

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

**July 11, 2019**

**1. CALL TO ORDER**

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on July 11, 2019 at 1042 Monte Cristo Lane, Montecito, California.

**ATTENDANCE**

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

**Absent:** Jeff Kerns

**Also Present:** Diane M. Gabriel, MSD General Manager/District Engineer  
Toni M. McDonald, MSD District Administrator

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES**

The minutes of the June 7, 2019 and June 13, 2019 meetings were included in the agenda packet. After discussion, on MOTION by Director Newquist and second by Director T. Kern, the Board approved unanimously the minutes of June 7, 2019 and June 13, 2019.

**4. APPROVAL OF PAYABLES**

On Motion by Director Newquist and second by Director T. Kern, the Board approved unanimously these payroll and accounts payable expenses from June 8, 2019 through July 11, 2019:

Accounts Payable Expenses	\$ 191,752.33
Capital Improvements	43,147.16
Payroll and Related Expenses	180,304.16
 Total Expenses	 \$ 415,203.65

**5. PUBLIC COMMENT**

None

**6. OLD BUSINESS**

**A. Montecito Water Reuse**

President Bollay moved the discussion of Water Reuse to Agenda Item 7.B in order to discuss the Administration & Operations Joint Meeting with the Montecito Water District Strategic Planning Committee.

- B. **Fiscal Year 2019-20 Approved Operations and Maintenance Budget**  
The Board received copies of the approved budget and will be updated on the status quarterly.
- C. **Fiscal Year 2019-20 Approved Capital Improvement Projects Budget**  
The Board received copies of the approved budget and will be updated on the status quarterly.
- D. **Fiscal Year 2019-20 Approved Fund Balances & Estimated Revenues**  
The Board received copies of the approved budget and will be updated on the status quarterly.

7. **NEW BUSINESS**

A. **Annual Sewer Service Charge Hearing to Collect Sewer Service Charges on the County Tax Roll – Resolution No. 2019-917**

President Bollay announced it was the time and place for the annual hearing and decision whether the District’s sewer service charges for fiscal year 2019-20 should be placed on the County tax roll for collection as allowed under Ordinance 6. President Bollay asked District Administrator McDonald if the District had received any written or oral objections or protests by the owners of a majority of the parcels described in the report. Ms. McDonald responded that none had been received.

President Bollay reported that a letter sent on June 19th to all properties applying for a new sewer connection during the past fiscal year had informed these property owners of the District policy to collect the annual sewer service charges by means of the County tax roll and the annual hearing date. The Notice of Hearing had been published in the *Santa Barbara News-Press* on June 27<sup>th</sup> and July 4<sup>th</sup> and a Service Charge Report (listed by Assessor Parcel Numbers and Address) has been and remains available for inspection to advise any interested person of the service charge for a property in fiscal year 2019-20. District Administrator McDonald verified that the Affidavit of Mailing of the Notices of the Hearing to new customers had been signed by Board Secretary Barrett and that a Statement of the Secretary certifying that the service charge report was in order was ready to be signed.

President Bollay called for the adoption of Resolution No. 2019-917 directing the filing with the County Auditor of the Report of Sewer Service Charges for Fiscal Year 2019-20, which shall be placed on and collected by means of the County tax roll.

Upon MOTION by Director Newquist and second by Director Kern to adopt Resolution No. 2019-917, the MOTION passed on the following roll call vote:

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

ACTION: Staff

**B. Administration & Operations (A&O) Committee Meeting – Report**

The minutes of the A&O Committee meetings on June 27<sup>th</sup> and July 2<sup>nd</sup> were distributed.

Director Bollay reported the Committee met on June 27<sup>th</sup> to prepare for the July 2<sup>nd</sup> joint meeting with Montecito Water District (MWD) Strategic Planning Committee. It approved and worked on an educational power point presentation on the methods of treating recycled water and the technology to be used by the pilot project, and reviewed a proposed draft joint resolution of the MSD and MWD Boards, stating their intent to serve the Santa Barbara Cemetery with recycled water. The Committee also drafted a list of terms of agreement for the pilot project water, serving the full cemetery with recycled water, and undetermined future recycled water projects. Director Bollay noted that the Committee also discussed a proposed joint press release, and the status of ongoing capital projects.

Director Bollay reported the joint committees met on July 2<sup>nd</sup>, and MWD reported on the status of the hydrogeological study. At the meeting, MSD General Manager Gabriel and Engineering Manager Poytress gave the presentation on recycled water, and the Committees discussed hiring Jane Gray of Dudek to consult on environment review of recycled water projects. Staff from both Districts will meet with Ms. Gray prior to the next joint meeting on July 29<sup>th</sup>.

The joint committee discussed the proposed joint resolution. MWD staff was directed to edit the document as needed for its board and to return it to MSD staff for review with a goal for both boards to approve a resolution at their July Board meetings.

ACTION: Staff

**C. Public Information Committee Meeting - Report**

The minutes of the June 19<sup>th</sup> Public Information Committee meeting were distributed.

At its meeting, the Public Information Committee discussed the following:

- Q&A Press Release
- MSD/MWD Joint Statement on Recycled Water
- District Website
- Public Outreach

Director Newquist reported on the meeting. After discussion, the Board agreed the “Call Us First” campaign is a necessary public service at this time, as some plumbers may overcharge homeowners or perform work without the necessary permits.

ACTION: Staff

Director T. Kern left at this time (3:00 p.m.).

**D. Information Items**

- General Manager Gabriel reported on the June 24<sup>th</sup> SB Chapter of the California Special Districts Association dinner meeting.

**E. Agreements Signed**

None

**8. OPERATIONS AND MAINTENANCE**

The Board reviewed the information in the Board packet.

**9. ITEMS FOR FUTURE AGENDAS**

- Authorization to advertise for bid on Riven Rock sewer main extension project
- Recycled Water Joint Resolution
- Revising the Board Policies, Procedures, and Practices manual to include a teleconferencing policy

**10. ADJOURNMENT**

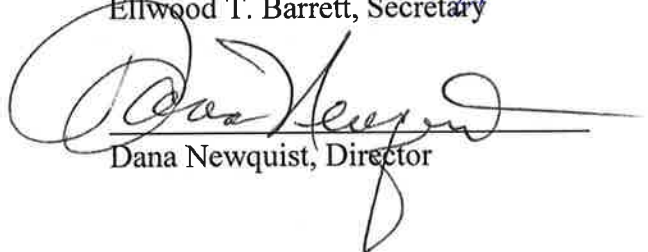
There being no other business, on MOTION to adjourn by Director Newquist and second by Director Barrett, the MOTION passed unanimously without abstention and the meeting adjourned at 3:21 p.m.



Thomas Bollay, President

ABSENT

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Jeffrey Kerns, Vice President

  
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Thomas Kern, Treasurer  
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Ellwood T. Barrett, Secretary  
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Dana Newquist, Director