

MONTECITO SANITARY DISTRICT

A G E N D A for Board Meeting

March 12, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on March 12, 2020 in the District hearing room at 1042 Monte Cristo Lane, Santa Barbara, California.

If you need special assistance to participate in this meeting, because of any disability, please contact the District at 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 during normal business hours (8:00 a.m. – 4:30 p.m. weekdays) in the District office.

1. **CALL TO ORDER/ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **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 should come to the podium, be recognized by the President, and state their name for the record. If you wish to address the Board of Directors on an Agenda Item, you may do so by approaching the podium 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 Communications is closed.

4. **APPROVAL OF MINUTES**

It is recommended that the Board consider approving the January 30, 2020 special meeting minutes.

5. **APPROVAL OF PAYABLES**

It is recommended that the Board consider approving the payables list for expenses incurred by the District between January 31, 2020 and March 12, 2020.

6. **NEW BUSINESS**

A. **2019 ANNUAL SUMMARY REPORT TO THE REGIONAL WATER QUALITY CONTROL BOARD**

It is recommended the Board consider:

- i) Receiving and filing the Annual Report to the Regional Water Quality Control Board as presented by staff; and;

- ii) Taking such additional, related action that may be desirable.

B. OCEAN OUTFALL – ANNUAL INSPECTION REPORT

It is recommended the Board consider:

- i) Receiving and filing the Ocean Outfall Annual Inspection Report as presented by staff; and;
- ii) Taking such additional, related action that may be desirable.

C. DISSOLVED AIR FLOTATION THICKENER (DAFT) – WORLD WATER WORKS – NOTICE OF COMPLETION

It is recommended the Board consider:

- i) Accepting the DAFT project as complete and issuing a Notice of Completion to World Water Works in the amount of \$520,829.05, and;
- ii) Taking such additional, related action that may be desirable.

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

It is recommended the Board consider:

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

E. INCREASE TO DESIGNATED RESERVE FUND AT STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)

It is recommended the Board consider:

- i) Increasing the Designated Reserve Fund currently invested at LAIF from \$1,703,000 to \$2,000,000, and;
- ii) Taking such additional, related action that may be desirable.

F. LOCAL AGENCY FORMATION COMMISSION (LAFCO) NOMINATIONS

It is recommended the Board consider:

- i) Reviewing the request from the Santa Barbara Local Agency Formation Commission (LAFCO) for nominations for LAFCO regular and alternate Special District Member, and;
- ii) Taking such additional, related action that may be desirable.

G. PANDEMIC RESPONSE PLANNING

It is recommended the Board consider:

- i) Receiving and filing a report provided by staff and legal counsel regarding pandemic response planning;
- ii) Taking such additional, related, action that may be desirable.

H. INFORMATION ITEMS

- Report from Ad-Hoc Committee regarding Board teleconferencing policy.

I. AGREEMENTS TO BE SIGNED

- 1651 Fernald Point Lane – Agreement for private pumping station
- 616 Juan Crespi Lane – Agreement for existing auxiliary structure (Cabana)
- 163 Santo Tomas Lane – Termination Agreement for existing auxiliary structure (Hobby room)

AGENDA

March 12, 2020

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 SPECIAL MEETING
of the
BOARD OF DIRECTORS
of the
MONTECITO SANITARY DISTRICT**

January 30, 2020

1. CALL TO ORDER/ROLL CALL

The Governing Board of the Montecito Sanitary District convened a special meeting at 1:15 p.m. on January 30, 2020 at 1042 Monte Cristo Lane, Montecito, California.

ATTENDANCE

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

Absent: None

Also Present: Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Alex Alonzo, MSD Operations Manager
Carrie Poytress, MSD Engineering Manager
Karl Berger, MSD Legal Counsel
Ken Coates, MWD Board Member/Resident/Water Security Team Member
Don Eversoll, Resident

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

None

4. APPROVAL OF MINUTES

The minutes of the January 15, 2020 meeting was included in the agenda packet. Director Barrett noted a typographical error. On MOTION by Director J. Kerns and second by Director T. Kern, the Board approved unanimously without abstention the minutes of January 15, 2020.

5. APPROVAL OF PAYABLES

On MOTION by Director T. Kern and second by Director J. Kerns, the Board approved unanimously without abstention these payroll and accounts payable expenses from January 16, 2020 through January 24, 2020:

Accounts Payable Expenses	\$ 73,149.43
Capital Improvement Projects	22,063.10
Recycled Water	8,614.32
Payroll and Related Expenses	<u>94,670.36</u>
Total Expenses	\$ 198,497.21

6. NEW BUSINESS

A. Resolution No. 2020-921 – Honoring Mr. Perry Cabugos

Operations Manager Alonzo reported Chief Maintenance Mechanic Perry Cabugos had been awarded the 2019 Mechanic Technician Person of the Year by the Tri-County Section of California Water Environmental Association (CWEA). District Resolution No. 2020-921 recognizes this achievement and the ongoing contributions Mr. Cabugos has made to the District.

After being read by President Bollay, the Board adopted Resolution No. 2020-921 with the following roll call vote:

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

B. Resolution No. 2020-922 – Honoring Mr. Marc Ciarlo

Operations Manager Alonzo reported Treatment Operator V Marc Ciarlo had been awarded the 2019 Treatment Plant Operator of the Year by the Tri-County Section of California Water Environmental Association (CWEA). District Resolution No. 2020-922 recognizes this achievement and the ongoing contributions Mr. Ciarlo has made to the District.

After being read by President Bollay, the Board adopted Resolution No. 2020-922 with the following roll call vote:

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

C. Title 22 Recycled Water Project California Environmental Quality Act (CEQA) – Professional Services Contract – Stantec Consulting Services Inc. – Additional Extra Services Funding

General Manager Gabriel reported that at its September 12, 2019 meeting the Board authorized the execution of a professional services contract with Stantec Consulting Services in a time and materials amount not to exceed \$34,000, with an extra services funding allowance in the contract in the amount of \$3,400 to cover the cost of unforeseen services.

Additional extra services funding in the amount of \$7,500 is necessary to cover the cost of consultant services to revise the analysis to include the grading for the recycled water facilities, prepare the Notice of Intent (NOI) and Notice of Determination (NOD), and assist the District with noticing in accordance with the CEQA Guidelines and County requirements.

After discussion, on MOTION by Director Kerns and second by Director Kern, the Board authorized Additional Extra Services funding in the amount of \$7,500 to Stantec Consulting Services.

ACTION: Staff

D. Finance Committee Meeting - Report

Director Kern reported on the Finance Committee meeting of January 27, 2020. The following items were reviewed and discussed at the meeting:

- Annual Continuing Disclosure Report
- Quarterly financial reports
- Reserve Policy

Staff reported the Committee had discussed increasing the Designated Reserve Fund invested in Local Agency Investment Fund (LAIF). The Committee recommended this reserve be increased to \$2,000,000, an increase of approximately \$300,000. This item will be included in the next Board agenda for Board consideration and possible action..

ACTION: Staff

E. Quarterly Financial Reports

District Administrator McDonald reviewed the Quarterly Financial Reports with the Board. Operating Expenses through December 31, 2020 are tracking to budget, and revenue received to date includes the first allocation of Annual Sewer Service Charges and Property Tax Revenue from the County.

ACTION: None

F. Quarterly Investment Policy Statement – December 31, 2019

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

ACTION: None

G. Continuing Disclosure Annual Report for Fiscal Year Ending June 30, 2019

District Administrator McDonald reported that a requirement of the 2017 Sewer Refunding Bonds and Disclosure Agreement is the filing of a Continuing Disclosure Annual Report. This report includes summary of operations and a copy of the District's audited financial statements. Ms. McDonald reviewed the report with the Board.

On MOTION by Director Newquist and second by Director Kern, the Board approved unanimously without abstention to accept the Continuing Disclosure Annual report for the year ending June 30, 2019 as presented and directed staff to file the report as required.

ACTION: Staff

H. Formation of Ad-Hoc Committee to Review Board Teleconferencing Policy

At its meeting on January 15, 2020 the Board discussed possibly forming an ad-hoc committee to review the Board Teleconferencing Policy.

On MOTION by Director Newquist and second by Director Barrett, the Board agreed to form an ad-hoc committee consisting of Directors Kerns and Barrett to review the Board Teleconferencing Policy as adopted July 25, 2019, and to return to the Board at the next meeting with any recommendations for revisions.

ACTION: Ad-Hoc Committee

I. Information Items

None

J. Agreements Signed

None

7. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the Board packet.

8. ITEMS FOR FUTURE AGENDAS

- The two regularly scheduled Board meetings in February will be cancelled.
- The next Board of Directors meeting will be Thursday March 12 at 1:15 p.m., will include the following:
 - ◆ Annual NPDES permit report
 - ◆ Increase in designated reserves
 - ◆ Ad hoc committee report on teleconferencing

9. ADJOURNMENT

There being no other business, on MOTION to adjourn by Director Newquist and second by Director T. Kern, the MOTION passed unanimously without abstention and the meeting adjourned at 2:50p.m.

Thomas Bollay, President

Jeffrey Kerns, Vice President

Ellwood T. Barrett, Secretary

Thomas Kern, Treasurer

Dana Newquist, Director

**MONTECITO SANITARY DISTRICT
BOARD LIST OF PAYABLES**

<u>CHECKS DATED</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTALS</u>
01/31/20	ACCOUNTS PAYABLE	18,156.24
02/07/20	ACCOUNTS PAYABLE	32,867.71
02/14/20	ACCOUNTS PAYABLE	63,530.89
02/28/20	ACCOUNTS PAYABLE	<u>31,040.95</u>
	Subtotal	145,595.79
01/31/20	CAPITAL IMPROVEMENT PROJECTS	10,762.10
02/07/20	CAPITAL IMPROVEMENT PROJECTS	10,000.00
02/14/20	CAPITAL IMPROVEMENT PROJECTS	3,901.33
02/28/20	CAPITAL IMPROVEMENT PROJECTS	<u>1,755.90</u>
	Subtotal	26,419.33
02/07/20	CIP RECYCLED WATER FUND	26,968.24
02/14/20	CIP RECYCLED WATER FUND	7,358.89
02/28/20	CIP RECYCLED WATER FUND	<u>11,466.19</u>
	Subtotal	45,793.32
01/30/20	PAYROLL	96,835.97
02/13/20	PAYROLL	96,068.61
02/27/20	PAYROLL	<u>92,791.61</u>
	Subtotal	285,696.19
	TOTAL	<u>\$ 503,504.63</u>

Approved for Payment:

Date: March 13, 2020 Amount: \$ 503,504.63

_____ General Manager

_____ Director

_____ Director

Check History Report
Sorted By Check Number
Activity From: 1/31/2020 to 1/31/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
025161	1/31/2020	BARTLETT, PRINGLE & WOLF, LLP	4,074.00	Annual Audit Progress Payment
025162	1/31/2020	BIG GREEN CLEANING COMPANY	32.27	Bathroom Supplies
025163	1/31/2020	CALIFORNIA WATER ENVIRONMENT	89.00	Employee Certification Renewal
025164	1/31/2020	DOCU PRODUCTS	98.42	Copier Monthly Maintenance Agreement-January
025165	1/31/2020	FERGUSON WATERWORKS #1083	1,855.39	Plant Piping Materials
025166	1/31/2020	GRAINGER	798.82	Lift Station Parts
025167	1/31/2020	PURETEC INDUSTRIAL WATER	18.00	Water softener tank exchange
025168	1/31/2020	QUINN COMPANY	439.29	Parts for plant air compressor
025169	1/31/2020	JEFFREY (or) CHERRY SADLER	2,000.00	Lateral Replacement Rebate-1350 Santa Clara Way
025170	1/31/2020	SAFETY-KLEEN SYSTEMS, INC	182.05	Hazardous Waste Disposal
025171	1/31/2020	SANTA BARBARA COUNTY-APCD	2,296.55	Annual Generator Emmissions Permits
025172	1/31/2020	S B COUNTY - PUBLIC WORKS	95.00	Agreement Recording Fees
025173	1/31/2020	SHERWIN-WILLIAMS CO.	4.84	Paint Supplies
025174	1/31/2020	STANDARD INSURANCE COMPANY	1,758.70	Short/Long Term Disability Premium-February
025175	1/31/2020	STAPLES BUSINESS CREDIT	46.86	Office Supplies
025176	1/31/2020	T-MOBILE	20.00	Wireless Data Port for UF/RO
025177	1/31/2020	TOTAL COMPENSATION SYSTEMS	1,305.00	GASB75 Valuation Services
025178	1/31/2020	UNION BANK	630.83	Propane, Staff Training, Travel Expense, Office Supplies
025179	1/31/2020	UNION BANK	608.25	Administrative Fee, Travel Expense
025180	1/31/2020	UNION BANK	180.55	Chemicals for Plant
025181	1/31/2020	UNION BANK	55.59	Lab Supplies
025182	1/31/2020	UNION BANK	1,213.63	Office Supplies, Vehicle Repairs, Staff Lunch
025183	1/31/2020	WALPOLE & COMPANY	53.75	Accounting Consutling Services
025184	1/31/2020	WINZER	299.45	Batteries for Tools
			<u>18,156.24</u>	
			<u>18,156.24</u>	

Check History Report

Sorted By Check Number

Activity From: 2/7/2020 to 2/7/2020

MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
025187	2/7/2020	THOMAS (or) HAYLEY CARTY	3,150.00	Deposit Refund/Lateral Replacment Rebate-172 Santa Elena
025188	2/7/2020	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment-January
025189	2/7/2020	FRONTIER	740.21	Phone Service for Office and Lift Station #4-February
025190	2/7/2020	GLS COMPANIES	550.00	Landscape Service-January
025191	2/7/2020	GRAINGER	406.54	Plant Maintenance Materials
025192	2/7/2020	HENSLEY LAW GROUP	1,606.00	Legal Services-January
025193	2/7/2020	MCCORMIX CORP	986.32	Vehicle Fuel-January
025194	2/7/2020	PAYCHEX OF NEW YORK, LLC	747.80	Payroll Services-January
025195	2/7/2020	PLUMBERS DEPOT, INC	734.14	CCTV Camera Repair
025196	2/7/2020	QUINN COMPANY	4,169.73	Plant Generator Servicing/Maintenance
025197	2/7/2020	SAFFIR, KENNETH (or) ANDREA	2,381.00	Deposit Refund-1512 E Mountain Drive
025198	2/7/2020	SAGE SOFTWARE, INC	1,166.00	Annual Sage Software and Support
025199	2/7/2020	SOUTHERN CALIFORNIA EDISON CO	11,572.59	Electric Service-January
025200	2/7/2020	UNIVAR SOLUTIONS	3,450.92	Plant Chemicals
025201	2/7/2020	UNDERGROUND SERVICE ALERT	214.10	Dig Alert-January
025202	2/7/2020	WEF MEMBERSHIP	267.00	Annual Membership Fee-Gabriel
		Bank Total	32,867.71	
			32,867.71	

Check History Report**Sorted By Check Number****Activity From: 2/14/2020 to 2/14/2020****MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Check Type
025203	2/14/2020	ACWA/JPIA	31,620.86	Dental/Health/Life Insurance Premium-March
025204	2/14/2020	BIG GREEN CLEANING COMPANY	2,042.78	Janitorial Services, Supplies-February
025205	2/14/2020	CANON FINANCIAL SERVICES INC	275.14	Canon Copier Lease Payment-February
025206	2/14/2020	CINTAS CORPORATION #684	1,060.92	Uniforms/Towels/Floor Mats-Cleaning/Rental-January
025207	2/14/2020	COMPUVISION COMMUNICATIONS	131.25	IT Services-January
025208	2/14/2020	CORT	44.00	Deed Report-January
025209	2/14/2020	CULLIGAN OF SYLMAR	86.70	Drinking Water-January
025210	2/14/2020	ENGEL & GRAY, INC	4,337.97	Biosolids hauling-January
025211	2/14/2020	FASTENAL COMPANY	142.73	Disposable Gloves
025212	2/14/2020	FED EX	1,242.01	Shipping of water pump and piping
025213	2/14/2020	FRUIT GROWERS LABORATORY	290.00	Outside Lab Analyses-January
025214	2/14/2020	FRONTIER	124.55	Phone Service for Lift Stations 2 and 5-January
025215	2/14/2020	GRAINGER	513.39	Collection Tools
025216	2/14/2020	JUST, ERIC	2,875.00	Update GIS maps
025217	2/14/2020	MARBORG INDUSTRIES	612.04	Refuse Disposal-January
025218	2/14/2020	MCDONALD, TONI	59.80	Hard Drive Expense Reimbursement
025219	2/14/2020	MONTECITO WATER DISTRICT	569.37	Water Service-January
025220	2/14/2020	MONTECITO WATER DISTRICT	90.21	Vac-Con, Water Tender Usage-January
025221	2/14/2020	PURETEC INDUSTRIAL WATER	253.73	Quarterly water softener tank rentals
025222	2/14/2020	S B HOME IMPROVEMENT CENTER	273.01	Plant/Property Maintenance Materials, Lift Station Parts
025223	2/14/2020	SMARDAN-HATCHER COMPANY	75.75	Lift Station Parts
025224	2/14/2020	MAYA SMIDT	2,381.00	Deposit Refund-2355 East Valley Road
025225	2/14/2020	SOCAL GAS	325.35	Gas Service-January
025226	2/14/2020	STATE OF CALIFORNIA	115.00	Engineering License Renewal-Gabriel
025227	2/14/2020	SWRCB-ELAP FEES	5,331.00	Annual Environmental Lab Accreditation (ELAP) Fees
025228	2/14/2020	TAFT ELECTRIC COMPANY	4,708.91	On-Call Electrical Services
025229	2/14/2020	UNIVAR SOLUTIONS	3,489.97	Plant Chemicals
025230	2/14/2020	USA BLUE BOOK	458.45	Lift Station Parts
Bank Total			63,530.89	
			63,530.89	

