

# MONTECITO SANITARY DISTRICT

## A G E N D A

### for Special Board Meeting

January 15, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on January 15, 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 December 12, 2019 regular meeting minutes.

5. **APPROVAL OF PAYABLES**

It is recommended that the Board consider approving the payables list for expenses incurred by the District between December 13, 2019 and January 15, 2020.

6. **NEW BUSINESS**

A. **Public Information Committee Meeting – Report**

It is recommended the Board consider:

- i) Receiving and filing a report provided by the Public Information Committee from its January 7<sup>th</sup> meeting;
- ii) Taking such additional, related, action that may be desirable.

**B. Public Outreach – Purchase Order Authorization**

It is recommended the Board consider:

- i) Authorizing the General Manager to issue a purchase order in an amount not to exceed \$50,000 to Davies Public Affairs;
- ii) Taking such additional, related, action that may be desirable.

**C. Annual Organizational Decisions**

It is recommended the Board consider:

The Board will discuss and make appointments of officers, General Manager, Counsel, and standing committees.

- i) Appointing officers, General Manager, Counsel, and standing committees;
- ii) Setting meeting days, time, and place;
- iii) Taking such additional, related, action that may be desirable.

**D. Financial Audit Report – Fiscal Year 2018-19**

It is recommended the Board consider:

- i) Receiving and filing the Financial Audit Report for Fiscal Year 2018-2019 as final;
- ii) Taking such additional, related, action that may be desirable.

**E. Information Items**

None

**F. Agreements to be Signed**

- 274 Middle Road – Termination Agreement for Existing Auxiliary Structure
- 627 Olive Road – Sewer Service Agreement for Existing Auxiliary Structure

**7. OPERATIONS AND MAINTENANCE**

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

**8. ITEMS FOR THE NEXT AGENDA**

**9. ADJOURNMENT**

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

**December 12, 2019**

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

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on December 12, 2019 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  
Carrie Poytress, MSD Engineering Manager  
Alex Alonzo, MSD Operations Manager  
Karl H. Berger, MSD Special Legal Counsel  
Nick Turner, MWD General Manager  
Ken Coates, MWD Board Member  
Don Eversoll, Resident  
Leon Bartholemew, Resident  
Giana Magnoli, Noozhawk

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES**

The minutes of the November 14, 2019 meetings were included in the agenda packet. Director J. Kerns noted a small typographical error. On MOTION by Director Newquist and second by Director J. Kerns, the Board approved unanimously without abstention the minutes of November 14, 2019 as amended.

**4. APPROVAL OF PAYABLES**

On Motion by Director Newquist and second by Director J. Kerns, the Board approved unanimously without abstention these payroll and accounts payable expenses from November 15, 2019 through December 12, 2019:

Montecito Sanitary District  
MINUTES – December 12, 2019

Accounts Payable Expenses	\$ 163,254.81
Capital Improvement Projects	157,993.13
Payroll and Related Expenses	<u>180,124.55</u>
Total Expenses	\$ 501,372.49

5. **PUBLIC COMMENT**

None

6. **OLD BUSINESS**

A. **Montecito Water Reuse**

Director Bollay reported on the Administration and Operations (A&O) meetings of December 3<sup>rd</sup> and 9<sup>th</sup>. The Board received and filed a December 2, 2019 letter from Nick Turner, Montecito Water District General Manager. The A&O Committee stated it will continue to work with Montecito Water District to further define roles and responsibilities to produce recycled water for the full Santa Barbara Cemetery, along with projecting cost estimates for production and delivery of said recycled water.

ACTION: A&O Committee, Staff

7. **NEW BUSINESS**

A. **Financial Audit Report – Fiscal Year 2018-2019**

District Administrator McDonald reported the Finance Committee met December 2<sup>nd</sup> and reviewed in detail the Fiscal Year 2018-19 Financial statements audit draft with Tracey Solomon of Bartlett, Pringle & Wolf, LLP (BPW).

Ms. Solomon then presented highlights of the Fiscal Year 2018-19 Financials Statements audit draft report and Letter of Required Communication to the Board of Directors. Ms. Solomon reported that the audit went well, District records are in order, and she had the complete cooperation of management. Ms. Solomon summarized the Independent Auditors' report that the financial statements were free of material misstatement and fairly presented the District's financial position as of June 30, 2019. Ms. Solomon stated it was a clean, unmodified audit report.

After discussion, ON MOTION by Director Newquist and second by Director J. Kerns, the Board voted unanimously to accept and approve the audit report, and directed BPW to finalize and file the report.

ACTION: BPW, Staff

B. **Coastal Development Plan (CDP) Preparation**

General Manager Gabriel reported the A&O Committee met on December 3<sup>rd</sup> and directed staff to prepare a site map to present to the Board as the result of a letter from the County regarding a Coastal Development Plan (CDP). Engineering Manager Gabriel reviewed with the Board the

site plan identifying existing and proposed facilities on District property. Ken Marshall of Dudek Consulting answered questions from the Board regarding the site plan and the application process for the Coastal Development Plan (CDP).

