



# Montecito Sanitary District

1042 Monte Cristo Lane  
Santa Barbara, CA 93108

*A Public Service Agency*

Phone: (805) 969-4200  
[www.montsan.org](http://www.montsan.org)

## **BOARD PACKET**

For the Board Meeting of

**Thursday, July 28, 2022**

1. AGENDA.....	<a href="#">Agenda+2022-07-28.pdf (montsan.org)</a>
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## BOARD LIST OF PAYABLES – JUNE 2022

<u>CHECK DATE</u>	<u>SUMMARY &amp; TYPE</u>	<u>BATCH TOTAL</u>
06/03/2022	ACCOUNTS PAYABLE	72,626.47
06/17/2022	ACCOUNTS PAYABLE	170,845.20
	<b>Subtotal</b>	<b>\$243,471.67</b>
06/03/2022	CAPITAL IMPROVEMENT PROJECTS	19,895.00
06/17/2022	CAPITAL IMPROVEMENT PROJECTS	374,941.96
	<b>Subtotal</b>	<b>\$394,836.96</b>
06/02/2022	PAYROLL	79,804.76
06/16/2022	PAYROLL	81,290.67
06/30/2022	PAYROLL	81,076.97
	<b>Subtotal</b>	<b>\$242,172.40</b>
	<b><u>TOTAL</u></b>	<b><u>\$880,481.03</u></b>

All Invoices were reviewed and approved by Department Managers

All Invoices and Payments were reviewed and approved and checks signed by the General Manager

Board Treasurer, Don Eversoll approved all payables by email prior to check mailing

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 6/1/2022 to 6/30/2022**  
**MONTECITO SANITARY DISTRICT (MSD)**

**Bank Code:** B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000027538	6/3/2022	805 INDUSTRIAL SUPPLY, LLC	372.94	Disposable Latex Gloves
0000027539	6/3/2022	AERZEN USA CORP.	287.31	Absorption and Filter Plates
0000027540	6/3/2022	AMAZON CAPITAL SERVICES	628.01	Computer Monitors, Adapters, Camkit, Data Port Cable
0000027541	6/3/2022	AUTOZONE, INC	65.45	Vehicle Parts
0000027542	6/3/2022	BIG GREEN CLEANING COMPANY	178.70	Janitorial Supplies
0000027543	6/3/2022	CARB/PERP	735.00	CCTV Van Portable Generator Registration Renewal
0000027544	6/3/2022	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-June
0000027545	6/3/2022	COLANTUONO, HIGHSMTIH & WHATLEY,	11,980.91	Legal Services-April
0000027546	6/3/2022	CALIFORNIA WATER ENVIRONMENT	192.00	Annual Membership Dues-Keen
0000027547	6/3/2022	DATA CLARIFIER SOLUTIONS	3,600.00	WIMS Training for Operators
0000027548	6/3/2022	DOCU PRODUCTS	115.96	Copier Maintenance Agreement-June
0000027549	6/3/2022	FASTENAL COMPANY	140.12	Grinder Cut Off Discs
0000027550	6/3/2022	FISHER SCIENTIFIC	190.61	Lab Testing Supplies
0000027551	6/3/2022	GLS COMPANIES	750.00	Landscape Maintenance-June
0000027552	6/3/2022	GRAINGER	2,254.59	Utility Pumps, Needle File Set
0000027553	6/3/2022	HACH COMPANY	477.28	Lab Testing Supplies
0000027554	6/3/2022	KAMAN INDUSTRIAL TECHNOLOGIES	1,228.96	Sheaves & Bushings for AB Blowers
0000027555	6/3/2022	MARBORG INDUSTRIES	2,659.47	Restroom Trailer Lease Payment-May
0000027556	6/3/2022	MCCORMIX CORP	721.09	Vehicle Fuel 05/15-05/31/22
0000027557	6/3/2022	OILFIELD ENVIRONMENTAL &	150.00	Outside Lab Analyses
0000027558	6/3/2022	PAYCHEX OF NEW YORK, LLC	340.80	Payroll Services-May
0000027559	6/3/2022	PLUMBERS DEPOT, INC	1,148.08	CCTV Camera Repair
0000027560	6/3/2022	PURETEC INDUSTRIAL WATER	64.03	Water Softener Sodium Tank Exchange
0000027561	6/3/2022	QUINN COMPANY	509.40	WWTP Generator Servicing
0000027562	6/3/2022	RINGCENTRAL, INC.	652.47	Phone Service-May
0000027563	6/3/2022	SANTA BARBARA COUNTY-APCD	470.00	WWTP Generator Reevaluation Fee
0000027564	6/3/2022	SOUTHERN CALIFORNIA EDISON CO	11,105.04	Electric Service for Admin/Trmt-March
0000027565	6/3/2022	SERVICEMASTER ANYTIME	18,000.00	Deposit on Roof Repair
0000027566	6/3/2022	SMARDAN-HATCHER COMPANY	65.24	4" SDR Bushings for Collections
0000027567	6/3/2022	STREAMLINE	310.00	Website Hosting Services-June
0000027568	6/3/2022	TAFT ELECTRIC COMPANY	1,388.93	On-Call Electrical Services
0000027569	6/3/2022	UNIVAR SOLUTIONS	8,147.97	Plant Chemicals
0000027570	6/3/2022	UNDERGROUND SERVICE ALERT	158.50	90 New Dig Alert Tickets-May
0000027571	6/3/2022	WESTPAC ASPEN INVESTMENTS, LLC	3,265.00	Deposit Refund-800 Buena Vista Avenue
0000027572	6/17/2022	ACME ANALYTICAL SOLUTIONS	2,381.41	Acetate Buffer Solutions, Potassium Iodide for Analyzers
0000027573	6/17/2022	ALLIANT INSURANCE SERVICES INC	29.00	Mobile Vehicle 3rd Quarter Endorsement
0000027574	6/17/2022	AMAZON CAPITAL SERVICES	502.46	Toner Cartridges, Mow Ball Assembly, Loctite
0000027575	6/17/2022	ARCE, MICHAEL J	225.00	Boot Allowance Reimbursement
0000027576	6/17/2022	AT&T MOBILITY	121.30	Standby Cellphone, Lift Station 4 Wireless Port-May
0000027577	6/17/2022	BIG GREEN CLEANING COMPANY	2,321.00	Janitorial Services-June
0000027578	6/17/2022	BNY OF NEW YORK MELLON	1,980.00	Annual COP Revenue Bonds Administrative Fee
0000027579	6/17/2022	CINTAS CORPORATION #684	761.52	Uniforms, Towels, Floor Mats-Cleaning/Rental-May
0000027580	6/17/2022	COLANTUONO, HIGHSMTIH & WHATLEY	2,275.00	Legal Services-May
0000027581	6/17/2022	COMPUVISION COMMUNICATIONS	2,520.00	IT Services-May
0000027582	6/17/2022	CORT	44.00	Deed Report-May
0000027583	6/17/2022	COX BUSINESS	160.39	Internet Wireless Service-May
0000027584	6/17/2022	CSRMA	81,026.00	Pooled Liability Insurance Premium 12/31/21-12/31/22
0000027585	6/17/2022	ENGEL & GRAY, INC	6,063.64	Biosolids Hauling-May
0000027586	6/17/2022	FASTENAL COMPANY	75.94	Grinder Pads
0000027587	6/17/2022	FRONTIER	161.65	Phone Service for Lift Stations 1, 2 & 4-June
0000027588	6/17/2022	GRAINGER	434.50	Wheel Kit for 3" Pump, Cam & Groove Adapter
0000027589	6/17/2022	IDEXX DISTRIBUTION, INC	1,486.85	Lab Testing Supplies

