



Montecito Sanitary District

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

Phone: (805) 969-4200
www.montsan.org

BOARD PACKET

For the Special Board Meeting of

Thursday, November 18, 2021

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MINUTES

For the Regular Meeting of the Board on:

October 28, 2021

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:00 pm on Thursday, October 28, 2021 using Zoom teleconferencing in accordance with the State Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

President Dorinne Lee Johnson, Vice President Woody Barrett, Treasurer Don Eversoll, Director Gary Fuller, and Director Dana Newquist

Board Members Absent:

Director Eversoll left the meeting at 4:05 pm

Also Present and Participating:

Brad Rahrer, P.E. MSD General Manager
Mark Manion, MSD General Counsel, Price Postel & Parma
Betsy Byrne, MSD Clerk of the Board & District Administrator
Rico Larroude, MSD Collections & Maintenance Supervisor
Carole Rollins, MSD Laboratory & Pretreatment Manager
Jeff Menelli
Frank Blue
iPhone
Thomas Widroe
Travis Lee
Sandy
Anne-Marie
Jeff Kerns

2. PUBLIC COMMENT

Member of the public Frank Blue addressed the Board: “My name is Frank Blue, Madam President and District Board members, I live at 2165 Alisos Dr., and it’s the road between Oak Grove and Romero Canyon. I made public comment to this Board before on the subject of extending the sewer line from Orchard road to our street, to Alisos Drive. Today I’m happy to say there are others who have joined and who are also going to be speaking to that subject, of the approval of that line. The Orchard road line has been in place for some time, and it’s about 20 feet from the back of our property, frankly we’re kind of surprised that as long as it’s been there, we haven’t heard anything from the District about the possibility of extending that line to include us and to include our neighbors on our street. So it seems to us that this is a terrific opportunity that has been sitting there hiding in plain sight, so to speak. There must be some kind of a civics lesson that I need to learn in this regard because I do understand there has been a project that the Sanitary District Board is considering for the Lilac & Oak Grove interchange area, which is fine, although it seems to me the project that would focus on our area should also be given valid consideration; there are 3 existing

line terminations so close to our street to our 2100 block. One at Orchard rd, one at Tabor lane, and the third one a little ways down on Romero Canyon Rd. So we believe, our neighbors 12 homeowners on our street, have already expressed doing something about extending the sewers. We come to you recognizing there is terrific value and positive benefits to us, and to the community in having the sewer line extended to our street as we would propose. We believe that this line extension would serve multiple purposes, insofar as we're concerned all to the good. And it would serve to satisfy the many manifold purposes for which the District exists, not least the extension of first class sanitary services to residential customers. Thank you very much, appreciate it."

Member of the public Jeff Menelli on 2135 Alisos Dr. addressed the Board: "I'm in support of the sewer line system. Our neighborhood most of the houses have been built in the 1960s so most of us have 50+ year old septic tanks that are going to need to be replaced at some point if they don't already. Another problem for our neighborhood is we're littered with hundred year old oak trees; which make septic tank replacement more costly and more problematic. I'm in the construction business and it's an issue trying to replace these septic tanks. No one argues that it's environmentally its best to get rid of 12 septic tanks in this area. It would be fabulous for the mission of the County and the City. And also, my urgency is that as people need to replace their septic tanks, they're going to do it and they're going to spend a small fortune doing it, and they're going to be more reluctant to change it to spend more money to get a sewer line later. And I just think it would be a real missed opportunity since we have everyone in the neighborhood I talked to is extremely excited about doing this. It would be a great time, we have willing people to spend the money to get it done. That's all I have, Thanks."

District Administrator read an email submitted by Alan Weiss: "Greetings, I am unable to participate in your upcoming meeting but I wanted to express my strong support for the sewer line extension on Alisos Drive. We live at 2190 Alisos, located on the northwest corner of Alisos and Romero. We have lived at this address since July 2020 when we purchased the home. One of the first things we did upon moving to 2190 Alisos was to cover the old pit/cesspool that we learned was on our property located underground not far from the existing septic tank. We worked with County Sanitation to fill the pit with rock and otherwise make it safe for ourselves, neighbors, and guests.

I write about this old pit as an example of a relic of the past, and a potentially dangerous one, that required attention and had been neglected for many years. I view septic in a similar vein, as a relic of the past that may have been the best alternative available at one time. I would very much like to see the sewer line extension so that we and our neighbors on Alisos would be part of the public sewer system and no longer have to rely on an antiquated form of sanitation.

I understand that the extension is broadly supported by the majority of my neighbors on Alisos. Furthermore, there is an existing line nearby (Orchard) that can be accessed for the extension. Finally, it makes practical and economic sense to maximize the District customer base when those affected support the extension, and there are no difficult engineering issues that would stand in the way of the extension.

Thank you very much for your consideration. Alan M. Weiss & Cheryl Burke; 2190 Alisos Drive"

District Administrator read an email submitted by Eric Robison: "Hello. My name is Eric Robison. I own a home at 2160 Alisos Dr. in Montecito. That homes my primary residence.

I'm writing to share that I support the line extension on the 2100 block of Alisos Drive. I support this for several reasons including: that it's environmentally responsible, elimination of dated sanitation methodology is important.

I'm happy to provide additional support context. Best, Eric Robison Cell: 415-450-5904"

3. APPROVAL OF MINUTES

ON MOTION by Director Barrett, Second by Director Eversoll, the Board voted to approve the Minutes from Board Meetings held on September 23 and September 30, 2021.

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

4. APPROVAL OF PAYABLES

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted to approve the District payables for checks dated September 10, 2021 through October 22, 2021.

Accounts Payable	\$297,733.46
Capital Improvement Projects	\$99,126.43
Payroll	\$261,647.16
TOTAL	\$658,507.05

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

5. COMMITTEE REPORTS

Director Barrett gave a summary of the Finance Committee meeting held on October 19, 2021.

Director Barrett gave a summary of the Joint Strategic Planning Committee meeting held on September 30, 2021.

6. OLD BUSINESS

A. RESOLUTION 2021-937; REMOTE MEETINGS CONTINUING ADOPTION

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted to adopt Resolution 2021-937 authorizing the continuance of remote public meetings in accordance with California Assembly Bill 361.

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

B. FERNALD POINT EMERGENCY SEWER MAIN REPLACEMENT

General Manager Rahrer provided a status update on the project.

C. LILAC/OAK GROVE SEWER MAIN EXTENSION PROJECT

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to award the contract to Tierra Construction Inc. in the amount of \$2,036,855 and authorized the General Manager to approve expenditures up to 10% for a change order allowance of \$203,686.

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

7. NEW BUSINESS

A. ORGANIZATIONAL DECISIONS

The Board accepted the following changes to the standing committee assignments:

- i) Finance Committee: Directors Eversoll and Johnson
 - Director Eversoll will remain the Committee Chair (Treasurer)
 - Director Johnson will be added as a signatory to MBT accounts
- ii) Administration & Operations Committee: Directors Eversoll and Newquist
- iii) Personnel Committee: Directors Barrett and Fuller
 - Director Barrett will take Director Johnson's place as Committee Chair

B. ENGINEERING MANAGER POSITION RECRUITMENT

The updated Personnel Committee members will meet at 2:00 pm on Thursday, November 4, 2021.

C. FY2021-22 UNAUDITED QUARTERLY FINANCIAL REPORTS

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted to approve and accept as presented the unaudited quarterly financial statements for period ending September 30, 2021; and to revise the Capital Improvement Projects Budget for FY21-22 with three additions:

- \$30,000 New FY21-22 Projects Budget for Boardroom renovation, Audio-visual equipment and installation.
- \$46,867 carryover for the completion of Riven Rock Sewer Main Extension project.
- Update the FY21-22 Budget for Enhanced Recycled Water Feasibility Study from \$75,000 to \$220,000 per approved MWD/Carollo Contract.

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

8. DISTRICT OPERATIONS AND MAINTENANCE

A. INFORMATION ITEMS

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

- i. MSD implemented a new bidding software called PlanetBids to assist with advertising projects and managing bidding process.
- ii. The Roofing Project Bid was re-advertised using Planet Bids. Five contractors attended mandatory pre-bid meeting. Bids due next Wednesday (November 3) at 10:00 am.
- iii. Submitted grant application for Recycled Water Fund to the State Water Resources Control Board.
- iv. Kicked off project with Carollo and have collaboration meetings scheduled with neighboring agencies scheduled for week of November 1.

