



# Montecito Sanitary District

1042 Monte Cristo Lane  
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200  
[www.montsan.org](http://www.montsan.org)

## MINUTES

For the Regular Meeting of the Board on:

**November 10, 2022**

### 1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:03 pm on Thursday November 10, 2022. The meeting was also broadcast using Zoom teleconferencing.

#### ATTENDANCE

##### **Board Members Present:**

Director Newquist, Director Martin, Vice President Woody Barrett, and President Dorinne Lee Johnson

##### **Board Members Absent:**

Director Hogan

##### **Also Present and Participating:**

Bradley Rahrer, General Manager  
Stephen Williams, MSD District Administrator  
Ricardo Larroude, MSD Collections Superintendent  
Bryce Swetek, MSD Engineering Manager  
Carole Rollins, MSD Laboratory Manager  
Marco Felix, MSD Treatment Superintendent/Chief Plant Operator  
Jack Lyon, RDN Inc.  
Anthony Elonsky, RDN Inc.  
Sanjay Gaur, RDN Inc.  
Ken Coates, MWD Vice President  
Carrie Poytress, Member of the Public

### 2. PUBLIC COMMENT

No members of the public addressed the board.

### 3. CONSENT CALENDAR

ON MOTION by Director Newquist, Second by Director Martin, the Board voted to approve the Consent Calendar consisting of the following items:

- A. Payables from September 1, 2022 through September 30, 2022
- B. Meeting Minutes from Special Board Meeting of October 12, 2022
- C. Meeting Minutes from Regular Board Meeting of October 13, 2022
- D. Meeting Minutes from Special Board Meeting of October 26, 2022
- E. Residential Sewer Service Agreement – 1419 Wyant
- F. Termination of Residential Sewer Service Agreement for Auxiliary Structure – 1160 Fife Lane
- G. Termination of Residential Sewer Service Agreement for Auxiliary Structure – 321 Ennisbrook

AYES: Directors Barrett, Martin, Newquist, and Johnson  
NAYS: None  
ABSTAIN: None  
ABSENT: Director Hogan

**4. COMMITTEE REPORTS**

It is recommended that the Board receive and file a report provided by the following committee(s):

- i) Director Barrett gave a summary of the Finance Committee Meeting of Thursday October 20, 2022.

**NOTE:** Director Hogan joined the meeting at 2:05 p.m. during the Finance Committee report.

**5. REMOTE MEETINGS ADOPTION**

The Board received a report from General Legal Counsel on AB2449 regarding new teleconferencing protocols effective January 1, 2023 under the Brown Act.

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted to adopt Resolution 2022-958 continuing remote meetings.

AYES: Directors Barrett, Hogan, Martin, Newquist, and Johnson  
NAYS: None  
ABSTAIN: None  
ABSENT: None

**6. DISTRICT BUSINESS ITEMS**

**A. FY2022-23 UNAUDITED QUARTERLY FINANCIAL REPORTS**

District Administrator Stephen Williams presented a summary of the District's Fourth Quarter Unaudited Financial Reports.

ON MOTION by Director Newquist, Second by Director Hogan, the Board voted to approve and accept as presented the Unaudited Quarterly Financial Statements for the period ended September 30, 2022.

AYES: Directors Hogan, Eversoll, Newquist, and Johnson  
NAYS: None  
ABSTAIN: None  
ABSENT: Director Barrett

**B. DISTRICT RESERVE POLICY**

The Board received a presentation from District Administrator Stephen Williams regarding the different Policy Reserve types, industry standard thresholds, and the various key policy elements included. The Board directed staff to draft a District Reserve Policy for review at a General Meeting of the Board of Directors in December.

**C. SEWER RATE AND CONNECTION FEE STUDY**

The Board received a presentation from Director Barrett regarding a presentation given by a member of the public on the previous rate study.

ON MOTION by Director Hogan, Second by Director Johnson the Board voted to:

- i) Authorize the General Manager to execute a professional services agreement with Robert D. Hiehaus in the amount of \$38,200 to conduct a sewer rate connection fee study contingent on an update to the proposed schedule and;
- ii) Authorize the General Manager to approve expenditures of up to \$5,000 for extra services that may result from necessary changes in scope of work.

AYES: Directors Hogan, Eversoll, Martin, and Johnson  
NAYS: None  
ABSTAIN: None  
ABSENT: Director Newquist

**NOTE:** Director Newquist left the meeting prior to the end of the Sewer Rate and Connection Fee Study agenda item.

**D. DISINFECTION PROCESS CHEMICAL PROCUREMENT**

ON MOTION by Director Hogan, Second by Director Martin the Board voted to:

- i) Authorize the General Manager to execute a purchase order with HASA Inc. in the amount of \$165,000 to provide the District sodium hypochlorite for the remainder of FY2022-23; and
- ii) Authorize the General Manager to execute a purchase order with Univar USA, Inc. in the amount not to exceed \$55,000 to provide the District sodium bisulfate for the remainder of FY2022-23.

AYES: Directors Hogan, Eversoll, Martin, and Johnson  
NAYS: None  
ABSTAIN: None  
ABSENT: Director Newquist

**E. 720 E. MOUNTAIN DRIVE ANNEXATION**

ON MOTION by Director Hogan, Second by Director Martin the Board voted to:

- i) Approve a Dedication Agreement for sewer facilities serving 710/720 E. Mountain Drive; and
- ii) Accept a grant of easement 720 E. Mountain Drive for District sewer facilities; and
- iii) Accept the sewer main extension and direct staff to provide owners written notice of the District's acceptance of the sewer main extension.

AYES: Directors Hogan, Eversoll, Martin, and Johnson  
NAYS: None  
ABSTAIN: None  
ABSENT: Director Newquist

7. **DISTRICT OPERATIONS AND MAINTENANCE**

A. **INFORMATION ITEMS**

General Manager Brad Rahrer P.E. provided informational, nonactionable updates regarding matters before the District.

B. **OPERATIONS AND MAINTENANCE REPORTS**

The operational data was presented for the period of September 1, 2022 through October 31, 2022

8. **ITEMS FOR THE NEXT AGENDA**

The next Board meeting will be a General Board Meeting on December 8, 2022. No items were discussed for future agendas.

9. **ADJOURNMENT**

The meeting adjourned at 5:39 p.m. ON MOTION by Director Newquist, seconded by Director Johnson.

These minutes were presented for approval at the General Board Meeting on December 8, 2022.



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Dorinne Lee Johnson, President

Minutes taken and prepared by:



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Stephen Williams  
District Administrator/Clerk of the Board