

MONTECITO SANITARY DISTRICT

A G E N D A

for Board Meeting

May 14, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on May 14, 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/89049399725>

You may also call in at 1-669-900-6833 Meeting ID 890-4939-6725

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: **890-4939-6725** 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 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 April 9 2020 and May 14, 2020.

5. OLD BUSINESS

A. RESOLUTION NO. 2020-923 – ADOPTING A RECORD RETENTION SCHEDULE

It is recommended the Board consider:

- i) Adopting Resolution No. 2020-923 regarding a records retention schedule;
- ii) Taking such additional, related action that may be desirable.

6. NEW BUSINESS

A. PERSONNEL COMMITTEE MEETING - REPORT

It is recommended that the Board consider:

- i) Receiving and filing a report provided by the Personnel Committee from its April 28th meeting;
- ii) Taking such additional, related, action that may be desirable.

B. FINANCE COMMITTEE MEETING - REPORT

It is recommended the Board consider:

- i) Receiving and filing a report provided by the Finance Committee from its May 8th meeting;
- ii) Taking such additional, related, action that may be desirable.

C. QUARTERLY FINANCIAL REPORTS

It is recommended the Board consider:

- i) Reviewing the Quarterly Financial Statements for the quarter ending March 31, 2020;
- ii) Taking such additional, related, action that may be desirable.

D. QUARTERLY INVESTMENT POLICY STATEMENT – MARCH 31, 2020

It is recommended the Board Treasurer consider:

- i) Certifying the statement required by District Investment Policy for the quarter ending March 31, 2020;
- ii) Taking such additional, related action that may be desirable.

E. INFORMATION ITEMS

- It is recommended that the Board of Directors consider receiving and filing a report provided by the General Manager regarding the ongoing local emergency resulting from the COVID-19 Pandemic. As a reminder, the County of Santa Barbara has been in a declared state of local emergency since March 12, 2020; the District declared its emergency on March 19, 2020. The Governor's March 4, 2020 Proclamation of Emergency extends all declared emergencies until terminated. While the Governor's March 4, 2020 Proclamation of Emergency (see paragraph 8) also suspended the requirement for reports under Government Code § 8630, it is prudent for the Board to be provided an update regarding the District's actions during this emergency. Note that the Board will not be taking action; this is an informational item only.

7. OPERATIONS AND MAINTENANCE

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

8. ITEMS FOR THE NEXT AGENDA

9. ADJOURNMENT

**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 physical 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 District 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

**MONTECITO SANITARY DISTRICT
BOARD LIST OF PAYABLES**

<u>CHECKS DATED</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTALS</u>
04/10/20	ACCOUNTS PAYABLE	86,282.75
04/24/20	ACCOUNTS PAYABLE	13,098.98
05/01/20	ACCOUNTS PAYABLE	66,470.40
05/08/20	ACCOUNTS PAYABLE	<u>45,490.02</u>
	Subtotal	211,342.15
05/08/20	CAPITAL IMPROVEMENT PROJECTS	<u>9,900.00</u>
	Subtotal	9,900.00
05/08/20	CIP RECYCLED WATER FUND	<u>7,643.19</u>
	Subtotal	7,643.19
04/09/20	PAYROLL	93,419.02
04/23/20	PAYROLL	91,224.77
05/07/20	PAYROLL	<u>92,931.13</u>
	Subtotal	277,574.92
	TOTAL	<u>\$ 506,460.26</u>

Approved for Payment:

Date: May 14, 2020 Amount: \$ 506,460.26

_____, General Manager

_____, Director

_____, Director

Check History Report
Sorted By Check Number
Activity From: 4/10/2020 to 4/10/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
025317	4/10/2020	ACWA/JPIA	31,620.86	Health/Dental/Life Insurance Premium-May
025318	4/10/2020	AT&T MOBILITY	23.24	Wireless Office Data Port-March
025319	4/10/2020	CARQUEST AUTO PARTS	223.21	Vehicle Maintenance Parts/Supplies
025320	4/10/2020	CINTAS	65.15	Replenish First Aid Kits
025321	4/10/2020	COMPUVISION COMMUNICATIONS	5,016.72	Computer hardware/NetAlert Managed Services/Cloud Backup
025322	4/10/2020	CULLIGAN OF SYLMAR	126.70	Drinking Water-March
025323	4/10/2020	CALIFORNIA WATER ENVIRONMENT	192.00	Membership Dues
025324	4/10/2020	DATCO SERVICES CORPORATION	175.50	DATCO Services April-June
025325	4/10/2020	DOCU PRODUCTS	120.62	Copier Maintenance Agreement-April
025326	4/10/2020	DUDEK	2,257.50	Coastal Development Planning/Permitting Services-March
025327	4/10/2020	ELPH PROPERTIES	2,300.00	Deposit Refund 677 ElBosque Road
025328	4/10/2020	ENGEL & GRAY, INC	3,921.45	Biosolds Hauling-March
025329	4/10/2020	FASTENAL COMPANY	849.95	Plant Maintenance Materials
025330	4/10/2020	FRONTIER	626.57	Phone Service for Office, Lift Station 4-April
025331	4/10/2020	GOLDEN STATE HOLDINGS,	1,000.00	Deposit Refund 2128 Birnam Wood Drive
025332	4/10/2020	GRAINGER	1,217.13	Piping Materials, Roadside Mailbox, Face Respirators
025333	4/10/2020	MCCORMIX CORP	65.91	Diesel Fuel 3/15-3/30/2020
025334	4/10/2020	MCMASTER-CARR SUPPLY COMPANY	814.26	Respirators, Clean Room Coveralls
025335	4/10/2020	PACIFIC MATERIALS LABORATORY	520.00	Ortega Riske Sewer Main Extension Inspection
025336	4/10/2020	PITNEY BOWES GLOBAL FINANCIAL	131.46	Postage Meter Quarterly Lease Payment
025337	4/10/2020	PLUMBERS DEPOT, INC	732.73	Safety Manhole Cover with Roller
025338	4/10/2020	S B HOME IMPROVEMENT CENTER	325.35	Property Maintenance Supplies, Lift Station Parts, Misc Tools
025339	4/10/2020	SOUTHERN CALIFORNIA EDISON CO	11,561.37	Electric Service-March
025340	4/10/2020	STANDARD INSURANCE COMPANY	1,758.71	Short/Long Term Disability Premium-April
025341	4/10/2020	STAPLES BUSINESS CREDIT	454.12	Office Supplies
025342	4/10/2020	T-MOBILE	20.00	Wireless Data Port for UF/RO-April
025343	4/10/2020	UNION BANK	1,289.00	CWEA Conference Registration
025344	4/10/2020	UNION BANK	1,024.40	Montecito Journal Publications
025345	4/10/2020	UNION BANK	132.61	Lab Supplies
025346	4/10/2020	UNION BANK	23.00	FOG Training Travel Expense
025347	4/10/2020	UNIVAR SOLUTIONS	10,693.41	Plant Chemicals
025348	4/10/2020	UNDERGROUND SERVICE ALERT	192.65	Dig Alert Service-April
025349	4/10/2020	WALPOLE & COMPANY	53.75	Accounting Software Consulting Service
025350	4/10/2020	WEF MEMBERSHIP	332.00	Annual Membership Dues
025351	4/10/2020	WINZER	1,223.42	Respirators, Disposable Gloves, Disposable Masks
025352	4/10/2020	WATER RESEARCH FOUNDATION	2,898.00	Annual Membership Dues
025353	4/10/2020	RAYMOND (or) JANE WURWAND	2,300.00	Deposit Refund 1292 Eleven Oaks Road
Bank Total			86,282.75	

Check History Report
Sorted By Check Number
Activity From: 4/24/2020 to 4/24/2020
MONTECITO SANITARY DISTRICT (MSD)

Bank	Check Number	Check Date	Name	Check Amount	Description
	025354	4/24/2020	SANTA BARBARA COUNTY	5,748.98	Emergency Permit Fees-Temporary Facilities
	025355	4/24/2020	T&D RENTS INC.	7,350.00	Combo Shower/Restroom Trailer
			Bank Total	13,098.98	