B. AGREEMENTS TO BE SIGNED

None

C. OPERATIONS AND MAINTENANCE REPORTS

For the period of September 13, 2021 through October 18, 2021.

9. ITEMS FOR THE NEXT AGENDA

- i) The November Board meeting will be held on Thursday November 18, 2021:
 - a. Director Johnson has coordinated hearing a presentation from Kristen Ayres of CalTrans and Fed Luna of SBCAG related to the Highway 101 widening project.
 - b. A resolution to amend the District’s Connection fees
 - c. Riven Rock low pressure force main sewer main extension project: Notice of Completion.
 - d. Alisos Sewer Main Extension Project

Member of the public Frank Blue addressed the Board: you have a very busy agenda, please don't forget about the Alisos sewer main linkage potential project.

10. ADJOURNMENT

The meeting adjourned at 4:34 pm ON MOTION by Director Barrett, seconded by Director Newquist.

These minutes were presented for approval at the Board Meeting on November 18, 2021.

Dorinne Lee Johnson, President

Ellwood T. Barrett II, Vice President

Dana Newquist, Secretary

Donald M. Eversoll, Treasurer

Gary Fuller, Director



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BOARD LIST OF PAYABLES

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
11/05/2021	ACCOUNTS PAYABLE	\$ 44,873.79
11/05/2021	CAPITAL IMPROVEMENT PROJECTS	\$ 37,816.63
11/05/2021	CAPITAL IMPROVEMENT PROJECT- RECYCLED WATER FUND	\$ 648.00
	Subtotal	\$83,338.42
11/04/2021	PAYROLL	\$78,925.44
	Subtotal	\$78,925.44
	<u>TOTAL</u>	<u>\$162,263.86</u>

Approved for Payment:

Date: November 18, 2021 Amount: \$162,263.86

_____, General Manager

_____, Treasurer

_____, Director

Check History Report
Sorted By Check Number
Activity From: 11/5/2021 to 11/5/2021
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
027021	11/5/2021	ANCHOR SCIENTIFIC, INC	588.44	Floats for Lift Station 5
027022	11/5/2021	AT&T MOBILITY	23.24	Office Wireless Data Port-October
027023	11/5/2021	BIG GREEN CLEANING COMPANY	1,849.20	Janitorial Supplies, Janitorial Services-November
027024	11/5/2021	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-November
027025	11/5/2021	CJR MONTECITO TRUST	2,412.00	Deposit Refund/SC's Deducted - 495 Valley Club Road
027026	11/5/2021	CALIFORNIA WATER ENVIRONMENT	197.00	Staff Certification Renewals
027027	11/5/2021	DOBBERPUHL, JOEL (or) HOLLY	3,450.00	Deposit Refund -616 Hot Sprinmgs Road
027028	11/5/2021	DOCU PRODUCTS	68.56	Copier Maintenance Agreement-November
027029	11/5/2021	FASTENAL COMPANY	789.53	Disposable Gloves for Collections
027030	11/5/2021	FISHER SCIENTIFIC	60.88	Lab Testing Supplies
027031	11/5/2021	FRONTIER	297.77	Phone Service for Plant Operations - November
027032	11/5/2021	GRAINGER	264.02	Tarp for Board Room, Electrical Supplies for Board Room
027033	11/5/2021	GSM ENGINEERING FABRICS	747.37	Belt Press Plow Blades
027034	11/5/2021	HACH COMPANY	417.38	Analyzer Chemicals
027035	11/5/2021	IBS OF SIERRA MADRE	293.34	Batteries for Small Jetter Truck, Unit #3
027036	11/5/2021	MCCORMIX CORP	1,570.58	Vehicle Fuel 10/01-10/31/21
027037	11/5/2021	MOUNTAIN SPRING WATER	171.05	Bottled Drinking Water/Dispenser Rental-October
027038	11/5/2021	MONTECITO WATER DISTRICT	393.86	Vac-Con, Small Jetter Truck Water Usage Jul-Sept
027039	11/5/2021	NATIONAL NOTARY ASSOCIATION	119.00	Notary Membership Renewal-Martin
027040	11/5/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	93.00	Outside Lab Analyses 10/25
027041	11/5/2021	PAYCHEX OF NEW YORK, LLC	301.70	Payroll Service - October
027042	11/5/2021	POSTER COMPLIANCE CENTER	155.04	Labor Law Poster Compliance Annual Renewal
027043	11/5/2021	PURETEC INDUSTRIAL WATER	58.81	Water Softener Sodium Tank Exchange
027044	11/5/2021	RINGCENTRAL, INC.	1,595.13	Phone Service-June, October, August pymt reprint
027045	11/5/2021	RWG LAW	59.00	Audit Letter-Legal Research-Barrett Sewer Spill
027046	11/5/2021	SOUTHERN CALIFORNIA EDISON CO	13,753.06	Electric Service-October
027047	11/5/2021	STANDARD INSURANCE COMPANY	1,480.47	Short/Long Term Disability Insurance Premium-November
027048	11/5/2021	STREAMLINE	310.00	Website Management Services-November
027049	11/5/2021	TIGHE, THOMAS (or) CARRIE	2,000.00	Lateral Replacement Rebate - 148 Santa Isabel Lane
027050	11/5/2021	T-MOBILE	20.00	Wireless Data Port for UF/RO-October
027051	11/5/2021	SHAUN TOMSON	2,000.00	Lateral Replacement Rebate - 116 Palm Tree Lane
027052	11/5/2021	UNION BANK	33.48	Credit Card Payment-Shipping of CCTV Camera
027053	11/5/2021	UNIVAR SOLUTIONS	4,028.40	Plant Chemicals
027054	11/5/2021	UNDERGROUND SERVICE ALERT	171.51	66 Dig Alert Tickets-October
027055	11/5/2021	WICK BOILER SERVICES, INC	1,710.00	Preventative Maintenance of Laboratory Boiler
027056	11/5/2021	RAYMOND (or) JANE WURWAND	3,650.00	Refund Sewer Service Charges 1292 Eleven Oaks Lane
026861	8/27/2021	RINGCENTRAL, INC.	531.64-	Check Reversal
Bank B Total:			<u>44,873.79</u>	
Report Total:			<u><u>44,873.79</u></u>	

CIP Check History Report
Sorted By Check Number
Activity From: 11/5/2021 to 11/5/2021
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
001304	11/5/2021	TIERRA CONTRACTING INC	37,816.63	CIP 9-Progress Payment for the Riven Rock Lower Pressure Sewer Force Main Construction Project
Bank G Total:			<u>37,816.63</u>	
Report Total:			<u><u>37,816.63</u></u>	

Check History Report
Sorted By Check Number
Activity From: 11/5/2021 to 11/5/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: W RECYCLED WATER (MBT)

Check Number	Check Date	Check Name	Check Amount	Description
001029	11/5/2021	MONTECITO WATER DISTRICT	648.00	CIP 17-Carrollo Engineering Services Rendered through September for the MSD / MWD Joint Recycled Water Feasibility Study
Bank W Total:			<u>648.00</u>	
Report Total:			<u><u>648.00</u></u>	



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MINUTES

For the special meeting of the Personnel Committees

Thursday, November 4, 2021

1. CALL TO ORDER/ROLL CALL

The special meeting of the Personnel Committee commenced at 2:00 p.m. on 11/4/2021.

ATTENDANCE

Present: District Directors Woody Barrett and Gary Fuller

Absent: None

Also Present: Brad Rahrer, P.E. MSD General Manager
Ricardo Larroude, MSD Acting Operations Manager
Betsy Byrne, MSD District Administrator

2. PUBLIC COMMENT

No members of the public addressed the Committee.

3. NEW BUSINESS

A. PROMOTIONS

District General Manager Brad Rahrer gave a summary overview of District staff who have promoted to the next grade level based on passing of certification exams:

Travis Kearney – Grade IV Collection System Operator

Jose Flores – Grade III Collection System Operator

Luis Rizo – Grade II Wastewater Treatment Operator

Miguel Villafana - Grade II Wastewater Treatment Operator

B. VACANT POSITIONS

District General Manager Brad Rahrer gave an overview of the impacts of the vacant Engineering Manager position (Vacated September 25, 2021).

Engineering Manager Vacancy

General Manager Rahrer reviewed the responsibilities and workload of the Engineering Manager Position, CIP project delivery, drafting, design, and project management for CIP and Septic to Sewer Conversion program; and Recycled Water project manager and interaction with project counterpoints. Mr. Rahrer expressed concern for meeting project timelines, and other regularly occurring operations project management duties such as: Land Development review / permit plan check and project, and external project management and coordination such as County paving maintenance projects and Caltrans improvements.

