



# Montecito Sanitary District

1042 Monte Cristo Lane     *A Public Service Agency*  
Santa Barbara, CA 93108

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

## **BOARD PACKET**

For the Regular Board Meeting of

**Thursday, October 28, 2021**

1. AGENDA.....	<a href="http://www.montsan.org/2021-10-28-board-of-directors-meeting">www.montsan.org/2021-10-28-board-of-directors-meeting</a>
2. MINUTES – SEPTEMBER 23, 2021.....	2
3. MINUTES – SEPTEMBER 30, 2021.....	7
4. ACCOUNTS PAYABLE.....	9
5. FINANCE COMMITTEE .....	16
6. JOINT STRATEGIC PLANNING COMMITTEE .....	38
7. EXHIBIT A – RESOLUTION 2021-937 .....	39
8. EXHIBIT B – Fernald Point Project Status .....	42
9. EXHIBIT C – STAFF REPORT: Lilac & Oak Grove Sewer Main Ext. Project .....	43
10. EXHIBIT D – Board Committees Roster .....	44
11. EXHIBIT E – FY21-22 Quarterly Financial Reports 09/30/2021 .....	45
12. MANAGER’S REPORT .....	46



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## MINUTES

For the Regular Meeting of the Board on:

**September 23, 2021**

### 1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:00 pm on Thursday, September 23, 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 Johnson left the meeting at 3:28 pm

Director Eversoll left the meeting at 4:10 pm

##### *Also Present and Participating:*

Carrie Poytress, P.E. MSD Engineering 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

Brad Rahrer, P.E., MSD General Manager (observing on Vacation)

JMH

Frank Blue

iPhone

Andy Salvesson

Ken

Nick Turner, MWD

Montecito Water District

### 2. PUBLIC COMMENT

District Administrator read an email submitted by Michael Davenport: "My name is Mike Davenport and our family lives at 2110 Alisos Drive, Montecito. My understanding is that the closest sewer line link is at the end of Orchard Avenue. I have discussed with some of our neighbors who feel it would be beneficial and support the project. While our septic is currently working and was just serviced, it is nearing the point that significant repairs or replacement will be needed. We support extending the sewer line to our street and would like to move forward. Thank you,"

Member of the public, Frank Blue, addressed the Board: "I live on Alisos Drive, bracketed on East by Romero Canyon Road and on West by Oak Grove; lived here 8 years. Watched the sewer line come up Romero Canyon, there's a sewer line on Orchard Rd; at back fence

line at our property. Manhole cover at Orchard Road about 10 yds from our back fence. Contacted Brad and Carrie from the Sanitary District; came out and talked to us about a SME, they noted that we are interested in an extension. They said if we were interested in doing something like this, we should try to get as much neighborhood interest as possible. We've contacted 10/12 neighbors on street, two are absentee owners. ALL 10 are positive on the project, including Mr. Davenport. Enlist Board Support to see the sewer main extension happen.”

**3. APPROVAL OF MINUTES**

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to approve the Minutes from Board Meetings held on September 9, 2021 including the addition by staff of payables and total dollar amounts of contract(s) awarded.

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

**4. APPROVAL OF PAYABLES**

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted to approve the District payables for checks dated August 31, 2021 through September 10, 2021.

Accounts Payable	\$ 44,220.03
Capital Improvement Projects	\$ 100,575.00
Payroll	\$ 88,568.13
<b>TOTAL</b>	<b>\$ 233,363.26</b>

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

**5. OLD BUSINESS**

**A. RECYCLED WATER PILOT PLANT OPERATION (MOVED FROM ITEM 5B TO 5A)**

No Board Action was taken; upon discussion and clarification that further Board action is required to authorize MSD Staff to re-start the Pilot Recycled Water process as part of the Optional task of the Contract; Director Johnson stated she will sign the contract. [Contract was executed by Director Johnson on Friday September 24, 2021.]

**B. AN ORDINANCE FOR THE COLLECTION OF CONSTRUCTION COSTS ON COUNTY TAX ROLL (MOVED FROM ITEM 5A TO 5B)**

General Counsel Mark Manion explained the draft ordinance and reviewed the District’s current options for property owners to participate when the District installs a sewer main extension makes public sewer available. The ordinance

provides a new option for property owners to participate by paying for the costs over time through the County tax roll.

The Board received public Comment from Mr. Ken Coates: “Presumably your goal is to encourage homeowners to make connections to the sewer system, and in my view you want to make that as painless as possible, so the longer the term is, 30 years, and the lower the interest rate is, the more attractive it will be, so I would encourage you to think of terms 30 year term, and the LAIF or County interest rate, and prime rate: the prime rate in my judgement will discourage people from participating in this program. Thank you,”

ON MOTION by Director Fuller, Second by Director Newquist, the Board voted to adopt the ordinance as presented with the payment terms set to a 30 year period (removing language from the draft ordinance referring to 10 and 20 year terms).

Director Johnson left the meeting at 3:28pm.

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

Director Barrett requested Staff to send a letter to the outstanding deferral properties notifying them about the new option available to them through the ordinance.

**C. HIGHWAY 101 SEWER MAIN RELOCATION PROJECT**

ON MOTION by Director Fuller, Second by Director Eversoll, the Board voted to award a contract to MNS Engineers Inc. for \$194,127.

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

ON MOTION by Director Fuller, Second by Director Eversoll, the Board voted to authorize the General Manager to approve extra services of 10% of the contract for expenditures up to \$19,412 for necessary changes in the scope of work.

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

**D. BID RESULTS FOR THE LILAC/OAK GROVE SEWER MAIN EXTENSION PROJECT**

ON MOTION by Director Fuller, Second by Director Newquist, the Board voted to direct staff to send letters to the homeowners potentially served by the project,

including range of costs for options A, B, and C as applicable and make them aware of the new ordinance 19 allowing for payment over time on the tax roll.

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

Director Eversoll left the meeting at 4:10 pm.

**E. KIMLEY-HORN GRANT RESEARCH CONTRACT**

Staff informed the Board that the General Manager has requested scope, schedule and fee proposal before entering into contract.

**6. NEW BUSINESS**

**A. RESOLUTION 2021-934 FOR GRANT FUNDING**

ON MOTION by Director Newquist, Second by Director Fuller, the Board voted to adopt Resolution 2021-934 authorizing the General Manager to file on behalf of the District, a Financial Assistance Application for grant agreement with the State Water Resources Control Board.

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

**B. FERNALD POINT EMERGENCY SEWER MAIN REPLACEMENT**

General Counsel Mark Manion informed the Board that there is a procedure in the public contract code that allows for emergency repairs, and that we'll have to follow those procedures by adopting a resolution by four-fifths vote of the board and includes findings that recognize why this emergency constitutes circumstances that would not withstand the competitive bidding process required by public contracting code.

The Board will hold a special meeting the week of September 27, 2021 prior to October 1, 2021 for purposes of adopting a resolution for emergency contracting for this project, and also to address CA AB 361 for continuing to meet remotely due to COVID-19.

**7. COMMITTEE REPORTS**

Director Barrett gave a summary of the Finance Committee meeting held on September 14, 2021 and the discussion related to the payment of Kimley Horn invoices dated July 15, and 31. Director Barrett informed the Board that the Committee directed staff to pay the undisputed charges on the two invoices and the discussion would be brought back to the board to clear up communication between the Board President and Tony Wong of Kimley Horn.

**8. DISTRICT OPERATIONS AND MAINTENANCE**

**A. INFORMATION ITEMS**

Engineering Manager Carrie Poytress P.E., provided informational, nonactionable updates regarding matters before the District.

- i. The Roofing Project Bid on August 31, 2021; only received one Bid and it was incomplete. MSD will re-bid the project. We are in the process of contacting more roofing companies to make them aware of re-bidding.
- ii. Electrical rehabilitation project, final review of specifications & plans. We will go out to Bid next week. Will advertise in the Santa Barbara News Press, it will be a 5-6 week bidding window beginning middle of October.

**B. AGREEMENTS TO BE SIGNED**

None

**C. OPERATIONS AND MAINTENANCE REPORTS**

For the period of August 30, 2021 through September 10, 2021.

Director Barrett asked staff about the 105 decrease in influent; staff said would need to research occupancy rates to understand the input but that we haven't made changes to the treatment operation.

**9. ITEMS FOR THE NEXT AGENDA**

- i) Special meeting before October 1, 2021:
  - a. Fernald Point Emergency Project Resolution
  - b. AB 361 Remote Meetings due to COVID-19
- ii) Next Regular Meeting on October 14, 2021
  - a. Alisos Drive Sewer Main Extension

**10. ADJOURNMENT**

The meeting adjourned at 4:44 pm ON MOTION by Director Newquist, seconded by Director Fuller.

These minutes were presented for approval at the Board Meeting on October 28, 2021.

