



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
www.montsan.org

BOARD PACKET

For the Regular Board Meeting of

Thursday, December 9, 2021

1. AGENDA.....	www.montsan.org/2021-12-09-board-of-directors-meeting
2. AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2020-2021	attached
3. MINUTES – NOVEMBER 18, 2021	3
4. ACCOUNTS PAYABLE.....	8
5. COMMITTEE REPORT: Joint Strategic Planning Committee 11/19/21	13
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See Additional Attachment(s) for Audited Financial Statements for Fiscal Year 2020-2021 and required communications from Bartlett Pringle & Wolff.



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MINUTES

For the Special Meeting of the Board on:

November 18, 2021

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:00 pm on Thursday, November 18, 2021 using Zoom teleconferencing in accordance with the State Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

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

Board Members Absent:

Director Newquist left the meeting at 2:05 pm

Also Present and Participating:

Brad Rahrer, P.E. MSD General Manager
Mark Manion, MSD General Counsel, Price Postel & Parma
Betsy Byrne, MSD Clerk of the Board & District Administrator
Rico Larroude, MSD Collections & Maintenance Supervisor
Carole Rollins, MSD Laboratory & Pretreatment Manager
Frank Blue
Thomas Widroe
Joe Erwin – CalTrans corridor Supervisor
Lauren Bianchi Kleman
Fred Luna
Kirsten Ayars
Donna S
Ken
Sharon Byrne
Jeff Kerns

2. PUBLIC COMMENT

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

District Administrator read an email submitted by Jeff Menelli on 2135 Alisos Dr: “After the last meeting it was my understanding that the process of starting the septic tank to sewer conversion on Alisos Drive would be on this week’s agenda. My hope is that we could move on this immediately as not to lose the enthusiasm of my neighbors to participate. I believe a topographical survey of the area would serve best in starting this

possible process. The transfer of septic tanks to sewer lines addresses the obvious environmental concerns of the county. As always thank you for your time. Jeff Menelli 2135 Alisos Dr.”

3. APPROVAL OF MINUTES

ON MOTION by Director Eversoll, Second by Director Fuller, the Board voted to approve the Minutes from Board Meeting held on October 28, 2021.

Director Barrett inquired about the practice of including public comments in their entirety in lieu of summary comments.

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

4. APPROVAL OF PAYABLES

ON MOTION by Director Barrett, Second by Director Fuller, the Board voted to approve the District payables for checks dated September 10, 2021 through October 22, 2021.

Accounts Payable	\$ 44,873.79
Capital Improvement Projects	\$ 37,816.63
Recycled Water Fund	\$ 648.00
Payroll	\$ 78,925.44
TOTAL	\$162,263.86

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

5. PRESENTATION

A. HIGHWAY 101 WIDENING STATUS UPDATE

The Board received a status presentation from Kirsten Ayars and Joe Erwin of CalTrans and Lauren Bianchi Kleman of SBCAG.

6. COMMITTEE REPORTS

- Director Barrett gave a summary of the Personnel Committee meeting held on November 4, 2021.
- Director Eversoll gave a summary of the Admin & Ops Committee meeting of November 11, 2021
- Director Johnson gave a summary of the Public Information Committee meeting held on November 15, 2021.
- General Manager Rahrer gave a summary of the Ad-Hoc Committee meeting held on November 15, 2021.

- Director Johnson gave a summary of the Strategic Planning Committee meeting held on November 16, 2021.

7. OLD BUSINESS

A. RESOLUTION 2021-938; REMOTE MEETINGS CONTINUING ADOPTION

ON MOTION by Director Barrett, Second by Director Fuller, the Board voted to adopt Resolution 2021-938 authorizing the continuance of remote public meetings in accordance with California Assembly Bill 361.

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

B. ROOF REPLACEMENT

ON MOTION by Director Barrett, Second by Director Fuller, the Board voted to award a contract to Derrick’s Roofing Inc. for the replacement of the Operations and Board Room building roofs in the amount of \$64,679; and to authorize the General Manager to approve expenditures up to 10% change order allowance of \$6,468.