General Manager Rahrer explained his analysis and that to best meet the District's needs it is necessary to recruit and hire a replacement Engineering Manager, and to contract with a professional recruiting firm to seek and find the best engineer for the position.

General Manager Rahrer pointed to the 5-year CIP project plan to exhibit the District's 5-year future project outline. Much of the projects on the list require an internal project manager as well as facilities maintenance project management.

Director Barrett expressed that perhaps the Engineering Manager position did not require a senior engineer, and could the position be downgraded from the previous level.

Director Fuller expressed that General Manager's recommendations should be addressed to replace the Engineering Manager position, and heed staff's expression of the pressure of being under-staffed.

Operations Manager Vacancy

General Manager Rahrer explained the Operations Manager position, as under-filled by Ricardo Larroude since March 2021 and plan for proposing to restructure the Operations Manager position. He reported that a proposed restructuring would be presented at a future Personnel Committee and Finance Committee meeting in 2022.

Director Fuller left the meeting at 2:58pm

Director Barrett requested for General Manager Rahrer to please present the same information related to the Engineering Vacancy to the full board [on November 18, 2021] and that he supports the District utilizing the recruiter utilized by the Montecito Water District for their previous Engineer recruitments.

4. ADJOURNMENT

Meeting adjourned at 3:37 pm



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MINUTES

For the special Meeting of the A&O Committee on:

November 11, 2021

1. CALL TO ORDER

The A&O Committee of the Montecito Sanitary District convened a special meeting at 2:12 pm on Thursday, November 11, 2021 using Zoom teleconferencing in accordance with the State Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

Committee chair Don Eversoll, Director Dana Newquist

Board Members Absent: none

Also Present and Participating:

Bradley J. Rahrer, P.E. MSD General Manager

Ricardo (Rico) Larroude, MSD Acting Operations & Maintenance Manager

Elizabeth (Betsy) Byrne, District Administrator/Clerk of the Board

Woody Barrett

Dorinne Lee Johnson

Nick Turner

Laura Camp, MWD PIO

2. PUBLIC COMMENT

None.

3. NEW BUSINESS

A. FY2021-22 APPROVED BUDGETED CAPITAL IMPROVEMENT (CIP) PROJECTS

District General Manager Brad Rahrer gave a summary overview of all projects for the coming fiscal year listed on the Capital Improvement Projects (CIP) Budget. See attached FY21-22 CIP project timeline.

B. ENHANCED RECYCLED WATER FEASIBILITY STUDY

District General Manager Brad Rahrer gave a summary of the project status of the Enhanced Recycled Water Feasibility Study project with Montecito Sanitary District and Carollo Engineers Inc.

4. COMMITTEE RECOMMENDATIONS TO THE BOARD

No recommended actions. Committee report will provide brief operational status report to the board at its next meeting on November 18, 2021.

5. ADJOURNMENT

The meeting adjourned at 2:51 pm.

Fiscal Year 2021-22 Capital Improvement Projects Schedule

Collections Projects																
Proj. No.	Description	Est. FY21-22 Projected Cost	Budgeted FY21-22 Cost	FY21-22 Budget Available	Future Fiscal Yrs. Cost	PM	Status	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
1	Scheduled and Emergency Replacements	\$ 23,431	\$ 100,000	\$ 76,569	unknown		Unscheduled									
	A. Channel Grinder Replacement	\$ 23,431					Completed									
2	Manhole Raising/ Repair/ Replacement	\$ 354,450	\$ 400,000	\$ 45,550												
	A. Highway 192 Lower and Raise 60 Manholes- Caltrans (includes inspection with Fillipin)	\$ 234,050	\$ 185,500			BR	Construction									
	B. On-Call Manhole Adjustments and Sewer Main Repair	\$ 60,200				BR	Final Design									
	C. N. Jameson Raise 14 Manholes- County	\$ 25,200														
	D. Fernald Point Lower and Raise 2 Manholes- County	\$ 5,000														
	E. Private road manhole raising/repair/replace	\$ 30,000														
3	Sewer Main Repair / Replacement/ Lining	\$ 91,700	\$ 175,000	\$ 83,300												
	A. Trunk main, Manholes, and sewer lining- design only	\$ 50,000				RL	Preliminary Design									
	B. Brooktree Rd Sewer Main Replacement (County Project)	\$ 16,500	\$ 28,000		\$ -	RL	Construction									
	C. Fernald Point - Emergency Replacement	\$ 25,200				RL	Completed									
9	Highway 101 Sewer Main Relocation Project (Caltrans HOV)	\$ 213,540	\$ 677,900	\$ 464,360	\$ (464,360)	BR	Final Design									
	Hwy 101 Sewer Main Reloc - Design (F&A)															
	Hwy 101 Sewer Main Reloc - Design (MNS)	\$ 213,540														
	Caltrans HOV- Posilipo gravity main and force main relocation-construction	\$ 1,000,000	\$ 500,000													
	Inspection	\$ 70,000														
	Design support during construction	\$ 60,000														
	Collections Subtotal	\$ 683,121	\$ 1,352,900	\$ 669,779												

Treatment Facility Projects																
Proj. No.	Description	Est. Project Cost	Est. FY21-22 Cost		Future Fiscal Yrs. Cost	PM	Status	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	Electrical Rehabilitation Project (including: AB blower and motors, ATS, VFDs, & HVAC for Admin/Operations building)	\$ 855,000	\$ 855,000		\$ -	BR	Final Design									
	Roof for Admin/Operations and Board room building	\$ 65,000	\$ 65,000		\$ -	BR	Bidding/Award									
	HVAC system for board room and maintenance building	\$ 17,571	\$ 17,571		\$ -	RL	Completed									
	Access Gates controllers and keypads (main and maintenance)	\$ 37,500	\$ 37,500		\$ -	RL	Preliminary Design									
	Clarifier Skimmer troughs replacement	\$ 90,000	\$ 55,000		\$ 35,000	RL	Preliminary Design									
	Forklift purchase	\$ 35,000	\$ 35,000		\$ -	RL	Preliminary Design									
	Treatment/Facility Subtotal	\$ 1,170,571	\$ 1,135,571													
Lift Station Projects																
Proj. No.	Description	Est. Project Cost	Est. FY21-22 Cost		Future Fiscal Yrs. Cost	PM	Status	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	Channel Drive Lift Station Improvements - Dual forcemain, bypass piping and wet well hatch access	\$ 50,000	\$ 50,000	\$ -	\$ 240,000	CP	Preliminary Design									
	Lift Stations Subtotal	\$ 50,000	\$ 50,000	\$ -												
Sewer Main Extension Projects																
Proj. No.	Description	Est. Project Cost	Est. FY21-22 Cost		Future Fiscal Yrs. Cost	PM	Status	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
9	Lilac and Oak Grove Sewer Main Extension Construction	\$ 2,323,137	\$ 2,323,137		\$ -	CP	Bidding/Award									
9	Ashley Road Lift Station and Sewer Main Extension Project	\$ 2,750,000	\$ 1,500,000		\$ 1,250,000	CP	Preliminary Design									
		\$ 7,673,137	\$ 5,173,137													
Recycled Water Fund																
Proj. No.	Description	Dedicated Fund	Est. FY21-22 Cost		Future Fiscal Yrs. Cost	PM	Status	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	Enhanced Recycled Water Feasibility Study	\$ 1,190,000	\$ 219,931			CP	Unscheduled									

RESOLUTION NO. 2021-938

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM DATED MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT FOR THE PERIOD OF 30 DAYS PURSUANT TO THE BROWN ACT PROVISIONS.