Check History Report
Sorted By Check Number
Activity From: 2/28/2020 to 2/28/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
025231	2/28/2020	ARCE, MICHAEL J	729.86	Travel Expense Reimbursement - Training
025232	2/28/2020	AT&T MOBILITY	87.67	Office Wireless Data Port, Lift Station 4 wireless-January
025233	2/28/2020	BIG GREEN CLEANING COMPANY	147.31	Bathroom Supplies
025234	2/28/2020	CARQUEST AUTO PARTS	85.38	Vehicle Parts and Supplies
025235	2/28/2020	COMPUVISION COMMUNICATIONS	1,620.00	NetAlert Managed Services, Datto Cloud Backup-March
025236	2/28/2020	COX BUSINESS	203.50	Internet Wireless Service-February
025237	2/28/2020	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment-March
025238	2/28/2020	CALIFORNIA WATER ENVIRONMENT	576.00	Membership Renewals-Larroude, Rollins, Carrillo
025239	2/28/2020	D & H WATER SYSTEMS	1,930.22	Chlorine Analyzer Spare Parts
025240	2/28/2020	DOCU PRODUCTS	109.22	Copier Monthly Maintenance Agreement-February
025241	2/28/2020	FASTENAL COMPANY	482.34	Plant Maintenance Materials
025242	2/28/2020	FILIPPIN ENGINEERING	1,140.00	Ortega Ridge Sewer Main Extension Inspections
025243	2/28/2020	FISHER SCIENTIFIC	357.70	Lab Testing Supplies
025244	2/28/2020	FRONTIER	60.92	Phone Service for Lift Station 1-February
025245	2/28/2020	GLS COMPANIES	550.00	Landscape Services-February
025246	2/28/2020	GRAINGER	531.47	Tools for Chief Mechanic
025247	2/28/2020	JAMES (or) MARY HARTLE	2,300.00	Deposit Refund - 802 Ayala Lane
025248	2/28/2020	MCCORMIX CORP	278.11	Vehicle Fuel 2/1-2/15/20
025249	2/28/2020	MCMaster-CARR SUPPLY COMPANY	62.54	Vehicle Parts
025250	2/28/2020	MSD REVOLVING FUND REIMB	995.00	Replenish Revolving Fund
025251	2/28/2020	PACIFIC MATERIALS LABORATORY	460.00	Ortega Ridge Sewer Main Extension - Soil Testing
025252	2/28/2020	PITNEY BOWES	176.90	Postage Meter Ink Cartridges
025253	2/28/2020	PRICE POSTEL & PARMA	167.50	Employment Law Services
025254	2/28/2020	PURETEC INDUSTRIAL WATER	52.13	Water Softener Sodium Tank Exchange
025255	2/28/2020	ROLLINS, CAROLE	1,359.89	Travel Expense Reimbursement - NELAC Training
025256	2/28/2020	SHERWIN-WILLIAMS CO.	110.24	Painting Supplies
025257	2/28/2020	STANDARD INSURANCE COMPANY	1,758.70	Short/Long Term Disability Premium-March
025258	2/28/2020	STAPLES BUSINESS CREDIT	855.27	Office Supplies, Annual Membership Dues
025259	2/28/2020	DIGITAL DEPLOYMENT; DBA STREAMLINE	310.00	Website Management Services-March
025260	2/28/2020	T-MOBILE	20.00	Wireless Data Port for Recycled Water
025261	2/28/2020	UNION BANK	850.00	Operator Certification Registration-Arce
025262	2/28/2020	UNION BANK	913.54	Plant Chemicals, Staff Training, Admin Fees
025263	2/28/2020	UNION BANK	30.00	Membership Dues
025264	2/28/2020	UNION BANK	653.63	CCTV Equipment Repairs
025265	2/28/2020	UNIVAR SOLUTIONS	10,350.55	Plant Chemicals
Bank Total			31,040.95	
			31,040.95	

CIP Check History Report
Sorted By Check Number
Activity From: 1/31/2020 to 2/28/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
001230	1/31/2020	CUSHMAN CONTRACTING CORP	10,602.10	CIP No. 4 - DAFT Construction
001231	1/31/2020	PACIFIC MATERIALS LABORATORY	160.00	CIP No. 4 - Concrete Inspection for DAFT
Bank Total			<u>10,762.10</u>	
			<u>10,762.10</u>	

Check Number	Check Date	Name	Check Amount	Description
001232	2/7/2020	CUSHMAN CONTRACTING CORP	10,000.00	CIP No. 4 - DAFT Construction
Bank Total			<u>10,000.00</u>	
			<u>10,000.00</u>	

Check Number	Check Date	Name	Check Amount	Description
001233	2/14/2020	FGL ENVIRONMENTAL	1,163.00	CIP No. 10 - Outside Lab Analyses for UF/RO
001234	2/14/2020	MCR TECHNOLOGIES	743.33	CIP No. 10 - Conductivity Cell for UF/RO
001235	2/14/2020	TAFT ELECTRIC COMPANY	1,995.00	CIP No. 4 - DAFT Electrical Services
Bank Total			<u>3,901.33</u>	
			<u>3,901.33</u>	

Check Number	Check Date	Name	Check Amount	Description
001236	2/28/2020	FGL ENVIRONMENTAL	873.32	CIP No. 10 - Outside Lab Analyses for UF/RO
001237	2/28/2020	NICKOLAS STEEL, INC	642.58	CIP No. 4 - Hose for DAFT
001238	2/28/2020	PACIFIC MATERIALS LAB	240.00	CIP No. 4 - Soil Compaction Inspection-DAFT
Bank Total			<u>1,755.90</u>	
			<u>1,755.90</u>	

Recycled Water Check History Report
Sorted By Check Number
Activity From: 1/31/2020 to 2/28/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
1011	2/7/2020	STANTEC CONSULTING SERVICES INC.	26,968.24	CIP No. 11 - Consutling Services for CEQA
Bank Total			<u>26,968.24</u>	
			<u>26,968.24</u>	

Check Number	Check Date	Name	Check Amount	Description
001012	2/14/2020	PHOENIX CIVIL ENGINEERING	4,787.50	CIP No. 11 - Engineering Services for Recycled Water
001013	2/14/2020	SBCO. PLANNING & DEVELOPMENT	2,251.00	CIP No. 11 - MBAR Review Board Fees
001014	2/14/2020	TAFT ELECTRIC COMPANY	320.39	CIP No. 11 - KWH Meter for Recycled Water
Bank Total			<u>7,358.89</u>	
			<u>7,358.89</u>	

Check Number	Check Date	Name	Check Amount	Description
001015	2/28/2020	DUDEK	11,103.75	CIP No. 11 - Coastal Development Planning/Permitting
001016	2/28/2020	SBCO. PLANNING & DEVELOPMENT	362.44	CIP No. 11 - Coastal Development Plan Review Fees
Bank Total			<u>11,466.19</u>	
			<u>11,466.19</u>	

MONTECITO SANITARY DISTRICT

MANAGER'S REPORT

March 12, 2020

AGENDA ITEM 6. NEW BUSINESS

A. 2019 ANNUAL SUMMARY REPORT TO THE REGIONAL WATER QUALITY CONTROL BOARD

The District's NPDES (National Pollution Discharge Elimination System) permit from the Regional Water Quality Control Board (RWQCB) requires an annual report (**EXHIBIT A**) containing specific data and test results. The report was electronically filed with the RWQCB on January 30, 2020 as required by the NPDES permit. At Thursday's meeting Carole Rollins, Laboratory and Pretreatment Manager and Daniel Jacquez, Chief Plant Operator will provide the Board with a presentation summarizing the report. Rico Larroude, Collections & Maintenance Supervisor, will present the 2019 Collections System Maintenance Program and the 2019 Treatment Plant Preventative Maintenance Program accomplishments along with an overview of the maintenance work scheduled for 2020.

B. OCEAN OUTFALL – 2019 ANNUAL INSPECTION

The District's NPDES permit requires that the ocean outfall pipeline be inspected annually.

The 2019 inspection was performed by Harbor Offshore Diving and Marine Construction on November 5, 2019. Their inspection identified no substantive issues with the outfall pipeline and confirmed that all ten diffusers were functioning properly.

Engineering Manager Carrie Poytress will present information on the inspection report.

C. 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 new DAFT is meeting the needs of the District by efficiently thickening solids in the wastewater treatment process. The equipment is fully operational and ready for acceptance by the District.

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. This is due to a contract change order that was issued providing the District with a credit. Staff recommends the Board accept the DAFT as complete and approve the issuance of a Notice of Completion to World Water Works in the amount of \$520,829.05.

D. 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 B**).

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

E. INCREASE TO DESIGNATED RESERVE FUND AT STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)

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. Nearly all of the Designated Reserve Fund monies were expended to repair District facilities following the January 2018 debris flow. These funds have subsequently been reimbursed by FEMA and CalOES, however, future disasters may prove to be even more costly.

At Thursday's meeting, the Board will consider the Finance Committee's recommendation to increase the LAIF Designated Reserve Fund to \$2,000,000. Should the Board vote to follow the Finance Committee's recommendation, approximately \$300,000 currently invested in the Santa Barbara County Pooled Fund would be transferred to LAIF.

F. LOCAL AGENCY FORMATION COMMISSION (LAFCO) NOMINATIONS

The Board will consider nominations for the regular and alternate member of Santa Barbara County LAFCO (**EXHIBIT C**).

G. PANDEMIC RESPONSE PLANNING

Staff and legal counsel will report on the District's pandemic response planning.

H. INFORMATION ITEMS

- Report from Ad-hoc Committee regarding Board teleconferencing policy.

I. AGREEMENTS TO BE SIGNED

- 1651 Fernald Point Lane – Agreement for private pumping station
- 616 Juan Crespi Lane – Agreement for existing auxiliary structure (Cabana)
- 163 Santo Tomas Lane – Termination Agreement for existing auxiliary structure (Hobby room)

AGENDA ITEM 7. OPERATIONS AND MAINTENANCE REPORTS

TREATMENT PLANT

Treatment Data	Current Year 01/20/20-03/01/20	Prior Year 02/18/19 – 03/03/19
Average daily flow	0.574 MGD	0.688 MGD
Average hypochlorite	158 GPD	168 GPD
Average bisulfite	91 GPD	90 GPD
Average effluent SS	12.2 mg/L	2.9 mg/L
Average effluent CBOD ₅	4.7 mg/L	1.83 mg/L
Median coliform	2.0 MPN / 100 mL	< 1.8 MPN / 100 mL

- The belt press was operated for 24.3 hours during this reporting period.
- A total of 75.8 tons of biosolids were transported in four separate loads to Engel and Gray during this reporting period.
- 0.15 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 02/15/20 – SCE power outage
- Ran Ultrafiltration (UF) Clean in Place
- Replaced broken diffuser on Aeration Basin #1, Header #4
- Drained and cleaned both chlorine contact chambers
- Cleaned influent composite sample suction tubing
- Replaced Influent Pump Station (IPS) #3 Variable Frequency Drive (VFD) fan
- Connected new Reverse Osmosis ORP sensor
- Ran UF pressure decay test and cleaned UF disc filter
- Ran jar test for DAFT polymer
- DEOX sample line cleaning
- De-ragged IPS pump check valves
- Performed preventative maintenance on all chlorine analyzers

Completed Preventative Maintenance duties:

- Rotated plant equipment.
- Cleaned plant water wye screens on M/W/F,
- Changed influent flow through channel grinders and remove grit from channel.
- Collected plant equipment meter reads.
- Cleaned secondary clarifier weirs and side walls.
- Operated and exercised various valves in plant.
- Performed Treatment Plant housekeeping.

Completed Activated Sludge duties:

- Hosed clarifier weirs and skimmed grease in chlorine contact chambers twice a 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 on Tuesdays.
- Examined microbiology under microscope.
- Hosed Rotary Drum Screen and dumped 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 readings.
- Performed Treatment Plant system checks (SCADA, Mission Box, Mini Trends, Aeration Blowers, IPS Station, Back-up generator, Chemical analyzers, Clarifiers and Contact Chamber motors and equipment, RAS/WAS pump station, Chemical feeders, Digester Blowers, DAFT, Poly feed equipment, UF/RO).
- Performed data collection and record keeping.
- Maintained chemical levels for all analyzers.

TESTING LABORATORY

During this 42 day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 406 samples
- Ran 579 tests plus 109 duplicate tests for NPDES permit compliance and process control
- Performed 72 calibrations on laboratory equipment and 876 quality control checks
- Made 7 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 12 additional samples to FGL related to the Recycled Water Pilot Project

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

- Analyzed 31 Activated Sludge samples under the microscope, identifying and logging 1,222 microorganisms
- Analyzed 2 belt press biosolid samples for percent solids
- Prepared 10 gallons of reagents for chlorine analyzer

In addition, the following Laboratory activities occurred:

- Additional process control testing continues to be performed on multiple stages of the recycled water pilot project.

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 229 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.
- Tested all Lift Station alarms.
- Cleaned and vacuumed Posilipo Lift Station wet well.
- 02/05/20 Call out for grate request at 2500 East Valley Road.

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 Taft Electric with installation of new transfer switch at Eucalyptus Lift Station #3.
- Performed preventative maintenance on chlorine contact channel mixers.
- Replaced air release valve on plant air compressor.
- Built new canopy cover for DAFT and Belt Press feed pump control panels.
- Performed preventative maintenance on Belt Press.
- Performed preventative maintenance on chemical feed pumps.

TRAINING / OTHER ACTIVITIES

- 01/28 Engineering Manager Poytress, with Treatment staff Jacquez and Ciarlo toured Oxnard Advanced Water Purification Facility
- 02/02-02/06 Lab Manager Carole Rollins attended the NELAC Institute conference in Orange County.
- 02/10 Plant tour for Montecito Journal's Nicholas Schou and Director Barrett
- 02/12 Collection staff members Poytress and Frias attended Sanitary Agency Managers Association (SAMA) meeting at Vandenberg Village Community Service District.
- 02/19 Lab Manager Rollins and Collection Supervisor Larroude attended FOG grease interceptor training at Vandenberg Village Community Service District.
- 02/25-02/27 Collection staff received NASSCO pipeline assessment certification program training.
- 02/27 Engineering Manager Poytress and Lab Manager Rollins attended Water Reuse meeting at Goleta Sanitary District.

Collection System Cleaning and TV-ing History

			Length of	Length of	Length of	C - CLEAR L - LIGHT M - MEDIUM H - HEAVY	R - ROOTS G - GREASE D - DEBRI		Clear : No observable grease, roots or debris Light : .5 gallons of roots/ debris, small chunks of grease Medium : .5-1.5 gallons of roots/ debris, moderate chunks grease Heavy : 1.5 or more gallons of roots, debris or grease
Linear Feet Cleaned & Inspected		Esmt	Cleaning	TV-ing	Re-cleans				
January 20, 2020 through March 1, 2020			33,459	4,464	0				
Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
1/20/2020	Lift Station Maintenance / USA								
1/20/2020	Barker Pass Road		258			C		1	Clear
1/20/2020	Barker Pass Road		81			C		1	Clear
1/20/2020	Barker Pass Road		175			C		1	Clear
1/20/2020	Barker Pass Road		25			C		1	Clear
1/20/2020	Sierra Vista Road		297			C		1	Clear
1/20/2020	Sierra Vista Road		288			C		1	Clear
1/21/2020	Ashley Road	X	124			L	R	1	Light Roots
1/21/2020	Ashley Road	X	153			L	R	1	Light Roots
1/21/2020	Ashley Road	X	102			L	R	1	Light Roots
1/21/2020	Ashley Road		172			L	R	1	Light Roots
1/21/2020	Ashley Road		91			L	R	1	Light Roots
1/21/2020	Ashley Road		289			C		1	Clear
1/21/2020	Ashley Road		200			C		1	Clear
1/21/2020	Dulzura Drive		102			C		1	Clear
1/21/2020	Dulzura Drive		112			C		1	Clear
1/21/2020	Dulzura Drive		314			C		1	Clear
1/21/2020	Dulzura Drive		395			C		1	Clear
1/21/2020	Dulzura Drive		153			C		1	Clear
1/21/2020	Dulzura Drive		236			C		1	Clear
1/21/2020	Dulzura Drive		263			C		1	Clear
1/21/2020	Dulzura Drive		249			C		1	Clear
1/21/2020	Barker Pass Road	X	60			C		1	Clear
1/21/2020	Barker Pass Road	X	140			C		1	Clear
1/21/2020	Barker Pass Road		69			C		1	Clear
1/21/2020	Barker Pass Road		310			C		1	Clear
1/21/2020	Barker Pass Road		310			C		1	Clear
1/21/2020	Dulzura Drive	X	308			L	R	1	Light Roots
1/21/2020	Ashley Road	X	167			C		1	Clear
1/22/2020	Camino Viejo Road		156			M	R	2	Medium Roots
1/22/2020	Camino Viejo Road		145			L	R	1	Light Roots
1/22/2020	Alcala Lane		188			C		1	Clear
1/22/2020	Alcala Lane		276			C		1	Clear
1/22/2020	Camino Viejo Road		111			C		1	Clear
1/22/2020	Camino Viejo Road		257			C		1	Clear
1/22/2020	Camino Viejo Road		350			C		1	Clear
1/23/2020	Butterfly Lane			74					Fine roots at joints
1/23/2020	Butterfly Lane			176					No Problems
1/23/2020	Camino Viejo Road		174			L	R	1	Light Roots
1/23/2020	Camino Viejo Road		297			C		1	Clear
1/23/2020	Camino Viejo Road		305			C		1	Clear
1/23/2020	Camino Viejo Road		267			C		1	Clear
1/23/2020	Camino Viejo Road		43			L	D	1	Light Debris
1/23/2020	Camino Viejo Road		351			L	D	1	Light Debris
1/23/2020	Dulzura Drive		71			C		1	Clear
1/23/2020	Dulzura Drive		108			C		1	Clear
1/23/2020	Camino Viejo Road	X	95			L	R	1	Light Roots
1/23/2020	Camino Viejo Road	X	204			L	R	1	Light Roots
1/23/2020	Camino Viejo Road	X	75			C		1	Clear
1/23/2020	Camino Viejo Road	X	230			C		1	Clear
1/23/2020	Riven Rock Road		260			C		1	Clear
1/23/2020	Riven Rock Road		160			C		1	Clear
1/23/2020	Riven Rock Road		410			C		1	Clear
1/23/2020	Riven Rock Road		400			C		1	Clear
1/23/2020	Camino Viejo Road		339			L	D	1	Light Debris
1/23/2020	Camino Viejo Road		74			L	D	1	Light Debris
1/23/2020	Camino Viejo Road		45			L	D	1	Light Debris
1/23/2020	Butterfly Lane		333			M	R	2	Medium Roots
1/24/2020	Picacho Lane			142					No Problems

