



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 Regular Board Meeting of

Thursday, January 13, 2022

1. AGENDA.....	https://www.montsan.org/files/f0a8282c7/Agenda+2022-01-13.pdf
2. MINUTES – DECEMBER 9, 2021	2
3. MINUTES – DECEMBER 16, 2021	6
4. ACCOUNTS PAYABLE.....	10
5. EXHIBIT A – RESL 2022-943 REMOTE MEETING CONTINUING ADOPTION...17	
6. EXHIBIT B – 2022 COMMITTEE ASSIGNMENTS	20
7. EXHIBIT C – RESL 2022-944 FEE RESOLUTION.....	21
8. MANAGER’S REPORT	30



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MINUTES

For the Special Meeting of the Board on:

December 9, 2021

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:03 pm on Thursday, December 9, 2021 using Zoom teleconferencing in accordance with the State Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

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

Board Members Absent:

President Dorinne Lee Johnson

Director Newquist left the meeting at 3:51 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

Tracey Solomon, CPA, Bartlett Pringle & Wolf

Rico Larroude, MSD Collections & Maintenance Supervisor

Carole Rollins, MSD Laboratory & Pretreatment Manager

Frank Blue

Ken Coates

Jeff Kerns

Thomas Jacobs

2. PUBLIC COMMENT

Member of the public Frank Blue addressed the Board to express support for the District to begin a sewer main extension project for Alisos Drive.

District Administrator read an email submitted by Jeff Menelli of 2135 Alisos Drive in support of a sewer main extension along Alisos Drive.

District Administrator read an email submitted by Mike Davenport of 2110 Alisos Drive in support of a sewer main extension along Alisos Drive.

District Administrator read an email submitted by Eric Robison of 2160 Alisos Drive in support of a sewer main extension along Alisos Drive.

3. PRESENTATION

A. AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2020-2021 PRESENTED BY BARTELT PRINGLE & WOLF

ON MOTION by Director Eversoll, Second by Director Fuller, the Board voted to accept the audited financial statements for fiscal year 2020-21 as presented.

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

4. APPROVAL OF MINUTES

ON MOTION by Director Eversoll, Second by Director Newquist, the Board voted to approve the Minutes from Board Meeting held on November 18, 2021 with the addition of a notation to state that Director Newquist was present at the meeting but unable to vote on certain items due to connectivity issues.

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

5. APPROVAL OF PAYABLES

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to approve the District payables for checks dated November 13, 2021 through December 3, 2021.

Accounts Payable	\$ 146,350.65
Capital Improvement Projects	\$ 19,674.07
Recycled Water Fund	\$ 6,827.25
Payroll	\$ 157,004.95
TOTAL	\$ 329,856.92

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

6. COMMITTEE REPORTS

- Director Barrett gave a summary of the Joint Strategic Planning meeting held on November 19, 2021.
- Director Eversoll gave a summary of the Finance Committee meeting held on December 2, 2021

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. RESOLUTION 2021-939 DECLARING 2022 HOLIDAYS

ON MOTION by Director Newquist, Second by Director Eversoll, the Board voted to adopt Resolution 2021-939 for District Holidays in the 2022 Calendar Year.

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

B. RESOLUTION 2021-940 EXCESS LAND AND AIR SPACE

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to adopt Resolution 2021-940 Declaring no excess land or air space.

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

C. ORGANIZATIONAL DECISIONS

General Manager Rahrer stated that this item would be moved to the Agenda of the Special Board meeting on December 16, 2021.

D. BOARD POLICIES AND PROCEDURES MANUAL

ON MOTION by Director Newquist, Seconded by Director Fuller, the Board voted to adopt the revised Board Policies and Procedures Manual as presented.

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

9. DISTRICT OPERATIONS AND MAINTENANCE

A. INFORMATION ITEMS

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

- i. MSD had a meeting on Friday December 3, 2021 with Gerald Comati, Utility Coordinator Consultant for Cal Trans Hwy 101 Widening Project through Montecito, to discuss the impacts and schedule for County/City roundabouts adjacent to the Caltrans Project. Final relocations plans due by January 31, 2022 to accommodate accelerated construction schedule.
- ii. Administrative offices of MSD will be closed from December 27th through December 31st, 2021.
- iii. Friday December 10, 2021 is the last day of employment for Betsy Byrne, District administrator. The General Manager and Board of Directors expressed gratitude for Betsy's hardwork, organization and lasting impact on the District from her last

16 months at Montecito Sanitary District. The District is already actively recruiting for a new District Administrator.

B. AGREEMENTS TO BE SIGNED

None.

C. OPERATIONS AND MAINTENANCE REPORTS

For the period of November 8, through November 28, 2021.

10. ITEMS FOR THE NEXT AGENDA

The next Board meeting will be a special held on Thursday December 16, 2021:

- a. Annual Organizational Decisions.
- b. Ashley Rd sewer main extension & lift station project.
- c. Alisos Drive Sewer Main Extension
- d. An updated Purchasing Policy Resolution
- e. Grant Funding
- f. Public Relations (for ERWFS)

The next regular Board Meeting will be held on January 13, 2022 at 2:00 pm via zoom.

- a. Continuing resolution for remote public meetings (AB361)
- b. Updated Fee Resolution

11. ADJOURNMENT

The meeting adjourned at 3:52 pm ON MOTION by Director Eversoll, seconded by Director Fuller.

These minutes were presented for approval at the Board Meeting on January 13, 2022.