WHEREAS, the Montecito Sanitary District (“District”) is a sanitary district duly organized and existing pursuant to the Sanitary District Act of 1923 codified in Health & Safety Code section 6400 et seq.; and

WHEREAS, the District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s governing body are open and public, as required by the Ralph M. Brown Act, codified in California Government Code section 54950 et seq. (“Brown Act”), so that any member of the public may attend, participate, and watch the District’s governing body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution No. 2021-935, on September 30, 2021, finding that the requisite conditions exist for the Board of Directors of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District’s jurisdiction, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the jurisdiction of the District, specifically, a State of Emergency remains active as proclaimed by Governor Gavin Newsom’s Proclamation of a State of Emergency dated March 4, 2020; and

WHEREAS, State and Local Officials have imposed and recommended social distancing measures and allowing legislative bodies to meet via teleconferencing to avoid risks to the health and safety of members of the public who would like to participate in meetings of the legislative bodies; and

WHEREAS, the Board of Directors does hereby find that Governor Gavin Newsom's Proclamation of State of Emergency and Social Distancing Orders and other conditions causing imminent risk to attendees has caused, and will continue to cause, conditions of peril to the safety of persons within the jurisdiction of the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California and re-ratify State and Local orders for social distancing; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the District's governing body shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District shall continue to provide notice as otherwise required by the Brown Act of all public meetings.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the jurisdiction of the District and proclaims that a local emergency persists throughout the jurisdiction of the District and allowing remote access and participation in the District's board meetings will reduce health and safety risks to attendees.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager or designee and the Board of Directors of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 18, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of the Montecito Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Montecito Sanitary District this 18th day of November, 2021, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Board President
Dorinne Lee Johnson

ATTEST:

Board Secretary
Dana Newquist

(SEAL)





Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
www.montsan.org

MONTECITO SANITARY DISTRICT STAFF REPORT - 7B

DATE: Thursday, November 18, 2021
TO: Board of Directors
FROM: Bradley Rahrer, General Manager
SUBJECT: Roof Replacement Project

RECOMMENDATION:

1. Awarding a contract to Derrick’s Roofing Inc. for the replacement of the Operations and Board Room building roofs in the amount of \$64,679; and
2. Authorizing the General Manager to approve expenditures up to 10% change order allowance of \$6,468.

Background – The Operations and Board Room building roofs are in need of replacement. District staff initially bid the project in August 2021 but did not receive a responsive bid. Staff re-advertised for bids on August 7 and opened bids for this project on November 3, 2021. The District received two bids from local companies for the project, ranging as follows:

	Bidder	Bid Amount
1	Derrick’s Roofing Inc.	\$64,679.00
2	Pueblo Construction	\$90,555.29

The low bid of \$64,679.00 submitted by Derrick’s Roofing Inc. is an acceptable bid that is responsive to and meets the requirements of the bid specifications.

The change order funding recommendation of \$6,468, or 10%, is typical for this type of work and size of project.

Fiscal Impact – This project was included in the Fiscal Year 2021-22 Capital Improvement Project budget with an estimated cost of \$65,000. The bid results are in line with budgetary expectations.

Public Notice – No notice required.

Previous Related Action – None.

Goals and Objectives – To replace the existing roofing on the Board room and the Administration/Operations building.

Environmental Determination –Categorically exempt by CEQA as its maintenance and repair of existing facilities.

Analysis – Justifications – None.

OTHER DEPARTMENTS INVOLVED: None.

ATTACHMENTS None.



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MONTECITO SANITARY DISTRICT STAFF REPORT - 7C

DATE: November 18, 2021
TO: Board of Directors
FROM: Bradley Rahrer, General Manager
SUBJECT: Lilac and Oak Grove Drive Sewer Main Extension - Inspection
SUMMARY: Fillipin Engineering to provide construction observation services for the Lilac and Oak Grove Drive sewer main extension under existing On-Call Services Contract.

RECOMMENDATION: STAFF RECOMMENDS THAT THE BOARD:

1. Authorize the General Manager to execute a Task Order under the On-Call Services Contract (2020-008-OC) with Fillipin Engineering, in the amount of \$49,920 for part-time construction support and inspection services, and
2. Authorize the General Manager to approve expenditures of up to \$4,920 for extra services that may result from necessary changes in the scope of work.

DISCUSSION:

Background – On October 28, 2021, the Board approved proceeding with installing a sewer main along Lilac Drive, Oak Grove Drive, and along Highway 192 to serve 22 properties. The project involves installing approximately 3,822 linear feet of 8-inch PVC sewer main, 19 manholes, and extending 22 sewer laterals to the property line for each parcel served by the project. Additionally, the contractor will be required to repave per County and Caltrans standards after installing the new sewer facilities. In order to ensure the Contractor, Tierra Contracting, complies with all County and Caltrans requirements and constructs the project per the design plans and specifications, the District requires field inspections services.

Typically, for projects similar to this, the District’s Engineering Manager oversees the construction and project management tasks and an experienced and skilled consultant provides the field inspection services. In December 2020, the District executed a professional services agreement for on-call construction observation services with Fillipin Engineering. Fillipin Engineering is a local firm specializing construction support services, including construction management and inspection. The intent of the on-call construction

observation contract is to supplement District staff's abilities to provide the necessary construction management for small to medium construction projects, including sewer main extensions and relocations, and other District projects as directed by Staff. As projects arise, staff negotiates a scope of work with the consultant and generates task orders to track costs and services provided for each project under the on-call construction observation contract.

Fiscal Impact – The Lilac/Oak Grove Sewer Main Extension Project was budgeted for Fiscal Year 2021-22 and the cost for construction observation services will be associated with the CIP project. To prepare the proposed cost estimate provided in the proposal, Staff negotiated with the consultant to narrow the scope of work. The costs provided in the attached proposal are reasonable for this type of work and consistent with budgetary estimates and expected costs for construction inspection services for projects of this magnitude and consistent with the estimate presented to the Board at the time of project approval on October 28, 2021.

Previous Related Action –

- October 28, 2021 – The Board awarded a construction contract to Tierra Construction for the full project serving Lilac, Oak Grove and E. Valley properties.

Goals and Objectives – To ensure the contractor (Tierra) constructs the project in accordance with the design plans and specifications. To protect the District from risk involved with construction projects.

Environmental Determination – Categorically exempt by CEQA.

Analysis – Justifications – The District's current Purchasing Policies and Procedures requires Board of Directors approval on all special service expenditures in excess of \$15,000. Due to the location, nature of work, and construction costs involved with this sewer main extension project, the cost for the services are in excess of the General Manager's contracting authority and therefore require board of directors approval.

OTHER DEPARTMENTS INVOLVED: Collections

ATTACHMENTS: Fillipin Proposal for On-Call Construction Support Services for Lilac Drive and Oak Grove Drive Sewer Main Extension Project



November 11, 2021

W.O. 211921

Montecito Sanitary District
1042 Monte Cristo Lane
Santa Barbara, CA 93108
Attn: Bradley Rahrer, P.E.

SUBJECT: PROPOSAL TO PROVIDE ON-CALL CONSTRUCTION OBSERVATION SERVICES FOR THE LILAC DRIVE AND OAK GROVE DRIVE SEWER MAIN EXTENSION PROJECT

Dear Mr. Rahrer,

Filippin Engineering, Inc. (FE) is pleased to submit a proposal to provide Construction Observation services to Montecito Sanitary District (District) for the Lilac Drive and Oak Grove Drive Sewer Main Extension Project. Filippin Engineering and its staff have completed numerous projects of similar scope and are well qualified to assist with all aspects of the project through the construction phase.

PROJECT UNDERSTANDING / ASSUMPTIONS

We understand that the District plans to use FE construction observation services on the referenced project, on an on-call basis. FE's understanding is based upon plans and specifications provided by District staff, along with conversations via email indicating the anticipated duration of the project. We believe that the District would like the construction observation tasks for this project to be part-time. Because of the nature of part-time work, we will coordinate with District staff to determine what staffing arrangements can be made if the project moves forward, as the majority of our inspectors are on full-time assignments, so we may need to use a combination of staff to cover the part time work. We are flexible in working with the District to meet the specific needs of this project and welcome any suggestions to our approach in this proposal or throughout the performance of the work.

PROJECT TEAM AND OVERVIEW

Kelly R. Wheeler, P.E., QSD, Principal Construction Manager: While FE is not providing Construction Management services with this assignment, a principal of the firm is assigned to every project we perform to assist our inspectors with scheduling, quality control, and any construction services that may be required to be added to the contract. Kelly Wheeler will be the Project Manager assigned to this project. Mrs. Wheeler has extensive experience as the Project Manager for a variety of public works projects, consisting of engineering design, construction management, and construction inspection, and has been assigned as the project manager for other District assignments.

Because of the part-time nature and unknown start date, we have listed two potential inspectors for this assignment. If they are unavailable, FE will be using one of our qualified inspectors who is stationed closest to this assignment, since we have inspectors on current full-time assignments and we realize the District only wants intermittent inspection.