On MOTION by Director J. Kerns and second by Director T. Kern, the Board approved including the Recycled Water Project, the Essential Services Building, and Solar Energy Panels in the CDP application with the following vote:

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

ACTION: Dudek Consulting, Staff

**C. Resolution No. 2019-919 - Approving District Holidays for 2020**

District Administrator McDonald informed the Board that each year the Board adopts a resolution approving the next year's legal holidays. Proposed Resolution No. 2019-919, included in the agenda packet, sets these 2020 holidays:

1. January 1<sup>st</sup> - New Year's Day
2. Third Monday in February - Presidents' Day
3. Last Monday in May - Memorial Day
4. July 4<sup>th</sup> - Independence Day
5. First Monday in September - Labor Day
6. Fourth Thursday in November - Thanksgiving Day
7. December 25<sup>th</sup> - Christmas Day

- If a holiday falls on a Sunday, the Monday following is the observed Holiday and the District office is closed on that Monday.
- If a holiday falls on a Saturday, the preceding Friday is the observed Holiday and the District office is closed on that Friday.

After discussion and on MOTION made by Director Newquist and second by Director J. Kerns, Resolution No. 2019-919 was adopted and executed. The MOTION passed by this roll call vote:

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

**D. Resolution No. 2019-920 – Excess Land Inventory**

General Manager Gabriel informed the Board that Government Code section 50569 requires the District to conduct an annual inventory of all District lands and air space to determine if any “is in excess of its foreseeable needs.” To date, there has not been excess land or air space under District ownership or control because the District only owns one parcel and needs it for its mission.

Montecito Sanitary District  
**MINUTES** – December 12, 2019

After discussion and on MOTION made by Director Newquist and second by Director Barrett, Resolution No. 2019-920 was adopted and executed. The MOTION passed by this roll call vote:

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

**E. Information Items**

Staff reported on the following information items:

- Public Information Requests
- Email complimenting District Collections staff members
- Resignation of District General Counsel

**F. Agreements Signed**

124 Pomar Lane – Sewer Service Agreement for Private Pumping Station  
124 Pomar Lane – Sewer Service Agreement for Workshop  
1365 East Valley Road – License Agreement  
1473 Edgecliff Lane – Termination of Sewer Service Agreement

**8. OPERATIONS AND MAINTENANCE**

The Board reviewed the information in the Board packet.

**9. ITEMS FOR FUTURE AGENDAS**

- The next regularly scheduled Board of Directors meetings on December 26, 2019 and January 9, 2020 are cancelled.
- The next Board of Directors meeting will be Wednesday, January 15, 2019 at 1:15 p.m.

**10. 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 3:10 p.m.

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Thomas Bollay, President

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Jeffrey Kerns, Vice President

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Ellwood T. Barrett, Secretary

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Thomas Kern, Treasurer

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Dana Newquist, Director

**MONTECITO SANITARY DISTRICT  
BOARD LIST OF PAYABLES**

<u>CHECKS DATED</u>	<u>SUMMARY &amp; TYPE</u>	<u>BATCH TOTALS</u>
12/13/19	ACCOUNTS PAYABLE	63,199.47
12/20/19	ACCOUNTS PAYABLE	23,120.20
01/03/20	ACCOUNTS PAYABLE	33,124.25
01/10/20	ACCOUNTS PAYABLE	<u>79,900.85</u>
	Subtotal	\$ 199,344.77
12/13/19	CAPITAL IMPROVEMENT PROJECTS	21,089.97
12/20/19	CAPITAL IMPROVEMENT PROJECTS	14,600
01/03/20	CAPITAL IMPROVEMENT PROJECTS	<u>47,164.71</u>
	Subtotal	\$ 82,854.68
12/20/19	CIP RECYCLED WATER FUND	14,204.75
01/03/20	CIP RECYCLED WATER FUND	17,187.03
01/10/20	CIP RECYCLED WATER FUND	<u>5,210.00</u>
	Subtotal	\$ 36,601.78
12/19/19	PAYROLL	91,163.95
01/09/20	PAYROLL	<u>93,407.16</u>
	Subtotal	\$ 184,571.11
	TOTAL	<u>\$ 503,372.34</u>

**Approved for Payment:**

Date: January 15, 2020      Amount: \$ 503,374.16

\_\_\_\_\_, General Manager

\_\_\_\_\_, Director

\_\_\_\_\_, Director

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**Check History Report**  
**Sorted By Check Number**  
**Activity From: 12/13/2019 to 12/13/2019**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Check Name	Check Amount	Description
025025	12/13/2019	ACWA/JPIA	31,617.34	Insurance Premium-January
025026	12/13/2019	CANON FINANCIAL SERVICES INC	368.05	Copier Lease Payment-December
025027	12/13/2019	CED ROYAL INDUSTRIAL SOLUTIONS	906.27	Plant Maintenance Materials, Lift Station Parts
025028	12/13/2019	CINTAS CORPORATION #684	901.23	Uniform/Towels/Mats-Cleaning/Rental-November
025029	12/13/2019	CORT	44.00	Deed Report-November
025030	12/13/2019	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment-December
025031	12/13/2019	CULLIGAN OF SYLMAR	81.70	Drinking Water-November
025032	12/13/2019	ENGEL & GRAY, INC	4,275.57	Biosolids Hauling-November
025033	12/13/2019	FRUIT GROWERS LABORATORY	4,028.00	Annual NPDES Required Sampling
025034	12/13/2019	FISHER SCIENTIFIC	133.94	Lab Testing Supplies
025035	12/13/2019	FRONTIER	126.04	Phone Service for Lift Station No. 2 and 5-December
025036	12/13/2019	GRAINGER	2,674.52	Plant Maintenance Materials, Operations Tool
025037	12/13/2019	HACH COMPANY	619.63	Lab Testing Supplies
025038	12/13/2019	HARRINGTON INDUSTRIAL PLASTICS	438.70	Plant Maintenance Materials
025039	12/13/2019	JACQUEZ, DANIEL	50.00	Water Treatment Operator Test Fee Reimbursement
025040	12/13/2019	MARBORG INDUSTRIES	612.04	Refuse Disposal, Recycling-November
025041	12/13/2019	MCMASTER-CARR SUPPLY COMPANY	145.03	Plant Maintenance Materials
025042	12/13/2019	MONTECITO WATER DISTRICT	715.14	Water Service-November
025043	12/13/2019	PAYCHEX OF NEW YORK, LLC	322.70	Payroll Services-November
025044	12/13/2019	SAFEGUARD BUSINESS SYSTEMS	232.64	AP Checks
025045	12/13/2019	SOUTHERN CALIFORNIA EDISON CO	10,377.26	Electric Service-November
025046	12/13/2019	TAFT ELECTRIC COMPANY	962.20	On-Call Electrical Services
025047	12/13/2019	TOTAL COMPENSATION SYSTEMS	1,305.00	Actuarial Services for FY 2019-20
025048	12/13/2019	UNIVAR USA INC	1,537.11	Plant Chemicals
<b>Bank Total</b>			<u>63,199.47</u>	
			<u>63,199.47</u>	

