

MONTECITO SANITARY DISTRICT

A G E N D A

for Board Meeting

June 11, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on June 11, 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 Meeting will be conducted in accordance with the Virtual Meeting Protocols adopted by the Board of Directors on April 9, 2020. These can be viewed and downloaded here:

<https://www.montsan.org/virtual-public-meetings>. The public may attend and make a public comment by visiting:

<https://us02web.zoom.us/j/84897801559>

You may also call in at 1-669-900-6833 Meeting ID 848 9780 1559

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

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 must comply with the Virtual Meeting Protocols; will be recognized by the President; and must 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 the Virtual Meeting Protocols, 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 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: **848 9780 1559** 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 April 9, 2020 and May 14, 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 May 11, 2020 and June 8, 2020.

5. NEW BUSINESS

A. RESOLUTION NO. 2020-924 – SETTING THE DATE, TIME, AND PLACE FOR THE ANNUAL SEWER SERVICE CHARGE HEARING TO COLLECT SEWER SERVICE CHARGES ON THE COUNTY TAX ROLL

It is recommended that the Board consider:

- i) Adopting a resolution setting a date, time, and place for a hearing to continue collecting the District’s sewer service charges by means of the County Tax Roll.
- ii) Taking such additional, related, action that may be desirable.

B. ADMINISTRATION & OPERATIONS (A&O) COMMITTEE MEETING - REPORT

It is recommended the Board consider:

- i) Receiving and filing a report provided by the A&O Committee from its May 13th meeting;
- ii) Taking such additional, related, action that may be desirable.

C. FISCAL YEAR 2020-21 OPERATIONS AND MAINTENANCE BUDGET

It is recommended the Board consider:

- i) Approving the Fiscal Year 2020-21 Operations and Maintenance Budget, including the FY2020-21 Salary Schedule, as required by CalPERS, and the estimated revenue projections;
- ii) Taking such additional, related, action that may be desirable.

D. CAPITAL IMPROVEMENT PROJECT BUDGET

It is recommended the Board consider:

- i) Approving the Fiscal Year 2020-21 Capital Improvement Project Budget;
- ii) Taking such additional, related action that may be desirable.

E. COVID-19 EXPOSURE CONTROL – RATIFICATION OF PURCHASE ORDERS

It is recommended the Board consider:

- i) Ratifying the COVID-19 related Purchase Orders pursuant to the Montecito Pandemic Preparedness and Response Plan;
- ii) Taking such additional, related action that may be desirable.

F. DEVELOPMENT PLAN – INITIAL STUDY/MITIGATED NEGATIVE DECLARATION

It is recommended the Board consider:

- i) Accepting the Mitigated Negative Declaration with any approved revisions and authorizing the General Manager to sign the Proposed Finding document;
- ii) Taking such additional, related action that may be desirable.

G. INFORMATION ITEMS

- None

H. AGREEMENTS TO BE SIGNED

- None

7. OPERATIONS AND MAINTENANCE

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

8. ITEMS FOR THE NEXT AGENDA

9. ADJOURNMENT

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

April 9, 2020

1. CALL TO ORDER/ROLL CALL

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:20 p.m. on April 9, 2020 using Zoom teleconferencing in accordance with State of California Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

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

Board Members Absent:

None

Also Present and Participating:

Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Carrie Poytress, MSD Engineering Manager
Alex Alonzo, MSD Operations Manager
Karl H. Berger, MSD Legal Counsel
Ken Coates, Ratepayer

2. PUBLIC COMMENT

Mr. Ken Coates addressed the Board.

3. APPROVAL OF MINUTES

The minutes of the March 12, 2020 meeting were included in the agenda packet. On MOTION by Director Newquist and second by Director T. Kern, the Board approved the minutes of March 12, 2020 with the following roll call vote:

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: None
ABSTAIN: None

4. APPROVAL OF PAYABLES

On MOTION by Director J. Kerns and second by Director T. Kern, the Board approved with a roll call vote these payroll and accounts payable expenses from March 12, 2020 through April 9, 2020:

Accounts Payable Expenses	\$ 118,491.82
Capital Improvement Projects	2,521.10
Recycled Water	10,790.49
Payroll and Related Expenses	<u>184,563.72</u>
Total Expenses	\$ 316,367.13

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: None
ABSTAIN: None

5. NEW BUSINESS

A. Virtual Meeting Protocols

District Counsel Karl H. Berger reported that due to the State of California Executive Order No. N29-20 issued on March 17, 2020, Montecito Sanitary District Board meetings will be held virtually using the teleconferencing application Zoom for the foreseeable future. In order to facilitate these meetings, the Board discussed adopting Virtual Meeting Protocols to ensure public participation in attending and providing public comment.

On MOTION by Director Newquist and Director J. Kerns, the Board adopted the Virtual Meeting Protocols as presented with the following roll call vote:

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: None
ABSTAIN: None

B. COVID-19 Emergency Declaration, Status, and Update Regarding Emergency Measures to Protect District Employees

General Manager Gabriel reported she had issued the District Emergency Declaration on March 19, 2020. She reported staff is working in bonded teams and practicing social distancing and other safety precautions such as additional personal protection equipment and OSHA required safety measures.

The Board discussed the need for additional facilities to minimize exposure of staff while eating, showering, and other necessary activities. The discussion included modifying the plans for a portion of the Essential Services Building to accommodate on a permanent basis and the submittal of an emergency permit for the expedited construction. The Board also discussed the possibility of renting trailers as temporary infrastructure.

C. Accounting Procedures and Internal Controls – COVID-19 Emergency – Authorization of New Procedures

District Administrator McDonald reported due to the shelter in place order, new accounting procedures are being implemented in order to ensure proper internal controls are being continued. Checks issued will be signed by the General Manager, but will be reviewed and approved electronically by the Treasurer or an alternate Board member. The District also will begin taking payments online through our website by credit card and e-check.

After discussion, on MOTION by Director Newquist and second by Director Barrett, the Board approved the use of electronic signatures be incorporated into the new accounting procedures with the following roll call vote:

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: None
ABSTAIN: None

D. Dissolved Air Flotation Thickener (DAFT) – World Water Works – Notice of Completion

On October 15, 2018 the Board awarded a contract for the purchase of a new Dissolved Air Flotation Thickener (DAFT) to World Water Works, Inc. in the amount of \$532,058.

The final contract amount with World Water Works totaled \$520,829.05. The final contract amount is less than the contract award amount by \$11,228.95 due to a contract change order that was issued providing the District with a credit.

After discussion, on MOTION by Director Newquist and second by Director T. Kern, the Board accepted the DAFT as complete and approved the issuance of a Notice of Completion to World Water Works in the amount of \$520,829.05 with the following roll call vote:

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: None
ABSTAIN: None

E. Resolution No. 2020-923 – Adopting a Record Retention Schedule

The District’s record retention policies and procedures was last reviewed by legal counsel in 2015. Current legal counsel reviewed this policy and recommended adoption of an updated policy. After discussion, the Board indicated they wanted more time to review the resolution and schedule and directed staff to place this item on the next agenda.

F. Designated Reserve Fund at State of California Local Investment Agency Fund (LAIF) – Authorization to Increase Fund Balance

At the Board meeting on January 30, 2020 the Finance Committee reported on their discussion to recommend increasing the Designated Reserve Fund at LAIF from its current amount of approximately \$1,700,000 to \$2,000,000.

