



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

AGENDA

For the Special Meeting of
The Finance Committee on:

Tuesday, August 3, 2021

The special meeting of the Finance Committee will begin at 2:00 p.m. on August 3, 2021.

Due to COVID-19 Pandemic, the meeting will be held via Zoom per the [Virtual Meeting Protocols](#).

The public may attend and comment by calling 1-669-900-6833 Meeting ID: **833 8693 0089**

Or by visiting: <https://us02web.zoom.us/j/83386930089>

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

2. **PUBLIC COMMENT**

Public comment is **limited to 3 minutes** and is at the discretion of the Committee Chair. For further instructions, please see [Instructions for Public Comment](#) on the District's website.

3. **OLD BUSINESS**

4. **NEW BUSINESS**

A. **Enhanced Recycled Water Feasibility Study**

- i. Cost Sharing
- ii. Revised CIP Budget

B. **Unaudited Quarterly Financial Statements for period end June 30, 2021**

- i. O&M Budget status vs Actual Expenditures
- ii. CIP Status Report
- iii. Quarterly Investment Activity
- iv. Quarterly Investment Certification

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

The next regular Finance Committee meeting will be on October 19, 2021 at 2:00 pm.

6. **ADJOURNMENT**

**Operations & Maintenance Budget Status
For The 12 Periods Ended 6/30/2021
MONTECITO SANITARY DISTRICT (MSD)**

		7/1/2020 through		FY20-21			
		6/30/2021		YTD Budget		Variance	
PAYROLL & BENEFITS EXPENSES							
6100	STAFF SALARIES	\$	1,921,372.00	\$	2,053,829.00	\$	132,457.00
6105	BOARD SALARIES	\$	37,520.00	\$	30,000.00	\$	(7,520.00)
6108	AUTO ALLOWANCE - GM	\$	1,497.00	\$	3,600.00	\$	2,103.00
6270	STANDBY PAY	\$	31,905.00	\$	33,000.00	\$	1,095.00
6300	OVERTIME PAY	\$	12,345.00	\$	20,000.00	\$	7,655.00
6400	PERS CONTRIBUTION	\$	418,093.00	\$	500,000.00	\$	81,907.00
6500	FICA CONTRIBUTION	\$	109,376.00	\$	126,000.00	\$	16,624.00
6510	MEDICARE	\$	32,694.00	\$	30,000.00	\$	(2,694.00)
6520	UNEMPLOYMENT TAX - STATE	\$	4,928.00	\$	4,000.00	\$	(928.00)
6600	GROUP MEDICAL - ACWA	\$	269,469.00	\$	360,000.00	\$	90,531.00
6605	RETIREE MEDICAL BENEFITS	\$	10,272.00	\$	12,000.00	\$	1,728.00
6610	LIFE INSURANCE - ACWA	\$	5,014.00	\$	7,000.00	\$	1,986.00
6615	DISABILITY INS - STANDARD	\$	19,452.00	\$	25,000.00	\$	5,548.00
6620	WORKERS COMP INSURANCE	\$	37,027.00	\$	50,000.00	\$	12,973.00
6640	DENTAL INSURANCE - ACWA	\$	13,308.00	\$	20,000.00	\$	6,692.00
6650	UNIFORM SERVICE - MISSION	\$	8,087.00	\$	7,000.00	\$	(1,087.00)
Total PAYROLL & BENEFITS EXPENSES:		\$	2,932,359.00	\$	3,281,429.00	\$	349,070.00
OPERATING & MAINTENANCE EXPENSES							
7090	INS (GEN LIAB/AUTO/E&O) - CSRMA	\$	43,721.00	\$	60,000.00	\$	16,279.00
7091	INS (PROPERTY) - CSRMA	\$	14,523.00	\$	13,000.00	\$	(1,523.00)
7093	INS (EMP DISHONESTY BOND) - CSRMA	\$	770.00	\$	1,000.00	\$	230.00
7094	INS (MOBILE EQUIP) - CSRMA	\$	7,830.00	\$	9,000.00	\$	1,170.00
7100	INTEREST EXPENSE	\$	(82,288.00)	\$	-	\$	82,288.00
7110	EMPLOYEE PHYSICALS	\$	2,451.00	\$	2,500.00	\$	49.00
7121	PROPERTY MAINTENANCE	\$	36,687.00	\$	30,000.00	\$	(6,687.00)
7122	VEHICLE MAINTENANCE	\$	26,741.00	\$	13,000.00	\$	(13,741.00)
7126	COLL - EQUIPMENT RENTAL	\$	66.00	\$	1,000.00	\$	934.00
7127	COLL - SAFETY EQUIPMENT/SUPPLIES	\$	545.00	\$	8,000.00	\$	7,455.00
7129	LIFT STATION PARTS	\$	25,071.00	\$	25,000.00	\$	(71.00)
7133	VAC CON EQUIP/MAINT	\$	12,177.00	\$	15,000.00	\$	2,823.00
7134	CCTV EQUIPMENT/REPAIRS	\$	16,513.00	\$	10,000.00	\$	(6,513.00)
7135	PRIVATE LATERAL REPL INCENTIVE	\$	46,961.00	\$	50,000.00	\$	3,039.00
7136	COLL - MISC COLLECTION TOOLS	\$	15,324.00	\$	8,000.00	\$	(7,324.00)
7150	MECHANICAL MAINTENANCE	\$	2,983.00	\$	5,000.00	\$	2,017.00
7200	GENERAL OPERATING SUPPLIES	\$	9,028.00	\$	8,000.00	\$	(1,028.00)
7201	DRINKING WATER	\$	1,089.00	\$	1,750.00	\$	661.00
7202	GLOVES	\$	5,282.00	\$	5,000.00	\$	(282.00)
7205	EMPLOYEE/COMMUNITY GOODWILL	\$	2,182.00	\$	3,000.00	\$	818.00
7220	MAILING/SHIPPING EXPENSES	\$	1,167.00	\$	3,000.00	\$	1,833.00
7430	MEMBERSHIPS/ ANNUAL DUES	\$	40,391.00	\$	40,000.00	\$	(391.00)
7440	MISCELLANEOUS EXPENSES	\$	-	\$	2,500.00	\$	2,500.00
7450	OFFICE EXPENSES	\$	11,491.00	\$	10,000.00	\$	(1,491.00)
7454	BOOKS/SUBS/STUDY GUIDES	\$	521.00	\$	1,000.00	\$	479.00
7456	COMPUTER HARDWARE/SOFTWARE/LICEN	\$	15,956.00	\$	30,000.00	\$	14,044.00
7461	PROFESSIONAL SERVICES/FEES - LEGAL	\$	72,583.00	\$	30,000.00	\$	(42,583.00)
7462	PROFESSIONAL FEES - ACCOUNTING	\$	29,607.00	\$	40,000.00	\$	10,393.00
7463	PROFESSIONAL FEES - ENGINEERING	\$	116,840.00	\$	25,000.00	\$	(91,840.00)