Tyler Beets, Senior Construction Inspector: Mr. Beets has an extensive background in public works construction and over 10 years of direct experience including water and sewer pipelines, underground utilities, drainage, structures, roads, and pavement maintenance. Previously employed with Allen Construction, Tyler served as the operations and production manager, project manager and estimator during his tenure. Tyler's depth of hands-on experience and breadth of knowledge through a range of projects and roles has developed an exceptional skill set in a Senior Construction Inspector. Tyler excels at understanding the construction work as well as the engineering details and



design intent. He is as adept at resolving potential field conflicts as he is at communicating with designers or Agency staff. Tyler is currently inspecting for the District on Riven Rock and Hot Springs main extension projects, so is well versed in what is required for this project.

Rafael Medina, Assistant Construction Manager: Mr. Medina has over 16 years of experience inspecting water and sewer infrastructure, dry utility, storm drain, and transportation projects and holds a mechanical engineering degree from Cal State Northridge. In addition, Mr. Medina has experience in vertical construction from groundbreaking to final product, which includes but not limited to, concrete foundation, framing, mechanical, electrical, plumbing, and data construction inspection. Mr. Medina worked with members of our project team while employed at Penfield & Smith, and has since been on a variety of projects for the County of Ventura, working first in their Transportation Division, and ending with Ventura County Sanitation before joining the FE team. His sewer experience is extensive, having been the lead inspector on the \$38 million El Rio Sewer Project, along with a variety of relevant projects as lead inspector with Ventura County Sanitation. He currently is performing construction observation on a sewer project for City of Ventura.

We have not included resumes by attachment, but they are available upon request.

WORK PLAN

The following are services that are likely to be required during the on-call observation work. Our inspector will coordinate with District staff to determine the actual services desired on each day. Possible tasks to be performed include:

Construction Observation Services

- **Construction Observation/Inspection** – The inspector will document, daily, the progress being made on the project, including the materials incorporated and the quantity of work completed, and recorded by pay item.
- **As Needed Construction Observation based on Actual Construction Activity**—observations of general/civil work and/or actions of the inspection team at the jobsite includes:
 - Observe contractor's compliance with the contract documents
 - Observe and record bid item quantities of Contractor's work and materials and equipment incorporated into the work
 - Observe and record weather and site conditions
 - Notify contractor and owner of deficient or non-compliant work
 - Observe and record correction of deficient or non-compliant work
 - Observe and record materials and equipment received
 - Observe stored materials for proper protection
 - Observe and record construction activities and progress
 - Observe and record contractor/subcontractor staffing and equipment usage
 - Take photographs daily for pertinent project activities and conditions
 - Coordinate with materials testing consultant(s) to in accordance with the Project's Quality Assurance Program
 - Complete Assistant Resident Engineer Daily Reports
 - Stay abreast of Contractor's schedule
- **Communication** – Communicate with the District's Project Manager and staff as appropriate, keeping all well informed of work progress and problems. Notify the Project Manager at any point when a dispute arises, an unknown condition is discovered, or when the Contractor indicates extra work/change order work is warranted.
- **Contractor Communication** – Communicate with the Contractor, notifying him of any unacceptable condition or workmanship. No deviations from contract documents without District approval will be made. Conversations with the Contractor regarding disputed work, quality of workmanship, extra work, progress or schedule of activities, or other



topics related to the project will be recorded in the daily reports for use in claims and disputes. Other items of communication include:

- Verify layout, operations, and intent of work with the Contractor.
 - Maintain open communication, coordinating each day before, after, and throughout the course of the work on outstanding items, schedule, and quantities.
- **Traffic Control and Public Safety** – Monitor throughout construction compliance with the approved TC plans. Review all detour, lane closures, temporary access, signing, delineation and traffic control. Prior to start of daily operations, report deficiencies to Contractor and record in daily reports.
 - **Stormwater Controls** – Monitor throughout construction, compliance with the approved WPC plans.
 - **Materials** – Examine material to be used for contract compliance and if rejected, direct the Contractor to remove.
 - **Changes in Work** – Be alert to changes in the character of the work and site conditions. Notify the Project Manager of anticipated changes in the character of the work, or Contractor concerns regarding changes in work.
 - **Extra Work** – Document extra work on the daily reports and report to the Project Manager what is observed to be extra work.
 - **Workmanship** – Notify the Contractor and the Project Manager if materials or workmanship are not in compliance with the Contract Documents.
 - **Contract Documents** – Continually review contract documents on upcoming work to stay ahead of the Contractor and notify the Project Manager of anticipated areas of concern.
 - **Maintain Construction Record Drawings** – Maintain one set of contract documents with up-to-date information regarding all addendum, substitutions, clarifications and change orders.
 - **Final Inspection and Punch list** – Participate in final inspection with the Contractor, Project Manager, and District to review the project for acceptance of workmanship and materials and prepare a punch list of project construction deficiencies for resolution by Contractor.
 - **Project Closeout** – Prepare inspection documentation needed for project closeout (Daily reports, photos, materials tickets, record drawings). Deliver all project documentation to Project Manager within 2 weeks of acceptance of the work.

Construction Management Services

We understand for purposes of this proposal and budgetary constraints that the District will be performing the construction management services in-house for this project. We anticipate that the following services are necessary for the CM and will be performed by in-house staff, but we will also provide an alternative cost for consideration should the level of effort exceed available staff time.

Pre-Construction Services:

- **Submittal Review** – Receive, review and/or distribute Contractor submittals prior to the project for materials submittals, shop drawings, schedules, environmental permit compliance, Caltrans double permit compliance, and any other required documentation necessary prior to project kick-off.



- **Pre-Construction Conference** – Coordinate and chair the Pre-construction Conference. Schedule meeting and provide notices to project participants prior to the start of any field activities. Prepare and distribute minutes of the conference.
- **Document Control** – Establish document control procedures and Construction Management procedures to ensure organized, complete, and effective construction management and documentation at the onset and throughout the project duration.

Construction Phase Services:

- **On-Site Management & Construction Phase Communication** - Establish and implement coordination and communication procedures among MSD, County, Caltrans, other permitting agencies, property owners, Filippin Engineering, Design Professional, and Contractors.
- **Construction Administration Procedures** –utilize the established document control procedures for reviewing and processing request for clarifications and interpretations of the Contract Documents; shop drawings, samples and other submittals; contract schedule adjustments; change order proposals; written proposals for substitutions; payment applications; and the maintenance of logs.
- **Review of Requests for Information, Shop Drawings, & Other Submittals** - Review the Contractors' requests for information, shop drawings, and other submittals to determine the anticipated effect on compliance with the Project requirements, the Project and Construction Budget, and the Baseline Schedule
- **Change Order Preparation, Negotiation and Processing** - Establish, implement and coordinate systems for processing all contract change orders. Negotiate all contract change orders with the Contractor. Prepare contract change order document for execution by Contractor and District.
- **Jobsite Progress Meetings** – Conduct weekly progress meetings to review progress and quality, notify the attendees of any contractor deficiencies, determine availability of labor, material, and equipment for upcoming work, coordinate utility outages and site disruptions, and address coordination matters. Additional special meetings may be required to address special issues and conditions and to address special coordination conditions. The CM will chair these meetings, conduct each meeting according to published agenda, and have minutes prepared and promptly distributed. Minutes will detail action items, the discussions that ensued, and announce the time and date of the next meeting.
- **Contractor's Construction Schedule** - review each Contractor's Construction Schedule and verify that the schedule is prepared in accordance with the requirements of the Contract Documents and that it establishes completion dates that comply with the requirements of the approved Baseline Schedule. Track conformance with the project schedule, requiring submission of a make-up schedule if necessary to keep the project on track for completion within the time deadlines.
- **Progress Payments** - Review the payment applications submitted by each Contractor and determine whether the amount requested reflects the progress of the Contractor's work. Filippin Engineering shall make appropriate adjustments to each payment application and shall prepare and forward to Flood Control a Progress Payment Report. The Report shall state the total contract price, payments to date, current payment requested, retainage and actual amounts owed for the current period.
- **WSOWD Reports** - Prepare weekly statements of working days.
- **Labor Compliance Checks** – Perform labor compliance checks as recommended by the Caltrans Construction Manual and the Caltrans Local Assistance Procedures Manual, including labor compliance interviews for the prime contractor and subcontractors, review of certified payrolls, checking contractor postings for all specified posters, notices and wage determinations at the project site (Equal Employment Opportunity posters), and notifications of any observed labor non-compliances so that sanctions can be imposed per Caltrans policy (Construction Manual Chapter 8 “Labor Compliance”).