Check History Report
Sorted By Check Number
Activity From: 5/1/2020 to 5/1/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
025356	5/1/2020	ACME ANALYTICAL SOLUTIONS	483.77	Chemicals for Analyzers
025357	5/1/2020	AT&T MOBILITY	86.74	WirelessOffice Data Port, Lift Station 4-April
025358	5/1/2020	BIG GREEN CLEANING COMPANY	618.75	Shampoo Carpets, Ktichen/Bathroom Supplies
025359	5/1/2020	THOMAS BOLAND	2,000.00	Lateral Replacement Rebate for 1696 East Valley Road
025360	5/1/2020	CANON FINANCIAL SERVICES INC	275.14	Copier Lease Payment-April
025361	5/1/2020	CINTAS CORPORATION #684	902.81	Uniform,Towels, Mats-Rental/Cleaning-April
025362	5/1/2020	COMPUVISION COMMUNICATIONS	2,516.95	NetAlert Managed Services, Datto Cloud Backup, Sonicwall
025363	5/1/2020	CONSOLIDATED OVERHEAD DOOR	213.00	Commercial Door Service/Repair
025364	5/1/2020	CORT	44.00	Deed Report-April
025365	5/1/2020	COX BUSINESS	227.56	Interenet Wireless Service-April
025366	5/1/2020	CALIFORNIA WATER ENVIRONMENT	390.00	Annual Membership Dues and Certification Renewals
025367	5/1/2020	DAVIES	5,000.00	Public Outreach Services-April
025368	5/1/2020	DIGITAL DEPLOYMENT DBA STREAMLINE	620.00	Website Hosting-April
025369	5/1/2020	DONAHUE TRUCK CENTERS	1,661.46	Vac-Con Repair Parts
025370	5/1/2020	FASTENAL COMPANY	142.73	Gloves for Collections
025371	5/1/2020	FRONTIER	184.73	Phone Service for Lift Stations 1, 2, and 5-April
025372	5/1/2020	GRAINGER	489.38	Clear Face Shields, Toner Cartridge, Respirator Filters
025373	5/1/2020	HACH COMPANY	234.13	Lab Testing Supplies
025374	5/1/2020	JAMES (or) MARY HARTLE	2,000.00	Lateral Replacement Rebate for 802 Ayala Lane
025375	5/1/2020	JUAN O'S MOBILE REPAIR	4,350.00	Repairs to Vac-Con, Small Jetter & Steel Drum Screen
025376	5/1/2020	KAMAN INDUSTRIAL TECHNOLOGIES	116.31	Plant Maintenance Materials
025377	5/1/2020	CHARLES (or) REBECCA KAYE	2,300.00	Deposit Refund for 923 Buena Vista Avenue
025378	5/1/2020	MARBORG INDUSTRIES	612.04	Refuse Disposal/Recycling-April
025379	5/1/2020	MCCORMIX CORP	265.41	Diesel, Unleaded Fuel 4/01-4/15/20
025380	5/1/2020	MCMaster-CARR SUPPLY COMPANY	1,468.15	Full Face Respirators, Cartridges, Disposable Coveralls
025381	5/1/2020	MUNICIPAL MAINT EQUIPMENT	122.81	Parts for Vac-Con
025382	5/1/2020	TIMOTHY (or) KAMREN MORTON-SMITH	3,334.00	Deposit Refund for 545 Valley Club Road
025383	5/1/2020	JOHN MURPHY	5,540.00	Deposit Refund for Ortega Ridge Sewer Main Extension
025384	5/1/2020	MONTECITO WATER DISTRICT	635.38	Water Service-April
025385	5/1/2020	MATTHEW (or) JENNIFER NEWMAN	900.00	Deposit Refund for 127 Loueyro Street
025386	5/1/2020	PERRY FORD	502.90	Parts for Small Jetter Water Pump
025387	5/1/2020	POLYDYNE, INC	635.19	Polymer for Belt Press
025388	5/1/2020	PRICE POSTEL & PARMA	100.50	Employment Law Sevices-April
025389	5/1/2020	PURETEC INDUSTRIAL WATER	52.13	Water Softener Sodim Tank Exchange
025390	5/1/2020	RAPID PREP, LLC	6,723.75	Decontamination Shower Trailer
025391	5/1/2020	SOCAL GAS	250.65	Gas Service-April
025392	5/1/2020	STANDARD INSURANCE COMPANY	1,758.71	Short/Long Term Insurance Permium-May
025393	5/1/2020	STATE WATER RESOURCE CONTROL	750.00	Staff Certification Applications
025394	5/1/2020	TAFT ELECTRIC COMPANY	851.78	On-Call Electrical Service
025395	5/1/2020	T-MOBILE	20.00	WirelessOffice Data Port for UF/RO-April
025396	5/1/2020	CHECK VOIDED	0.00	
025397	5/1/2020	CHECK VOIDED	0.00	
025398	5/1/2020	CHECK VOIDED	0.00	
025399	5/1/2020	CHECK VOIDED	0.00	
025400	5/1/2020	UNIVAR SOLUTIONS	15,216.15	Plant Chemicals
025401	5/1/2020	VELOCITY TRUCK CENTER OF VENTURA	1,313.93	Parts to Repair Vac-Con
025402	5/1/2020	WINZER	559.46	Disposable Masks
Bank Total			66,470.40	

Check History Report
Sorted By Check Number
Activity From: 5/8/2020 to 5/8/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Check Name	Check Amount	Description
025403	5/8/2020	BUSINESS RADIO LICENSING	120.00	FCC Annual Radio Licensing Fee
025404	5/8/2020	CINTAS	119.70	Replenish First Aid Kits
025405	5/8/2020	COMPUVISION COMMUNICATIONS	1,519.75	Bit Defender Anti-Virus Renewal, IT Services-April
025406	5/8/2020	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment-April
025407	5/8/2020	CALIFORNIA WATER ENVIRONMENT	192.00	Annual Membership Dues
025408	5/8/2020	DOCU PRODUCTS	57.13	Copier Maintenance Agreement-May
025409	5/8/2020	ENVIRONMENTAL RESOURCE ASSOC.	1,264.24	Annual Proficiency Test Sampling
025410	5/8/2020	FRUIT GROWERS LABORATORY	125.00	Outside Lab Analysis
025411	5/8/2020	FISHER SCIENTIFIC	410.94	Lab Testing Supplies
025412	5/8/2020	GRAINGER	221.11	Plant Maintenance Materials
025413	5/8/2020	HENSLEY LAW GROUP	3,256.00	Legals Services-April
025414	5/8/2020	IDEXX DISTRIBUTION, INC	1,423.04	Lab Testing Supplies
025415	5/8/2020	KAMAN INDUSTRIAL TECHNOLOGIES	333.54	Operating Supplies
025416	5/8/2020	LYNN KIRST	3,650.00	Refund of Sewer Service Charges 192 Santa Elena
025417	5/8/2020	MCCORMIX CORP	223.44	Diesel, Unleaded Fuel 4/15-4/30/20
025418	5/8/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	103.50	Outside Lab Analysis
025419	5/8/2020	PHOENIX CIVIL ENGINEERING	4,369.75	On-Call Engineering Service for Collections-April
025420	5/8/2020	PRAXAIR DISTRIBUTION INC	191.51	Welding Supplies
025421	5/8/2020	PRIORITY SAFETY SERVICES	415.71	Portable Gas Monitor Repair
025422	5/8/2020	QUINN COMPANY	5,481.41	Compressor Repair, Generator Servicing at L/S's 1,2,4,5
025423	5/8/2020	ROYAL ADHESIVES & SEALANTS, LLC	301.04	Smartcover Adhesive
025424	5/8/2020	SANTA BARBARA COUNTY	2,295.49	Coastal Development Planning/Permitting-April
025425	5/8/2020	SANTA BARBARA SECURITY ALARM	300.00	Security Alarm Quarterly Monitoring
025426	5/8/2020	SOUTHERN CALIFORNIA EDISON CO	9,567.48	Electric Service-April
025427	5/8/2020	STAPLES BUSINESS CREDIT	794.30	Office Supplies
025428	5/8/2020	UNIVAR SOLUTIONS	4,212.33	Plant Chemicals
025429	5/8/2020	UNDERGROUND SERVICE ALERT	166.25	Dig Alert Service-April
025430	5/8/2020	ALICE VAN DEWATER	3,650.00	Refund of Sewer Service Charges 1694 San Leandro Lane
Bank Total			45,490.02	

CIP Check History Report
Sorted By Check Number
Activity From: 5/8/2020 to 5/8/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
001245	5/8/2020	ROBOTIC SEWER SOLUTIONS, INC	9,900.00	CIP No. 3-Sewer Main Spot Repairs
Bank Total			9,900.00	

RW CIP Check History Report
Sorted By Check Number
Activity From: 5/8/2020 to 5/8/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
001022	5/8/2020	STANTEC CONSULTING SERVICES	7,643.19	CIP No. 11-CEQA Services
Bank Totals			<u>7,643.19</u>	

MONTECITO SANITARY DISTRICT

MANAGER'S REPORT

May 14, 2020

AGENDA ITEM 5. OLD BUSINESS

A. 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 has recently reviewed this policy and is recommending adoption of Resolution No. 2020-923 (**EXHIBIT A**).

At its meeting on April 9, 2020, the Board reviewed the proposed resolution and postponed the matter until May 14, 2020.

The Board will consider adopting Resolution No. 2020-923 regarding record retention pursuant to Government Code § 34090.

AGENDA ITEM 6. NEW BUSINESS

A. PERSONNEL COMMITTEE MEETING - REPORT

The Personnel Committee (Directors T. Kern and Bollay) will report on its April 28th meeting.

B. FINANCE COMMITTEE MEETING – REPORT

The Finance Committee (Directors T. Kern and Barrett) will report on its May 8th meeting.

C. QUARTERLY FINANCIAL REPORTS

Staff will review quarterly financial reports through March 31, 2020, enclosed as **EXHIBIT B**.

D. QUARTERLY INVESTMENT POLICY STATEMENT – MARCH 31, 2020

The Treasurer will certify the statement required by District Investment Policy for the quarter ending March 31, 2020 (**EXHIBIT C**).