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

C. LILAC/OAK GROVE SEWER MAIN EXTENSION PROJECT

ON MOTION by Director Barrett, Second by Director Fuller, the Board voted to authorize the General Manager to execute a Task Order under the On-Call Services Contract (2020-008-OC) with Phillipin Engineering, in the amount of \$49,920 for part-time construction support and inspection services, and authorize the General Manager to approve expenditures of up to \$4,920 for extra services that may result from necessary changes in the scope of work.

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

ON MOTION by Director Barrett, Second by Director Fuller, the Board voted to authorize the General Manager to file a Notice of Exemption under the California Environmental Quality Act (“CEQA”) for the project in accordance with applicable law.

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

D. ENGINEERING MANAGER POSITION RECRUITMENT

ON MOTION by Director Fuller, Seconded by Director Eversoll, the Board voted to authorize the General Manager execute a contract with the Widroe Group, in the amount of \$27,500 to provide recruitment services to fill the Engineering Manager vacancy.

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

E. RIVEN ROCK LOW PRESSURE SEWER FORCE MAIN PROJECT

ON MOTION by Director Barrett, Seconded by Director Fuller, the Board voted to accept the Riven Rock Low Pressure Sewer Force Main Project as complete and approve the issuance of a Notice of Completion for a total project cost of \$378,166.23.

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

8. NEW BUSINESS

A. FORKLIFT PURCHASE

ON MOTION by Director Barrett, Seconded by Director Fuller, the Board voted to authorize the General Manager to issue a purchase order (PO) to Quinn Lift Inc. ASAP in the amount of \$38,093 for the purchase of a Caterpillar GP25N5 forklift.

Director Newquist left the meeting at approximately 4:40pm

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

9. DISTRICT OPERATIONS AND MAINTENANCE

A. INFORMATION ITEMS

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

- i. MSD received a letter from SEIU L620 including a petition for employee representation. Staff are gathering information and will bring back to the Board as necessary.
- ii. The Enhanced Recycled Water Feasibility Study is ongoing, staff have done a fantastic job augmenting work by the GM to gather data for the consultants. Carollo came to MSD with 5 engineers from all over California to perform the condition assessment of the District. They inspected the structural integrity of the tanks (Clarifier and aeration basin) so we can plan funding necessary to support what's needed, and plan a roadmap for District needs.

B. AGREEMENTS TO BE SIGNED

None.

C. OPERATIONS AND MAINTENANCE REPORTS

For the period of October 18, 2021 through November 7, 2021.

10. ITEMS FOR THE NEXT AGENDA

There's a Joint Strategic Planning Committee meeting November 19, 2021 at 9:30am.

The next regular Board meeting will be held on Thursday December 9, 2021:

- a. Annual Financial Statement Audit presentation for FY2020-21.
- b. Annual Organizational Decisions.
- c. Report from the Ad-Hoc Committee for Policy and Procedures Committee (Newquist & Johnson).
- d. Ashley Rd sewer main extension & lift station project.
- e. Hiring a company to help the District secure grants.

There will be a special meeting on December 16, 2021 at 2:00 pm via zoom.

- a. Continuing resolution for remote public meetings (AB361)

11. ADJOURNMENT

The meeting adjourned at 4:534 pm ON MOTION by Director Barrett, seconded by Director Fuller.

These minutes were presented for approval at the Board Meeting on December 9, 2021.

Dorinne Lee Johnson, President

Ellwood T. Barrett II, Vice President

Dana Newquist, Secretary

Donald M. Eversoll, Treasurer

Gary Fuller, Director



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BOARD LIST OF PAYABLES

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
11/19/2021	ACCOUNTS PAYABLE	95,392.80
12/03/2021	ACCOUNTS PAYABLE	50,957.85
	Subtotal	146,350.65
11/19/2021	CAPITAL IMPROVEMENT PROJECTS	19,674.07
	Subtotal	19,674.07
11/19/2021	CAPITAL IMPROVEMENT PROJECT- RECYCLED WATER FUND	6,827.25
	Subtotal	\$ 6,827.25
11/18/2021	PAYROLL	\$75,994.56
12/02/2021	PAYROLL	\$81,010.39
	Subtotal	\$157,004.95
	<u>TOTAL</u>	<u>\$ 329,856.92</u>

