

# MONTECITO SANITARY DISTRICT

## **A G E N D A** for **Board Meeting**

**April 9, 2020**

The regular meeting of the Governing Board will begin at 1:15 p.m. on April 9, 2020.

Pursuant to State of California Executive Order No. N-29-20 issued on March 17, 2020, and the State of California and Santa Barbara County's shelter in place orders, the Montecito Sanitary District Board Meeting will be held remotely via Zoom Meetings.

The public may attend and make a public comment by visiting:

**<https://zoom.us/j/258910888>**

You may also call in at 1-669-900-6833 Meeting ID 258 910 888

If you have difficulty connecting to the virtual meeting, please call 1-714-323-4667 for technical assistance once the meeting has begun.

*If you need special assistance to participate in this meeting, because of any disability, please contact the District at 1-805-969-4200. Notification at least twenty-four hours before the meeting will allow the District to make appropriate arrangements for you; thank you.*

*Materials related to an item on this Agenda, which are part of the agenda packet, are available for public inspection on the District website [www.montsan.org](http://www.montsan.org)*

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENT**

Persons may, in addition to any other matter within the Board of Director's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered. Anyone wishing to address the Board of Directors will be recognized by the President, and state their name for the record. If you wish to address the Board of Directors on an Agenda Item, you may do so as that particular item is announced. You will be given a reasonable amount of time to address the Board of Directors.

While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. The Board may briefly respond to comments after Public Comment is closed.

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment will be accepted via email to during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling **1-669-900-6833** and entering Zoom Meeting ID: **258 910 888** then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “\*9” then the Clerk to the Board will be notified and you will be in the rotation to make a public comment.

**3. APPROVAL OF MINUTES**

It is recommended that the Board consider approving the March 12, 2020 regular meeting minutes.

**4. APPROVAL OF PAYABLES**

It is recommended that the Board consider approving the payables list for expenses incurred by the District between March 12, 2020 and April 8, 2020.

**5. NEW BUSINESS**

**A. VIRTUAL MEETING PROTOCOLS**

It is recommended that the Board consider:

- i) Adopting virtual meeting protocols to be used during the pendency of the COVID-19 Pandemic; and
- ii) Take such additional, related, action that may be desirable.

**B. COVID-19 EMERGENCY DECLARATION, STATUS, AND UPDATE REGARDING EMERGENCY MEASURES TO PROTECT DISTRICT EMPLOYEES**

It is recommended the Board consider:

- i) Receiving and filing a report provided by staff and legal counsel regarding emergency declaration;
- ii) Taking such additional, related, action that may be desirable.

**C. ACCOUNTING PROCEDURES AND INTERNAL CONTROLS - COVID-19 EMERGENCY – AUTHORIZATION OF NEW PROCEDURES**

It is recommended the Board consider:

- i) Authorizing new accounting procedures due to “shelter in place” orders;
- ii) Approve acceptance of electronic signatures in accordance with Government Code section 16.5;
- iii) Accepting remote credit card payments; and
- iv) Taking such additional, related action that may be desirable.

**D. DISSOLVED AIR FLOTATION THICKENER (DAFT) – WORLD WATER WORKS – NOTICE OF COMPLETION**

It is recommended the Board consider:

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- i) Accepting the DAFT project as complete and issuing a Notice of Completion to World Water Works in the amount of \$520,829.05, and;
- ii) Taking such additional, related action that may be desirable.

**E. RESOLUTION NO. 2020-923 – ADOPTING A RECORD RETENTION SCHEDULE**

It is recommended the Board consider:

- i) Adopting Resolution No. 2020-923 regarding a record retention schedule;
- ii) Taking such additional, related action that may be desirable.

**F. DESIGNATED RESERVE FUND AT STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF) - AUTHORIZATION TO INCREASE FUND BALANCE**

It is recommended the Board consider:

- i) Authorizing an increase in the Designated Reserve Fund currently invested at LAIF from \$1,703,000 to \$2,000,000, and;
- ii) Taking such additional, related action that may be desirable.

**G. INFORMATION ITEMS**

- 2019 Annual Summary Report to the Regional Water Quality Control Board
- Ocean Outfall – Annual Inspection Report

**H. AGREEMENTS TO BE SIGNED**

None

**6. OPERATIONS AND MAINTENANCE**

Review the Operations and Maintenance reports included in the agenda packet.

**7. ITEMS FOR THE NEXT AGENDA**

Proposed cancellation of one regular meeting/month during COVID-19 Pandemic emergency. All meetings will be conducted virtually per Governor's Executive Order.

**8. ADJOURNMENT**