7464	PROFESSIONAL FEES - COMPUTER/GIS	\$	51,144.00	\$	60,000.00	\$	8,856.00
7466	PROF SERVICES - HUMAN RESOURCES	\$	28,516.00	\$	6,000.00	\$	(22,516.00)
7500	CUSTOMER RELATIONS EXPENSE	\$	24,341.00	\$	50,000.00	\$	25,659.00
7506	ADMINISTRATIVE FEES	\$	23,256.00	\$	22,000.00	\$	(1,256.00)
7510	CONTRACTED SERVICES/LABOR	\$	79,666.00	\$	120,000.00	\$	40,334.00
7530	ADS/NOTICES FOR PUBLICATION	\$	2,764.00	\$	2,000.00	\$	(764.00)
7610	FURNITURE/FIXTURES	\$	-	\$	10,000.00	\$	10,000.00
7641	NPDES PERMIT EXPENSES-LAB	\$	10,738.00	\$	20,000.00	\$	9,262.00
7645	NPDES PERMIT EXPENSE-OPS	\$	35,023.00	\$	27,000.00	\$	(8,023.00)
7650	ELECTION EXPENSE	\$	6,762.00	\$	5,000.00	\$	(1,762.00)
7651	ANALYZER CHEMICALS	\$	5,252.00	\$	5,000.00	\$	(252.00)
7652	BIOSOLIDS DISPOSAL	\$	50,824.00	\$	50,000.00	\$	(824.00)
7653	CHEMICALS	\$	163,753.00	\$	200,000.00	\$	36,247.00
7654	GENERATOR SERVICE	\$	6,207.00	\$	10,000.00	\$	3,793.00
7655	HAZ MATERIALS DISPOSAL	\$	642.00	\$	1,000.00	\$	358.00
7656	PLANT EQUIPMENT RENTAL	\$	9,951.00	\$	10,000.00	\$	49.00
7657	PLANT MAINTENANCE MATERIALS	\$	54,515.00	\$	50,000.00	\$	(4,515.00)
7658	PLANT MAINTENANCE PROJECTS	\$	-	\$	5,000.00	\$	5,000.00
7659	PLANT SAFETY EXPENSES	\$	2,308.00	\$	5,000.00	\$	2,692.00
7661	POLYMER	\$	1,988.00	\$	10,000.00	\$	8,012.00
7662	SMALL TOOLS/EQUIP	\$	3,689.00	\$	4,000.00	\$	311.00
7670	SPECIAL PROJECTS	\$	114,540.00	\$	100,000.00	\$	(14,540.00)
7700	LAB CONSUMABLES-SMALL EQUIPMENT	\$	22,249.00	\$	28,000.00	\$	5,751.00
7702	LAB EQUIPMENT MAINTENANCE	\$	4,996.00	\$	10,000.00	\$	5,004.00
7703	CONTRACT LAB ANALYSES	\$	14,590.00	\$	6,000.00	\$	(8,590.00)
7722	BOARD TRAINING/CONF REGISTRN	\$	-	\$	1,000.00	\$	1,000.00
7723	BOARD TRAVEL EXPENSES	\$	-	\$	1,000.00	\$	1,000.00
7724	STAFF TRAINING/CONF REGISTRN	\$	3,602.00	\$	3,000.00	\$	(602.00)
7725	STAFF TRAVEL EXPENSES	\$	-	\$	1,000.00	\$	1,000.00
7726	STAFF CERTIFICATIONS/LICENSES	\$	3,756.00	\$	10,000.00	\$	6,244.00
7727	OSHA REQUIRED TRAINING	\$	2,190.00	\$	7,000.00	\$	4,810.00
7728	SAFETY BOOT ALLOWANCE	\$	3,064.00	\$	4,000.00	\$	936.00
7731	LOCAL MEETING EXPENSES	\$	5.00	\$	1,000.00	\$	995.00
7740	FUEL AND OIL	\$	17,772.00	\$	30,000.00	\$	12,228.00
7761	WATER	\$	11,375.00	\$	12,000.00	\$	625.00
7762	NATURAL GAS	\$	2,778.00	\$	3,000.00	\$	222.00
7763	ELECTRICITY	\$	159,564.00	\$	160,000.00	\$	436.00
7766	TRASH / RECYCLING	\$	15,162.00	\$	13,000.00	\$	(2,162.00)
7767	TELEPHONE - LOCAL/LD	\$	10,031.00	\$	10,000.00	\$	(31.00)
7768	TELEPHONE CELLULAR	\$	11,545.00	\$	12,000.00	\$	455.00
Total OPERATING & MAINTENANCE EXPENSES:		\$	1,434,770.00	\$	1,533,750.00	\$	98,980.00
Total EXPENSES:		\$	4,367,129.00	\$	4,815,179.00	\$	448,050.00
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7105	DEBT SERVICE PAYMENT		303,100.00		303,100.00		-
2710	BOND PRINCIPAL PAYMENT		635,000.00		635,000.00		-
Total DEBT PAYMENTS:			938,100.00		938,100.00		-
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NON-OPERATING EXPENSES							
7675	COVID-19 EXPENSES		140,104.00		-		(140,104.00)
			140,104.00		-		(140,104.00)