Collection System Cleaning and TV-ing History

Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings	X	Notes	
1/24/2020	San Ysidro Road	X		240				No Problems	
1/24/2020	Lift Stations / USA / Vehicle Maintenance								
1/25/2020	Weekend								
1/26/2020	Weekend								
1/27/2020	Lift Station Maintenance / USA								
1/27/2020	Hot Springs Road		256			C	1	Clear	
1/27/2020	Hot Springs Road		356			C	1	Clear	
1/27/2020	Hot Springs Road		365			C	1	Clear	
1/27/2020	Hot Springs Road		366			C	1	Clear	
1/27/2020	Hot Springs Road		246			C	1	Clear	
1/27/2020	Hot Springs Road		396			C	1	Clear	
1/27/2020	Hot Springs Road		292			C	1	Clear	
1/27/2020	Hot Springs Road		342			C	1	Clear	
1/27/2020	Hot Springs Road		297			C	1	Clear	
1/27/2020	Hot Springs Road		210			L	R	1	Light Roots
1/27/2020	Hot Springs Road		335			C	1	Clear	
1/27/2020	Hot Springs Road		299			C	1	Clear	
1/27/2020	Hot Springs Road	X	148			C	1	Clear	
1/27/2020	Hot Springs Road	X	204			C	1	Clear	
1/27/2020	Hot Springs Road	X	225			C	1	Clear	
1/27/2020	Hot Springs Road	X	376			C	1	Clear	
1/27/2020	Hot Springs Road	X	205			C	1	Clear	
1/27/2020	Mountain Drive		162			C	1	Clear	
1/27/2020	Mountain Drive		304			C	1	Clear	
1/27/2020	Mountain Drive		253			C	1	Clear	
1/27/2020	Riven Rock Road		280			C	1	Clear	
1/27/2020	Riven Rock Road		301			C	1	Clear	
1/27/2020	Riven Rock Road		406			C	1	Clear	
1/28/2020	Hot Springs Road		345			L	D	1	Light Debris
1/28/2020	Hot Springs Road		308			C	1	Clear	
1/28/2020	Hot Springs Road	X	159			L	R	1	Light Roots
1/28/2020	Hot Springs Road	X	278			C	1	Clear	
1/28/2020	Parra Grande Lane		169			C	1	Clear	
1/28/2020	Parra Grande Lane		185			C	1	Clear	
1/28/2020	Parra Grande Lane		239			C	1	Clear	
1/28/2020	Parra Grande Lane		182			C	1	Clear	
1/28/2020	Parra Grande Lane		256			C	1	Clear	
1/28/2020	Parra Grande Lane		253			C	1	Clear	
1/28/2020	Parra Grande Lane		251			C	1	Clear	
1/28/2020	Parra Grande Lane		189			C	1	Clear	
1/29/2020	Knapp Drive	X		129				No Problems	
1/29/2020	Knapp Drive			103				No Problems	
1/29/2020	Knapp Drive			115				No Problems	
1/29/2020	Knapp Drive			100				No Problems	
1/29/2020	Knapp Drive			133				No Problems	
1/29/2020	Knapp Drive			91				No Problems	
1/29/2020	Sycamore Canyon Road	X		200				Fine roots at joints	
1/29/2020	Sycamore Canyon Road	X		269				Fine roots at joints	
1/29/2020	Sycamore Canyon Road			100				Fine roots at joints	
1/29/2020	Mountain Drive		238			C	1	Clear	
1/29/2020	Mountain Drive		126			C	1	Clear	
1/29/2020	Mountain Drive		273			C	1	Clear	
1/29/2020	Mountain Drive		395			C	1	Clear	
1/29/2020	Picacho Lane		353			C	1	Clear	
1/29/2020	Hot Springs Road		200			C	1	Clear	
1/29/2020	Hot Springs Road		137			C	1	Clear	
1/29/2020	Hot Springs Road		198			C	1	Clear	
1/29/2020	Hot Springs Road		171			C	1	Clear	
1/29/2020	Hot Springs Road		258			C	1	Clear	
1/29/2020	Oak Creek Canyon Road		33			C	1	Clear	
1/29/2020	Oak Creek Canyon Road		91			C	1	Clear	
1/29/2020	Oak Creek Canyon Road		214			C	1	Clear	
1/29/2020	Oak Creek Canyon Road		79			C	1	Clear	

Collection System Cleaning and TV-ing History

Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings	X	Notes	
1/29/2020	Oak Creek Canyon Road		216			C	1	Clear	
1/29/2020	Oak Creek Canyon Road		151			C	1	Clear	
1/29/2020	Oak Creek Canyon Road		352			C	1	Clear	
1/29/2020	Oak Creek Canyon Road		138			C	1	Clear	
1/30/2020	Stoddard Lane	X	175			L	R	1	Light Roots
1/30/2020	Lift Station Maintenance								
1/31/2020	Lift Stations / USA / Vehicle Maintenance								
2/1/2020	Weekend								
2/2/2020	Weekend								
2/3/2020	Lift Station Maintenance / USA								
2/4/2020	Sycamore Canyon Road	X	285			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	40			C	1	Clear	
2/4/2020	Picacho Lane		361			C	1	Clear	
2/4/2020	Picacho Lane		175			C	1	Clear	
2/4/2020	Picacho Lane		365			L	R	1	Light Roots
2/4/2020	Picacho Lane		295			C	1	Clear	
2/4/2020	Picacho Lane		176			C	1	Clear	
2/4/2020	Picacho Lane		293			C	1	Clear	
2/4/2020	Picacho Lane		358			C	1	Clear	
2/4/2020	Picacho Lane	X	170			C	1	Clear	
2/4/2020	Picacho Lane	X	204			C	1	Clear	
2/4/2020	Picacho Lane	X	108			C	1	Clear	
2/4/2020	Picacho Lane	X	198			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	100			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	388			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	125			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	88			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	225			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	163			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	220			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	200			C	1	Clear	
2/4/2020	Sycamore Canyon Road	X	80			C	1	Clear	
2/4/2020	Ashley Road	X	215			C	1	Clear	
2/4/2020	Ashley Road	X	185			C	1	Clear	
2/4/2020	Ashley Road	X	100			L	R	1	Light Roots
2/5/2020	Hill Road				324	C	1	Clear	
2/5/2020	Olive Mill Lane		71			C	1	Clear	
2/5/2020	Olive Mill Lane		76			C	1	Clear	
2/5/2020	Olive Mill Lane		295			C	1	Clear	
2/5/2020	Olive Mill Lane		181			C	1	Clear	
2/5/2020	Olive Mill Lane	X	48			C	1	Clear	
2/5/2020	Sycamore Canyon	X	249			C	1	Clear	
2/5/2020	Hill Road		274			C	1	Clear	
2/5/2020	Hill Road		212			L	R	1	Light Roots
2/5/2020	Brooktree Road		294			L	R	1	Light Roots
2/5/2020	Brooktree Road		125			L	R	1	Light Roots
2/5/2020	Hot Springs Road	X	212			L	R	1	Light Roots
2/5/2020	Monte Cristo Lane		316			C	1	Clear	
2/5/2020	Monte Cristo Lane		248			C	1	Clear	
2/5/2020	Monte Cristo Lane	X	221			C	1	Clear	
2/5/2020	Sycamore Canyon Road	X	170			M	R	2	Medium Roots
2/5/2020	Sycamore Canyon Road		95			C	1	Clear	
2/5/2020	Golf Road	X	153			L	R	1	Light Roots
2/5/2020	Golf Road	X	157			L	R	1	Light Roots
2/5/2020	Butterfly Lane		246			L	R	1	Light Roots
2/5/2020	Butterfly Lane		216			L	R	1	Light Roots
2/5/2020	Butterfly Lane	X	146			C	1	Clear	
2/5/2020	Summit Road		255			L	R	1	Light Roots
2/5/2020	High Road	X	184			L	R	1	Light Roots
2/5/2020	High Road	X	96			L	R	1	Light Roots
2/5/2020	High Road	X	197			L	R	1	Light Roots
2/5/2020	La Vereda Lane		62			L	D	1	Light Debris
2/5/2020	La Vereda Lane		83			L	D	1	Light Debris

Collection System Cleaning and TV-ing History

Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
2/5/2020	La Vereda Lane		78			L	D	1	Light Debris
2/5/2020	La Vereda Road		93			L	D	1	Light Debris
2/5/2020	La Vereda Road		76			L	D	1	Light Debris
2/5/2020	La Vereda Road		72			L	D	1	Light Debris
2/5/2020	La Vereda Road		80			L	D	1	Light Debris
2/5/2020	La Vereda Road		144			L	D	1	Light Debris
2/5/2020	La Vereda Lane		217			L	D	1	Light Debris
2/5/2020	La Vereda Lane		65			L	D	1	Light Debris
2/6/2020	Coast Village Road				279	C		1	Clear
2/6/2020	Oak Road		321			L	R	1	Light Roots
2/6/2020	Oak Road		321			L	R	1	Light Roots
2/6/2020	Santa Elena Lane	X	207			C		1	Clear
2/6/2020	Santa Elena Lane		106			L	R	1	Light Roots
2/6/2020	Virginia Lane		267			L	R	1	Light Roots
2/6/2020	Depot Road		159			L	R	1	Light Roots
2/6/2020	Coast Village Road		57			L	R	1	Light Roots
2/6/2020	Buena Vista Avenue	X	135			C		1	Clear
2/6/2020	Buena Vista Avenue	X	69			L	R	1	Light Roots
2/6/2020	El Bosque Road	X	156			C		1	Clear
2/6/2020	Periwinkle Lane		214			L	R	1	Light Roots
2/6/2020	San Ysidro Lane	X	327			C		1	Clear
2/6/2020	San Ysidro Road		193			C		1	Clear
2/6/2020	San Ysidro Road	X	80			C		1	Clear
2/6/2020	Bolero Drive		98			C		1	Clear
2/6/2020	San Ysidro Road		146			L	R	1	Light Roots
2/6/2020	Stone Meadow Lane		143			L	R	1	Light Roots
2/6/2020	East Valley Road	X	281			C		1	Clear
2/6/2020	Picacho Lane		71			C		1	Clear
2/6/2020	Picacho Lane		234			L	R	1	Light Roots
2/6/2020	Picacho Lane		296			L	R	1	Light Roots
2/6/2020	N Jameson Lane	X	58			C		1	Clear
2/6/2020	N Jameson Lane	X	61			C		1	Clear
2/6/2020	La Vuelta Road		92			L	R	1	Light Roots
2/6/2020	La Vuelta Road		195			L	R	1	Light Roots
2/6/2020	La Vuelta Road		97			L	R	1	Light Roots
2/6/2020	La Vuelta Road		242			L	R	1	Light Roots
2/6/2020	Glen Oaks Drive	X	200			C		1	Clear
2/6/2020	Valley Club Drive	X	251			C		1	Clear
2/6/2020	Birnam Woods Drive		243			L	R	1	Light Roots
2/6/2020	San Ysidro Lane	X	176			L	R	1	Light Roots
2/6/2020	Lemon Grove Lane	X	95			L	R	1	Light Roots
2/6/2020	Lemon Grove Lane	X	85			L	R	1	Light Roots
2/6/2020	Lemon Grove Lane	X	77			L	R	1	Light Roots
2/6/2020	Hot Springs Road		307			L	R	1	Light Roots
2/6/2020	Eleven Oaks Lane	X	311			C		1	Clear
2/6/2020	School House Road	X	247			C		1	Clear
2/6/2020	Greenworth Place		106			L	R	1	Light Roots
2/6/2020	Hosmer Lane	X	199			L	R	1	Light Roots
2/7/2020	Santa Rosa Lane		321			L	R	1	Light Roots
2/7/2020	Santa Rosa Lane		15			L	R	1	Light Roots
2/7/2020	Amapola Lane		197			C		1	Clear
2/7/2020	Lemon Grove Lane		115			C		1	Clear
2/7/2020	Woodley Road	X	145			L	R	1	Light Roots
2/7/2020	Woodley Road	X	330			L	R	1	Light Roots
2/7/2020	Bonnie Lane	X	343			L	R	1	Light Roots
2/7/2020	Bonnie Lane	X	247			L	R	1	Light Roots
2/7/2020	School House Road		238			L	R	1	Light Roots
2/7/2020	Miramar Avenue	X	158			C		1	Clear
2/7/2020	Miramar Avenue	X	130			C		1	Clear
2/7/2020	Miramar Avenue	X	195			C		1	Clear
2/7/2020	Miramar Avenue	X	157			C		1	Clear
2/7/2020	Santa Rosa Lane		82			L	R	1	Light Roots
2/7/2020	Santa Rosa Lane		249			L	R	1	Light Roots

Collection System Cleaning and TV-ing History

Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
2/7/2020	Lift Stations / USA / Vehicle Maintenance								
2/8/2020	Weekend								
2/9/2020	Weekend								
2/10/2020	Lift Station Maintenance / USA								
2/10/2020	Lingate Lane	X	246			L	R	1	Light Roots
2/10/2020	S Jameson Lane		231			L	R	1	Light Roots
2/10/2020	Humphrey Road		233			C		1	Clear
2/10/2020	Eucalyptus Lane	X	216			L	G	1	Light Grease
2/10/2020	Eucalyptus Lane		153			C		1	Clear
2/10/2020	Edgecliff Lane		246			C		1	Clear
2/10/2020	Edgecliff Lane		261			L	R	1	Light Roots
2/10/2020	Edgecliff Lane		172			C		1	Clear
2/10/2020	Pomar Lane		436			C		1	Clear
2/11/2020	Sycamore Canyon Road				261	L	D	1	Light Debris
2/11/2020	Sycamore Canyon Road				261	L	D	1	Light Debris
2/11/2020	Park Lane	X	243			L	D	1	Light Debris
2/11/2020	Via Manana	X	339			L	R	1	Light Roots
2/11/2020	Bonnymede Drive		128			L	D	1	Light Debris
2/11/2020	Edgecliff Lane	X	114			L	D	1	Light Debris
2/11/2020	Edgecliff Lane	X	84			L	D	1	Light Debris
2/11/2020	Edgecliff Lane		21			L	D	1	Light Debris
2/11/2020	Posilipo Lane	X	301			L	D	1	Light Debris
2/11/2020	Posilipo Lane	X	24			L	D	1	Light Debris
2/11/2020	Posilipo Lane	X	94			L	D	1	Light Debris
2/11/2020	Posilipo Lane	X	61			L	D	1	Light Debris
2/11/2020	Posilipo Lane	X	15			L	D	1	Light Debris
2/11/2020	San Leandro Lane		276			L	R	1	Light Roots
2/11/2020	Glen Oaks Drive	X	122			C		1	Clear
2/11/2020	Glen Oaks Drive	X	66			C		1	Clear
2/11/2020	Glen Oaks Drive	X	187			C		1	Clear
2/11/2020	Glen Oaks Drive	X	201			C		1	Clear
2/11/2020	Fernald Point Lane		226			L	R	1	Light Roots
2/11/2020	Fernald Point Lane		260			L	R	1	Light Roots
2/11/2020	Woodley Road		144			C		1	Clear
2/11/2020	Woodley Road	X	90			C		1	Clear
2/11/2020	Woodley Road	X	239			C		1	Clear
2/11/2020	Woodley Road	X	162			C		1	Clear
2/11/2020	San Leandro Lane		168			L	R	1	Light Roots
2/11/2020	Via Manana	X	40			L	R	1	Light Roots
2/11/2020	Middle Road		259			C		1	Clear
2/11/2020	Middle Road		259			C		1	Clear
2/12/2020	Butterfly Lane	X	65			L	R	1	Light Roots
2/12/2020	Butterfly Lane	X	113			L	R	1	Light Roots
2/12/2020	Butterfly Lane	X	160			L	R	1	Light Roots
2/12/2020	Butterfly Lane		242			L	R	1	Light Roots
2/12/2020	East Valley Road		132			M	D	2	Medium Debris
2/12/2020	East Valley Road		143			M	D	2	Medium Debris
2/12/2020	East Valley Road		244			M	D	2	Medium Debris
2/12/2020	Moore Road		218			L	D	1	Light Debris
2/12/2020	S Jameson Lane	X	164			C		1	Clear
2/12/2020	Danielson Road	X	267			L	D	1	Light Debris
2/12/2020	Danielson Road	X	224			L	D	1	Light Debris
2/12/2020	Danielson Road	X	96			L	D	1	Light Debris
2/12/2020	Danielson Road	X	229			L	D	1	Light Debris
2/12/2020	Danielson Road	X	261			L	D	1	Light Debris
2/12/2020	Miramar Avenue		363			L	D	1	Light Debris
2/12/2020	San Leandro Lane		278			L	D	1	Light Debris
2/12/2020	San Leandro Lane	X	129			L	R	1	Light Roots
2/12/2020	San Leandro Lane	X	39			L	R	1	Light Roots
2/12/2020	San Leandro Lane	X	328			L	R	1	Light Roots
2/13/2020	Mountain Drive	X	62			C		1	Clear
2/13/2020	Mountain Drive	X	54			C		1	Clear
2/13/2020	N Jameson Lane	X	35			L	D	2	Light Debris

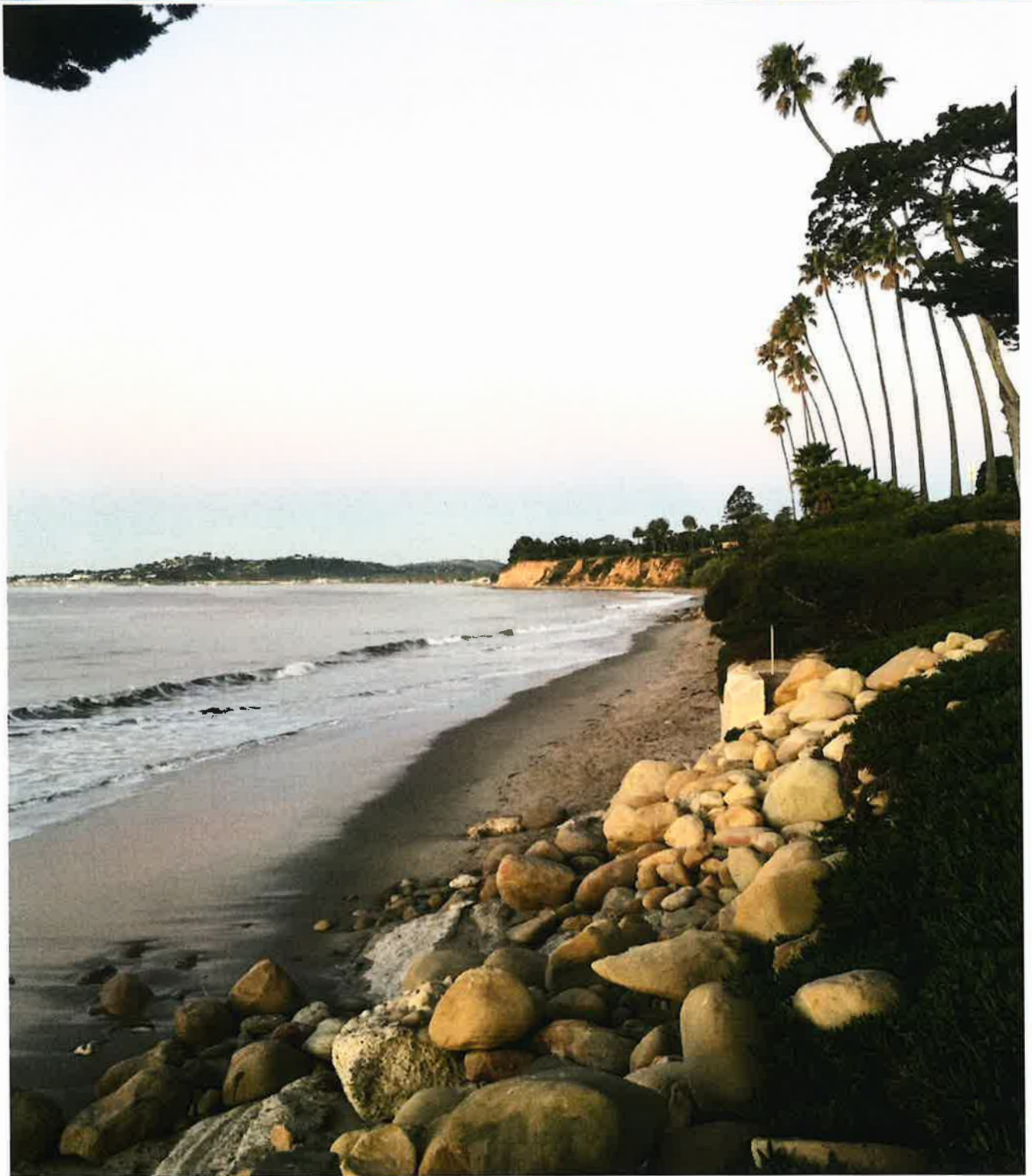
Collection System Cleaning and TV-ing History

Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
2/13/2020	N Jameson Lane	X	75			L	D	2	Light Debris
2/13/2020	N Jameson Lane	X	38			L	D	2	Light Debris
2/13/2020	Glenview Road		244			L	R	1	Light Roots
2/13/2020	Glenview Road	X	118			L	R	1	Light Roots
2/13/2020	Woodley Road	X	30			L	R	1	Light Roots
2/13/2020	Woodley Road		88			L	R	1	Light Roots
2/13/2020	Woodley Road		176			L	R	1	Light Roots
2/13/2020	Woodley Road		201			C		1	Clear
2/13/2020	Glenview Road		253			C		1	Clear
2/13/2020	Glenview Road		220			L	R	1	Light Roots
2/13/2020	Glenview Road		188			L	R	1	Light Roots
2/13/2020	Middle Road		218			M	D	2	Medium Debris
2/13/2020	Middle Road		241			L	D	2	Light Debris
2/13/2020	Mesa Road		203			L	D	2	Light Debris
2/13/2020	Mesa Road		208			L	D	2	Light Debris
2/13/2020	Middle Road		25			M	D	2	Medium Debris
2/13/2020	Butterfly Lane		134			L	R	1	Light Roots
2/13/2020	Butterfly Lane		265			L	R	1	Light Roots
2/13/2020	Mesa Road		242			C		1	Clear
2/14/2020	Park Hill Lane	X		171					Fine roots @ joint
2/14/2020	Park Hill Lane	X		134					Fine roots @ joint
2/14/2020	Park Hill Lane	X		162					No Problems
2/14/2020	Fernald Point Lane			260					No Problems
2/14/2020	Lift Stations / USA / Vehicle Maintenance								
2/15/2020	Weekend								
2/16/2020	Weekend								
2/17/2020	Holiday								
2/18/2020	Lift Station Maintenance / USA								
2/18/2020	Sycamore Canyon Road	X	32			L	R	1	Light Roots
2/18/2020	Butterfly Lane		74			C		1	Clear
2/18/2020	Butterfly Lane		240			C		1	Clear
2/18/2020	Butterfly Lane		201			L	R	1	Light Roots
2/18/2020	Butterfly Lane		216			L	R	1	Light Roots
2/18/2020	Butterfly Lane		191			C		1	Clear
2/18/2020	Butterfly Lane		186			M	R	2	Medium Roots
2/18/2020	Butterfly Lane		81			M	R	2	Medium Roots
2/18/2020	Mesa Road		266			L	R	1	Light Roots
2/18/2020	Hill Road		335			L	R	1	Light Roots
2/18/2020	High Road		221			M	R	2	Medium Roots
2/18/2020	High Road		191			C		1	Clear
2/18/2020	High Road		212			C		1	Clear
2/18/2020	High Road		166			C		1	Clear
2/18/2020	High Road		223			C		1	Clear
2/18/2020	Butterfly Lane	X	203			L	R	1	Light Roots
2/18/2020	Butterfly Lane	X	149			L	R	1	Light Roots
2/18/2020	Butterfly Lane	X	336			C		1	Clear
2/18/2020	Butterfly Lane	X	42			C		1	Clear
2/18/2020	Butterfly Lane	X	117			C		1	Clear
2/19/2020	Coast Village Road		315			L	R	1	Light Roots
2/19/2020	Coast Village Road		278			L	R	1	Light Roots
2/19/2020	Woodley Road	X	111			C		1	Clear
2/19/2020	Woodley Road	X	116			C		1	Clear
2/19/2020	Glenview Road		124			C		1	Clear
2/19/2020	Glenview Road		378			L	R	1	Light Roots
2/19/2020	Glenview Road		165			M	R	2	Medium Roots
2/19/2020	Glenview Road		158			L	R	1	Light Roots
2/19/2020	Glenview Road	X	170			C		1	Clear
2/19/2020	Glenview Road	X	86			C		1	Clear
2/19/2020	Hermosillo Drive		313			C		1	Clear
2/19/2020	Hermosillo Drive		331			C		1	Clear
2/19/2020	Hermosillo Drive		320			C		1	Clear
2/19/2020	Butterfly Lane		176			L	D	1	Light Debris
2/19/2020	Oriole Road		95			L	R	1	Light Roots

Collection System Cleaning and TV-ing History

Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
2/19/2020	Oriole Road		134			L	R	1	Light Roots
2/19/2020	Oriole Road		146			L	R	1	Light Roots
2/19/2020	Oriole Road		196			L	R	1	Light Roots
2/19/2020	Oriole Road		296			C		1	Clear
2/19/2020	Hermosillo Drive	X	67			L	R	1	Light Roots
2/19/2020	Hermosillo Drive	X	136			L	R	1	Light Roots
2/19/2020	Hermosillo Drive	X	136			L	R	1	Light Roots
2/19/2020	Butterfly Lane	X	206			L	R	1	Light Roots
2/19/2020	Palm Tree Lane	X	155			C		1	Clear
2/19/2020	Hermosillo Drive	X	40			C		1	Clear
2/19/2020	Hermosillo Drive	X	129			C		1	Clear
2/20/2020	Coast Village Road		272			C		1	Clear
2/20/2020	Coast Village Road		106			C		1	Clear
2/20/2020	Butterfly Lane		300			C		1	Clear
2/20/2020	Live Oaks Road		331			C		1	Clear
2/20/2020	East Valley Road		207			L	R	1	Light Roots
2/20/2020	East Valley Road		186			C		1	Clear
2/20/2020	East Valley Road		257			C		1	Clear
2/20/2020	East Valley Road		255			C		1	Clear
2/20/2020	East Valley Road		157			C		1	Clear
2/20/2020	East Valley Road		163			C		1	Clear
2/20/2020	El Bosque Road		240			C		1	Clear
2/20/2020	East Valley Road	X	246			L	R	1	Light Roots
2/20/2020	East Valley Road	X	108			C		1	Clear
2/20/2020	East Valley Road	X	135			C		1	Clear
2/20/2020	East Valley Road		224			L	D	1	Light Debris
2/20/2020	East Valley Road		228			L	D	1	Light Debris
2/20/2020	East Valley Road		158			L	D	1	Light Debris
2/20/2020	East Valley Road		211			L	D	1	Light Debris
2/20/2020	East Valley Road		202			L	R	1	Light Roots
2/20/2020	East Valley Road		207			L	R	1	Light Roots
2/20/2020	East Valley Road	X	225			L	R	1	Light Roots
2/20/2020	East Valley Road		275			L	R	1	Light Roots
2/20/2020	Santa Angela Lane		340			L	R	1	Light Roots
2/20/2020	East Valley Road	X	285			L	R	1	Light Roots
2/20/2020	East Valley Road	X	105			L	R	1	Light Roots
2/20/2020	East Valley Road	X	224			L	R	1	Light Roots
2/20/2020	Picacho Lane	X	318			L	R	1	Light Roots
2/20/2020	Hermosillo Drive		228			L	R	1	Light Roots
2/20/2020	East Valley Road		286			C		1	Clear
2/20/2020	East Valley Road		280			L	R	1	Light Roots
2/20/2020	East Valley Road		271			C		1	Clear
2/21/2020	East Valley Road		280			L	D	1	Light Debris
2/21/2020	San Ysidro Road		261			L	G	1	Light Grease
2/21/2020	San Leandro Lane		276			L	D	1	Light Debris
2/21/2020	N Jameson Lane		212			L	D	2	Light Debris
2/21/2020	N Jameson Lane		162			L	D	2	Light Debris
2/21/2020	N Jameson Lane		163			L	D	2	Light Debris
2/21/2020	Lift Stations / USA / Vehicle Maintenance								
2/22/2020	Weekend								
2/23/2020	Weekend								
2/24/2020	Lift Station Maintenance / USA								
2/24/2020	Hot Springs Road	X	244			C		1	Clear
2/24/2020	Hot Springs Road	X	125			C		1	Clear
2/24/2020	Hot Springs Road	X	190			C		1	Clear
2/24/2020	Hot Springs Road	X	203			C		1	Clear
2/24/2020	Hot Springs Road		170			C		1	Clear
2/24/2020	Hot Springs Road		201			C		1	Clear
2/24/2020	Hot Springs Road		180			C		1	Clear
2/24/2020	Hot Springs Road		319			C		1	Clear
2/24/2020	East Valley Road		195			C		1	Clear
2/24/2020	East Valley Road		234			C		1	Clear
2/24/2020	Hot Springs Road		210			C		1	Clear

MONTECITO SANITARY DISTRICT



2019 ANNUAL SUMMARY REPORT

NPDES No. CA0047899

Order No. R3-2012-0016



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

General Manager: Diane M. Gabriel, P.E.

PHONE: (805) 969-4200

FAX: (805) 969-9049

E-MAIL: dgabriel@montsan.org

January 30, 2020

California Regional Water Quality Control Board
Central Coast Region
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

SUBJECT: NPDES Permit No. CA 0047899
Order No. R3-2012-0016
Annual Summary Report 2019

Staff of the Regional Board:

On February 7, 2018 the District received a letter from the Central Coast RWQCB (RWQCB) notifying the District that the Water Board had administratively extended the expiration date of the District's NPDES permit until such time as the permit is reissued. The letter also informed us that the District's application for renewal was deemed complete on June 9, 2017. Additionally, the District received correspondence from the RWQCB dated January 28, 2020 informing us that a draft of the reissued NPDES permit would likely be issued in the spring of 2021 due to a back log in RWQCB workload.

In accordance with the requirements of the general provisions of the District's NPDES Permit No. CA0047899, which is still in effect and binding, we are pleased to transmit the District's Annual Report for 2019.

The monitoring data compiled throughout the calendar year 2019 is presented in both tabular and graphic form.

The report includes the names and job titles of District personnel, the Governing Board of Directors, and an organizational chart.

Throughout the 2019 calendar year the following treatment operators were employed by the District:

- Daniel Jacquez, Chief Plant Operator, III-28608, exp. date 06/30/2021
- Marco Felix, Operator, V-41171, exp. 11/20/2020
- Marc Ciarlo, Operator, V-41067, exp. date 10/20/2020
- Michael Arce, Operator, III-43612, exp. date 06/22/2021
- Luis Rizo, Operator in Training, exp. date 01/01/2023

Additional Certifications were passed in 2019, by the following staff members:

- Daniel Jacquez, Advanced Water Treatment Operator, No.108, issued 08/26/19
- Marc Ciarlo, Advanced Water Treatment Operator, No. 100, issued 08/12/19
- Marc Ciarlo, Water Distribution Operator D2, No. 52097, issued 11/2019

District staff continues to perform the majority of required analytical tests on-site in the District's ELAP accredited Laboratory. The District's Laboratory Manager, Carole Rollins, holds certification as a Grade 4 Laboratory Analyst; Marc Ciarlo holds certification as a Grade 2 Laboratory Analyst; and Operators Jacquez, Felix, and Arce maintain Grade 1 Laboratory Analyst certifications.

Required annual samples were collected August 7 thru August 12, 2019. The required analyses were performed by Fruit Growers Laboratory, Inc. and their subcontractors. All results were within acceptable limits.

On November 5, 2019, Harbor Offshore Inc. completed the annual inspection of the District's ocean outfall pipeline. The exterior of the outfall pipeline was inspected and videotaped. The full inspection report is being submitted to the Water Board via CIWQS with the Annual Summary Report. The outfall pipeline was found to be in good condition.

The District's Wastewater Treatment Plant Operations and Maintenance Manual was reviewed in December 2019 and it was determined that no updates were necessary.

Comments regarding the District's Collection System Maintenance and Renovation Program, as required by the NPDES permit, are included in this report on pages 23 through 25. Also included on pages 26 through 29 is a brief summary of the history of the District, our accomplishments in recent years, and goals for the future. Please feel free to contact me if you have any questions or desire additional information.

Sincerely,

A handwritten signature in cursive script that reads "Diane Gabriel".

Diane Gabriel, P.E.
General Manager/District Engineer

**Montecito Sanitary District
2019 Annual Report**

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MONTECITO SANITARY DISTRICT

January 2019 – December 2019

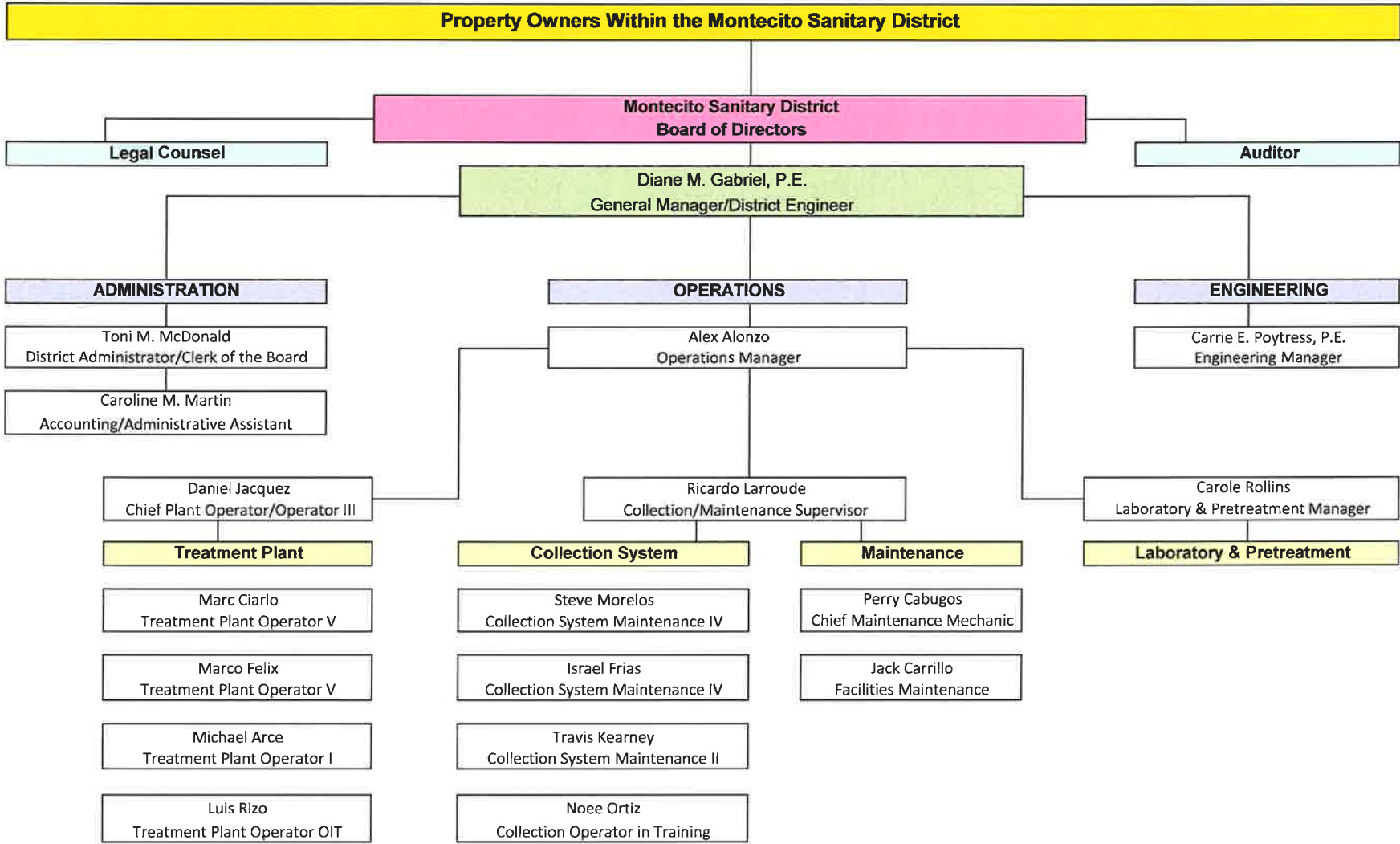
GOVERNING BOARD

Thomas Bollay	President
Jeff Kerns	Vice President
Tom Kern	Treasurer
Ellwood Barrett II	Secretary
Dana Newquist	Director

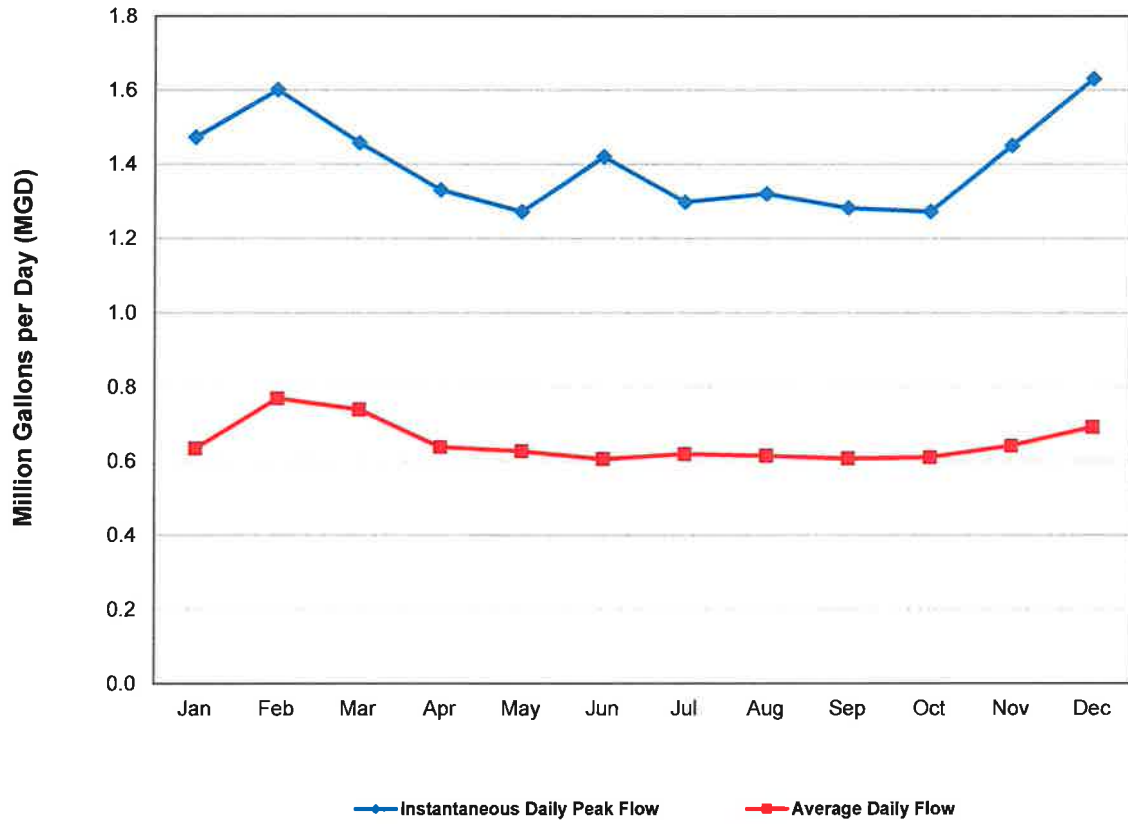
January 2019 – December 2019

STAFF

Diane M. Gabriel, P.E.	General Manager/District Engineer
Carrie Poytress, P.E.	Engineering Manager
Toni McDonald	District Administrator
Caroline M. Martin	Accounting/Administrative Assistant
Alex Alonzo	Operations Manager
Daniel Jacquez	Chief Plant Operator III
Marco Felix	Treatment Plant Operator V
Marc Ciarlo	Treatment Plant Operator V
Michael Arce	Treatment Plant Operator III
Luis Rizo	Treatment Plant Operator OIT (<i>hired part-time on 12/20/19</i>)
Carole Rollins	Laboratory & Pretreatment Manager
Ricardo Larroude	Collection/Maintenance Supervisor
Perry Cabugos	Chief Maintenance Mechanic
Jack Carrillo	Facilities Maintenance
Steve Morelos	Collection System Maintenance IV
Israel Frias	Collection System Maintenance IV
Alex Valenzuela	Collection System Maintenance III (<i>Resigned 8/18/19</i>)
William "Travis" Kearney	Collection System Maintenance II
Noee Ortiz	Collection Operator in Training (<i>Hired 10/21/19</i>)