Approved for Payment:

Date: December 9, 2021 Amount: \$ 329,856.92

_____, General Manager

_____, Treasurer

_____, Director

Check History Report
Sorted By Check Number
Activity From: 11/19/2021 to 11/19/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0027057	11/19/2021	ACWA/JPIA	21,843.38	Health/Dental/Life Insurance Premium-December
0027058	11/19/2021	AQUA-FLO SUPPLY	221.32	Plant Irrigation Supplies
0027059	11/19/2021	AT&T MOBILITY	122.85	Lift Station 4 Wireless, Standby Cellphone-October
0027060	11/19/2021	BARTLETT, PRINGLE & WOLF, LLP	12,328.00	Annual Financial Audit Progress Payment-September
0027061	11/19/2021	BIG GREEN CLEANING COMPANY	308.00	Janitorial Supplies
0027062	11/19/2021	CALIFORNIA ELECTRIC SUPPLY	64.92	Board Room Remodel Supplies
0027063	11/19/2021	CINTAS CORPORATION #684	774.97	Uniforms, Towels, Floor Mats-Cleaning/Rental-October
0027064	11/19/2021	CINTAS	83.75	Replenish First Aid Supplies
0027065	11/19/2021	COMPUVISION COMMUNICATIONS	3,227.50	Datto Cloud Backup, Managed Services-December, IT Services-November
0027066	11/19/2021	CORT	44.00	Deed Report-October
0027067	11/19/2021	COX BUSINESS	160.39	Internet Wireless Service-November
0027068	11/19/2021	CROMER INC.	725.37	Forklift Lease Payment-November
0027069	11/19/2021	CALIFORNIA WATER ENVIRONMENT	384.00	Membership Dues-Rizo and Flores
0027070	11/19/2021	CALIFORNIA WATER ENVIRONMENT	91.00	Certification Renewal-Arce
0027071	11/19/2021	ENGEL & GRAY, INC	4,688.69	Biosolids Hauling-October
0027072	11/19/2021	FRONTIER	73.74	Phone Service for Lift Station 5-November
0027073	11/19/2021	GRAINGER	305.14	HDMI Adapter, Carpet Traction Kit, Hand Soap, Collection Tools
0027074	11/19/2021	HACH COMPANY	164.65	Lab Testing Supplies
0027075	11/19/2021	RONALD (or) MARTHA HAYDUK	2,585.00	Deposit Refund/Service Charges Deducted-211 Boeseke Pkwy
0027076	11/19/2021	MARGARETA JAMNER	2,300.00	Deposit Refund - 325 San Ysidro Road
0027077	11/19/2021	KAMAN INDUSTRIAL TECHNOLOGIES	662.81	Motor for Polymer Tote Mixer
0027078	11/19/2021	HERB LEVITIN	4,300.00	Deposit Refund/Lateral Rebate-662 Chelham Way
0027079	11/19/2021	MARBORG INDUSTRIES	3,434.69	Refuse Disposal, Restroom Trailer Rental-October
0027080	11/19/2021	MONTECITO BANK & TRUST	4,637.95	November Credit Card Payment-Job Postings, Lab Equipment, Board Room Television Monitors
0027081	11/19/2021	MCCLELLAND, SCOTT	2,000.00	Lateral Replacement Rebate -1103 Camino Viejo Road
0027082	11/19/2021	MCCORMIX CORP	900.97	Vehicle Fuel 11/01-11/15/21
0027083	11/19/2021	MONTECITO JOURNAL	376.50	Ordinance No. 19 Publication
0027084	11/19/2021	MONTECITO WATER DISTRICT	915.85	Water Service - October
0027085	11/19/2021	OILFIELD ENVIRONMENTAL	58.00	Outside Lab Analyses
0027086	11/19/2021	PLUMBERS DEPOT, INC	503.39	CCTV Van Cable Repair Kit
0027087	11/19/2021	MARGUERITE POTTER	2,585.00	Deposit Refund/Service Charges Deducted-2154 East Valley Rd
0027088	11/19/2021	PRICE POSTEL & PARMA	3,564.00	Legal Services - October
0027089	11/19/2021	PURETEC INDUSTRIAL WATER	427.45	Water Softener Quarterly Tank Rental/Tank Mixed Bed Exchange
0027090	11/19/2021	SANTA BARBARA NEWS-PRESS	758.75	Ordinance No. 19/Notice to Contractors-Publication
0027091	11/19/2021	SOCAL GAS	33.46	Gas Service-October
0027092	11/19/2021	STAPLES BUSINESS CREDIT	872.68	Office Supplies, Ink Toner Cartridges
0027093	11/19/2021	STREAMLINE	310.00	Website Management Services-November
0027094	11/19/2021	UNIVAR SOLUTIONS	8,882.44	Plant Chemicals
0027095	11/19/2021	LOS ANGELES TRUCK CENTERS, LLC	130.48	Latch Hood for District Vehicle
0027096	11/19/2021	WALPOLE & COMPANY	53.75	Accounting Consulting Services 10/31/21
0027097	11/19/2021	CAROL WEINGARTNER	2,300.00	Deposit Refund - 157 Santa Elena Lane
0027098	11/19/2021	XYLEM WATER SOLUTIONS USA INC	7,187.96	Lift Station 2 Pump Repair
Bank B Total:			95,392.80	
Report Total:			95,392.80	