0000027590	6/17/2022	JWC ENVIRONMENTAL	3,007.85	IPS Grinder Shaft Replacement
0000027591	6/17/2022	KAMAN INDUSTRIAL TECHNOLOGIES	242.99	Garden Hoses for Lift Stations
0000027592	6/17/2022	LARRY'S AUTO PARTS	587.49	Vehicle, Vac-Con Service Parts
0000027593	6/17/2022	LIEBERT CASSIDY WHITMORE	340.00	Legal Services for SEIU Negotiations
0000027594	6/17/2022	MARBORG INDUSTRIES	704.81	Refuse Disposal, Recycling-May
0000027595	6/17/2022	MONTECITO BANK & TRUST	1,177.09	Computer Monitors, Propane, Hotel Reservations, Training Registration, Shipping, Manuals, Lab Supplies
0000027596	6/17/2022	MILPAS RENTAL INC	131.76	Plant Equipment Rental
0000027597	6/17/2022	MOUNTAIN SPRING WATER	155.15	Bottled Drinking Water, Cooler Rental-May
0000027598	6/17/2022	MONTECITO WATER DISTRICT	674.95	Water Service-May
0000027599	6/17/2022	OILFIELD ENVIRONMENTAL &	679.00	Outside Lab Analyses
0000027600	6/17/2022	POLYDYNE, INC	800.04	Polymer for DAFT
0000027601	6/17/2022	PRICE POSTEL & PARMA	3,564.00	Employment Law Services-May
0000027602	6/17/2022	QUINN COMPANY	240.31	Service Lift Truck Preventative Maintenance
0000027603	6/17/2022	SANSUM CLINIC	135.00	DMV/DOT Exam-Morelos
0000027604	6/17/2022	SANTA BARBARA COUNTY EHS/CUPA	1,436.00	Hazardous Materials Annual Permit for Lift Stations
0000027605	6/17/2022	SOUTHERN CALIFORNIA EDISON CO	26,650.81	Electric Service for April/May
0000027606	6/17/2022	SERVICEMASTER ANYTIME	14,654.74	Emergency Services for Maintenance Building Roof Repair
0000027607	6/17/2022	SOCAL GAS	175.57	Gas Service-May
0000027608	6/17/2022	SPIELER STRUCTURAL ENGINEERS	5,163.33	Structural Engineering Services - Maint Bldg. Roof Repair
0000027609	6/17/2022	STANDARD INSURANCE COMPANY	1,489.17	Short/Long Term Disability Insurance Premium-June
0000027610	6/17/2022	STAPLES CREDIT PLAN	151.40	Office Supplies/ Kitchen Supplies
0000027611	6/17/2022	UNIVAR SOLUTIONS	4,662.24	Plant Chemicals
0000027612	6/17/2022	USA BLUE BOOK	435.79	Lab Equipment
0000027613	6/17/2022	LOS ANGELES TRUCK CENTERS, LLC	271.05	Service Parts for Vac-Con
0000027614	6/17/2022	VENTURA AIR CONDITIONING CO.	745.00	Preventative Maintenance of Lab HVAC
<b>Bank B Total:</b>			<u>243,471.67</u>	
<b>Report Total:</b>			<u><u>243,471.67</u></u>	

