

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

**October 8, 2020**

**1. CALL TO ORDER/ROLL CALL**

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on October 8, 2020 using Zoom teleconferencing in accordance with State of California Executive Order No. N-29-20 issued on March 17, 2020.

**ATTENDANCE**

**Board Members Present:**

Directors Tom Bollay, Thomas Kern, Jeff Kerns, Dana Newquist, and Ellwood Barrett

**Board Members Absent:**

None

**Also Present and Participating:**

Jon Turner, MSD Interim General Manager  
Carrie Poytress, MSD Engineering Manager  
Alex Alonzo, MSD Operations Manager  
Elizabeth A. Byrne, MSD District Administrator  
Karl H. Berger, MSD General Counsel  
Donald Eversoll, Ratepayer  
Edwin Martin, Resident  
Ken, Ratepayer  
Hillary Hauser, Resident  
Keith Berry, member of the public  
Montecito Resident  
Resident

**2. PUBLIC COMMENT**

No members of the public addressed the Board.

**3. APPROVAL OF MINUTES**

On MOTION by Director Kerns, and second by Director Kern, the Board approved of the minutes of the October 8<sup>th</sup> Board meeting.

AYES: Directors Kerns, Kern, Newquist, Barrett, and Bollay  
NAYS: None  
ABSTAIN: None  
ABSENT: None

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**4. APPROVAL OF PAYABLES**

On MOTION by Director Kern and second by Director Barrett, the Board approved with a roll call vote these payroll and accounts payable expenses from September 19, 2020 and October 2, 2020.

Accounts Payable Expenses	\$136,447.68
Payroll and Related Expenses	\$100,930.79
<b>Total Expenses</b>	<b>\$237,378.47</b>

AYES: Directors Kerns, Kern, Newquist, Barrett, and Bollay  
 NAYS: None  
 ABSTAIN: None  
 ABSENT: None

**5. OLD BUSINESS**

None

**6. NEW BUSINESS**

**A. Low Pressure Sewer Force Main Project – Consideration of Award of Construction Contract**

On MOTION by Director Dana Newquist and second by Jeff Kerns, the Board voted to award the contract to Tierra Contracting; and authorize contract change order allowance of \$30,000;

AYES: Directors Kerns, Kern, Newquist, and Barrett  
 NAYS: None  
 ABSTAIN: None  
 ABSENT: Director Bollay

On MOTION by Director Dana Newquist and second by Jeff Kerns, the Board voted to authorize Interim General manager to execute a professional services agreement in form approved by General Counsel with Filippin Engineering, and authorize extra services allowance for \$2,000;

AYES: Directors Kerns, Kern, Newquist, and Barrett  
 NAYS: None  
 ABSTAIN: None  
 ABSENT: Director Bollay

On MOTION by Director Dana Newquist and second by Jeff Kerns, the Board voted to authorize Interim General Manager or designee to file a Notice of Exemption under the California Environmental Quality Act (“CEQA”);

AYES: Directors Kerns, Kern, Newquist, and Barrett  
 NAYS: None  
 ABSTAIN: None  
 ABSENT: Director Bollay

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**B. Topographic Survey for Lilac Road Sewer Main Extension**

On MOTION by Director Newquist and second by Director Kerns, the Board voted to authorize Interim General Manager to execute a professional services agreement in form approved by General Counsel with Benner and Carpenter Surveys, Inc.;

AYES: Directors Kerns, Kern, Newquist, Barrett, and Bollay  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**C. Shower/Toilet Combo Trailer and Decontamination Shower Trailer Rental**

On MOTION by Director Barrett and second by Director Kerns, the Board voted to authorize Interim General Manager to terminate the decontamination shower trailer rental agreement upon modification of existing shower facilities;

AYES: Directors Kerns, Kern, Newquist, Barrett, and Bollay  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**D. Discuss Major Improvements as mentioned in advertisement posted in Montecito Journal of September 10, 2020**

Discussion occurred and no action was taken.

**E. Discuss Requirements for the Recruitment of a New General Manager**

On MOTION by Director Newquist and second by Director Barrett, the Board voted to authorize Interim General Manager to seek proposals from 3 to 4 Professional Staff Recruiters to seek candidates for a General Manager and bring to the newly Elected Board of Directors at the December 2020 Board Meeting;

AYES: Directors Kerns, Kern, Newquist, Barrett, and Bollay  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**F. Information Items**

Interim General Manager provided informational, nonactionable updates regarding pending matters before the District.

**G. Agreements to be Signed**

None

**7. OPERATIONS AND MAINTENANCE**

The Board reviewed the information in the Board packet.

**8. ITEMS FOR THE NEXT AGENDA**

Montecito Sanitary District's application to the Montecito Planning Commission will be discussed.

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Next Board meeting set for October 29, 2020; the meeting is set as a standing meeting and subject to President Bollay’s discretion to cancel if the President determines it is unnecessary to meet.

**9. ADJOURNMENT**

On MOTION by Director Newquist second by Director Barrett the Meeting adjourned at 2:47 p.m.

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*Director Thomas Bollay*

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Thomas Bollay, President

DocuSigned by:

*Director Jeff Kerns*

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Jeffrey Kerns, Vice President

DocuSigned by:

*Ellwood T. Barrett II*

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Ellwood T. Barrett II, Secretary

DocuSigned by:

*Thomas Kern*

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Thomas Kern, Treasurer

DocuSigned by:

*Dana Newquist*

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Dana Newquist, Director