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 12/20/2019 to 12/20/2019**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Description
025049	12/20/2019	AT&T MOBILITY	64.44	Wireless Service for Lift Stations 4 & 5
025050	12/20/2019	BARTLETT, PRINGLE & WOLF, LLP	1,835.00	Progress Payment for Annual Financial Audit
025051	12/20/2019	CARQUEST AUTO PARTS	36.41	Vehicle Maintenance Supplies
025052	12/20/2019	COMPUVISION COMMUNICATIONS	3,300.00	Net Alert Managed Services/Datto Cloud Backup
025053	12/20/2019	COX BUSINESS	203.50	Wireless Internet Service-December
025054	12/20/2019	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment-December
025055	12/20/2019	CALIFORNIA WATER ENVIRONMENT	272.00	Staff Certification Renewals
025056	12/20/2019	DLT SOLUTIONS, LLC	1,161.30	Autodesk Supscription Renewal
025057	12/20/2019	ERIK EPPINK	3,650.00	Service Charge Refund-1715 East Valley Road
025058	12/20/2019	FRONTIER	61.89	Phone Service for Lift Station No. 1-December
025059	12/20/2019	GRAINGER	3,039.40	Plant Maintenance Materials
025060	12/20/2019	MCCORMIX CORP	279.48	Vehicle Fuel 12/01-12/15/19
025061	12/20/2019	MSD - PETTY CASH REIMB	162.98	Replenish Petty Cash
025062	12/20/2019	MONTECITO WATER DISTRICT	243.48	Vac-Con, Water Tender Usage
025063	12/20/2019	PLUMBERS DEPOT, INC	174.32	Vac-Con Supplies
025064	12/20/2019	PURETEC INDUSTRIAL WATER	18.00	Water Softener Fuel Surcharge
025065	12/20/2019	SAFE CHEM, LLC	1,052.66	Plant Chemicals
025066	12/20/2019	SMARDAN-HATCHER COMPANY	500.66	Plant Maintenance Materials
025067	12/20/2019	SOCAL GAS	241.79	Gas Service-November
025068	12/20/2019	STREAMLINE	310.00	Website Support Services-December
025069	12/20/2019	STATE WATER RESOURCE CONTROL BOARD	55.00	Staff Certification Fee
025070	12/20/2019	UNIVAR USA INC	5,711.52	Plant Chemicals
025071	12/20/2019	USA BLUE BOOK	21.01	Plant Maintenance Materials
			<u>23,120.20</u>	
			<u>23,120.20</u>	