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Dorinne Lee Johnson, President

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Ellwood T. Barrett II, Vice President

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Dana Newquist, Secretary

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Donald M. Eversoll, Treasurer

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Gary Fuller, Director



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## MINUTES

For the Special Meeting of the Board on:

**September 30, 2021**

### 1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:02 pm on Thursday, September 30, 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:*

None

##### *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

### 2. PUBLIC COMMENT

None

### 3. OLD BUSINESS

#### A. RESL 2021-935 REMOTE MEETINGS

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted adopt Resolution 2021-935 in accordance with California Assembly Bill 361 enabling the District to continue to hold remote public meetings.

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

#### B. RESL 2021-936 EMERGENCY ACTION - FERNALD POINT SEWER MAIN REPLACEMENT

ON MOTION by Director Barrett, Second by Director Newquist, the Board voted adopt Resolution 2021-936 authorizing the General Manager to execute a contract with Beador Construction Company in the amount of \$21,910.15 and approving

expenditures up to 15% as a change order allowance for the replacement of the Sewer Main at Fernald Point and Picay Creek.

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

**C. KIMLEY-HORN INVOICE PAYMENT STATUS**

ON MOTION by Director Newquist, Second by Director Johnson, the Board voted to pay the unpaid balance of \$4,207.50 on the July invoices from Kimley-Horn.

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

**D. GRANT FUNDING CONTRACT STATUS**

ON MOTION by Director Barrett, Second by Director Fuller, the Board voted to cancel negotiations on a contract for Grant Funding with Kimley-Horn; and direct staff to choose one of our current projects and issue a Request for Proposal (RFP) for that project with a grant funding assistance agency.

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

**4. ITEMS FOR THE NEXT AGENDA**

- i) Next Regular Meeting on October 14
  - a. Alisos Drive Sewer Main Extension

**5. ADJOURNMENT**

Meeting adjourned at 3:09 pm ON MOTION by Director Barrett, second by Director Eversoll.

These minutes were presented for approval at the Board Meeting on October 28, 2021.

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Dorinne Lee Johnson, President

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Ellwood T. Barrett II, Vice President

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Dana Newquist, Secretary

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Donald M. Eversoll, Treasurer

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Gary Fuller, Director





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## BOARD LIST OF PAYABLES

<u>CHECK DATE</u>	<u>SUMMARY &amp; TYPE</u>	<u>BATCH TOTAL</u>
09/24/2021	ACCOUNTS PAYABLE	\$ 103,606.15
10/08/2021	ACCOUNTS PAYABLE	\$ 90,831.48
10/22/2021	ACCOUNTS PAYABLE	\$ 103,295.83
	<b>Subtotal</b>	<b>\$297,733.46</b>
09/27/2021	CAPITAL IMPROVEMENT PROJECTS	\$ 28,085.50
10/08/2021	CAPITAL IMPROVEMENT PROJECTS	\$ 49,097.71
10/22/2021	CAPITAL IMPROVEMENT PROJECTS	\$ 21,943.22
	<b>Subtotal</b>	<b>\$99,126.43</b>
09/23/2021	PAYROLL	\$ 83,098.36
10/07/2021	PAYROLL	\$ 102,515.14
10/21/2021	PAYROLL	\$ 76,033.66
	<b>Subtotal</b>	<b>\$261,647.16</b>
	<b>TOTAL</b>	<b>\$658,507.05</b>

**Approved for Payment:**

Date: October 28, 2021 Amount: \$658,507.05

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

\_\_\_\_\_, Treasurer

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

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 9/24/2021 to 9/24/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Description
026903	9/24/2021	ANDROS FLOORING DESIGN	2,772.55	Install Vinyl Flooring in Board Bathroom and Closet
026904	9/24/2021	AQUATIC BIOASSAY & CONSULTING	9,952.00	Annual Outfall Inspection
026905	9/24/2021	AT&T MOBILITY	269.86	Wireless Service for L/S 4, Standby cellphone, Office Data Port
026906	9/24/2021	THE BARBIE TRUST	2,300.00	Deposit Refund - 1565 East Valley Road
026907	9/24/2021	BIG GREEN CLEANING COMPANY	236.83	Janitorial Supplies
026908	9/24/2021	CINTAS CORPORATION #684	686.67	Uniform, Towels, Floor Mats-Cleaning/Rental-August
026909	9/24/2021	COMPUVISION COMMUNICATIONS	1,740.00	Datto Cloud Backup, NetAlert Managed Services-October
026910	9/24/2021	CORT	44.00	Deed Rpoert-August
026911	9/24/2021	COX BUSINESS	160.39	Wireless Internet Service-September
026912	9/24/2021	CROMER INC.	725.37	Forklift Lease Payment-Septmeber
026913	9/24/2021	CALIFORNIA WATER ENVIRONMENT	187.00	Staff Certification Renewals
026914	9/24/2021	EL ZARAPE MEXICAN FOOD	293.59	Farewell Luncheon for Carrie Poytress
026915	9/24/2021	FASTENAL COMPANY	65.82	Gas Cans for Property Maintenance
026916	9/24/2021	FISHER SCIENTIFIC	302.68	Lab Testing Supplies
026917	9/24/2021	FRONTIER	268.11	Phone Service for Lift Stations 1, 2, 4, 5-September
026918	9/24/2021	GRAINGER	1,238.67	Toilet Tank for Board Room, Handheld Gas Blower, Supplies
026919	9/24/2021	GSM ENGINEERING FABRICS	2,467.00	Belt Press Plows
026920	9/24/2021	HACH COMPANY	37.12	Lab Testing Supplies
026921	9/24/2021	HADRONEX, INC	29,250.00	Annual Smartcover Renewal
026922	9/24/2021	IDEXX DISTRIBUTION, INC	292.87	Lab Testing Supplies
026923	9/24/2021	KIMLEY-HORN AND ASSOCIATES, INC	9,535.77	Interim GM Services-July
026924	9/24/2021	LIGHTHOUSE TRUST	2,339.00	Deposit Refund - 1948 Tollis Avenue
026925	9/24/2021	MARBORG INDUSTRIES	3,284.89	Refuse Disposal, Restroom Trailer Rental-September
026926	9/24/2021	JEFFERY (or) GREG MARKS	2,000.00	Lateral Replacement Rebate - 274 Middle Road
026927	9/24/2021	MCCORMIX CORP	419.14	Vehicle Fuel 09/01-09/15/21
026928	9/24/2021	MCMASTER-CARR SUPPLY COMPANY	197.26	Monitor Wall Mounts for Board Room
026929	9/24/2021	MONTECITO WATER DISTRICT	693.05	Water Service-August
026930	9/24/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	171.00	Outside Lab Analyses 09/14 & 09/22
026931	9/24/2021	PAYCHEX OF NEW YORK, LLC	99.00	Paychex Flex-September
026932	9/24/2021	PITNEY BOWES GLOBAL FINANCIAL	19.71	Annual Property Tax for Postage Meter
026933	9/24/2021	POLYDYNE, INC	746.71	Polymer for DAFT
026934	9/24/2021	PRICE POSTEL & PARMA	9,122.50	Legal Services - August
026935	9/24/2021	PRIORITY SAFETY SERVICES	870.00	Multi-Gas Detector Inspection/Calibration
026936	9/24/2021	PURETEC INDUSTRIAL WATER	57.44	Water Softener Sodium Tank Exchange-August
026937	9/24/2021	SBCO AUDITOR-CONTROLLER	3,078.00	Administrative Fee for Tax Roll Filing
026938	9/24/2021	SCARMINACH, BRIAN (or) KATHLEEN	2,000.00	Lateral Replacement Rebate - 166 Santa Elena Lane
026939	9/24/2021	SMARDAN-HATCHER COMPANY	316.89	Supplies for Board Room Restroom Remodel
026940	9/24/2021	SOCAL GAS	211.74	Gas Service - August
026941	9/24/2021	STANDARD INSURANCE COMPANY	1,626.42	Short/Long Term Disability Premium - October
026942	9/24/2021	STAPLES BUSINESS CREDIT	386.79	Office/Kitchen Supplies
026943	9/24/2021	SULLINS, DAVID	2,300.00	Deposit Refund - 430 Hot Springs Road
026944	9/24/2021	T-MOBILE	20.00	Wireless Data Port for UF/RO - September
026945	9/24/2021	UNIVAR SOLUTIONS	5,406.06	Plant Chemicals
026946	9/24/2021	ALEX AND BETTY WEINSTEIN	2,300.00	Deposit Refund - 1405 Greenworth Place
026947	9/24/2021	NIK AND PAMELA WHEELER	2,300.00	Deposit Refund - 1696 San Leandro Lane
026948	9/24/2021	WILLDAN FINANCIAL SERVICES	450.00	Annual Arbitrage Report for COP Bond
026949	9/24/2021	WINZER	364.25	Disposable Gloves

**Bank B Total: 103,606.15**

**Report Total: 103,606.15**

**O&M Check History Report**  
**Sorted By Check Number**  
**Activity From: 10/8/2021 to 10/8/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