After discussion, on MOTION by Director Newquist and second by Director T. Kern, the Board approved increasing the LAIF Designated Reserve Fund to \$2,000,000 with the following roll call vote:

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: None
ABSTAIN: None

G. Information Items

- General Manager Gabriel asked the Board if there were any questions regarding the 2019 Annual Summary Report to the Regional Water Quality Control Board that had been distributed prior to the March 12th Board meeting.
- Engineering Manager Poytress briefly reviewed the Ocean Outfall annual inspection report which demonstrated the ocean outfall is in good condition.

H. Agreements Signed

None

6. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the Board packet.

7. ITEMS FOR FUTURE AGENDAS

The next Board meeting will be May 14, 2020.

8. ADJOURNMENT

There being no other business, on MOTION to adjourn by Director Newquist and second by Director T. Kern, the MOTION to adjourn passed unanimously at 3:30 p.m. with the following roll call vote:

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: None
ABSTAIN: None

Thomas Bollay, President

Jeffrey Kerns, Vice President

Ellwood T. Barrett, Secretary

Thomas Kern, Treasurer

Dana Newquist, Director

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

May 14, 2020

1. CALL TO ORDER/ROLL CALL

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on May 14, 2020 using Zoom teleconferencing in accordance with State of California Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

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

Board Members Absent:

None

Also Present and Participating:

Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Carrie Poytress, MSD Engineering Manager
Alex Alonzo, MSD Operations Manager
Karl H. Berger, MSD Legal Counsel
Ken Coates, Ratepayer
Leon Bartholemew, Ratepayer
Keith Berry, Ratepayer

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

The minutes of the April 9, 2020 meeting were included in the agenda packet. Director Barrett stated he did not remember a portion of the discussion recorded in the minutes for agenda item 5B. Director Barrett stated he would go back to listen to the recording provided him previously. The Board agreed to delay approval of the April 9th meeting until the next Board meeting.

4. APPROVAL OF PAYABLES

On MOTION by Director Newquist and second by Director J. Kerns, the Board approved with a roll call vote these payroll and accounts payable expenses from April 9, 2020 through May 14, 2020:

Accounts Payable Expenses	\$ 211,342.15
Capital Improvement Projects	9,900.00
Recycled Water	7,643.19
Payroll and Related Expenses	<u>277,574.92</u>
Total Expenses	\$ 506,460.26

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: Director T. Kern (absent for vote)
ABSTAIN: None

5. OLD BUSINESS

District Counsel Karl H. Berger announced he had been informed the meeting id number posted on the agenda was incorrect. However, the link for the meeting was correct, as was the phone number for technical issues. Therefore, Mr. Berger apologized for the District and stated the meeting could proceed.

A. Resolution No. 2020-923 – Adopting a Record Retention Schedule

Mr. Berger reminded the Board that the proposed Resolution No. 2020-923 had previously been discussed at its meeting on April 9th, and that this is a housekeeping item for the District.

After Board discussion, Legal Counsel suggested revisions to the proposed Resolution No. 2020-923 by deleting section 4 and amending section 3. The revisions direct staff to get Board approval on all documents scheduled for destruction. Legal Counsel also suggested amending the schedule (Exhibit A) Series Code DIST300.1 to include rate study and supporting documents as permanent and historical records.

On MOTION by Director Newquist and second by Director J. Kerns, the Board approved Resolution No 2020-929 as amended with the following roll call vote:

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSENT: None
ABSTAIN: None

6. NEW BUSINESS

A. Personnel Committee Meeting - Report

The Personnel Committee (Directors Kern and Bollay) reported on its meeting of April 28, 2020. Director Tom Kern reported the Committee discussed the FY2020-21 Cost of Living Adjustment (COLA), and had directed staff prepare the proposed FY2020-21 budget using a 3.0% COLA based on methodology outlined in the MSD Personnel Committee Handbook. The Committee also reviewed the Salary Schedule for FY2020-21.

ACTION: None

B. Finance Committee Meeting - Report

The Finance Committee (Directors Kern and Barrett) reported on its meeting of May 8, 2020. The Committee reviewed the Quarterly Financial Reports for the quarter ending March 31, 2020. Director Kern reported that he and Director Barrett also reviewed the proposed FY2020-21 Budget reports in detail. After much discussion the Committee had agreed to recommend the Board approve the FY2020-21 Operations & Maintenance Budget, the FY2020-21 Fund Balances and Estimated Revenues, and the FY2020-21 Capital Improvement Budget at the June 11, 2020 Board meeting.

The proposed Budget document will be provided to the Board with the June 11th Board packet.

ACTION: None

C. Quarterly Financial Reports

District Administrator McDonald reviewed the Quarterly Financial Reports with the Board, including the Operating expenses to Budget through March 31, 2020, Capital project expenditures through March 31, 2020, and Investment Activity and Fund Balances as of March 31, 2020. Operating Expenses through March 31, 2020 are tracking to budget. The second allocation of property tax and sewer service charge revenue from the County will be reflected in the next quarter.

Director Barrett requested total project cost to be included in the Quarterly CIP Budget Status report. General Manager Gabriel stated that staff will include total project cost in the report starting next quarter.

ACTION: Staff

D. Quarterly Investment Policy Statement – March 31, 2020

Director Kern summarized District Investment Policy 2013-883 (adopted October 2013), and read and will sign the quarterly Certification Statement.

ACTION: Treasurer Kern

E. Information Items

- General Manager Gabriel reported the District has undertaken emergency measures to protect employees from exposure to COVID-19, including post task hygiene, additional PPE, and temporary facilities.

7. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the Board packet.

8. ITEMS FOR FUTURE AGENDAS

The next Board meeting will be June 11, 2020 and will include FY2020-21 Budget discussion and a report from the May 13th A&O Committee meeting.

9. ADJOURNMENT

There being no other business, on MOTION to adjourn by Director Newquist and second by Director Barrett, the MOTION to adjourn passed unanimously without abstention at 3:00 p.m.

Thomas Bollay, President

Jeffrey Kerns, Vice President

Ellwood T. Barrett, Secretary

Thomas Kern, Treasurer

Dana Newquist, Director

**MONTECITO SANITARY DISTRICT
BOARD LIST OF PAYABLES**

<u>CHECKS DATED</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTALS</u>
05/06/20	ACCOUNTS PAYABLE	1,425.68
05/15/20	ACCOUNTS PAYABLE	62,256.65
05/29/20	ACCOUNTS PAYABLE	<u>72,331.12</u>
	Subtotal	136,013.45
05/29/20	CAPITAL IMPROVEMENT PROJECTS	<u>840.00</u>
	Subtotal	840.00
05/29/20	CIP RECYCLED WATER FUND	<u>14,970.50</u>
	Subtotal	14,970.50
05/21/20	PAYROLL	93,730.78
06/04/20	PAYROLL	<u>95,974.81</u>
	Subtotal	189,705.59
	TOTAL	<u>\$ 341,529.54</u>

Approved for Payment:

Date: June 11, 2020 Amount: \$ 341,529.54

_____, General Manager

_____, Director

_____, Director

Check History Report

Sorted By Check Number

Activity From: 5/6/2020 to 5/6/2020

MONTECITO SANITARY DISTRICT (MSD)

