

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

**September 23, 2013**

**A. CALL TO ORDER**

The Governing Board of the MONTECITO SANITARY DISTRICT met in regular session on the 23<sup>rd</sup> day of September 2013 at 1042 Monte Cristo Lane, Montecito, California, at 1:15 p.m.

**ATTENDANCE**

**Present:** Directors Judith M. Ishkanian, Deirdre M. Cannata, Thomas Kern, Jeff Kerns, and Warner B. Owens

**Absent:**

**Also Present:** Diane M. Gabriel, General Manager, Toni M. McDonald, District Administrator, Carole Rollins, Laboratory and Pretreatment Manager

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

The minutes from the prior Board meeting were included in the agenda packets. On MOTION by Director Kerns and second by Director Kern, the minutes of August 26, 2013 were approved.

**C. APPROVAL OF PAYROLL AND PAYABLES**

On MOTION by Director Owens and second by Director Kern, the Board approved these PAYROLL AND ACCOUNTS PAYABLE EXPENSES from August 27, 2013 through September 23, 2013:

Accounts Payable Expenses	\$ 101,869.55
Payroll and Related Expenses	146,218.61
Total Expenses	<u>\$ 248,088.16</u>

4. **PUBLIC COMMENT**

No member of the public was present to address the Board on non-agenda items.

5. **OLD BUSINESS**

No old business.

6. **NEW BUSINESS (A – D)**

**A. PLANT MAINTENANCE TRUCK – PURCHASE ORDER AUTHORIZATION**

The General Manager reported that on August 12, 2013 the Board authorized the purchase of a 2014 Ford F-450, regular cab, gasoline utility truck from Vista Ford of Oxnard for \$31,650.18. This truck is COP funded Capital Project number 28. The \$75,000 budgeted includes the truck purchase and installation of a utility truck bed, including roll out drawers, a crane, and other appurtenances. Vista Ford will have the truck ready on September 30th for delivery to the authorized truck bed builder.

The District received three bids for construction and installation of the truck bed and crane:

California Truck Equipment Company (CTEC)	\$39,816.36
Douglass Truck Bodies	\$39,853.97
Royal Truck Body	\$42,465.88

The low bid from CTEC is responsive and responsible. Adequate funds are budgeted for this COP project.

After discussion, on MOTION by Director Kern and second by Director Owens to authorize the General Manager to issue a purchase order for the construction and installation of a utility truck bed and crane to CTEC in the amount of \$39,816.36, the MOTION passed unanimously.

ACTION: General Manager

**B. LIFT STATION NO. 2 AND NO. 4 GENERATOR REPLACEMENTS – PURCHASE ORDER AUTHORIZATION – QUINN POWER SYSTEMS**

The General Manager reported that the District's Operations and Maintenance (O&M) Budget for Fiscal Year 2013-14 includes some non-COP Capital Improvement Projects. One project is the replacement of emergency generators at two of the four lift stations. Air Pollution Control District regulations have limited the District's ability to properly exercise the existing generators.

The generators were installed in 1990 (Lift Station No. 2) and 1994 (Lift Station No. 4) and no longer meet current air emissions regulations.

Staff has found the Caterpillar generators to be reliable and is very familiar with their operation and maintenance requirements. The National Joint Powers Alliance (NJPA), a nationally recognized organization, awarded Caterpillar a Cooperative Contract (#060311) which allows other governmental agencies to use Caterpillar's bid pricing.

The local Caterpillar distributor, Quinn Power Systems, has provided quotes which are consistent with the NJPA Cooperative Contract pricing for the two generators:

Lift Station No. 2 – Caterpillar Model D60- 6 Diesel Generator Set	\$38,711.50 plus tax
Lift Station No. 4 – Caterpillar Model D100-6 Diesel Generator Set	\$40,412.44 plus tax

The Fiscal Year 2013 -14 O&M Budget includes \$100,000 for this capital improvement project.

After discussion, on MOTION made by Director Kern and second by Director Cannata to authorize the General Manager to issue purchase orders to Quinn based on the NJPA Cooperative Contract pricing, the MOTION passed unanimously.

ACTION: General Manager

**C. ADMINISTRATION AND OPERATIONS (A&O) COMMITTEE REPORT**

On August 27<sup>th</sup> the A&O Committee (Directors Kerns and Owens) met with staff to review draft documents for the proposed Fats, Oil, and Grease (FOG) Program. The Committee also reviewed information prepared to educate the public about proper disposal of unused medications. Carol Rollins, Laboratory and Pretreatment Manager, reported on the meeting. She reported that the A&O Committee reviewed information on the drug disposal education program, which would include advertising in the local newspaper to inform the public. She also reported that the Committee reviewed a draft ordinance regarding the proper handling of Fats, Oils and Grease (FOG) and regulating the discharge of FOG into the District's wastewater collection system. The A&O Committee recommended that the Board vote to direct staff to work with legal counsel on this proposed ordinance and return to the Board for consideration and adoption.

After discussion, on MOTION made by Director Cannata and second by Director Kern to recommend that staff work with legal counsel on a proposed ordinance for Board consideration and adoption, the MOTION passed unanimously.

ACTION: Staff

**D. FINANCE COMMITTEE MEETING REPORT**

On August 29<sup>th</sup> the Finance Committee (Directors Kern and Owens), Manager Gabriel, and District Administrator McDonald met with Santa Barbara County Investment Pool representatives. Director Kern reported on the meeting with Harry Hagen, Treasurer-Tax Collector, and Kim Tesoro, Assistant Treasurer-Tax Collector. Director Kern presented detailed notes of this meeting, informed the Board of the Treasurer-Tax Collector's review of the District's investment policy, and noted the recommendation of necessary revisions to said policy. Toni McDonald reported the revised investment policy is being reviewed by legal counsel, and will be presented at the next board meeting.

**E. INFORMATIONAL ITEMS**

President Ishkanian presented her notes on the CASA conference August 21-24 in San Diego. Director Owens and Director Cannata agreed the conference was an educational event worth attending.

**F. AGREEMENTS SIGNED**

No new agreements.

**7. OPERATIONS AND MAINTENANCE**

The Board reviewed the information provided in their packets and the General Manager reported on the belt press refurbishment project which is in progress.

**8. ITEMS FOR THE NEXT AGENDA**

The Board will consider adoption of an updated Investment Policy.


**9. ADJOURNMENT**

There being no other business, on MOTION to adjourn by Director Cannata and second by Director Kern, the MOTION carried and the meeting adjourned at 2:20 p.m.

  
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Judith M. Ishkanian, President

Absent   
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Jeff Kerns, Vice President

  
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Deirdre M. Cannata, Secretary

  
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Thomas Kern, Treasurer

  
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Warner B. Owens, Director