<b>Check Number</b>	<b>Check Date</b>	<b>Name</b>	<b>Check Amount</b>	<b>Description</b>
26951	10/8/2021	ACME ANALYTICAL SOLUTIONS	470.94	Analyzer Chemicals
26952	10/8/2021	ACWA/JPIA	31,087.96	Health/Dental/Life Insurance Premium-October
26953	10/8/2021	ANDROS FLOOR DESIGN	2,153.08	Install Carpet in Board Room
26954	10/8/2021	AUTOZONE, INC	23.66	Vehicle Cleaning Supplies
26955	10/8/2021	BIG GREEN CLEANING COMPANY	1,784.00	Janitorial Services-October
26956	10/8/2021	BOYD & ASSOCIATES	390.00	Quarterly Alarm Monitoring Services
26957	10/8/2021	CANON FINANCIAL SERVICES INC	323.00	Canon Copier Lease Payment-October
26958	10/8/2021	CINTAS	32.99	Replenish First Aid Kits
26959	10/8/2021	CORT	44.00	Deed Report-September
26960	10/8/2021	CROMER INC.	725.37	Forklift Lease Payment-September
26961	10/8/2021	CSRMA	20.40	Sewer Main Spill Las Tunas/San Ysidro Claim
26962	10/8/2021	CUES	2,150.00	Annual Software Support
26963	10/8/2021	CALIFORNIA WATER ENVIRONMENT	106.00	Staff Certifications
26964	10/8/2021	MARK (or) NANCY DANIELS	4,300.00	Deposit Refund/Lateral Replacement Rebate-1399 Greenworth Place
26965	10/8/2021	DATCO SERVICES CORPORATION	175.50	Quarterly DATCO Services
26966	10/8/2021	DC FROST ASSOCIATES, INC	8,650.08	Diffuser Assembly Parts
26967	10/8/2021	DOCU PRODUCTS	84.19	Copier Maintenance Agreement-October
26968	10/8/2021	FASTENAL COMPANY	17.13	Pipe/Compressor Fittings-Plant Maintenance
26969	10/8/2021	FISHER SCIENTIFIC	524.19	Lab Testing Supplies
26970	10/8/2021	FRONTIER	300.83	Phone Services for SCADA, Plant Alarms, Gate-October
26971	10/8/2021	GRAINGER	584.87	Disposable Gloves, Tarp, HDMI Cable for Board Room
26972	10/8/2021	JAMES KELLY (or) AMY MANGONE	2,000.00	Lateral Replacement Rebate - 2121 Sycamore Canyon Road
26973	10/8/2021	KIMLEY-HORN AND ASSOCIATES, INC	4,207.50	Payment of July Invoice Balance Per Board Action on 9/30/21
26974	10/8/2021	MCCORMIX CORP	608.96	Vehicle Fuel 09/15-09/30/21
26975	10/8/2021	MOUNTAIN SPRING WATER	278.25	Bottled Drinking Water-September
26976	10/8/2021	OILFIELD ENVIRONMENTAL &	192.00	Outside Lab Analyses-September
26977	10/8/2021	PAYCHEX OF NEW YORK, LLC	298.70	Payroll Services-September
26978	10/8/2021	PITNEY BOWES GLOBAL FINANCIAL	143.84	Quarterly Postage Meter Lease Payment
26979	10/8/2021	PROFILE PROPERTY TRUST	1,150.00	Deposit Refund - 630 Hot Springs Road
26980	10/8/2021	BRADLEY RAHRER	472.16	CASA Conference Travel Expense Reimbursement
26981	10/8/2021	RINGCENTRAL, INC.	531.64	Phone Service-September
26982	10/8/2021	S B HOME IMPROVEMENT CENTER	105.04	Board Room Remodel Supplies, Lift Station Parts
26983	10/8/2021	SOUTHERN CALIFORNIA EDISON CO	13,827.82	Electric Service-September
26984	10/8/2021	STREAMLINE	310.00	Website Management-October
26985	10/8/2021	TAFT ELECTRIC COMPANY	7,090.75	On-Call Electrical Services at WWTP, \$216.00 Electrical Work for Board Room Remodel & AV, \$6,874.75
26986	10/8/2021	UNIVAR SOLUTIONS	5,467.07	Plant Chemicals
26987	10/8/2021	UNDERGROUND SERVICE ALERT	199.56	83 Dig Alert Tickets -September
<b>Bank B Total:</b>			<b>90,831.48</b>	
<b>Report Total:</b>			<b>90,831.48</b>	

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 10/22/2021 to 10/22/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Description
26988	10/22/2021	ACWA/JPIA	29,311.76	Health/Dental/Life Insurance Premium-November
26989	10/22/2021	BARTLETT, PRINGLE & WOLF, LLP	8,293.00	Annual Financial Audit/Accounting Consulting Services
26990	10/22/2021	CINTAS CORPORATION #684	918.53	Uniform, Towels, Floor Mats-Cleaning/Rental-September
26991	10/22/2021	COMPUVISION COMMUNICATIONS	7,317.65	Laptop for GM, Adobe Acrobat Software for GM, IT Services-September; Datto Cloud Backup & NetAlert Managed Services-November
26992	10/22/2021	COX BUSINESS	160.39	Internet Wireless Service-October
26993	10/22/2021	CROMER INC.	725.37	Forklift Lease Payment-October
26994	10/22/2021	CALIF SPECIAL DISTRICTS ASSOC	8,195.00	Annual Membership Dues
26995	10/22/2021	CSRMA	1,092.12	Prevost Claim Adjusting Legal Expense
26996	10/22/2021	CALIFORNIA WATER ENVIRONMENT	192.00	Annual Membership Dues-Felix
26997	10/22/2021	ENGEL & GRAY, INC	4,270.13	Biosolids Hauling-September
26998	10/22/2021	FASTENAL COMPANY	997.36	Disposable Gloves, Duct Tape
26999	10/22/2021	FISHER SCIENTIFIC	352.03	Lab Testing Supplies
27000	10/22/2021	FRONTIER	390.10	Phone Service for Lift Stations 1, 2 & 4-October
27001	10/22/2021	GRAINGER	215.99	Tape Measure, Pliers, Sprayers, Brushes, Roof Leak Repair
27002	10/22/2021	GSM ENGINEERING FABRICS	1,215.22	Belt Press Wear Strips
27003	10/22/2021	HACH COMPANY	1,409.93	LBOD Probe for Lab
27004	10/22/2021	JACKSON, THOMAS (or) LISA	2,300.00	Deposit Refund - 165 La Vereda Road
27005	10/22/2021	MARBORG INDUSTRIES	3,284.89	Refuse Disposal-Sept, Restroom Trailer Rental-Oct.
27006	10/22/2021	MONTECITO BANK & TRUST - DISTRICT CREDIT CARDS	1,212.71	Books, Ergonomic Desktop for GM, Vehicle Smogging, Analyzer Parts, Shelving for Board Room
27007	10/22/2021	MCCLELLAND, SCOTT	2,300.00	Deposit Refund - 1103 Camino Viejo Road
27008	10/22/2021	MCMaster-CARR SUPPLY COMPANY	242.36	Monitor Wall Mount for Board Room
27009	10/22/2021	MONTECITO WATER DISTRICT	1,013.66	Water Service-September
27010	10/22/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	312.00	Outside Lab Analyses 10/12-10/14/21
27011	10/22/2021	PEVEC, DAMIR (or) ANNE	4,300.00	Deposit Refund, Lateral Replacement Rebate-1601 Moore Rd
27012	10/22/2021	PRICE POSTEL & PARMA	10,929.00	Legal Services-September
27013	10/22/2021	PURETEC INDUSTRIAL WATER	57.44	Water Softener Sodium Tank Exchange
27014	10/22/2021	PATRICK SAVILLE	750.00	Deposit Refund-565 Picacho Lane
27015	10/22/2021	SANTA BARBARA COUNTY-APCD	470.00	Lift Station 5 APCD Permit Re-Evaluation
27016	10/22/2021	SOCAL GAS	376.08	Gas Service-September
27017	10/22/2021	TIGHE, THOMAS (or) CARRIE	2,300.00	Deposit Refund - 148 Santa Isabel Lane
27018	10/22/2021	UNIVAR SOLUTIONS	5,646.11	Plant Chemicals
27019	10/22/2021	VENTURA AIR CONDITIONING CO.	745.00	Preventative Maintenance of Lab HVAC System
27020	10/22/2021	ALEX (or) BETTY WEINSTEIN	2,000.00	Lateral Replacement Rebate - 1405 Greenworth Place
<b>Bank B Total:</b>			<u>103,295.83</u>	
<b>Report Total:</b>			<u><u>103,295.83</u></u>	

**CIP Check History Report**  
**Sorted By Check Number**  
**Activity From: 9/24/2021 to 9/24/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Description
001298	9/24/2021	FLOWERS & ASSOCIATES, INC	28,085.50	CIP No. 9 - Engineering Services - HWY 101 Sewer Main Relocation
<b>Bank G Total:</b>			<u>28,085.50</u>	
<b>Report Total:</b>			<u><u>28,085.50</u></u>	