Check History Report
Sorted By Check Number
Activity From: 12/3/2021 to 12/3/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000027099	12/3/2021	ACWA	16,190.00	2022 Annual Membership Dues
0000027100	12/3/2021	AMAZON CAPITAL SERVICES	2,212.94	Air Purifier, Air Filters, Meeting Owl Pro, Fire Hose for Collections, HDMI Splitters, Adapters, Extended Capacity Battery
0000027101	12/3/2021	AT&T MOBILITY	23.24	Wireless Office Data Port-November
0000027102	12/3/2021	ATLAS FENCE COMPANY	4,200.00	Repair Perimeter Fence from Fallen Tree
0000027103	12/3/2021	AUTOZONE, INC	58.60	Pump Oil for Small Jetter Truck, Vehicle Fuses
0000027104	12/3/2021	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-December
0000027105	12/3/2021	COMPUVISION COMMUNICATIONS	478.33	Install Wireless Port in Board Room
0000027106	12/3/2021	CALIFORNIA WATER ENVIRONMENT	283.00	Staff Certification and Membership Renewal-Morelos
0000027107	12/3/2021	DOCU PRODUCTS	90.37	Copier Maintenance Agreement-December
0000027108	12/3/2021	FASTENAL COMPANY	36.77	Pipe Cutters
0000027109	12/3/2021	FRUIT GROWERS LABORATORY	87.00	Outside Lab Analyses 10/15/21
0000027110	12/3/2021	FILIPPIN ENGINEERING	3,672.50	Inspection Services for 1510 E Mountain Dr Extension
0000027111	12/3/2021	FISHER SCIENTIFIC	190.66	Lab Testing Supplies
0000027112	12/3/2021	GRAINGER	68.80	Safety Cord Cover for Board Room
0000027113	12/3/2021	HACH COMPANY	281.47	Lab Testing Supplies
0000027114	12/3/2021	MCCORMIX CORP	796.92	Vehicle Fuel 11/15-11/30/21
0000027115	12/3/2021	MUNICIPAL MAINT EQUIPMENT	11,112.85	Emergency Repair to the Vac-Con High Pressure Water Pump
0000027116	12/3/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	1,004.00	Outside Lab Analyses-November
0000027117	12/3/2021	PRIORITY SAFETY SERVICES	120.00	Multi-Gas Detector Calibration
0000027118	12/3/2021	PURETEC INDUSTRIAL WATER	58.81	Water Softener Sodium Tank Exchange
0000027119	12/3/2021	RINGCENTRAL, INC.	529.81	Phone Service-November
0000027120	12/3/2021	STEVE ROWBOTTOM	3,029.00	Deposit Refund/Service Charge Deduction/Lateral Replacement Rebate-1254 East Valley Road
0000027121	12/3/2021	ROYAL ADHESIVES & SEALANTS, LLC	142.92	Smartcover Adhesive
0000027122	12/3/2021	SBCO SPECIAL DISTRICTS ASSOC.	300.00	Annual Local Chapter Membership Dues
0000027123	12/3/2021	SHERWIN-WILLIAMS CO.	68.75	Paint Supplies for Swingfusers
0000027124	12/3/2021	STREAMLINE	310.00	Website Domain Management-December
0000027125	12/3/2021	T-MOBILE	20.00	Wireless Data Port for UF/RO-November
0000027126	12/3/2021	UNIVAR SOLUTIONS	5,080.99	Plant Chemicals
0000027127	12/3/2021	UNDERGROUND SERVICE ALERT	237.51	106 New Dig Alert Tickets-November
Bank B Total:			<u>50,957.85</u>	
Report Total:			<u><u>50,957.85</u></u>	