CONSTRUCTION SUPPORT COSTS

It is our understanding that the contract allows for 200 calendar days for completion, which equates to approximately 140 working days. Based on previous projects completed in the area, we believe that this project could take the entire 140 working days, depending on production due to rock. Typically, CM and Inspection



services cost approximately 10%-15% of construction cost on projects of this size; however, we realize that District budget constraints do not allow for full CMIT services.

Based on the time frame, uncertainty of project schedules, and budget constraints, we offer the following options for District consideration for potential services.

Option 1 – Part Time Inspection

For this option, we have made the following assumptions for the fee schedule provided below:

- Estimated approximately 300 hours of inspection used as needed during construction – this is estimated for this scenario at 15 working days at 8 hours per day and 45 working days at 4 hours per day.
- 12 hours of clerical support to upload certified payroll to the DIR, and to perform administrative tasks associated with field inspection (downloading and organizing documentation)
- 8 and 16 hours of preconstruction and postconstruction services, respectively, for preparation and closeout.

Scope:	Inspection @ 4 hrs/day + CT FT Insp (15 WD @ 8 hrs, 45 WD @ 4 hrs)		
Working Days:	60	12	weeks
Task	Senior Construction Inspector	Clerical Support	Estimated Fee
	\$ 150.00	\$ 110.00	
Pre-Construction Phase	8		\$1,200
Construction Phase	300	12	\$46,320
Post-Construction Phase	16		\$2,400
TOTAL	324	12	\$49,920

Option 2 – Part Time Inspection for the contract duration

For this option, we have made the following assumptions for the fee schedule provided below:

- Estimated approximately 560 hours of inspection used as needed during construction – this is estimated for this scenario at 140 working days at 4 hours per day.
- 22 hours of clerical support to upload certified payroll to the DIR, and to perform administrative tasks associated with field inspection (downloading and organizing documentation)
- 24 hours of preconstruction and postconstruction services, for preparation and closeout.

Scope:	Inspection @ 4 hrs/day		
Working Days:	140	28	weeks
Task	Senior Construction Inspector	Clerical Support	Estimated Fee
	\$ 150.00	\$ 110.00	
Pre-Construction Phase	8		\$1,200
Construction Phase	560	22	\$86,420
Post-Construction Phase	16		\$2,400
TOTAL	584	22	\$90,020

Option 3 – Part Time Inspection and Construction Management services

For this option, we have made the following assumptions for the fee schedule provided below:

- Estimated 40 hours of submittal review, preconstruction meeting, and other miscellaneous preconstruction CM services.



- Estimated approximately 840 hours of inspection and CM time used as needed during construction – this is estimated for this scenario at 140 working days at 6 hours per day. We estimate approximately 4 hours of inspection time and 2 hours of CM time per day.
- 22 hours of clerical support to upload certified payroll to the DIR, and to perform administrative tasks associated with field inspection (downloading and organizing documentation)
- 24 hours of postconstruction services for closeout.

Scope:	Part Time Inspection & CM (@ 6 hrs/day average during construction)		
Working Days:	140	28 weeks	
Task	Senior Construction Inspector	Clerical Support	Estimated Fee
	\$ 150.00	\$ 110.00	
Pre-Construction Phase	40		\$6,000
Construction Phase	840	22	\$128,420
Post-Construction Phase	24		\$3,600
TOTAL	904	22	\$138,020

The time required is directly correlated to scope of services desired and the contractor performance and schedule. If the Contractor’s schedule is more or less, we can revise our estimate at that time. In addition, in this area, it is expected that the Contractor will encounter rock in the excavation. If you need our inspector to be onsite to quantify force account work, we can work with you during that time on what is necessary and appropriate.

For cost estimating purposes, we’ve assumed overtime will not be required. Should extended hours be required, overtime rates (1.3 times the normal billing rate) will apply, and we will notify the District of the projected costs based when overtime is expected.

Our proposed services will be performed on a time and materials basis and shall be billed monthly at the rates then in effect. Charges for "time" include professional, technical, and clerical support services provided by FE. "Materials" include reimbursable expenses, such as outside consultant fees.

We have estimated the cost of our services based on our understanding at this time of the scope in the three scenarios above. However, because our services will be performed on a time and materials basis it is possible that our actual charges could exceed or be less than the amount we have estimated. During the performance of our services, the need for additional or expanded services will be monitored and communicated by the Project Manager.

We look forward to working with you on this project. If you have any questions or would like to discuss our proposal further, please don’t hesitate to call me at (805) 448-5619.

Sincerely,
 FILIPPIN ENGINEERING

Kelly R. Wheeler, P.E.
 Principal Engineer

Recruitment Plan for Engineering Manager as presented at Personnel Committee on November 4, 2021



Vacant Positions



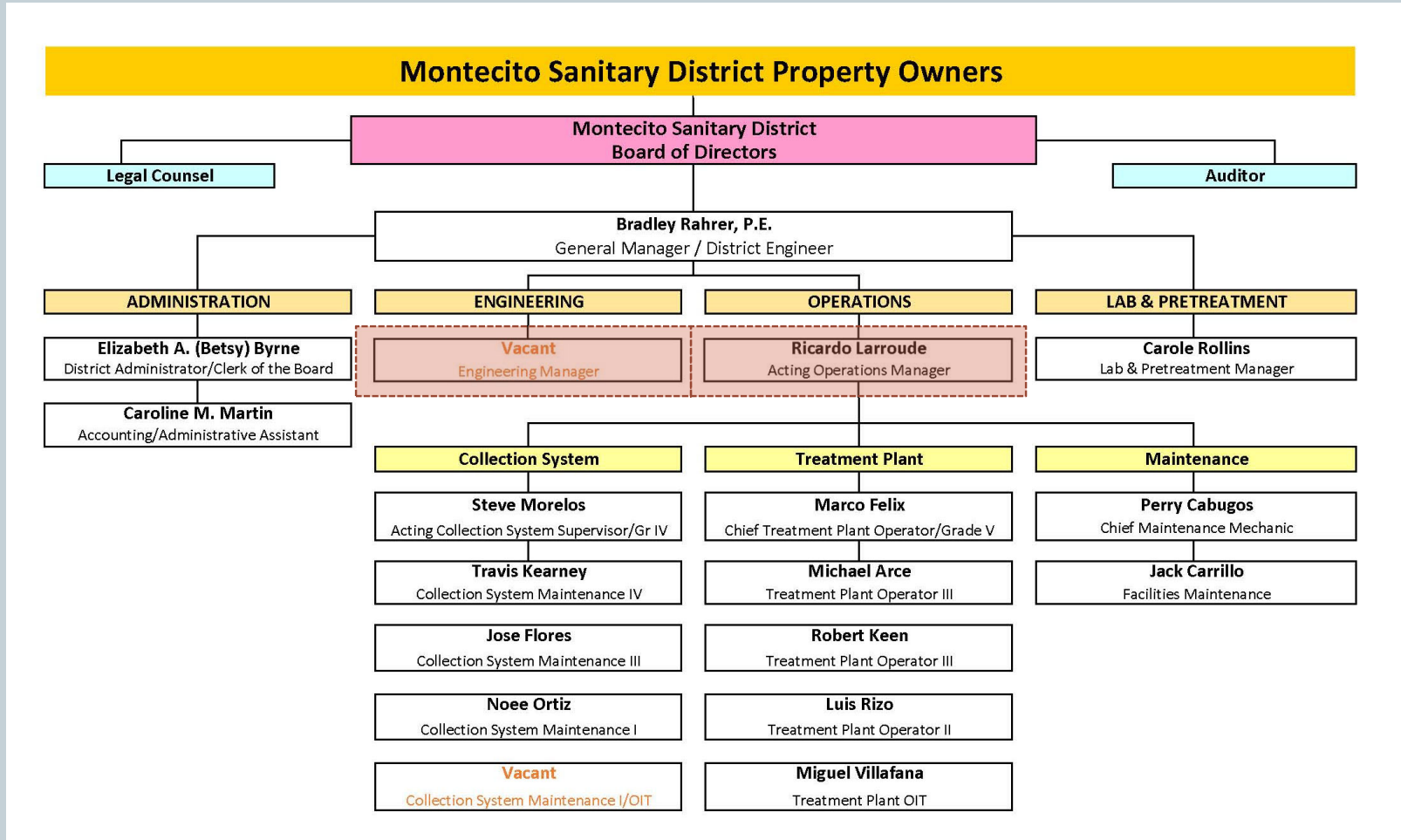
Engineering Manager

- Vacant since September 25

Operations and Maintenance Manager

- Vacant in March 2021
- Acting Operations and Maintenance Manager since July 2021

Vacant Positions



Engineering Manager Vacancy



Engineering Manager Workload

- **Responsibilities**
 - Capital Improvement Program Project Delivery
 - Septic to Sewer Conversion Program
 - Recycled Water Program
 - Land Development Review – ADUs and building plan check
 - Project Manager for External Projects (County, Caltrans, etc.)