Dorinne Lee Johnson, President

Ellwood T. Barrett II, Vice President

Dana Newquist, Secretary

Donald M. Eversoll, Treasurer

Gary Fuller, Director



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AGENDA

For the Regular Meeting of the Board on:

December 16, 2021

1. CALL TO ORDER

President's statement regarding meeting decorum. While the MSD Board is in session, all Board members must preserve order, decency, and decorum at all times and be respectful while others are speaking.

ATTENDANCE

Board Members Present:

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

Board Members Absent:

Vice President Woody Barrett.

Also Present and Participating:

Brad Rahrer, P.E. MSD General Manager
Mark Manion, MSD General Counsel, Price Postel & Parma
Rico Larroude, MSD Collections & Maintenance Supervisor
Frank Blue

2. PUBLIC COMMENT

Public comment is **limited to 3 minutes** and is at the discretion of the Board President. For further instructions, see please see [Instructions for Public Comment](#) on the District's website.

3. OLD BUSINESS

A. RESL 2021-941 REMOTE MEETINGS CONTINUING ADOPTION

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to adopt Resolution 2021-941 authorizing the continuance of remote public meetings in accordance with California Assembly Bill 361.

AYES: Directors Eversoll, Fuller, Newquist, and Johnson

NAYS: None

ABSTAIN: None

ABSENT: Director Barrett

4. NEW BUSINESS

A. ASHLEY ROAD AND E. MOUNTAIN SEWER MAIN EXTENSION

General Manager Rahrer provided an update on the status of the proposed project and an overview of the scope and current interest from property owners. The two methods for extending sewer to properties. No Board of Directors action taken under this item.

B. ALISOS DRIVE SEWER MAIN EXTENSION

Director Barrett joined the meeting at 2:20 pm.

General Manager Rahrer presented an overview of the scope and current interest from property owners.

Director Barrett provided a count of properties on septic and that previously participated in sewer main extensions within the District. The email is attached for reference.

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to direct Staff to issue a request for proposals (RFP) for a preliminary design for extending the sewer for Ashley Road/E. Mountain Drive and Alisos Drive Projects.

AYES: Directors Barrett, Eversoll, Fuller, Newquist, and Johnson

NAYS: None

ABSTAIN: None

ABSENT: None

Public Comment:

General Manager Rahrer read an email from Alan & Cheryl Weiss reiterating their support of the Project. Email in attached in minutes.

Frank Blue expressed support for the Board's motion and discussed impact from the proposed project.

C. ORGANIZATIONAL DECISIONS

ON MOTION by Director Johnson, Second by Director Newquist, the Board voted to maintain the same officer positions for the Calendar Year 2022.

AYES: Directors Barrett, Eversoll, Newquist, and Johnson

NAYS: None

ABSTAIN: Fuller

ABSENT: None

Director Johnson tabled Calendar Year 2022 Committee Assignments until first meeting in January 2022.

ON MOTION by Director Barrett, Second by Director Fuller, the Board voted to maintain the slate of appointees as presented for Calendar Year 2022.

AYES: Directors Barrett, Eversoll, Fuller, Newquist, and Johnson

NAYS: None

ABSTAIN: None

ABSENT: None

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to maintain regularly scheduled meetings the 2nd and 4th Thursday of each month, at 2:00 pm at the District office.

AYES: Directors Barrett, Eversoll, Fuller, Newquist, and Johnson

NAYS: None

ABSTAIN: None

ABSENT: None

D. RESOLUTION 2021-942 PURCHASING POLICIES

General Manager Rahrer presented brief history of the process of updating the purchasing policies.

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to adopt Resolution 2021-942 as presented with two modifications: Amending reference of \$10,000 and changing it to \$30,000 in Section 8 Special Services; and Removing attorney from definition of Special Services.

AYES: Directors Barrett, Eversoll, Fuller, Newquist, and Johnson

NAYS: None

ABSTAIN: None

ABSENT: None

E. GRANT FUNDING OPPORTUNITIES

General Manager Rahrer reported on work completed to date for researching funding opportunities for sewer main extensions and other District projects. No action taken by Board of Directors.

F. PUBLIC RELATIONS FOR RECYCLED WATER

General Manager Rahrer reviewed the discussion from the November XX Public Relations committee and process to hire a public outreach firm to assist the District with graphics and communicating District activities to the public. No action taken by Board of Directors.

5. **ITEMS FOR THE NEXT AGENDA**

The next regular Board meeting will be on January 13, 2022 at 2:00 pm; to discuss the following items (but not limited to):

- A Continuing Resolution required to hold remote public meetings.
- An updated Fee Resolution including Connection Fee

6. **ADJOURNMENT**

The meeting adjourned at 4:15 pm ON MOTION by Director Newquist, seconded by Director Eversoll.

These minutes were presented for approval at the Board Meeting on January 13, 2022.

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>
12/10/2021	ACCOUNTS PAYABLE	59,150.48
12/17/2021	ACCOUNTS PAYABLE	43,799.26
12/23/2021	ACCOUNTS PAYABLE	37,688.28
01/07/22	ACCOUNTS PAYABLE	52,266.90
	Subtotal	192,904.92
12/17/2021	CAPITAL IMPROVEMENT PROJECTS	6,280.68
01/07/2022	CAPITAL IMPROVEMENT PROJECTS	17,066.77
	Subtotal	23,347.45
12/16/2021	PAYROLL	79,756.83
12/30/2021	PAYROLL	71,775.28
	Subtotal	151,532.11
	<u>TOTAL</u>	<u>\$367,784.48</u>

Approved for Payment:

Date: January 13, 2021

Amount: \$367,784.48

_____, General Manager

_____, Treasurer

_____, Director

Check History Report
Sorted By Check Number
Activity From: 12/10/2021 to 12/10/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Check Type
0000027128	12/10/2021	ACWA/JPIA	27,392.18	Health/Dental/Life Insurance Premium-January
0000027129	12/10/2021	ENGEL & GRAY, INC	7,669.52	Biosolids Hauling-November
0000027130	12/10/2021	FARWEST CORROSION CONTROL CO.	431.42	Epoxy for Swingfusers
0000027131	12/10/2021	FRONTIER	74.57	Phone Service for Lift Station #5-December
0000027132	12/10/2021	MARGARETA JAMNER	2,000.00	Lateral Replacement Rebate - 325 San Ysidro Road
0000027133	12/10/2021	MONTECITO BANK & TRUST	590.51	November Credit Cards: Microsoft Teams, Board Room Remodel, Vehicle Smogging, Propane for Forklift, Shipping for Lab Weights for Calibration
0000027134	12/10/2021	MOUNTAIN SPRING WATER	210.80	Bottled Drinking Water-November
0000027135	12/10/2021	PAYCHEX OF NEW YORK, LLC	295.10	Payroll Services-November
0000027136	12/10/2021	PERRY FORD	68.36	Parts for Ford Escape
0000027137	12/10/2021	PRICE POSTEL & PARMA	648.00	Employment Lay Matters-November
0000027138	12/10/2021	SOUTHERN CALIFORNIA EDISON CO	11,983.84	Electric Service-November
0000027139	12/10/2021	STANDARD INSURANCE COMPANY	1,486.18	Short/Long Term Disability Insurance Premium-December
0000027140	12/10/2021	STURGESS, THOMAS (or) HEATHER	4,300.00	Deposit Refund/Lateral Rebate-1473 Edgecliff Lane
0000027141	12/10/2021	CAROL WEINGARTNER	2,000.00	Lateral Replacement Rebate - 157 Santa Elena Lane
Bank B Total:			<u>59,150.48</u>	
Report Total:			<u><u>59,150.48</u></u>	

Check History Report
Sorted By Check Number
Activity From: 12/17/2021 to 12/17/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000027142	12/17/2021	AT&T MOBILITY	123.07	Standby Cellphone and Lift Station 4 Wireless for SCADA-Nov
0000027143	12/17/2021	BBH INVESTMENTS 3, LLC	4,300.00	Deposit Refund and Lateral Rebate-260 Oak Road
0000027144	12/17/2021	BIG GREEN CLEANING COMPANY	1,917.50	Janitorial Services-December / Janitorial Supplies
0000027145	12/17/2021	LOREN BOOTH	2,300.00	Deposit Refund - 1787 Fernald Point Lane
0000027146	12/17/2021	CINTAS CORPORATION #684	773.39	Uniform, Towels, Floor Mats-Cleaning/Rental-November
0000027147	12/17/2021	COMPUVISION COMMUNICATIONS	87.50	IT Services-November
0000027148	12/17/2021	COX BUSINESS	160.39	Internet Wireless Service-December
0000027149	12/17/2021	FASTENAL COMPANY	28.55	Disposable Face Masks
0000027150	12/17/2021	FISHER SCIENTIFIC	803.90	Lab Consumables and Testing Supplies
0000027151	12/17/2021	FRONTIER	226.90	Phone Service for Lift Stations 1, 2 & 4-December
0000027152	12/17/2021	GRAINGER	655.65	Solenoid Valve for L/S 3, Marking Paint and Pipe Plug-Coll
0000027153	12/17/2021	HACH COMPANY	1,217.58	LBOD Probe for Lab
0000027154	12/17/2021	IDEXX DISTRIBUTION, INC	1,384.13	Lab Consumables and Testing Supplies
0000027155	12/17/2021	RICHARD P DI CESARE JR.	3,903.48	Preventative Maint/Calibration of Sampler and Flow Meter
0000027156	12/17/2021	MARBORG INDUSTRIES	3,284.89	Refuse Disposal/Recycling & Restroom Trailer Rental-Nov
0000027157	12/17/2021	MONTECITO WATER DISTRICT	838.13	Water Service for WWTP and Lift Stations-November
0000027158	12/17/2021	MONTECITO WATER DISTRICT	508.42	Water Usage for Vac-Con and Small Jetter-Sept/Oct
0000027159	12/17/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	2,303.00	Annual Effluent Sampling, Outside Lab Analyses
0000027160	12/17/2021	S B HOME IMPROVEMENT CENTER	305.15	Plant Property Maintenance Materials, Board Room Supplies
0000027161	12/17/2021	SEWER EQUIPMENT COMPANY	209.28	Equipment for Small Jetter Truck
0000027162	12/17/2021	SOCAL GAS	252.65	Gas Service-November
0000027163	12/17/2021	SWRCB ACCOUNTING OFFICE	3,326.00	Annual SWRCB Permit Fees-Collections
0000027164	12/17/2021	UNIVAR SOLUTIONS	6,880.95	Plant Chemicals
0000027165	12/17/2021	USA BLUE BOOK	1,511.29	LBOD Probe for Lab
0000027166	12/17/2021	WALPOLE & COMPANY	53.75	Accounting Consulting Services
0000027167	12/17/2021	BRENDAN WOOTTON	1,425.00	Lateral Replacement Rebate-959 Brooktree Road
0000027168	12/17/2021	WORLD WATER WORKS, INC	5,018.71	DAFT Sludge Pump Repair Parts
Bank B Total:			<u>43,799.26</u>	
Report Total:			<u><u>43,799.26</u></u>	

Run Date:

Check History Report
Sorted By Check Number
Activity From: 12/17/2021 to 12/17/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: G CIP CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000001307	12/17/2021	MNS ENGINEERS INC.	6,280.68	CIP 9-Engineering Services for the HWY 101 Sewer Main Relocation Project-October