Check History Report
Sorted By Check Number
Activity From: 11/19/2021 to 11/19/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: G CIP CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
001305	11/19/2021	FLOWERS & ASSOCIATES, INC	17,971.07	CIP No. 3-HWY 101 Sewer Main Relocation Project
001306	11/19/2021	LASH CONSTRUCTION, INC	1,703.00	CIP No. 2-Remove and Set Manhole to new Grade
Bank G Total:			<u>19,674.07</u>	
Report Total:			<u><u>19,674.07</u></u>	

Check History Report
Sorted By Check Number
Activity From: 11/19/2021 to 11/19/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: W RECYCLED WATER (MBT)

Check Number	Check Date	Name	Check Amount	Description
001030	11/19/2021	MONTECITO WATER DISTRICT	6,827.25	CIP No. 17-Enhanced Recycled Water Feasibility Study-October
Bank W Total:			<u>6,827.25</u>	
Report Total:			<u><u>6,827.25</u></u>	



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AGENDA

For the Joint Committee meeting of the Strategic Planning Committees
of the Montecito Sanitary District and the Montecito Water District on

November 19, 2021

9:30 a.m.

Due to COVID-19 Pandemic, the meeting will be held via Zoom per the Virtual Meeting
Protocols.

Join By Teleconference:

<https://us06web.zoom.us/j/81365389093?pwd=Q0FON2c2cEJacGQwTkxpWnQwaHFFUT09>

Meeting ID: 813 6538 9093

Passcode: 619621

CALL TO ORDER, DETERMINATION OF QUORUM

1) PUBLIC FORUM

NOTE: This portion of the agenda may be utilized by any person to address the Committees on any matter within the jurisdiction of the Committees. No consideration or discussion shall be undertaken by Committee members at this time on any item not appearing on this agenda except as permitted by the Ralph M. Brown Act. Discussion items receiving recommendations by the Committees, and/or items requiring action will be placed on the agenda of a future meeting of the Montecito Sanitary District or Montecito Water District Board of Directors.

3) ITEMS FOR COMMITTEE CONSIDERATION

- A. Enhanced Recycled Water Feasibility Study
 - i. Update on Study Development;
 - ii. Additional Project Considerations (such as alternative pipeline alignments);
- B. Public outreach and Joint Messaging

4) ITEMS FOR A FUTURE AGENDA

5) ADJOURNMENT



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MINUTES

Meeting of the Finance Committee on:

December 2, 2021

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

The special meeting of the Finance Committee commenced at 2:00 p.m. on December 2, 2021.