- **Workload Analysis**
 - Consultant Support – complex design, construction management, studies
 - 5 year CIP Program

Engineering Manager Vacancy



Process to Fill Vacancy

- **Vacancy Recruitment**
 - Status
 - Challenges
 - ✦ Competitive Market – High Demand, Low Supply
 - ✦ Job Requirements - Special skillset, experience and licensing
 - Recruitment Methods
 - ✦ Using a recruiter
 - ✦ Advertising through local associations and societies
 - ✦ Local Networking



Montecito Sanitary District

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Santa Barbara, CA 93108

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MONTECITO SANITARY DISTRICT STAFF REPORT- ITEM 7E

DATE: November 18, 2021

TO: Board of Directors

FROM: Brad Rahrer, General Manager

SUBJECT: Riven Rock Low Pressure Force Main Project

SUMMARY: The project includes installing approximately 1,012 linear feet of 2-inch diameter HDPE force main pipe to serve ten properties in the Riven Rock neighborhood under a low pressure sewer system. Construction was completed in June 2021.

Recommendation – THEREFORE, STAFF RECOMMENDS THAT

1. The Board of Directors accept the Riven Rock Low Pressure Force Main Project as complete and approve the issuance of a Notice of Completion for a total final construction cost of \$378,166.23.

Fiscal Impact –

Original Contract Amount	\$263,636.50
Change Orders	+\$121,329.73
Unused Boulder Removal Hours	-\$6,800.00
Total Final Construction Cost	\$378,166.23

Public Notice – A Notice of Completion letter will be sent to the Tierra Contracting. Separate Notice of Completion letters will be sent to the ten property owners served by this sewer main extension letting them know the final cost of the project and their proportionate share of project costs.

Previous Related Action – At the October 8, 2020 board meeting, the Board of Directors awarded a construction contract to Tierra Construction for a base project to serve five properties with a low pressure force main system. Two alternatives

were presented to the board, but they were not awarded at that time due to a lack of homeowner participation. On February 12, 2021, the Board approved increasing the change order allowance to \$110,000 to cover the proposed additional extension to serve an additional five properties.

Goals and Objectives – To file a Notice of Completion to close the project.

Environmental Determination – Project was Categorical exempt by CEQA.

Analysis – Justifications: There were four construction change orders for the project covering: changing one of the lateral locations from the plans; changing the paving method per County requirements; adding Alternative B for Rockbridge Road serving five more properties; and making repairs to a damaged private water service.

Out of the 24 hours budgeted for boulder removal, only 8 hours were used during the project for boulder removal, resulting in a \$6,800 savings to the District.

OTHER DEPARTMENTS INVOLVED: Collections

ATTACHMENTS: Notice of Completion



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108
General Manager: Bradley Rahrer, P.E.

A Public Service Agency

PHONE: (805) 969-4200
www.montsan.org
brahrer@montsan.org

November 18, 2021

Mr. Blair Douglas
Tierra Contracting
5484 Overpass Road
Santa Barbara, CA 93111

SUBJECT: NOTICE TO PROCEED- RIVEN ROCK COMMUNITY LOW PRESSURE SEWER FORCE MAIN PROJECT
BID NO. 101-19

Dear Mr. Douglas:

On November 18, 2021, the Montecito Sanitary District Board at a regularly scheduled board meeting took action to accept the Riven Rock Community Low Pressure Sewer Force Main Project as complete. The one year warranty period commenced on this date as determined by the contract, and will end on November 18, 2022.

The final price of \$378,166.23 has been determined to be the final cost for this contract. If you have any questions please contact the District office at (805) 969-4200.

Sincerely,

Bradley Rahrer, P.E.
General Manager



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
www.montsan.org

MONTECITO SANITARY DISTRICT STAFF REPORT - 8A

DATE: Thursday, November 18, 2021
TO: Board of Directors
FROM: Bradley Rahrer, General Manager
PREPARED BY: Rico Larroude, Acting Operations and Maintenance Manager
SUBJECT: Forklift Purchase – Quinn Lift Inc.

RECOMMENDATION: That the board of Directors:

1. Approving the purchase of a Caterpillar GP25N5 forklift and authorizing the General Manager to issue a purchase order to Quinn Lift Inc. in the amount of \$38,093

DISCUSSION

Background – The District’s daily operations require a forklift onsite. The District has historically rented a unit from a local rental company; however, District Board of Directors recommended Staff investigate the cost comparison between purchasing a forklift versus renting a unit.

Staff has researched various models and pricing, and determined that a Caterpillar model GP25N5 meets the District needs. Potential vendors for the equipment have notified staff that due to equipment shortages and supply chain issues, the cost of this type of equipment has increased and is anticipated to continue increasing in the near-future until the supply issues are resolved.

Fiscal Impact – The District’s approved Capital Improvement Program (CIP) budget for fiscal year 2021-22 included \$35,000 for a new forklift, slightly less than the current purchase order amount. This unit would replace the District’s current rental unit, eliminating the District’s monthly cost.

Analysis – Justifications: – In 2015, MSD became a member of the National Joint Powers Alliance (NJPA), a nationally recognized organization for cooperative contracting and purchasing. NJPA is now known as Sourcewell. The Caterpillar Model forklift is available through Sourcewell’s cooperative contract with Quinn Equipment Company (contract No. 84949). As a participating agency, the District can use their competitive bid pricing.

OTHER DEPARTMENTS INVOLVED: None

ATTACHMENTS: Quotation from Quinn Lift Inc. with Sourcewell contract # 84949 pricing dated 9/3/21

QUOTATION

QUINN LIFT

801 Del Norte Blvd.
Oxnard, CA 93030

PREPARED FOR

Customer: MONTECITO SANITARY DIST
Address: 1042 MONTE CRISTO LN
SANTA BARBARA, CA 93108
Attention: Ricardo Larroude
Phone: (805) 696-4200
E-mail: rlarroude@montsan.org

REFERENCE

Effective From: Wednesday, November 3, 2021
Effective To: Friday, December 3, 2021
Quote #: 569640
Account Manager: Ken Kirpal
Direct Phone: (661) 513-8529
E-mail: ken.kirpal@quinnlift.com

Quinn Lift, Inc. Key Advantages

Let us take care of the forklifts in your business, so you can concentrate on achieving your goals in your operation. We can deliver a full portfolio of products and services to help you because -

1. We can minimize your down time with 5 large parts warehouses supporting our dealership network, focused on next day delivery direct to our customers.
2. We focus on increasing productivity for every customer – with an extensive product range available from one company; we can provide you the best truck to meet your goals.
3. We have a strong focus on operator protection and product damage limitation, built right into the design of the trucks.



GP25N5 - 5,000 lb. Capacity LP Pneumatic Tire Lift Truck

HIGHLIGHTS

Uncompromising Performance - Powerful GK25 4 Cylinder Engine Maximum Torque 129 ft-lb @ 1600 rpm Maximum Horsepower 61 Hp @ 2700 rpm Throttle by Wire Accelerator (no cable) High Efficiency Aluminum Cylinder Heads Individual High Energy Ignition Coils (no distributor) Low vibration Dynamically Balanced - Engine Protection System (EPS) - Fuel saver mode reducing fuel consumption up to 14% - Cyclone Air Filter - High efficiency Aluminum Core Radiator - Robust Powershift Automatic Transmission 1F/1R - Transmission Oil Cooler - Hydrostatic Power Steering - Elevated Air Intake - Maintenance Free Battery - Premium long lasting Trelleborg Tires - 500 Hour Service Intervals
Superior Operator Comfort - Premium Full Suspension Grammer Seat - Tilt Steering Column with Memory function - Isolated (Rubber mounted) Key Components to reduce vibration - Rubber floor mat - Insulated Engine cover - Convenience tray with clipboard holder - Separate Brake and Inching Pedals - Elongated Grab handle Bar - Open Step with Anti Slip Plate - Electronic Direction Control - Premium tires with 3 layers construction for an extra comfortable ride
Added Operator Protection and Awareness - LED work lights - Premium LCD/LED Display - Presence Detection System (PDS) - Dual Action Parking Brake Handle - Ground speed control - Password lock - Anti-Restart Ignition Key Switch - Transmission Return to Neutral for Start



KEY FEATURES & BENEFITS

EXCEPTIONAL PERFORMANCE

After years of expertise and leadership in material handling solutions, Cat® lift trucks engineered a game changing powertrain for exceptional performance in the toughest material handling conditions. The GK engine family is the industry's most powerful and respected industrial engine family in its class. The engines delivers outstanding performance while maintaining the highest standards of durability and reliability. With a proven track record for



GP25N5 - 5,000 lb. Capacity LP Pneumatic Tire Lift Truck

quality and dependability, the rugged PowerShift transmission delivers a remarkable performance optimizing engine power and response.