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 1/3/2020 to 1/3/2020**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Description
025072	1/3/2020	A-OK POWER EQUIPMENT-SB	272.11	Plant Maintenance Materials
025073	1/3/2020	AT&T MOBILITY	23.24	Office Wireless Port-December
025074	1/3/2020	BIG BRAND TIRE & SERVICES	422.02	Tires for Truck No. 2
025075	1/3/2020	BIG GREEN CLEANING COMPANY	469.95	Janitorial Supplies
025076	1/3/2020	SAMANTHA CARRINGTON	2,000.00	Deposit Refund-119 Hixon Road
025077	1/3/2020	CED ROYAL INDUSTRIAL SOLUTIONS	333.26	Plant Maintenance Materials
025078	1/3/2020	CROMER MATERIAL HANDLING	219.02	Property tax for Forklift Lease
025079	1/3/2020	CALIFORNIA WATER ENVIRONMENT	89.00	Certification Renewal-Ciarlo
025080	1/3/2020	DATCO SERVICES CORPORATION	156.00	DOT Program Consortium; Oct-Dec
025081	1/3/2020	DOCU PRODUCTS	80.39	Monthly Copier Maintenance Plan-January
025082	1/3/2020	DUDEK	2,115.00	Planning/Permitting/Project Coordination
025083	1/3/2020	FASTENAL COMPANY	142.73	Disposable Gloves for Collections
025084	1/3/2020	FERGUSON WATERWORKS #1083	288.23	Plant Piping Materials
025085	1/3/2020	FISHER SCIENTIFIC	52.58	Lab Testing Supplies
025086	1/3/2020	FRIAS, ISRAEL	220.88	Boot Allowance Reimbursement
025087	1/3/2020	GLS COMPANIES	550.00	Landscaping Services-December
025088	1/3/2020	GRAINGER	790.30	Plant Maintenance Materials
025089	1/3/2020	MCMASTER-CARR SUPPLY COMPANY	46.65	Plant Maintenance Materials
025090	1/3/2020	PAYCHEX OF NEW YORK, LLC	322.70	Payroll Services-December
025091	1/3/2020	PHOENIX CIVIL ENGINEERING	4,868.75	On-Call Engineering Services-December
025092	1/3/2020	PRICE POSTEL & PARMA	100.50	Legal Services-November
025093	1/3/2020	SYBLE ROBERTS	3,150.00	Deposit Refund/Lateral Rebate-200 Olive Mill Rd
025094	1/3/2020	SANTA BARBARA COUNTY-APCD	916.00	Generator Permits for Lift Station 1 and 4
025095	1/3/2020	STANDARD INSURANCE COMPANY	1,758.70	Disability Insurance Premium-January
025096	1/3/2020	STAPLES BUSINESS CREDIT	1,440.04	Office Supplies
025097	1/3/2020	STATE WATER RESOURCE CONTROL BOARD	125.00	SWRCB Operator-In-Training Application
025098	1/3/2020	TAFT ELECTRIC COMPANY	3,256.98	On-Call Electrical Services-December
025099	1/3/2020	T-MOBILE	20.00	Wireless Data Port for UF/RO-January
025100	1/3/2020	UNION BANK	232.04	Staff Training Registration/Postage/Office Supplies
025101	1/3/2020	UNION BANK	550.00	Staff Training Seminar Registration
025102	1/3/2020	UNION BANK	37.07	Lunch Meeting
025103	1/3/2020	UNIVAR USA INC	2,683.77	Plant Chemicals
025104	1/3/2020	USA BLUE BOOK	451.05	Lift Station Supplies
025105	1/3/2020	KATHLEEN WATHEN	4,300.00	Deposit Refund/Lateral Rebate-751 Via Manana Rd
025106	1/3/2020	WICK BOILER SERVICES, INC	145.00	Service Call for Lab HVAC System
025107	1/3/2020	WINZER	495.29	Disposable Gloves for Operations
<b>Bank Total</b>			<b>33,124.25</b>	
			<b>33,124.25</b>	

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 1/10/2020 to 1/10/2020**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Check Name	Check Amount	Description
025108	1/10/2020	CANON FINANCIAL SERVICES INC	275.14	Copier Lease Payment-January
025109	1/10/2020	COMPUVISION COMMUNICATIONS	43.75	IT Services-December
025110	1/10/2020	CSRMA	46,928.00	Pool Liability Insurance Premium 2020
025111	1/10/2020	CULLIGAN OF SYLMAR	106.70	Drinking Water-December
025112	1/10/2020	DATCO SERVICES CORPORATION	175.50	DOT Program Consortium; Jan-Mar
025113	1/10/2020	FASTENAL COMPANY	310.22	Plant Maintenance Materials
025114	1/10/2020	FERGUSON WATERWORKS #1083	971.70	Plant Piping Materials
025115	1/10/2020	FISHER SCIENTIFIC	411.77	Lab Testing Supplies
025116	1/10/2020	FRONTIER	678.30	Phone Service for Office, Lift Stations 4 & 5
025117	1/10/2020	HACH COMPANY	368.82	Lab Testing Supplies
025118	1/10/2020	HENSLEY LAW GROUP	5,325.00	Legal Services-Nov/Dec
025119	1/10/2020	PAUL MADSEN	3,650.00	Service Charge Refund-1635 Posilio Lane
025120	1/10/2020	MCCORMIX CORP	603.49	Vehicle Fuel 12/15-12/31/19
025121	1/10/2020	MONTECITO WATER DISTRICT	512.79	Water Service-December
025122	1/10/2020	PITNEY BOWES GLOBAL FINANCIAL	131.46	Quarterly Postage Meter Lease
025123	1/10/2020	PURETEC INDUSTRIAL WATER	52.13	Water Softener Tank Exchange
025124	1/10/2020	SANTA BARBARA COUNTY CLERK-RECORDER	64.00	Agreement Recording Fees
025125	1/10/2020	S B HOME IMPROVEMENT CENTER	118.65	Property Maintenance Supplies
025126	1/10/2020	SANTA BARBARA SECURITY ALARM	300.00	Quarterly Security Alarm Services
025127	1/10/2020	SOUTHERN CALIFORNIA EDISON CO	10,467.96	Electric Service-December
025128	1/10/2020	UNIVAR USA INC	7,458.86	Plant Chemicals
025129	1/10/2020	UNDERGROUND SERVICE ALERT	201.61	Dig Alert Tickets-December
025130	1/10/2020	VENTURA AIR CONDITIONING CO.	745.00	Lab HVAC System Preventative Maintenance
<b>Bank Total</b>			<b>79,900.85</b>	
			<b>79,900.85</b>	