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 6/1/2022 to 6/30/2022**  
**MONTECITO SANITARY DISTRICT (MSD)**

Bank Code: G CIP CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000001329	6/3/2022	DERRICK'S ROOFING INC.	19,895.00	CIP No. 7-Replacement of Board Room Roof
0000001330	6/17/2022	EARTH SYSTEMS	2,482.00	CIP No. 9-HWY 101 Sewer Main Relocation Geotechnical Engineering Services
0000001331	6/17/2022	FILIPPIN ENGINEERING	5,502.50	CIP No. 9-Lilac/Oak Grove Sewer Main Extension Inspection Services-May
0000001332	6/17/2022	KAMAN INDUSTRIAL TECHNOLOGIES	368.20	CIP No. 6-Digester Blower Replacement Parts
0000001333	6/17/2022	STANTEC CONSULTING SERVICES INC.	4,568.01	CIP No. 9-Lilac/Oak Grove Sewer Main Extension Engineering Services-May
0000001334	6/17/2022	TIERRA CONTRACTING INC	362,021.25	CIP No. 9-Lilac/Oak Grove Sewer Main Construction Progress Payment
<b>Bank G Total:</b>			<b>394,836.96</b>	
<b>Report Total:</b>			<b>394,836.96</b>	

**FY2021-2022 Capital Improvement Projects (CIP) - Expenditure Status**

Annual Projects					
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 6/30/2022	Approved FY21-22 Budget	Approved FY21-22 Budget Remaining
6	Digester Blowers replacement	\$ -	\$ 37,582	\$ 33,000	\$ (4,582)
7	Roof for Admin, Operations, and Board room building	\$ -	\$ -	\$ 65,000	\$ 65,000
Sewer Main Extension Projects*					
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 6/30/2022	Approved FY21-22 Budget	Approved FY21-22 Budget Remaining
9	Caltrans HOV- Posilipo gravity main and force main relocation- design	\$ 15,300	\$ 140,245	\$ 187,846	\$ 47,601
9	Caltrans HOV- Posilipo gravity main and force main relocation- construction	\$ -	\$ -	\$ 500,000	\$ 500,000
9	*Lilac and Oak Grove Sewer Main Extension Construction	\$ -	\$ 1,275,948	\$ 2,323,137	\$ 1,047,190
9	*Ashley Road Pump Station Design	\$ 13,806	\$ 1,929	\$ 150,000	\$ 148,071
9	*Ashley Road & E. Mountain Pipeline Design Costs	\$ -	\$ -	\$ 100,000	\$ 100,000
9	*Ashley Road and E. Mountain Extension Construction	\$ -	\$ -	\$ 1,250,000	\$ 1,250,000
9	Riven Rock Sewer Main Extension Project (carryover FY20-21)	\$ 338,100	\$ 40,067	\$ 46,867	\$ 6,800
<i>*Projects not yet Board-approved, and expected to recoup costs from homeowners.</i>		\$ 367,205	\$ 1,458,188	\$ 4,557,850	\$ 3,099,662

## RESOLUTION NO. 2022-948

### RESOLUTION OF THE GOVERNING BOARD OF THE MONTECITO SANITARY DISTRICT ADOPTING A CONFLICT OF INTEREST CODE AND REPEALING RESOLUTION NO. 2016-900

WHEREAS, the Political Reform Act of 1974 (section 81000, *et seq.* of the California Government Code) requires the Montecito Sanitary District to adopt and promulgate a conflict of interest code and to conduct a biennial review of its adopted code to ensure its continued compliance with all applicable regulations and law.

WHEREAS, the California Fair Political Practices Commission has adopted regulation 18730 of 2 California Code of Regulations, which specifies elements of a local agency conflict of interest code and allows the elements to be incorporated by reference, including as amended, into a local agency code.

WHEREAS, the Montecito Sanitary District has conducted a biennial review and intends to follow current Fair Political Practices Commission guidance about the required elements of a conflict of interest code.

NOW, THEREFORE, the Governing Board of the Montecito Sanitary District hereby resolves:

1. Resolution 2016-900, adopted August 29, 2016, is repealed and this amended code adopted in its stead;
2. Section 87302 of the Government Code, and as it may be amended, mandating the required elements of a conflict of interest code, is hereby incorporated by reference as elements of the Montecito Sanitary District Conflict of Interest Code;
3. Regulation 18730 of 2 California Code of Regulations, and as it may be amended, is hereby incorporated by reference as elements of the Montecito Sanitary District Conflict of Interest Code;
4. Appendices A and B hereto designate the officials and personnel required to comply with the Montecito Sanitary District Conflict of Interest Code and the disclosure categories for each designated official and personnel; Appendices A and B are elements of the Montecito Sanitary District Conflict of Interest Code;
5. Pursuant to subdivision (b) of section 87302 of the Government Code, each designated official and person shall file timely required statements of economic interest with the Montecito Sanitary District;
6. The District shall retain and maintain a copy of each filed statement;
7. Upon its receipt, each original filed statement shall be forwarded by the District to the County Elections Division, Santa Barbara County Clerk-Recorder-Assessor, P.O. Box 61510, Santa Barbara, CA 93160-1510; and
8. All filed statements of economic interest are public records available for public review and copying at the District's office pursuant to 81008 of the Government Code.

