

MONTECITO SANITARY DISTRICT

A G E N D A for **Board Meeting**

April 9, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on April 9, 2020.

Pursuant to State of California Executive Order No. N-29-20 issued on March 17, 2020, and the State of California and Santa Barbara County's shelter in place orders, the Montecito Sanitary District Board Meeting will be held remotely via Zoom Meetings.

The public may attend and make a public comment by visiting:

<https://zoom.us/j/258910888>

You may also call in at 1-669-900-6833 Meeting ID 258 910 888

If you have difficulty connecting to the virtual meeting, please call 1-714-323-4667 for technical assistance once the meeting has begun.

If you need special assistance to participate in this meeting, because of any disability, please contact the District at 1-805-969-4200. Notification at least twenty-four hours before the meeting will allow the District to make appropriate arrangements for you; thank you.

Materials related to an item on this Agenda, which are part of the agenda packet, are available for public inspection on the District website www.montsan.org

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENT**

Persons may, in addition to any other matter within the Board of Director's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered. Anyone wishing to address the Board of Directors will be recognized by the President, and state their name for the record. If you wish to address the Board of Directors on an Agenda Item, you may do so as that particular item is announced. You will be given a reasonable amount of time to address the Board of Directors.

While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. The Board may briefly respond to comments after Public Comment is closed.

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment will be accepted via email to during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling **1-669-900-6833** and entering Zoom Meeting ID: **258 910 888** then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Clerk to the Board will be notified and you will be in the rotation to make a public comment.

3. APPROVAL OF MINUTES

It is recommended that the Board consider approving the March 12, 2020 regular meeting minutes.

4. APPROVAL OF PAYABLES

It is recommended that the Board consider approving the payables list for expenses incurred by the District between March 12, 2020 and April 8, 2020.

5. NEW BUSINESS

A. VIRTUAL MEETING PROTOCOLS

It is recommended that the Board consider:

- i) Adopting virtual meeting protocols to be used during the pendency of the COVID-19 Pandemic; and
- ii) Take such additional, related, action that may be desirable.

B. COVID-19 EMERGENCY DECLARATION, STATUS, AND UPDATE REGARDING EMERGENCY MEASURES TO PROTECT DISTRICT EMPLOYEES

It is recommended the Board consider:

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

C. ACCOUNTING PROCEDURES AND INTERNAL CONTROLS - COVID-19 EMERGENCY – AUTHORIZATION OF NEW PROCEDURES

It is recommended the Board consider:

- i) Authorizing new accounting procedures due to “shelter in place” orders;
- ii) Approve acceptance of electronic signatures in accordance with Government Code section 16.5;
- iii) Accepting remote credit card payments; and
- iv) Taking such additional, related action that may be desirable.

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

It is recommended the Board consider:

AGENDA
April 9, 2020

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

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

It is recommended the Board consider:

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

F. DESIGNATED RESERVE FUND AT STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF) - AUTHORIZATION TO INCREASE FUND BALANCE

It is recommended the Board consider:

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

G. INFORMATION ITEMS

- 2019 Annual Summary Report to the Regional Water Quality Control Board
- Ocean Outfall – Annual Inspection Report

H. AGREEMENTS TO BE SIGNED

None

6. OPERATIONS AND MAINTENANCE

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

7. ITEMS FOR THE NEXT AGENDA

Proposed cancellation of one regular meeting/month during COVID-19 Pandemic emergency. All meetings will be conducted virtually per Governor's Executive Order.

8. ADJOURNMENT

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

March 12, 2020

1. CALL TO ORDER/ROLL CALL

The Governing Board of the Montecito Sanitary District convened a special meeting at 1:15 p.m. on March 12, 2020 at 1042 Monte Cristo Lane, Montecito, California.

