



# Montecito Sanitary District

1042 Monte Cristo Lane     *A Public Service Agency*  
Santa Barbara, CA 93108

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

## MINUTES

For the Special Meeting of the Board on:

**December 8, 2022**

### 1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:08 pm on Thursday, December 8, 2022. The meeting was also broadcast using Zoom teleconferencing.

#### ATTENDANCE

##### *Board Members Present:*

Director Barrett, Director Hogan, Director Martin, and President Dorinne Lee Johnson

##### *Board Members Absent:*

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

Brad Rahrer, P.E. MSD General Manager  
Stephen Williams, MSD Clerk of the Board & District Administrator  
Marco Felix, MSD Treatment Superintendent/Chief Plan Operator  
Carole Rollins, MSD Laboratory Manager  
Rico Larroude, MSD Collections & Maintenance Supervisor  
Bryce Swetek, MSD Engineering Manager  
Caroline Martin, MSD Accounting/Administrative Assistant  
Carter Ohlmann, Member of the Public

### 2. PUBLIC COMMENT

No members of the public addressed the Board.

### 3. CEREMONIAL SWEARING IN OF NEW DIRECTOR

As a result of one seat on the Board of Directors remaining vacant after the November election the County appointed Carter Ohlmann to the Board of Directors at their November 22, 2022 Special Meeting of the County of Santa Barbara Board of Supervisors.

Director Johnson swore in new Director Carter Ohlmann to his seat on the Board of Directors.

### 4. BOARD TRAINING

The Board received training from General Legal Counsel on the Brown Act, Public Records Act, and the roles and responsibilities of Directors, the General Manager, and Staff.

### 5. CONSENT CALENDAR

ON MOTION by Director Hogan, Second by Director Martin, the Board voted to approve the Consent Calendar containing the following items:

Board Meeting Minutes December 8, 2022

- A. Meeting Minutes from General Board Meeting of November 8, 2022
- B. Meeting Minutes from Special Board Meeting of November 10, 2022
- C. Meeting Minutes from General Board Meeting of November 22, 2022
- D. Meeting Minutes from Special Board Meeting of November 23, 2022
- E. General Manager Appointment (formally Item 9 on the Agenda, moved by Director Johnson)

6. **ORGANIZATIONAL DECISIONS**

ON MOTION by Director Hogan, Seconded by Director Martin, the Board voted to elect Director Barrett as President of the Board of Directors.

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

ON MOTION by Director Martin, Seconded by Director Barrett, the Board voted to elect Director Hogan as Vice President of the Board of Directors.

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

ON MOTION by Director Barrett, Seconded by Director Hogan, the Board voted to elect Director Martin as Treasurer of the Board of Directors.

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

ON MOTION by Director Hogan, Director Barrett, the Board voted to elect Director Johnson as Secretary of the Board of Directors.

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

ON MOTION by Director Barrett, Seconded by Director Hogan, the Board voted to hold regularly scheduled Board meetings the 2<sup>nd</sup> Wednesday of each month at 12pm for Calendar Year 2023.

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

ON MOTION by Director Hogan, Seconded by Director Martin, the Board voted to discontinue the Administrations and Operations Committee.

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

ON MOTION by Director Hogan, Seconded by Director Johnson, the Board voted to discontinue the Personnel Committee.

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

ON MOTION by Director Barrett, Seconded by Director Martin, the Board voted to discontinue the Public Information Committee.

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

President Barrett updated the remaining two committee members as follows:

- i) Finance Committee: Barrett (Chair), Martin (Member), Johnson (Alternate)
- ii) Strategic Planning Committee: Johnson (Chair), Hogan (Member), Ohlmann (Alternate)

**7. COMMITTEE REPORTS**

- Director Johnson gave a summary of the Finance Committee meeting held on November 16, 2022.
- Directors Johnson and Hogan gave a summary of the Joint Strategic Planning meeting held on November 22, 2022.

**8. REMOTE MEETINGS ADOPTION**

ON MOTION by Director Hogan, Seconded by Director Martin, the Board voted to adopt Resolution 2022-959 enabling the District to continue to hold remote public meetings.

**9. DISTRICT BUSINESS ITEMS**

**A. RESOLUTION 2022-961 DECLARING 2023 HOLIDAYS**

ON MOTION by Director Barrett, Second by Director Hogan, the Board voted to adopt Resolution 2022-961 for District Holidays in the 2023 Calendar Year.

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

**B. RESOLUTION 2021-962 EXCESS LAND AND AIR SPACE**

ON MOTION by Director Hogan, Second by Director Barrett, the Board voted to adopt Resolution 2022-962 declaring no excess land or air space.

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

**C. DISTRICT RESERVE POLICY**

ON MOTION by Director Hogan, Seconded by Director Barrett, the Board voted to continue this item at a later Board meeting.

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

**D. MANHOLE FRAME & COVER ADJUSTMENTS CONTRACT**

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

- i) Authorize the General Manager to execute a contract with Tierra Contracting in the amount not to exceed \$19,350 for adjusting ten sewer manhole frame and covers to grade; and
- ii) Authorize the General Manager to approve expenditures of up to \$1,9365 (10%) as a change order allowance for any necessary changes in scope of work.

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

**E. PUBLIC OUTREACH FIRM**

ON MOTION by Director Hogan, Seconded by Director Johnson, the Board voted to continue the item at a later Board meeting date and to inform those who proposed on the District's Request for Proposals of the new timeline.

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

**10. 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**

General Manager Rahrer presented the Operations and Maintenance reports for the period of November 1, through November 30, 2022.

**11. ITEMS FOR THE NEXT AGENDA**

The next regular Board meeting will be held on January 11<sup>th</sup>, 2023 and may include the following topics:

- a. Right-of-Ways

**12. ADJOURNMENT**

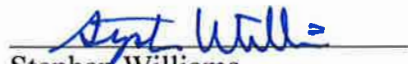
The meeting adjourned at 5:42 pm ON MOTION by Director Hogan, Seconded by Director Martin.

These minutes were presented for approval at the General Board Meeting on January 11, 2023.



Ellwood Barrett, President

Minutes taken and prepared by:



Stephen Williams  
District Administrator/Clerk of the Board