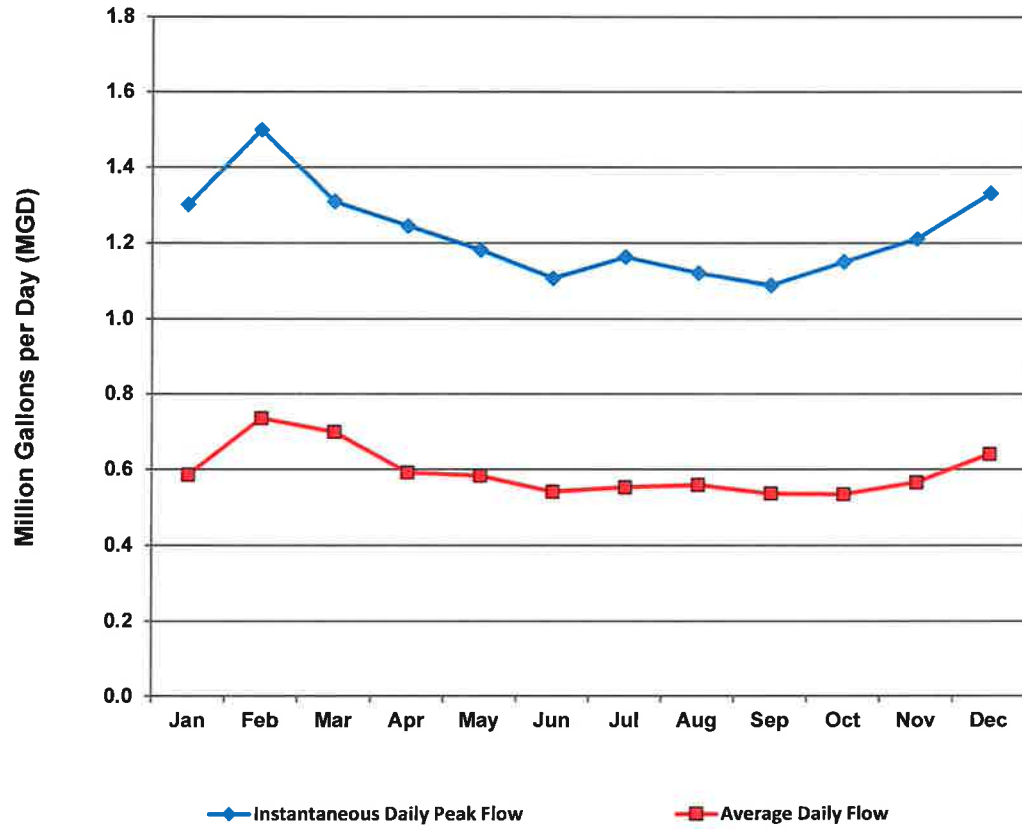


INFLUENT Daily Flow 2019



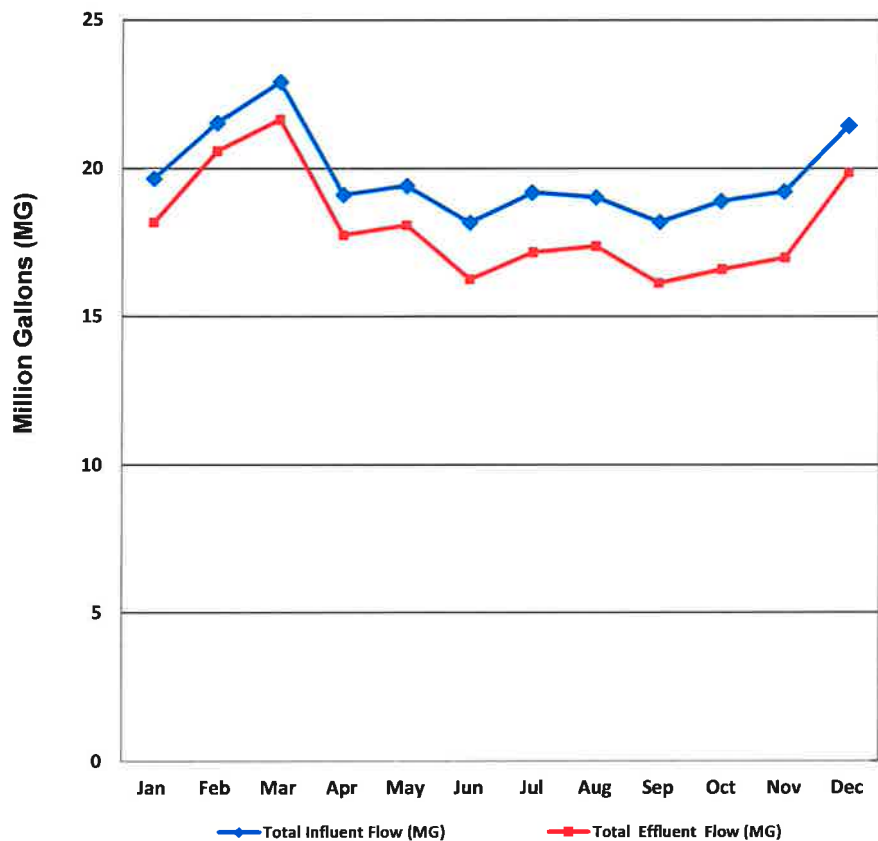
MILLION GALLONS PER DAY (MGD)		
Month	Instant Daily Peak	Average Daily Flow
Jan	1.47	0.634
Feb	1.60	0.769
Mar	1.46	0.739
Apr	1.33	0.637
May	1.27	0.627
Jun	1.42	0.606
Jul	1.30	0.619
Aug	1.32	0.614
Sep	1.28	0.607
Oct	1.27	0.610
Nov	1.45	0.641
Dec	1.63	0.692
Avg	1.40	0.650

**EFFLUENT Daily Flow
2019**



MILLION GALLONS PER DAY (MGD)		
MONTH	Instant Daily Peak	Average Daily Flow
Jan	1.302	0.586
Feb	1.499	0.735
Mar	1.310	0.699
Apr	1.245	0.591
May	1.183	0.583
Jun	1.108	0.542
Jul	1.164	0.553
Aug	1.122	0.560
Sep	1.089	0.537
Oct	1.151	0.535
Nov	1.212	0.566
Dec	1.332	0.641
AVG	1.226	0.594

**INFLUENT & EFFLUENT
Monthly Flows
2019**

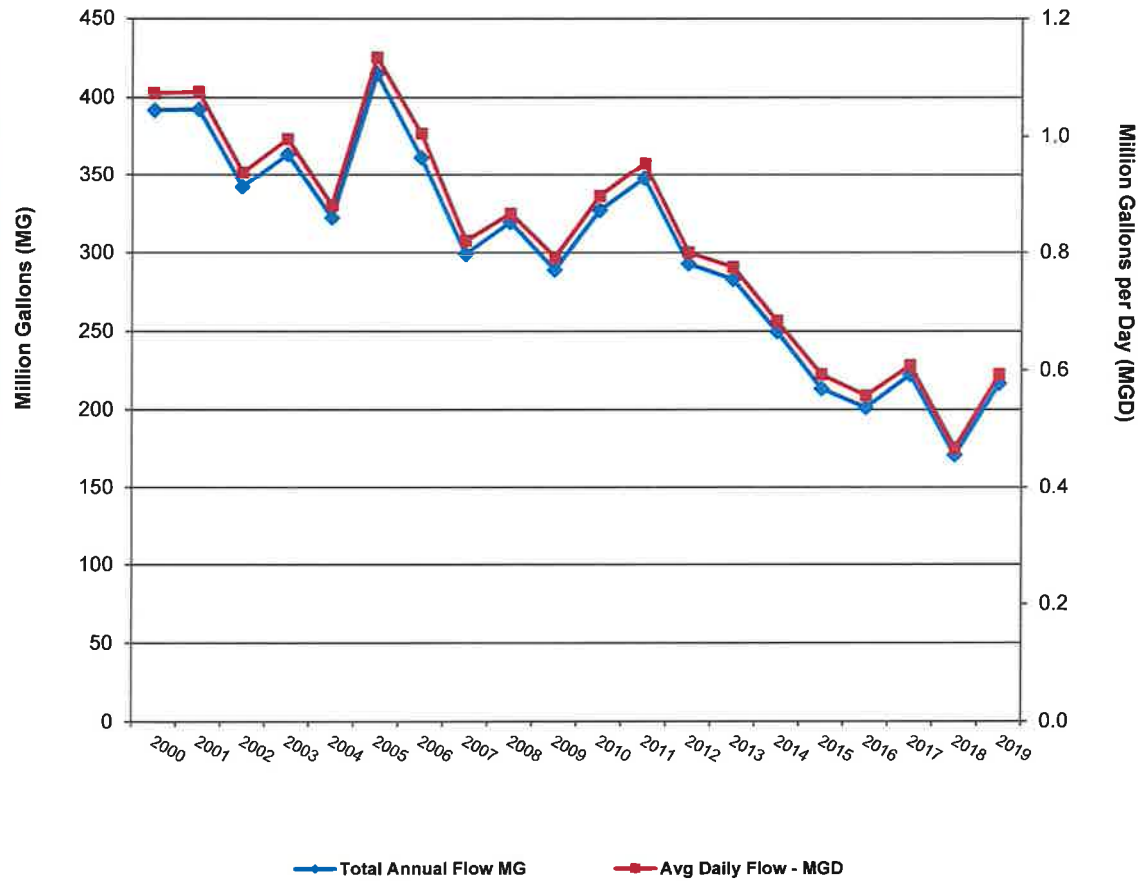


Month	Total Influent Flow (MG)	Total Effluent Flow (MG)
Jan	19.66	18.18
Feb	21.54	20.59
Mar	22.92	21.66
Apr	19.12	17.74
May	19.42	18.08
Jun	18.18	16.25
Jul	19.20	17.15
Aug	19.04	17.35
Sep	18.20	16.11
Oct	18.91	16.59
Nov	19.23	16.98
Dec	21.45	19.86

Total Annual Flows	236.86	216.54
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Note: Influent and Effluent flow differences are due to process recycled flows and process cleaning or maintenance which drains water back to the influent flow.

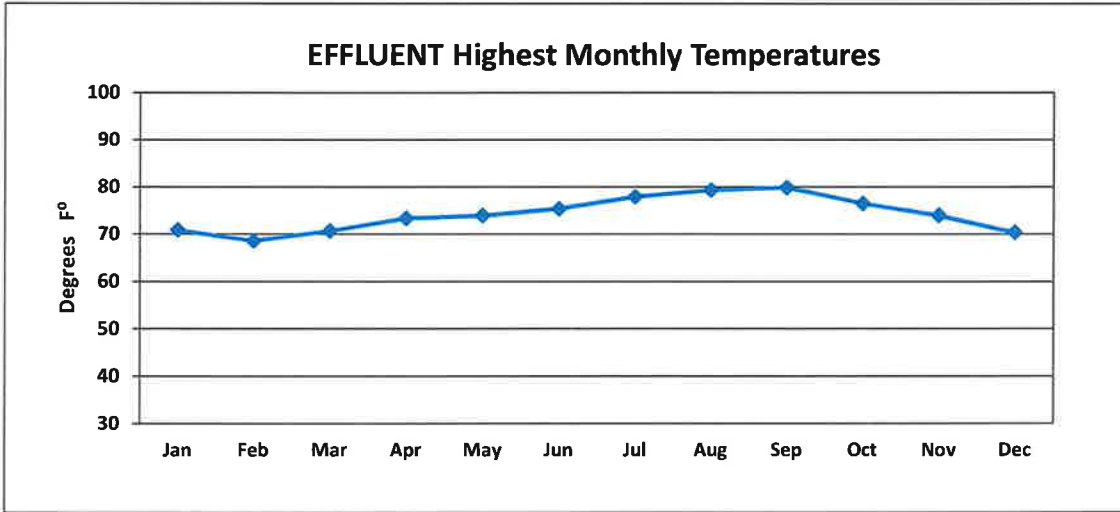
**Historical Total and Average Daily Effluent Flows
2000 to 2019**



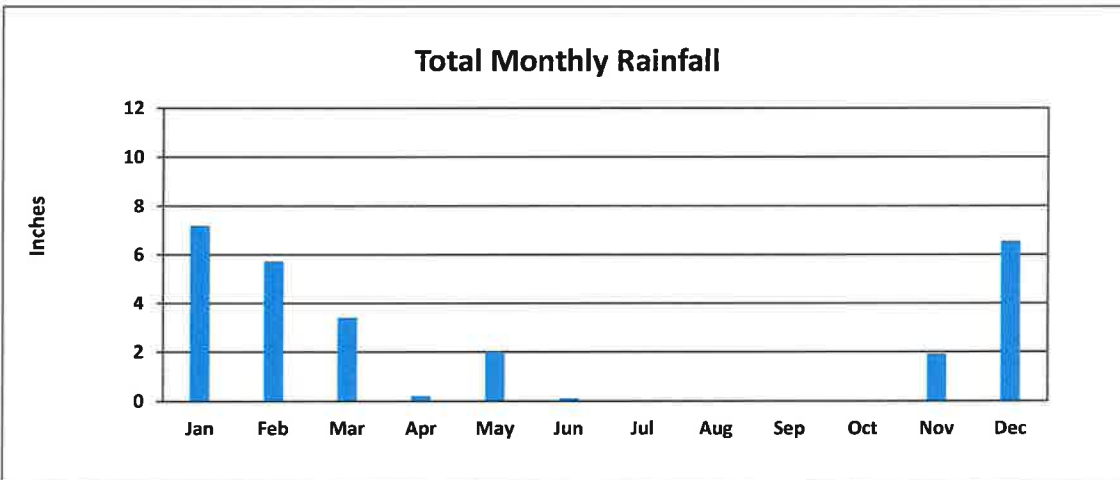
YEAR	Total Annual Flow MG	Avg Daily Flow MGD
2000	392.0	1.074
2001	392.6	1.076
2002	342.2	0.938
2003	363.4	0.996
2004	322.4	0.881
2005	415.3	1.135
2006	361.2	1.005
2007	299.2	0.820
2008	319.5	0.867
2009	289.0	0.792
2010	327.4	0.897
2011	348.0	0.954
2012	292.9	0.800
2013	282.7	0.775
2014	249.6	0.684
2015	213.4	0.593
2016	201.2	0.557
2017	222.1	0.608
2018	170.8	0.468
2019	216.5	0.593

NOTE: Low flows for 2018 correspond to the January 9th Thomas Fire Debris Flow and evacuations of the service area.

2019



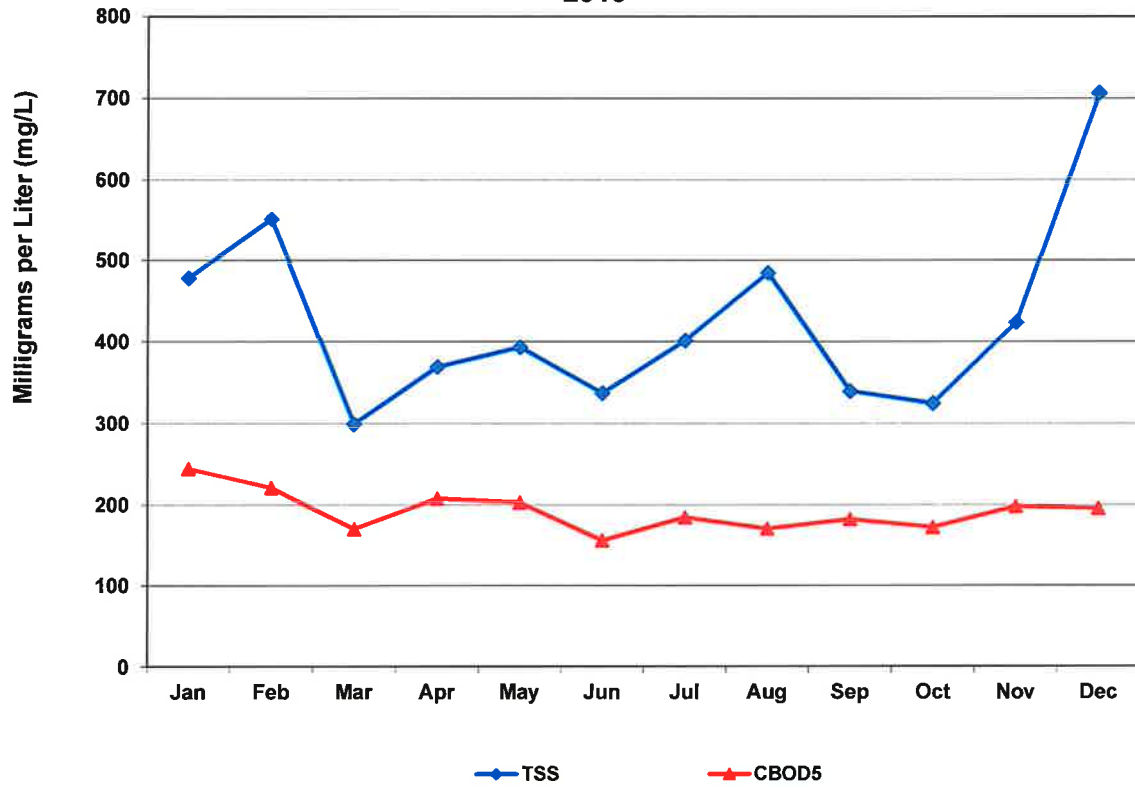
Month	High Temp. °F
Jan	70.9
Feb	68.5
Mar	70.7
Apr	73.4
May	73.9
Jun	75.4
Jul	77.9
Aug	79.3
Sep	79.9
Oct	76.5
Nov	73.9
Dec	70.3



Month	Rainfall Inches
Jan	7.19
Feb	5.73
Mar	3.42
Apr	0.21
May	2.01
Jun	0.12
Jul	0.00
Aug	0.00
Sep	0.00
Oct	0.00
Nov	1.92
Dec	6.55