**CIP Check History Report**  
**Sorted By Check Number**  
**Activity From: 10/8/2021 to 10/8/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

<b>Check Number</b>	<b>Check Date</b>	<b>Name</b>	<b>Check Amount</b>	<b>Description</b>
1299	10/8/2021	CLEARWATER ENGINEERING, INC	22,660.00	CIP No. 2 - Sewer Main Repairs on Depot Road, \$8,950 CIP No. 3 - Raise 11 Manholes in Various Locations, \$13,710
1300	10/8/2021	FAMCON PIPE & SUPPLY, INC	1,190.82	CIP No. 3 - Sewer Main Repair Parts
1301	10/8/2021	JWC ENVIRONMENTAL	25,246.89	CIP No. 1 - Influent Pump Station Grinder Replacement
<b>Bank G Total:</b>			<u>49,097.71</u>	
<b>Report Total:</b>			<u><u>49,097.71</u></u>	

**CIP Check History Report**  
**Sorted By Check Number**  
**Activity From: 10/22/2021 to 10/22/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

<b>Check Number</b>	<b>Check Date</b>	<b>Name</b>	<b>Check Amount</b>	<b>Description</b>
1302	10/22/2021	BEADOR CONSTRUCTION COMPANY INC.	21,693.22	CIP 3-Fernald Point Bridge Sewer Main Replacement
1303	10/22/2021	MONTECITO BANK & TRUST	250.00	CIP 14-Duct Testing for AV/HVAC Systems
<b>Bank G Total:</b>			<u>21,943.22</u>	
<b>Report Total:</b>			<u><u>21,943.22</u></u>	



# Montecito Sanitary District

1042 Monte Cristo Lane  
Santa Barbara, CA 93108

*A Public Service Agency*

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

## **AGENDA**

For the Special Meeting of  
The Finance Committee on:

**Tuesday, October 19, 2021**

The special meeting of the Finance Committee will begin at 2:00 p.m. on October 19, 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: **881 0515 3250**

Or by visiting: <https://us02web.zoom.us/j/88105153250>

**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**

**A. COP/BOND REFINANCE**

- i) Receive a presentation from the General Manager of the research progress related to refinancing the District's 2017 COP Bond; and
- ii) Schedule Continuing Disclosure Training from Cyrus Torabi of Stradling, Yocca Carlson & Rauth.

**4. NEW BUSINESS**

**A. FY2021-22 UNAUDITED QUARTERLY FINANCIAL REPORTS**

The Committee will review and discuss the following unaudited FY2021-22 financial reports:

- Operations & maintenance (O&M) Budget Status Report through 9/30/2021
- Quarterly Investment Report through 9/30/2021
- Capital Improvement Projects Status Report through 9/30/2021
- Quarterly Investment Certification through 9/30/2021

**B. PAYABLES REVIEW**

- i) Review the payables issued September 11 through October 15, 2021.

**C. MIRAMAR LIFT STATION – COLLECTIONS STAFF TIME**

Receive a report from the General Manager related to the time spent monthly on the servicing of the Miramar lift station.



**D. ROOF REPLACEMENT**

Receive a report from the General Manager about the estimated cost of repairing the roof of the Board Room, administration and operations building(s).

**E. BOARD ROOM RENOVATION**

Receive a report from the General Manager expenditures to date regarding improvements made to the existing Board Room.

**F. CCTV PROGRAM**

Receive a report from the General Manager related to the annual costs for the District's CCTV Program.

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

**6. ADJOURNMENT**



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## MINUTES

Meeting of the Finance Committee on:

**October 19, 2021**

### 1. CALL TO ORDER/ROLL CALL

The special meeting of the Finance Committee commenced at 2:00 p.m. on October 19, 2021.

#### ATTENDANCE

Present: Directors Don Eversoll and Woody Barrett  
Absent: None  
Also Present: Brad Rahrer P.E., MSD General Manager  
Betsy Byrne, District Administrator  
Ricardo Larroude, Acting Operations Manager  
Dorinne Lee Johnson  
Guest

### 2. PUBLIC COMMENT

No members of the public addressed the Committee.

### 3. OLD BUSINESS

#### A. COP/BOND REFINANCE

The Committee received information related to the current COP Bond Indenture limitations on prepayment prior to 2027, and learned that staff met with municipal advisors and learned the same.

### 4. NEW BUSINESS

#### A. FY2021-22 UNAUDITED QUARTERLY FINANCIAL REPORTS

The Committee reviewed the unaudited FY2021-22 financial statements:

- Operations & maintenance (O&M) Budget Status Report through 9/30/2021
- Quarterly Investment Report through 9/30/2021
- Capital Improvement Projects Status Report through 9/30/2021
- Quarterly Investment Certification through 9/30/2021

The Committee agreed with staff recommendation to the Board, to amend the Capital Improvements Projects (CIP) Budget for Fiscal Year 2021-22 with the following additions:

- \$30,000 New FY21-22 Projects Budget for Boardroom renovation, Audio-visual equipment and installation.
- \$46,867 carryover for the completion of RivenRock Sewer Main Extension project.
- Update the FY21-22 Budget for Enhanced Recycled Water Feasibility Study from \$75,000 to \$220,000

**B. PAYABLES REVIEW**

The Committee reviewed the payables issued September 11 through October 15, 2021 and staff addressed minor questions on some items.

**C. MIRAMAR LIFT STATION – COLLECTIONS STAFF TIME**

The Committee received a report from the General Manager related to the time spent monthly on the servicing of the Miramar lift station.(see slide included in packet)

**D. ROOF REPLACEMENT**

The Committee received a report from the General Manager about the estimated cost of repairing the roof of the Board Room, administration and operations building(s).

**E. BOARD ROOM RENOVATION**

The Committee received a report from the General Manager expenditures to date regarding improvements made to the existing Board Room. Staff recommended adding a line item to the FY21-22 CIP Budget of \$30,000 to complete the project. The Committee agreed with the recommendation to be brought to the full Board for approval.

**F. CCTV PROGRAM**

The Committee received a report from the General Manager, Brad Rahrer, and Acting Operations Manager, Ricardo Larroude, related to the annual costs for the District's CCTV Program. See presentation slides included in the packet. Director Barrett stated that based on the usage of the CCTV van and requirements presented in the presentation, that consideration of outsourcing that work is unnecessary.

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

- i) Review Audited Financial Statements with Tracey Solomon of Bartlett, Pringle, & Wolff.
- ii) Continuing Disclosure Training with Cyrus Torabi of Stradling, Yocca, Carlson & Rauth.

The Committee Directed staff to:

- Research if the District can invest funds with an Investment firm to earn more than we do on LAIF and County Funds.
- Provide (at the next board meeting) the participation rate (number of homes connected) to the new Sewer Main at Riven Rock.
- Place advertisement(s) and/or send notices to homeowners eligible for the sewer lateral rebate of \$2,000 prior to the program sunset date of 12/31/2021.
- Reach out to Sharon Byrne of the Montecito Association, and ask how the M/A has installed AudioVisual equipment for hybrid in-person/virtual meetings. Potentially coordinate with M/A and other local organizations for the purchase of equipment.

**6. ADJOURNMENT**

The meeting adjourned at 3:03pm



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## COMMITTEE PACKET

For the Finance Committee Meeting of

**Tuesday, October 19, 2021**

1. AGENDA.....	<a href="http://www.montsan.org/.../Finance+Committee+Agenda+2021-10-19.pdf">www.montsan.org/.../Finance+Committee+Agenda+2021-10-19.pdf</a>
2. FY2021-22 UNAUDITED QUARTERLY FINANCIAL REPORTS .....	2
3. PAYABLES .....	8

