

**MINUTES OF THE SPECIAL MEETING  
Of the  
BOARD OF DIRECTORS  
For the  
MONTECITO SANITARY DISTRICT**

**December 16, 2013**

**A. CALL TO ORDER**

The Governing Board of the MONTECITO SANITARY DISTRICT met in a special session on the 16th day of December 2013 at 1042 Monte Cristo Lane, Montecito, California, at 1:15 p.m.

**ATTENDANCE**

**Present:** Directors Judith M. Ishkanian, Deirdre M. Cannata, Thomas Kern, Jeff Kerns, and Warner B. Owens

**Absent:**

**Also Present:** Diane M. Gabriel, General Manager;  
Toni M. McDonald, District Administrator;

**Also Present:** Gene Sinsler, Director of Montecito Fire District

**B. APPROVAL OF MINUTES OF THE LAST MEETING**

The minutes of the prior Board meeting were included in the agenda packets. On MOTION by Director Kerns and second by Director Owens, the minutes of November 25, 2013 were approved.

**C. APPROVAL OF PAYROLL AND PAYABLES**

On MOTION by Director Kern and second by Director Cannata, the Board approved the following PAYROLL AND ACCOUNTS PAYABLE EXPENSES from November 26, 2013 through December 16, 2013:

Accounts Payable Expenses	\$ 126,618.27
Payroll and Related Expenses	136,362.09
Total Expenses	<u>\$ 262,980.36</u>

4. **PUBLIC COMMENT**

Gene Sinsler addressed the Board and explained that he was attending the meeting to learn more about how the District functioned.

5. **OLD BUSINESS**

Having been reviewed and accepted at the last meeting, the final version of the 2012-2013 fiscal year Financial Audit Report was distributed to the Board. Bound copies will be distributed also to ACWA, Bank of New York, CSRMA, Dunn & Bradstreet, Fieldman, Rolapp & Associates, Local Agency Investment Fund (LAIF), Law Office of Janet K. McGinnis, Price, Postel & Parma, Santa Barbara County Auditor-Controller, Standard & Poor's, and the State Controller's office.

6. **NEW BUSINESS (A – E)**

A. **TREATMENT PLANT PAVEMENT REPAIR/RESURFACING/AUTHORIZATION TO ADVERTISE FOR BIDS**

The COP Capital Improvement Project list includes a project for Plant Pavement Repairs / Resurfacing (Project No. 23). Areas around the treatment plant in need of repair or replacement have been identified and project specifications have been prepared. The cost is estimated as \$110,000 and adequate funds remain in the Project No. 23 budget for these necessary repairs.

After discussion, on MOTION by Director Cannata and second by Director Owens, staff was authorized to advertise for bids for the pavement repair or resurfacing.

ACTION: Staff

B. **RESOLUTION NO. 2013-886 – HONORING BRETT WALKER FOR HIS YEARS OF SERVICE TO THE DISTRICT**

Brett Walker will leave the District on January 3, 2014. The General Manager presented a resolution honoring him for his thirteen years of service with the District.

Upon MOTION by Director Owens and second by Director Kern to adopt Resolution No. 2013-886, the MOTION passed with this roll call vote:

AYES: Owens, Cannata, Ishkanian, Kern, Kerns  
NAYS: None  
ABSENT: None  
ABSTAIN: None  
ACTION: Board Officers

**C. RESOLUTION NO. 2013-884 – INVENTORY OF DISTRICT LANDS AND AIR SPACE**

The Government Code requires the District to conduct an annual inventory of all District lands and air space to determine whether or not any exceed the District's needs. No excess lands or air space under the District's ownership have been identified. A proposed Resolution No. 2013-884 was included in the agenda packet.

The General Manager discussed the need to annually identify any excess land, because it might be used for other public purposes or agencies and that all District land is being used or is planned for use in the near future.

After discussion, on MOTION made by Director Cannata and second by Director Kerns, Resolution No. 2013-884 was adopted and executed. The MOTION passed with this roll call vote:

AYES:	Owens, Cannata, Ishkanian, Kern, Kerns
NAYS:	None
ABSENT:	None
ABSTAIN:	None
ACTION:	Board Officers

**D. RESOLUTION NO. 2013-885 – APPROVING DISTRICT HOLIDAYS FOR 2014**

Each year the Board is required to adopt a resolution approving the next year's legal holidays. Proposed Resolution No. 2013-885 (in the agenda packet) set these 2014 approved holidays:

1. January 1<sup>st</sup> - New Year's Day
  2. Third Monday in February - President's Day
  3. Last Monday in May - Memorial Day
  4. July 4<sup>th</sup> - Independence Day
  5. First Monday in September - Labor Day
  6. Fourth Thursday in November - Thanksgiving Day
  7. December 25<sup>th</sup> - Christmas Day
- If a holiday falls on a Sunday, the Monday following is the observed Holiday and the District office is closed on that Monday.
  - If a holiday falls on a Saturday, the preceding Friday is the observed Holiday and the District office is closed on that Friday.

After discussion, on MOTION made by Director Kerns and second by Director Owens, Resolution No. 2013-885 was adopted and executed. The MOTION passed by this roll call vote:

AYES: Cannata, Ishkanian, Kern, Kerns, Owens  
NAYS: None  
ABSENT: None  
ABSTAIN: None  
ACTION: Board Officers

**E. INFORMATIONAL ITEMS**

The Board discussed the farewell lunch for Brett Walker on December 30, 2013 at 11:30 a.m.

The Board discussed the documents authorizing LAFCO voting participation in January.

**7. OPERATIONS AND MAINTENANCE**

The Board reviewed the information provided in the agenda packet.

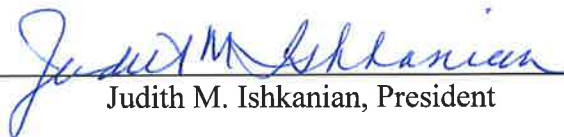
**8. ITEMS FOR THE NEXT AGENDA**

The Board will consider changes to the Board positions and committee organization for calendar year 2014.

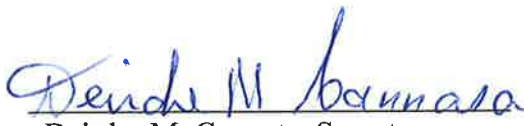
The Board wants to learn about the recent state legislation concerning residential low flow toilets and showers.

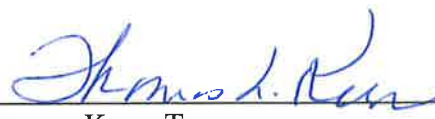
**9. ADJOURNMENT**

There being no other business, on MOTION to adjourn by Director Cannata and second by Director Kern, the MOTION carried and the meeting adjourned at 1:50 p.m.

  
Judith M. Ishkanian, President

  
Jeff Kerns, Vice President

  
Deirdre M. Cannata, Secretary

  
Thomas Kern, Treasurer

  
Warner B. Owens, Director