

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

March 11, 2013

1. CALL TO ORDER

The Governing Board of the MONTECITO SANITARY DISTRICT met in regular session on the 11th day of March 2013 at 1042 Monte Cristo Lane, Montecito, California at 1:15 p.m.

ATTENDANCE

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

Absent: None

Also Present: Diane M. Gabriel, P.E., 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 packet for Board review.

Upon MOTION by Director Cannata and seconded by Director Ishkanian the minutes of the meeting of February 25, 2013 were approved as submitted.

3. APPROVAL OF PAYROLL AND PAYABLES

Upon MOTION by Director Ishkanian, which was seconded by Director Kern, the Board unanimously approved these PAYROLL AND ACCOUNTS PAYABLE EXPENSES through March 11, 2013:

Accounts Payable (03/05/13)	\$32,054.70
Accounts Payable (03/11/13)	\$12,169.18
Payroll (03/07/13)	\$32,758.23
Payroll Related (03/07/13)	\$29,944.50

TOTAL

\$106,926.61

4. **PUBLIC COMMENT**

No member of the public addressed the Board on non-agenda items.

5. **OLD BUSINESS**

A. **OATH OF OFFICE / CERTIFICATE OF APPOINTMENT – WARNER OWENS**

President Kerns welcomed Director Owens as a new Board member noting how great it is to have a full Board again. Office Manager Hughey recounted the Board action of February 25, 2013 to appoint Warner Owens to fill the vacancy caused by Director McAniff's resignation and that Director Owens was administered the Oath of Office on March 5, 2013. During the meeting, each Director signed the Certificate of Appointment for Mr. Owens as required by the County Elections office. The completed Certificate of Appointment and Oath of Office will be forwarded to the County Elections Office.

ACTION: Staff

B. **REQUEST FROM LOCAL AGENCY FORMATION COMMISSION (LAFCO)**

Manager Gabriel reported that at the February 25th Board meeting, the Board had reviewed a February 11th letter from LAFCO which requested time to present a report to the Board about the last twenty years of LAFCO boundary changes, updating of spheres of influence, processing of local government reorganizations, resolved litigation, and delivery of public services. At that meeting, Manager Gabriel had been directed to attend a March 7th LAFCO meeting and report back, which she did. After some discussion, the Board directed her to prepare a letter for the President's signature thanking Mr. Braitman for his years of service and informing him that no further presentation would be necessary.

ACTION: Staff

6. **NEW BUSINESS**

A. **SBB&T AUTHORIZED SIGNERS AND NEW SIGNATURE CARDS**

Office Manager Hughey reported that due to recent changes on the Board, updates to the signature cards and authorizing signers designations were needed for the District's two checking accounts (Running Expense and Revolving Fund) at SBB&T.

The Running Expense account is used to fund payments for payroll, operations and maintenance costs, and capital projects. Any combination of two authorized signers may sign on that account. The Revolving account only requires one signature and has a \$2,500 account limit. This checking account is used for purchases or payment of items which cannot wait for a normal payables cycle.

The signature cards for Santa Barbara Bank & Trust were signed by each Director at the meeting. Santa Barbara Bank & Trust will be informed that former Directors Edward P. McAniff and Charles C. Arnold are to be removed from the signature cards and that Directors Warner Owens and Tom Kern are to be added. The signed signature cards will be returned to Santa Barbara Bank & Trust.

ACTION: Staff

B. ACWA/JPIA (JPIA) STATEMENT OF ECONOMIC INTEREST – FORM 700

Office Manager Hughey reported that the District received a February 25th email and February 22nd letter from JPIA requesting that each Director provide a completed, original “Form 700 – Statement of Economic Interest.” The District is a member of JPIA and “individuals holding designated positions” must file statements of economic interest, which includes all Directors. The deadline for filing these forms with JPIA is April 1, 2013.

The completed forms were collected and will be filed with the Santa Barbara County Clerk, Recorder & Assessor’s Office by the deadline of April 1, 2013.

ACTION: Staff

C. INFORMATIONAL ITEMS

- Directors Ishkanian and Kerns reported on their attendance at the monthly chapter meeting for the Santa Barbara County Chapter of the Special Districts Meeting.

7. ORGANIZATIONAL MEETING

President Kerns called for a nomination for President. On MOTION by Director Cannata and seconded by Director Kern, Director Ishkanian was nominated for Board President. Director Ishkanian thanked the Board for its confidence, accepted the nomination, and was elected as Board President by a unanimous vote.

Montecito Sanitary District
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Newly elected Board President Ishkanian presided over the following appointments for Officers, Consultants, and Committees:

Officers

- | | |
|---------------------------------------|--|
| • Vice President | Jeff Kerns |
| • Secretary | Deirdre M. Cannata |
| • Treasurer | Tom Kern |
| • General Manager / District Engineer | Diane Gabriel |
| • Legal Counsel | Law Offices of Janet K. McGinnis
(w/ Ms. McGinnis as lead general
counsel)
Price, Postel & Parma
(w/ Ms. Melissa Fassett as counsel
on personnel matters) |

Standing Committees

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

On MOTION by Director Cannata and seconded by Director Owens to appoint Diane Gabriel as General Manager for another year, the MOTION passed unanimously.

On MOTION by Director Kerns and seconded by Director Cannata the Board voted unanimously to continue with the Law Offices of Janet K. McGinnis (w/ Janet K. McGinnis as lead general counsel) and Price, Postel & Parma (w/ Ms. Melissa Fassett as counsel for personnel matters), the MOTION passed unanimously.

Other Organizational Decisions Made by the Board

- Setting the Time, Place and Frequency of Board Meetings

Following some discussion, on MOTION by Director Cannata and seconded by Director Owens for the District meetings to continue to be held on the second and last Monday of each month at 1:15 p.m. in the District Board Room located at 1042 Monte Cristo Lane, Santa Barbara, CA 93108, the MOTION passed unanimously. (Gov. Code, § 54954(a); Health & Saf. Code, § 6488.)

Closing the Organizational Meeting

President Ishkanian announced that: "The organizational procedures are complete. The Statement of Facts shall be filed with the Secretary of State and the Santa Barbara County Clerk pursuant to subdivisions (a) and (b) of section 53051 of the Government Code."

8. OPERATIONS AND MAINTENANCE

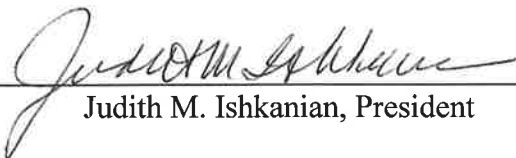
The Board reviewed the Operations and Maintenance information included in the agenda packet.

9. ITEMS FOR THE NEXT AGENDA

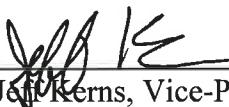
- National Pollution Discharge Elimination System (NPDES) Annual Report.
- Letter from First District Supervisor Salud Carbajal regarding the Caltrans Draft Environmental Impact Report (DEIR) for the Highway 101 Widening Project.

10. ADJOURNMENT

There being no further business to come before the Board, on MOTION by Director Cannata and seconded by Director Kerns that the meeting be adjourned, the MOTION carried and the meeting adjourned at 2:25 p.m.




Judith M. Ishkanian, President



Jeff Kerns, Vice-President



Deirdre M. Cannata, Secretary



Tom Kern, Treasurer



Warner B. Owens, Director