

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

**January 9, 2012**

**1. CALL TO ORDER**

The Governing Board of the MONTECITO SANITARY DISTRICT met in regular session on the 9<sup>th</sup> day of January 2012 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

**Absent:** None

**Also Present:** Diane Gabriel, General Manager; Debbie Hughey, Office Manager

**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 Arnold, and seconded by Director McAniff, the minutes of December 12, 2011 were approved as submitted. Director Ishkanian abstained as she was absent from the December 12<sup>th</sup> meeting.

**3. APPROVAL OF PAYROLL AND PAYABLES**

Upon MOTION by Director Cannata, and seconded by Director Ishkanian, the Board approved the PAYROLL AND ACCOUNTS PAYABLE EXPENSES for the District through January 9, 2012 as follows:

Accounts Payable (12/14/11)	\$7,434.53
Accounts Payable (12/30/11)	\$28,573.00
Accounts Payable (1/9/12)	\$18,862.14
Payroll (12/15/11)	\$35,749.60
Payroll Related (12/15/11)	\$31,525.70

**CONTINUED**

Montecito Sanitary District  
**MINUTES** – January 9, 2012

Payroll (12/29/11)	\$36,273.18	
Payroll Related (12/29/11)	\$10,130.47	
<b>TOTAL</b>		<b><u>\$168,548.62</u></b>

**4. PUBLIC COMMENT**

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

**5. OLD BUSINESS**

No Old Business

**6. NEW BUSINESS**

**A. ETHICS TRAINING**

AB 1234 requires Ethics Training for District Directors. The Board is required to receive their training before March 2012. On December 12, 2011, Directors Arnold, Cannata and Kerns, along with Manager Gabriel and Debbie Hughey, Office Manager, attended Ethics Training at the Montecito Fire District Board Room provided by Mark Manion, Legal Counsel with Price, Postel and Parma. It was determined that Directors Ishkanian and McAniff will receive their Ethics Training on February 13, 2012.

ACTION: Directors Ishkanian and McAniff/Staff

**B. QUARTERLY INVESTMENT POLICY STATEMENT – DECEMBER 31, 2011**

The District is required to make quarterly statements certifying that:

1. The investments made on behalf of the District by LAIF and the Santa Barbara County Treasurer's office were made in accordance with the District's current Investment Policy;
2. A complete and timely record of all investment transactions is maintained in the District office from reports supplied by LAIF and the Santa Barbara County Treasurer's office, and
3. The Montecito Sanitary District is able to meet its pool's expenditure requirements for the next six months.

The quarterly statement was read and signed by the Board Treasurer, Chuck Arnold.

ACTION: Treasurer

**C. SPECIAL DISTRICT APPOINTMENTS TO LAFCO**

The Board reviewed the fact that on December 21, 2011 the District received a letter from Bob Braitman, Executive Officer of the Santa Barbara County LAFCO. A copy of the letter was attached with the agenda packet. The letter identified the nominees for one regular member vacancy and one alternate member vacancy on the LAFCO Commission. The letter informed the District that the voting, to fill these vacancies, will take place on Monday January 23, 2012 at 5:00 p.m. at the Santa Ynez Marriott in Buellton.

Additionally it was discussed that on December 30, 2011 the General Manager received an email (also included with the agenda packet) from Larry Meyer, an officer with the Santa Barbara Chapter of CSDA. His email clarified that, for the purposes of this LAFCO Commission election, the “voting member of a Special District” is the President (Jeff Kerns) unless the Board formally votes to have the voting authority delegated to another member of the MSD Board.

President Kerns announced that he would be unavailable to attend the meeting on January 23<sup>rd</sup> at 5:00 p.m. in Buellton.

After each Board member’s input and discussion, a MOTION was made by Director Ishkanian, and seconded by Director Arnold, that Director McAniff, in President Kerns’ absence, be authorized to be the District’s official delegate with voting authority on January 23<sup>rd</sup> at the Santa Barbara Chapter of CSDA. The MOTION passed unanimously.

ACTION: Director McAniff

**D. INFORMATIONAL ITEMS**

1. Directors Ishkanian and Arnold attended the December 2<sup>nd</sup> dinner meeting of the Santa Barbara Chapter of the California Special Districts Association (CSDA). They reported that Harry Hagan, Treasurer for the County of Santa Barbara, was the speaker and they were glad they were able to attend. President Kerns thanked both Directors for taking the time to go to the meeting.
2. California Association of Sanitation Agencies (CASA) Mid Year Conference on January 18-20, 2012 held at Palm Desert. Director McAniff and President Kerns determined that they would not be attending.
3. California Special Districts Association 2012 Education Catalog was provided for the Board’s information and use.
4. The Board was given a California Association of Sanitation Agencies letter dated January 4, 2012 regarding the release of the “Dickinson Report.”

**E. AGREEMENT(S) TO BE SIGNED**

1515 East Mountain Drive – Residential Sewer Service Agreement for new Cabana. The agreement was signed by Directors Kerns and McAniff.

**7. ORGANIZATIONAL MEETING**

President Kerns announced the appointments he has made following his nomination and acceptance of the role of President at the December 12<sup>th</sup> meeting. The appointments are as follows:

**Officers:**

- |                  |                     |
|------------------|---------------------|
| • Vice President | Judith M. Ishkanian |
| • Secretary      | Deirdre M. Cannata  |
| • Treasurer      | Edward P. McAniff   |

**Standing Committees**

- |                                     |                                |
|-------------------------------------|--------------------------------|
| • Finance                           | Directors Cannata and McAniff  |
| • Administration & Operations (A&O) | Directors Ishkanian and Kerns  |
| • Personnel                         | Directors Arnold and Ishkanian |
| • Public Information                | Directors Cannata and Kerns    |

The Board voted unanimously to appoint Diane Gabriel as General Manager for another year. The Board voted to have the A&O Committee meet to determine a process to be used in the selection of Legal Counsel for the District for the upcoming year. In the meantime the District will continue to use Price, Postel & Parma as legal counsel.

**8. OPERATIONS AND MAINTENANCE**

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

**9. ITEMS FOR FUTURE AGENDAS**

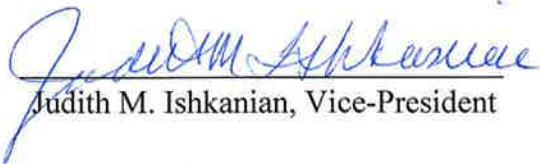
Report from Administration & Operations Committee

9. **ADJOURNMENT**

There being no further business to come before the Board, it was MOVED by Director Cannata, and seconded by Director McAniff, that the meeting be adjourned. The MOTION carried, and the meeting adjourned at 2:25 pm.



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Jeff Kerns, President



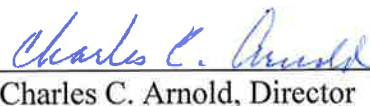
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Judith M. Ishkanian, Vice-President



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Edward P. McAniff, Treasurer



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Deirdre M. Cannata, Secretary



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Charles C. Arnold, Director