**PASSED AND ADOPTED** by the Governing Board of the Montecito Sanitary District on the 28th of July 2022 by the following vote:

**AYES:**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

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Board President  
Dorinne Lee Johnson

ATTEST:

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Board Secretary  
Dana Newquist

(SEAL)



**CONFLICT OF INTEREST CODE**

**APPENDIX A**

**DESIGNATED POSITIONS**

Persons occupying the following positions are required to file a Statement of Economic Interest which discloses financial interests in the disclosure categories prescribed for each position:

<b><u>Designated Position</u></b>	<b><u>Disclosure categories</u></b>
Director of the Governing Board	1, 2, 3, 4, and 5
General Manager	1, 2, 3, 4, and 5
Legal Counsel	1, 2, 3, 4, and 5
District Retained Consultant*	TBD*

\*Consultants shall make disclosures as directed by the General Manager on a case-by-case basis to comply with section 87302 of the Government Code.



**CONFLICT OF INTEREST CODE**

**APPENDIX B: DISCLOSURE CATEGORIES**

**CATEGORY 1**

Interests in real property located in whole or in part within the jurisdiction of the District, including any leasehold, beneficial, or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is \$1,000 or more.

**CATEGORY 2**

Business positions or investments in or income from persons or business entities engaged in the appraisal, acquisition, or disposal of real property within the jurisdiction of the District.

**CATEGORY 3**

Business positions or investments in and income from any source or sources of income, if:

- a) The business entities or the source or sources of income are of the type which, within the previous two years, have provided or contracted to provide, or in the future with reasonable foreseeability might provide or contract to provide services, supplies, materials, machinery, or equipment to or for the use of the District; and
- b) Within the previous two years, the designated employee has made, participated in making, or in any way has attempted to use his or her official position to influence, a governmental decision to obtain or procure services, supplies, materials, machinery, or equipment of the same or a similar type as those so provided or contracted to be provided to the District or if the duties of the designated employee's position make it reasonably foreseeable that he or she might engage in such activity.

**CONFLICT OF INTEREST CODE**

**APPENDIX B: DISCLOSURE CATEGORIES**

**CATEGORY 4**

Business positions or investments in business entities and income from any source or sources of income, if:

- a) The business entities or the source or sources of income are of the type which, within the previous two years, have furnished or contracted to furnish, or in the future with reasonable foreseeability might furnish or contract to furnish services, supplies, materials, machinery, or equipment as a subcontractor in any contract with the District to provide services, supplies, materials, machinery, or equipment to or for the use of the District; and
- b) Within the previous two years, the designated employee has made, participated in making, or in any way has attempted to use his or her official position to influence a government decision to obtain or procure services, supplies, materials, machinery, or equipment of the same or a similar type as those so provided or contracted to be provided to the District or if the duties of the designated official's or personnel's position make it reasonably foreseeable that he or she might engage in such activity.

**CATEGORY 5**

Business positions or investments in business entities and income from any source or sources of income, if:

- a) The business entities or the source or sources of income are of the type which are subject to the regulation or supervision of the District; and
- b) The designated official's or personnel's duties involve the supervision or regulation (including, but not limited to, the issuance or granting of franchises, building permits, or other use or business permits or any other land use control or regulation) of that type of business entity or source of income.

**RESOLUTION NO. 2021-942**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MONTECITO SANITARY DISTRICT  
ADOPTING RULES AND REGULATIONS FOR THE  
PURCHASING OF SUPPLIES AND EQUIPMENT, SPECIAL SERVICES  
AND CONTRACTORS FOR PUBLIC IMPROVEMENT PROJECTS**

PURSUANT to the provisions of California Government Code sections 54201 *et seq.* and California Public Contract Code sections 20800 *et seq.*, the following shall constitute the Rules and Regulations of the Montecito Sanitary District (“District”) governing the policies and procedures for purchasing of supplies and equipment, special services and contractors for public improvement projects by the District.

1. As used in these Rules and Regulations, the following definitions shall apply:
  - A. “Supplies and equipment” means equipment, materials, goods, parts, miscellaneous commodities and other supplies which are not included as part of a contract for a public improvement project or for special services.
  - B. “Public improvement projects” shall have the same definition as “district projects” set forth in California Public Contract Code section 20801.
  - C. “Special services” means those services provided to the District by independent consultants including, without limitation, engineers, architects, certified public accountants, environmental consultants, land use planners and other similar services which are incidental to the operation of the District.
2. Every purchase of supplies and equipment, special services and contractors for public improvement projects by the District shall be made pursuant to these Rules and Regulations.
3. Except as provided in these Rules and Regulations, no supplies and equipment, special services or contractors for public improvement projects may be contracted without the approval of the Board of Directors of the District.
4. All supplies and equipment, special services and public improvement projects included in the District’s final budget are considered approved by the Board of Directors, and the General Manager or designee (“General Manager”) is authorized to contract for such expenditures as provided in these Rules and Regulations.
5. The following contracts may be awarded by the District without the necessity of calling for bids:
  - A. Supplies and equipment in an amount up to \$15,000.
  - B. Contractors for public improvement projects in an amount up to \$15,000.

C. Special services in an amount up to \$15,000.

6. Supplies and Equipment. Whenever the expenditure required for the purchase of supplies and equipment exceeds \$15,000, the District shall procure bids for the purchase of supplies and equipment by any one of the following methods:

(A) By publication of a notice inviting bids at least once in a newspaper of general circulation in the Montecito area. Such notice shall state the time and place for the opening of bids and shall state the specifications for the supplies and equipment to be purchased. Said publication must be made at least ten (10) days prior to the time set for the opening of bids.

(i) In addition to publication, the General Manager may notify prospective bidders by letter or telephone that bids are being called for.

