

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

**March 14, 2011**

**1. CALL TO ORDER**

The Governing Board of the MONTECITO SANITARY DISTRICT met in regular session on the 14<sup>th</sup> day of March 2011 at 1042 Monte Cristo Lane, Montecito, California, at 1:15 p.m.

**ATTENDANCE**

**Present:** Directors Charles C. Arnold, Deirdre M. Cannata, Judith M. Ishkanian, Jeff Kerns; Edward P. McAniff

**Also Present:** Diane Gabriel, General Manager; Debbie Hughey, Office Manager

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

The minutes from the prior Board meeting were included in the agenda packets for Board review. Upon MOTION by Director Cannata, and seconded by Director McAniff, the minutes of February 28, 2011 were approved as submitted.

**3. APPROVAL OF PAYROLL AND PAYABLES**

Upon MOTION by Director Ishkanian, and seconded by Director Arnold, the Board approved the PAYROLL AND ACCOUNTS PAYABLE EXPENSES for the District through March 14, 2011 as follows:

Accounts Payable (3/14/11)	\$46,005.75
Payroll (3/10/11)	\$34,017.11
Payroll Related (3/10/11)	\$ 9,794.44

**TOTAL**

**\$89,817.30**

**4. PUBLIC COMMENT**

Homeowners Darrell & Kirsten Becker from 1775 Glen Oaks attended the meeting to request that the Board reconsider their decision made on February 14, 2011 denying the Becker's request to waive fees collected for an auxiliary structure on their property.

A MOTION was made by Director Cannata, and seconded by Director Ishkanian, that this item be once again placed on the agenda for the next scheduled Board meeting. The MOTION passed unanimously.

President Kerns thanked the homeowners for taking the time to come in to discuss their concerns with the Board.

ACTION: Board and Staff

**5. OLD BUSINESS**

No old business.

**6. NEW BUSINESS**

**A. CAPITAL IMPROVEMENT PROJECTS (CIP) – CONSTRUCTION UPDATE**

Manager Gabriel briefed the Board on the status of the various Capital Improvement Projects currently under construction. In 2007 when the projects were funded there was approximately \$10.5 million available and three specifically significant projects; construction of the maintenance building, Lift Station No. 4 Refurbishment and sewer force main replacement, and the Treatment Plant Electrical Control Upgrade. These projects have been completed. The current projects are the construction of a Laboratory Building; which is scheduled for completion in July; the installation of new pumps at Lift Station No. 1 to be completed in June; and the ongoing Sewer Main Rehabilitation Project.

**B. ARCHITECTS WEST – PROFESSIONAL SERVICES CONTRACT – EXTRA SERVICES AUTHORIZATION**

The General Manager reported to the Board that at their meeting on October 25, 2010, they voted to authorize the execution of a professional services contract with Architects West for design related construction services. The professional services contract was approved by the Board with an extra service allowance of \$3,875. These extra services can be approved by the General

Manager as the needs of the project warrant. To date, \$3,507.50 of the \$3,875 in extra services has been approved by the General Manager. The \$3,507.50 of approved extra service funding was authorized to cover the cost to design a system to supply compressed air and vacuum to the lab.

Manager Gabriel presented to the Board photos and elevations of the laboratory building from the northerly side; specifically the views from the Vons parking lot and Coast Village Road. Since the time the Laboratory Building was designed, the railroad has had numerous large eucalyptus trees cut down along the railroad tracks and the absence of these trees has made the new Laboratory Building and the Maintenance Building much more visible from the north. It was recommended to the Board to have aesthetic enhancements made to the north side of the building. Conceptual elevations of the proposed aesthetic enhancements were presented to the Board. The cost to construct a screening feature using red tile is estimated to cost \$10,000 to \$15,000 for which there are adequate change order funds authorized under the SBS Contract. However, there are not adequate funds in the Architects West contract to design these aesthetic enhancements.

After some discussion, a MOTION was made by Director Ishkanian, and seconded by Director Cannata, that the Board authorize additional extra services funding to Architects West contract in the amount of \$10,750 to design a feature on the roof to screen the three large vent pipes and enhance the aesthetics of the building from the northerly side. The MOTION passed with one Director opposed stating that a higher amount of extra services funding should be made available to cover any additional unforeseen items.

ACTION: Manager Gabriel

### **C. PUBLIC RELATIONS COMMITTEE**

Manager Gabriel informed the Board that the Public Relations Committee met with the Collections System Maintenance Manager on Monday March 7<sup>th</sup> at 1:00 p.m. The members of the Public Relations Committee (Directors Ishkanian and McAniff) briefed the Board on the ideas and suggestions for outreach and customer education to the community.