OPERATOR COMFORT

A forklift's productivity is not only measured by a strong powertrain, but also by its operator comfort and efficiency. This is why Cat® lift trucks designed an ergonomic operator compartment optimizing comfort, visibility and productivity for long and demanding shifts.

PRESENCE DETECTION SYSTEM

The Patented PDS system, standard on all Cat® lift trucks helps ensure that the operator is following the correct operating procedures. Once the operator leaves the seat and does not engage the park brake, the PDS will disengage the transmission and all hydraulic functions to the mast while activating an audible alarm and a flashing visual warning.

ENGINE PROTECTION SYSTEM

The EPS monitors the Engine Coolant Temperature, Transmission Oil Temperature and Engine Oil Pressure. The system issues a warning and cuts back on engine rpm when parameters go out of range. It also monitors the brake fluid level and warns when the level is too low. The EPS also issues periodic maintenance alerts by displaying them on the screen.

PREMIUM LED/LCD DISPLAY

The standard premium LED/LCD display is connected to the monitoring system alerting the operator if one of the systems is not in check. It includes a Speedometer, Hour Meter, Clock, Travel Direction, Low Fuel Indicator or Fuel Gage, Coolant Temperature, Battery Charging Status, Operator Passcode capability and other systems-related indicators & warnings.

CONFIGURATION

CHASSIS	1	5,000 lb. Capacity LP Pneumatic Tire Lift Truck
MAST	1	188.0" MFH / 84.5" OAL / 36.0" FFH Triplex
RATINGS & STANDARDS	1	UL Approved
RATINGS & STANDARDS	1	EPA Compliant
FORKS	1	1.6" X 3.9" X 48" Hook Type - Pallet
POWERTRAIN	1	GK25 2.5L 4 Cylinder Gas and LPG Engine
POWERTRAIN	1	Single Speed Powershift Transmission
SIDESHIFTER	1	39.5" Wide ITA Class II Integral Sideshifter
DRIVE & STEER TIRES	1	Solid Pneumatic Single Drive And Steer Tires
LOAD BACKREST	1	48" High Load Backrest
HYDRAULIC ACTIVATION	1	3-Section Valve with Cowl Mounted Levers
HYDRAULIC HOSE OPTIONS	1	Single Function Internal Hosing - Triplex Mast
TILT CYLINDERS	1	Standard Tilt Cylinders
OVERHEAD GUARD	1	Standard Overhead Guard
PRODUCTIVITY OPTIONS	1	Horizontal Tank Bracket
PRODUCTIVITY OPTIONS	1	Premium LCD/LED Display
PRODUCTIVITY OPTIONS	1	Engine Protection System
PRODUCTIVITY OPTIONS	1	Separate Brake & Inching Pedals
PRODUCTIVITY OPTIONS	1	Ground Speed Control
PRODUCTIVITY OPTIONS	1	Fuel Saver Mode
PRODUCTIVITY OPTIONS	1	Rear Grab Handle With Horn Button
PRODUCTIVITY OPTIONS	1	Load Weight Display
SPECIAL APPLICATIONS OPTIONS	1	Aluminum Core Corrugated Fin Radiator
SPECIAL APPLICATIONS OPTIONS	1	Presence Detection System
SPECIAL APPLICATIONS OPTIONS	1	Heavy Duty Counterweight Grill
SPECIAL APPLICATIONS OPTIONS	1	Underbelly Screen
SPECIAL APPLICATIONS OPTIONS	1	Transmission Fluid Filter
WARNING / LIGHT OPTIONS	1	Two Forward LED Working Lights On OHG
WARNING / LIGHT OPTIONS	1	Electronic Back-up Alarm
WARNING / LIGHT OPTIONS	1	Rear LED Stop/Tail/Back-up Combination Lights
WARNING / LIGHT OPTIONS	1	Amber Strobe Light - Mounted Below OHG
SEAT	1	Full Suspension Vinyl Seat
ACCESSORIES	1	Orange Seat Belt
ACCESSORIES	1	Rubber Floor Mat
ACCESSORIES	1	Operator Convenience Tray With Clipboard Holder
LP TANK	1	Steel LP Tank, Horizontal Fill - 43.5#
LANGUAGE MARKINGS	1	English Language Markings North/South America

GP25N5 INVESTMENT SUMMARY

QTY	DESCRIPTION	PRICE	ACCEPTED
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1	CAT 5,000 lb. Capacity LP Pneumatic Tire Lift Truck	\$32,850.00
	CA TAX@ 8.75%	\$2,874.38
	CA TIRE TAX @\$1.75 X 4	\$7.00
	TOTAL INVESTMENT	\$35,734.38

GP25N5 WARRANTY

GP25N5 Standard Warranty - 12 Months, 2000 Hours Full Coverage; 24 Months, 4000 Hours Powertrain

ACCEPTANCE AS CONTRACT OF SALE

Authorized agent understands and agrees to the Terms and Conditions as included with this Quote

MONTECITO SANITARY DIST

Quinn Lift, Inc.

Authorized Agent Signature

Authorized Agent Signature

Date Signed

Date Signed

Printed name

Ken Kirpal

Printed name

Title/Position

Sales Representative

Title/Position

SOURCEWELL DISCOUNT APPLIED #84949

Customer Purchase Order Number

Please consult with your accountant, tax professional, or equivalent to confirm characterization of equipment and tax implications. Other financing options and terms may be available (including financing sales tax). Please consult with your product specialist representative for additional financing options.

Terms: Net Due Upon Delivery or Finance

All prices quoted subject to applicable taxes, availability, and change without notice.



Montecito Sanitary District

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

Phone: (805) 969-4200
www.montsan.org

MANAGER'S REPORT

For the Special Board Meeting of

November 18, 2021

8. DISTRICT OPERATIONS AND MAINTENANCE

A. Information Items

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

B. Agreements to be signed

None

C. Operations and Maintenance Reports

For the period of October 18, 2021 through November 7, 2021.

WWT PLANT STATISTICS FOR DURATION: 20 DAYS

Flows	11.49 MG	0.547 MGD avg
Hypochlorite used	2,756 Gal	131 Gallons day, avg
Bisulfite used	1,488 Gal	85 Gallons day, avg.
Effluent T.S.S.		4.8 mg/L avg
Effluent CBOD ₅		3.3 mg/L avg
BAC-T		< 2.0 MPN/100mL median
Rainfall	1.01 inches	

SLUDGE DISPOSAL - LOAD AND DISPOSAL BY ENGEL & GRAY

<u>Load Date</u>	<u>Total Haul in pounds</u>	<u>Total haul in Tons</u>
10/18/2021	35,920	17.96
10/28/2021	38,100	19.05
11/01/2021	39,480	19.74
<u>Totals:</u>	<u>113,500</u>	<u>56.75</u>

PLANT OPERATIONS

- No violation of the NPDES permit during this reporting period.
- Operated the belt press for a total of 18.2 hours.

PLANT MAINTENANCE

- Performed routine inspections and maintenance of District Buildings and Equipment.

COLLECTIONS

- No public sewer system overflows this reporting period.
- No private sewer system overflows this reporting period.
- Linear Feet Cleaned: 40,091 ft, 7.59 Miles
- Linear Feet Inspected: 4,175 ft, 0.79 Miles

LABORATORY

During this 21-day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 130 samples
- Ran 188 tests plus 55 duplicate tests for NPDES permit compliance and process control
- Performed 28 calibrations on laboratory equipment and 388 quality control checks
- Sent 3 samples to our contract lab for NPDES-required monthly testing (Oil & Grease, Ammonia and Total Organic Carbon)
- Preparing for CA-ELAP assessment of MSD State certified laboratory scheduled for November 18, 2021