(ii) At the time and place fixed for the opening of bids, the bids shall be publicly opened and read, the bids tabulated, and the contract presented to the District Board for consideration at the next scheduled meeting.

(B) In lieu of publication, the General Manager may submit specifications to at least three prospective bidders and request that bids be submitted at a fixed time and place. The General Manager shall open the bids at the time and place set for the same and present them to the District Board for consideration at the next scheduled meeting.

(C) The General Manager may purchase supplies and equipment in connection with any official state, federal or county bid.

(D) Notwithstanding anything to the contrary in this section, the Board of Directors reserves the right to reject any and all bids and authorize the General Manager to purchase necessary supplies and equipment on the open market.

(E) If, in the judgment of the General Manager, supplies and equipment are needed in order to make emergency repairs, construction or maintenance, which emergency will not allow the normal procedure for purchase to be followed, the General Manager may purchase all necessary supplies and equipment on the open market without complying with the competitive bidding requirements specified herein. The General Manager shall make a complete report of the circumstances constituting the emergency to the Board of Directors at its next regularly scheduled meeting following the purchase of said supplies and equipment.

(F) All supplies and equipment purchased in excess of \$7,500 shall be pursuant to a contract approved by the Board of Directors.

7. Public Improvement Projects. Whenever the expenditure required for the purchase of contractors for public improvement projects exceeds \$15,000, such purchases shall be awarded

to the lowest responsible bidder in accordance with the competitive bid procedures set out in Public Contract Code sections 20803 through 20806. All contractors for public improvement projects purchased in excess of \$10,000 shall be pursuant to a contract approved by the Board of Directors.

8. Special Services. Whenever the expenditure required for the purchase of special services exceeds \$15,000, the District may, in its discretion, direct the purchase of such special services pursuant to the issuance of a request for proposals or qualifications. All special services purchased in excess of \$30,000 shall be pursuant to a contract approved by the Board of Directors. Directors Barrett, Eversoll, Fuller, Newquist, and Johnson

9. This Resolution No. 2021-942 repeals and supersedes Montecito Sanitary District Resolution No. 2020-931 dated April 8, 2021, and becomes effective immediately.

PASSED AND ADOPTED this 16<sup>th</sup> day of **December 2021**, by the following vote:

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

NAYS:

ABSENT:



(SEAL)

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Dorinne Lee Johnson, Board President

ATTEST:

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Dana Newquist, Board Secretary



**BOARD OF DIRECTORS  
POLICY AND PROCEDURES MANUAL**  
Adopted December 9, 2021

## *District's Mission Statement*

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A community service commitment to protect public health and safety and to preserve the natural environment through the collection, treatment and disposal of wastewater in the most cost-effective way possible.

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# 1. Role of the Board of Directors

1. The District's policies, mission, goals, and programs are established by a majority of the Board of Directors at public meetings.
2. All District powers are exercised by its Board of Directors. (Health & Safety Code, § 6481.)
3. The Board will not direct management as to how to implement policy, but it shall hold management responsible if the policies of the District are not implemented.
4. The Board appoints the General Manager of the District, defines the General Manager's responsibilities, and delegates Board authority and power to the General Manager to carry out the responsibilities.
5. The General Manager is responsible for all of the following:
  - a. The implementation of the policies established by the Board for District operation.
  - b. The appointment, supervision, discipline, and dismissal of District employees, consistent with the employee relations system established by the Board.
  - c. The supervision of District facilities and services.
  - d. The supervision of District finances.
  - e. The development of the District's annual budget to support its mission and meet all regulatory requirements.
  - f. Coordinate with the President of the Board to agendize meetings.
6. The General Manager shall recommend in public meetings of the Board the programs to implement District policy.
7. On or before July 1st of each year the Board adopts the District's annual budget.
8. The Board approves the District's organizational structure and employment positions.
9. The Board appoints the District's legal counsel and financial auditor annually.
10. The Board approves the Accounts Payable register as an agenda item at regular Board meetings.
11. The Board approves all contracts and individual purchases in accordance with the District's purchasing policies and procedures..
12. Directors shall uphold the constitutions of the United States and the state of California. Directors shall comply with applicable laws regulating their conduct, including state laws concerning conflicts of interest, financial disclosure, open meetings, and confidential information.

## 2. Board Election/Appointment

The District shall have a board of five Directors each of whom whether elected or appointed, shall reside within the boundaries of the Montecito Sanitary District and be a registered voter within those boundaries. (Health & Safety Code, § 6464)

The term of office of each Director other than Directors appointed to fill an unexpired term shall be four years. (Elections Code, § 10507)

Directors elected to office take office at noon on the first Friday in December following the General District Election. Before taking office, each Director shall take and subscribe the official oath and file it with the Clerk of the Board. (Elections Code, § 10554)

New Directors will file an Assuming Office Form 700 within thirty days of taking office.

An office of a director shall be deemed to have become vacant when one or more events specified in [sections 1770, et. seq. of the Government Code](#) have occurred. All vacancies occurring shall be filled pursuant to [section 1780 of the Government Code](#).

A Director leaving office will file a Leaving Office Form 700 within thirty days of vacating office.

## 3. Board Organization

The Board of Directors shall hold an annual organizational meeting at a regular meeting in December to establish or confirm Board officers by an election from existing Board members.

Board officers are the President, Vice President, Treasurer, and Secretary.

Officers assume their duties immediately upon Board confirmation and serve during the next calendar year.