OPERATING ACCOUNT

Check Number	Check Date	Name	Check	Check Type
CC0401	5/6/2020	UNION BANK	756.36	Propane, Study guides, face masks
CC0402	5/6/2020	UNION BANK	192.52	Training cameras, staff travel refund
CC0403	5/6/2020	UNION BANK	476.80	Staff travel refund, Zoom access, MJ ads, chemicals
			<u>1,425.68</u>	
		Bank Total	<u><u>1,425.68</u></u>	

Check History Report
Sorted By Check Number
Activity From: 5/15/2020 to 5/15/2020
MONTECITO SANITARY DISTRICT (MSD)

OPERATING ACCOUNT

Check Number	Check Date	Name	Check Amount	Description
025431	5/15/2020	ACWA/JPIA	31,620.86	Health/Dental/Life Insurance Premium-June
025432	5/15/2020	CANON FINANCIAL SERVICES INC	275.14	Canon Copier Lease Payment-May
025433	5/15/2020	CALIFORNIA ELECTRIC SUPPLY	48.61	Lights
025434	5/15/2020	CINTAS CORPORATION #684	1,199.28	Uniform/Towels/Floor Mats-Cleaning/Rental-April
025435	5/15/2020	CINTAS	87.22	Replenish First Aid Supplies
025436	5/15/2020	CORT	44.00	Deed Report-April
025437	5/15/2020	CULLIGAN OF SYLMAR	27.41	Drinking Water-April
025438	5/15/2020	DUDEK	3,707.50	Coastal Development Planning/Permitting-April
025439	5/15/2020	ENGEL & GRAY, INC	2,846.75	Biosolids Hauling-April
025440	5/15/2020	WILLIAM or JULIE ESREY	2,300.00	Deposit Refund for 881 Picacho Lane
025441	5/15/2020	FASTENAL COMPANY	241.43	Cloth Face Masks
025442	5/15/2020	FRUIT GROWERS LABORATORY	1,234.00	Outside Lab Analyses-March/April
025443	5/15/2020	FILIPPIN ENGINEERING	390.00	Ortega Ridge Sewer Main Extensio Inspection Services
025444	5/15/2020	FISHER SCIENTIFIC	2,746.02	Lab Equipment
025445	5/15/2020	FRONTIER	770.95	Phone Service for Office, Lift Stations 2, 4 & 5-May
025446	5/15/2020	GRAINGER	178.56	Property Maintenance Supplies/Filters for Respirators
025447	5/15/2020	HADRONEX, INC	287.44	Antenna for Smartcover at Lift Station 5
025448	5/15/2020	HENSLEY LAW GROUP	1,078.00	Legal Services-March
025449	5/15/2020	JOY EQUIPMENT PROTECTION, INC	517.02	Annual Fire Extinguisher Testing
025450	5/15/2020	MARBORG INDUSTRIES	644.54	Refuse Disposal/Recycling-April
025451	5/15/2020	MCMASTER-CARR SUPPLY COMPANY	462.37	Full Face Respirators
025452	5/15/2020	MONTECITO WATER DISTRICT	532.05	Water Service-April
025453	5/15/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	45.00	Outside Lab Analyses for Grease & Oil
025454	5/15/2020	PAYCHEX OF NEW YORK, LLC	399.20	Payroll Services-April
025455	5/15/2020	POLYDYNE, INC	3,246.51	Polymer for Belt Press
025456	5/15/2020	PURETEC INDUSTRIAL WATER	253.73	Quarterly Water Softener Tank Rental
025457	5/15/2020	SANTA BARBARA COUNTY	2,657.93	Coast Development Plan Review-April
025458	5/15/2020	S B HOME IMPROVEMENT CENTER	66.51	Property Maintenance Materials
025459	5/15/2020	SOCAL GAS	175.91	Gas Service-April
025460	5/15/2020	UNIVAR SOLUTIONS	3,427.71	Plant Chemicals
025461	5/15/2020	VENTURA AIR CONDITIONING CO.	745.00	Preventative Maintenance on Lab HVAC System
			<u>62,256.65</u>	
		Bank Total	<u>62,256.65</u>	

Check History Report
Sorted By Check Number
Activity From: 5/29/2020 to 5/20/2029
MONTECITO SANITARY DISTRICT (MSD)

OPERATING ACCOUNT

Check Number	Check Date	Check Name	Check Amount	Description
025462	5/29/2020	AT&T MOBILITY	64.63	Wireless Service for Lift Station 4 SCADA-May
025463	5/29/2020	CEARNAL COLLECTIVE	7,607.00	Coastal Development Planning/Permitting Services
025464	5/29/2020	CJM::LA, INC	202.50	Landscape Architect Service for CDP
025465	5/29/2020	COMPUVISION COMMUNICATIONS	3,669.32	Datto Cloud Backup, NetAlert Managed Service,Laptop
025466	5/29/2020	COX BUSINESS	227.56	Interenet Wireless Service-May
025467	5/29/2020	CROMER MATERIAL HANDLING	1,450.72	Forklift Lease Payment-March/April
025468	5/29/2020	CALIFORNIA WATER ENVIRONMENT	193.00	Staff Certification Renewals
025469	5/29/2020	DIGITAL DEPLOYMENT DBA STREAMLINE	310.00	Website Hosting-May
025470	5/29/2020	DOCU PRODUCTS	57.13	Copier Maintenance Agreement-May
025471	5/29/2020	FAMCON PIPE & SUPPLY, INC	2,931.90	Repair Parts for Rotary Drum Screen Equipment
025472	5/29/2020	FISHER SCIENTIFIC	215.67	Lab Testing Supplies
025473	5/29/2020	FRONTIER	69.47	Phone Service for Lift Station 1-May
025474	5/29/2020	WILLIAM GILLIGAN	3,650.00	Sewer Service Charges Refund-1703 East Valley Road
025475	5/29/2020	GRAINGER	55.03	Safety Glasses
025476	5/29/2020	MARBORG INDUSTRIES	896.47	Dumpster Roll Off
025477	5/29/2020	MCCORMIX CORP	124.67	Vehicle Fuel 5/1-5/15/20
025478	5/29/2020	EMMA MORTON-SMITH	2,000.00	Lateral Replacement Rebate-797 Park Lane West
025479	5/29/2020	TIMOTHY (or) KAMREN MORTON-SMITH	1,750.00	Lateral Replacement Rebate-545 Valley Club Road
025480	5/29/2020	MONTECITO WATER DISTRICT	62.60	Vac-Con, Water Tender Usage-Mar/April
025481	5/29/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	176.75	Outside Lab Analyses for Grease & Oil
025482	5/29/2020	PLUMBERS DEPOT, INC	2,628.46	Manhole Cover w/ Roller, Swivel for Vac-cCon
025483	5/29/2020	PRICE POSTEL & PARMA	100.50	Employment Law Services-April
025484	5/29/2020	PRIORITY SAFETY SERVICES	830.00	Multi-Gas Detector Inspection/Calibration
025485	5/29/2020	PURETEC INDUSTRIAL WATER	52.13	Water Softener Sodium Tank Exchange
025486	5/29/2020	QUINN COMPANY	1,557.67	Install new generator water pump at Lift Station 4
025487	5/29/2020	SMARDAN-HATCHER COMPANY	97.38	Operating Supplies
025488	5/29/2020	STANDARD INSURANCE COMPANY	1,758.70	Short/Long Term Disability Ins Premium-June
025489	5/29/2020	STANTEC CONSULTING SERVICES INC.	1,088.00	Provide Required Information to County for CDP
025490	5/29/2020	STERLING PROPERTIES	3,392.00	Deposit Refund-607 Stone Meadow Lane
025491	5/29/2020	TAFT ELECTRIC COMPANY	262.50	On-Call Electrical Service
025492	5/29/2020	T-MOBILE	20.00	Wirelss Port for UF/RO-May
025493	5/29/2020	UNIVAR SOLUTIONS	9,996.41	Plant Chemicals
025494	5/29/2020	BRAD (or) KRISTA VICKERS	2,300.00	Deposit Refund-145 Santa Isabel Lane
025495	5/29/2020	WILLIAMS SCOTSMAN, INC	21,518.23	Staff Room/Office Mobile Trailers
025496	5/29/2020	WINZER	1,014.72	Reusable Cotton Masks
Bank Total			<u>72,331.12</u>	
Report Total			<u><u>72,331.12</u></u>	