E. INFORMATION ITEMS

The District is currently operating under emergency powers pursuant to the declared state of local emergency dated March 19, 2020. That declaration occurred after the County of Santa Barbara declared an emergency on March 12, 2020 and the Governor's declaration of an emergency on March 4, 2020. The Governor's March 4th proclamation suspended the normal requirements for extending and reporting on emergencies. It is important, however, that the Board be updated regarding District activities during the emergency.

Among others, the District took the following actions to protect public health and employees:

- Implemented recommendations made by Director Barrett in his letter to the County of Santa Barbara (correspondence dated April 8, 2020) and from the dais at the MSD Board meeting on April 9, 2020

- Continued operations of all District facilities working in bonded teams
- Continued implementing COVID-19 Exposure Control Plans including training on safe work practices to reduce exposure to COVID-19
- Acquired personal protective equipment (“PPE”) and disinfectant supplies in accordance with OSHA and CDC guidelines
- Closed the front office to the public in accordance with State and local health orders
- Established electronic mail and telephone customer service processes including on-line payments for permit fees

F. AGREEMENTS TO BE SIGNED

None

AGENDA ITEM 7. OPERATIONS AND MAINTENANCE REPORTS

TREATMENT PLANT

Treatment Data	Current Year 03/30/20 – 05/03/20	Prior Year 04/15/19 – 04/28/19
Average daily flow	0.609 MGD	0.591 MGD
Average hypochlorite	158 GPD	1184 GPD
Average bisulfite	93 GPD	84 GPD
Average effluent SS	5.6 mg/L	7.4 mg/L
Average effluent CBOD ₅	2.5 mg/L	3.1 mg/L
Median coliform	< 1.8 MPN / 100 mL	< 1.8 MPN / 100 mL

- The belt press was operated for 19.6 hours during this reporting period.
- A total of 49.35 tons of biosolids were transported in three separate loads to Engel and Gray during this reporting period.
- 2.53 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:

- One plant alarm call-out on 4/22/20 for power failure alarm
- Placed clarifier No. 3 in service
- De ragged Aeration Basins No. 1 and No. 2
- Replaced preservation solution for the recycled water reverse osmosis unit
- Replaced influent pump station pump No. 2 variable frequency drive fan
- Unplugged back channel foam sprayers
- Prepared the treatment plant for rain events on 04/05/20
- Cross-trained Collections staff on Treatment Operations duties
- Performed weed abatement
- Wet well gas detector alarm calibration on 04/03/20

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
- Tested ammonia and nitrate levels on aeration basin effluent and tested influent sulfide and ammonia levels every Tuesday
- Examined microbiology under microscope
- 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 35 day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 183 samples
- Ran 289 tests plus 75 duplicate tests for NPDES permit compliance and process control
- Performed 53 calibrations on laboratory equipment and 603 quality control checks
- Made 9 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:

- Beginning April 23rd influent composite and influent grab samples have been 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 genetic material of the virus. This research may lead to a useful monitoring tool for detecting the virus in a population.

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 27 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
- Priority Safety tested and calibrated all gas detectors
- Quinn serviced all Lift Station Generators
- Cross-trained in Treatment Operations duties
- 03/30/20 Call out for private lateral sewer overflow at 881 Picacho Lane
- 04/23/20 Call out for power fail alarms at all District Lift Stations
- 04/28/20 Call out after hours for grate request at 526 San Ysidro Road
- 04/30/20 Call out for power fail alarms at Channel, Bonnymede, and Miramar Lift Stations

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
- Performed temporary repair on Roto Screen
- 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 training webinars:

- 04/01/20 COVID-19 Overview of the Coronavirus, Transmission and Operations Planning
- 04/15/20 COVID-19 Managing Collection Systems During the Coronavirus Pandemic
- 04/30/20 COVID-19 What We're Learning About the Coronavirus and Disinfection
- 05/06/20 COVID-19 Wastewater and Coronavirus Update #2

Collections Cleaning and TV-ing History

			Length of Cleaning	Length of TV-ing	Length of Re-cleans	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 March 30, 2020 through May 3, 2020			127,473	8,158	2,249				
Date	Location	Esmt (X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
3/30/2020	USA / Assisted Operations								
3/31/2020	Assisted Operations / USA								
4/1/2020	Assisted Operations / USA								
4/2/2020	Lift Stations / USA / Vehicle Maintenance								
4/3/2020	Assisted Operations / USA								
4/4/2020	Assisted Operations / USA								
4/5/2020	Assisted Operations / USA								
4/6/2020	Lift Stations / USA / Vehicle Maintenance								
4/7/2020	Assisted Operations / USA								
4/8/2020	Assisted Operations / USA								
4/9/2020	Assisted Operations / USA								
4/10/2020	Lift Stations / USA / Vehicle Maintenance								
4/11/2020	Assisted Operations / USA								
4/12/2020	Assisted Operations / USA								
4/13/2020	Assisted Operations / USA								
4/14/2020	Middle Road				259	L	D	1	Light Debris
4/14/2020	Middle Road				218	L	D	1	Light Debris
4/14/2020	Middle Road				241	L	D	1	Light Debris
4/14/2020	Mesa Road				203	L	D	1	Light Debris
4/14/2020	Mesa Road				208	L	D	1	Light Debris
4/14/2020	Middle Road				25	L	G	1	Light Grease
4/14/2020	Sycamore Canyon Road				261	L	G	1	Light Grease
4/14/2020	Sycamore Canyon Road				261	L	G	1	Light Grease
4/14/2020	Middle Road				259	L	D	1	Light Debris
4/14/2020	Alston Road				171	L	R	1	Light Roots
4/14/2020	Alston Road				166	L	R	1	Light Roots
4/14/2020	Alston Road				129	L	R	1	Light Roots
4/14/2020	East Valley Road				139	C		1	Clear
4/14/2020	East Valley Road				135	C		1	Clear
4/14/2020	Glenview Road	X	211			L	R	1	Light Roots
4/14/2020	Alston Road	X	169			L	R	1	Light Roots
4/14/2020	Alston Road	X	41			L	R	1	Light Roots
4/14/2020	Alston Road	X	30			L	R	1	Light Roots
4/14/2020	Glenview Road	X	30			C		1	Clear
4/14/2020	Alston Road	X	150			L	R	1	Light Roots
4/14/2020	Alston Road	X	30			L	R	1	Light Roots
4/14/2020	Woodley Road	X	180			C		1	Clear
4/14/2020	Alston Road	X	50			C		1	Clear
4/14/2020	Alston Road		291			L	R	1	Light Roots
4/14/2020	Alston Road		218			C		1	Clear
4/14/2020	Alston Road		179			C		1	Clear
4/14/2020	Alston Road		239			C		1	Clear
4/14/2020	Alston Road		171			L	R	1	Light Roots
4/14/2020	Alston Road		201			C		1	Clear
4/14/2020	Alston Road		311			C		1	Clear
4/14/2020	Alston Road		166			L	R	1	Light Roots
4/14/2020	Alston Road		129			L	R	1	Light Roots
4/14/2020	Alston Road		347			C		1	Clear
4/14/2020	Camphor Place	X	33			C		1	Clear
4/14/2020	Camphor Place	X	39			C		1	Clear
4/14/2020	Camphor Place	X	87			C		1	Clear
4/14/2020	School House Road		226			L	D	1	Light Debris
4/14/2020	School House Road		246			L	R	1	Light Roots
4/14/2020	School House Road		246			C		1	Clear
4/14/2020	East Valley Road		139			C		1	Clear
4/14/2020	East Valley Road		135			C		1	Clear
4/14/2020	East Valley Road		89			C		1	Clear
4/14/2020	East Valley Road		289			C		1	Clear
4/15/2020	Assisted Operations / USA								
4/16/2020	Coast Village Road				279	C		1	Clear
4/16/2020	Coast Village Road				57	L	R	1	Light Roots
4/16/2020	Miramar Avenue				363	L	D	1	Light Debris
4/16/2020	San Leandro Lane				278	L	D	1	Light Debris
4/16/2020	San Leandro Lane				276	L	D	1	Light Debris
4/16/2020	Hill Road				324	L	R	1	Light Roots

RESOLUTION NO. 2020-923**RESOLUTION OF THE GOVERNING BOARD OF
THE MONTECITO SANITARY DISTRICT
ADOPTING A RECORDS RETENTION SCHEDULE**

BE IT RESOLVED by the Montecito Sanitary District Board of Directors for the as follows:

SECTION 1: The Board of Directors finds as follows:

- A. Keeping and maintaining public records that are unnecessary or duplicative results in the consumption of significant public resources including money, time, and space;
- B. Government Code §§ 34090, *et seq.* establish methods by which the District may approve the destruction of unneeded documents; and
- C. It is in the public interest to reduce the District's cost for storing documents while, at the same time, ensuring that the District preserves those records that are required to conduct District business.

SECTION 2: As used in this Resolution, "record" has the same definition as set forth in Government Code § 6252.