ATTENDANCE

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

Absent: None

Also Present: Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Craig Meyer, LAFCO Special District member
Ken Coates, MWD Board Member/Resident/Water Security Team Member

At this point in the meeting President Bollay suggested the agenda be shortened to include only priority agenda items 2, 3, 4, 5, 6G, 6H, 6I, 7, 8, and 9. On MOTION by Director T. Kern and second by Director Newquist, the Board approved unanimously without abstention to shorten the agenda as proposed and direct staff to move non-critical agenda items to a future Board meeting as appropriate.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Craig Geyer of Local Agency Formation Commission (LAFCO) addressed the Board.

4. APPROVAL OF MINUTES

The minutes of the January 30, 2020 meeting were included in the agenda packet. On MOTION by Director J. Kerns and second by Director Newquist, the Board approved unanimously without abstention the minutes of January 30, 2020.

5. APPROVAL OF PAYABLES

On MOTION by Director T. Kern and second by Director J. Kerns, the Board approved unanimously without abstention these payroll and accounts payable expenses from January 30, 2020 through March 12, 2020:

Accounts Payable Expenses	\$ 145,595.79
Capital Improvement Projects	26,419.33
Recycled Water	45,793.32
Payroll and Related Expenses	<u>285,696.19</u>
Total Expenses	\$ 503,504.63

6. NEW BUSINESS

G. Pandemic Response Planning

General Manager Gabriel presented the MSD Pandemic Preparedness and Administrative Emergency Declaration for Board review. These documents outline the potential stages of impact of the Coronavirus on the community and the District’s response for each stage. On MOTION by Director Bollay and Director J. Kerns, the Board approved the MSD Pandemic Preparedness and Administrative Emergency Declaration with the following roll call vote:

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

H. Information Items

Directors J. Kerns and Barrett reported on the ad-hoc committee meeting regarding teleconferencing for Board members. The Directors stated they would write up their findings and send to District staff in order to be reviewed by Legal Counsel before presenting it to the Board at a future meeting.

I. Agreements Signed

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

7. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the Board packet.

8. ITEMS FOR FUTURE AGENDAS

- Staff will re-agendize items not covered at this meeting as appropriate.

9. ADJOURNMENT

There being no other business, on MOTION to adjourn by Director Newquist and second by Director J. Kerns, the MOTION to adjourn passed unanimously without abstention and the meeting adjourned at 2:00 p.m.

Thomas Bollay, President

Jeffrey Kerns, Vice President

Ellwood T. Barrett, Secretary

Thomas Kern, Treasurer

Dana Newquist, Director

**MONTECITO SANITARY DISTRICT
BOARD LIST OF PAYABLES**

<u>CHECKS DATED</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTALS</u>
03/13/20	ACCOUNTS PAYABLE	89,438.85
03/23/20	ACCOUNTS PAYABLE	<u>29,052.97</u>
	Subtotal	118,491.82
03/13/20	CAPITAL IMPROVEMENT PROJECTS	1,460.60
03/23/20	CAPITAL IMPROVEMENT PROJECTS	<u>1,060.50</u>
	Subtotal	2,521.10
03/13/20	CIP RECYCLED WATER FUND	9,800.49
03/23/20	CIP RECYCLED WATER FUND	<u>9900.00</u>
	Subtotal	10,790.49
03/12/20	PAYROLL	93,228.76
03/26/20	PAYROLL	<u>91,334.96</u>
	Subtotal	184,563.72
	TOTAL	<u><u>\$ 316,367.13</u></u>

Approved for Payment:

Date: April 9, 2020 Amount: \$ 316,367.13

_____, General Manager

_____, Director

_____, Director

Check History Report
Sorted By Check Number
Activity From: 3/13/2020 to 3/13/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Check Type
025266	3/13/2020	ACWA/JPIA	31,620.86	Health/Dental/Life Insurance Premium-April
025267	3/13/2020	A-OK POWER EQUIPMENT-SB	109.33	Plant Maintenance Materials
025268	3/13/2020	BIG GREEN CLEANING COMPANY	1,876.00	Janitorial Services-March
025269	3/13/2020	CANON FINANCIAL SERVICES INC	275.14	Canon Copier Lease Payment-March
025270	3/13/2020	CINTAS CORPORATION #684	824.38	Uniform/Towels/Floor Mats-Cleaning/Rental-February
025271	3/13/2020	COMPUVISION COMMUNICATIONS	787.50	IT Services-February
025272	3/13/2020	CORT	44.00	Deed Report-February
025273	3/13/2020	CULLIGAN OF SYLMAR	101.70	Drinking Water-February
025274	3/13/2020	DUDEK	5,955.00	Coastal Development Planning/Permitting Services-Feb
025275	3/13/2020	ENGEL & GRAY, INC	2,845.09	Biosolids hauling-February
025276	3/13/2020	FASTENAL COMPANY	503.17	Plant Maintenance Materials
025277	3/13/2020	FERGUSON WATERWORKS #1083	8,381.63	Plant Piping Materials
025278	3/13/2020	FRUIT GROWERS LABORATORY	624.00	Outside Lab Analyses-February
025279	3/13/2020	FILIPPIN ENGINEERING	1,950.00	Ortega Ridge Sewer Main Extension Inspections
025280	3/13/2020	FISHER SCIENTIFIC	242.44	Lab Testing Supplies
025281	3/13/2020	FRONTIER	819.63	Phone Services-February
025282	3/13/2020	HACH COMPANY	3,819.85	Hach Wims Support Renewal, Lab Equipment and Supplies
025283	3/13/2020	HARRINGTON INDUSTRIAL PLASTICS	44.59	Plant Maintenance Materials
025284	3/13/2020	HENSLEY LAW GROUP	440.00	Legal Services-February
025285	3/13/2020	MARBORG INDUSTRIES	612.04	Refuse Disposal/Recycling-February
025286	3/13/2020	MCCORMIX CORP	1,139.37	Diesel, Unleaded Fuel 2/15-2/29/20
025287	3/13/2020	MCDONALD, TONI	58.70	Reimbursement for picture frames
025288	3/13/2020	MONTECITO WATER DISTRICT	712.98	Water Service-February
025289	3/13/2020	MONTECITO WATER DISTRICT	274.56	Vac-Con, Water Tender Usage-Jan/Feb
025290	3/13/2020	PAYCHEX OF NEW YORK, LLC	331.70	Payroll Services-February
025291	3/13/2020	PERRY FORD	103.88	Vehicle Parts
025292	3/13/2020	ROCKWELL ENGINEERING & EQUIP	1,848.56	Plant Maintenance Materials
025293	3/13/2020	SANTA BARBARA COUNTY EHS/CUPA	967.00	Annual Hazardous Waste Permit
025294	3/13/2020	S B HOME IMPROVEMENT CENTER	182.37	Propertyt Maintenance Supplies
025295	3/13/2020	SOUTHERN CALIFORNIA EDISON CO	12,367.25	Electric Service-February
025296	3/13/2020	MARILYN SHEPARD	4,750.00	NASSCO training
025297	3/13/2020	UNIVAR SOLUTIONS	4,645.03	Plant Chemicals
025298	3/13/2020	UNDERGROUND SERVICE ALERT	181.10	Dig Alert-February
Bank Total			<u>89,438.85</u>	
			<u>89,438.85</u>	