A MOTION was made by Director Ishkanian, and seconded by Director McAniff, that staff be directed to contact the Montecito Journal to submit an educational article to run in an upcoming issue. The MOTION passed unanimously.

ACTION: Staff

**D. CONTINUING DISCLOSURE ANNUAL REPORT (CERTIFICATES OF PARTICIPATION)**

For informational purposes, the General Manager reported that as a result of the Certificates of Participation funding and the Disclosure Agreement, the District has an obligation to file what is called a Continuing Disclosure Annual Report. Staff worked with Mr. Joshua Lentz, at Applied Best Practices, LLC (also known as Fieldman/Rolapp & Associates), to compile the updated information from the current audited financial statements, as well as service charge information and rates as of June 30, 2010. The report must and will be filed with specific nationally recognized municipal securities information repositories as approved by the Securities and Exchanges Commission, as well as sending a copy of the report to Bank of New York who serves as the administrators of the District's COP funds.

**E. STATEMENT OF ECONOMIC INTEREST – FORM 700 FOR 2010**

Manager Gabriel stated that pursuant to Government Code Section 87200 et seq., all designated employees listed in the District's Conflict of Interest Code must file California Form 700, Statement of Economic Interests. The designated employees for the District are: Directors, General Manager, and Legal Counsel. These forms were mailed to the Directors and collected in order to meet the filing date with the Santa Barbara County Clerk, Recorder & Assessor's Office which is April 1, 2011.

**F. CALIFORNIA SANITARY RISK MANAGEMENT ASSOCIATION (CSRMA) 2010 ANNUAL REPORT**

Manager Gabriel and the Board reviewed the CSRMA 2010 Annual Report for the period ending June 30, 2010. The District is a member of CSRMA which is a Joint Powers Authority (JPA) comprised of approximately 60 member agencies. CSRMA provides a number of risk control services to the District. These services consist of Pooled Liability (general and auto); Pooled Workers' Compensation (work-incurred injuries only); Public Entity Property Insurance (property insurance), Mobile Equipment Insurance (Vac-Con, generators, loader, etc.); and Master Crime Program.

**G. RESOLUTION NO. 2011-866 – APPROVING ADOPTION OF THE CALIFORNIA PUBLIC EMPLOYEES' DEFERRED COMPENSATION PLAN**

The General Manager reported that the District currently offers its employees a deferred compensation plan (Hartford Deferred Compensation Plan which was established by the District in October 1992.) The Board received, in their agenda packets, a draft Resolution regarding adoption of a CalPERS Deferred Compensation Plan. This plan will be completely voluntary and the employee must elect to participate. This plan is meant to provide an alternative or

addition to the existing deferred compensation plan. The funds that may be deposited into the CalPERS Deferred Compensation Plan are employee funds and no Montecito Sanitary District funding is authorized.

After discussion, a MOTION was made by Director Arnold, and seconded by Director McAniff, that Resolution No. 2011-866 be approved. The MOTION passed by the following roll-call vote:

AYES:	Arnold, Cannata, Ishkanian, Kerns, McAniff
NAYS:	None
ABSENT:	None
ABSTAIN:	None

ACTION: Staff

#### **H. INFORMATIONAL ITEMS**

1. California Special Districts Association (CSDA) Monthly Chapter Dinner Meeting. Monday, March 28, 2011 held at Goleta Holiday Inn featuring Joni Grey, County Supervisor, 4<sup>th</sup> District. This meeting will be attended by Director Ishkanian.
2. California Association of Sanitation Agencies (CASA) Spring Conference, April 27-29 held at the Hyatt Regency, Sacramento. No Board member will be attending.

#### **I. AGREEMENT(S) TO BE SIGNED**

No Agreements to be signed.

#### **7. OPERATIONS AND MAINTENANCE**

The Board reviewed the Operations and Maintenance information included in their agenda packets.

#### **8. ITEMS FOR FUTURE AGENDAS**

1775 Glen Oaks – 2<sup>nd</sup> appeal by homeowners of Board decision made on February 14<sup>th</sup>.

9. ADJOURNMENT

There being no further business to come before the Board, it was MOVED by Director Arnold, and seconded by Director Cannata, that the meeting be adjourned. The MOTION carried, and the meeting adjourned at 2:40 pm.



Jeff Kerns, President



Judith M. Ishkanian, Vice-President



Edward P. McAniff, Secretary



Charles C. Arnold, Treasurer



Deirdre M. Cannata, Director