SECTION 3: Pursuant to Government Code § 34090, the Board of Directors approves the records retention schedule, as outlined in the California Secretary of State Local Government Records Management Guidelines, in attached Exhibit "A," which is incorporated by reference, and authorizes the Clerk to the Board to dispose of records according to the time intervals listed in that schedule upon the request of the General Manager, or designee, and the written approval of the General Counsel.

SECTION 4: Notwithstanding the records retention schedule adopted by this Resolution, the Clerk to the Board may, upon complying with the provisions of Government Code § 34090.5, dispose of documents in any legal manner without the further approval of the Board of Directors or General Counsel.

SECTION 5: Upon destroying any documents in accord with this Resolution, the Clerk to the Board is directed to complete a certificate verifying the destruction of such records and file the certificate with the District's official records.

SECTION 6: The Clerk to the Board is directed to certify the adoption of this Resolution; record this Resolution in the book of the District's original resolutions; and make a minute of the adoption of the Resolution in the District Council's records and the minutes of this meeting.

SECTION 7: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED by the Governing Board of the Montecito Sanitary District on the 14th day of May, 2020.

AYES:

NAYS:

ABSENT:

(SEAL)

President of the Governing Board
of the Montecito Sanitary District

ATTEST:

Clerk to the Board of the
Montecito Sanitary District

**ATTACHMENT “A”
MONTECITO SANITARY DISTRICT – RECORDS RETENTION SCHEDULE**

Legend					
AA – After Audit Settled; AFP – After Final Payment; CL – Closed/Completed (after final resolution, when no further action pending or required); CU – Current; CY – Current Year; FY – Fiscal Year; H – Historical; L – Life of Entity/Equipment; P – Permanent; R – Review; S – Superseded; T – Termination (Employment or Contract)					
Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
Accounting (ACC)					
ACC100	DISTRICT LIABILITIES AND ASSETS				
ACC100.1	Accounts Payable	Records documenting payment required to be made for goods and services. May include claims, invoices, petty cash records, refunds, vouchers and warrants.	FINANCE	AA + 6	Gov. Code § 60201(d)(12); Code Civ. Pro. § 337; State of California Local Agency Guidelines
ACC100.2	Accounts Receivable	Records documenting payment received for goods and services provided by the District. May include collection notices & records, credit advices, credit card charges, receipts and uncollected account records. May also include balance sheets.	FINANCE	AA + 4	Gov. Code § 60201; Code Civ. Pro. § 337; State of California Local Agency Guidelines
ACC100.3	Billing Records	Records documenting customer usage of services	FINANCE	AA + 4	Gov. Code § 60201; Code Civ. Pro. § 337; State of California Local Agency Guidelines
ACC100.4	Banking – Deposits, Receipts, Checks	Records documenting transactions with an outside financing institution. May include statements, reconciliations, deposit slips, canceled checks for minor transactions, negotiated checks, returned checks and check registers.	FINANCE	AA + 4	Gov. Code § 60201; Code Civ. Pro. §§ 340, 348; State of California Local Agency Guidelines

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
ACC200	DISTRICT PAYROLL				
ACC200.1	Payroll Adjustments		FINANCE	AA + 6	Gov. Code § 60201(d)(12); 29 USC § 436; 26 CFR § 31.6001; 29 CFR § 516.2-6; Labor Code § 1174; State of California Local Agency Guidelines
ACC200.2	Employee Timesheets		FINANCE	AA + 6	Gov. Code § 60201(d)(12); 29 CFR § 516.5; Labor Code § 1174
ACC200.3	Salary Records	Deduction authorization, beneficiary designations, unemployment claims, garnishments	HUMAN RESOURCES	T + 7	Gov. Code § 60201(d)(12); 22 CCR § 1085-2; 29 CFR § 516.5; 29 CFR § 1627.3
ACC200.4	Payroll Register		FINANCE	AA + 6	Gov. Code § 60201(d)(12); Gov. Code § 12946; 29 CFR § 516.5
ACC200.5	Deferred Compensation	Records related to employee contributions	FINANCE	T + 4	Code Civ. Pro § 337; 29 CFR § 1627.3; 22 CCR § 1085-2
ACC200.6	Employee Expense Reports	Records related to employee travel on District business including justification. May include correspondence, requests, authorizations, itineraries, record of travel, advances and expenses	FINANCE	AA + 6	Gov. Code § 60201(d)(12)
ACC200.7	Labor Distribution		FINANCE	AA + 6	Gov. Code § 60201(d)(12)
ACC300	DISTRICT FIXED ASSETS				
ACC300.1	General Ledger	Contains the accounts needed to reflect the financial position of the District	FINANCE	AA + 6	Gov. Code § 60201(d)(12); Code Civ. Pro. § 337; State of California Local Agency Guidelines

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
ACC300.2	Fixed Assets & Inventory	Monthly book depreciation, additions, disposals, year end reports; records related to financial activities associated with fixed assets.	FINANCE	AA + 6	Gov. Code § 60201; Code Civ. Pro. § 337; State of California Local Agency Guidelines
ACC300.3	Property Records	Includes deeds, grant deeds, quitclaim deeds, property acquisitions, and other recorded documents	FINANCE	P	Gov. Code § 60201(d)(8)
ACC300.4	Vehicle Ownership & Title		FINANCE	L + 3	Cal. Vehicle Code § 9900 et seq.; Code Civ. Pro. §§ 335.1; 338; State of California Local Agency Guidelines
ACC300.5	Auction	Records related to auctions of surplus assets	FINANCE	CL + 4	Gov. Code § 60201; Code Civ. Pro §§ 337, 343
ACC400	AUDIT				
ACC400.1	Audit Reports	Record of examination of District finances prepared by external auditors. May include financial reports and statements showing status of all District funds and narrative audit report.	CLERK OF THE BOARD	AA + 4	Gov. Code § 60201; OMB A-128; State of California Local Agency Guidelines
ACC400.2	Federal & State Taxes	Various Federal and State tax returns	FINANCE/ HUMAN RESOURCES	FY + 7	Gov. Code § 60201(d)(12); 29 USC § 446; 26 CFR § 31.6001-1; 29 CFR § 516.5

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
ACC500	MISCELLANEOUS				
ACC500.1	Grant Reports	Reports related to the application, award, implementation and conclusion of a grant. All records including those related to the receipt and dispersal of grant funds, contract and reports. Records may include the proposal document, correspondence, activity summary reports, financial and performance reports, memos, notes, invoices, billings, expense reports, completion check-off form, audit results, etc.	FINANCE/ DEPARTMENT	ACT + 5 R	Code Civ. Pro. § 343; 49 CFR § 18.42 REVIEW FOR GRANT REQUIREMENTS BEFORE DESTRUCTION
ACC500.2	Purchase Records	Records created to document the purchases and payments for supplies, equipment, and services. May include official copy of purchase order, purchase requisitions (requests), purchasing contracts, payment authorizations, receipts/packing slips.	FINANCE	AA + 6	Gov. Code § 60201(d)(12); Code Civ. Pro. § 337; State of California Local Agency Guidelines
ACC500.4	Utility Rebates		FINANCE	CY + 2	

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
ACC500.5	Successful Bids	Record of accepted submissions offered by a vendor or contractor selling goods or services to District. May include bid (plus spreadsheet and award letter), proposal, RFQ, RFP, and RFI.	PROJECT MANAGER	CL + 7	Gov. Code § 60201(d)(12); Code Civ. Pro. § 337; State of California Local Agency Guidelines
ACC500.6	Unsuccessful Bids	May include bid, RFQ, RFP, and RFI	PROJECT MANAGER	CY + 2	Gov. Code § 60201(d)(11)
Finance (FIN)					
FIN100.1	Budget - Adopted	The budget document formally approved for the District. This includes the original budget initially adopted and authorized modifications to it through the end of the fiscal year	CLERK OF THE BOARD	P	Gov. Code § 60201; Gov. Code § 53901; State of California Local Agency Guidelines
FIN100.2	Budget – Supporting Documents	Departmental reference copies of the approved District budget as well as the work papers used to compile the annual budget request. May include submissions and appeals in addition to budget manuals, spreadsheets, statistics, Finance directives and other data accumulated in the budget development, submission and presentation process.	FINANCE	AA + 2	Gov. Code § 60201; State of California Local Agency Guidelines

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
FIN200.1	Financial Reports	Financial reports produced for a single fiscal year in order to monitor spending, workflow, performance measures and other department operations. May include monthly revenue & expenditure reports, annual fixed asset ledgers, and appropriation transfer	FINANCE	AA + 2	Gov. Code § 60201; State of California Local Agency Guidelines
FIN200.2	Investment Records		FINANCE	L + 4	Gov. Code § 60201; Gov. Code § 53607; Code Civ. Pro. § 337
FIN300.1	Active Contracts	Contracts with ongoing contractual liability or obligations	FINANCE/ DEPARTMENT	R P (if obligations outstanding)	Gov. Code § 60201(d)(7)
FIN300.2	Discharged Contracts	Contracts where all performance is completed and no outstanding obligations	FINANCE/ DEPARTMENT	AA + 6	Gov. Code § 60201(d)(12); Code Civ. Pro. § 337
Human Resources (HR)					
HR100	Recruitment & Selection				
HR100.1	Recruitment Bulletins	Job advertisements or notices to the public or to employees relating to job openings, promotions, training programs	HUMAN RESOURCES	CL + 2 (if not hired) T + 2 (if hired)	29 CFR § 1627.3; Gov. Code § 12946

