Infiltration – Enforcement of District Ordinance No. 12

Engineering Manager Poytress and Collections/Maintenance Supervisor Larroude reported on the recent rainfall and the amount of rainwater that entered the sanitary sewer system in violation of District Ordinance No. 12. It was suggested the Public Information Committee meet to discuss public outreach opportunities on the subject.

ACTION: Public Information Committee

E. Agreements Signed

None

7. ENGINEERING, OPERATIONS AND MAINTENANCE

The Board reviewed the information in the agenda packet.

8. ITEMS FOR NEXT AGENDA



The next regularly scheduled Board meeting will be January 10, 2019.

9. ADJOURNMENT

There being no other business, on MOTION to adjourn by Director Kerns and second by Director Kern, the MOTION passed unanimously without abstention and the meeting adjourned at 3:35 p.m.



Thomas Bollay, President


Jeffrey Kerns, Vice President
Ellwood T. Barrett, Secretary
Thomas Kern, Treasurer
Dana Newquist, Director