

# MONTECITO SANITARY DISTRICT

## A G E N D A

### for Board Meeting

May 14, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on May 14, 2020.

Pursuant to State of California Executive Order No. N-29-20 issued on March 17, 2020, and the State of California and Santa Barbara County's shelter in place orders, the Montecito Sanitary District Board Meeting will be held remotely via Zoom Meetings.

The Meeting will be conducted in accordance with the Virtual Meeting Protocols adopted by the Board of Directors on April 9, 2020. These can be viewed and downloaded here:

<https://www.montsan.org/virtual-public-meetings>. The public may attend and make a public comment by visiting:

<https://us02web.zoom.us/j/89049399725>

You may also call in at 1-669-900-6833 Meeting ID 890-4939-6725

If you have difficulty connecting to the virtual meeting, please call 1-714-323-4667 for technical assistance once the meeting has begun.

*If you need special assistance to participate in this meeting, because of any disability, please contact the District at 1-805-969-4200. Notification at least twenty-four hours before the meeting will allow the District to make appropriate arrangements for you; thank you.*

*Materials related to an item on this Agenda, which are part of the agenda packet, are available for public inspection on the District website [www.montsan.org](http://www.montsan.org)*

#### 1. CALL TO ORDER/ROLL CALL

#### 2. PUBLIC COMMENT

Persons may, in addition to any other matter within the Board of Director's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered. Anyone wishing to address the Board of Directors must comply with the Virtual Meeting Protocols; will be recognized by the President; and must state their name for the record. If you wish to address the Board of Directors on an Agenda Item, you may do so as that particular item is announced. You will be given a reasonable amount of time to address the Board of Directors.

While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. The Board may briefly respond to comments after Public Comment is closed.

In accordance with Executive Order No. N-29-20 and the Virtual Meeting Protocols, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment will be accepted via email during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling **1-669-900-6833** and entering Zoom Meeting ID: **890-4939-6725** then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “\*9” then the Clerk to the Board will be notified and you will be in the rotation to make a public comment.

**3. APPROVAL OF MINUTES**

It is recommended that the Board consider approving the April 9, 2020 regular meeting minutes.

**4. APPROVAL OF PAYABLES**

It is recommended that the Board consider approving the payables list for expenses incurred by the District between April 9 2020 and May 14, 2020.

**5. OLD BUSINESS**

**A. RESOLUTION NO. 2020-923 – ADOPTING A RECORD RETENTION SCHEDULE**

It is recommended the Board consider:

- i) Adopting Resolution No. 2020-923 regarding a records retention schedule;
- ii) Taking such additional, related action that may be desirable.

**6. NEW BUSINESS**

**A. PERSONNEL COMMITTEE MEETING - REPORT**

It is recommended that the Board consider:

- i) Receiving and filing a report provided by the Personnel Committee from its April 28th meeting;
- ii) Taking such additional, related, action that may be desirable.

**B. FINANCE COMMITTEE MEETING - REPORT**

It is recommended the Board consider:

- i) Receiving and filing a report provided by the Finance Committee from its May 8<sup>th</sup> meeting;
- ii) Taking such additional, related, action that may be desirable.

**C. QUARTERLY FINANCIAL REPORTS**

It is recommended the Board consider:

- i) Reviewing the Quarterly Financial Statements for the quarter ending March 31, 2020;
- ii) Taking such additional, related, action that may be desirable.

**D. QUARTERLY INVESTMENT POLICY STATEMENT – MARCH 31, 2020**

It is recommended the Board Treasurer consider:

- i) Certifying the statement required by District Investment Policy for the quarter ending March 31, 2020;
- ii) Taking such additional, related action that may be desirable.

**E. INFORMATION ITEMS**

- It is recommended that the Board of Directors consider receiving and filing a report provided by the General Manager regarding the ongoing local emergency resulting from the COVID-19 Pandemic. As a reminder, the County of Santa Barbara has been in a declared state of local emergency since March 12, 2020; the District declared its emergency on March 19, 2020. The Governor's March 4, 2020 Proclamation of Emergency extends all declared emergencies until terminated. While the Governor's March 4, 2020 Proclamation of Emergency (see paragraph 8) also suspended the requirement for reports under Government Code § 8630, it is prudent for the Board to be provided an update regarding the District's actions during this emergency. Note that the Board will not be taking action; this is an informational item only.

**7. OPERATIONS AND MAINTENANCE**

Review the Operations and Maintenance reports included in the agenda packet.

**8. ITEMS FOR THE NEXT AGENDA**

**9. ADJOURNMENT**