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
HR100.2	Applications	Includes resumes or any other form of employment inquiry	HUMAN RESOURCES	CL + 2 (if not hired) T + 2 (if hired)	29 CFR § 1602.31; 29 CFR § 1627.3; Gov. Code § 12946
HR100.3	Rating Sheets		HUMAN RESOURCES	CL + 2 (if not hired) T + 2 (if hired)	29 CFR § 1602.31 ; 29 CFR § 1627.3; Gov. Code § 12946
HR100.4	Interview Schedule & Examinations	Includes schedule of interviews; questions asked during interviews; written examinations for applicants	HUMAN RESOURCES	CL + 2 (if not hired) T + 2 (if hired)	29 CFR § 1602.31 ; 29 CFR § 1627.3; Gov. Code § 12946
HR100.5	Offer Letters		HUMAN RESOURCES	CL + 2 (if not hired) T + 7 (if hired)	29 CFR § 1602.31 ; 29 CFR § 1627.3; 22 CCR § 1085-2; Gov. Code § 12946 If hired; Gov. Code § 60201(d)(12)
HR100.6	Employee Background Checks	Includes authorization forms & final background reports; DMV Pull Notes	HUMAN RESOURCES	CL + 2 (if not hired) T + 3 (if hired)	29 CFR § 1602.31 ; 29 CFR § 1627.3; Gov. Code § 12946; Labor Code § 1174
HR100.7	Pre-employment Physical Authorization Forms		HUMAN RESOURCES	CL + 2 (if not hired) T + 2 (if hired)	29 CFR § 1627.3; Gov. Code § 12946
HR200	Labor Relations				
HR200.1	MOUs	Memorandum of Understanding agreements; includes side letter agreements	HUMAN RESOURCES	P/H	29 USC 211(c)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
HR200.2	District Policies	Includes personnel policies, district-wide policies, administrative policies	HUMAN RESOURCES	S + 5	Gov. Code § 60201(d)(2); Gov. Code § 60201(d)(10)
HR200.3	Employee Discipline	Includes Notices of Intent to Terminate, Skelly Notices, Termination Notices	HUMAN RESOURCES	CL + 3	29 CFR § 1602.14; Gov. Code § 12946
HR200.4	Employee Complaints	Includes notes, investigations, and reports	HUMAN RESOURCES	CL + 3	29 CFR § 1602.14; Gov. Code § 12946
HR200.5	Labor Negotiations & Labor Organizations	Includes contract negotiation notes; costing proposals; closed session presentations/handouts; payments or agreements with labor organizations	HUMAN RESOURCES	CL + 5	29 U.S.C. § 436 (LMRDA); 29 CFR § 516.5(b)
HR300	Employee Documents				
HR300.1	New Hire Paperwork	Includes copies of certifications; certifications of completion; safety training coursework; Onboarding Paperwork	HUMAN RESOURCES	T + 2	29 CFR § 1602.31 ; 29 CFR § 1627.3; 22 CCR § 1085-2; Gov. Code § 12946
HR300.2	PAFs	Personnel Action Forms; includes salary changes, anniversary changes, leave	HUMAN RESOURCES	T + 7	Gov. Code § 60201(d)(12); 22 CCR §1085-2; 29 CFR § 516.5; 29 CFR § 1627.3; Gov. Code § 12946
HR300.3	Medical Records	Includes FMLA, CFRA, PDL designations; pulmonary test results, respirator fit results	HUMAN RESOURCES	T + 30	29 CFR § 1910.1020(d)(1)(i)
HR300.4	Performance Evaluations		HUMAN RESOURCES	AC + 2	29 CFR § 1602.31; 29 CFR 1627.3; Gov. Code § 12946; 42 USC 2000(e)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
HR300.5	Training	Includes supervisor training/documentation; safety training; work place training; sexual harassment training	HUMAN RESOURCES	CY + 5	
HR300.6	I-9s	Includes eVerify documents	HUMAN RESOURCES	T + 3	8 CFR § 274a.2(f)(2)
HR300.7	Affordable Care Act		HUMAN RESOURCES	FY + 10	
HR300.8	DOT Drug & Alcohol Records & DMV Pulls	Dept. of Transportation employee drug screening	HUMAN RESOURCES	CY + 5	49 CFR § 40.333 MUST BE KEPT IN SECURE LOCATION
HR400	Employee Benefit Administration				
HR400.1	Enrollment	Includes enrollment forms, annual renewal packets	HUMAN RESOURCES	Lifetime of Benefit + 7	29 CFR § 1627.3; Gov. Code § 60201(d)(12)
HR400.2	Terminations	Employee requests to terminate a plan	HUMAN RESOURCES	FY + 7	29 CFR § 1627.3; 22 CFR § 1085-2(c)
HR400.3	Benefit Summaries	Include benefit plan summaries	HUMAN RESOURCES	S + 2	
HR400.4	Employee Benefit Summaries	Summary of benefits as provided on District website detailing District benefits	HUMAN RESOURCES	S + 2	
HR400.5	Billing Statements	Costs to District for benefit programs	HUMAN RESOURCES / ACCOUNTING MANAGER	CL + 7	Gov. Code § 60201(d)(12)
HR400.6	Retirement Correspondence	Includes correspondence to change plan for VCERA or	HUMAN RESOURCES	CL + 7	Gov. Code § 60201(d)(12)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
		PARS, rate changes, inquires from employees			CL is when last retirement benefit paid out
HR400.7	Unemployment	Records documenting an employees' contribution to unemployment benefits	HUMAN RESOURCES	T + 7	22 CCR § 1085-2; Gov. Code § 60201(d)(12)
HR400.8	Worker's Compensation Claims		HUMANR RESOURCES / SAFETY OFFICER	CL + 5 (if no medical records) CL + 30 (if includes medical records)	8 CCR § 15400.2; 29 CFR § 1910.1020
HR500	Safety				
HR500.1	Safety Committee Agenda & Minutes		CLERK OF THE BOARD	P	Gov. Code § 60201(d)(3)
HR500.2	Training Records		HUMAN RESOURCES/ SAFETY OFFICER	CY + 5	
HR500.3	Medical Evaluation Forms		[HUMAN RESOURCES/ SAFETY OFFICER	CY + 30	29 CFR § 1910.1020(d)(1)(ii)
HR500.4	Accident Reports		HUMAN RESOURCES / SAFETY OFFICER	CY + 6	29 USC § 1113

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
DISTRICT (DIST)					
DIST100.1	Employee Directory	Staff lists and telephone directories	ALL DEPARTMENTS	S + 2	
DIST100.2	Routine Correspondence	Routine correspondence issued from or received by any department that requires no further action – created primarily for the perpetuation of knowledge (final/official version only). Includes but not limited to <ul style="list-style-type: none"> • Memos & Publications • Program Overviews • Acknowledgements/Awards • Project Files & Logs • Surveys and Suggestion Forms • Finalized Reports & Attachment (copies) • Individual/Departmental Association Membership Information • Invitations • Meetings/Symposiums 	ALL DEPARTMENTS	CY + 2	
DIST100.4	Pending Files	Records arranged in chronological order as reminder than an action is required on a given date or that a reply to an action is expected	ALL DEPARTMENTS	CY + 2	

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
DIST100.3	Departmental Outreach & Non-Safety Training Materials		ALL DEPARTMENTS	CY + 2	
DIST200.1	Vehicle and Vessel Maintenance Logs		FLEET MECHANIC & MAINTENANCE SUPERVISOR	L + 3	Code Civ. Pro. § 338; State of California Local Agency Guidelines Lifetime of the vehicle
DIST200.2	Fuel Consumption Records	Keep until meter readings. May include fuel consumption reports, invoices, receipts, and records pertaining to refueling operations	FLEET MECHANIC & MAINTENANCE SUPERVISOR	AA + 3	Code Civ. Pro. § 338; State of California Local Agency Guidelines
DIST300.1	Strategic Plans	A department's current and past strategic plans	ALL DEPARTMENTS	P / H	
DIST400.1	Departmental Procedures and Regulations	Procedures and regulations to govern day-to-day implementation and management of departmental business functions and programs Includes, but is not limited to: Official management statements of policy for the department Operating procedures	ALL DEPARTMENTS	S+2	

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
Risk Management (RISK)					
RISK100	Liability Insurance				
RISK100.1	Incident Reports	Includes reports by employees and supervisors that provide details (including photos) on individual incidents with potential liability for the District.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); Code of Civil Procedure § 338; Gov. Code § 911.2
RISK100.2	Claims Against	Completed District claim forms and related back-up documentation for liability-related claims against the District that are paid or denied.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); Code of Civil Procedure § 338; Gov. Code § 911.2; 8 CCR § 15400.2
RISK100.3	Claims By	Documentation (including photographs) of liability-related damages sustained by the District.	MANAGEMENT ANALYST	P / H	Keep for historic reasons
RISK100.4	Coverage Documents	Copies of liability insurance policies and memoranda detailing coverage specifications and limits.	MANAGEMENT ANALYST	CY + 6	29 USC § 1027
RISK100.5	Certificates of Insurance	Copies of certificates of liability insurance issued by the District's insurers.	MANAGEMENT ANALYST	CY + 6	29 USC § 1027
RISK100.6	Police Reports	Typically attached to incident reports, copies of law enforcement agency reports.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); Code of Civil Procedure § 338; Gov. Code § 911.2