Bank G Total: 6,280.68

Report Total: 6,280.68

Check History Report
Sorted By Check Number
Activity From: 12/23/2021 to 12/23/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Check Type
0000027169	12/23/2021	BARTLETT, PRINGLE & WOLF, LLP	5,195.50	Annual Financial Audit-November
0000027170	12/23/2021	BAUM, MICHAEL (or) SUSAN	4,300.00	Deposit Refund/Lateral Rebate-1112 Hill Road
0000027171	12/23/2021	CARLSON, DAVID (or) SARAH	4,300.00	Deposit Refund/Lateral Rebate-950 Chelham Way
0000027172	12/23/2021	COMPUVISION COMMUNICATIONS	2,124.00	Cloud Backup/Managed Services/Spam Filtering
0000027173	12/23/2021	CORT	44.00	Deed Report-November
0000027174	12/23/2021	DANIELS, ROGER (or) DOROTHY	2,300.00	Deposit Refund-1153 High Road
0000027175	12/23/2021	FASTENAL COMPANY	721.78	Grinder Pads, Face Masks,Aero Duster, Windex
0000027176	12/23/2021	FISHER SCIENTIFIC	2,784.50	Coliform Incubator-Lab Equipment
0000027177	12/23/2021	ANDREA BORGATELLO-FORRY	4,300.00	Deposit Refund/Lateral Rebate-425 Camphor Place
0000027178	12/23/2021	GRAINGER	368.90	Pressure Gauges, Cable Protector, Thermostat
0000027179	12/23/2021	MCCORMIX CORP	440.48	Vehicle Fuel 12/01-12/15/21
0000027180	12/23/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	154.00	Outside Lab Analyses 12/15 & 12/17
0000027181	12/23/2021	PLUMBERS DEPOT, INC	2,301.15	Sewer Hose and Reel for Small Jetter Truck
0000027182	12/23/2021	PRICE POSTEL & PARMA	2,268.00	Legal Services-November
0000027183	12/23/2021	STANDARD INSURANCE COMPANY	1,349.82	Short/Long Term Disability Premium-January
0000027184	12/23/2021	UNIVAR SOLUTIONS	4,736.15	Plant Chemicals
Bank B Total:			<u>37,688.28</u>	
Report Total:			<u><u>37,688.28</u></u>	

Check History Report
Sorted By Check Number
Activity From: 1/7/2022 to 1/7/2022
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000027185	1/7/2022	AT&T MOBILITY	23.24	Office Data Port-December
0000027186	1/7/2022	BIG GREEN CLEANING COMPANY	1,891.00	Janitorial Services-January
0000027187	1/7/2022	BOYD & ASSOCIATES	390.00	Quarterly Security Alarm Monitoring Services
0000027188	1/7/2022	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-January
0000027189	1/7/2022	CHAZ SPORTSWEAR	808.06	MSD Logo Staff Caps
0000027190	1/7/2022	CIELITOMAR LLC	4,300.00	Deposit Refund/Lateral Rebate-180 Santo Tomas Lane
0000027191	1/7/2022	CINTAS	52.52	Replenish First Aid Supplies
0000027192	1/7/2022	COMPUVISION COMMUNICATIONS	837.50	IT Services-December
0000027193	1/7/2022	DANIELS, ROGER (or) DOROTHY	1,150.00	Lateral Rebate-1153 High Road
0000027194	1/7/2022	DELLANINA, SANDRA	4,300.00	Deposit Refund/Lateral Rebate-608 Juan Crespi Lane
0000027195	1/7/2022	DOCU PRODUCTS	86.28	Copier Maintenance Agreement-January
0000027196	1/7/2022	ENVIRONMENTAL RESOURCE ASSOC.	848.81	NPDES Required Proficiency Test Sampling-Lab
0000027197	1/7/2022	FASTENAL COMPANY	132.68	PVC Cutters for Chief Mechanic
0000027198	1/7/2022	FELIX, MARCO	225.00	Boot Allowance Reimbursement
0000027199	1/7/2022	FELSTINER, WILLIAM	4,300.00	Deposit Refund/Lateral Rebate-665 El Bosque Road
0000027200	1/7/2022	GRAINGER	337.82	Plant Maintenance Materials
0000027201	1/7/2022	HACH COMPANY	572.40	Lab Testing Supplies
0000027202	1/7/2022	KAMAN INDUSTRIAL TECHNOLOGIES	1,526.89	Lift Station 1 Vent Fan Motor, Spare CCC Motor
0000027203	1/7/2022	LEENHOUWERS, JOHN	4,300.00	Deposit Refund/Lateral Rebate-145 Hermosillo Drive
0000027204	1/7/2022	ANN MCCORMICK	520.15	VOID CHECK
0000027204	1/7/2022	ANN MCCORMICK	520.15-	Reversal
0000027205	1/7/2022	MCMaster-CARR SUPPLY COMPANY	281.48	Tarp for Maintenance Building Tree Damage
0000027206	1/7/2022	MISSION COMMUNICATIONS, LLC	1,510.00	Radios/Dashboards for Lift Stations & WWTP
0000027207	1/7/2022	MOUNTAIN SPRING WATER	194.90	Bottled Drinking Water-December
0000027208	1/7/2022	OILFIELD ENVIRONMENTAL & COMPLIANCE	267.00	Outside Lab Analyses
0000027209	1/7/2022	NOEE ORTIZ	387.00	Membership & Coll Sys Maint 2 Test Fee Reimbursement
0000027210	1/7/2022	PAYCHEX OF NEW YORK, LLC	298.40	Payroll Services-December
0000027211	1/7/2022	PURETEC INDUSTRIAL WATER	63.17	Water Softener Sodium Tank Exchange
0000027212	1/7/2022	RINGCENTRAL, INC.	529.81	Phone Service-December
0000027213	1/7/2022	SANSUM CLINIC	135.00	DOT Exam/DMV-Flores
0000027214	1/7/2022	SOUTHERN CALIFORNIA EDISON CO	10,077.36	Electric Service-December
0000027215	1/7/2022	TAFT ELECTRIC COMPANY	2,829.88	Board Room Remodel, On-Call Electrical Services
0000027216	1/7/2022	T-MOBILE	20.00	UF/RO Wireless Data Port-December
0000027217	1/7/2022	UNIVAR SOLUTIONS	8,797.94	Plant Chemicals
0000027218	1/7/2022	MCCORMIX CORP	520.15	Vehicle Fuel 12/15-12/31/21
Bank B Total:			<u>52,266.90</u>	
Report Total:			<u><u>52,266.90</u></u>	