Check History Report
Sorted By Check Number
Activity From: 3/23/2020 to 3/23/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check	Description
025299	3/23/2020	AT&T MOBILITY	64.45	Wireless for Lift Station 4 SCADA-March
025300	3/23/2020	COMPUVISION COMMUNICATIONS	1,620.00	NetAlert Managed Services/Datto Cloud Backup-April
025301	3/23/2020	COX BUSINESS	203.50	Internet Wireless Services-March
025302	3/23/2020	DUDEK	17,181.76	Coastal Development Planning/Permitting-February
025303	3/23/2020	FASTENAL COMPANY	562.35	Plant Maintenance Materials
025304	3/23/2020	FISHER SCIENTIFIC	603.44	Lab Testing Supplies
025305	3/23/2020	FRONTIER	60.89	Phone Services for Lift Station 1-March
025306	3/23/2020	GRAINGER	377.80	Disinfectant for Collections / Lift Station Parts
025307	3/23/2020	HARRINGTON INDUSTRIAL PLASTICS	1,631.47	Plant Maintenance Materials
025308	3/23/2020	JUAN O'S MOBILE REPAIR	400.00	Vac-Con Maintenance Parts
025309	3/23/2020	MCCORMIX CORP	1,414.05	Diesel, Unleaded Fuel 3/1-3/15/20
025310	3/23/2020	MCMASTER-CARR SUPPLY COMPANY	708.54	Plant Maintenance Materials
025311	3/23/2020	PLUMBERS DEPOT, INC	302.46	Vac-Con Maintenance Parts
025312	3/23/2020	POLYDYNE, INC	635.19	Plant Chemicals
025313	3/23/2020	PURETEC INDUSTRIAL WATER	52.13	Water Softener Sodium Tank Exchange
025314	3/23/2020	SCAP	1,686.00	Annual Membership Dues
025315	3/23/2020	SOCAL GAS	214.75	Gas Service-February
025316	3/23/2020	UNIVAR SOLUTIONS	1,334.19	Plant Chemicals
			<u>29,052.97</u>	
		Bank Total	<u><u>29,052.97</u></u>	

Check History Report
Sorted By Check Number
Activity From: 3/13/2020 to 3/13/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check	
001239	3/13/2020	FRUIT GROWERS LABORATORY	453.00	CIP No. 10-Outside Lab Analyses for Recycled Water
001240	3/13/2020	PACIFIC RO	122.00	CIP No. 10-Parts for Recycled Water Pilot Project
001241	3/13/2020	TAFT ELECTRIC COMPANY	885.60	CIP No. 4-DAFT Wiring to Relocate Alarms
Bank Total			<u>1,460.60</u>	
			<u><u>1,460.60</u></u>	

Check Number	Check Date	Name	Check	
001242	3/23/2020	CEARNAL COLLECTIVE	1,060.50	CIP No. 7-Essential Services Building-February
Bank Total			<u>1,060.50</u>	
			<u><u>1,060.50</u></u>	

Check History Report
Sorted By Check Number
Activity From: 3/13/2020 to 03/19/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
001017	3/13/2020	JOHN ROBINSON CONSULTING, INC	2,400.00	CIP No. 11-Engineering Services-Dec-Feb
001018	3/13/2020	SANTA BARBARA COUNTY	4,808.43	CIP No. 11-Coastal Development Pla Review Fees
001019	3/13/2020	TAFT ELECTRIC COMPANY	2,592.06	CIP No. 11-Electrical Services for Recyled Water
Bank Total			<u>9,800.49</u>	
			<u><u>9,800.49</u></u>	

Check Number	Check Date	Name	Check Amount	Description
001020	3/19/2020	PHOENIX CIVIL ENGINNERING	990.00	CIP No. 11-Engineering Services-Dec-Feb
Bank Total			<u>990.00</u>	
			<u><u>990.00</u></u>	

MONTECITO SANITARY DISTRICT

MANAGER'S REPORT

April 9, 2020

AGENDA ITEM 5. NEW BUSINESS

A. VIRTUAL MEETING PROTOCOLS

Due to the State of California Executive Order NO. N-29-20 issued on March 17, 2020, Montecito Sanitary District Board meetings will be held virtually using the teleconferencing application Zoom. In order to facilitate these meetings, the Board will consider adopting Virtual Meeting Protocols to ensure public participation in attending and providing public comment. The proposed Virtual Meeting Protocols are included as **EXHIBIT A**.

B. COVID-19 EMERGENCY DECLARATION, STATUS, AND UPDATE REGARDING EMERGENCY MEASURES TO PROTECT DISTRICT EMPLOYEES

Pursuant to the Pandemic Response Plan approved by the Board at its meeting on March 12, the General Manager declared a District emergency on March 19, 2020 (**EXHIBIT B**).

The General Manager and Legal Counsel will provide the Board with a status report on District operations and activities to ensure the health and safety of District staff and the community including the submittal of an Emergency Permit from the County of Santa Barbara for the construction of essential facilities.