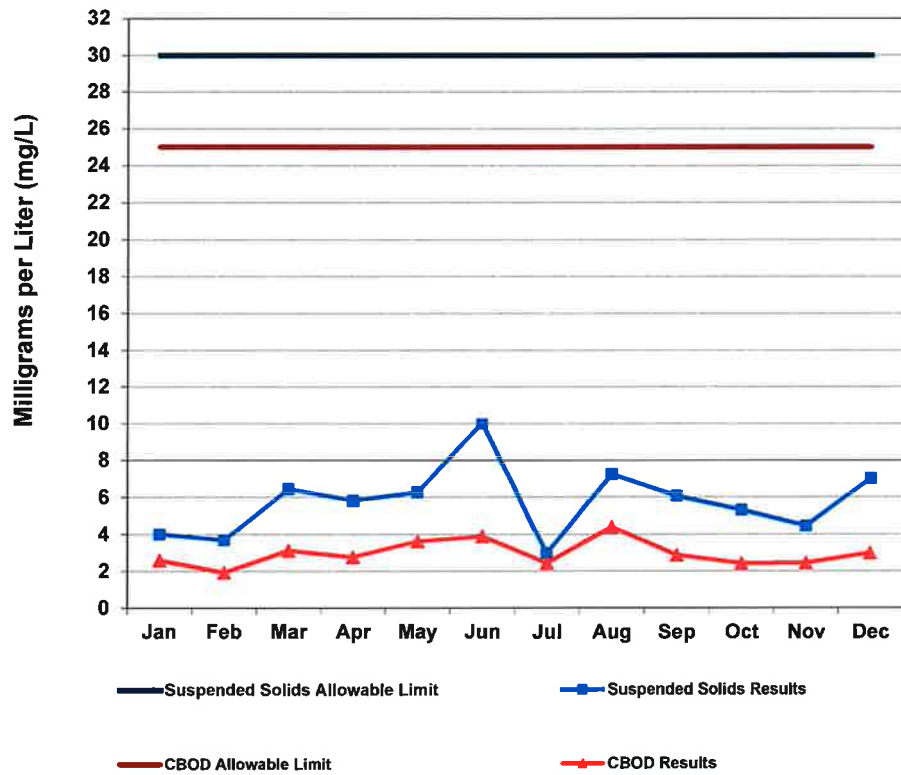
TOTAL	27.15
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INFLUENT
Total Suspended Solids & Carbonaceous Biochemical
Oxygen Demand
2019



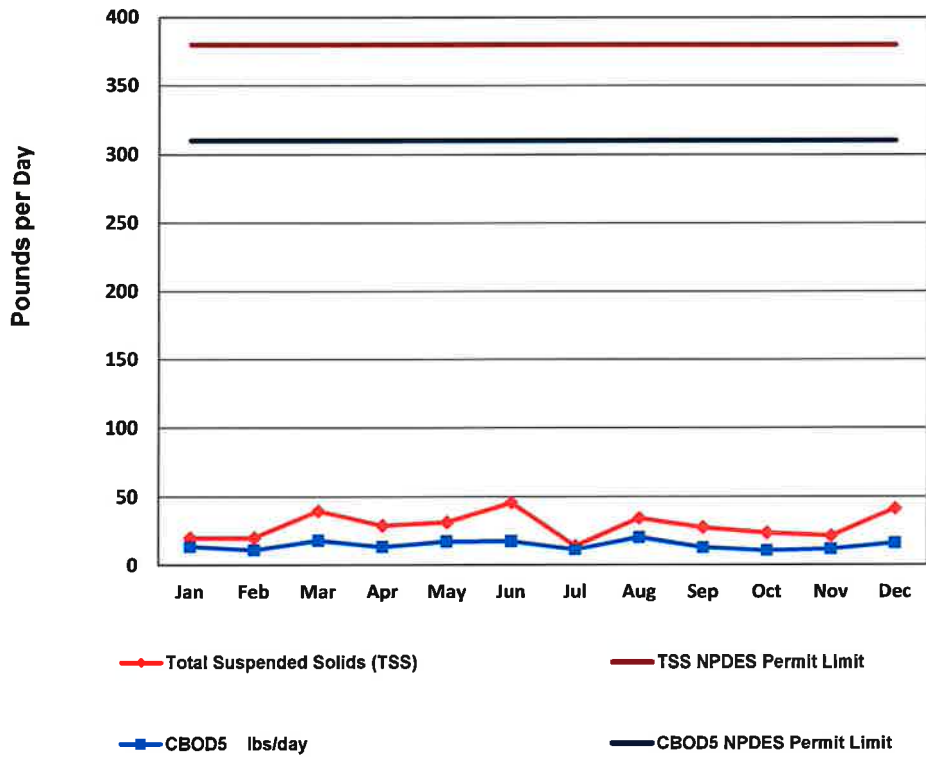
Month	TSS	CBOD ₅
	mg/L	mg/L
Jan	478	245
Feb	552	221
Mar	300	170
Apr	370	208
May	394	203
Jun	338	156
Jul	402	185
Aug	485	171
Sep	340	183
Oct	325	172
Nov	424	198
Dec	707	196
AVG	426	192

EFFLUENT Total Suspended Solids & Carbonaceous Biochemical Oxygen Demand 2019



	TSS		CBOD ₅	
	Permit Limit	Results	Permit Limit	Results
	mg/L	mg/L	mg/L	mg/L
Jan	30	4.0	25	2.6
Feb		3.7		1.9
Mar		6.5		3.1
Apr		5.8		2.8
May		6.3		3.6
Jun		10.0		3.9
Jul		3.0		2.4
Aug		7.3		4.4
Sep		6.1		2.9
Oct		5.3		2.4
Nov		4.5		2.4
Dec		7.0		3.0
AVG		5.8		3.0

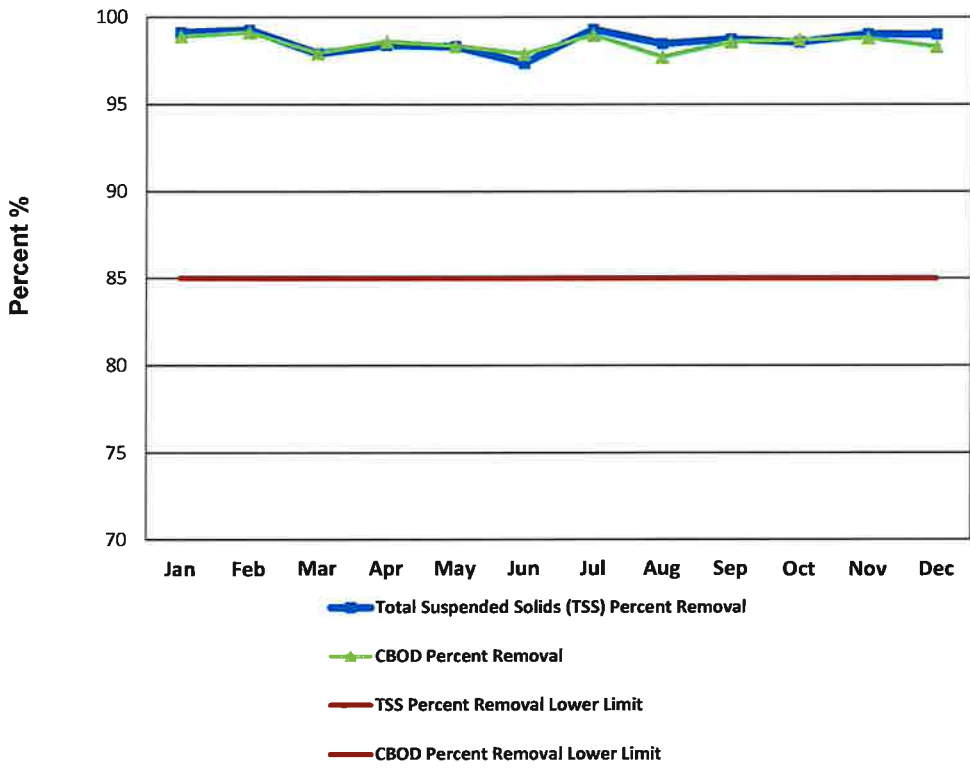
**EFFLUENT
Total Suspended Solids &
Carbonaceous Biochemical Oxygen Demand
2019**



Month	TSS lbs/day	TSS NPDES Permit Upper Limit	CBOD ₅ lbs/day	CBOD ₅ NPDES Permit Upper Limit
Jan	20	380	14	310
Feb	20		11	
Mar	40		18	
Apr	29		14	
May	31		18	
Jun	46		18	
Jul	14		11	
Aug	34		20	
Sep	27		13	
Oct	24		11	
Nov	21		12	
Dec	41		16	
AVG	29		15	

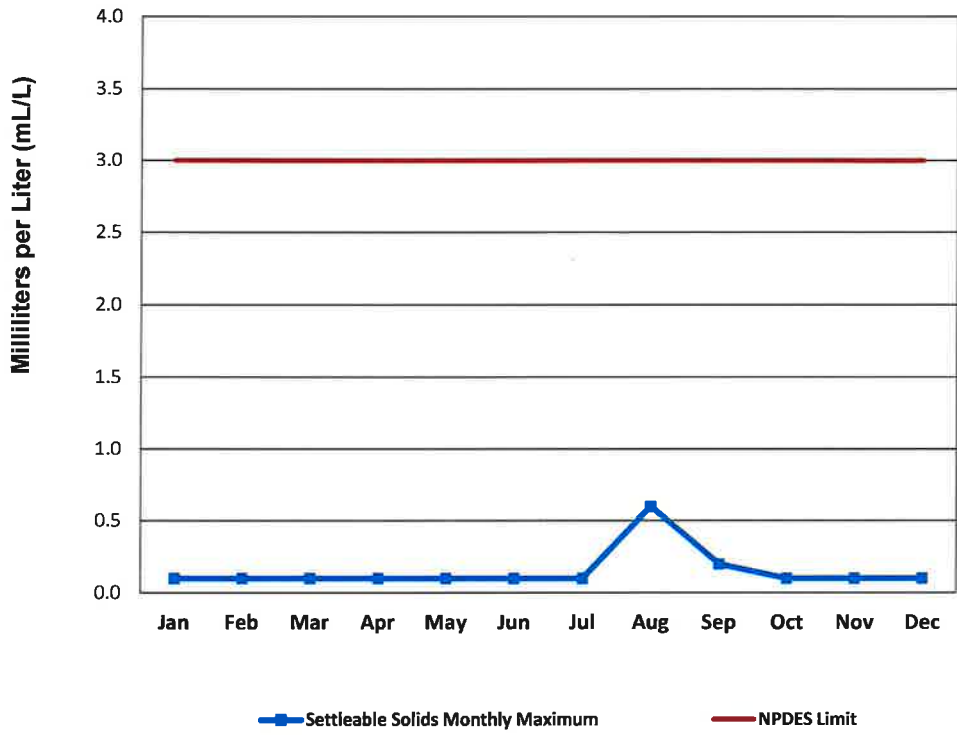
EFFLUENT

Total Suspended Solids & Carbonaceous Biochemical Oxygen Demand Percent Removal 2019



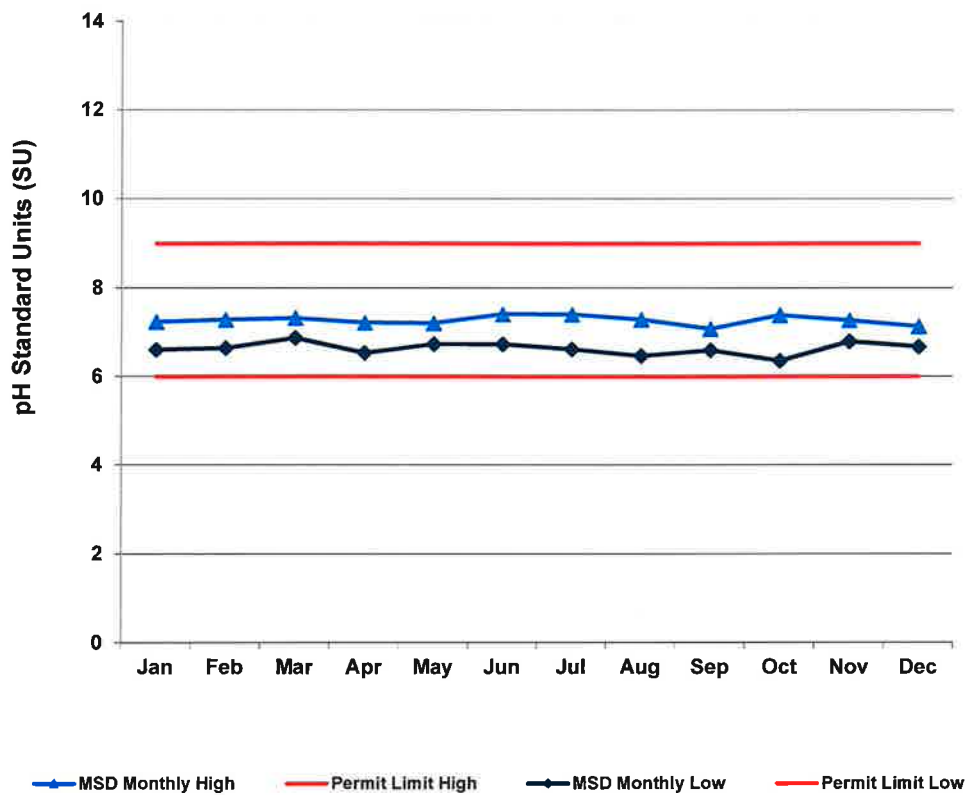
Month	NPDES PERMIT LOWER LIMIT %	TSS Average Percent Removal %	NPDES PERMIT LOWER LIMIT %	CBOD ₅ Average Percent Removal %
Jan	85	99	85	99
Feb		99		99
Mar		98		98
Apr		98		99
May		98		98
Jun		97		98
Jul		99		99
Aug		98		98
Sep		99		99
Oct		99		99
Nov		99		99
Dec		99		98
AVG		99		99

**EFFLUENT
Settleable Solids
Monthly Maximum
2019**



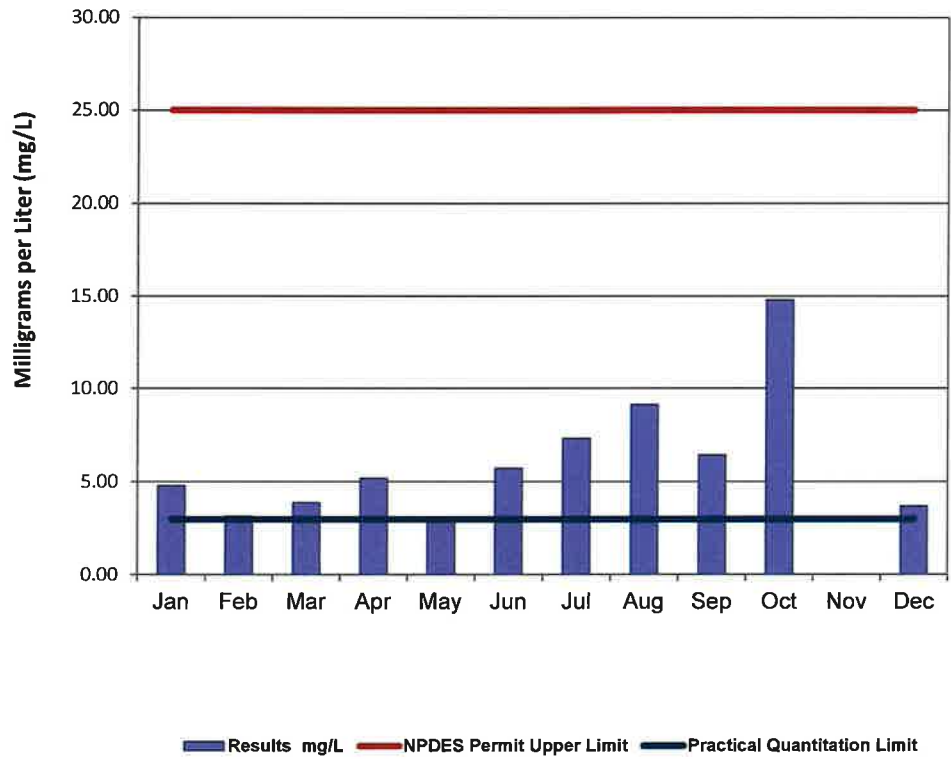
Month	NPDES Permit Limit mL/L	Monthly Maximum mL/L
Jan	3.0	0.1
Feb		<0.1
Mar		0.1
Apr		<0.1
May		<0.1
Jun		0.1
Jul		0.1
Aug		0.6
Sep		0.2
Oct		0.1
Nov		<0.1
Dec		<0.1

EFFLUENT pH 2019



Month	MSD Monthly Low	NPDES Low Limit	MSD Monthly High	NPDES High Limit
Jan	6.61	6.0	7.24	9.0
Feb	6.65		7.29	
Mar	6.88		7.33	
Apr	6.54		7.22	
May	6.74		7.21	
Jun	6.73		7.41	
Jul	6.62		7.40	
Aug	6.47		7.29	
Sep	6.60		7.08	
Oct	6.36		7.39	
Nov	6.80		7.28	
Dec	6.68		7.14	
Avg	6.64		7.27	

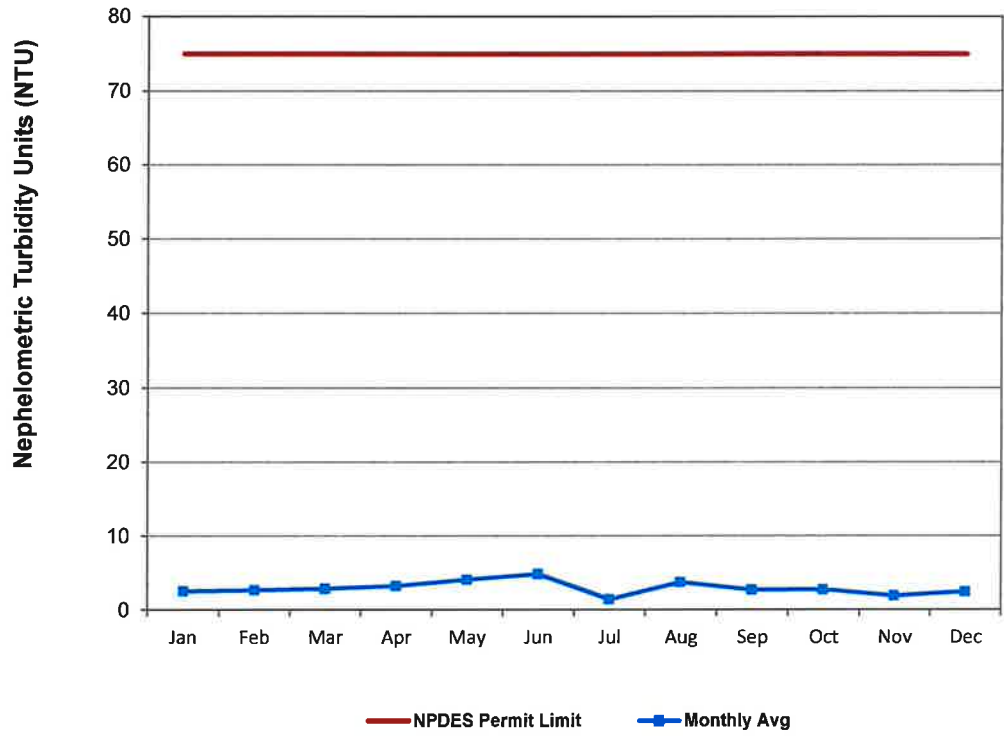
**EFFLUENT
Oil & Grease
2019**



Oil & Grease			
Month	Results mg/L	PQL	NPDES Limit
Jan	4.78	3.0	25
Feb	3.17		
Mar	3.90		
Apr	5.17		
May	3.08		
Jun	5.72		
Jul	7.31		
Aug	9.12		
Sep	6.44		
Oct	14.80		
Nov	ND		
Dec	3.69		