ATTENDANCE

Present: Directors Don Eversoll and Dorinne Lee Johnson
Absent: None
Also Present: Brad Rahrer P.E., MSD General Manager
Betsy Byrne, District Administrator
Tracey Solomon, Bartlett Pringle & Wolff (MSD Auditors)

2. **PUBLIC COMMENT**

No members of the public addressed the Committee.

3. **OLD BUSINESS**

None.

4. **NEW BUSINESS**

A. **AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2020-2021
PRESENTED BY BARTLETT, PRINGLE, & WOLFF**

The Committee received a presentation from Tracey Solomon of Bartlett Pringle & Wolff of the Draft Audited Financial Statement report for Fiscal year 2020-2021 (ending June 30, 2021).

The committee recommended that staff and financial statement auditors add additional explanation of significant changes to the Management Discussion & Analysis for the presentation of the report to the full Board, as well as a brief explanation of the Bond repayment terms.

5. **ITEMS FOR THE NEXT COMMITTEE AGENDA**

The next Finance Committee Meeting will be on January 18, 2022 at 2:00pm;

- i) Continuing Disclosure Training with Cyrus Torabi of Stradling, Yocca, Carlson & Rauth.
- ii) Quarterly Financial Statements for period ending December 31, 2021.

6. **ADJOURNMENT**

The meeting adjourned at 3:33pm

RESOLUTION NO. 2021-939

**RESOLUTION OF THE GOVERNING BOARD OF
THE MONTECITO SANITARY DISTRICT
DECLARING 2022 HOLIDAYS**

The Board of Directors for the Montecito Sanitary District resolves as follows:

SECTION 1: The following dates are declared to be 2022 holidays for the Montecito Sanitary District. Accordingly, the administrative offices will be closed on these dates:

- (1) January 1st -- New Year's Day
- (2) Third Monday in January – Martin Luther King Jr. Day
- (3) Third Monday in February -- Presidents' Day
- (4) Last Monday in May -- Memorial Day
- (5) July 4th -- Independence Day
- (6) First Monday in September -- Labor Day
- (7) November 11th – Veteran’s Day
- (8) Fourth Thursday in November -- Thanksgiving Day
- (9) Fourth Friday in November -- Day after Thanksgiving Day
- (10) December 25th -- Christmas Day

SECTION 2: If a holiday falls on a Sunday, the Monday following is the observed holiday and the District office is closed on that Monday.

SECTION 3: If a holiday falls on a Saturday, the preceding Friday is the observed holiday and the District office is closed on that Friday.

SECTION 4: If any regular meeting of the Governing Board falls on a holiday, said regular meeting will be held on the next business day.

SECTION 5: *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 6: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 7: *Recordation.* The Secretary of the Board will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of the District; and will make a minute of the passage and adoption thereof in the record of proceedings of the Board of Directors, in the minutes of the meeting at which the same is passed and adopted.

PASSED AND ADOPTED by the Board of Directors of the Montecito Sanitary District on the 9th day of December 2021.

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2020-930

DECLARING 2022 HOLIDAYS

Board President
Dorinne Lee Johnson

ATTEST:

Board Secretary
Dana Newquist

(SEAL)



RESOLUTION NO. 2021-940

**RESOLUTION OF THE GOVERNING BOARD OF
THE MONTECITO SANITARY DISTRICT
CONCERNING DISTRICT LANDS INVENTORY**

The Board of Directors for the Montecito Sanitary District resolves as follows:

SECTION 1: As directed by section 50569 of the California Government Code the District has inventoried all lands, including air rights, owned or controlled by the District in order to determine whether any of this land, including air rights, exceeds the District's foreseeable needs.

SECTION 2:

1. The Governing Board of this District finds and determines that no land, including air rights, owned or controlled by this District exceeds its foreseeable needs; and
2. A copy of this Resolution shall be made available upon request and without charge to any citizen, limited dividend corporation, housing corporation, or nonprofit corporation.

SECTION 3: *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 4: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 5: *Recordation.* The Secretary of the Board will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of the District; and will make a minute of the passage and adoption thereof in the record of proceedings of the Board of Directors, in the minutes of the meeting at which the same is passed and adopted.