Check History Report
Sorted By Check Number
Activity From: 5/29/2020 to 5/29/2020
MONTECITO SANITARY DISTRICT (MSD)

CAPITAL PROJECTS ACCOUNT

Check Number	Check Date	Name	Check Amount	Description
001246	5/29/2020	TAFT ELECTRIC COMPANY	840.00	CIP No. 4-Electrical Services for DAFT
Bank Total			<u>840.00</u>	
Report Total			<u><u>840.00</u></u>	

Check History Report

Sorted By Check Number

Activity From: 5/29/2020 to 5/29/2020

MONTECITO SANITARY DISTRICT (MSD)

RECYCLED WATER ACCOUNT

Check Number	Check Date	Name	Check	Description
001024	5/29/2020	STANTEC CONSULTING SERVICES INC.	6,985.50	CIP No. 11-CEQA Services
001025	5/29/2020	VOID	0.00	Voided check
001026	5/29/2020	TRUSSELL TECHNOLOGIES, INC	7,985.00	CIP No. 11-Engineering Services
			<u>14,970.50</u>	
		Bank Total	<u><u>14,970.50</u></u>	

MONTECITO SANITARY DISTRICT

MANAGER'S REPORT

June 11, 2020

AGENDA ITEM 5. NEW BUSINESS

A. RESOLUTION NO. 2020-924 – SETTING THE DATE, TIME, AND PLACE FOR THE ANNUAL SEWER SERVICE CHARGE HEARING TO COLLECT SEWER SERVICE CHARGES ON THE COUNTY TAX ROLL

The Board will consider adopting Resolution No. 2020-924 (**EXHIBIT A**) setting the date, time, and place for a public hearing to continue collecting the District's annual sewer service charges by means of the County Property Tax Roll.

B. ADMINISTRATION & OPERATIONS (A&O) COMMITTEE MEETING - REPORT

The A&O Committee (Directors J. Kerns and Bollay) will report on its May 13th meeting.

C. FISCAL YEAR 2020-21 OPERATIONS AND MAINTENANCE (O&M) BUDGET

At its meeting on May 8, 2020 the Finance Committee reviewed the proposed FY 2020-21 O&M Budget. A spreadsheet showing the proposed FY 2020-21 O&M budget is enclosed as **EXHIBIT B**.

The proposed O&M line item budget for staff salaries was prepared using the Personnel Committee's April 28th meeting recommendation for a three percent cost of living adjustment (COLA). A proposed FY 2020-21 Salary Schedule was prepared using the Personnel Committee's recommended COLA and is enclosed as **EXHIBIT C**. CalPERS requires that the District's pay schedule be duly approved and adopted by the governing body in accordance with requirements of applicable public meetings laws.

The Finance Committee also reviewed current fund balances and the revenue projections for FY2020-21, which is enclosed as **EXHIBIT D**.

At Thursday's meeting, the Board will consider approving the proposed FY 2020-21 O&M Budget, Salary Schedule, and revenue projections.

D. CAPITAL IMPROVEMENT PROJECT BUDGET

At its May 8, 2020 meeting the Finance Committee also reviewed the proposed FY2020-21 Capital Improvement Project Budget. A spreadsheet showing the proposed capital expenditures is enclosed as **EXHIBIT E**.

At Thursday's meeting the Board will consider the Finance Committee's recommendation to approve the project funding specified in the spreadsheet.

E. COVID-19 EXPOSURE CONTROL – RATIFICATION OF PURCHASE ORDERS

At its meeting on March 12, 2020 the Board approved the Montecito Pandemic Preparedness and Response Plan which requires the Board to take action to ratify emergency purchase orders issued in an amount exceeding \$10,000. The enclosed **EXHIBIT F** lists the purchase orders exceeding \$10,000 that have been issued since the District entered into a state of emergency on March 19, 2020. At Thursday's meeting the Board will consider ratifying these purchase orders and thereby enabling the District to request reimbursement of these expenses from FEMA/CalOES.

F. DEVELOPMENT PLAN – INITIAL STUDY / MITIGATED NEGATIVE DECLARATION

The Notice of Availability and Notice of Intent to adopt a Mitigated Negative Declaration for the Development Plan Projects, pursuant to California Environmental Quality Act guidelines Section 15072, along with the Initial Study/ Mitigated Negative Declaration document were posted at the State of California Clearinghouse's web portal and the Montecito Sanitary District website on May 5, 2020. Notice was also published in the Montecito Journal in the May 21st edition regarding the Notice of Availability and Notice of Intent and directing the community to the MSD website to review the entire environmental document. The 30-day period for public review and comment on the Mitigated Negative Declaration began on May 5, 2020 and closed on June 5, 2020.

As approved by the MSD Board on December 12, 2019, the Development Plan Projects consist of the construction, operations, and maintenance of: (1) a recycled wastewater treatment system; (2) Essential Services Building and parking lot; and (3) five solar structures with panels. In coordination with the Montecito Water District, the recycled water produced from the recycled wastewater treatment system would be used to help irrigate the adjacent existing Santa Barbara Cemetery. The use of recycled water for the irrigation of the cemetery will allow the cemetery to cease use of potable water for irrigation purposes. All project components would be located either within or adjacent to the existing Montecito Sanitary District facility located at 910 Channel Drive.

As the CEQA Lead Agency for the proposed Development Plan Projects, the Montecito Sanitary District retained an environmental consulting firm, Stantec, to conduct an Initial Study of the potential effects of the proposed Projects, and determined the proposed Projects would not result in a significant impact on the environment. However, the following issue areas require mitigation measures to reduce potential impacts to a less-than-significant level:

- Biological Resources
- Cultural resources
- Transportation
- Tribal Cultural Resources
- Utilities and Service Systems

The District received some comments on the Mitigated Negative Declaration during the public comment period. At Thursday's meeting, the Board will hear a presentation, from Mike Weber with Stantec, on how these comments have been addressed. The Board will then consider

accepting the Mitigated Negative Declaration with any approved revisions and consider authorizing the General Manager to sign the Proposed Finding document enclosed as **EXHIBIT G.**

G. INFORMATION ITEMS

- None

H. AGREEMENTS TO BE SIGNED

- None

AGENDA ITEM 7. OPERATIONS AND MAINTENANCE REPORTS

TREATMENT PLANT

Treatment Data	Current Year 05/04/20-05/31/20	Prior Year 05/20/19 – 06/02/19
Average daily flow	0.546MGD	0.571 MGD
Average hypochlorite	155 GPD	178 GPD
Average bisulfite	88 GPD	89 GPD
Average effluent SS	4.8 mg/L	6.9 mg/L
Average effluent CBOD ₅	3.3 mg/L	3.8 mg/L
Median coliform	< 1.8 MPN / 100 mL	< 1.8 MPN / 100 mL

- The belt press was operated for 11.5 hours during this reporting period.
- A total of 44.54 tons of biosolids were transported in three separate loads to Engel and Gray during this reporting period.
- 0.13 inches of rainfall was recorded during this reporting period.

