

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

July 10, 2017

1. CALL TO ORDER

The Governing Board of the MONTECITO SANITARY DISTRICT convened a regular meeting at 1:15 p.m. on July 10th at 1042 Monte Cristo Lane, Montecito, California.

ATTENDANCE

Present: Directors Thomas Kern, Judith M. Ishkanian, Warner B. Owens, and Bob Williams

Absent: Director Jeff Kerns

Also Present: Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Carrie Poytress, MSD Engineering Manager
Alex Alonzo, MSD Operations Manager

2. APPROVAL OF MINUTES OF THE LAST MEETING

The minutes of June 12, 2017 were included in the agenda packet.

On MOTION by Director Kern and second by Director Owens, the Board approved unanimously without abstention the minutes of June 12, 2017 as presented.

3. APPROVAL OF PAYROLL AND PAYABLES

On MOTION by Director Ishkanian and second by Director Owens, the Board approved unanimously without abstention the following expenses from June 12, 2017 through July 10, 2017:

Accounts Payable Expenses	\$ 80,034.71
Capital Improvement Projects	219,620.10
Payroll Expenses	<u>159,873.56</u>
Total Expenses	\$ 459,510.37

4. PUBLIC COMMENT

None

5. OLD BUSINESS

A. MONTECITO WATER REUSE

The Board reviewed a letter from Montecito Water District regarding its preparation of a recycled feasibility study.

ACTION: None

B. FISCAL YEAR 2017-18 APPROVED OPERATIONS AND MAINTENANCE BUDGET

The Board received copies of the approved budget and will be updated on the status quarterly.

ACTION: Staff

C. FISCAL YEAR 2017-18 APPROVED CAPITAL IMPROVEMENT BUDGET

The Board received copies of the approved budget and will be updated on the status quarterly.

ACTION: Staff

D. FISCAL YEAR 2017-18 APPROVED REVENUE PROJECTIONS

The Board received copies of the projections and will be updated on the status quarterly.

ACTION: Staff

6. NEW BUSINESS

A. ANNUAL SEWER SERVICE CHARGE HEARING TO COLLECT SEWER SERVICE CHARGES ON THE COUNTY TAX ROLL – RESOLUTION NO. 2017-905

President Williams announced that it was the time and place for the annual hearing and decision whether the District's sewer service charges for fiscal year 2017-18 should be placed on the County tax roll for collection as allowed under Ordinance 6.

No members of the public were present.

President Williams asked the District Administrator if the District had received any written or oral objections or protests by the owners of a majority of the parcels described in the report. The District Administrator responded that none had been received.

President Williams reported that a letter sent on June 26th to all properties applying for a new sewer connection during the past fiscal year had informed these property owners of the District policy to collect the annual sewer service charges by means of the county tax roll and the annual hearing date. The Notice of Hearing had been published in the *Santa Barbara News-Press* on June 25th and July 2nd and a Service Charge Report (listed by Assessor Parcel Numbers and

Address) has been and remains available for inspection to advise an interested person of the service charge for a property in fiscal year 2017-18.

District Administrator McDonald verified that the Affidavit of Mailing of the Notices of the Hearing to new customers had been signed by Board Secretary Owens and that a Statement of the Secretary certifying that the service charge report was in order was ready to be signed.

President Williams called for the adoption of Resolution No. 2017-905 directing the filing with the County Auditor of the Report of Sewer Service Charges for Fiscal Year 2017-18, which shall be placed on and collected by means of the county tax roll.

Upon MOTION by Director Owens and second by Director Kern to adopt Resolution No. 2017-905, the MOTION passed on the following roll call vote:

AYES: Kern, Owens, Williams, Ishkanian

NAYS: None

ABSENT: Kerns

ACTION: Staff

President Williams closed the hearing and resumed business pursuant to the agenda.

B. 1280 AND 1284 EAST VALLEY ROAD REMOVAL OF NOTICE OF VIOLATION

A Notice of Violation was recorded and served on the property owners of 1280 and 1284 East Valley Road on January 15, 2015 due to the two properties sharing a private lateral. The property owner at 1280 East Valley took care of their portion of the separation. The property owner at 1284 East Valley Road did not have funds to separate the lateral, so the District contracted with Low Cost plumbing to complete the work. This work was completed and inspected on December 15, 2015. The cost incurred by the District for the separation at 1284 East Valley Road (\$8,000) was added to that property owner's sewer service charge and was collected on the tax roll of 2016-17.

After discussion, on MOTION by Director Kern and second by Director Owens, the Board approved unanimously to authorize the execution and recording of the Removal of Notice of Violation for the two properties.

ACTION: Staff

C. INFORMATION ITEMS

The Board discussed the upcoming conferences, and agreed to send Directors to the following:

- CASA Conference August 22-24 San Diego: Director Williams and possibly Director Kerns
- CSDA Conference September 25-28 Monterey; Director Ishkanian and Director Owens

Director Ishkanian reported on the SBCCSDA dinner meeting of June 26th, and stated the July meeting will be at Isla Vista Parks and Recreation on July 24th.

D. AGREEMENTS SIGNED

610 Stonehouse Lane – Agreement for Cabana

7. ENGINEERING, OPERATIONS AND MAINTENANCE

The Engineering Manager and Operations Manager reported on the status of the following projects:

Construction Projects

- Sierra Vista Sewer Main Extension
- Aeration Basin Air Header Replacement
- Lower/Raise manholes to grade on Highway 192

Design Projects

- Miramar Lift Station and Force Mains
- New Administration Building
- Olive Road Sewer Main Extension

The Board reviewed the rest of the operations report information in the agenda packet.

8. ITEMS FOR THE NEXT AGENDA

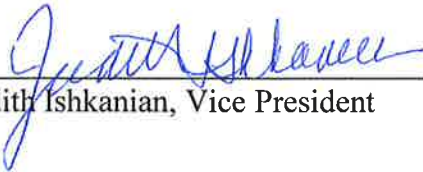
The next meeting will be July 31, 2017. Potentially included will be review quarterly financial statements, a proposed ADU agreement, proposed revision of Resolution 2010-861 establishing fee schedules, the Olive Road sewer main extension and the Miramar Lift Station.

9. ADJOURNMENT

There being no other business, on MOTION to adjourn by Director Kern and second by Director Owens, the MOTION passed unanimously without abstention and the meeting adjourned at 2:30 p.m.



Robert Williams, President



Judith Ishkanian, Vice President



Warner B. Owens, Secretary



Thomas N. Kern, Treasurer

ABSENT

Jeff Kerns, Director