PASSED AND ADOPTED by the Board of Directors of the Montecito Sanitary District on the 10th day of December 2020.

AYES:
NAYS:
ABSENT:
ABSTAIN:



ATTEST:

Board President
Dorinne Lee Johnson

Board Secretary
Dana Newquist



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Board Organization 2021 & 2022

<u>Officer:</u>	<u>2021 Members:</u>	<u>2022 Members</u>
President / Chair	Director Dorinne Lee Johnson	
Vice President	Director Woody Barrett	
Secretary	Director Dana Newquist	
Treasurer	Director Donald Eversoll	
Director	Director Gary Fuller	

<u>Committee:</u>	<u>2021 Members:</u>	<u>2022 Members</u>
Finance	Directors Eversoll and Johnson	
Administration & Operations	Directors Eversoll and Newquist	
Personnel	Directors Barrett and Fuller	
Public Information	Directors Newquist and Johnson	
Strategic Planning Committee	Directors Barrett and Johnson	

<u>Appointment:</u>	<u>2021 Appointment</u>	<u>2022 Appointment</u>
General Manager	Bradley J. Rahrer, P.E.	
General Counsel	Mark Manion, Price Postel, & Parma	
HR Counsel	Melissa Fassett, Price Postel, & Parma	
Financial Statement Auditors	Tracey Solomon, Bartlett Pringle & Wolff	

Board Meetings are held the second and fourth Thursday of each month at 2:00 pm pacific time remotely via Zoom teleconferencing due to COVID-19.



**BOARD OF DIRECTORS
POLICY AND PROCEDURES MANUAL**

Adopted in 2021
Revised June 23, 2021

District's Mission Statement

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.
 - ~~d.~~ The development of the District's annual budget to support its mission and meet all regulatory requirements.
 - ~~e.~~ 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, greater than \$10,000 with a majority vote in a regular, special, or emergency public meeting.
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.

Commented [BR1]:

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.