C. ACCOUNTING PROCEDURES AND INTERNAL CONTROLS – COVID-19 EMERGENCY - AUTHORIZATION OF NEW PROCEDURES

The Board will consider authorizing staff to implement new accounting procedures due to COVID-19 declared emergency and shelter in place orders. Staff will present the proposed procedures which ensure sufficient internal accounting controls are practiced.

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

On October 15, 2018 the Board awarded a contract for the purchase of a new Dissolved Air Flotation Thickener (DAFT) to World Water Works, Inc. in the amount of \$532,058.

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

The final contract amount with World Water Works totaled \$520,829.05. The final contract amount is less than the contract award amount by \$11,228.95. This is due to a contract change order that was issued providing the District with a credit. Staff recommends the Board accept the DAFT as complete and approve the issuance of a Notice of Completion to World Water Works in the amount of \$520,829.05.

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

The District’s record retention policies and procedures was last reviewed by legal counsel in 2015. Current legal counsel has recently reviewed this policy and is recommending adoption of Resolution No. 2020-923 (**EXHIBIT C**).

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

F. DESIGNATED RESERVE FUND AT STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF) - AUTHORIZATION TO INCREASE FUND BALANCE

At the Board meeting on January 30, 2020 the Finance Committee reported on their discussion to recommend increasing the Designated Reserve Fund at LAIF from its current amount of approximately \$1,700,000 to \$2,000,000. Nearly all of the Designated Reserve Fund monies were expended to repair District facilities following the January 2018 debris flow. These funds have subsequently been reimbursed by FEMA and CalOES, however, future disasters may prove to be even more costly.

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

G. INFORMATION ITEMS

- 2019 Annual Summary Report to the Regional Water Quality Control Board
- Ocean Outfall – Annual Inspection Report

H. AGREEMENTS TO BE SIGNED

None

AGENDA ITEM 6. OPERATIONS AND MAINTENANCE REPORTS

TREATMENT PLANT

Treatment Data	Current Year 03/02/20 – 03/29/20	Prior Year 03/04/19 – 03/31/19
Average daily flow	0.647 MGD	0.672 MGD
Average hypochlorite	171 GPD	165 GPD
Average bisulfite	98 GPD	94 GPD
Average effluent SS	7.6 mg/L	6.5 mg/L
Average effluent CBOD ₅	4.1 mg/L	3.16 mg/L
Median coliform	< 1.8 MPN / 100 mL	< 1.8 MPN / 100 mL

- The belt press was operated for 16.8 hours during this reporting period.
- A total of 14.41 tons of biosolids were transported in three separate loads to Engel and Gray during this reporting period.
- 4.80 inches of rainfall was recorded during this reporting period.

In addition to completing all daily treatment plant operational tasks and preventative maintenance duties, Operations staff and others performed the following work:

- Inspected UF/RO membranes
- Ran bubble test on UF – repaired two fibers
- Ran preventative maintenance on Chlorine Analyzers #1 and #2
- Drained and cleaned the UF/RO feed tank
- Placed Clarifier #3 in service
- Cleaned DEOX analyzer sample lines
- Cleaned influent composite sample line
- Calibrated TSS probe
- Placed new polymer tote online for DAFT
- Drained and cleaned both chlorine contact chambers

Completed Preventative Maintenance duties:

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

Completed Activated Sludge duties:

- Hosed clarifier weirs and skimmed grease in chlorine contact chambers twice a day.
- Scrubbed effluent channel, hosed DAFT weirs and catwalk, and cleaned lower slip tubes.
- Collected samples for Lab and set-up composite samplers.
- Tested ammonia and nitrate levels on aeration basin effluent and tested influent sulfide and ammonia levels on Tuesdays.
- Examined microbiology under microscope.
- Hosed Rotary Drum Screen and dumped screenings.
- Skimmed grease and floatables in back channel and clarifiers.

Completed Operator duties:

- Calibrated chlorine analyzers.
- Collected Dissolved Oxygen levels in the Aeration Basins, Digesters, and Effluent channel.
- Collected clarifier sludge depths.
- Scoured Return Activated Sludge (RAS) sumps.
- Cleaned chemical analyzer screens and probes.
- Collected irrigation readings.