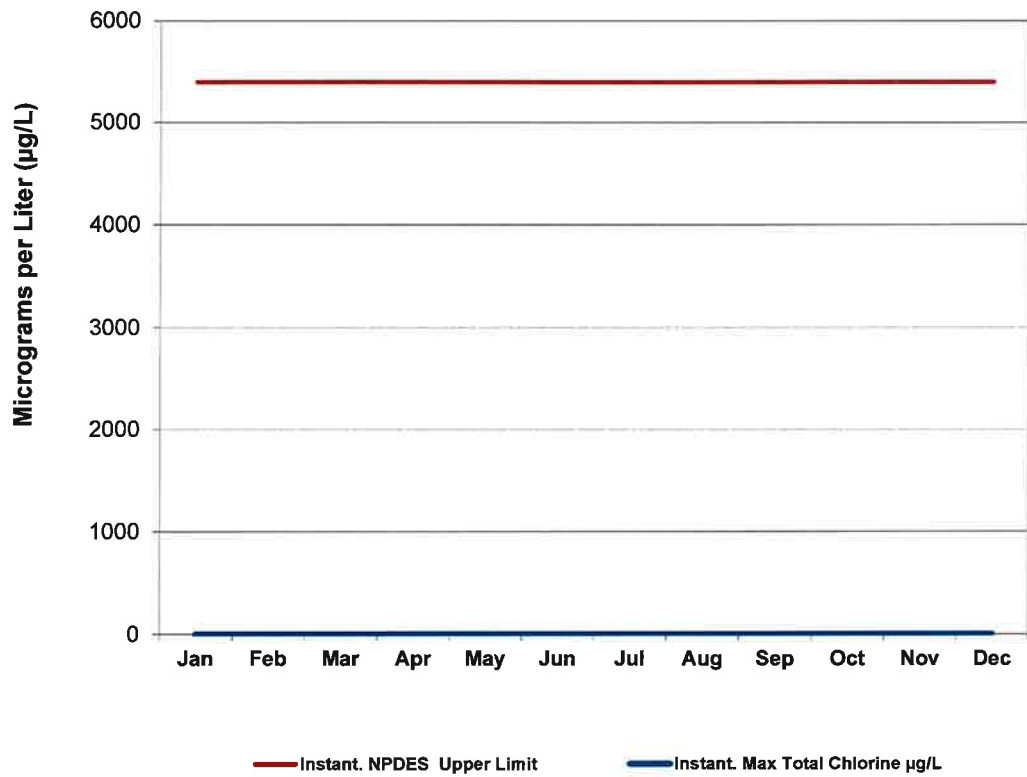
ND = below detection

EFFLUENT Turbidity 2019



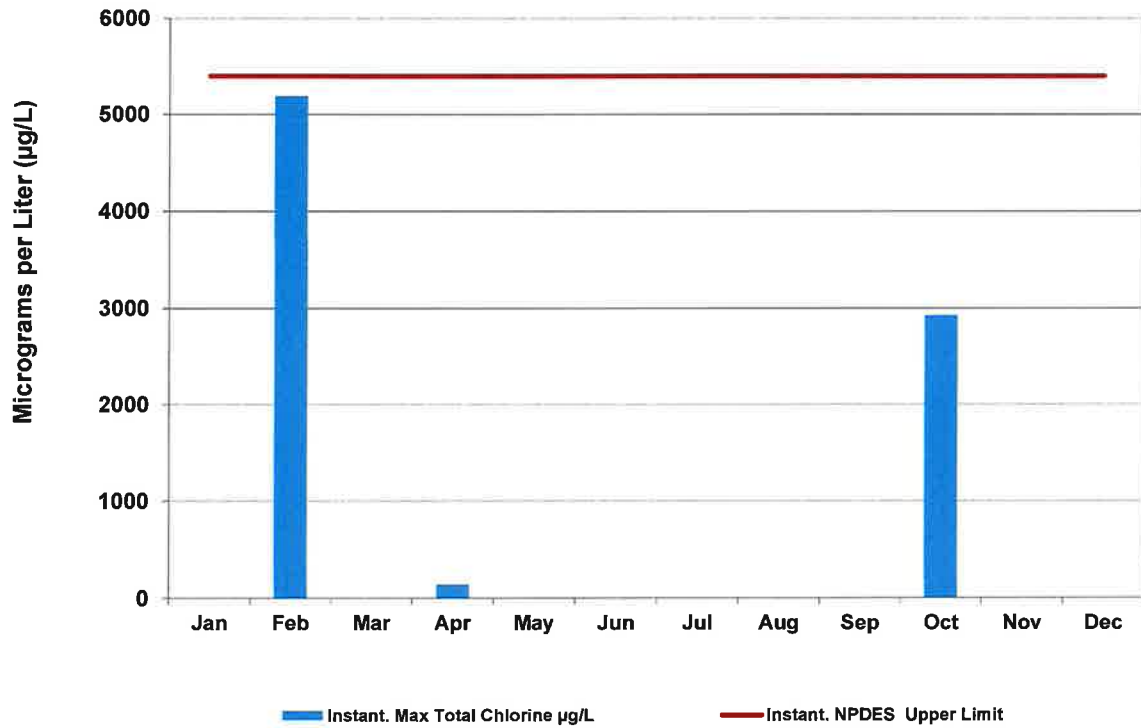
Turbidity - NTU		
Month	NPDES Limit	Monthly Avg
Jan	75	2.6
Feb		2.7
Mar		2.9
Apr		3.3
May		4.1
Jun		4.8
Jul		1.4
Aug		3.7
Sep		2.7
Oct		2.7
Nov		1.9
Dec		2.4
AVG		2.9

**FINAL EFFLUENT
Total Chlorine Residual - Instantaneous Max (Grab) 2019**



Month	Instant. NPDES Upper Limit	Instant. Max Total Chlorine µg/L
Jan	5400	0
Feb		0
Mar		0
Apr		0
May		0
Jun		0
Jul		0
Aug		0
Sep		0
Oct		0
Nov		0
Dec		0

FINAL EFFLUENT
Total Chlorine Residual - Instantaneous Max (Meter)
2019

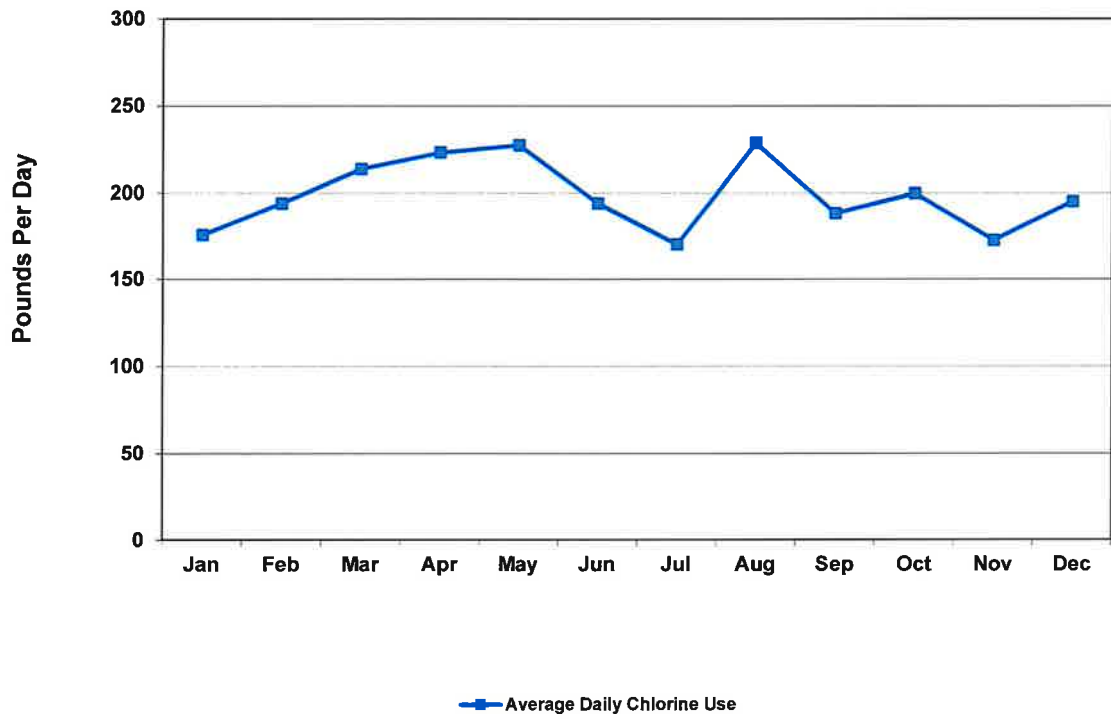


Month	NPDES Instant. Upper Limit µg/L	Instant. Max Total Chlorine µg/L
Jan	5400	0
Feb		5198
Mar		0
Apr		140
May		0
Jun		0
Jul		0
Aug		0
Sep		0
Oct		2929
Nov		0
Dec		0

*Higher total chlorine residual due to chlorine feed pump malfunction.

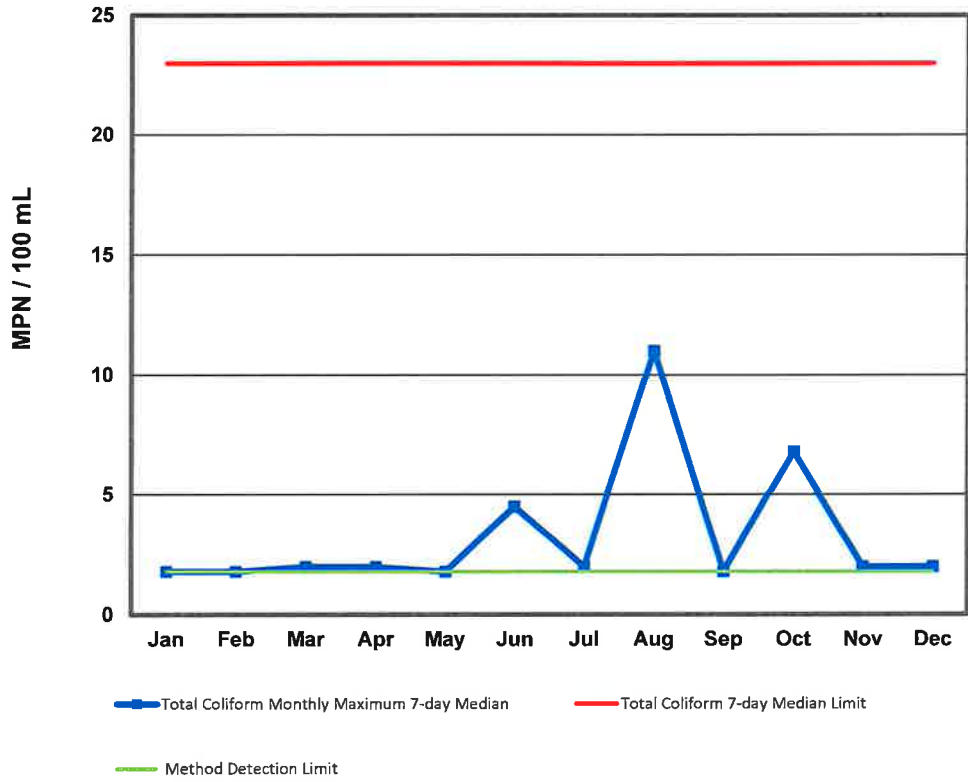
Note: "Meter" refers to instrumentation that continuously monitors and analyzes data.

**EFFLUENT
Chlorine Used
2019**



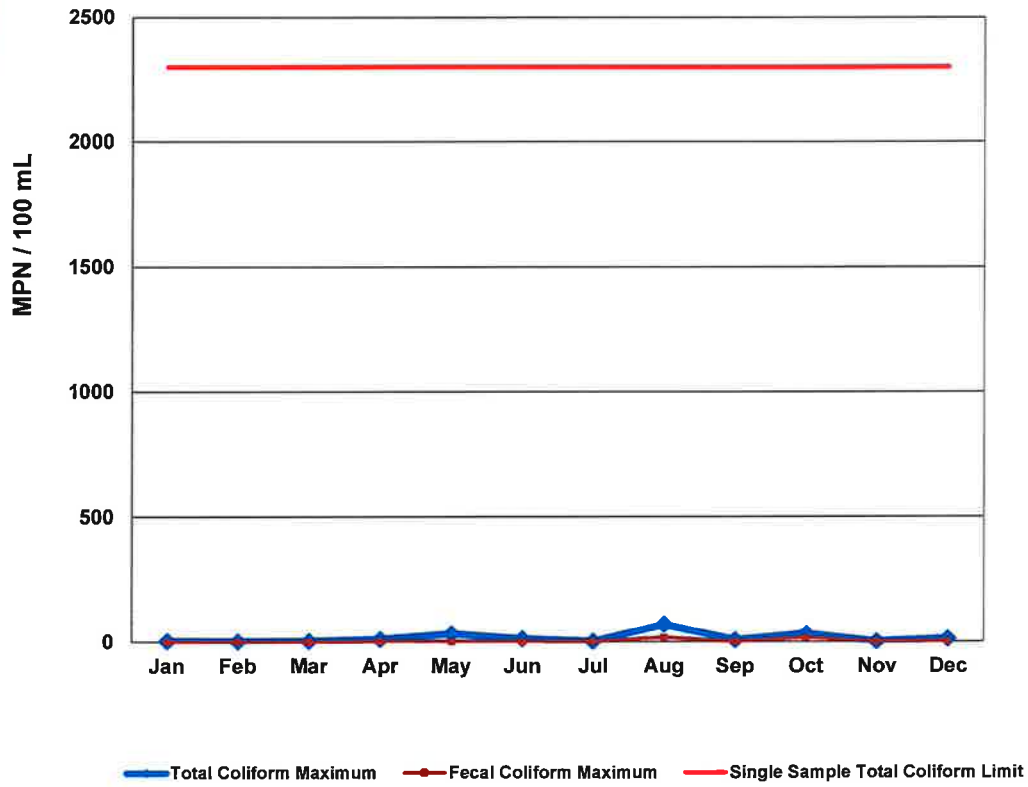
Month	Chlorine Used lbs/day
Jan	176
Feb	194
Mar	214
Apr	223
May	228
Jun	194
Jul	170
Aug	229
Sep	188
Oct	200
Nov	173
Dec	195
AVG	199

**EFFLUENT Total Coliform
Monthly Maximum 7-day Median
2019**



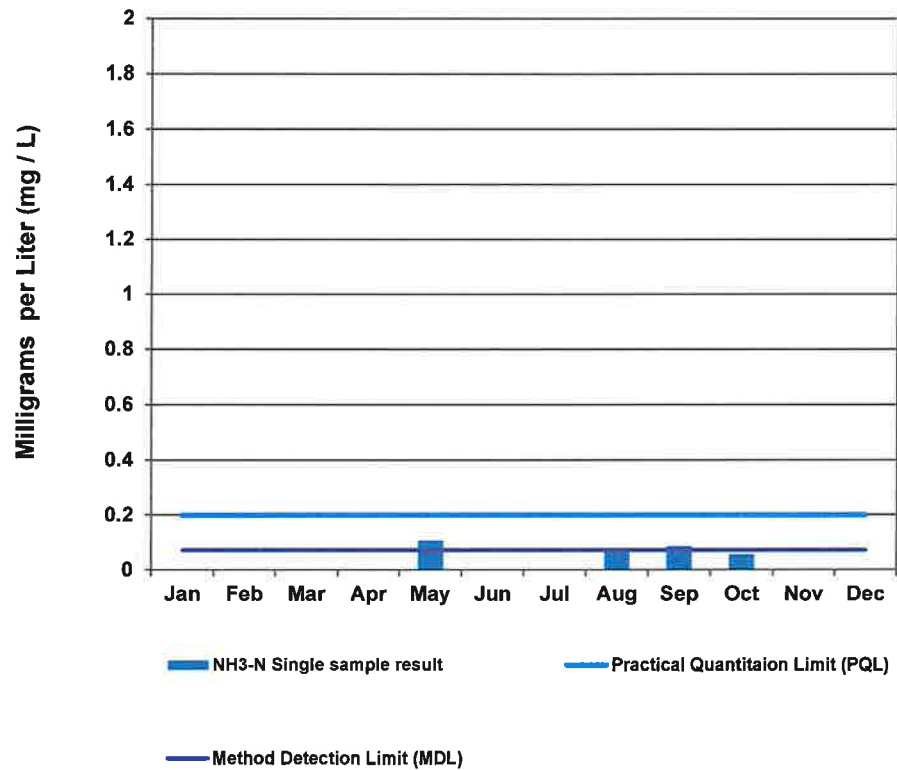
MPN/100mL			
Month	Total Coliform Monthly Maximum 7-day Median	Total Coliform 7-day Median Limit	Method Detection Limit
Jan	1.8	23	1.8
Feb	1.8		
Mar	2.0		
Apr	2.0		
May	1.8		
Jun	4.5		
Jul	2.0		
Aug	11		
Sep	1.8		
Oct	6.8		
Nov	2.0		
Dec	2.0		

**EFFLUENT Total and Fecal Coliform Monthly
Single-Sample Maximums
2019**



Month	MPN/100mL		Total Coliform Single Sample Limit
	Total Coliform Monthly Maximum	Fecal Coliform Monthly Maximum	
Jan	4.0	1.8	2300
Feb	2.0	2.0	
Mar	4.5	1.8	
Apr	11	4.0	
May	33	2.0	
Jun	13	2.0	
Jul	2.0	2.0	
Aug	70	17	
Sep	7.8	1.8	
Oct	33	17	
Nov	2.0	2.0	
Dec	13	2.0	

EFFLUENT Ammonia as Nitrogen (NH₃-N) 2019



Ammonia / NH ₃ -N				
	Results	Method Detection Limit (MDL)	Practical Quantitation Limit (PQL)	NPDES Permit Limit
	mg/L	mg/L	mg/L	mg/L
Jan	ND	0.072	0.200	NA
Feb	ND			
Mar	ND			
Apr	ND			
May	0.107			
Jun	ND			
Jul	ND			
Aug	0.065			
Sep	0.085			
Oct	0.055			
Nov	ND			
Dec	ND			

Note: MDL is the lowest value the test method can detect. PQL is the concentration below which data cannot be reported with accuracy.