Additionally, the General Manager and District Legal Counsel shall be affirmed at the annual organizational meeting.

At the organizational meeting the Board will appoint members to the Standing Committees.

### Standing and Ad Hoc Committees

- a) Standing committees shall only be dissolved by majority vote of the Board.
- b) The duties of an ad hoc committee shall be determined at the time of appointment and the committee shall be considered dissolved when its final report has been made.
- c) If the Board President or the Board has created a standing committee the members of such committee shall be appointed for the year no later than the Board's regular meeting in January.
- d) Minutes shall be required for meetings of standing committees, and such meetings shall be conducted in accordance with the Ralph M. Brown Act. (Government Code, § 54952)

- e) Minutes shall not be required to be prepared for ad hoc committee meetings. Ad hoc committees are not considered legislative bodies for purposes of the Ralph M. Brown Act. (Government Code, § 54952)
- f) All actions of committees are subject to approval by the Board of Directors.

### **District Representation in Organizations**

- a) The Board reviews annually all District memberships and representations.
- b) Appointments to serve as a District representative or member on a non-District board, commission, or organization shall be made by the President, subject to confirmation by the full Board.
- c) Unless otherwise required by law or contract, the term of any external position shall be one year. There is no limit to the number of terms or consecutive terms.
- d) Additional policies related to representation in external organizations are stated in the "Board Memberships" section of this manual.

## **4. Board Memberships**

### **Appropriate Memberships**

To take advantage of in-service training opportunities, the District may belong to industry related associations. Directors who are appointed District representatives may attend meetings of national, state, and local associations, which are directly related to the District's purpose and operation. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process.

### **Appointment of Representative**

The President shall appoint Directors as a representative and alternate, as appropriate, to serve as District contacts among stakeholder groups, associations, and other organizations at the Board's discretion. All representatives and alternates shall report to the Board in a timely manner on their activities. Directors may be allowed certain expenses for travel and membership as a representative or alternate. Reimbursable expenses shall be determined and approved at a regular Board meeting before expenses are incurred.

### **Representation Limitation**

When expressing an opinion about any aspect of District business, each Director Representative should clearly state that he or she is expressing a personal opinion that is not a Board position, unless the representative has been directed by the Board to express an official District policy or position or decision, which has been approved by the Board.

## 5. Board Meetings

Under the Ralph M. Brown Act (Government Code sections 54950, et seq.) all meetings of the Board must be open to the public, publicized and noticed properly, conducted according to agenda and meeting procedures, and be documented; however, exceptional meetings may be noticed and conducted as closed sessions, which are not open to the public.

A majority of the Board shall not discuss or reach consensus on any matter under the jurisdiction of the District other than during a meeting of the Board.

### **Meeting Structure**

Board meetings are conducted in accordance with Roberts Rules of Order and Rosenberg's Rules of Order.

### **Regular Meetings**

The schedule for Board meetings will be determined at the annual organizational meeting, typically held in December.

The Clerk of the Board will prepare an agenda for each regular meeting after consulting with the General Manager and/or Board President. The agenda has a brief description of each agenda item. District staff will provide the Board packet to all Directors one week in advance of each regular meeting upon receiving a finalized agenda.

Only items that are stated on an agenda may be discussed in the meeting. The agenda is posted at least seventy-two hours before the regular meeting.

The Board, by majority vote or as otherwise provided by law, may modify the agenda before the first matter is considered. To the extent time permits, all matters on the agenda shall be considered and this is done in the order of the agenda's noticed or modified sequence.

No action may be taken on any matter that is not noticed on the posted agenda, with very limited exceptions. Agenda items that are not considered or completed at a meeting for lack of time may become an agenda item in a subsequent meeting.

A regular meeting agenda may include a closed session; *see* section on **Closed Sessions**.

### **Special Meetings**

A special meeting of the Board may be called as needed by the Board President or by a majority of the Board.

The Clerk of the Board will prepare the agenda for the special meeting, which contains a brief description of each agenda item, after consulting with the General Manager and/or Board President. This agenda is posted at least twenty-four hours before the special meeting. Only business identified in the agenda shall be considered or discussed at a special meeting.

A special meeting agenda may include a closed session; The Board may meet in closed session during a special meeting; *see* section on **Closed Sessions**.

### **Emergency Meetings**

Sometimes an emergency requires prompt action. An emergency meeting may occur without complying with special meeting posting and notice requirements.

An "emergency" includes any of these situations:

- a) A work stoppage or other activity severely threatens or impairs public health, safety, or both, as determined by a majority of the Board.
- b) A crippling disaster severely impairs or threatens public health, safety, or both, as determined by a majority of the Board.

The Board shall not meet in closed session during any emergency meeting. All special meeting requirements apply to emergency meetings except the twenty-four hour notice requirement.

### **Use of Legal Counsel**

All questions concerning District business shall be funneled through the General Manager or Board President only.

### **Closed Sessions**

In specific instances, Board business may be conducted in closed sessions, which are not open to the public. The exceptional circumstances allowing for a closed session are specified in the Ralph M. Brown Act. Generally, these are circumstances concerning claims, litigation, potential litigation, labor negotiations, real estate negotiations, and personnel.

The particular exception allowing for the closed session must be specified in the agenda. No other matter may be discussed in the closed session. Although not always required, District Legal Counsel usually attends all closed sessions.

The District's right and need to conduct some of its business confidentially and to have legal confidences are not subject to "waiver" by any Director. The District is entitled to protect its privileged official information. Evidence Code, § 1040. No Director may be asked about what happened in a closed session and no Director is allowed to disclose what was discussed or occurred in a closed session. *Kleitman v. Superior Court (Wesley)* (1999) 74 Cal.App.4th 324.