**Capital Improvement Projects Check History Report**

**Sorted By Check Number**

**Activity From: 12/13/2019 to 1/10/2020**

**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Description
001215	12/13/2019	FAMCON PIPE & SUPPLY, INC	8,857.69	CIP 2-Manhole Frames and Covers
001216	12/13/2019	HANSON AGGREGATES MID-PACIFIC, INC	1,029.02	CIP 4-Concrete for Walkway Around Equipment
001217	12/13/2019	IDE AMERICAS, INC	9,500.00	CIP 10 -Shipping/Delivery of Recycled Water Equipment
001218	12/13/2019	TAFT ELECTRIC COMPANY	1,536.24	CIP 1-Install new Breakers in MCC #2
001219	12/13/2019	WORLD WATER WORKS, INC	167.02	CIP 4-Effluent Piping, Temp Power Cables
<b>Bank Total</b>			<u>21,089.97</u>	
			<u>21,089.97</u>	
001220	12/20/2019	CLEARWATER ENGINEERING	4,600.00	CIP 2-Manhole Raising on East Valley Road
001221	12/20/2019	IDE AMERICAS, INC	10,000.00	CIP 10-Commissioning Recycled Water Pilot Project
			Subtotal	<u>14,600.00</u>
<b>Bank Total</b>				<u>14,600.00</u>
001222	1/3/2020	CUSHMAN CONTRACTING CORP	29,329.82	CIP 4-Construction of DAFT
001223	1/3/2020	IDE AMERICAS, INC	9,900.00	CIP 10-Commissioning Recycled Water Pilot Project
001224	1/3/2020	TAFT ELECTRIC COMPANY	7,934.89	CIP 4 -Disconnect Temp DAFT/Connect new DAFT
			Subtotal	<u>47,164.71</u>
<b>Bank Total</b>				<u>47,164.71</u>

**Recycled Water Fund Check History Report**  
**Sorted By Check Number**  
**Activity From: 12/20/2019 to 1/10/2020**  
**MONTECITO SANITARY DISTRICT (MSD)**

001000	12/20/2019	CUSHMAN CONTRACTING CORP	9,488.40	CIP 11 -Trenching for Conduit-Recycled Water Project
001001	12/20/2019	HANSON AGGREGATES	910.60	CIP 11-Concrete for Trenches-Recycled Water Project
001002	12/20/2019	JOHN ROBINSON CONSULTING	1,200.00	CIP 11-Engineering Services-Recycled Water Project
001003	12/20/2019	STANTEC CONSULTING SERVICES	2,605.75	CIP 11-Consulting Services CEQA-Recycled Water Project
			Subtotal	
			14,204.75	
		<b>Bank Total</b>	<u>14,204.75</u>	
001004	1/3/2020	PHOENIX CIVIL ENGINEERING	1,732.50	CIP 11-Engineering Services-Recycled Water Project
001005	1/3/2020	STANTEC CONSULTING SERVICES	6,697.00	CIP 11-Consulting Services CEQA-Recycled Water Project
001006	1/3/2020	TAFT ELECTRIC COMPANY	8,757.53	CIP 11-Install Conduit/Wiring-Recycled Water Project
			Subtotal	
			17,187.03	
		<b>Bank Total</b>	<u>17,187.03</u>	
001007	1/10/2020	SBCO. PLANNING & DEVELOPMENT	5,000.00	CIP 11-Coastal Development Planning Fee Deposit
001008	1/10/2020	TAFT ELECTRIC COMPANY	210.00	CIP 11-Conduit Wiring-Recycled Water Project
			Subtotal	
			5,210.00	
		<b>Bank Total</b>	<u>5,210.00</u>	

**MONTECITO SANITARY DISTRICT**

**MANAGER'S REPORT**

**January 15, 2020**

**AGENDA ITEM 6. NEW BUSINESS**

**A. Public Information Committee Meeting – Report**

The Committee will report on its meeting on January 7<sup>th</sup>.

**B. Public Outreach – Purchase Order Authorization**

The Board will consider authorizing the General Manager to issue a purchase order in an amount not to exceed \$50,000 to Davies Public Affairs to assist with public outreach.

**C. Annual Organizational Decisions**

The Board will discuss and vote to appoint officers, standing committee members, and key personnel (i.e. General Manager and Legal Counsel), and to designate the day, time and place of regular 2020 Board meetings. Listed below are current officers, committee members, key personnel, and meeting days, time and place.

Current Officers

President: Tom Bollay  
Vice President: Jeff Kerns  
Treasurer: Tom Kern  
Secretary: Woody Barrett  
Director: Dana Newquist

Current Committees

Finance: Kern and Barrett  
Personnel: Kern and Barrett  
Administration & Operations: Bollay and Kerns  
Public Information: Bollay and Newquist

Key Personnel

Current General Manager: Diane Gabriel, P.E.  
Current Legal Counsel: General Counsel, Hensly Law Group  
Karl H. Berger, Special Counsel  
Personnel Matters, Price, Postel & Parma  
Melissa Fassett, Counsel

Current Board Meeting Schedule and Location

Second and last Thursday of every month at 1:15 p.m., located at 1042 Monte Cristo Lane, Santa Barbara, CA 93108

**D. Financial Audit Report – Fiscal Year 2018-19**

The Board will receive and file the 2018-19 Fiscal Year Financial Statements report prepared by Bartlett, Pringle & Wolf, CPAs, as presented to the Board at its December 12, 2019 meeting.

