

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

**December 12, 2016**

**1. CALL TO ORDER**

The Governing Board of the MONTECITO SANITARY DISTRICT convened a regular meeting at 1:15 p.m. on December 12, 2016 at 1042 Monte Cristo Lane, Montecito, California.

**ATTENDANCE**

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

**Absent:** None

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

Bryce Ross, Caruso Affiliated  
Peter Hayden, Caruso Affiliated  
Donna Senauer, Resident

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

The minutes of November 14, 2016 were included in the agenda packet.

On MOTION by Director Williams and second by Director Kern, the minutes were approved as amended unanimously without abstention.

**3. APPROVAL OF PAYROLL AND PAYABLES**

On MOTION by Director Kerns and second by Director Ishkanian, the Board approved unanimously without abstention these payroll and accounts payable expenses from November 14, 2016 through December 12, 2016:

Accounts Payable Expenses	\$ 117,738.97
Capital Projects	9,965.14
Payroll Expenses	<u>163,143.39</u>
Total Expenses	\$ 290,847.50

**4. PUBLIC COMMENT**

Director Ishkanian reported former MSD Director Deirdre Cannata passed away November 17, 2016. Memorial services will be held at the Mission Santa Barbara on December 28<sup>th</sup> at 11 a.m.

**5. OLD BUSINESS**

**A. MONTECITO WATER REUSE**

District Engineer Poytress reported on the progress that has been made with four neighboring properties regarding their use of recycled water. The Santa Barbara Cemetery, Music Academy of the West, Four Season Biltmore, and Ty Warner residence are all willing to use recycled water, which would amount to a daily recycled water use of approximately 42,000 gallons.

Ms. Poytress, General Manager Gabriel, and Operations Manager Alonzo await a contact from and further discussion with Montecito Water District's general manager and new engineer.

**B. AUDITED FINANCIAL STATEMENTS – FISCAL YEAR 2015-2016**

Staff distributed the Audited Financial Statements for Fiscal Year 2015-2016 to the Board and reported that the statements would be distributed to the appropriate and required agencies.

ACTION: Staff

**6. NEW BUSINESS**

**A. ANNUAL ORGANIZATIONAL ACTION**

President Owens called for the election of the Board President. Director Williams was nominated. On MOTION by Director Kern and second by Director Ishkanian, the Board elected unanimously without abstention Director Williams as President.

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

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

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

Director Kerns was nominated as Secretary Pro Tem. On MOTION by Director Ishkanian and second by Director Owens, the Board elected unanimously without abstention Director Kerns as Secretary Pro Tem.

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

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

On MOTION by Director Owens and second by Director Ishkanian, the Board approved unanimously without abstention the appointment of Janet McGinnis and Melissa Fasset as Legal Counsel.

On MOTION by Director Kern and second by Director Kerns, the Board approved unanimously without abstention the appointment of the following slate:

Director Kern and Director Williams to the Finance Committee.

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

Director Ishkanian and Director Owens to the Personnel Committee.

Director Owens and Director Ishkanian to the Public Information Committee.

On MOTION by Director Kerns and second by Director Owens, the Board approved unanimously without abstention that the Regular Meeting of the Governing Board of the Montecito Sanitary District will be the second and last Mondays of each month, beginning at 1:15 p.m. in the Montecito Sanitary District Board Room at 1042 Monte Cristo Lane.

President Williams 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 proceed with the regular meeting as set forth in today’s agenda.”

ACTION: Staff

**B. RESOLUTION NO. 2016-901 – 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. 2016-901 was included in the agenda packet.

After discussion and on MOTION made by Director Ishkanian and second by Director Kern, Resolution No. 2016-901 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: None

**C. RESOLUTION NO. 2016-902 – APPROVING DISTRICT HOLIDAYS FOR 2017**

Each year the Board adopts a resolution approving the next year's legal holidays. Proposed Resolution No. 2016-902, included in the agenda packet, sets these 2017 holidays:

1. January 1<sup>st</sup> - New Year's Day
2. Third Monday in February - Presidents' Day
3. Last Monday in May - Memorial Day
4. July 4<sup>th</sup> - Independence Day
5. First Monday in September - Labor Day
6. Fourth Thursday in November - Thanksgiving Day
7. December 25<sup>th</sup> - 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. 2016-902 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:	 None

**D. MIRAMAR SEWER LIFT STATION AND FORCE MAIN PRELIMINARY DESIGN-PROFESSIONAL SERVICES AGREEMENT – PHOENIX CIVIL ENGINEERING, INC.**

General Manager Gabriel reported that after issuing Requests for Qualifications to three local civil engineering firms, District staff selected and negotiated a scope of services and fee with Phoenix Civil Engineering. Its time and materials not-to-exceed fee of \$32,645 includes professional services through the preliminary design phase, providing the District with a preliminary design of the sewer lift station (located on the Miramar site), the sewer force main pipeline (located in South Jameson Lane), and a construction cost estimate. The District's agreement with Phoenix would provide for extra services funding to cover the cost of work elements not currently identified or described in the scope of services. The extra services funding is \$3,264.50, for a total preliminary design cost of \$35,909.50.

Engineer Poytress showed the location of the proposed lift station in the northeasterly corner of the Miramar property and a map of the proposed force main alignment running for the proposed lift station westerly approximately 3,000 feet in South Jamison Lane. Ms. Gabriel also noted the required funding from the Miramar had been received and deposited into a new MSD checking account at Montecito Bank & Trust.

After discussion and on MOTION made by Director Williams and second by Director Ishkanian, the Board approved unanimously without abstention the execution of the professional services contract with Phoenix Civil Engineering in the amount of \$35,909.50 for the preliminary design of the Lift Station and Sewer Force Main to serve the Miramar.

ACTION: Staff

**E. INFORMATION ITEMS**

- Director Ishkanian reported on the SBCCSDA holiday meeting on Friday, November 18<sup>th</sup> in Buellton. The next meeting agenda includes the election of the SBCCSDA board and is January 23<sup>rd</sup> at the Glen Annie Golf Course
- The Board was reminded that the District holiday party begins at 6 p.m. on December 17<sup>th</sup> at Stella Mare.
- The CASA Conference is January 18-20 in Palm Springs. Directors Williams and Ishkanian will attend.

**F. AGREEMENTS SIGNED**

1260 East Mountain Drive; Sewer Service Agreement for Pool Cabana  
1711 Fernald Point Lane; Sewer Service Agreement for Pool Cabana  
1711 Fernald Point Lane; Agreement for On Site Pump Station and Force Main  
682 El Rancho Road; Sewer Service Agreement for Pool Cabana  
495 East Mountain Drive; Sewer Service Agreement for Pool Cabana  
1759 Glen Oaks Drive; Sewer Service Agreement for Pool Cabana/Workshop  
1210 Channel Drive; Sewer Service Agreement for Pool Cabana

**7. OPERATIONS AND MAINTENANCE**

The Board reviewed the information in the agenda packet.

**8. ITEMS FOR THE NEXT AGENDA**

**9. ADJOURNMENT**

There being no other business, on MOTION to adjourn by Director Ishkanian and second by Director Kerns, the MOTION passed unanimously without abstention and the meeting adjourned at 2:45 p.m.



Bob Williams, President



Warner Owens, Vice President



Thomas N. Kern, Treasurer



Judith Ishkanian, Secretary



Jeff Kerns, Secretary Pro Tem