Check History Report
Sorted By Check Number
Activity From: 1/7/2022 to 1/7/2022
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: W RECYCLED WATER (MBT)

Check Number	Check Date	Name	Check Amount	Check Type
0000001031	1/7/2022	MONTECITO WATER DISTRICT	17,066.77	CIP 17-Carrollo Engineering Services through November for the Enhanced Recycled Water Joint Feasibility Study
Bank W Total:			<u>17,066.77</u>	
Report Total:			<u><u>17,066.77</u></u>	

RESOLUTION NO. 2021-940

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) February 12, 2022, 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 13th day of January 2022, 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

2021 Board Committees

Existing Committees per Board Meeting of October 28, 2021:

<u>Committee:</u>	<u>Members:</u>
Finance	Directors Eversoll and Johnson
Administration & Operations	Directors Eversoll and Newquist
Personnel	Directors Barrett and Fuller
Public Information	Directors Newquist and Johnson
Strategic Planning Committee	Directors Barrett and Johnson

RESOLUTION NO. 2022-944

**RESOLUTION OF THE GOVERNING BOARD
OF THE MONTECITO SANITARY DISTRICT
AMENDING SECTION VIII OF RESOLUTION 2017-906 AND
REPEALING ALL PRIOR BOARD ACTION RELATED
TO ESTABLISHING FEE SCHEDULES**

WHEREAS the Governing Board of the Montecito Sanitary District adopted Resolution No. 1961-44 on May 29, 1961, titled “Standard Requirements for the Design and Processing of Private Contract Sewer Plans” (hereafter “the Standard Requirements”); and

WHEREAS the Standard Requirements include Section VIII (Fees); and

WHEREAS Section VIII (Fees) of the Standard Requirements has been revised by Board action in resolutions numbered 1982-610, 1985-642, 1990-675, 2004-816, 2010-861, and 2017-906 and other action as may be reflected in Board Minutes; and

WHEREAS the Governing Board desires to amend Section VIII (Fees) of Resolution No. 2017-906 and to repeal all prior Board action related to establishing fee schedules; and

WHEREAS this Resolution is not subject to the requirements of Government Code section 66016 or the requirements of Articles XIII C and XIII D of the California Constitution because it proposes only a decrease in the existing residential sewer connection fees, and all other existing residential and non-residential fees otherwise remain the same;

WHEREAS the Governing Board has heard and considered all objections and comments related to the information establishing the basis for changing said fees.

NOW, THEREFORE, BE IT RESOLVED:

1. That all of the recitals contained in the preamble to this Resolution are true;
2. That the fee changes allowed and established by this Resolution are exempt from the California Environmental Quality Act, because they comply with subdivision (b)(8) of section 21080 of the Public Resources Code;
3. That as required by sections 50076 and 66016 of the Government Code, the Governing Board has determined that each fee prescribed in this Resolution does not exceed the estimated reasonable cost to provide the service for which the fee is charged and that no fee is levied for general revenue purposes; and
4. That Section VIII of Resolution No. 2017-906 is amended to read as hereinafter stated:

SECTION VIII – FEES

1. **Sewer Main Extension – Design Review and Plan Checking Fees** – Montecito Sanitary District (District) costs for design review, plan check, and site investigation shall be reimbursed by an applicant requiring a sewer extension permit. An applicant requiring these services shall make a deposit with the District in the following amount, based on the total lineal feet (L.F.) of the extension proposed for construction:

Less than 1,000 L.F.	\$1,725
1,000 L.F. to 3,000 L.F.	\$2,875
3,001 L.F. to 5,000 L.F.	\$4,025
Greater than 5,000 L.F.	\$5,175

Any unused amount of the deposit will be refunded to the applicant. A “per-hour rate” shall be charged against the deposit based on the District’s current hourly rate for staff member(s) assigned to the work. If total charges for actual District costs exceed the deposit, the applicant will be required to pay the additional costs before the permit is issued.

2. **Administrative Review Fees** – An applicant seeking review of a property or properties for a District “Sewer Availability” or “Letter of Certification” required by the County of Santa Barbara Planning and Development Department will pay these administrative fees:

Administrative Review – No MSD permit(s) required	\$ 85
Administrative Review – MSD permit(s) required	\$175

3. **Engineering Review Fees** – Engineering Review Fees must be paid by any applicant requiring an Engineering Review. Engineering Reviews may be required by the District or of the District by the County of Santa Barbara for a project, including, but not limited to, a lot line adjustment, condo conversion, subdivision, development of commercial property, and review of encroachment into a District easement. These review fees are:

Engineering Review – No MSD permit(s) required	\$175
Engineering Review – MSD permit(s) required	\$345

4. **Construction Inspection Fees** – Before granting a permit for the construction of a main line sewer and appurtenances, the District shall collect a deposit from an applicant to cover the actual cost to provide field inspection of the proposed construction. The amount of the deposit will be based on the estimated number of days of construction multiplied by the daily cost to the District to provide full time inspection.