**Operations & Maintenance Budget Status  
For The 3 Periods Ended 9/30/2021  
MONTECITO SANITARY DISTRICT (MSD)**

		<u>FY21-22</u>		
		<u>Year to Date</u>	<u>YTD Budget</u>	<u>Variance</u>
<b>SALARY &amp; BENEFIT EXPENSES</b>				
6100	STAFF SALARIES	\$ 404,138.00	\$ 1,908,465.00	\$ 1,504,327.00
6105	BOARD SALARIES	\$ 7,040.00	\$ 32,000.00	\$ 24,960.00
6108	AUTO ALLOWANCE - GM	\$ 300.00	\$ 3,600.00	\$ 3,300.00
6270	STANDBY PAY	\$ 7,290.00	\$ 33,000.00	\$ 25,710.00
6300	OVERTIME PAY	\$ 1,660.00	\$ 30,000.00	\$ 28,340.00
6400	PERS CONTRIBUTION	\$ 249,480.00	\$ 492,126.00	\$ 242,646.00
6500	FICA CONTRIBUTION	\$ 25,337.00	\$ 123,032.00	\$ 97,695.00
6510	MEDICARE	\$ 5,926.00	\$ 28,543.00	\$ 22,617.00
6520	UNEMPLOYMENT TAX - STATE	\$ 28.00	\$ 2,953.00	\$ 2,925.00
6600	GROUP MEDICAL - ACWA	\$ 60,083.00	\$ 367,200.00	\$ 307,117.00
6605	Retiree Medical Benefits	\$ 1,592.00	\$ 25,000.00	\$ 23,408.00
6610	LIFE INSURANCE - ACWA	\$ 1,293.00	\$ 7,140.00	\$ 5,847.00
6615	DISABILITY INS - STANDARD	\$ 6,388.00	\$ 25,500.00	\$ 19,112.00
6620	WORKERS COMP INSURANCE	\$ 33,275.00	\$ 50,000.00	\$ 16,725.00
6640	DENTAL INSURANCE - ACWA	\$ 2,567.00	\$ 20,400.00	\$ 17,833.00
6650	UNIFORM SERVICE - MISSION	\$ 3,508.00	\$ 7,000.00	\$ 3,492.00
<b>Total SALARY &amp; BENEFIT EXPENSES:</b>		<b>\$ 809,905.00</b>	<b>\$ 3,155,959.00</b>	<b>\$ 2,346,054.00</b>
<b>OPERATING EXPENSES</b>				
7090	INS (GEN LIAB/AUTO/E&O) - CSRMA	\$ 31,118.00	\$ 60,000.00	\$ 28,882.00
7091	INS (PROPERTY) - CSRMA	\$ 21,702.00	\$ 15,000.00	\$ (6,702.00)
7093	INS (EMP DISHONESTY BOND) - CSRMA	\$ -	\$ 1,000.00	\$ 1,000.00
7094	INS (MOBILE EQUIP) - CSRMA	\$ 9,084.00	\$ 10,000.00	\$ 916.00
7110	EMPLOYEE PHYSICALS	\$ -	\$ 2,500.00	\$ 2,500.00
7121	PROPERTY MAINTENANCE	\$ 13,326.00	\$ 45,000.00	\$ 31,674.00
7122	VEHICLE MAINTENANCE	\$ 298.00	\$ 13,000.00	\$ 12,702.00
7126	COLL - EQUIPMENT RENTAL	\$ -	\$ 1,000.00	\$ 1,000.00
7127	COLL - SAFETY EQUIPMENT/SUPPLIES	\$ 157.00	\$ 8,000.00	\$ 7,843.00
7129	LIFT STATION PARTS	\$ 6,507.00	\$ 25,000.00	\$ 18,493.00
7133	VAC CON EQUIP/MAINT	\$ 344.00	\$ 15,000.00	\$ 14,656.00
7134	CCTV EQUIPMENT/REPAIRS	\$ 1,098.00	\$ 15,000.00	\$ 13,902.00
7135	PRIVATE LATERAL REPL INCENTIVE	\$ 8,000.00	\$ 50,000.00	\$ 42,000.00
7136	COLL - MISC COLLECTION TOOLS	\$ 844.00	\$ 8,000.00	\$ 7,156.00
7138	JETTER TRUCK EQUIP / REPAIRS	\$ -	\$ 10,000.00	\$ 10,000.00
7150	MECHANICAL MAINTENANCE	\$ 256.00	\$ 5,000.00	\$ 4,744.00
7200	GENERAL OPERATING SUPPLIES	\$ 1,396.00	\$ 10,000.00	\$ 8,604.00
7201	DRINKING WATER	\$ 126.00	\$ 2,000.00	\$ 1,874.00
7202	GLOVES	\$ 1,218.00	\$ 6,000.00	\$ 4,782.00
7205	EMPLOYEE/COMMUNITY GOODWILL	\$ 908.00	\$ 4,000.00	\$ 3,092.00
7220	MAILING/SHIPPING EXPENSES	\$ 435.00	\$ 5,000.00	\$ 4,565.00
7430	MEMBERSHIPS/ ANNUAL DUES	\$ 18,456.00	\$ 45,000.00	\$ 26,544.00
7440	MISCELLANEOUS EXPENSES	\$ -	\$ 2,500.00	\$ 2,500.00
7450	OFFICE EXPENSES	\$ 2,141.00	\$ 15,000.00	\$ 12,859.00
7452	SCANNING & SHREDDING	\$ -	\$ 10,000.00	\$ 10,000.00
7454	BOOKS/SUBS/STUDY GUIDES	\$ -	\$ 1,000.00	\$ 1,000.00
7456	COMPUTER HARDWARE/SOFTWARE/LICEN	\$ 2,261.00	\$ 30,000.00	\$ 27,739.00
7461	PROFESSIONAL SERVICES/FEES - LEGAL	\$ 14,167.00	\$ 35,000.00	\$ 20,833.00
7462	PROFESSIONAL FEES - ACCOUNTING	\$ 2,011.00	\$ 40,000.00	\$ 37,989.00
7463	PROFESSIONAL FEES - ENGINEERING	\$ 9,536.00	\$ 50,000.00	\$ 40,464.00
7464	PROFESSIONAL FEES - COMPUTER/GIS	\$ 6,557.00	\$ 60,000.00	\$ 53,443.00
7466	PROF SERVICES - HUMAN RESOURCES	\$ 977.00	\$ 15,000.00	\$ 14,023.00
7500	CUSTOMER RELATIONS EXPENSE	\$ -	\$ 35,000.00	\$ 35,000.00

**Operations & Maintenance Budget Status  
For The 3 Periods Ended 9/30/2021  
MONTECITO SANITARY DISTRICT (MSD)**

		<u>FY21-22</u>		
		<u>Year to Date</u>	<u>YTD Budget</u>	<u>Variance</u>
7506	ADMINISTRATIVE FEES	\$ 5,202.00	\$ 30,000.00	\$ 24,798.00
7508	COLLECTION/TREATMENT FINES	\$ -	\$ 10,000.00	\$ 10,000.00
7510	CONTRACTED SERVICES/LABOR	\$ 38,646.00	\$ 110,000.00	\$ 71,354.00
7530	ADS/NOTICES FOR PUBLICATION	\$ 1,043.00	\$ 3,000.00	\$ 1,957.00
7610	FURNITURE/FIXTURES	\$ 579.00	\$ 10,000.00	\$ 9,421.00
7641	NPDES PERMIT EXPENSES-LAB	\$ 562.00	\$ 15,000.00	\$ 14,438.00
7645	NPDES PERMIT EXPENSE-OPS	\$ 9,952.00	\$ 30,000.00	\$ 20,048.00
7651	ANALYZER CHEMICALS	\$ 1,903.00	\$ 5,000.00	\$ 3,097.00
7652	BIOSOLIDS DISPOSAL	\$ 8,671.00	\$ 55,000.00	\$ 46,329.00
7653	CHEMICALS	\$ 31,353.00	\$ 215,000.00	\$ 183,647.00
7654	GENERATOR SERVICE	\$ 630.00	\$ 10,000.00	\$ 9,370.00
7655	HAZ MATERIALS DISPOSAL	\$ -	\$ 2,000.00	\$ 2,000.00
7656	PLANT EQUIPMENT RENTAL	\$ 2,176.00	\$ 5,000.00	\$ 2,824.00
7657	PLANT MAINTENANCE MATERIALS	\$ 6,141.00	\$ 75,000.00	\$ 68,859.00
7658	PLANT MAINTENANCE PROJECTS	\$ -	\$ 5,000.00	\$ 5,000.00
7659	PLANT SAFETY EXPENSES	\$ 496.00	\$ 5,000.00	\$ 4,504.00
7661	POLYMER	\$ 747.00	\$ 10,000.00	\$ 9,253.00
7662	SMALL TOOLS/EQUIP	\$ -	\$ 4,000.00	\$ 4,000.00
7670	SPECIAL PROJECTS	\$ 6,858.00	\$ 100,000.00	\$ 93,142.00
7675	COVID-19 EXPENSES	\$ 7,740.00	\$ -	\$ (7,740.00)
7700	LAB CONSUMABLES-SMALL EQUIPMENT	\$ 3,221.00	\$ 28,000.00	\$ 24,779.00
7702	LAB EQUIPMENT MAINTENANCE	\$ 2,039.00	\$ 10,000.00	\$ 7,961.00
7703	CONTRACT LAB ANALYSES	\$ 1,236.00	\$ 6,000.00	\$ 4,764.00
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	\$ 845.00	\$ 5,000.00	\$ 4,155.00
7725	STAFF TRAVEL EXPENSES	\$ 2,227.00	\$ 5,000.00	\$ 2,773.00
7726	STAFF CERTIFICATIONS/LICENSES	\$ 571.00	\$ 8,000.00	\$ 7,429.00
7727	OSHA REQUIRED TRAINING	\$ 870.00	\$ 5,000.00	\$ 4,130.00
7728	SAFETY BOOT ALLOWANCE	\$ 450.00	\$ 4,000.00	\$ 3,550.00
7731	LOCAL MEETING EXPENSES	\$ -	\$ 1,000.00	\$ 1,000.00
7740	FUEL AND OIL	\$ 3,129.00	\$ 25,000.00	\$ 21,871.00
7761	WATER	\$ 1,631.00	\$ 15,000.00	\$ 13,369.00
7762	NATURAL GAS	\$ 485.00	\$ 3,000.00	\$ 2,515.00
7763	ELECTRICITY	\$ 29,344.00	\$ 175,000.00	\$ 145,656.00
7766	TRASH / RECYCLING	\$ 1,410.00	\$ 14,500.00	\$ 13,090.00
7767	TELEPHONE - LOCAL/LD	\$ 2,961.00	\$ 15,000.00	\$ 12,039.00
7768	TELEPHONE CELLULAR	\$ 1,840.00	\$ 12,000.00	\$ 10,160.00
<b>Total OPERATING EXPENSES:</b>		<b>\$ 327,881.00</b>	<b>\$ 1,681,500.00</b>	<b>\$ 1,353,619.00</b>
<b>Total EXPENSES:</b>		<b>\$ 1,137,786.00</b>	<b>\$ 4,837,459.00</b>	<b>\$ 3,699,673.00</b>