In addition to completing all daily treatment plant operational tasks and preventative maintenance duties, Operations staff and others performed the following work:

- De ragged and inspected all three Influent Pump Station check valves
- Preserved Reverse Osmosis (RO) membranes with new batch of SBS solution
- Cleaned DEOX sample lines
- Cleaned Ultrafiltration (UF) /RO storage tanks
- Drained and cleaned both chlorine contact chambers
- Placed UF and RO units back in service
- Removed Clarifier #4 from service for cleaning and inspection

Completed Preventative Maintenance duties:

- Rotated plant equipment
- Cleaned plant water wye screens every M/W/F
- Changed influent flow through channel grinders and remove grit from influent channel

- Collected plant equipment meter readings
- Cleaned secondary clarifier weirs and side walls
- Operated and exercised various valves throughout the treatment plant
- Performed treatment plant housekeeping

Completed Activated Sludge duties:

- Hosed clarifier weirs and skimmed grease in chlorine contact chambers twice each day
- Scrubbed effluent channel, hosed DAFT weirs and catwalk, and cleaned lower slip tubes
- Collected samples for Lab and set-up composite samplers
- Hosed Rotary Drum Screen and disposed all screenings
- Skimmed grease and floatables in back channel and clarifiers

Completed Operator duties:

- Calibrated chlorine analyzers
- Collected Dissolved Oxygen levels in the Aeration Basins, Digesters, and Effluent channel
- Collected clarifier sludge depths
- Scoured Return Activated Sludge (RAS) sumps
- Cleaned chemical analyzer screens and probes
- Collected irrigation water meter readings
- Performed Treatment Plant system checks (SCADA, Mission Box, Mini Trends, Aeration Blowers, Influent Pump Station, Back-up generator, Chemical analyzers, Clarifiers and Contact Chamber motors and equipment, RAS/WAS pump station, Chemical feeders, Digester Blowers, DAFT, Polymer feed equipment, Ultra Filtration and Reverse Osmosis)
- Performed all required data collection and record keeping
- Maintained chemical levels for all analyzers

TESTING LABORATORY

During this 28 day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 145 samples
- Ran 296 tests plus 68 duplicate tests for NPDES permit compliance and process control
- Performed 46 calibrations on laboratory equipment and 452 quality control checks
- Made 3 liters of coliform media
- Sent 1 Oil & Grease and 1 Ammonia sample to FGL contract lab for NPDES required monthly testing
- Sent 1 sample of laboratory deionized water to FGL for ELAP required quality control check of Total Organic Carbon
- Sent 4 samples to UCSB Bren School lab (see below)

During this reporting period Operations staff performed the following additional Laboratory activities:

- Prepared 6 gallons of reagents for chlorine analyzer

In addition, the following Laboratory activities occurred:

- Influent composite and grab samples continue to be collected weekly for Dr. Patricia Holden's laboratory at the UCSB Bren School. These samples will be part of a larger study to help determine if the 2019 novel coronavirus (SARS-CoV-2) is present in wastewater by testing for RNA fragments of the virus. This research may lead to a useful monitoring tool for detection of the virus in a population.
- Annual Proficiency Testing (PT) was completed in May and submitted to CA-ELAP, our laboratory accrediting body. The test requires each wastewater laboratory to successfully determine the concentrations of a sample for each analyte a lab is certified for. Samples are purchased from a third-party provider (ERA Laboratory) approved by ELAP. All samples analyzed in our lab passed and were within acceptable ranges.

COLLECTION SYSTEM MAINTENANCE

Collection staff continued to work on the preventive maintenance plan for 2020 (see the enclosed reports.)

During the reporting period, Collection staff has also:

- Inspected 272 Manholes
- Marked locations of existing District facilities for Underground Service Alert request
- Performed routine inspection and maintenance of District vehicles
- Performed routine inspection and maintenance at all five Collection System Lift Stations
- Quinn performed preventative maintenance on emergency power generator at Posilipo Lift Station
- Assisted in Treatment Operations duties
- 05/23/20 after hours call out for pump failure alarm at Eucalyptus Lift Station
- 05/24/20 after hours call out for pump failure alarm at Eucalyptus Lift Station
- Replaced diaphragm valve on pump #1 at Eucalyptus Lift Station

Maintenance staff continued to work on the preventive maintenance plan for 2020.

During the reporting period, Maintenance staff has also:

- Performed routine inspection and maintenance of District buildings and equipment
- Assisted Treatment Operators
- Assisted Collections with Lift Station maintenance
- Assisted contractors with temporary trailer set up
- Assisted with replacement of diaphragm valve on pump #1 at Eucalyptus Lift Station
- Repaired degassing valve on chemical feed pump 1A
- Performed preventative maintenance on Belt press gearbox
- Performed preventative maintenance on Digester Blowers
- Performed preventative maintenance on Aeration Blowers

TRAINING / OTHER ACTIVITIES

Staff participated in the following trainings:

- 05/04/20 Training on MSD Lift Station Standard Operating Procedures
- 05/05/20 Training on MSD Lift Station Preventative Maintenance Operating Procedures
- 05/06/20 Training on MSD Lift Station Emergency Operating Procedures
- 05/08/20 Review of District Standards & Specifications
- 05/12/20 Training on MSD Manhole Inspection Standard Operating Procedures
- 05/13/20 Review of MSD Sewer System Management Plan
- 05/20/20 Review of MSD COVID-19 Exposure Control Plan
- 06/03/20 District Administrator Toni McDonald has announced her retirement. A flier advertising the vacancy is posted on the District website and recruitment to fill the position has begun.

