



# 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)

## AGENDA

For the Special Meeting of the Administrative & Operations Committee on:

**Friday, January 17, 2025**

The special meeting of the Finance Committee will begin at **1:30 p.m. on January 17, 2025** in the District's Board Room at 1042 Monte Cristo Lane.

The public may attend the meeting in person or participate remotely via Zoom using the following virtual meeting details:

By visiting: <https://us02web.zoom.us/j/89399573681>

Or by calling: 1-669-900-6833

Meeting ID: 893 9957 3681

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1. **CALL TO ORDER/ROLL CALL**

2. **PUBLIC COMMENT**

Public comment is **limited to 3 minutes**, can only be on agendized topics, and is at the discretion of the Committee Chair. For further instructions, please see [Instructions for Public Comment](#) on the District's website.

3. **NEW BUSINESS**

A. **PRESENTATION – BUEHLER ENGINEERING SEISMIC RISK ASSESSMENT AND EVALUATION**

The Committee will receive a presentation from Buehler Engineering regarding its Seismic Risk Assessment and Evaluation report.

B. **ROLES AND RESPONSIBILITIES**

The Committee will review and discuss the roles and responsibilities of the Administrative & Operations Committee.

C. **MICROSOFT 365 FILE SHARING**

The Committee will discuss the ways Microsoft 365 can be utilized to increase efficiency in communication with the District and the Board of Directors.

4. **ITEMS FOR THE NEXT COMMITTEE AGENDA**

5. **ADJOURNMENT**

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The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the Districts' programs, services or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at 805-969-4200. Notification at least twenty-four (24) hours prior to the meeting will enable the District to make appropriate arrangements.

This agenda was posted on the District website, and at the Montecito Sanitary District Bulletin Board in accordance with the requirements of the Brown Act.

Attested by:



Stephen Williams  
Business and Administrative Manager/Clerk of the Board