

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

July 25, 2019

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on July 25, 2019 at 1042 Monte Cristo Lane, Montecito, California.

ATTENDANCE

Present: Directors Tom Bollay, Dana Newquist, Jeff Kerns, Thomas Kern, and Woody Barrett

Absent: None

Also Present: Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Alex Alonzo, MSD Operations Manager
Laura Camp, MWD Public Information Officer
Ken Coates, MWD Director
Leon Bartholemew, Resident
Bob Hazard, *Montecito Journal*

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

The minutes of the July 11, 2019 meeting was included in the agenda packet. After discussion, on MOTION by Director Newquist and second by Director T. Kern, the Board approved unanimously the minutes of July 11, 2019.

4. APPROVAL OF PAYABLES

On Motion by Director Newquist and second by Director Barrett, the Board approved unanimously these payroll and accounts payable expenses from July 12, 2019 through July 25, 2019:

Accounts Payable Expenses	\$ 152,853.59
Capital Improvements	476,330.36
Payroll and Related Expenses	95,761.61
Total Expenses	\$ 724,945.56

5. PUBLIC COMMENT

Bob Hazard addressed the Board.

6. **OLD BUSINESS**

A. **Montecito Water Reuse**

Director Bollay moved this discussion to be included in agenda item 7A.

7. **NEW BUSINESS**

A. **Administration & Operations (A&O) Committee Meeting – Report**

The minutes of the A&O Committee meetings on July 23, 2019 were distributed.

Director Bollay reported the Committee met on July 23rd and discussed the following items:

- Dissolved Air Flotation Thickener (DAFT)
- Emergency Repairs on Lift Station No. 3
- Essential Services Building
- Ortega Ridge Sewer Main Extension
- Recycled Water Pilot Project
- Recycled Water Joint Resolution
- Upcoming Joint Meeting with Montecito Water District Strategic Planning Committee
- Riven Rock Sewer Main Extension
- Recycled water public outreach and upcoming Board meetings

B. **Dissolved Air Flotation Thickener (DAFT) – Authorization of Purchase Order – Cushman Contracting**

At its meeting on October 15, 2018, the Board approved the award of contract to World Water Works, Inc. for the fabrication and delivery of a new DAFT. The A&O Committee has determined that removal of the old DAFT and installation of the new DAFT would require more manpower and equipment than the District has available.

Staff and the A&O Committee recommended that the District hire Cushman Contracting to work with District staff to complete the proper placement of the new DAFT and removal of the old DAFT. Cushman has assisted the District on similar projects in the past and understands the importance of following the directions of the Chief Plant Operator in order to keep the plant running within permit requirements.

After discussion, on MOTION by Director Newquist and second by Director J. Kerns, the Board approved unanimously to authorize staff to issue a purchase order to Cushman Contracting for time and materials in an amount not to exceed \$180,000

ACTION: Staff

C. 2019 Policies, Procedures, and Practices Manual of the Governing Board of Directors - Revisions

In May 2019, the Board approved the 2019 Board Policies, Procedures, and Practices Manual. Since then, interest has arisen for a remote teleconferencing policy. A draft of a proposed teleconferencing policy was enclosed in the Board packet.

After discussion, on MOTION by Director J. Kerns and second by Director Newquist, the Board approved unanimously to approve the insertion of the teleconferencing policy into the 2019 Policies, Procedures, and Practice Manual of the Governing Board of Directors, and directed staff to issue the revised manual.

ACTION: Staff

D. Riven Rock Sewer Main Extension Construction – Authorization to Advertise for Bids
Agenda Item 7D was moved to follow Agenda Item 9.

E. Information Items

None

F. Agreements Signed

None

ACTION: Staff

8. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the Board packet.

9. ITEMS FOR FUTURE AGENDAS

- Anti-Harassment Training
- FY2018-19 Financial reports

At this time (2:25 p.m.) Director Bollay recused himself and left the meeting.

7. NEW BUSINESS (continued)

D. Riven Rock Sewer Main Extension Construction – Authorization to Advertise for Bids

Engineering plans and specifications for construction of a sewer main extension to serve five to ten properties within the Riven Rock development have been prepared by District Engineering Manager Poytress. On July 18th, Ms. Poytress met with Riven Rock property owners to learn about their interest and support for moving forward to obtain bids for project construction.

The project includes the construction of 827 feet of 2” diameter low pressure force main and five 1-1/4” diameter pressure sewer laterals to serve five properties with further alternates

for an additional 600 feet of force main and five more laterals to serve an additional five properties for a potential total of ten properties. The length of pipeline that would be constructed would depend on the location and number of participating properties. The engineering construction cost estimate is between \$250,000–\$350,000.

On MOTION by Director Newquist and second by Director T. Kern, the Board approved unanimously authorizing staff to advertise the construction of the Riven Rock Sewer Main project for bids, confirming owner participation, and returning to the Board for consideration of the award of contract.

ACTION: Staff

8. ADJOURNMENT

There being no other business, on MOTION to adjourn by Director Newquist and second by Director Barrett, the MOTION passed unanimously without abstention and the meeting adjourned at 2:29 p.m.



Thomas Bollay, President



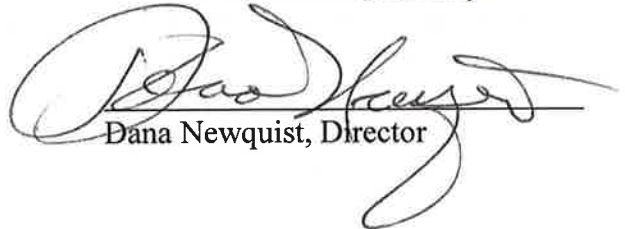
Jeffrey Kerns, Vice President



Ellwood T. Barrett, Secretary



Thomas Kern, Treasurer



Dana Newquist, Director