### **Quorum Required**

No Director may take any action or make any representation that results in 1) budgeting or expending District funds, 2) establishing any procedure or policy, or 3) taking any action on behalf of the Board. All of such action requires a quorum of the Board to be present in a public meeting and Board agreement during a noticed and properly conducted meeting.

Action may be taken only by a majority vote of the Board. Three Directors constitute a quorum. A quorum is required to conduct business and to take action. When there is only a quorum to take action, all votes must be unanimous.

A Director who abstains from voting will be identified in the minutes as "Abstaining." If there is an abstention when only a quorum is present, the Board cannot take action. For the same reason, if there are two abstentions when all five Directors are present and action requires a two-thirds vote, no action may be taken.

## **6. Board Compensation**

### **Board/Committee Meetings**

Effective May 10, 2021, Directors are paid \$220.00 for each day's attendance at a regular or special meeting of the Board or a standing or ad hoc committee. (MSD Ordinance No. 17). Compensation for regularly scheduled meetings will be reviewed at the annual organizational meeting.

### **Conference/Seminar**

A Director authorized and requested by the Board to attend a conference or seminar shall be compensated \$137.50 per day for each day of attendance, and no travel day will be compensated. (MSD Ordinance No. 14).

### **Other Authorized Meetings**

A Director authorized and requested by the Board to serve as an officer or liaison to affiliated agencies as an official District representative shall be compensated \$137.50 per day for each day of attendance. (MSD Ordinance No. 14).

Prior authorization must be received from the Board in a public meeting in order to receive per diem compensation and expense reimbursement. An authorized representative Director shall provide a brief report of the meeting at the next regular Board meeting.

Compensation for meetings and services is limited to six days in any calendar month. (MSD Ordinance No. 14).

Daily compensation shall be for one meeting at the highest applicable compensation rate regardless how many meetings were attended that day.

District policy stated in Ordinance No. 14 is pursuant to section 53232.1 (b) of the Government Code: "A local agency may pay compensation for attendance at occurrences (other than meetings) only if the governing body has adopted, in a public meeting, a written policy specifying other types of occasions that constitute the performance of official duties for which a member of the legislative body may receive payment."

## **7. Board Travel**

The Board has decided that it is in the District's best interests if its Directors participate, from time to time, in conferences, seminars, and meetings related to the governance of public agencies, especially agencies responsible for wastewater collection, treatment, and disposal. The Board has adopted the following policies for Director participation; additionally, Directors are required to comply with ethical, disclosure, and conflict of interest laws and standards.

### **Vendor/Consultant Benefits**

The Board discourages the acceptance of gifts, gratuities, trips, and similar incentives and benefits from vendors and or consultants.

### **Registration**

Registration fees for conferences, seminars, workshops, and meetings will be paid directly and in advance by the District. Extra registration or other fees for spouses or guests will not be paid by the District.

### **Transportation**

An authorized Director should try to arrange for the District to be billed in advance for public transportation. The use of a private vehicle will be compensated at the mileage rate allowed by the Internal Revenue Service. Under no circumstance will the reimbursement for transportation expense exceed the lowest cost for round trip airfare from Santa Barbara to the meeting site. Special travel requirements, such as rental car, taxi, or shuttle service, will be reimbursed from receipts and records provided by the Director. Travel costs for spouses or guests will not be paid by the District.

### **Lodging**

If overnight stay is required, the authorized Director should arrange for the District to be billed in advance for lodging expenses. If prior arrangements are not possible, the Director may pay for lodging costs and reimbursement will be made from receipts and records. The District reimburses only the expense of normal lodging at a single occupancy rate, plus tax. It does not reimburse extra services or entertainment.

### **Meals**

Directors will be compensated for meals, including non-alcoholic beverages, taxes, and gratuities purchased at their expense, unless these are provided by the conference or seminar, not to exceed the per diem rates periodically established and published by the County of Santa Barbara. The cost of meals offered as part of the conference format shall be fully reimbursed, unless the cost of such meals is covered in the conference registration fee.

## **8. Conflict of Interest**

### **Statement of Economic Interests**

Directors shall file statements of economic interest (Form 700) as required by the Fair Political Practices Commission; *see* 2 California Code of Regulations, section 18730. If newly appointed or elected, a Director must file an Assuming Office Statement within thirty days of assuming office. Annual statements for all Directors, covering the prior calendar year must be filed by April 1st. A Director must file a Leaving Office Statement within thirty days of leaving office.

### **State Regulations**

All provisions of 2 California Code of Regulations, section 18730 and any amendments thereto are incorporated by reference.

### **Compliance Requirements**

Directors shall comply with all provisions of the District's conflict of interest code, which the Board reviews every two years and files with the County of Santa Barbara.

### **Abstaining from Voting**

When a disqualifying and disclosed financial conflict of interest exists, a Director shall abstain from participating in Board decision-making.

When a Director's actual or potential disqualifying financial conflict of interest should arise in the course of Board business, a Director shall disclose the conflict and should expect to abstain from discussion and voting on the related matter. When a Director should become aware of a potential or actual financial conflict of interest arising from an item being considered for an agenda or that has been noticed on a Board meeting agenda, the Director shall immediately inform the General Manager to allow determination whether it is a disqualifying conflict of interest.

A Director shall not attempt to influence how other Directors vote when a Director has a disqualifying financial conflict of interest.