## FY 2021-2022 Capital Improvement Projects (CIP)- Qtrly Expenditure Status

Annual Projects				
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 09/30/21	Approved FY21-22 Budget
1	<b>Scheduled and Emergency Replacements</b>	n/a		\$ 100,000
2	<b>Manhole Raising/ Repair/ Replacement</b>	n/a		\$ 400,000
	A. Highway 192 Lower and Raise 60 Manholes- Caltrans		\$ 86,938	←
	A1. Highway 192 Lower and Raise 60 Manholes- Caltrans: Inspection			←
	B. N. Jameson Raise 14 Manholes- County			←
	C. Fernald Point Lower and Raise 2 Manholes- County			←
	D. Private road manhole raising/repair/replace			←
3	<b>Sewer Main Repair / Replacement/ Lining</b>	n/a		\$ 175,000
	A. Trunk mainline, Manholes, and sewer lining rehab project- design only			←
	B. Brooktree Road Sewer Main Replacement			←
		\$ -	\$ 86,938	\$ 675,000

New Projects FY2021-22				
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 09/30/21	Approved FY21-22 Budget
4	Electrical Rehabilitation Project (including: AB blower project, VFD's)	\$ -	\$ -	\$ 840,000
5	Skimmer troughs need to be replaced	\$ -	\$ -	\$ 55,000
6	Digester Blowers replacement	\$ -	\$ -	\$ 33,000
7	Roof for Admin, Operations, and Board room building	\$ -	\$ -	\$ 65,000
8	Maintenance Gate controller with new keypads	\$ -	\$ -	\$ 13,500
13	Main Gate replacement with motorized gate and keypads	\$ -	\$ -	\$ 24,000
14	HVAC system for admin, board room, and maintenance building	\$ -	\$ 13,275	\$ 40,000
15	Forklift purchase	\$ -	\$ -	\$ 35,000
16	Channel Drive Lift Station - wet well access hatch and force main rplcmnt design	\$ -	\$ -	\$ 50,000
		\$ -	\$ 13,275	\$ 1,155,500

Sewer Main Extension Projects*				
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 09/30/21	Approved FY21-22 Budget
9	Caltrans HOV- Posilipo gravity main and force main relocation- design	\$ 15,300	\$ 33,322	\$ 177,900
9	Caltrans HOV- Posilipo gravity main and force main relocation- construction	\$ -	\$ -	\$ 500,000
9	*Lilac and Oak Grove Sewer Main Extension Construction	\$ -	\$ -	\$ 2,323,137
9	*Ashley Road Pump Station Design	\$ 13,806	\$ 1,929	\$ 150,000
9	*Ashley Road & E. Mountain Pipeline Design Costs	\$ -	\$ -	\$ 100,000
9	*Ashley Road and E. Mountain Extension Construction	\$ -	\$ -	\$ 1,250,000
9	<b>Riven Rock Sewer Main Extension Project (carryover FY20-21)</b>	\$ 338,100	\$ 2,250	\$ 384,966
<i>*Projects not yet Board-approved, and expected to recoup costs from homeowners.</i>		\$ 29,106	\$ 35,250	\$ 4,501,037

Recycled Water Fund				
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 09/30/21	Approved FY21-22 Budget
17	Enhanced Recycled Water Feasibility Study (assume 50-50 share with MWD)			\$ 75,000

Total for FY 2021-2022 \$ 29,106 \$ 135,463 \$ 6,406,537

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

Annual Projects				
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 09/30/21	Approved FY21-22 Budget
1	Scheduled and Emergency Replacements	n/a		\$ 100,000
2	Manhole Raising/ Repair/ Replacement	n/a		\$ 400,000
	A. Highway 192 Lower and Raise 60 Manholes- Caltrans		\$ 86,938	←
	A1. Highway 192 Lower and Raise 60 Manholes- Caltrans: Inspection			←
	B. N. Jameson Raise 14 Manholes- County			←
	C. Fernald Point Lower and Raise 2 Manholes- County			←
	D. Private road manhole raising/repair/replace			←
3	Sewer Main Repair / Replacement/ Lining	n/a		\$ 175,000
	A. Trunk mainline, Manholes, and sewer lining rehab project- design only			←
	B. Brooktree Road Sewer Main Replacement			←
		\$ -	\$ 86,938	\$ 675,000

New Projects FY2021-22				
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 09/30/21	Approved FY21-22 Budget
4	Electrical Rehabilitation Project (including: AB blower project, VFD's)	\$ -	\$ -	\$ 840,000
5	Skimmer troughs need to be replaced	\$ -	\$ -	\$ 55,000
6	Digester Blowers replacement	\$ -	\$ -	\$ 33,000
7	Roof for Admin, Operations, and Board room building	\$ -	\$ -	\$ 65,000
8	Maintenance Gate controller with new keypads	\$ -	\$ -	\$ 13,500
13	Main Gate replacement with motorized gate and keypads	\$ -	\$ -	\$ 24,000
14	HVAC system for admin, board room, and maintenance building	\$ -	\$ 13,275	\$ 40,000
15	Forklift purchase	\$ -	\$ -	\$ 35,000
16	Channel Drive Lift Station - wet well access hatch and force main rplcmnt design	\$ -	\$ -	\$ 50,000
17	Boardroom Renovation & AV Equipment & Installation	\$ -	\$ 16,332	\$ 30,000
		\$ -	\$ 29,607	\$ 1,185,500

Sewer Main Extension Projects*				
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 09/30/21	Approved FY21-22 Budget
9	Caltrans HOV- Posilipo gravity main and force main relocation- design	\$ 15,300	\$ 33,322	\$ 177,900
9	Caltrans HOV- Posilipo gravity main and force main relocation- construction	\$ -	\$ -	\$ 500,000
9	*Lilac and Oak Grove Sewer Main Extension Construction	\$ -	\$ -	\$ 2,323,137
9	*Ashley Road Pump Station Design	\$ 13,806	\$ 1,929	\$ 150,000
9	*Ashley Road & E. Mountain Pipeline Design Costs	\$ -	\$ -	\$ 100,000
9	*Ashley Road and E. Mountain Extension Construction	\$ -	\$ -	\$ 1,250,000
9	Riven Rock Sewer Main Extension Project (carryover FY20-21)	\$ 338,100	\$ 2,250	\$ 46,867
	<i>*Projects not yet Board-approved, and expected to recoup costs from homeowners.</i>	\$ 367,205	\$ 37,500	\$ 4,547,904

Recycled Water Fund				
No.	Description	Project Expenditures through 06/30/21	Project Expenditures 07/01/21 - 09/30/21	Approved FY21-22 Budget
17	Enhanced Recycled Water Feasibility Study (assume 50-50 share with MWD)			\$ 220,000

Total for FY 2021-2022 \$ 367,205 \$ 154,045 \$ 6,628,404



**FY2021-22 Quarterly Cash and Investment Activity**  
**FY21-22 QTR 1 (Jul - Sep)**

	<u>6/30/2021</u>	<u>Income</u>	<u>Interest</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Withdrawals</u>	<u>9/30/2021</u>	<u>Net Change</u>	
<b>Investment Accounts</b>									
Cash with LAIF	2,016,367		1,646				2,018,013	1,646	Quarterly Interest
FMV adjustment (annually)	167						167	-	No Change in Fair Market Value
BNY Bond Refunding Costs	786,550					(786,550)	-	(786,550)	7/1/21 Debt Service Payment
Cash with County-Operating	6,818,185	(1,158)	7,805		(600,000)	(185,323)	6,039,508	(778,677)	Quarterly Interest: \$7,804 Transfers to MBT O&M: \$600,000 CalPERS UAL Prepmt: \$185,323
FMV adjustment (quarterly)	2,036	(843)					1,193	(843)	Change in Fair Market Value
Cash with County - Capital Replacement	7,620,395		6,661		(126,000)		7,501,057	(119,339)	Quarterly Interest: \$6,661 Transfers: \$126,000 to MBT CIP
FMV adjustment (quarterly)	2,276	(794)					1,483	(794)	Change in Fair Market Value
Cash with County-Retiree Medical	184,017		165				184,182	165	Quarterly Interest: \$165
FMV adjustment (quarterly)	55	(19)					37	(19)	Change in Fair Market Value
<b>Cash Accounts</b>									
MBT Operating account	386,558	315,956		600,000		(1,107,306)	195,208	(191,350)	Income: connection, permit, & other fees Transfers: \$600,000 from County O&M Withdrawals: O&M Expenses
MBT Capital Improvement account	20,089	31,234		126,000		(153,013)	24,310	4,221	Transfers: \$126,000 from County CIP Withdrawals: pmts on Capital Projects
Revolving fund account	1,450						1,450	-	Withdrawals: payments on O&M expenses paid outside normal processing
Insurance Reimbursement Acct	112,034		42				112,076	42	Disaster Insurance Payment - due to FEMA Quarterly Interest
MBT Recycled Water account	1,096,680		683				1,097,363	683	Quarterly Interest
Petty Cash	250						250	-	
<b>Total Cash &amp; Investment accounts</b>	<b>19,098,610</b>	<b>344,377</b>	<b>17,003</b>	<b>726,000</b>	<b>(726,000)</b>	<b>(2,232,192)</b>	<b>17,176,297</b>	<b>(1,870,812)</b>	



