

MONTECITO SANITARY DISTRICT

A G E N D A

**for
Board Meeting
November 12, 2020**

The regular meeting of the Governing Board will begin at 1:15 p.m. on November 12, 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/88335867423>

You may also call in at 1-669-900-6833 Meeting ID **883 3586 7423**

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

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.

Agenda
November 12, 2020

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 enter Zoom Meeting ID: **883 3586 7423** 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 minutes from October 8, 2020 regular meeting, and Minutes of Committee meetings from October 12th Personnel Committee, and November 5th Finance Committee.

4. APPROVAL OF PAYABLES

It is recommended that the Board consider approving the payables list for expenses incurred by the District between October 3, 2020 and November 6, 2020.

5. OLD BUSINESS

None

6. NEW BUSINESS

A. Financial Audit Report – Fiscal Year 2019-2020

It is recommended that the Board consider:

- i) Receiving and filing a report presented by Ms. Tracey Solomon of Bartlett Pringle & Wolff (BPW), LLP regarding the Montecito Sanitary District’s Fiscal Year 2019-20 Financial Statements audit draft report and Letter of Required Communication; and
- ii) Taking such additional, related action that may be desirable.

B. Purchasing Policy Revisions

It is recommended that the Board consider:

- i) Receiving the recommended purchasing policy revisions as presented by the Interim General Manager;
- ii) Adopting a Resolution 2020-928 amending Purchasing Regulations; and
- iii) Taking such additional, related, action that may be desirable.

C. Public Works Bidding and Contracting

It is recommended that the Board consider:

- i) Adopting Resolution 2020-929 declaring the District's intent to become subject to the Uniform Public Construction Cost Accounting Act ("UPCCAA");
- ii) Introducing and waiving first reading of an ordinance allowing the District to use informal bidding procedure on "public projects" as defined in Public Contract Code section 22002(c); and
- iii) Taking such additional, related, action that may be desirable.

D. Romero Canyon Road Sewer Main Extension- Status Report

It is recommended that the Board consider:

- i) Receiving and filing a report of the bid results and property owner interest; and
- ii) Taking such additional, related action that may be desirable.

E. Electrical Rehabilitation Design Services repairing electrical equipment at the MSD treatment plant

It is recommended that the Board consider:

- i) Authorizing the Interim General Manager to execute a professional services agreement, in a form approved by the General Counsel, John Maloney, PE dba JMPE Electrical Engineering in the amount of \$12,800;
- ii) Authorizing an extra services allowance for \$1,300 to be used at the discretion of the Interim General Manager for extra work for John Maloney, PE dba JMPE Electrical Engineering; and
- iii) Taking such additional, related, action that may be desirable.

F. Existing Administration and Operations Building Improvements

It is recommended that the Board consider:

- i) Authorizing the Interim General Manager to execute a professional services agreement for industrial hygiene investigation services, in a form approved by the General Counsel, with Citadel EHS in the amount of \$13,000;
- ii) Authorizing an extra services allowance for \$1,300 to be used at the discretion of the Interim General Manager for extra work for Citadel EHS; and
- iii) Taking such additional, related, action that may be desirable.

G. Information Items

The Interim General Manager will provide informational, nonactionable, updates regarding pending matters before the District. Among other things, the Interim General Manager will provide a verbal report on proceedings before the Montecito Planning Commission in October.

H. Agreements to be Signed

None

7. OPERATIONS AND MAINTENANCE

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

8. ITEMS FOR THE NEXT AGENDA

9. ADJOURNMENT