Tabular Data for 2019 Summary Report

INFLUENT							
2019 Month	Monthly Total FlowMG	Avg Inst Peak MGD	Avg Flow MGD	Avg TSS mg/L	Avg TSS lbs/day	Avg CBOD ₅ mg/L	Avg CBOD ₅ lbs/day
Jan	19.66	1.47	0.63	478	2561	245	1176
Feb	21.54	1.60	0.77	552	3089	221	1244
Mar	22.92	1.46	0.74	300	2024	170	1111
Apr	19.12	1.33	0.64	370	1986	208	1085
May	19.42	1.27	0.63	394	2072	203	1073
Jun	18.18	1.42	0.61	338	1650	156	759
Jul	19.20	1.30	0.62	402	2050	185	961
Aug	19.04	1.32	0.61	485	2451	171	840
Sep	18.20	1.28	0.61	340	1648	183	889
Oct	18.91	1.27	0.61	325	1636	172	864
Nov	19.23	1.45	0.64	424	2224	198	1051
Dec	21.45	1.63	0.69	707	4226	196	1097
AVG	19.74	1.40	0.65	426	2120	192	1430
TOTALS	236.86						

FINAL EFFLUENT							
Total Rain Inches	Total Monthly Flow MG	Avg Inst Peak Flow MGD	Max Flow MGD	Avg Flow MGD	Avg TSS mg/L	Avg TSS lbs/day	Avg Monthly TSS %Removal
7.19	18.18	1.30	0.99	0.59	4.0	20	99
5.73	20.59	1.50	1.23	0.74	3.7	20	99
3.42	21.66	1.31	1.16	0.70	6.5	40	98
0.21	17.74	1.24	0.64	0.59	5.8	29	98
2.01	18.08	1.18	0.71	0.58	6.3	31	98
0.12	16.25	1.11	0.60	0.54	10.0	46	97
0.00	17.15	1.16	0.62	0.55	3.0	14	99
0.00	17.35	1.12	0.60	0.56	7.3	34	98
0.00	16.11	1.09	0.61	0.54	6.1	27	99
0.00	16.59	1.15	0.56	0.54	5.3	24	99
1.92	16.98	1.21	0.69	0.57	4.5	21	99
6.55	19.86	1.33	1.15	0.64	7.0	41	99
	18.04	1.23	0.80	0.59	5.8	30	98
27.15	216.54						

Tabular Data for 2019 Summary Report

FINAL EFFLUENT																			
2019 Month	Avg CBOD ₅ mg/L	Avg CBOD ₅ lbs	Avg CBOD ₅ % Removal	NH3-L mg/L	NH3-N lbs	O & G mg/L	O & G lbs/day	Avg Turb NTU	pH High SU	pH Low SU	Maximum Effluent Cl ₂ (Grab) µg/L	Avg Cl ₂ mg/L Before Avg ClDechlor	Avg Cl ₂ Total lbs/day	Maximum Temp °F	Max Total Coliform MPN	Total Coliform Max Median MPN/100 mL	Fecal Coliform Maximum MPN/100 mL	Maximum Effluent Cl ₂ (Meter) µg/L	Maximum Settleable Solids mL/L
Jan	2.59	13.7	99	ND	ND	4.78	20	2.55	7.24	6.61	0.00	21.05	175.7	70.9	4.0	1.8	1.8	0.00	0.1
Feb	1.93	11.1	99	ND	ND	3.17	24	2.66	7.29	6.65	0.00	24.34	194.1	68.5	2.0	1.8	2.0	5198	<0.1
Mar	3.11	18.2	98	ND	ND	3.90	30	2.88	7.33	6.88	0.00	21.15	214.0	70.7	4.5	2.0	1.8	0.00	0.1
Apr	2.77	13.5	99	ND	ND	5.17	26	3.25	7.22	6.54	0.00	19.29	223.4	73.4	11	2.0	4.0	140	<0.1
May	3.63	17.5	98	DNQ0.107	DNQ0.48	3.08	14	4.07	7.21	6.74	0.00	19.57	227.5	73.9	33	1.8	2.0	0.00	<0.1
Jun	3.89	17.6	98	ND	ND	5.72	27	4.82	7.41	6.73	0.00	25.01	193.9	75.4	13	4.5	2.0	0.00	0.1
Jul	2.45	11.4	99	ND	ND	7.31	34	1.42	7.40	6.62	0.00	18.35	170.2	77.9	2.0	2.0	2.0	0.00	0.1
Aug	4.40	20.4	98	DNQ0.065	DNQ0.31	9.12	43	3.74	7.29	6.47	0.00	30.92	228.8	79.3	70	11	17	0.00	0.6
Sep	2.87	13.0	99	DNQ0.085	DNQ0.40	6.44	30	2.70	7.08	6.60	0.00	21.68	188.2	79.9	7.8	1.8	1.8	0.00	0.2
Oct	2.42	10.8	99	DNQ0.055	DNQ0.24	14.80	64	2.75	7.39	6.36	0.00	26.25	199.9	76.5	33	6.8	17	2929	0.1
Nov	2.43	11.8	99	ND	ND	ND	ND	1.91	7.28	6.80	0.00	18.92	172.6	73.9	2.0	2.0	2.0	0.00	<0.1
Dec	2.97	16.2	98	ND	ND	3.69	20	2.43	7.14	6.68	0.00	23.19	195.0	70.3	13	2.0	2.0	0.00	<0.1
AVG	2.95	14.6	99					2.93	7.27	6.64		22.48	198.6	74.2					

MONTECITO SANITARY DISTRICT**Collection System Maintenance and Renovation Program 2019**OBJECTIVE

To reduce Sanitary Sewer Overflows (SSO's), increase system reliability, optimize service life of all collection system components through continued systematic assessment and maintenance, and plan for future facility rehabilitation and/or replacement.

GOALS – SHORT AND LONG TERMShort Term:

1. Continue a systematic maintenance program based on past years data to prevent SSO's. Identify lines that need to be evaluated by Closed Circuit Television (CCTV) using the NASSCO pipe rating system.
2. Continue a systematic CCTV program based on the pipeline segment ratings to identify intrusion of roots, grease and/or structural defects and also check on the effectiveness of the District's cleaning procedures and equipment.
3. Continue to enforce District Ordinance No. 13 - To Regulate and Reduce Fat, Oil, and Grease in the Sewer System and to Require Fat, Oil, and Grease Removal Devices.
4. Continue to enhance the District's Geographic Information System (GIS) of the collection system piping, including routine updating of the District's maintenance activities consisting of cleaning, CCTV, and manhole inspection.
5. Continue to repair collection system piping when and if damage is found during regular CCTV'ing activities.
6. Rehabilitate pipe sections that have been identified as needing repair/replacement.
7. Continue to promote and fund a program that provides a financial incentive to property owners (offering a rebate up to \$2,000) for the rehabilitation and/or replacement of private sewer laterals. The District's FY 2019-20 funding for this program is \$50,000.
8. Continue a proactive lift station maintenance program consisting of de-ragging pumps, exercising valves, maintaining backup generators at each of the lift stations.

MONTECITO SANITARY DISTRICT
Collection System Maintenance & Renovation Program – 2019

Long Term:

1. Clean and CCTV the entire collection system for inspection and condition assessment purposes. Complete this condition assessment using the District owned and operated CCTV equipment in accordance with the NASSCO pipe rating system for each line segment.
2. Rehabilitate / reline District VCP pipelines as determined necessary by the NASSCO rating.
3. Rehabilitate and replace manholes as determined necessary.
4. Continue to investigate the inflow and infiltration issues that may still exist within the District.

ACTIONS COMPLETED IN 2019

1. District staff performed CCTV inspection of approximately 10.4 miles of District pipeline.
2. District staff cleaned approximately 89.3 miles of collection system piping.
3. Promoted and provided financial incentive for the rehabilitation/replacement of private sewer laterals. In 2019, twenty-three property owners participated in the Private Lateral Rehabilitation Program by replacing or repairing their deteriorated or damaged laterals. The District issued rebates for a total of \$44,579.81 to property owners for these repairs.
4. Identified and rehabilitated and/or raised to grade 28 manholes and 1 cleanout in various locations due to County and private road overlays throughout the District for a total cost \$66,344.
5. The District funded and completed an 8" diameter sewer mainline extension of approximately 1,720 linear feet on Olive Road enabling 11 properties to convert from septic to sewer. The property owners are required to pay the District their proportionate share of the construction cost before they are issued a permit to abandon their septic system and tie into the public sewer system. Total cost of the project was \$626,942.
6. Survey work was performed for the design of a sewer main extension in Romero Canyon Road for a total cost of \$9,500; survey work in the amount of \$33,000 was also performed for a possible sewer main extension in the Riven Rock Development.

MONTECITO SANITARY DISTRICT
Collection System Maintenance & Renovation Program – 2019

2019 SANITARY SEWER OVERFLOW (SSO) REPORT SUMMARY

PRIVATE

1. 06/03/19 – 1345 Danielson Lane; Property line cleanout to a private sewer lateral located on the northwest corner of property overflowed resulting in a spill of approximately 20 gallons. The Collections Crew was notified by property owner's plumber requesting staff to set a grate so he could clear the blockage. Upon arrival, Collections Crew identified that wastewater had flowed out of the property and into the public right of way. At that time, the owner was given a written Notice to CCTV their private sewer lateral and to provide a video inspection to the District to determine if repairs are required. A video inspection was performed on June 3, 2019 and the owner was required to replace approximately 126' of sewer lateral. A permit was issued and the replacement was completed on 07/05/2019.

DISTRICT

NONE

MONTECITO SANITARY DISTRICT

Mission, History and Future Goals

OUR MISSION

To provide the residents of Montecito with a community service to protect public health and to preserve the natural environment through the collection, treatment, and disposal of wastewater in the most cost effective way possible.

To meet all regulatory discharge requirements as directed by Local, State, and Federal agencies.

OUR BACKGROUND

The Montecito Sanitary District (MSD) is an independent special district voted into existence in 1947 by the residents of Montecito. A few highlights of MSD's history include the following:

- 1947: The Montecito Sanitary District was voted into existence by the residents.
- 1947-1960: The community worked toward implementation of service by approving a bond issue, selecting a plant site, and establishing a District boundary.
- 1960: A \$900,000 bond issue was passed to build a 750,000 gallon per day extended aeration secondary treatment plant, an ocean outfall, and trunk sewer system.
- 1961-1969: Six assessment districts were formed to finance the installation of 70 miles of collection system pipelines.
- 1981: Voters approved a \$3.1 million revenue bond issue to incorporate new technology and expand the plant's capacity to 1.5 MGD.
- 1982-1999: During this time period a second activated sludge reactor basin was added to the treatment plant; two additional secondary clarifiers were constructed; the volume of the aerobic digester was increased; a dissolved air flotation thickener and a belt filter press were installed; a second chlorine contact chamber was constructed along with a de-chlorination chamber; a 250 KW emergency generator was installed at the treatment plant. In the mid 1990's, sodium hypochlorite and sodium bisulfite liquids, replaced gaseous chlorine and sulfur dioxide for safety reasons.

- 2000-2006: During this time period the District completed the following capital improvement projects: bulk chemical storage tanks were replaced with larger, double wall containment with earthquake restraints; six new disinfection chemical feed pumps for sodium hypochlorite and sodium bisulfite were installed, improving reliability and adding redundancy; a paperless data trend process recorder was installed; an aeration system optimization project was completed, the laboratory was upgraded; the influent pump station was replaced, increasing the station's pumping capacity from 3.5 MGD to 5.0 MGD; a SCADA control center and the construction of a new 3,600 square foot maintenance building.
- 2007-2008: Board of Director's approved "mission critical" capital improvement projects totaling approximately \$11 million. The District then issued Certificates of Participation (COP's) to fund the capital program. A new SCADA server with expandability for future was put on line for the influent pump station control; the waste activated sludge pump was replaced; the aeration air header made of deteriorated ductile iron pipe was replaced with a new stainless steel pipe; a new 125 KW portable emergency generator that can be used to power a portion of the treatment plant or as a redundant back up at pump stations was purchased; the Posilipo Lift Station (Lift Station No. 4) was completely refurbished including the replacement of the existing 6" dual force mains with dual 8" lines; a new fully redundant pumping system (three new pumps) were installed along with an automatic switch over to generator power.
- 2009-2010: The influent channel grinders were replaced with two new units increasing flow volume from 3.5 mgd to 6.0 mgd; the secondary clarifiers (3 & 4) and the effluent channel were refurbished. The District completed the refurbishment of two motor control centers (MCC) and replacement of another (MCC); installation of a new 450 KW emergency diesel powered generator providing 100 percent of the treatment plant and associated facilities power requirements during main power outages. The total cost of these treatment plant electrical upgrades was \$540,000. The new laboratory building design and site grading was completed in the fall of 2010.
- 2011-2012: The new laboratory building construction was completed. Upgrades to the treatment plant SCADA monitoring system and additional essential treatment plant equipment was added to the SCADA system. An after-hours alarm notification system was added to the SCADA system as the primary notification system with the existing auto dialer (ADA) becoming the back up. Three effluent disinfection chemical dosing pumps were replaced with new pumps.

MONTECITO SANITARY DISTRICT
Mission, History and Future Goals -- Continued

- 2012-2013 Refurbishment of all four Secondary Clarifiers; installation of two new sodium hypochlorite chemical feed pumps and one sodium bisulfite chemical feed pump; all three Influent Pumps were retrofitted with new high chrome impellers and volutes and the Influent Variable Frequency Drive motors were replaced with new energy efficient units. Capital projects completed included the remodel of the former lab into an Operations Control Center; the refurbishment of the Belt Filter Press System; the replacement of the sodium hypochlorite and sodium bisulfite analyzers and the replacement of a 3,000-gallon hypochlorite tank.
- 2014-2015: Preventative maintenance was completed on the Secondary Treatment Clarifiers No. 2 and No. 3; the Aeration Basin Blower No.1 and the Belt Press. The Influent grinders at the wastewater treatment plant were replaced. The Montecito District Laboratory received accreditation by California ELAP, effective June 1, 2015. Subsequently, the District added coliform analyses by method SM9221B, E to its list of approved laboratory tests. Completed the installation of Mission boxes at the treatment plant for the internet SCADA system to monitor flows.
- 2016–2017: The District completed the Plant Paving and Resurfacing project, the Aeration Air Header Replacement project, installed new swing-fusers in the Aeration Basin. Purchased a new plant compressor. Capital Improvement Projects included repairs to the air headers in Aeration Basin #1, replacement of the meter and metering pump on the sodium hypochlorite tank, and impeller replacement at Lift Station 4 pumps.
- 2018: The District endured the tragic January 9th Thomas Fire Debris Flow event. On July 31, 2018, the MSD Board of Directors approved a Purchase Order contract with IDE Technologies for the design, manufacturing and delivery of an ultrafiltration and reverse osmosis recycled water pilot project.
- 2019: Significant District accomplishments included: rough grading for the Essential Services Building (ESB); the ESB design was completed and went out for bid in April; the MSD Board awarded the ESB construction contract to Menemsha Development Group in June, however construction was postponed due to County issues; the Dissolved Air Flootation Thickener (DAFT) supplied by World Water Works was installed by District staff working in conjunction with Cushman Contracting; the Recycled Water Pilot Project skid mounted ultrafiltration and reverse osmosis systems were delivered, commissioned and put into operation in September.

MONTECITO SANITARY DISTRICT
Mission, History and Future Goals -- Continued

- 2020: Current / Future District Projects include the following:
 - Operation and analysis of the Recycled Water Pilot Project will continue throughout the entire year.
 - The design of a Recycled Water Project to serve the irrigation needs of the Santa Barbara Cemetery will begin in 2020.
 - The construction / installation of a number of projects are on hold pending the County's approval of the MSD Coastal Development Plan including any additional recycled water treatment facilities, solar panel structures and the MSD Essential Services Building.

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.

Resolution No. 2020-923

Page 2 of 2

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 12th day of March 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;
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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

RESOLUTION 2020-923
EXHIBIT A

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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

Legend

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T – Termination (Employment or Contract)

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

RESOLUTION 2020-923
EXHIBIT A

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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

RESOLUTION 2020-923
EXHIBIT A

ATTACHMENT "B"
VENTURA REGIONAL SANITATION 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

RESOLUTION 2020-923
EXHIBIT A

ATTACHMENT "C"
VENTURA REGIONAL SANITATION 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.**

LAFCO

RECEIVED BY

FEB 24 2020

Montecito Sanitary
District

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street ♦ Santa Barbara CA 93101
805/568-3391 ♦ FAX 805/568-2249
www.sblafco.org ♦ lafco@sblafco.org

February 19, 2020

TO: Members of the Independent Special District Selection Committee

Subject: Nominations for one Regular and one Alternate Special District Member to Santa Barbara LAFCO

REVISED**CALL FOR NOMINATIONS FOR LAFCO REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBER**

This Revised Call for Nominations supplements the Notice sent to the Special Districts on February 10, 2020. Please note that the dates for submitting nominations remain the same as in the previous notice, in particular nominations must be received by LAFCO no later than March 27, 2020. The accompanying Nomination Forms have been updated to require that the forms be signed and dated.

The terms of Regular Special District member Craig Geyer, and Alternate Special District member Cynthia Allen, will expire on March 1, 2020. Both Commissioner Geyer and Alternate Commission Allen are interested in being re-elected. Government Code Section 56332(c) states that: *“At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed.”*

Nomination forms are attached to this notice.

- 1) **Nominations for the one LAFCO Regular and one Alternate Special District Member.** The terms of office of the Regular Special District Member and the Alternate Special District Member end on March 1, 2020. The terms of office shall be four years or until the appointment and qualification of his or her successor. The new terms of office end on March 1, 2024.
- 2) **Voting Requirements:** The independent special district selection committee consist of the presiding officer of the legislative body of each independent special district. If the presiding officer of an independent special district is unable to participate in an election, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place.

Local Agency Formation Commission
February 18, 2020
Page two

- 3) **Nomination Period and Voting Period: The nomination period will end on March 27, 2020.** Following the nomination period, unless there is only one nominee for a seat, ballots containing the names of qualified nominees will be mailed to each eligible special district. The voting period will be up to 45 days. There are 38 special districts. For the election to be valid, at least 20 valid votes must be received. Election shall be by a majority of those voting, and not by plurality. In the event that a nominee does not receive a majority of votes cast, a runoff election shall be held between the two nominees receiving the highest number of votes.

Call for Nominations for one LAFCO Regular Special District Member and one Alternate Special District Member:

Nominations for one Regular Special District Member and one Alternate Special District Member should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed **no later than 5:00 pm, Friday, March 27, 2020.** Nomination forms are attached to this notice.

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street, Santa Barbara CA 93101
FAX 805/568-2249
Email Address: lafco@sblafco.org

Please contact the LAFCO office if you have any questions.

Sincerely,



PAUL HOOD
Executive Officer

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

EXHIBIT C

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249</p>	<p>LAFCO STAFF USE</p> <p>Date Received</p>
<p>Please print in ink or type</p>	
<p>POSITION SOUGHT: Regular Special District Member</p>	
<p>NAME OF NOMINEE: _____</p> <p>NOMINEE'S DISTRICT: _____</p> <p>MAILING ADDRESS:</p> <p>_____</p> <p>_____</p> <p>Phone: Bus. _____ Cell: _____</p>	
<p>SIGNATURE OF NOMINATOR:</p> <p>_____ Name of Independent Special District</p> <p>_____ Print Nominator's Name</p> <p>_____ Title</p> <p>_____ Signature</p> <p>_____ Date</p>	
<p>ADDITIONAL INFORMATION: On this form <u>or</u> an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Alternate Special District Member: This information will be distributed to all independent special districts.</p>	

SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION EXHIBIT C

NOMINATION FOR <u>ALTERNATE</u> SPECIAL DISTRICT MEMBER <i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 Or FAX to 568-2249	LAFCO STAFF USE Date Received
---	--

Please print in ink or type

POSITION SOUGHT: Alternate Special District Member

NAME OF NOMINEE: _____
NOMINEE'S DISTRICT: _____
MAILING ADDRESS:

Phone: Bus. _____ Cell: _____

SIGNATURE OF NOMINATOR:

Name of Independent Special District

Print Nominator's Name

Title

Signature

Date

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Alternate Special District Member: This information will be distributed to all independent special districts.