

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

May 14, 2018

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on May 14, 2018 at 1042 Monte Cristo Lane, Montecito, California.

ATTENDANCE

Present: Directors Judith Ishkanian, Bob Williams, Thomas Kern, Jeff Kerns and Warner Owens

Absent: None

Also Present: Diane M. Gabriel, MSD General Manager/District Engineer
Alex Alonzo, MSD Operations Manager
Carrie Poytress, MSD Engineering Manager
Ken Coates, Resident

2. APPROVAL OF MINUTES OF THE LAST MEETING

The minutes of the April 9, 2018 meeting were included in the agenda packet.

On MOTION by Director Kern and second by Director Williams, the Board approved unanimously the minutes of April 9, 2018.

3. APPROVAL OF PAYABLES

On MOTION by Director Williams and second by Director Kerns, the Board approved unanimously these payroll and accounts payable expenses for April 10 to May 14, 2018:

Accounts Payable Expenses	\$1,539,044.61
Capital Improvement Projects	47,667.33
Payroll and Related Expenses	<u>253,368.48</u>
Total Expenses	\$ 1,840,098.42

4. PUBLIC COMMENT

None

5. OLD BUSINESS

A. FEMA Reimbursement and Insurance Claims – Debris Flow Disaster – Status Report

General Manager Gabriel reported on the status of work with FEMA for reimbursement of disaster recovery expenses and with Alliant Insurance on the property insurance claim arising from debris flow damage to the three lift stations.

6. NEW BUSINESS

A. Emergency Repairs Contract for Thomas Fire Debris Flow – Notice of Completion Blois Construction Inc.

General Manager Gabriel reported Blois Construction has completed all emergency repairs pursuant to its exigent contract of January 11, 2018, including clearing the path for National Plant Services vehicles and repairing pipeline breaks, manholes, and lift stations. All repairs are complete and acceptable.

After discussion, on MOTION by Director Williams and second by Director Kern, the Board approved unanimously to accept the Blois Construction Inc. Emergency Repairs Contract for Thomas Fire Debris Flow as complete and approve issuance of a Notice of Completion for a total final price of \$467,806.34

ACTION: Staff

B. Goleta Sanitary District Mutual Aid Agreement

At its April 9th meeting, the Board approved a reimbursement payment of \$12,368.47 to Goleta Sanitary District for its mutual aid labor and equipment during the Debris Flow response and recovery efforts.

On MOTION by Director Kern and second by Director Owens, the Board voted unanimously without abstention to ratify the Mutual Aid Agreement with GSD, which documents the prior verbal agreement between the districts.

ACTION: Staff

C. Treatment Plant Aeration Basin Air Header Electric Hydraulic Hoist – Authorization of Purchase Order – WSG Solutions

On November 14, 2016, the Board authorized purchasing parts for the rehabilitation of the aeration basin air headers, and this project was finished in 2017. The air headers were fabricated by WSG Solutions and replaced and installed by Cushman Contracting and District staff.

The District now needs to replace the hydraulic hoist that is used to raise the air headers out of the aeration basins for maintenance. WSG Solutions estimated \$39,900 to fabricate and supply a hoist that will work properly with the WSG air headers.

On MOTION by Director Kerns and second by Director Williams, the Board approved unanimously to authorize the General Manager to issue a purchase order in the amount of \$39,900 (plus tax and shipping) to WSG Solutions for an air header electric hydraulic hoist.

ACTION: Staff

D. Personnel Committee Report

Director Ishkanian reported on the Personnel Committee meeting of April 17th and distributed minutes of the meeting.

The Committee recommends the Finance Committee consider a cost of living increase of 2.8 percent when preparing the FY2018-19 Operations and Maintenance (O&M) Preliminary Budget.

The Personnel Committee Handbook was approved and distributed to the Board.

Director Ishkanian explained that two years have passed since the General Manager's last evaluation, and it is time for the Committee to begin the evaluation process.

ACTION: Staff

E. Annual Sewer Service Charges – Request for Relief

General Manager Gabriel reported on a request for relief from one property owner. The property owner submitted substantiation which the District accepted to document the need for relief.

On MOTION by Director Williams and second by Director Kern, the Board approved the request for relief for the owners of 1396 Greenworth Place by the following vote:

Director Ishkanian	Abstain
Director Owens	Aye
Director Kern	Aye
Director Kerns	Aye
Director Williams	Aye

Annual sewer service charges for this property will remain at \$1380 until the qualifying CARE program through Southern California Edison and Gas becomes invalid or the property is sold.

ACTION: Staff

F. Information Items

- CASA Conference – Monterey, CA – August 8th-10th - will be attended by Director Williams and General Manager Gabriel.
- Proposed MSD Fiscal Year 2018-19 Budget Approval Schedule - Finance Committee meeting May 24th at 9 a.m., and proposed budget will be brought to Board meeting on June 11th.

- SBCCSDA meetings – the next meeting will be June 25th at Glenn Annie Golf Course.

G. Agreements Signed

- 572 Stone Meadow Lane – Termination of Sewer Service Agreement for ADU conversion
- 1966 East Valley Road – Sewer Service Agreement for existing Studio
- 2710 Sycamore Canyon Road – Sewer Service Agreement for new Pool Cabana
- 258 Hot Springs Road – Termination of Sewer Service Agreement for ADU conversion

7. ENGINEERING, OPERATIONS AND MAINTENANCE


The Board reviewed the information in the agenda packet.

8. ITEMS FOR NEXT AGENDA


The next regularly scheduled meeting is June 11, 2018.

9. ADJOURNMENT

There being no other business, on MOTION to adjourn by Director Williams and second by Director Owens, the MOTION passed unanimously without abstention and the meeting adjourned at 2:25 p.m.



Judith Ishkanian, President



Robert Williams Jr., Vice President



Jeffrey Kerns, Secretary



Thomas N. Kern, Treasurer



Warner Owens, Secretary Pro Tem