Any unused amount of the deposit will be refunded to the applicant. If the deposit is exceeded by actual District costs, the applicant will be required to pay the additional costs before the permit is issued.

5. **Sewer Easement Processing Fee** – A privately constructed sewer main to be dedicated to the District must be located within an easement dedicated to the District. Said dedication requires payment of a sewer easement processing fee of \$2,300 for the first parcel and \$1,150 for each additional parcel.

- 6. **Reimbursement Project / Reimbursement Agreement Processing Fee** – When private construction of a sewer main to be dedicated to the District includes a request for a reimbursement agreement, said agreement is subject to an administrative processing fee deposit of \$865 and a deposit of adequate funds to reimburse the District the cost of a reimbursement analysis that is performed by an independent engineering firm.
- 7. **Agreement Processing Fees** – The District incurs costs to process customer agreements. These administrative fees apply to processing agreements between the District and a property owner:

Dedication Agreement for Sewer Facilities <i>(for the construction of sewer mains)</i>	\$2,300
License Agreement <i>(for encroachment into a District easement)</i>	\$5,750
Agreement for the Construction of Private Building Sewer	\$1,150
Crossing Two Adjacent Properties Agreement for Service to Condominiums	\$1,150
Residential Sewer Service Agreement for Private Pumping Station and Pressure Line Building Sewer	\$1,150
Residential Sewer Service Agreement <i>(For existing and new auxiliary structures/buildings)</i>	\$230
Accessory Dwelling Unit (ADU) Sewer Service Agreement	\$230
Termination of Residential Sewer Service Agreement <i>(For existing auxiliary structures that are converted into an ADU)</i>	\$115

- 8. **Connection Fees** – An owner seeking a connection of a parcel, building, or facility to the District’s sanitary sewer system (“System”) shall pay to the District a one-time connection fee based on the specifics of the connection, as defined in this section. The fee calculations are divided between new sewer connections and property improvements on connected parcels.

8.1 **New Sewer Connections** – Payments for new connections are required when a new connection to the System is established. The payment is based on the connecting customer type, and is divided between residential and non-residential customer classes. All connection fees are based on equivalent residential units (ERUs) or established as a flat fee. **The charge per 1.0 ERU is set at \$8,400.**

8.1.1 **Residential Sewer Connections** – A connection fee of \$1,000 is charged per residential dwelling unit of any type. A residential dwelling unit is defined as an independent living quarter with sleeping, bathroom, and cooking facilities, without regard for the number of bedrooms.

Auxiliary structures are buildings on single family dwelling parcels with indoor plumbing facilities, but without the capability of providing cooking facilities. An auxiliary structure is

typically a guest house, pool cabana, art studio, workshop, gym, office, or similar use. Auxiliary structures connected to the System shall pay a connection fee of 0.31 ERU.

Residential dwellings include multi-family dwellings, such as apartments and condominium units. A single parcel may have residential and non-residential uses.

Connection fees for a parcel complex with multi-family dwellings and common areas are calculated as a combination of separate residential dwelling units, with each charged 1.0 ERU, plus non-residential common areas charged as described below.

8.1.2 **Non-Residential Sewer Connections** – The connection fee for all non-residential connections is calculated using a pro-rata 1.0 ERU, as specified herein and in accompanying tables.

The Montecito Water District (“MWD”) assigns a water base allotment to each parcel in the District’s service area. The calculation of the District connection fee shall be based on MWD’s Base Allotment¹ and the sewage strength classification associated with the customer class specified in Table 1 of this section, plus an administrative facility fee for the non-residential connection.

The connection fee for a non-residential sewer connection equals the calculated ERU for the parcel multiplied by the charge in dollars per ERU (\$8,400 per ERU).

The calculated ERU is determined by using MWD’s Water Base Allotment in HCF per month or gallons per day multiplied by the appropriate figure from Table 2 for the customer’s sewage strength provided in Table 1.

¹ The Base Allotment defines the basic water supply allocation to each MWD account.

TABLE 1
Categorical Sewage Discharge Strengths

Billing Classification	Strength Class (a)
Residential Dwelling Unit (1.0 ERU)	
Non-Residential	
Church	Low
Clubs	Low
Offices	Low
Laboratory or Doctor’s Office	Med
Food Market	High
Barber and Beauty Shop	Low
Fire Station	Med
Other Commercial / Governmental	Low
Meeting / Convention Hall	Low
Hotel / Motel without Laundry	Low
Hotel / Motel with Laundry	Med
Park	Low
Food Serving Facility (restaurant, etc.)	High
School and Colleges without Residential Living	Low
Resident School Attendance (w/ living facilities)	Med
Auxiliary Structures	Varies
Service Station/Garage	Low
Water Treatment Process Wastewater	High

Med: Medium; Res: Residential; ERU: Equivalent Residential Unit

(a): The sewage strength assignments are based on California SWRCB guidelines

The District Engineer shall determine the sewage strength class for any parcel not provided in this Table.

TABLE 2
Wastewater Connection Fees per Unit of Water Demand

Customer Sewage Strength	ERU per GPD of Water Allocation	ERU per HCF/month of Water Allocation
Low Strength	0.0038	0.0941
Residential Strength	0.0047	0.1160
Medium Strength	0.0043	0.1049
High Strength	0.0047	0.1140
Administrative Facility Fee* (ERU per connection)		0.0064

ERU: Equivalent Residential Unit; GPD: Gallon Per Day; HCF: Hundred Cubic Feet.