# Montecito Sanitary District

1042 Monte Cristo Lane  
Santa Barbara, CA 93108

A Public Service Agency

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

## QUARTERLY CERTIFICATION STATEMENTS FOR THE MONTECITO SANITARY DISTRICT

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

**For the Quarter Ended**

**September 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: 10/19/2021

DocuSigned by:  
  
 04D4CAZ5D94F434...  
 Board Treasurer  
 MONTECITO SANITARY DISTRICT

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 9/24/2021 to 9/24/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Description
026903	9/24/2021	ANDROS FLOORING DESIGN	2,772.55	Install Vinyl Flooring in Board Bathroom and Closet
026904	9/24/2021	AQUATIC BIOASSAY & CONSULTING	9,952.00	Annual Outfall Inspection
026905	9/24/2021	AT&T MOBILITY	269.86	Wireless Service for L/S 4, Standby cellphone, Office Data Port
026906	9/24/2021	THE BARBIE TRUST	2,300.00	Deposit Refund - 1565 East Valley Road
026907	9/24/2021	BIG GREEN CLEANING COMPANY	236.83	Janitorial Supplies
026908	9/24/2021	CINTAS CORPORATION #684	686.67	Uniform, Towels, Floor Mats-Cleaning/Rental-August
026909	9/24/2021	COMPUVISION COMMUNICATIONS	1,740.00	Datto Cloud Backup, NetAlert Managed Services-October
026910	9/24/2021	CORT	44.00	Deed Rpoert-August
026911	9/24/2021	COX BUSINESS	160.39	Wireless Internet Service-September
026912	9/24/2021	CROMER INC.	725.37	Forklift Lease Payment-Septmeber
026913	9/24/2021	CALIFORNIA WATER ENVIRONMENT	187.00	Staff Certification Renewals
026914	9/24/2021	EL ZARAPE MEXICAN FOOD	293.59	Farewell Luncheon for Carrie Poytress
026915	9/24/2021	FASTENAL COMPANY	65.82	Gas Cans for Property Maintenance
026916	9/24/2021	FISHER SCIENTIFIC	302.68	Lab Testing Supplies
026917	9/24/2021	FRONTIER	268.11	Phone Service for Lift Stations 1, 2, 4, 5-September
026918	9/24/2021	GRAINGER	1,238.67	Toilet Tank for Board Room, Handheld Gas Blower, Supplies
026919	9/24/2021	GSM ENGINEERING FABRICS	2,467.00	Belt Press Plows
026920	9/24/2021	HACH COMPANY	37.12	Lab Testing Supplies
026921	9/24/2021	HADRONEX, INC	29,250.00	Annual Smartcover Renewal
026922	9/24/2021	IDEXX DISTRIBUTION, INC	292.87	Lab Testing Supplies
026923	9/24/2021	KIMLEY-HORN AND ASSOCIATES, INC	9,535.77	Interim GM Services-July
026924	9/24/2021	LIGHTHOUSE TRUST	2,339.00	Deposit Refund - 1948 Tollis Avenue
026925	9/24/2021	MARBORG INDUSTRIES	3,284.89	Refuse Disposal, Restroom Trailer Rental-September
026926	9/24/2021	JEFFERY (or) GREG MARKS	2,000.00	Lateral Replacement Rebate - 274 Middle Road
026927	9/24/2021	MCCORMIX CORP	419.14	Vehicle Fuel 09/01-09/15/21
026928	9/24/2021	MCMASTER-CARR SUPPLY COMPANY	197.26	Monitor Wall Mounts for Board Room
026929	9/24/2021	MONTECITO WATER DISTRICT	693.05	Water Service-August
026930	9/24/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	171.00	Outside Lab Analyses 09/14 & 09/22
026931	9/24/2021	PAYCHEX OF NEW YORK, LLC	99.00	Paychex Flex-September
026932	9/24/2021	PITNEY BOWES GLOBAL FINANCIAL	19.71	Annual Property Tax for Postage Meter
026933	9/24/2021	POLYDYNE, INC	746.71	Polymer for DAFT
026934	9/24/2021	PRICE POSTEL & PARMA	9,122.50	Legal Services - August
026935	9/24/2021	PRIORITY SAFETY SERVICES	870.00	Multi-Gas Detector Inspection/Calibration
026936	9/24/2021	PURETEC INDUSTRIAL WATER	57.44	Water Softener Sodium Tank Exchange-August
026937	9/24/2021	SBCO AUDITOR-CONTROLLER	3,078.00	Administrative Fee for Tax Roll Filing
026938	9/24/2021	SCARMINACH, BRIAN (or) KATHLEEN	2,000.00	Lateral Replacement Rebate - 166 Santa Elena Lane
026939	9/24/2021	SMARDAN-HATCHER COMPANY	316.89	Supplies for Board Room Restroom Remodel
026940	9/24/2021	SOCAL GAS	211.74	Gas Service - August
026941	9/24/2021	STANDARD INSURANCE COMPANY	1,626.42	Short/Long Term Disability Premium - October
026942	9/24/2021	STAPLES BUSINESS CREDIT	386.79	Office/Kitchen Supplies
026943	9/24/2021	SULLINS, DAVID	2,300.00	Deposit Refund - 430 Hot Springs Road
026944	9/24/2021	T-MOBILE	20.00	Wireless Data Port for UF/RO - September
026945	9/24/2021	UNIVAR SOLUTIONS	5,406.06	Plant Chemicals
026946	9/24/2021	ALEX AND BETTY WEINSTEIN	2,300.00	Deposit Refund - 1405 Greenworth Place
026947	9/24/2021	NIK AND PAMELA WHEELER	2,300.00	Deposit Refund - 1696 San Leandro Lane
026948	9/24/2021	WILLDAN FINANCIAL SERVICES	450.00	Annual Arbitrage Report for COP Bond
026949	9/24/2021	WINZER	364.25	Disposable Gloves

**Bank B Total: 103,606.15**

**Report Total: 103,606.15**

**CIP Check History Report**  
**Sorted By Check Number**  
**Activity From: 9/24/2021 to 9/24/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

<b>Check Number</b>	<b>Check Date</b>	<b>Name</b>	<b>Check Amount</b>	<b>Description</b>
001298	9/24/2021	FLOWERS & ASSOCIATES, INC	28,085.50	CIP No. 9 - Engineering Services - HWY 101 Sewer Main Relocation
<b>Bank G Total:</b>			<u>28,085.50</u>	
<b>Report Total:</b>			<u><u>28,085.50</u></u>	

**O&M Check History Report**  
**Sorted By Check Number**  
**Activity From: 10/8/2021 to 10/8/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