Collection System Cleaning and TV-ing History

			Length of	Length of	Length of	C - CLEAR L - LIGHT M - MEDIUM H - HEAVY	R - ROOTS G - GREASE D - DEBRI		Clear : No observable grease, roots or debris Light : .5 gallons of roots/ debris, small chunks of grease Medium : .5-1.5 gallons of roots/ debris, moderate chunks grease Heavy : 1.5 or more gallons of roots, debris or grease
Linear Feet Cleaned & Inspected May 4, 2020 through May 31, 2020		Esmt	134,775	8,158	8,622				
Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition	Findings	X	Notes
5/4/2020	Lift Stations / USA / Vehicle Maintenance								
5/5/2020	Assisted Operations / USA								
5/6/2020	Santa Elena Lane		289			C		1	Clear
5/6/2020	Santa Elena Lane		231			C		1	Clear
5/6/2020	Santa Elena Lane		203			C		1	Clear
5/6/2020	Santa Elena Lane		379			L	R	1	Light Roots
5/6/2020	Santa Elena Lane		380			L	R	1	Light Roots
5/6/2020	El Bosque Road		200			C		1	Clear
5/6/2020	El Bosque Road		296			C		1	Clear
5/6/2020	El Bosque Road		266			C		1	Clear
5/6/2020	El Bosque Road		370			C		1	Clear
5/6/2020	El Bosque Road		385			C		1	Clear
5/6/2020	El Bosque Road		222			L	R	1	Light Roots
5/6/2020	El Bosque Road		237			C		1	Clear
5/6/2020	El Bosque Road		320			L	D	1	Light Debris
5/6/2020	El Bosque Road		246			L	D	1	Light Debris
5/6/2020	Fuera Lane		296			C		1	Clear
5/6/2020	El Bosque Road	X	88			C		1	Clear
5/6/2020	El Bosque Road	X	120			C		1	Clear
5/6/2020	El Bosque Road	X	189			L	D	1	Light Debris
5/6/2020	El Bosque Road	X	229			L	D	1	Light Debris
5/6/2020	Sycamore Canyon Road				261	L	D	1	Light Debris
5/6/2020	Sycamore Canyon Road				261	L	D	1	Light Debris
5/6/2020	Coast Village Road				279	C		1	Clear
5/6/2020	Hill Road				324	C		1	Clear
5/7/2020	Assisted Operations / USA								
5/8/2020	Lift Stations / USA / Vehicle Maintenance								
5/9/2020	Assisted Operations / USA								
5/10/2020	Assisted Operations / USA								
5/11/2020	Assisted Operations / USA								
5/12/2020	Lift Stations / USA / Vehicle Maintenance								
5/13/2020	Park Hill Lane	X	171			C		1	Clear
5/13/2020	Park Hill Lane		175			C		1	Clear
5/13/2020	Park Hill Lane		328			L	R	1	Light Roots
5/13/2020	Park Hill Lane		55			C		1	Clear
5/13/2020	Park Hill Lane	X	134			C		1	Clear
5/13/2020	Park Hill Lane	X	162			C		1	Clear
5/13/2020	Park Hill Lane		239			C		1	Clear
5/13/2020	Park Hill Lane		173			C		1	Clear
5/13/2020	Park Hill Lane		201			C		1	Clear
5/13/2020	Park Hill Lane		33			C		1	Clear
5/13/2020	Park Hill Lane		180			C		1	Clear
5/13/2020	Park Hill Lane		169			C		1	Clear
5/13/2020	Park Hill Lane	X	277			C		1	Clear
5/13/2020	Park Lane West	X	150			C		1	Clear
5/13/2020	Park Lane West		357			C		1	Clear
5/13/2020	Park Lane West		36			C		1	Clear
5/13/2020	East Mountain Drive		173			L	R	1	Light Roots
5/13/2020	Park Lane West	X	111			C		1	Clear
5/13/2020	Park Lane West	X	249			C		1	Clear
5/13/2020	Park Lane West		186			C		1	Clear
5/13/2020	Park Lane West		180			C		1	Clear
5/13/2020	Park Lane West		285			C		1	Clear
5/13/2020	Park Lane West		211			C		1	Clear
5/13/2020	Park Lane West		146			C		1	Clear
5/13/2020	Park Lane West		156			C		1	Clear
5/13/2020	Park Lane West	X	118			C		1	Clear
5/13/2020	06/11/2020 Park Lane West	X	203			C		1	Clear

Collection System Cleaning and TV-ing History

Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition	Findings	X	Notes
5/13/2020	Park Lane West	X	206			L	R	1	Light Roots
5/13/2020	Park Lane		219			C		1	Clear
5/14/2020	Assisted Operations / USA								
5/15/2020	Assisted Operations / USA								
5/16/2020	Lift Stations / USA / Vehicle Maintenance								
5/17/2020	Assisted Operations / USA								
5/18/2020	Assisted Operations / USA								
5/19/2020	Assisted Operations / USA								
5/20/2020	Lift Stations / USA / Vehicle Maintenance								
5/21/2020	Assisted Operations / USA								
5/22/2020	Assisted Operations / USA								
5/23/2020	Assisted Operations / USA								
5/24/2020	Lift Stations / USA / Vehicle Maintenance								
5/25/2020	Assisted Operations / USA								
5/26/2020	Assisted Operations / USA								
5/27/2020	Park Lane		202			C		1	Clear
5/27/2020	Park Lane		376			C		1	Clear
5/27/2020	Park Lane		370			C		1	Clear
5/27/2020	Park Lane		275			C		1	Clear
5/27/2020	Park Lane		308			C		1	Clear
5/27/2020	Park Lane		227			L	R	1	Light Roots
5/27/2020	Park Lane		355			C		1	Clear
5/27/2020	Park Lane		285			L	R	1	Light Roots
5/27/2020	Park Lane		233			C		1	Clear
5/27/2020	Park Lane		182			L	R	1	Light Roots
5/27/2020	Park Lane		163			L	R	1	Light Roots
5/27/2020	Park Lane		105			C		1	Clear
5/27/2020	Park Lane	X	85			C		1	Clear
5/27/2020	Park Lane	X	193			C		1	Clear
5/27/2020	Via Manana	X	168			C		1	Clear
5/27/2020	Via Manana	X	94			C		1	Clear
5/27/2020	Randall Road	X	260			C		1	Clear
5/27/2020	East Valley Lane	X	263			C		1	Clear
5/27/2020	East Valley Lane	X	145			C		1	Clear
5/27/2020	East Valley Lane	X	301			C		1	Clear
5/27/2020	Glen Oaks Drive	X	96			C		1	Clear
5/27/2020	Randall Road		275			C		1	Clear
5/27/2020	Randall Road		248			C		1	Clear
5/27/2020	Park Lane	X	371			C		1	Clear
5/27/2020	Park Lane	X	127			C		1	Clear
5/27/2020	Park Lane		183			C		1	Clear
5/27/2020	Park Lane		338			C		1	Clear
5/27/2020	Park Lane		208			C		1	Clear
5/27/2020	Park Lane		118			C		1	Clear
5/27/2020	Park Lane		346			C		1	Clear
5/27/2020	Park Lane		321			C		1	Clear
5/27/2020	Park Lane		78			C		1	Clear
5/27/2020	Park Lane	X	260			C		1	Clear
5/27/2020	Park Lane		221			C		1	Clear
5/27/2020	Park Lane		46			C		1	Clear
5/27/2020	East Valley Lane	X	20			C		1	Clear
5/27/2020	East Valley Lane		28			C		1	Clear
5/27/2020	East Valley Lane		202			C		1	Clear
5/27/2020	East Valley Lane	X	249			C		1	Clear
5/28/2020	East Mountain Drive		209			C		1	Clear
5/28/2020	East Mountain Drive		175			L	R	1	Light Roots
5/28/2020	East Mountain Drive		45			C		1	Clear
5/28/2020	Via Manana		221			C		1	Clear
5/28/2020	Via Manana		165			L	R	1	Light Roots
5/28/2020	Via Manana		208			L	R	1	Light Roots
5/28/2020	Via Manana		177			C		1	Clear
5/28/2020	06/11/2020 San Ysidro Lane		245			C		1	Clear

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RESOLUTION NO. 2020-924**RESOLUTION OF THE GOVERNING BOARD OF
THE MONTECITO SANITARY DISTRICT
SETTING THE DATE FOR THE HEARING AND GIVING NOTICE
OF ELECTION TO COLLECT SEWER
SERVICE CHARGES ON THE COUNTY TAX ROLL**

WHEREAS, pursuant to the authority of sections 5473 and 6520.5 of the Health and Safety Code, the Governing Board of the Montecito Sanitary District has by its Ordinance No. 6, dated July 2, 1990, elected to collect certain of its sanitary sewer service charges by means of the County Tax Roll for the Fiscal Year 1990-91 and each subsequent year thereafter, and

WHEREAS, section 5473 of the Health and Safety Code requires that in the event of such an election the District shall cause a written report to be filed, which report shall contain a description of each parcel to be served and the charge therefor, and

WHEREAS, section 5473.1 of the Health and Safety Code requires a hearing on said report and for notice of said hearing to be by publication and mailing.