Fees are based on a water use return to sewer ratio typical of the commercial and multi-family dwelling sewer connections.

There are 24.5 GPD to 1.0 HCF per month.

*\$8400 per ERU multiplied by 0.0064 ERU per connection equals \$53.76.

8.2 **Connection Fees for Property Improvements on Connected Parcels** – Any connected parcel with a building or facility remodel, improvement, tear-down and rebuild, construction, expansion or new facility, or change in customer classification is deemed to be and defined as a property improvement. Whereas the District’s service capacity is determined by the land uses within its service area and the use of the District’s facilities may be affected by changes in existing customer property improvements, adjustments to the connection fee may be required when there is a property improvement to a connected parcel.

On any parcel connected to the System, any property improvement that results in (1) at least one additional plumbing “fixture unit”², and/or (2) an increase in bedrooms, and/or (3) an increase in the building area of more than 350 square feet shall first obtain a District connection permit and pay the connection fee to the District required by this section.

All building improvements requiring a connection permit shall pay a pro-rata connection fee equal to the fee for a new connection to the System of all existing and planned buildings and facilities on the parcel, less a credit for the amount in dollars of the sum of all previous connection fees paid to the District, based on District records.

8.3. **No Refund of Connection Fees** – If the District revokes a connection permit for failure to comply with permit conditions or requirements, the permit holder is not entitled to a refund or reimbursement of fees paid. No credit or refund will be made for any reduction in the number or type of connected buildings or facilities on any parcel. No credit or refund will be made for any reduction in the strength of the discharged sewage.

9. **Inflationary Adjustments to Section VIII - Fees** – Unit fees specified in Section VIII – Fees (excluding annual sewer service charges) shall be adjusted for inflation, from time to time.

The adjustment shall be made by multiplying each fee by a ratio of the Construction Cost Indexes applicable to the City of Los Angeles, as reported by *Engineering News-Record*, a McGraw-Hill periodical. The ratio of Indexes shall be determined by the percentage increase in the ratio between the year of the enactment of the existing fee and the current year. The product shall be rounded to the nearest five dollar increment.

Other adjustments of fees to recover District costs shall be made at the discretion of the Governing Board.

² “Fixture unit” is as defined by the Uniform Plumbing Code (UPC) for Drainage Fixture Unit Values (DFU).

10. **Inspection Fees** – A connection of any category requires payment of an inspection fee specified herein:

New/Replacement of Property Line Clean Out to Existing Lateral	\$175
Capping off (for demolition projects)	\$175
Reconnecting to Existing Lateral (for reconstruction projects)	\$175
Replacement of Existing Lateral within private property	\$345
Replacement of Existing Lateral up to the District main	\$575
New Lateral Connection/Construction to District Mainline	\$635

11. **Refundable Performance Deposits** – Work on a private lateral from the property line clean-out to the District’s mainline for any length lateral requires payment of a refundable performance deposit specified herein:

Replacement of only an existing property line clean out	No Cost
Repair to existing lateral and/or cap-off and reconnection of existing lateral within private property	\$1,150
Replacement and/or cap-off and reconnection of existing lateral within roadway	\$2,300
New lateral construction	\$3,450

12. **Annual Sewer Service Charges** – Annual sewer service charges are pro-rated and based on current approved annual service charge amounts from July 1 to date of issuance of a District connection permit or as appropriate for the type of connection. District Resolution No. 2016-897 (Sewer Service Charge), as amended, specifies applicable sewer service charges.

The District shall start collecting annual sewer service charges under Resolution 2016-897, as amended, when project construction is underway and staff has made the tie-in inspection of the lateral connection to the District mainline.

13. **Illegal/Non-Permitted Connections to District System** – The owner of a property with private facilities connected to the System without a District connection permit shall pay all applicable fees at a rate of one and a half times the current connection fee and two times the current inspection fee, which charges include the regular fee rates plus a penalty.

14. **Finalization of Connection Permits** – An applicant failing to finalize a connection permit as required by District rules and regulations is subject to these fees:

Final Inspection Not Performed <i>(District was not called out for final inspection)</i>	\$175
No Inspections Performed <i>(Work completed without inspection by District staff)</i>	\$575

If a permit is three or more years old and has not been finalized because of “no-response” from the property owner or contractor and if the construction is completed, the owner shall forfeit the entire amount of the Refundable Performance Deposit. If the lateral tie-in does not comply with District’s Standard Specifications, the District shall hire a contractor to complete and/or repair the work. If the deposit is exceeded by actual District cost, the owner shall pay the additional cost.

15. **Extension/Cancellation of Connection Permits** – District connection permits are valid for one year from date of issuance. The Permit will remain open during the time of the construction project. If no work has begun on a property after one year, the property owner may submit a written request to extend or cancel the connection permit and pay these fees from the Refundable Performance Deposit to process the request:

First request for a one-year extension of a connection permit	\$115
Second and Final Request for a one-year extension of a connection permit	\$230
Request for cancellation of connection permit	\$575

PASSED AND ADOPTED by the Governing Board of the Montecito Sanitary District this 13th day of January 2022, to become effective January 13, 2022, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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
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MANAGER'S REPORT

For the Regular Board Meeting of

January 13, 2022

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 November 29 through January 2, 2022

WWT PLANT STATISTICS FOR DURATION: 35 DAYS

Flows	22.24 MG	0.635 MGD avg
Hypochlorite used	6,556 Gal	187 Gallons day, avg
Bisulfite used	3,320 Gal	94 Gallons day, avg.
Effluent T.S.S.		4.6 mg/L avg
Effluent CBOD ₅		3.7 mg/L avg
BAC-T		< 3.7 MPN/100mL median
Rainfall	8.87 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>
11/29/2021	37,700	18.85
12/03/2021	38,220	19.11
12/10/2021	40,260	20.13
12/17/2021	39,140	19.57
Totals	155,320	77.66

PLANT OPERATIONS

- No violation of the NPDES permit during this reporting period.
- Operated the belt press for a total of 24 hours.
- 12/17/2021 Placed both Aeration Basins and all Clarifiers in service.
- 12/27/2021 Sump pump control panel in WAS/RAS dry well damaged due to arc-flash.