**E. Information Items**

None

**F. Agreements to be Signed**

- 274 Middle Road – Termination Agreement for Existing Auxiliary Structure
- 627 Olive Road – Sewer Service Agreement for Existing Auxiliary Structure

**AGENDA ITEM 7. OPERATIONS AND MAINTENANCE REPORTS**

**TREATMENT PLANT**

<b>Treatment Data</b>	<b>Current Year 12/02/19 – 01/05/20</b>	<b>Prior Year 12/03/18 – 12/30/18</b>
Average daily flow	0.640 MGD	0.490 MGD
Average hypochlorite	155 GPD	150 GPD
Average bisulfite	102 GPD	97 GPD
Average effluent SS	6.7 mg/L	4.7 mg/L
Average effluent CBOD <sub>5</sub>	3.2 mg/L	3.1 mg/L
Median coliform	< 1.8 MPN / 100 mL	2.0 MPN / 100 mL

- The belt press was operated for 16 hours during this reporting period
- A total of 70.67 tons of biosolids were transported in four separate loads to Engel and Gray during this reporting period.
- 6.56 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:

- Installation/replacement of the new Dissolved Air Flotation Thickener (DAFT) tank
- Ultrafiltration (UF) and Reverse Osmosis (RO) Recycled Water Pilot Project operations, testing and data collection
- Two plant alarm call-outs occurred during this reporting period
  - 12/13/19 UF feed water low level alarm.
  - 12/17/19 DEOX analyzer sample pump failed.
- Drained and cleaned UF/RO product water tank.
- De-ragged Influent Pump Station (IPS) pump checks valves.



- Performed quarterly preventive maintenance on chlorine contact chamber #1 and center chlorine contact chamber analyzers.
- Drained and cleaned north Aerobic Digester.
- Performed UF valve integrity test.
- Performed UF bubble test.
- De-ragged both Aeration Basin diffusers and headers.
- Performed UF Clean-In-Place preventive maintenance.
- Replaced Influent Pump Station No. 3 Variable Frequency Drive.

**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.
- Dropped water level in clarifiers and cleaned 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 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 35 day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 289 samples
- Ran 429 tests plus 80 duplicate tests for NPDES permit compliance and process control
- Performed 66 calibrations on laboratory equipment and 709 quality control checks
- Made 5.5 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 9 additional samples to FGL related to the Recycled Water Pilot Project

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

- Analyzed 23 Activated Sludge samples under the microscope, identifying and logging 840 microorganisms
- Analyzed 2 belt press biosolid samples for percent solids
- Prepared 9 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 2019 (see the enclosed reports.)

During the reporting period, Collection staff has also:

- Inspected 48 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.
- Assisted Maintenance staff with influent pump station check valve replacement.
- Assisted Cushman with DAFT project
- Air Pollution Control District inspected all District emergency power generators.
- 12/19/19 Posilipo & Miramar lift stations ran on emergency power due to Edison scheduled power outage.

Maintenance staff continued to work on the preventive maintenance plan for 2019.

During the reporting period, Maintenance staff has also:

- Performed routine inspection and maintenance of District Buildings and Equipment.
- Installed new polymer & air lines for DAFT unit.

- Performed preventative maintenance on Aeration Basin Blower No. 3.
- Replaced Belt Press piping plug valves.
- Replaced Clarifier #3 wear shoes.

**TRAINING / OTHER ACTIVITIES**

- 12/5/19 Collection staff members Frias and Kearney attended CWEA certification workshop in Oxnard.
- 12/20/19 Treatment Operator in Training (OIT) Luis Rizo started as a temporary part time weekend operator. Welcome Luis!

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### Collection System Cleaning and TV-ing History