**CAPITAL IMPROVEMENT PROJECTS
UNAUDITED YEAR TO DATE STATUS
FY20-21 :: July 1, 2020 to June 30, 2021**

ASSIGNED PROJECT #	CAPITAL IMPROVEMENT PROJECT DESCRIPTION	Expenditures 7/1/20- 3/31/21	Board Approved FY20-21 Funding
Annual projects			
1	Scheduled and Emergency Replacements	\$ 26,522	\$ 100,000
2	Manhole Raising / Repair / Replacement	\$ 170,828	\$ 400,000
3	Sewer Main Repair / Replacement	\$ 12,457	\$ 150,000
Ongoing projects			
7	Essential Services Building Construction	\$ -	\$ 4,625,000
9	Sewer Main Extensions	\$ 727,706	\$ 600,000
10	Recycled Water - Pilot Project	\$ 15,793	\$ 38,000
New projects FY2020-21			
12	Collections Truck Replacement	\$ 31,402	\$ 36,000
Capital Improvement Project Expenditures FY20-21		\$ 984,707	\$ 5,949,000
Recycled Water Fund			
11	Recycled Water - (Total Project Expenditures/\$0 Exp in FY20-21)	\$ 122,080	\$ 1,190,000
Total Funds Expended in FY20-21		\$ 1,106,787	\$ 7,139,000