NOW, THEREFORE, BE IT RESOLVED:

1. That a hearing shall be held at 1:15 p.m. on the 9th day of July 2020, for the purpose of hearing all objections and protests, if any, to said report on file in the Office of the District. 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;
2. That notice of said hearing shall be given as follows:
 - a. by publication in the *Montecito Journal* on June 25 and July 2, 2020;
 - b. by mailing a notice in writing to each person to whom any parcel or parcels of real property in said report is assessed in the last equalized assessment roll available on the date said report is prepared and which parcel listed in the current report was not listed in the report for the previous Fiscal Year.

Montecito Sanitary District	RESOLUTION NO. 2020-924	June 11, 2020
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3. That the Manager of this District is hereby authorized and directed to give said notice and to do all things necessary to hold said hearing.

PASSED AND ADOPTED by the Governing Board of the Montecito Sanitary District on the 11th day of June 2020, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Tom Bollay, President of the
Governing Board of the
MONTECITO SANITARY DISTRICT

ATTEST:

Clerk to the Board of the
MONTECITO SANITARY DISTRICT

(Seal)

FISCAL YEAR 2020-21
PROPOSED OPERATIONS AND MAINTENANCE BUDGET

EXHIBIT B

A/C No	DESCRIPTION	FY20-21 Proposed Budget
6100	Regular Salaries	2,053,829
6105	Board Salaries	30,000
6108	Auto Allowance - GM	3,600
6270	Standby Pay	33,000
6300	Overtime	20,000
6400	CalPERS Contribution	500,000
6500	FICA / Social Security Contribution	126,000
6510	Medicare Contribution	30,000
6520	Unemployment Tax - SUI	4,000
6600	Group Medical Insurance	360,000
6605	Retirement Medical Benefits	12,000
6610	Life Insurance	7,000
6615	Short / Long Term Disability	25,000
6620	Worker's Compensation	50,000
6640	Dental Insurance	20,000
6650	Uniform Allowance	7,000
7090	Pooled Liability Insurance	60,000
7091	Property Insurance	13,000
7093	Crime Policy	1,000
7094	Public Entity Physical Damage	9,000
7110	New Employee Physicals/Expenses	2,500
7121	Property Maintenance	30,000
7122	Vehicle Maintenance	13,000
7126	Coll - Equipment Rental	1,000
7127	Coll - Safety Equipment	8,000
7129	Lift Station Parts	25,000
7133	VacCon Equipment / Repairs	15,000
7134	CCTV Equipment / Repairs	10,000
7135	Private Lateral Replacement Incentive	50,000
7136	Miscellaneous Collection Tools/Supplies	8,000
7150	Mechanical Maintenance	5,000
7200	General Operating Supplies	8,000
7201	Drinking, Bottled Water	1,750
7202	Gloves	5,000
7205	Community & Employee Goodwill	3,000
7220	Mailing / Shipping Expenses	3,000
7430	Memberships	40,000
7440	Miscellaneous Expenses	2,500
7450	Office Expenses	10,000
7454	Books / Subscriptions / Study Guides	1,000
7456	Computer Hardware/Software/Licensing	30,000
7461	Prof Services - Legal	30,000
7462	Prof Services - Accounting	40,000
7463	Prof Services - Engineering	25,000
7464	Prof Services - Computer	60,000
7466	Prof Services - Human Resources	6,000
7500	Customer Relations Expense	50,000
7506	Administrative Fees	22,000
7508	Collection/Treatment Fines	0
7510	Contracted Services/Labor	120,000
7530	Notices / Ads for Publication	2,000
7610	Furniture & Fixtures	10,000
7641	NPDES Permit Requirements - Lab	20,000
7645	NPDES Permit Requirements - Operations	27,000
7650	Election Expenses	5,000
7651	Analyzer Chemicals	5,000
7652	Biosolids Disposal	50,000
7653	Chemicals for Plant	200,000
7654	Generator Servicing - Plant	10,000
7655	Hazardous Materials Disposal	1,000
7656	Plant Equipment Rental	10,000
7657	Plant Maintenance Materials	50,000
7658	Plant Maintenance Projects	5,000
7659	Plant Safety Expenses	5,000
7661	Polymer	10,000
7662	Small Tools/ Equipment - Plant	4,000
7670	Special Projects	100,000
7700	Laboratory Consumables & Small Equipment	28,000

FISCAL YEAR 2020-21
 PROPOSED OPERATIONS AND MAINTENANCE BUDGET

EXHIBIT B

A/C No	DESCRIPTION	FY20-21 Proposed Budget
7702	Laboratory Equipment Maintenance	10,000
7703	Contract Laboratory Analyses	6,000
7722	Board Training/Conf. Registration	1,000
7723	Board Meetings/Travel Expenses	1,000
7724	Staff Training/Conf. Registration	3,000
7725	Staff Travel Expenses	1,000
7726	Staff Certifications/Licenses	10,000
7727	OSHA Required Training	7,000
7728	Safety Boot Allowance	4,000
7731	Local Meeting Expenses	1,000
7740	Fuel and Oil	30,000
7761	Water	12,000
7762	Natural Gas	3,000
7763	Electricity	160,000
7766	Trash & Recycling Service	13,000
7767	Telephone - Local & Long Distance	10,000
7768	Telephone - Cellular	12,000
	TOTAL O & M EXPENSES	4,815,179