Date	Location	Esmt (X)	Length of Cleaning (Linear Feet)	Length of TV-ing (Linear Feet)	Length of Re-cleans (Linear Feet)	Condition Findings			Notes
						C - CLEAR L - LIGHT M - MEDIUM H - HEAVY	R - ROOTS G - GREASE D - DEBRI	X	
December 2, 2019 through January 5, 2020									
12/2/2019	Lift Station Maintenance / USA								
12/3/2019	Middle Road		341,120	43,497	102,976	C			Clear : No observable grease, roots or debris
12/3/2019	Sycamore Canyon Road				259	C			Light : .5 gallons of roots/ debris, small chunks of grease
12/3/2019	Sycamore Canyon Road				261	C			Medium : .5-1.5 gallons of roots/ debris, moderate chunks grease
12/3/2019	Middle Road				259	C			Heavy : 1.5 or more gallons of roots, debris or grease
12/3/2019	Hill Road				324	C			
12/3/2019	Monte Cristo Lane				248	L	R		Light Roots
12/3/2019	School House Road	X			247	L	R		Light Roots
12/3/2019	La Vereda Lane				62	L	D		Light Debris
12/3/2019	La Vereda Lane				83	L	D		Light Debris
12/3/2019	La Vereda Lane				78	L	D		Light Debris
12/3/2019	La Vereda Road				93	L	D		Light Debris
12/3/2019	La Vereda Road				76	L	D		Light Debris
12/3/2019	La Vereda Road				72	L	D		Light Debris
12/3/2019	La Vereda Road				80	L	D		Light Debris
12/3/2019	La Vereda Road				144	L	D		Light Debris
12/3/2019	La Vereda Lane				217	L	D		Light Debris
12/3/2019	La Vereda Lane				65	L	D		Light Debris
12/3/2019	Miramar Avenue				363	L	D		Light Debris
12/3/2019	Coast Village Cir		161			L	D		Light Debris
12/3/2019	Coast Village Cir		230			L	D		Light Debris
12/3/2019	Butterfly Lane	X	173			L	D		Light Debris
12/3/2019	Miramar Avenue	X	49			C			Clear
12/3/2019	Humphrey Road	X	249			C			Clear
12/3/2019	Shelfield Drive	X	271			L	D		Light Debris
12/3/2019	Shelfield Drive	X	173			L	D		Light Debris
12/3/2019	Arroqui Street	X	47			L	R		Light Roots
12/3/2019	Arroqui Street	X	157			L	R		Light Roots
12/3/2019	Arroqui Street	X	341			L	R		Light Roots
12/3/2019	San Leandro Lane	X	195			L	R		Light Roots
12/3/2019	Arroqui Street	X	154			L	R		Light Roots
12/3/2019	Arroqui Street	X	71			L	R		Light Roots
12/3/2019	Crocker Sperry Drive	X	52			L	D		Light Debr
12/3/2019	Forge Road	X	391			L	D		Light Debr
12/3/2019	Forge Road	X	145			L	D		Light Debr
12/4/2019	Olive Mill Lane	X		48					Fine roots @ joints
12/5/2019	Coast Village Road				279	C			Clear
12/5/2019	Coast Village Road				57	L	R		Light Roots
12/5/2019	Hot Springs Road	X			212	L	R		Light Roots
12/5/2019	Picacho Lane				296	L	R		Light Roots
12/5/2019	San Leandro Lane				278	L	D		Light Debris
12/5/2019	San Leandro Lane				276	L	D		Light Debris
12/5/2019	Danielson Road		188			C			Clear
12/5/2019	Danielson Road		118			C			Clear
12/5/2019	Danielson Road	X	112			C			Clear
12/5/2019	Coast Village Road		111			L	D		Light Debris
12/5/2019	Posilipo Lane	X	198			C			Clear
12/5/2019	Posilipo Lane	X	105			C			Clear
12/5/2019	Posilipo Lane	X	183			C			Clear
12/6/2019	Middle Road				218	L	D		Light Debris
12/6/2019	Middle Road				241	L	D		Light Debris
12/6/2019	Mesa Road				203	L	D		Light Debris
12/6/2019	Middle Road				25	L	D		Light Debris
12/6/2019	Mesa Road				208	L	D		Light Debris
12/6/2019	Avala Lane		324						No Problems
12/6/2019	Avala Lane		399						No Problems
12/6/2019	Ashley Road		308						No Problems
12/6/2019	Ashley Road		300						No Problems
12/6/2019	Ashley Road		400						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
12/6/2019	Ashley Road			401				No Problems
12/6/2019	Lift Stations / USA / Vehicle Maintenance							
12/7/2019	Weekend							
12/8/2019	Weekend							
12/9/2019	Lift Station Maintenance / USA							
12/9/2019	Paso Robles Drive	X		168				Fine roots @ joints
12/9/2019	Paso Robles Drive			300				No Problems
12/9/2019	Paso Robles Drive			150				No Problems
12/9/2019	Paso Robles Drive			25				No Problems
12/9/2019	Barker Pass Road			222				No Problems
12/9/2019	Barker Pass Road			130				No Problems
12/9/2019	Stoddard Lane	X		377				Fine roots @ joints
12/9/2019	Stoddard Lane			150				No Problems
12/9/2019	Glenview Road			124				No Problems
12/10/2019	Sycamore Canyon Road	X		100				No Problems
12/10/2019	Sycamore Canyon Road	X		388				No Problems
12/10/2019	Sycamore Canyon Road	X		125				No Problems
12/10/2019	Sycamore Canyon Road	X		358				Fine roots @ joints
12/10/2019	Sycamore Canyon Road	X		317				Fine roots @ joints
12/10/2019	Sycamore Canyon Road	X		317				No Problems
12/11/2019	Paso Robles Drive			200				No Problems
12/11/2019	Paso Robles Drive			160				No Problems
12/11/2019	Mesa Road			170				No Problems
12/11/2019	Mesa Road			191				No Problems
12/11/2019	Olive Mill Road	X		118				No Problems
12/11/2019	Olive Mill Road			270				No Problems
12/11/2019	Olive Mill Road	X		271				No Problems
12/11/2019	Olive Mill Road			338				No Problems
12/11/2019	Olive Mill Road			192				No Problems
12/11/2019	Olive Mill Road			216				No Problems
12/11/2019	Olive Mill Road			220				No Problems
12/11/2019	Olive Mill Road			216				No Problems
12/11/2019	Olive Mill Road			211				No Problems
12/12/2019	Jameson Lane	X	64			C	1	Clear
12/12/2019	Jameson Lane	X	170			C	1	Clear
12/12/2019	Jameson Lane	X	146			C	1	Clear
12/12/2019	Jameson Lane	X	219			C	1	Clear
12/12/2019	Jameson Lane	X	138			C	1	Clear
12/12/2019	Jameson Lane	X	141			C	1	Clear
12/12/2019	Jameson Lane	X	127			C	1	Clear
12/12/2019	Jameson Lane	X	50			C	1	Clear
12/12/2019	Jameson Lane	X	240			C	1	Clear
12/12/2019	Hot Springs Road			221				Fine roots @ joints
12/12/2019	Olive Mill Road			283				No Problems
12/12/2019	Dulzura Drive			102				No Problems
12/12/2019	Dulzura Drive			112				No Problems
12/12/2019	Dulzura Drive			314				Fine roots at joints.
12/12/2019	Dulzura Drive			395				Fine roots at joints.
12/12/2019	Dulzura Drive			249				No Problems
12/12/2019	Dulzura Drive			108				No Problems
12/12/2019	El Rancho Road			255				No Problems
12/12/2019	Camino Viejo Road			45				No Problems
12/12/2019	El Rancho Road	X		165				No Problems
12/12/2019	Dulzura Drive			308				Fine roots @ joints
12/12/2019	Hot Springs Road			226				No Problems
12/12/2019	Olive Mill Road			208				No Problems
12/12/2019	Hot Springs Road			168				No Problems
12/13/2019	Lemon Grove Lane		115			L	1	Light Roots
12/13/2019	School House Road		356			C	1	Clear
12/13/2019	Lift Stations / USA / Vehicle Maintenance							
12/14/2019	Weekend							
12/15/2019	Weekend							
12/16/2019	Lift Station Maintenance / USA							