** At its meeting on October 31, 2019, The Board approved the designation of two fiscal years of property tax revenue, in the amount of \$1,190,000 to a Recycled Water Project to serve the Cemetery

FY2020-21 Quarterly Cash and Investment Activity

FY20-21 QTR 4 (Mar - Jun)

	<u>3/31/2021</u>	<u>Income</u>	<u>Interest</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Withdrawals</u>	<u>6/30/2021</u>	<u>Net Change</u>	
Investment Accounts									
Cash with LAIF	2,014,166		2,200				2,016,367	2,200	Quarterly Interest
FMV adjustment (annually)	9,827	(9,660)					167	(9,660)	No Change in Fair Market Value
BNY Bond Refunding Costs	-			786,550			786,550	786,550	6/30/21 Debt Service Payment
Cash with County-Operating	6,676,562	3,155,155	7,019		(3,020,550)		6,818,185	141,624	Income: SSC & PTAX \$3,155,155 Quarterly Interest: \$7,019 Transfers to MBT O&M: \$1,000,000 Annual Depreciation to CIP: \$1,219,000 Annual Funding to County OPEB: \$15,000 Annual Debt Service Payment: \$786,550
FMV adjustment (quarterly)	5,625	(3,589)					2,036	(3,589)	Change in Fair Market Value
Cash with County - Capital Replacement	6,763,615		6,780	1,219,000	(369,000)		7,620,395	856,780	Annual Depreciation funding: \$1,219,000 Quarterly Interest: \$6,780 Transfers: \$369,000 to MBT CIP
FMV adjustment (quarterly)	5,699	(3,422)					2,276	(3,422)	Change in Fair Market Value
Cash with County-Retiree Medical	168,851		166	15,000			184,017	15,166	Annual OPEB Funding: \$15,000 Quarterly Interest: \$166
FMV adjustment (quarterly)	143	(87)					55	(87)	Change in Fair Market Value
Cash Accounts									
MBT Operating account	217,773	242,965		1,061,442	(61,442)	(1,022,681)	438,058	220,285	Income: connection, permit, & other fees Transfers: \$1,000,000 from County O&M Withdrawals: O&M Expenses
MBT Capital Improvement account	72,806			369,000		(421,717)	20,089	(52,717)	Transfers: \$369,000 from County CIP Withdrawals: pmts on Capital Improvement Projects
Revolving fund account	1,395					55	1,450	55	Withdrawals: paymens on O&M expenses paid outside normal processing
Insurance Reimbursement Acct	111,999		35	61,442	(61,442)		112,034	35	Disaster Insurance Payment - due to FEMA Quarterly Interest
MBT Recycled Water account	1,096,056		624				1,096,680	624	Quarterly Interest
Petty Cash	250						250	-	
Total Cash & Investment accounts	17,144,766	3,381,362	16,824	3,512,434	(3,512,434)	(1,444,343)	19,098,610	1,953,844	



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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QUARTERLY CERTIFICATION STATEMENTS FOR THE MONTECITO SANITARY DISTRICT

*in accordance with
RESOLUTION NO. 2013-883, MSD INVESTMENT POLICY*

For the Quarter Ended

June 30, 2021

As Treasurer of the Montecito Sanitary District, I, **Donald M. Eversoll** certify that:

- (1) All investment actions executed since the last report have been made in full compliance with the Montecito Sanitary District Investment Policy;
- (2) A complete and timely record of all investment transactions is maintained in the District office from reports supplied by LAIF and the S. B. County Treasurer's office; and
- (3) The Montecito Sanitary District is able to meet its pool's expenditure requirements for the next six months.

Dated: _____

Board Treasurer
MONTECITO SANITARY DISTRICT