

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

January 30, 2012

1. CALL TO ORDER

The Governing Board of the MONTECITO SANITARY DISTRICT met in regular session on the 30th day of January 2012 at 1042 Monte Cristo Lane, Montecito, California, at 1:15 p.m.

ATTENDANCE

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

Absent: Deirdre M. Cannata

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 Ishkanian, and seconded by Director McAniff, the minutes of January 9, 2012 were approved as submitted.

3. APPROVAL OF PAYROLL AND PAYABLES

Upon MOTION by Director McAniff, and seconded by Director Ishkanian, the Board approved the PAYROLL AND ACCOUNTS PAYABLE EXPENSES for the District through January 30, 2012 as follows:

Accounts Payable (1/13/12)	\$11,774.08
Accounts Payable (1/19/12)	\$19,446.43
Accounts Payable (1/30/12)	\$41,920.33
Payroll (1/12/12)	\$36,342.44
Payroll Related (1/12/12)	\$33,603.48

CONTINUED

Payroll (1/26/12)	\$36,781.21
Payroll Related (1/26/12)	\$13,689.34

TOTAL **\$193,557.31**

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. ADMINISTRATION AND OPERATIONS (A&O) COMMITTEE REPORT

At the Board meeting on January 9, 2012 the Board voted to have the legal counsel for the District be determined through a process to be established by the A&O Committee. The A&O Committee met with the General Manager on January 17th to discuss the selection process to determine legal counsel for the upcoming year. President Kerns asked Manager Gabriel to summarize, for the Board, the procedure recommended by the A&O Committee. The General Manager stated that five different legal firms have been identified as potential candidates. These firms who have special district and sanitary agency experience, will be invited for interviews, presenting their qualifications to the A&O Committee and the General Manager. The A&O Committee will then offer their recommendation to the Board for their approval. The Board reviewed and approved a draft letter to the candidates requesting their qualifications and inviting them to an interview. Manager Gabriel was directed to finalize the letter, send it and follow up with a telephone call. The interviews will take place in February at a time agreed to by the A&O Committee.

ACTION: Manager Gabriel/A&O Committee

B. COLLECTION SYSTEM MAINTENANCE PLAN FOR 2012

The Board received a presentation from Alex Alonzo, Collections System Manager. Alex provided maps that showed plans for future (2012) District maintenance work to be performed by the Collection Crew and sliplining work to be performed by contractors. He also handed out maps presenting information on the maintenance and CCTV work that was completed in 2011. Alex reported to the Board that the crew has already cleaned 9 miles of line since the first of the year. Alex stated that his goal for the District in 2012 is to clean 25 miles. Alex thanked the Board for their support of the Collection team. President Kerns stated that the Board appreciated the hard

work of Alex and the crew and recognizes what a difference it makes when the District has staff with a purpose and a plan, good morale, and enjoy what they do.

ACTION: None

C. OPERATIONS AND MAINTENANCE (O&M) BUDGET STATUS REPORT – SECOND QUARTER – PERIOD ENDED DECEMBER 31, 2011

The O&M Budget Status Report through the second quarter of the current fiscal year (FY 2011-12) was included in the agenda packet for the Board's review. Staff reviewed the current year to date expenses and revenue balances which was accepted by the Board. The report showed that District expenses are approximately 40% of the budget (mid-year) which is on track with the budget for FY 2011-12.

ACTION: None

D. INFORMATIONAL ITEMS

1. Director McAniff attended the Santa Barbara Chapter California Special Districts Association meeting held on January 23rd in Buellton. In addition to the regular monthly chapter meeting, the Special District Selection Committee was also meeting to vote on two special district appointments (regular member and alternate member vacancies) for LAFCO. Director McAniff reported that the appointments were, after voting, Craig Geyer for the regular member vacancy and John R. Fox for the alternate member vacancy. President Kerns thanked Director McAniff for his attendance at the meeting.
2. The Board members received a copy of the California Association of Sanitation Agencies (CASA) 2012 Membership Directory.
3. The Board members received a copy of the California Special District publication, November-December 2011.

E. 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

No future agenda items.

9. **ADJOURNMENT**

There being no further business to come before the Board, it was MOVED by Director Arnold, and seconded by Director McAniff, that the meeting be adjourned. The MOTION carried, and the meeting adjourned at 2:30 pm.



Jeff Kerns, President



Judith M. Ishkanian, Vice-President



Edward P. McAniff, Treasurer

A B S E N T

Deirdre M. Cannata, Secretary



Charles C. Arnold, Director