- Performed Treatment Plant system checks (SCADA, Mission Box, Mini Trends, Aeration Blowers, IPS Station, Back-up generator, Chemical analyzers, Clarifiers and Contact Chamber motors and equipment, RAS/WAS pump station, Chemical feeders, Digester Blowers, DAFT, Poly feed equipment, UF/RO).
- Performed data collection and record keeping.
- Maintained chemical levels for all analyzers.

TESTING LABORATORY

During this 28 day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 183 samples
- Ran 289 tests plus 75 duplicate tests for NPDES permit compliance and process control
- Performed 42 calibrations on laboratory equipment and 512 quality control checks
- Made 5 liters of coliform media
- Sent 1 Oil & Grease and 1 Ammonia sample to FGL contract lab for NPDES required monthly testing
- Sent 1 sample of laboratory deionized water to FGL for ELAP required quality control check of Total Organic Carbon.
- Sent 6 additional samples to FGL related to the Recycled Water Pilot Project

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

- Analyzed 11 Activated Sludge samples under the microscope, identifying and logging 1,222 microorganisms
- Analyzed 2 belt press biosolid samples for percent solids
- Prepared 6 gallons of reagents for chlorine analyzer

In addition, the following Laboratory activities occurred:

- All daily, monthly and quarterly quality control testing have been completed as per state ELAP requirements
- Plans have been arranged with FGL contract lab to collect April monthly samples outside of the rear gate via a designated cooler.

COLLECTION SYSTEM MAINTENANCE

Collection staff continued to work on the preventive maintenance plan for 2020 (see the enclosed reports.)

During the reporting period, Collection staff has also:

- Inspected 42 Manholes.
- Marked locations of existing District facilities for Underground Service Alert request.
- Performed routine inspection and maintenance of District vehicles.
- Performed routine inspection and maintenance at all five Collection System Lift Stations.
- By-passed Miramar Lift Station for wet well coating repair
- 03/02/20 Call out for private lateral sewer overflow at 71 Eucalyptus Lane

Maintenance staff continued to work on the preventive maintenance plan for 2020.

During the reporting period, Maintenance staff has also:

- Performed routine inspection and maintenance of District Buildings and Equipment
- Installed new air flow meter on Ultra Filtration recycled water project
- Performed preventative maintenance on sodium hypochlorite chemical feed pumps
- Assisted Collection staff with Miramar Lift Station by-pass
- Repaired Clarifier #3 flight wear strip

TRAINING / OTHER ACTIVITIES

- 3/3/20 Collection, Treatment and Maintenance staff attended Personal Protective Equipment training