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
RISK200	Property Insurance				
RISK200.1	Incident Reports	Includes reports by employees and supervisors that provide details (including photos) on individual incidents involving District property damage.	MANAGEMENT ANALYST	CY + 10	Code of Civ. Pro. § 337.15
RISK200.2	Coverage Documents	Copies of property insurance policies and memoranda detailing coverage specifications and limits.	MANAGEMENT ANALYST	CY + 10	Code of Civ. Pro. § 337.15
RISK200.3	Certificates of Insurance	Copies of certificates of property insurance issued by the District's insurers.	MANAGEMENT ANALYST	CY + 10	Code of Civ. Pro. § 337.15
RISK200.4	Claims	Documentation (including photographs) of property-related damages sustained by the District.	MANAGEMENT ANALYST	CY + 10	Code of Civ. Pro. § 337.15
RISK200.5	Police Reports	Typically attached to incident reports, copies of law enforcement agency reports.	MANAGEMENT ANALYST	CY + 10	Code of Civ. Pro. § 337.15
RISK200.6	Inventory of Covered Assets	Lists of District property and scheduled equipment covered by the District's property insurance.	MANAGEMENT ANALYST	CY + 10	Code of Civ. Pro. § 337.15
RISK300	Vehicle Insurance				
RISK300.1	Incident Reports	Includes reports by employees and supervisors that provide details (including photos) on individual incidents involving damage to District vehicles.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); Code of Civil Procedure § 338; Gov. Code § 911.2 8 CCR § 15400.2

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
RISK300.2	Coverage Documents	Copies of vehicle insurance policies and memoranda detailing coverage specifications and limits.	MANAGEMENT ANALYST	CY + 6	29 USC § 1027
RISK300.3	Certificates of Insurance	Copies of certificates of vehicle liability insurance issued by the District's insurers.	MANAGEMENT ANALYST	CY + 6	29 USC § 1027
RISK300.4	Claims	Documentation (including photographs) of vehicle-related damages sustained by the District.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); Code of Civil Procedure § 338; Gov. Code § 911.2 8 CCR § 15400.2
RISK300.5	Police Reports	Typically attached to incident reports, copies of law enforcement agency reports.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); Code of Civil Procedure § 338; Gov. Code § 911.2
RISK300.6	Inventory of Covered Assets	Lists of District vehicles covered by the District's vehicle insurance.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); Code of Civ. Pro. § 338; Gov. Code § 911.2
RISK400	EDP Insurance				
RISK400.1	Incident Reports	Includes reports by employees and supervisors that provide details (including photos) on individual incidents involving the District's electronic data processing systems.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); 29 USC § 1113; Gov. Code §910-913

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
RISK400.2	Coverage Documents	Copies of EDP insurance policies and memoranda detailing coverage specifications and limits.	MANAGEMENT ANALYST	CY + 6	29 USC § 1027
RISK400.3	Claims	Documentation (including photographs) of EDP-related damages sustained by the District.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); 29 USC § 1113; Gov. Code §910-913
RISK400.4	Police Reports	Typically attached to incident reports, copies of law enforcement agency reports.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); 29 USC § 1113; Gov. Code §910-913
RISK500	Crime Insurance				
RISK500.1	Incident Reports	Includes reports by employees and supervisors that provide details (including photos) on individual crime-related incidents involving the District.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); 29 USC § 1113; Gov. Code §910-913 8 CCR § 15400.2
RISK500.2	Coverage Documents	Copies of crime insurance policies and memoranda detailing coverage specifications and limits.	MANAGEMENT ANALYST	CY + 6	29 USC § 1027
RISK500.3	Claims	Documentation (including photographs) of crime-related damages sustained by the District.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); 29 USC § 1113; Gov. Code §910-913

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
RISK500.4	Police Reports	Typically attached to incident reports, copies of law enforcement agency reports.	MANAGEMENT ANALYST	CY + 6 R (retain if active) CL + 2	Gov. Code § 60201(d)(4); 29 USC § 1113; Gov. Code §910-913
RISK600	Workers' Comp Insurance				
RISK600.1	Certificates	Includes certificates of insurance and certificates of coverage	MANAGEMENT ANALYST	CY + 6	29 USC § 1027
RISK600.2	Payroll Reporting Forms	Includes annual employee concentration and vehicle list	MANAGEMENT ANALYST	FY + 7	Govt. Code § 60201(d)(12)
RISK600.3	Correspondence	Includes emails/letters to and from Alliant/CSRMA	MANAGEMENT ANALYST	CY + 6	29 USC § 1027
RISK600.4	Loss Reports		MANAGEMENT ANALYST	FY + 4	8 CCR § 339.4
RISK600.5	Payment Transactions		[DESIGNATE]	R (retain if active) CL+7	Gov. Code § 60201(d)(12) 8 CCR §15400.2
RISK600.6	Claim Documentation	Includes summaries, new claims, incurred changes, and closed claims	MANAGEMENT ANALYST	R (retain if active) CL+7	8 CCR §15400.2; Govt. Code § 60201(d)(12)
RISK700	Workers' Compensation Claim Files				
RISK700.1	5020	State Form 5020 – Employer's Report of Occupation Injury or Illness	MANAGEMENT ANALYST	R (retain if active) CL+5	8 CCR §15400.2
RISK700.2	DWC1	Employee Claim for Worker's Compensation Benefits	MANAGEMENT ANALYST	R (retain if active) CL+5	8 CCR §15400.2

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
RISK700.3	Investigative Materials	Includes employee statements, witness statements, supervisor statements, photos; deposition notes	MANAGEMENT ANALYST	R (retain if active) CL+5	8 CCR §15400.2
RISK700.4	Open Claims	Includes Claim Form, Acknowledgment of Receipt of Employee Claim Form, Declination of Treatment Forms	MANAGEMENT ANALYST	R (retain if active) CL+5	8 CCR §15400.2
RISK700.5	Correspondence to Employees	Includes temporary modified duty offers, denials, coding of hours	MANAGEMENT ANALYST	R (retain if active) CL+5	8 CCR §15400.2
RISK700.6	Notices of Hearing		MANAGEMENT ANALYST	R (retain if active) CL+5	8 CCR §15400.2
RISK700.7	Settlement		MANAGEMENT ANALYST	R (retain if active) CL+7	Govt. Code § 60201(d)(12) 8 CCR §15400.2
RISK700.8	Claims Management Reviews		MANAGEMENT ANALYST	R (retain if active) CL + 5	8 CCR §15400.2
RISK800	OSHA				
RISK800.1	OSHA 300 Log	Log of Work-Related Injuries and Illnesses	MANAGEMENT ANALYST	CY + 5	8 CCR § 14300.33; 29 CFR § 1904.33
RISK800.2	OSHA 300A	Annual summary of work-related injuries and illnesses	MANAGEMENT ANALYST	CY + 5	8 CCR § 14300.33; 29 CFR § 1904.33
RISK800.3	OSHA Incident Report Forms	OSHA Form 301	MANAGEMENT ANALYST	CY + 5	8 CCR § 14300.33; 29 CFR § 1904.33
RISK800.4	OSHA Violations		[DESIGNATE]	CL + 7	
RISK800.5	OSHA Inspections		[DESIGNATE]	CL + 7	Labor Code § 6429(c)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
RISK900	Miscellaneous				
RISK900.1	Audit Reports & Analysis		[DESIGNATE]	CY + 5	8 CCR § 14300.33; 29 CFR § 1904.33
RISK900.2	First Aid Records	Records documenting one-time first aid treatment and subsequent observations of minor illnesses and injuries if made onsite by a non-physician	[DESIGNATE]	CY + 5	29 CFR § 1910.1020(d)(1)(i)(B); 8 CCR § 15400.2
Board of Directors/ Clerk of the Board (COB)					
COB100	Board and Committees				
COB100.1	District/Board Formation		CLERK OF THE BOARD	P	Govt. Code § 60201(d)(1)
COB100.2	Committees	Includes agendas, membership and general information for the Executive Committee, Personnel & Finance Committee, and Facilities Committee	CLERK OF THE BOARD	CY + 5	Govt. Code § 60201(d)(3)
COB100.3	Ad Hoc Committees	Includes membership and general information for short term Board-created committees	CLERK OF THE BOARD	CY + 5	Govt. Code § 60201(d)(3)
COB200	Board Meetings				
COB200.1	Meeting Packets	Includes staff reports, original agendas, and special meeting notices, including roll call, speaker cards, original communications, and Power Point Presentations.	CLERK OF THE BOARD	P / H	Govt. Code § 60201(d)(3)
COB200.2	Minutes	Official minutes of Board of Directors	CLERK OF THE BOARD	P	Gov. Code § 60201(d)(3)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
COB200.3	Resolutions		CLERK OF THE BOARD	P	Gov. Code § 60201(d)(2)
COB200.4	Ordinances	District ordinances approved by the Board	CLERK OF THE BOARD	P S+5 if repealed/superseded	Gov. Code § 60201(d)(2)
COB200.5	Submittals	Items submitted for consideration by the Board including records of proceedings and written description of business conducted. May include annual reports and management reports	CLERK OF THE BOARD	P	
COB200.6	Public Speaker Cards	Should be filed with Agenda packets	CLERK OF THE BOARD	P	
COB200.7	Log of Posted Notices	Log of physically posted notices with type of meeting, date of meeting, and date notice posted	CLERK OF THE BOARD	CY + 3	Govt. Code § 54960
COB200.8	Website Postings	Postings of Meeting Agenda and Reports, Meeting cancellations	CLERK OF THE BOARD	CY + 3	Govt. Code § 54960
COB200.9	Public Comments	Written and electronic public comment letters received Filed with Agenda packets	CLERK OF THE BOARD	CY + 3 R (in case of litigation)	Code of Civil Pro §338; Govt. Code § 54960
COB200.10	Audio and Video Recordings		CLERK OF THE BOARD	CY + 2	Gov. Code 54953.5(b) (30 days)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
COB300	Legal Advertisements				
COB300.1	Public Hearings	Includes affidavit documenting compliance with laws requiring public notice. Includes public and legal notices, certificates, and similar documents	CLERK OF THE BOARD	CY + 4	Code of Civil Pro. § 343
COB300.2	Bids	Bid proposals	CLERK OF THE BOARD	CY + 4	Govt. Code § 60201(d)(11); Code of Civil Pro §§ 337; 343
COB400	Regulatory Compliance				
COB400.1	FPPC Form 700	Statement of Economic Interest	CLERK OF THE BOARD	CY + 7	Govt. Code § 81009(e)
COB400.2	FPPC Form 801/802	Gift to Agency Report/ Tickets Provided to Agency Report	CLERK OF THE BOARD	CY + 7	Gov. Code § 81099(e)
COB400.3	FPPC Form 806	Agency Report of Public Official Appointments	CLERK OF THE BOARD	CY + 7	Gov. Code § 81099(e)
COB400.4	AB1234 – Ethics Training	Certificates of completion or records that indicate the date of training and entity who provided training	CLERK OF THE BOARD	CY + 5	Govt. Code § 53235.2(b)
COB400.5	AB1661 - Sexual Harassment Training	Certificate of completion and records that indicate date and entity who provided the training	CLERK OF THE BOARD	CY + 5	Govt. Code §53237.2(b)
COB400.6	Statement of Facts	Roster of public agencies	CLERK OF THE BOARD	P / H	Govt. Code §53051
COB400.7	Catalog of Enterprise Systems	Annual catalog required by Govt. Code § 6270.5	CLERK OF THE BOARD	CY + 2	Govt. Code § 6270.5

