

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

**September 13, 2010**

**1. CALL TO ORDER**

The Governing Board of the MONTECITO SANITARY DISTRICT met in regular session on the 13<sup>th</sup> day of September 2010 at 1042 Monte Cristo Lane, Montecito, California, at 1:15 p.m.

**ATTENDANCE**

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

**Also Present:** Diane Gabriel, General Manager; Debbie Hughey, Office Manager  
Mark Manion, Legal Counsel

**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 Cannata, and seconded by Director Arnold, the minutes of August 30, 2010 were approved as submitted.

**3. APPROVAL OF MINUTES OF THE SPECIAL MEETING**

The minutes from the Special Board meeting were included in the agenda packets for Board review. Upon MOTION by Director Kerns, and seconded by Director McAniff, the minutes of the Special Board Meeting of August 30, 2010 were approved as submitted.

**4. APPROVAL OF PAYROLL AND PAYABLES**

Upon MOTION by Director Arnold, and seconded by Director Cannata, the Board approved the PAYROLL AND ACCOUNTS PAYABLE EXPENSES for the District through September 13, 2010 as follows:

Accounts Payable (9/13/10)	\$ 46,336.84	
Payroll (9/9/10)	\$ 32,163.28	
Payroll Related (9/9/10)	\$ 992.75	
TOTAL		<u>\$79,492.87</u>

**5. PUBLIC FORUM**

No member of the public was present to address the Board on non-agenda items.

**6. OLD BUSINESS**

No old business.

**7. NEW BUSINESS**

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

The Board met in closed session with the District’s legal counsel to discuss anticipated litigation involving the District pursuant to subdivision (c) of Section 54956.9 (one case).

Upon returning to open session, Mr. Mark Manion, District Legal Counsel, stated that no reportable action was taken on the part of the Board during the closed session.

**B. TREATMENT PLANT ELECTRICAL CONTROL PANELS REHABILITATION – NOTICE OF COMPLETION – TAFT ELECTRIC**

The General Manager reported to the Board that on July 13, 2009 a contract was awarded to Taft Electric in the amount of \$305,713 for the rehabilitation of the treatment plant electrical control panels and the replacement of the treatment plant’s emergency generator. At that time, the Board also authorized the General Manager to issue necessary contract change orders in an amount not to exceed \$46,000.

On February 3, 2010 the General Manager met with members of the Administration and Operations Committee and explained that additional work exceeding the \$46,000 change order allowance was recommended. At their meeting on February 8, 2010 the Board authorized an additional change order allowance of \$150,000, bringing the total change order allowance to \$196,000.

Taft Electric has successfully completed the original contract work and all of the additional work that was added to the contract by change order. The amount of the additional work totaled \$162,574.76, bringing the completed construction contract amount to \$468,287.76.

The significant additional work was summarized by Manager Gabriel as follows:

- Connection of digital interface sensors and controls for clarifier pumps and equipment, DAFT pumps and equipment, programming for the SCADA system;
- Trenching, conduit, breakers, transfer switching wire and equipment to provide emergency power distribution infrastructure for Motor Control Center No. 3, the maintenance building and the future lab building;
- All work necessary for the existing maintenance building to be connected to the new emergency generator and power distribution infrastructure.

The work performed was completed within the COP funding amount of \$3,510,000 that was established by the Board for this “mission critical” project. It is recommended that the Board vote to accept the project as complete and direct staff to issue the Notice of Completion.

After discussion, a MOTION was made by Director Arnold, and seconded by Director Cannata, that the Board accept the project as complete and direct staff to issue a Notice of Completion which will begin the one-year warranty period. The MOTION passed unanimously.

ACTION: Staff

**C. SYCAMORE CANYON ROAD SEWER MAIN EMERGENCY REPAIR – NOTICE OF COMPLETION – TIERRA CONTRACTING**

Manager Gabriel reminded the Board that at a Special Meeting held on August 30, 2010 the Board voted to approve Resolution 2010- 860 authorizing the General Manager to contract for emergency sewer main repairs to an existing 8” VCP sewer main in Sycamore Canyon Road near Stoddard Lane. The work was successfully performed August 31<sup>st</sup> through September 3<sup>rd</sup> by Tierra Contracting and final paving was performed on September 8, 2010. The General Manager briefed the Board on the specifics of the work reporting that approximately 300 feet of the sewer was replaced. The total costs from Tierra contracting for their time and materials work was not available as of the Board meeting. It was recommended that this item be reagendaized for the next Board meeting when final costs are available.

**D. PROPOSED RIVEN ROCK SEWER MAIN EXTENSION PROJECT**

Manager Gabriel reported that the District received a written request from owners of 830 Riven Rock Road. The letter, dated August 13<sup>th</sup>, and written by the property owner's attorney, was enclosed in the agenda packets. The letter requests that the District assume responsibility for determining the neighborhood's interest in a sewer main extension project and potential construction. In order to tell the neighborhood properties the cost of the sewer main extension, it was recommended by Diane M. Gabriel, General Manager, that the District publicly bid the project. The District will not be expending any funds for the design of the project as plans have already been completed and paid for by the property owners.

Following discussion, a MOTION was made by Director Kerns, and seconded by Director McAniff, directing the General Manager to write a letter stating that the Board has authorized staff to prepare the project plans and specifications for public bid and return to the Board for authorization to advertise the project for bids. The MOTION passed unanimously.

ACTION: General Manager and Staff

**E. INFORMATIONAL ITEMS**

1. Director Kerns reported on the CSDA board meeting held on July 26<sup>th</sup>
2. California Special District Publication, July-August 2010
3. California Special Districts Association Annual Conference Brochure, September 20-23, 2010

**F. AGREEMENT(S) SIGNED BY BOARD OFFICERS**

No agreements

**7. OPERATIONS AND MAINTENANCE**


The Board reviewed the Operations and Maintenance information included in their agenda packets.

**8. ITEMS FOR THE NEXT AGENDA**

Sycamore Canyon Road Sewer Main Emergency Repair – Notice of Completion

9. ADJOURNMENT

There being no further business to come before the Board, it was MOVED by Director Cannata, and seconded by Director Kerns, that the meeting be adjourned. The MOTION carried, and the meeting adjourned at 2:22 pm.




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Judith M. Ishkanian, President




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Jeff Kerns, Vice-President



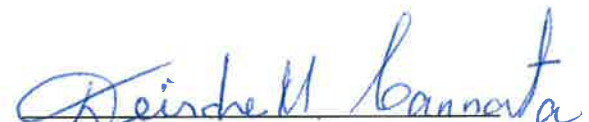
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Edward P. McAniff, Treasurer



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Charles C. Arnold, Secretary



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Deirdre M. Cannata, Director