Collection System Cleaning and TV-ing History

			Length of	Length of	Length of	C - CLEAR L - LIGHT	R - ROOTS G - GREASE		Clear : No observable grease, roots or debris Light : .5 gallons of roots/ debris, small chunks of grease
Linear Feet Cleaned & Inspected		Esmt	Cleaning	TV-ing	Re-cleans	M - MEDIUM H - HEAVY	D - DEBRI		Medium : .5-1.5 gallons of roots/ debris, moderate chunks grease Heavy : 1.5 or more gallons of roots, debris or grease
March 2, 2020 through March 29, 2020			112,840	7,063	1,124				
Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
3/2/2020	Lift Station Maintenance / USA								
3/3/2020	Las Tunas Road	X	266			L	R	1	Light Roots
3/3/2020	San Ysidro Lane		223			L	D	1	Light Debris
3/3/2020	San Ysidro Lane		252			L	D	1	Light Debris
3/3/2020	San Ysidro Lane		128			L	D	1	Light Debris
3/3/2020	Las Tunas Road	X	203			C		1	Clear
3/3/2020	Hot Springs Road	X	198			L	R	1	Light Roots
3/3/2020	Pimiento Lane		192			L	R	1	Light Roots
3/3/2020	Pimiento Lane		337			L	R	1	Light Roots
3/3/2020	School House Road		301			L	R	1	Light Roots
3/3/2020	School House Road	X	114			L	R	1	Light Roots
3/3/2020	School House Road	X	208			L	R	1	Light Roots
3/3/2020	Hosmer Lane	X	87			L	R	1	Light Roots
3/3/2020	Manning Park	X	227			C		1	Clear
3/3/2020	Manning Park	X	101			C		1	Clear
3/3/2020	Pimiento Lane	X	400			C		1	Clear
3/3/2020	Isabella Lane	X	150			L	R	1	Light Roots
3/4/2020	Moore Road	X	114			C		1	Clear
3/4/2020	Moore Road	X	179			C		1	Clear
3/4/2020	East Valley Road	X	268			L	R	1	Light Roots
3/4/2020	East Valley Road	X	104			L	R	1	Light Roots
3/4/2020	Virginia Road		212			L	R	1	Light Roots
3/4/2020	Channel Drive		167			C		1	Clear
3/4/2020	Channel Drive		167			C		1	Clear
3/4/2020	Channel Drive		334			L	D	1	Light Debris
3/4/2020	Channel Drive		227			L	D	1	Light Debris
3/4/2020	Channel Drive		330			L	D	1	Light Debris
3/4/2020	Channel Drive		30			L	D	1	Light Debris
3/4/2020	Channel Drive	X	314			L	R	1	Light Roots
3/4/2020	Channel Drive		360			C		1	Clear
3/4/2020	Hill Road		257			L	R	1	Light Roots
3/4/2020	Hill Road	X	203			L	R	1	Light Roots
3/4/2020	San Leandro Lane		316			L	R	1	Light Roots
3/4/2020	San Leandro Lane		251			L	R	1	Light Roots
3/4/2020	La Paz Road	X	84			C		1	Clear
3/4/2020	San Leandro Lane	X	270			C		1	Clear
3/4/2020	Birnam Woods Drive		321			L	R	1	Light Roots
3/4/2020	Oak Springs Lane	X	267			C		1	Clear
3/4/2020	Ennisbrook Drive	X	233			L	D	1	Light Debris
3/4/2020	Ennisbrook Drive	X	253			L	D	1	Light Debris
3/4/2020	Alston Road		125			L	R	1	Light Roots
3/4/2020	Hot Springs Road		173			L	R	1	Light Roots
3/4/2020	Middle Road	X	198			L	R	1	Light Roots
3/4/2020	Middle Road	X	199			L	R	1	Light Roots
3/4/2020	San Ysidro Road	X	213			L	R	1	Light Roots
3/4/2020	San Ysidro Road	X	245			L	R	1	Light Roots
3/4/2020	San Ysidro Road	X	221			L	R	1	Light Roots
3/4/2020	Sycamore Canyon Road	X	358			C		1	Clear
3/4/2020	Sycamore Canyon Road	X	317			C		1	Clear
3/4/2020	Sycamore Canyon Road				261	C		1	Clear
3/4/2020	Sycamore Canyon Road				261	C		1	Clear
3/4/2020	Hill Road				324	C		1	Clear
3/4/2020	Coast Village Road				279	C		1	Clear
3/5/2020	La Paz Road	X	120			L	R	1	Light Roots
3/5/2020	La Paz Road	X	64			L	R	1	Light Roots
3/5/2020	Sycamore Canyon Road	X	200			L	R	1	Light Roots
3/5/2020	Sycamore Canyon Road	X	269			L	R	1	Light Roots
3/5/2020	Sycamore Canyon Road		100			L	R	1	Light Roots
3/5/2020	Sycamore Canyon Road		189			L	R	1	Light Roots
3/5/2020	Sycamore Canyon Road		112			L	R	1	Light Roots
3/5/2020	Dulzura Drive	X	196			C		1	Clear

VIRTUAL MEETING PROTOCOLS MONTECITO SANITARY DISTRICT

These protocols are utilized in accordance with Government Code § 36813 and Executive Order No. N-29-20 in order to facilitate the Board of Directors' virtual meetings.