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
12/16/2019	Valley Club Road	X	62			C	1	Clear
12/16/2019	Valley Club Road	X	23			C	1	Clear
12/16/2019	Valley Club Road	X	185			C	1	Clear
12/16/2019	Valley Club Road	X	346			C	1	Clear
12/16/2019	Valley Club Road	X	302			C	1	Clear
12/16/2019	Valley Club Road	X	301			C	1	Clear
12/16/2019	Valley Club Road	X	315			C	1	Clear
12/16/2019	Valley Club Road	X	327			L	1	Light Debris
12/16/2019	Lemon Ranch Road	X	245			C	1	Clear
12/16/2019	Lemon Ranch Road	X	92			L	1	Light Debris
12/16/2019	Valley Club Road	X	296			C	1	Clear
12/16/2019	Valley Club Road	X	265			C	1	Clear
12/16/2019	Crocker Sperry Drive	X	250			C	1	Clear
12/17/2019	East Gate Lane	X	226			L	1	Light Debris
12/17/2019	Inverness Lane	X	119			C	1	Clear
12/17/2019	Lemon Ranch Road	X	344			C	1	Clear
12/17/2019	Fife Lane	X	354			C	1	Clear
12/17/2019	Lemon Ranch Road	X	296			L	1	Light Debris
12/17/2019	Lemon Ranch Road	X	199			C	1	Clear
12/17/2019	Cowles Road	X	299			C	1	Clear
12/17/2019	Jelinda Drive	X	280			C	1	Clear
12/17/2019	Sheffield Drive	X	241			C	1	Clear
12/17/2019	Sheffield Drive	X	404			C	1	Clear
12/17/2019	Eleven Oaks Lane	X	305			L	1	Light Debris
12/18/2019	Olive Mill Road	X	283			M	2	Medium Debris
12/18/2019	N Jameson Lane	X	378			M	2	Medium Debris
12/18/2019	N Jameson Lane	X	384			M	2	Medium Debris
12/18/2019	N Jameson Lane	X	271			L	1	Light Debris
12/18/2019	N Jameson Lane	X	271			L	1	Light Debris
12/18/2019	N Jameson Lane	X	96			L	1	Light Debris
12/18/2019	N Jameson Lane	X	118			L	1	Light Debris
12/18/2019	N Jameson Lane	X	206			C	1	Clear
12/18/2019	N Jameson Lane	X	136			C	1	Clear
12/18/2019	Bonnymede Drive	X	228			C	1	Clear
12/18/2019	Bonnymede Drive	X	104			C	1	Clear
12/18/2019	N Jameson Lane	X	243			C	1	Clear
12/18/2019	N Jameson Lane	X	281			C	1	Clear
12/18/2019	N Jameson Lane	X	286			C	1	Clear
12/18/2019	N Jameson Lane	X	292			C	1	Clear
12/18/2019	N Jameson Lane	X	201			C	1	Clear
12/18/2019	N Jameson Lane	X	208			L	1	Light Debris
12/18/2019	N Jameson Lane	X	176			L	1	Light Debris
12/18/2019	Miramar Avenue	X	231			C	1	Clear
12/18/2019	Hixon Road	X	166			C	1	Clear
12/18/2019	N Jameson Lane	X	111			C	1	Clear
12/18/2019	N Jameson Lane	X	136			C	1	Clear
12/18/2019	N Jameson Lane	X	214			M	2	Medium Debris
12/18/2019	N Jameson Lane	X	219			M	2	Medium Debris
12/18/2019	N Jameson Lane	X	340			C	1	Clear
12/18/2019	Bonnymede Drive	X	126			C	1	Clear
12/18/2019	Bonnymede Drive	X	74			C	1	Clear
12/18/2019	Bonnymede Drive	X	148			C	1	Clear
12/18/2019	Bonnymede Drive	X	246			C	1	Clear
12/18/2019	Bonnymede Drive	X	84			C	1	Clear
12/18/2019	Bonnymede Drive	X	137			C	1	Clear
12/18/2019	Bonnymede Drive	X	125			C	1	Clear
12/18/2019	Bonnymede Drive	X	217			C	1	Clear
12/18/2019	Bonnymede Drive	X	109			C	1	Clear
12/18/2019	Bonnymede Drive	X	84			C	1	Clear
12/18/2019	Bonnymede Drive	X	79			C	1	Clear
12/18/2019	Bonnymede Drive	X	90			C	1	Clear
12/18/2019	Vicenti Place	X	171			C	1	Clear
12/18/2019	Vicenti Place	X	17			C	1	Clear