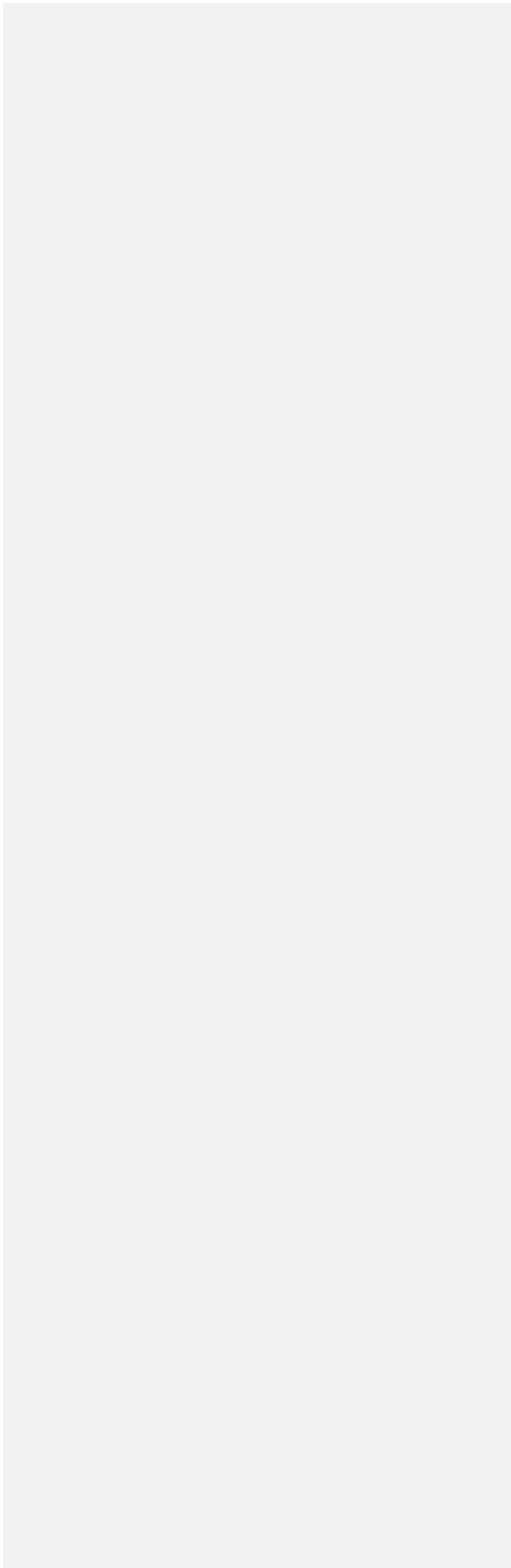
Quorum Required

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; FPPC 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. ~~Ethics 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 in ethics every two years. However, a~~Each new Director must complete ~~receive two hours of 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 ~~ethics-required board~~ training ~~requirement~~. Directors may be allowed actual and necessary travel, meals, and lodging to attend ~~biennial ethics~~ trainings as approved by the Board.

Upon completion of required ~~ethics~~ 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 compliance with 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:

<u>Revision Date</u>	<u>Document Name</u>	<u>Editors</u>
<u>June 2021</u>	<u>Board of Directors Policy and Procedure Manual 2021</u>	<u>Ad hoc Committee (Directors Johnson and Newquist)</u>
<u>Novemeber 2021</u>	<u>Board of Directors Policy and Procedure Manual 2021</u>	<u>Ad hoc Committee (Directors Johnson and Newquist)</u>



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
www.montsan.org

MANAGER'S REPORT

For the Regular Board Meeting of

December 9, 2021

8. DISTRICT OPERATIONS AND MAINTENANCE

A. Information Items

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

B. Agreements to be signed

None

C. Operations and Maintenance Reports

For the period of November 8 through November 18, 2021.

WWT PLANT STATISTICS FOR DURATION: 21 DAYS

Flows	11.05 MG	0.526 MGD avg
Hypochlorite used	4,030 Gal	191 Gallons day, avg
Bisulfite used	1,671 Gal	79 Gallons day, avg.
Effluent T.S.S.		4.8 mg/L avg
Effluent CBOD ₅		3.7 mg/L avg
BAC-T		< 3.7 MPN/100mL median
Rainfall	0.03 inches	

SLUDGE DISPOSAL - LOAD AND DISPOSAL BY ENGEL & GRAY

<u>Load Date</u>	<u>Total Haul in pounds</u>	<u>Total haul in Tons</u>
11/12/2021	37,020	18.3
11/16/2021	35,380	17.6
11/23/2021	34,800	17.4
11/29/2021	35,846	17.9
<u>Totals:</u>	<u>143,046</u>	<u>71.3</u>

PLANT OPERATIONS

- No violation of the NPDES permit during this reporting period.
- Operated the belt press for a total of 24 hours.
- 11/08/2021 through 11/11/2021 Operations staff drained Aeration Basin #2 for preventive maintenance and inspection.

PLANT MAINTENANCE

- Performed routine inspections and maintenance of District Buildings and Equipment.
- 8/8/2021 through 8/24/2021 Maintenance staff assisted with Aeration Basin cleaning, inspection, and coating of swing fusers.

COLLECTIONS

- No public sewer system overflows this reporting period.
- No private sewer system overflows this reporting period.
- Linear Feet Cleaned: 39,428 ft, 7.46 Miles
- Linear Feet Inspected: 0 ft, 0.0 Miles
- 11/8/2021 through 11/9/2021 Collection staff assisted with Aeration Basin draining and cleaning.
- 11/22/2021 Collection staff afterhours call out for pump fail alarm at Bonnymede lift station.
- 11/26/2021 Collection staff afterhours call out for lateral backup at 2360 Sycamore Canyon Road.

LABORATORY

During this 21-day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 128 samples
- Ran 190 tests plus 51 duplicate tests for NPDES permit compliance and process control
- Performed 31 calibrations on laboratory equipment and 375 quality control checks
- Received exemplary bi-annual assessment of the District Laboratory by staff on behalf of CA-ELAP on November 18th.