PLANT MAINTENANCE

- Performed routine inspections and maintenance of District Buildings and Equipment.
- 12/01/2021 through 12/16/2021 Maintenance staff assisted with Aeration Basin cleaning, inspection, and coating of swing fusers.
- 12/22/2021 Maintenance staff performed confined space entry into Clarifier #4 for wear strip repairs.
- 12/24/2021 Maintenance staff called out for large tree damage to Maintenance Building.

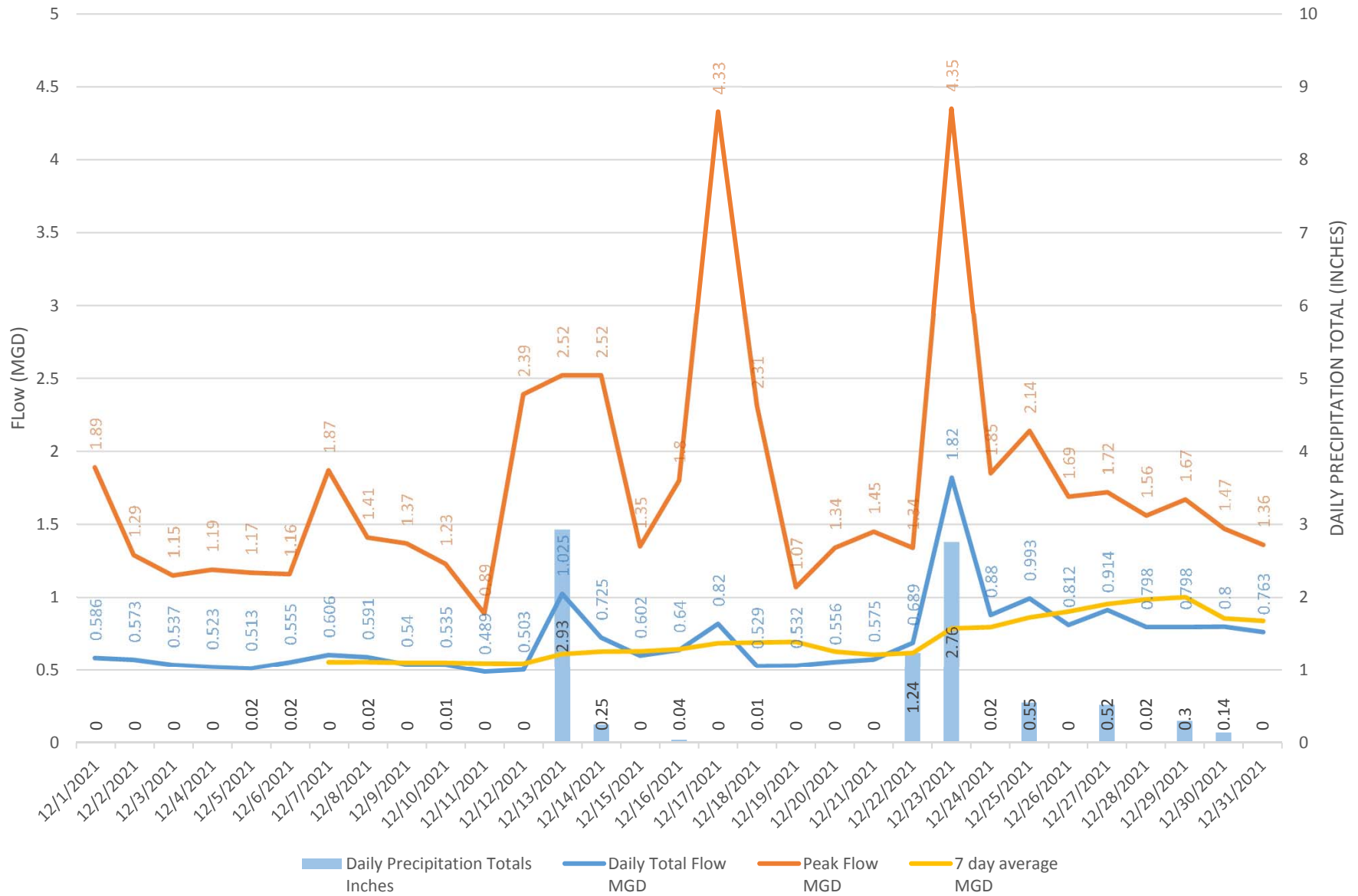
COLLECTIONS

- No public sewer system overflows this reporting period.
- No private sewer system overflows this reporting period.
- Linear Feet Cleaned: 21,687 ft, 4.10 Miles
- Linear Feet Inspected: 0 ft, 0.0 Miles (CCTV Truck computer maintenance)
- 12/24/2021 Collection staff afterhours call out for tree damage to Maintenance Building.

LABORATORY

- Collected 182 samples
- Ran 285 tests and 88 duplicate tests
- Made 46 calibrations on laboratory equipment
- Sent 8 samples to OEC Contract Lab for analysis

Treatment Plant Influent Flow December 2021



12/24/21



12/26/21



new 30x50 tarp covering the entire area of damage to the peak