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale
COB500	Elections				
COB500.1	Oaths of Office		CLERK OF THE BOARD	T + 6	29 USC § 1113
COB500.2	Agreements with County	Agreements between the District and the County to consolidate a District election with the general election	CLERK OF THE BOARD	S + 5	
COB500.3	Board Vacancies	Communication of board vacancies and steps to fill vacancy	CLERK OF THE BOARD	CY + 4	Govt. Code § 1780; Code of Civil Pro. §§ 337, 343
COB600	Board of Directors Materials				
COB600.1	Reference Binders	Binders assigned to incoming directors with District information	CLERK OF THE BOARD	S + 2	
COB600.2	Orientation Forms	Orientation form signed by new Board Member and District	CLERK OF THE BOARD	S + 2	
COB700	Record Management				
COB700.1	Public Record Requests	*also must retain records subject to the request for two years	CLERK OF THE BOARD	CL + 2	Govt. Code § 60201(d)(5)
COB700.2	Record Inventory	Inventory of all records in active storage	CLERK OF THE BOARD	CY + 5	
COB700.3	Record Schedule		CLERK OF THE BOARD	S + 2	
COB800	Miscellaneous				
COB800.1	Historical Records	Records with significant historical value	CLERK OF THE BOARD	R / P / H	
COB800.2	CSDA Publications	Copies of published CSDA magazine	CLERK OF THE BOARD	CY + 2	
COB800.3	Boardroom Reservations	Includes agreement forms from third-parties	CLERK OF THE BOARD	CY + 3	Code of Civil Pro. §337

ATTACHMENT "B"
MONTECITO SANITARY DISTRICT – RECORD OF DOCUMENT DESTRUCTION (EXAMPLE)

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Series Code	Series Name	Description of Documents, As Needed	Office of Record	Official Record Retention	Citation/Legal Basis/Rationale	Final Disposition
Accounting (ACC)						
ACC100.1	Accounts Payable	Records documenting payment required to be made for goods and services. May include claims, invoices, petty cash records, refunds, vouchers and warrants.	FINANCE	AA + 6	Gov. Code § 60201(d)(12); Code Civ. Pro. § 337; State of California Local Agency Guidelines	
TYPE	DATES COVERED	Description of Documents, As Needed	Office of Record	Destroy Date	Method of Destruction	Year Destroyed
Docs	1999	Invoices from office purchases and office services (Audit in 2000)	FINANCE	2006	Onsite Confidential Shredding	2019
Docs	2010	Invoices from services (Audit in 2011)	FINANCE	2017	Outside Confidential Shredding	2019

**MONTECITO SANITARY DISTRICT RECORDS
DESTRUCTION FORM**

CONTACT			
Department	Contact	Telephone/E-mail	Date
APPROVALS			
Department Approval (Name)_	Position Title	Signature	Date
Final Approval	Records Retention Officer (Name)	Signature	Date
Records Retention Officer			
LIST OF RECORDS TO BE DESTROYED			
See attached	Number of Sheets -		
DESTRUCTION COMPLETED BY			
Company Name		Method	Date
DESTRUCTION VERIFIED BY			
Name	Position Title	Signature	Date
INSTRUCTIONS FOR COMPLETING FORM			

1. **Contact** – The individual coordinating lists of documents for destruction.
2. **Department Approval** – The Head of the Department
3. **List of Records to be Destroyed** – Must be prepared in approved format. Coordinate with Records Retention Officer.
4. **Method of Destruction** – Paper records by onsite confidential shredding. Digital and other media to be determined and approved.
5. **Destruction Completed By** – Name and details of person who performed task or name of third party company with documentation.
6. **Destruction Verified By** – Name and details of person who observed destruction of documents.
7. **Retain copy of form for department records.**

MONTECITO SANITARY DISTRICT (MSD)
Operations & Maintenance Budget Status
For The 9 Months Ended 3/31/20

	7/1/19-3/31/20	FY19-20 Budget	Budget Remaining	
PAYROLL/BENEFITS EXPENSES				
6100	STAFF SALARIES	1,428,705	1,980,000	551,295
6105	BOARD SALARIES	14,826	30,000	15,174
6108	AUTO ALLOWANCE - GM	2,700	3,600	900
6270	STANDBY PAY	23,940	33,000	9,060
6300	OVERTIME PAY	4,040	25,000	20,960
6400	PERS CONTRIBUTION	359,696	450,000	90,304
6500	FICA CONTRIBUTION	84,210	110,000	25,790
6510	MEDICARE	19,817	28,000	8,183
6520	UNEMPLOYMENT TAX - STATE	1,504	5,200	3,696
6600	GROUP MEDICAL - ACWA	248,084	330,000	81,916
6605	RETIREE MEDICAL BENEFITS	1,752	20,000	18,248
6610	LIFE INSURANCE - ACWA	4,520	6,100	1,580
6615	DISABILITY INS - STANDARD	15,874	23,100	7,226
6620	WORKERS COMP INSURANCE	38,455	45,000	6,545
6640	DENTAL INSURANCE - ACWA	13,824	18,500	4,676
6650	UNIFORM SERVICE - MISSION	4,068	7,000	2,932
Total PAYROLL/BENEFITS EXPENSES:		2,266,015	3,114,500	848,485
OPERATING EXPENSES				
7090	INS (GEN LIAB/AUTO/E&O) - CSRMA	49,098	52,500	3,402
7091	INS (PROPERTY) - CSRMA	10,676	11,500	824
7093	INS (EMP DISHONESTY BOND) - CSRMA	733	750	17
7094	INS (MOBILE EQUIP) - CSRMA	7,458	8,000	542
7110	EMPLOYEE PHYSICALS	1,026	2,500	1,474
7121	PROPERTY MAINTENANCE	34,199	45,000	10,801
7122	VEHICLE MAINTENANCE	6,790	13,000	6,210
7126	COLL - EQUIPMENT RENTAL	276	1,000	724
7127	COLL - SAFETY EQUIPMENT/SUPPLIES	835	8,000	7,165
7129	LIFT STATION PARTS	5,543	30,000	24,457
7133	VAC CON EQUIP/MAINT	7,666	12,000	4,334
7134	CCTV EQUIPMENT/REPAIRS	997	10,000	9,003
7135	PRIVATE LATERAL REPL INCENTIVE	28,000	50,000	22,000
7136	COLL - MISC COLLECTION TOOLS	2,182	8,000	5,818
7150	MECHANICAL MAINTENANCE	1,658	6,000	4,342
7200	GENERAL OPERATING SUPPLIES	6,041	8,000	1,959
7201	DRINKING WATER	957	1,750	793
7202	GLOVES	2,749	4,000	1,251
7205	EMPLOYEE/COMMUNITY GOODWILL	641	6,000	5,359
7220	MAILING/SHIPPING EXPENSES	2,001	3,000	999
7430	MEMBERSHIPS/ ANNUAL DUES	35,045	36,000	955
7440	MISCELLANEOUS EXPENSES	0	2,500	2,500
7450	OFFICE EXPENSES	7,595	15,000	7,405
7454	BOOKS/SUBS/STUDY GUIDES	110	1,000	890
7456	COMPUTER HARDWARE/SOFTWARE/LICENSII	10,606	30,000	19,394
7461	PROFESSIONAL SERVICES/FEES - LEGAL	22,464	30,000	7,536