When a Director has a disqualifying financial conflict of interest, immediately before the agenda item is discussed the Director shall disclose on the record and with sufficient specificity the actual or potential disqualifying financial conflict of interest, except a residence address.

Generally, if a matter is not on the consent agenda, a Director shall leave the Board table during deliberation of or action on the agenda item for which the Director has a disqualifying conflict, but the Director may remain in the hearing room and address the Board on the matter solely as a member of the public. (Government Code sections 87100, 87101, 87103, 87105, 87200; FPCC regulations 18700 - 18707).

### **Incompatible Offices**

A Director shall not hold incompatible public offices. A Director may not hold any other public office with any duty that might require action contradictory to or inconsistent with his or her duties as a District Director. At all times, a Director's sole loyalty should be to the District. Each Director shall become informed of and adhere to the requirements of section 1099 of the Government Code.

## **9. Board Training**

### **Ethics Training**

Every two years, each District Director is required to receive at least two hours of required ethics training pursuant to Government Code §532.35. Each new Director must complete this ethics training within one year of taking the oath of office and every two years thereafter.



### **Sexual Harassment Training**

Every two years, each Director is required to receive two hours of sexual harassment training pursuant to Government Code §12950.1. Each new Director shall receive this sexual harassment training within six months of taking office and every two years thereafter.

The District shall provide the Directors with information and education opportunities to satisfy the required board training. Directors may be allowed actual and necessary travel, meals, and lodging to attend trainings as approved by the Board.

Upon completion of required training, Directors shall file documentation to prove they have received required training to the Clerk of the Board.

## **10. Revision Log**

The Board Policies and Procedures Manual should be reviewed annually by the Board of Directors. This review shall focus on evaluating the effectiveness of the Manual, and ensure that there are no conflicts between the manual and any actions taken by the Board in the previous year. Any time substantial changes are made to the Board Policies and Procedures, the General Manager will present the changes to District staff.

The table below provides a revision log for recent versions of Board Policies and Procedure manuals:

Revision Date	Document Name	Editors
June 2021	Board of Directors Policy and Procedure Manual 2021	Ad hoc Committee (Directors Johnson and Newquist)
November 2021	Board of Directors Policy and Procedure Manual 2021	Ad hoc Committee (Directors Johnson and Newquist)



# Montecito Sanitary District

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A Public Service Agency

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## MANAGER'S REPORT

For the Regular Board Meeting of

**July 28, 2022**

### **8. DISTRICT OPERATIONS AND MAINTENANCE**

#### **A. Information Items**

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

#### **B. Agreements to be signed**

None

#### **C. Operations and Maintenance Reports**

For the period of June 1 through June 30, 2022

#### **WWT PLANT STATISTICS FOR DURATION: 31 DAYS**

Flows	13.889 MG	0.463 MGD avg
Hypochlorite used	4,632 Gal	154 Gallons day, avg
Bisulfite used	2,239 Gal	75 Gallons day, avg.
Effluent T.S.S.		4.5 mg/L avg
Effluent CBOD <sub>5</sub>		2.74 mg/L avg
BAC-T		< 1.9 MPN/100mL median
Rainfall	.00 inches	

#### **SLUDGE DISPOSAL - LOAD AND DISPOSAL BY ENGEL & GRAY**

<u>Load Date</u>	<u>Total Haul (lbs)</u>	<u>Total Haul (Tons)</u>
06/07/22	41,980	20.99
06/22/22	40,300	20.15
06/30/22	44,720	22.36
<b><u>Totals:</u></b>	<b><u>127,000</u></b>	<b><u>63.5</u></b>

## **PLANT OPERATIONS**

- No violation of the NPDES permit during this reporting period.
- Operated the belt press for a total of 18 hours.
- Call out 06/30/2022 at 0156 for “High Chlorine Residual” due to low flows overnight and chlorine analyzer adjusting to new Watson Marlow chemical pump.
- New Operators attended first CWEA training seminar.
- District received draft version of new NPDES Permit on June 29, 2022. Public comment version distributed July 6, 2022. Comments are due on August 5, 2022 for August 25 – 26 meeting for potential adoption.

## **PLANT MAINTENANCE**

- Performed routine inspections and maintenance of District Buildings and Equipment.
- Installed (2) Watson Marlow Peristaltic chemical feed pumps for demo
- Repaired influent grinder # 1

## **COLLECTIONS**

- 0 public sewer system overflows this reporting period.
- 0 private sewer system overflows this reporting period.
- Linear Feet Cleaned: 23,591 ft, 4.46 Miles
- Linear Feet Inspected: 8,209 ft, 1.55 Miles
- Tierra Contracting continued Lilac/Oak Grove sewer mainline extension project.
- Collection staff vacuumed wet wells at Channel & Posilipo Lift Stations.
- 6/7/2022 to 6/9/2022 Quinn Power serviced Emergency Generators at District Lift Stations.

## **LABORATORY**

The Laboratory Manager and Operators assigned to the Laboratory performed the following activities during the reporting period:

- Collected NPDES permit-required annual biosolids samples
- Collected an additional 216 permit-required, process control and recycled pilot samples
- Ran 260 tests plus 77 duplicate tests on above samples
- Performed 42 calibrations on laboratory equipment and 605 quality control checks
- Collected EPA-required quarterly PFAS samples of influent and effluent
- Sent 16 samples to OEC contract laboratory.

**12-MONTH EFFLUENT FLOW / RAINFALL**