➤ **General Notice Regarding Virtual Meetings:**

- All meetings of the Board of Directors will be recorded including, without limitation, public comment.
- Such recordings will include the screen name or displayed telephone number of individuals who are part of the audience even if they choose not to provide public comment.
- Unless you are providing public comment, your audio will be muted and your video will be disabled.
- If you choose to provide public comment, the General Manager will identify you and unmute your audio.
- Closed Sessions of the Board of Directors – if any – will not be recorded.

➤ **Public Communications:**

The following applies to persons wishing to provide public communications regarding agenda items for either a regular meeting or a special meeting:

- At least 24 hours before a meeting, send an email to dgabriel@montsan.org to provide the General Manager's office with an email not longer than 50 words to be read into the record; **OR**
- At least 24 hours before a meeting, provide the General Manager's Office with written correspondence longer than 50 words – whether email or otherwise – that will be distributed to the Board of Directors without being read into the record; **OR**
- At least 24 hours before a meeting, contact the General Manager's Office via email at dgabriel.montsan.org or by phone (805) 969-4200 to request to address the Board of Directors electronically via audio/video during the meeting; **OR**
- During the meeting, send an email to cpoytress@montsan.org before the close of public comment. To the extent feasible, the communication will be read into the record; **OR**

**Montecito Sanitary District
Virtual Meeting Protocols
Page 2 of 2**

- During the meeting, utilize the “raise hand” option to be recognized by the Board of Directors at the public comment sections identified on the Board of Directors agenda. You will be recognized in the order that your “raise hand” was received;
OR
- Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling the access phone number and entering the appropriate Zoom Meeting ID (as noted on the corresponding agenda), and then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the General Manager’s Office will be notified and you will be in the rotation to make a public comment.

For Regular Meetings: Public Comment regarding any item of public interest within the Board of Directors’ subject-matter jurisdiction will be accepted in the “Public Comment” section of the Board of Directors Agenda.

For Special Meetings: Government Code § 54954.3(a) allows the City to limit public comment to only matters listed on the agenda. No other public comment will be accepted.

➤ **Meeting Decorum:**

- Persons wishing to be audience members to the meeting may do so anonymously. Anonymous participants, however, will not be recognized for public comment.
- Persons with names that violate community standards, e.g., fighting words, will not be admitted into the meeting. The City’s host will notify those persons in the waiting room that they must either change their participation meeting name or will not be allowed into the meeting.
- Persons will not be allowed rename themselves upon being admitted to the meeting from the “waiting room.”
- Persons who seek to by-pass the City’s host controls will be dropped, and blocked, from the meeting.



MONTECITO SANITARY DISTRICT

DECLARATION OF EMERGENCY

The General Manager finds:

That emergency conditions endangering the health, safety and welfare of Montecito residents and Montecito Sanitary District staff have arisen within the Montecito Sanitary District, as a result the Coronavirus 2019 (COVID19) pandemic.

These conditions of extreme emergency warrant and necessitate the proclamation of the existence of a local emergency.

Accordingly, a local emergency is proclaimed to exist within the Montecito Sanitary District. The General Manager is authorized to take all steps necessary including, without limitation, awarding contracts in accordance with PCC section 22050. The General Manager is further authorized to issue purchase orders in response to this emergency in excess of \$10,000, to be ratified by the Board at a following Board meeting.


Diane M. Gabriel, General Manager

3/19/2020 7:00 p.m.
Date/Time

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

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

SECTION 1: The Board of Directors finds as follows:

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Governing Board of the Montecito Sanitary District on the 12th day of March 2020.

AYES:

NAYS:

ABSENT:

(SEAL)

President of the Governing Board
of the Montecito Sanitary District

ATTEST:

Clerk to the Board of the
Montecito Sanitary District

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ATTACHMENT "B"
VENTURA REGIONAL SANITATION DISTRICT – RECORD OF DOCUMENT DESTRUCTION (EXAMPLE)

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

**VENTURA REGIONAL SANITATION DISTRICT
RECORDS DESTRUCTION FORM**

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

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