MONTECITO SANITARY DISTRICT (MSD)
Operations & Maintenance Budget Status
For The 9 Months Ended 3/31/20

EXHIBIT B

	7/1/19-3/31/20	FY19-20 Budget	Budget Remaining	
OPERATING EXPENSES Continued				
7462	PROFESSIONAL FEES - ACCOUNTING	26,890	40,000	13,110
7463	PROFESSIONAL FEES - ENGINEERING	20,786	25,000	4,214
7464	PROFESSIONAL FEES - COMPUTER/GIS	29,304	60,000	30,696
7466	PROF SERVICES - HUMAN RESOURCES	4,743	5,000	257
7500	CUSTOMER RELATIONS EXPENSE	1,286	5,000	3,714
7506	ADMINISTRATIVE FEES	15,850	25,000	9,150
7510	CONTRACTED SERVICES/LABOR	102,594	120,000	17,406
7530	ADS/NOTICES FOR PUBLICATION	436	1,500	1,064
7610	FURNITURE/FIXTURES	178	10,000	9,822
7641	NPDES PERMIT EXPENSES-LAB	13,773	20,000	6,227
7645	NPDES PERMIT EXPENSE-OPS	25,773	27,000	1,227
7651	ANALYZER CHEMICALS	3,708	5,000	1,292
7652	BIOSOLIDS DISPOSAL	36,659	50,000	13,341
7653	CHEMICALS	126,712	200,000	73,288
7654	GENERATOR SERVICE	6,139	10,000	3,861
7655	HAZ MATERIALS DISPOSAL	182	1,000	818
7656	PLANT EQUIPMENT RENTAL	6,022	12,000	5,978
7657	PLANT MAINTENANCE MATERIALS	59,662	75,000	15,338
7658	PLANT MAINTENANCE PROJECTS	630	5,000	4,370
7659	PLANT SAFETY EXPENSES	1,189	5,000	3,811
7661	POLYMER	635	10,000	9,365
7662	SMALL TOOLS/EQUIP	605	4,000	3,395
7670	SPECIAL PROJECTS	61,856	100,000	38,144
7700	LAB CONSUMABLES-SMALL EQUIPMENT	19,026	28,000	8,974
7702	LAB EQUIPMENT MAINTENANCE	3,675	10,000	6,325
7703	CONTRACT LAB ANALYSES	2,339	3,000	661
7722	BOARD TRAINING/CONF REGISTRN	40	3,000	2,960
7723	BOARD TRAVEL EXPENSES	40	7,500	7,460
7724	STAFF TRAINING/CONF REGISTRN	9,149	15,000	5,851
7725	STAFF TRAVEL EXPENSES	5,231	15,000	9,769
7726	STAFF CERTIFICATIONS/LICENSES	2,909	10,000	7,091
7727	OSHA REQUIRED TRAINING	1,650	7,000	5,350
7728	SAFETY BOOT ALLOWANCE	2,167	3,500	1,333
7731	LOCAL MEETING EXPENSES	881	2,500	1,619
7740	FUEL AND OIL	11,004	30,000	18,996
7761	WATER	6,354	15,000	8,646
7762	NATURAL GAS	1,787	3,000	1,213
7763	ELECTRICITY	102,816	160,000	57,184
7766	TRASH / RECYCLING	6,525	15,000	8,475
7767	TELEPHONE - LOCAL/LD	6,829	10,000	3,171
7768	TELEPHONE CELLULAR	7,511	12,000	4,489
Total OPERATING EXPENSES:		980,891	1,560,500	579,609
Total PAYROLL/BENEFITS & OPERATING EXPENSES:		3,246,906	4,675,000	1,428,094
7105	DEBT SERVICE PAYMENT	163,650	327,300	163,650
2710	BOND PRINCIPAL PAYMENT	0	605,000	605,000
Total DEBT PAYMENTS:		163,650	932,300	768,650
NON-OPERATING EXPENSES				
7675	COVID-19 EXPENSES	2,653	0	-2,653

MONTECITO SANITARY DISTRICT
 QUARTERLY INVESTMENT/CASH ACTIVITY
 10/1/19-12/31/19

EXHIBIT B

	12/31/2019	Income	Interest	Transfers In	Transfers Out	Withdrawals	3/31/2020	Net Change	
Investment Accounts									
Cash with LAIF	1,694,009		9,732				1,703,741	9,732	Quarterly Interest;
FMV adjustment (annually)	2,864						2,864	0	Change in Fair Market Value
BNY Bond Refunding Costs	163,650					(163,650)	0		Withdrawals: \$163,650 debt service payment
Cash with County-Operating	6,981,738	107,737	26,317		(750,000)		6,365,793	(615,946)	Transfers: \$750,000 out to MBT Operating, Income: \$93,311 from SSC, \$14,426 from property tax allocation, Quarterly interest
FMV adjustment (quarterly)	14,303		42,155				56,458	42,155	Change in Fair Market Value
Cash with County - Capital Replacement	6,097,967		24,188				6,122,155	24,188	Quarterly Interest
FMV adjustment (quarterly)	12,481		41,826				54,307	41,826	Change in Fair Market Value
Cash with County-Retiree Medical	152,261		604				152,865	604	Quarterly Interest
FMV adjustment (quarterly)	312		1,044				1,356	1,044	Change in Fair Market Value
MBT Operating account	199,094	136,900		750,000	(995)	(1,018,797)	66,201	(132,892)	Income: connection, permit & other fees, Transfers: \$750,000 in from County Operating, \$995 out to revolving, Withdrawals are pmts on O&M expenses
MBT Capital Improvement account	77,110	42,479				(98,168)	21,421	(55,689)	Income: Contributed Capital, Withdrawals are payments on capital improvement projects
MBT Recycled Water account	1,176,529		3,704			(87,595)	1,092,638	(83,891)	Quarterly Interest, Withdrawals are payments on recycled water
Insurance Reimbursement Acct	111,675		69				111,744	69	Disaster Insurance Payment - due to FEMA
Revolving fund account	725			995		(275)	1,445	720	Withdrawals are payments on O&M expense paid outside normal processing
Petty Cash	250						250	0	
Total Cash & Investment accounts	14,230,152	287,116	149,640	750,995	(750,995)	(1,368,486)	15,753,239	(768,080)	

**CAPITAL IMPROVEMENT PROJECTS
APPROVED FY2019-20 BUDGET**

EXHIBIT B

ASSIGNED PROJECT #	CAPITAL IMPROVEMENT PROJECT DESCRIPTION	Expenditures 7/1/19-3/31/19	Board Approved FY19-20 Funding
Annual projects			
1	Scheduled and Emergency Replacements	58,515	100,000
2	Manhole Raising / Repair / Replacement	29,125	50,000
3	Sewer Main Repair / Replacement	1,009	50,000
Ongoing projects			
4	Dissolved Air Floatation Thickner (DAFT) Replacement	470,979	475,000
7	Essential Services Building Construction	1,198	4,625,000
New projects FY2019-20			
9	Sewer Main Extensions-Riven Rock		300,000
10	Recycled Water - Pilot Project	86,991	125,000
Capital Improvement Project Expenditures FY19-20		647,816	5,725,000

Recycled Water Fund			
11	Recycled Water	72,160	**

** 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

**QUARTERLY CERTIFICATION STATEMENTS
FOR THE
MONTECITO SANITARY DISTRICT**

*in accordance with
RESOLUTION NO. 2013-883, MSD INVESTMENT POLICY*

For the Quarter Ended

March 31, 2020

As Treasurer of the Montecito Sanitary District, I certify that:

- (1) All investment actions executed since the last report have been made in full compliance with the Montecito Sanitary District Investment Policy;
- (2) A complete and timely record of all investment transactions is maintained in the District office from reports supplied by LAIF and the S. B. County Treasurer's office; and
- (3) The Montecito Sanitary District is able to meet its pool's expenditure requirements for the next six months.

Dated: May 14, 2020

Board Treasurer
MONTECITO SANITARY DISTRICT