MONTECITO SANITARY DISTRICT
Table of Basic Salary Ranges

SALARY RANGES -- FISCAL YEAR 2020-21

EMPLOYMENT CLASSIFICATION	(A)		(B)		(C)		(D)		(E)	
	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly
Accounting/Admin. Assistant	41.37	3309.61	43.44	3475.10	45.61	3648.85	47.89	3831.29	50.29	4022.86
Chief Maintenance Mechanic	45.08	3606.16	47.33	3786.47	49.70	3975.80	52.18	4174.59	54.79	4383.31
Chief Plant Operator	51.26	4100.86	53.82	4305.91	56.52	4521.20	59.34	4747.26	62.31	4984.62
Collection/Maintenance Supervisor	54.07	4325.23	56.77	4541.50	59.61	4768.57	62.59	5007.00	65.72	5257.35
Facilities Maintenance	32.15	2571.71	33.75	2700.30	35.44	2835.31	37.21	2977.08	39.07	3125.93
Collections Operator in Training (OIT)	23.51	1880.86	24.69	1974.91	25.92	2073.65	27.22	2177.33	28.58	2286.20
Collections I	28.69	2295.08	30.12	2409.83	31.63	2530.32	33.21	2656.84	34.87	2789.68
Collections II	32.15	2571.71	33.75	2700.30	35.44	2835.31	37.21	2977.08	39.07	3125.93
Collections III	36.04	2883.49	37.85	3027.66	39.74	3179.05	41.72	3338.00	43.81	3504.90
Collections IV	39.72	3177.24	41.70	3336.11	43.79	3502.91	45.98	3678.06	48.27	3861.96
Operations Operator in Training (OIT)	25.76	2060.52	27.04	2163.55	28.40	2271.73	29.82	2385.31	31.31	2504.58
Operator I	29.10	2328.32	30.56	2444.73	32.09	2566.97	33.69	2695.32	35.38	2830.08
Operator II	32.09	2567.07	33.69	2695.43	35.38	2830.20	37.15	2971.71	39.00	3120.29
Operator III	35.38	2830.38	37.15	2971.90	39.01	3120.50	40.96	3276.52	43.00	3440.35
Operator IV	39.01	3120.79	40.96	3276.83	43.01	3440.67	45.16	3612.70	47.42	3793.34
Operator V	47.59	3807.11	49.97	3997.46	52.47	4197.34	55.09	4407.20	57.84	4627.56

MANAGERS	Low		High	
	Hourly	Biweekly	Hourly	Biweekly
Laboratory & Pretreatment Manager	44.47	3557.21	58.18	4654.78
Operations Manager	57.39	4591.33	75.11	6008.61
District Administrator	56.85	4547.66	74.41	5952.58
Engineering Manager	59.38	4750.36	77.72	6217.90
	Per Board Approval			
	Hourly	Biweekly		
General Manager	115.45	9236.22		

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MONTECITO SANITARY DISTRICT		
Fund Balances and Estimated Revenues FY 2020-21		
	Estimated As of 4/30/20 Fund Balances	Comments
Designated Funds		
Reserve Fund with LAIF	1,712,000	
Capital Replacement Funds with County and MB&T	7,333,000	Depreciation Fund
Retirement Medical Fund with County	152,000	Retiree medical Fund
Total Designated Funds	\$9,197,000	Cannot be used for O&M
Available Funds		
Cash with County	7,692,000	Operating Funds
Petty Cash/Revolving Fund	250	
Operating Cash MB&T	50,000	
Revolving Fund	1,450	
Insurance Reimbursement	111,750	
Subtotal Available Funds	7,855,450	
Less Property Owner Deposits on Open Permits	(218,000)	Monies to be returned when open permits are completed
Less remaining Payroll & Payroll related expenses	(400,000)	May & June payrolls remaining
Less estimated O&M Payables	(500,000)	Payables for remainder of FY 2019-20 - does not include COVID 19 Exp
Less Debt Service Payment	(748,000)	Debt Service to be paid June 15, 2020
Less Insurance reimbursement/other pmt to FEMA	(111,750)	Insurance reimbursement due FEMA
Capital Replacement Funding	-	to be funded May
Less outstanding expenses	(1,977,750)	
Estimated available funds for O&M Expenses 6/30/2020	\$5,877,700	
Projected Revenues FY 2020-21		
Property Tax	400,000	
Interest from Cash with County & LAIF	50,000	
Sewer Service Charges	6,512,000	Commercial = \$2,002,000 Residential = \$4,510,000
Connection Fees	50,000	
Inspection Fees	20,000	
Agreement Fees	1,000	
Annexation Fees	-	
Administrative Fees	10,000	
Plan Check Fees	500	
Engineering Review Fees	500	
Miscellaneous Revenue	-	
Total Estimated Revenue	7,044,000	
Available funds for O&M Expenses (see above)	5,877,700	
Estimated Funding Available for FY 2019-20	12,921,700	
FY 2020-21 O&M Expenses	(4,815,000)	See O&M Proposed Budget
FY 2020-21 Debt Service Payment	(894,000)	December 2020 and June 2021 Debt Payments totaling \$894,000
FY 2020-21 Capital Replacement Funding	(1,300,000)	Will use actual depreciation value from FY 2019-20 financial audit
Estimated available funds for O&M Expenses 6/30/2021	\$5,912,700	

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**CAPITAL IMPROVEMENT PROJECTS
PROPOSED FY2020-21 BUDGET**

EXHIBIT E

ASSIGNED PROJECT #	CAPITAL IMPROVEMENT PROJECT DESCRIPTION	Project Funding
Annual projects		
	Scheduled and Emergency Replacements	100,000
	Manhole Raising / Repair / Replacement	400,000
	Sewer Main Repair / Replacement/Relining	150,000
Ongoing projects		
	Essential Services Building Construction	4,625,000
	Sewer Main Extensions	300,000
	Recycled Water - Pilot Project	38,000
New projects FY2020-21		
	Collections Truck	36,000
Capital Improvement Project Expenditures FY20-21		5,649,000
Recycled Water Fund		
	Recycled Water	**

** At its meeting on October 31, 2019, The Board approved the designation of two fiscal years of property tax revenue, in the amount of \$1,190,000 to a Recycled Water Project to serve the Cemetery. These funds are separate from Capital Improvement Funds, and are expected to be reimbursed.

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COVID-19 Emergency Purchase Orders for Ratification by Board

In accordance with the Montecito Sanitary District Pandemic Preparedness and Response Plan approved by the Governing Board on March 12, 2020, the following purchase orders issued in response to the COVID-19 Emergency are presented to the Board of Directors.

Purchase Order # 4422	\$16,650.00
Phoenix Civil Engineering	
Professional services to assist MSD in drafting and implementation of COVID-19 control plans and other operational and reporting requirements that may be deemed necessary.	
Purchase Order #4424	\$17,383.60 (plus tax and fees)
Williams Scotsman	
Delivery and setup of 40X12 temporary office space for COVID-19 required physical distancing	
Purchase Order #4425	\$16,447.00 (plus tax and fees)
Williams Scotsman	
Delivery and setup of 40x10 temporary office space for COVID-19 required physical distancing	
Purchase Order #4429	\$22,400.00 (plus tax, freight, and fees)
Rapid Prep	
6-month rental of a four stall decontamination shower trailer for COVID-19 required decontamination	
Purchase Order #4431	\$41,430.00
Tierra Contracting	
All labor, materials, and equipment to provide water and sanitary sewer service to the MSD temporary trailers	
Total POs	\$114,310.60

Ratified by the Board of Directors on June 11, 2020 with the following vote:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

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INITIAL STUDY/ MITIGATED NEGATIVE DECLARATION – DEVELOPMENT PLAN PROJECTS

Proposed Finding

4.0 PROPOSED FINDING

ENVIRONMENTAL DETERMINATION

On the basis of this initial evaluation:
 I find that the proposed Development Plan Projects COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.

I find that although the proposed Development Plan Projects could have a significant effect on the environment, there will not be a significant effect in this case because the mitigation measures described on an attached sheet have been added to the project. A MITIGATED NEGATIVE DECLARATION will be prepared. Attached Mitigation Measures and Monitoring Program.

I find that the proposed Development Plan Projects MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.

I find that the proposed Development Plan Projects MAY have a significant effect on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets, if the effect is a “potentially significant impact” or “potentially significant unless mitigated.” An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.

I find that although the proposed Development Plan Projects could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, nothing further is required.

 Signature

 Date