Check Number	Check Date	Name	Check Amount	Description
26951	10/8/2021	ACME ANALYTICAL SOLUTIONS	470.94	Analyzer Chemicals
26952	10/8/2021	ACWA/JPIA	31,087.96	Health/Dental/Life Insurance Premium-October
26953	10/8/2021	ANDROS FLOOR DESIGN	2,153.08	Install Carpet in Board Room
26954	10/8/2021	AUTOZONE, INC	23.66	Vehicle Cleaning Supplies
26955	10/8/2021	BIG GREEN CLEANING COMPANY	1,784.00	Janitorial Services-October
26956	10/8/2021	BOYD & ASSOCIATES	390.00	Quarterly Alarm Monitoring Services
26957	10/8/2021	CANON FINANCIAL SERVICES INC	323.00	Canon Copier Lease Payment-October
26958	10/8/2021	CINTAS	32.99	Replenish First Aid Kits
26959	10/8/2021	CORT	44.00	Deed Report-September
26960	10/8/2021	CROMER INC.	725.37	Forklift Lease Payment-September
26961	10/8/2021	CSRMA	20.40	Sewer Main Spill Las Tunas/San Ysidro Claim
26962	10/8/2021	CUES	2,150.00	Annual Software Support
26963	10/8/2021	CALIFORNIA WATER ENVIRONMENT	106.00	Staff Certifications
26964	10/8/2021	MARK (or) NANCY DANIELS	4,300.00	Deposit Refund/Lateral Replacement Rebate-1399 Greenworth Place
26965	10/8/2021	DATCO SERVICES CORPORATION	175.50	Quarterly DATCO Services
26966	10/8/2021	DC FROST ASSOCIATES, INC	8,650.08	Diffuser Assembly Parts
26967	10/8/2021	DOCU PRODUCTS	84.19	Copier Maintenance Agreement-October
26968	10/8/2021	FASTENAL COMPANY	17.13	Pipe/Compressor Fittings-Plant Maintenance
26969	10/8/2021	FISHER SCIENTIFIC	524.19	Lab Testing Supplies
26970	10/8/2021	FRONTIER	300.83	Phone Services for SCADA, Plant Alarms, Gate-October
26971	10/8/2021	GRAINGER	584.87	Disposable Gloves, Tarp, HDMI Cable for Board Room
26972	10/8/2021	JAMES KELLY (or) AMY MANGONE	2,000.00	Lateral Replacement Rebate - 2121 Sycamore Canyon Road
26973	10/8/2021	KIMLEY-HORN AND ASSOCIATES, INC	4,207.50	Payment of July Invoice Balance Per Board Action on 9/30/21
26974	10/8/2021	MCCORMIX CORP	608.96	Vehicle Fuel 09/15-09/30/21
26975	10/8/2021	MOUNTAIN SPRING WATER	278.25	Bottled Drinking Water-September
26976	10/8/2021	OILFIELD ENVIRONMENTAL &	192.00	Outside Lab Analyses-September
26977	10/8/2021	PAYCHEX OF NEW YORK, LLC	298.70	Payroll Services-September
26978	10/8/2021	PITNEY BOWES GLOBAL FINANCIAL	143.84	Quarterly Postage Meter Lease Payment
26979	10/8/2021	PROFILE PROPERTY TRUST	1,150.00	Deposit Refund - 630 Hot Springs Road
26980	10/8/2021	BRADLEY RAHRER	472.16	CASA Conference Travel Expense Reimbursement
26981	10/8/2021	RINGCENTRAL, INC.	531.64	Phone Service-September
26982	10/8/2021	S B HOME IMPROVEMENT CENTER	105.04	Board Room Remodel Supplies, Lift Station Parts
26983	10/8/2021	SOUTHERN CALIFORNIA EDISON CO	13,827.82	Electric Service-September
26984	10/8/2021	STREAMLINE	310.00	Website Management-October
26985	10/8/2021	TAFT ELECTRIC COMPANY	7,090.75	On-Call Electrical Services at WWTP, \$216.00 Electrical Work for Board Room Remodel & AV, \$6,874.75
26986	10/8/2021	UNIVAR SOLUTIONS	5,467.07	Plant Chemicals
26987	10/8/2021	UNDERGROUND SERVICE ALERT	199.56	83 Dig Alert Tickets -September
<b>Bank B Total:</b>			<b>90,831.48</b>	
<b>Report Total:</b>			<b>90,831.48</b>	

**CIP Check History Report**  
**Sorted By Check Number**  
**Activity From: 10/8/2021 to 10/8/2021**  
**MONTECITO SANITARY DISTRICT (MSD)**

<b>Check Number</b>	<b>Check Date</b>	<b>Name</b>	<b>Check Amount</b>	<b>Description</b>
1299	10/8/2021	CLEARWATER ENGINEERING, INC	22,660.00	CIP No. 2 - Sewer Main Repairs on Depot Road, \$8,950 CIP No. 3 - Raise 11 Manholes in Various Locations, \$13,710
1300	10/8/2021	FAMCON PIPE & SUPPLY, INC	1,190.82	CIP No. 3 - Sewer Main Repair Parts
1301	10/8/2021	JWC ENVIRONMENTAL	25,246.89	CIP No. 1 - Influent Pump Station Grinder Replacement
<b>Bank G Total:</b>			<u>49,097.71</u>	
<b>Report Total:</b>			<u><u>49,097.71</u></u>	

# Miramar Lift Station Maintenance



Maintenance Tasks	Description	Time
Weekly Preventative Maintenance	Washing down wet well, cleaning building interior/exterior, test generators	1 crew for 2 hours per week 4 weeks per month  8 crew hours per month
Monthly Preventative Maintenance	Inspecting pumps, exercising valves	1 crew for 2 hours 2 crew hours per month
Monthly Wet Well Cleaning	Washing down wet well, vacuum debris	2 crews for 3 hours 6 crew hours per month
Total		32 staff hours per month  Approximately 16 crew hours per month

# MONTECITO SANITARY DISTRICT

## Closed Circuit Television Video Program (CCTV)





# CCTV Program Equipment



- CCTV System = Vehicle, CCTV transporter, cable reel, camera, generator, controller and computer hardware and software
- Purchased by the District in 2012 to replace fully depreciated equipment
- Cost \$170,245
- 15 year depreciation schedule



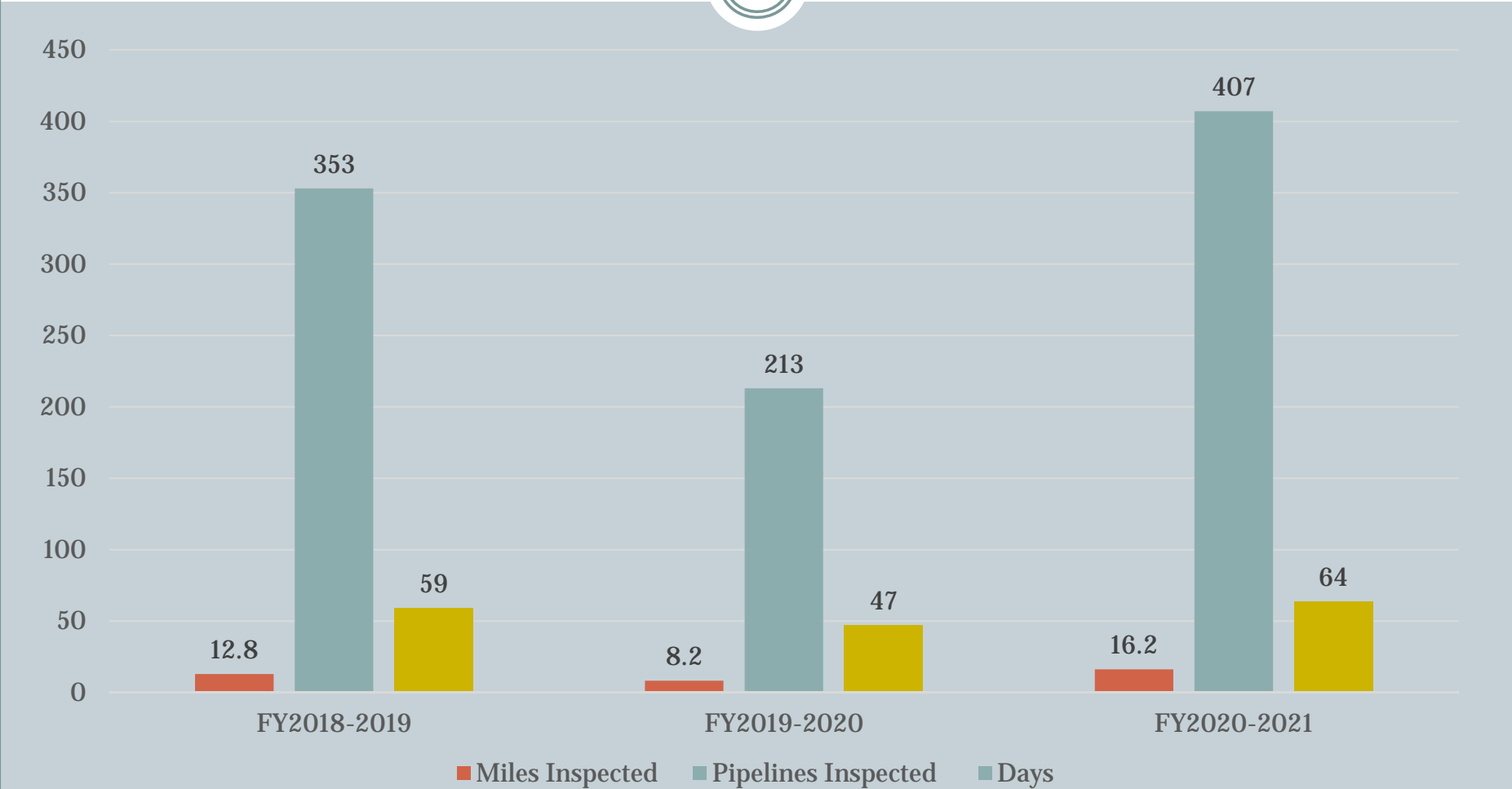
# CCTV Program



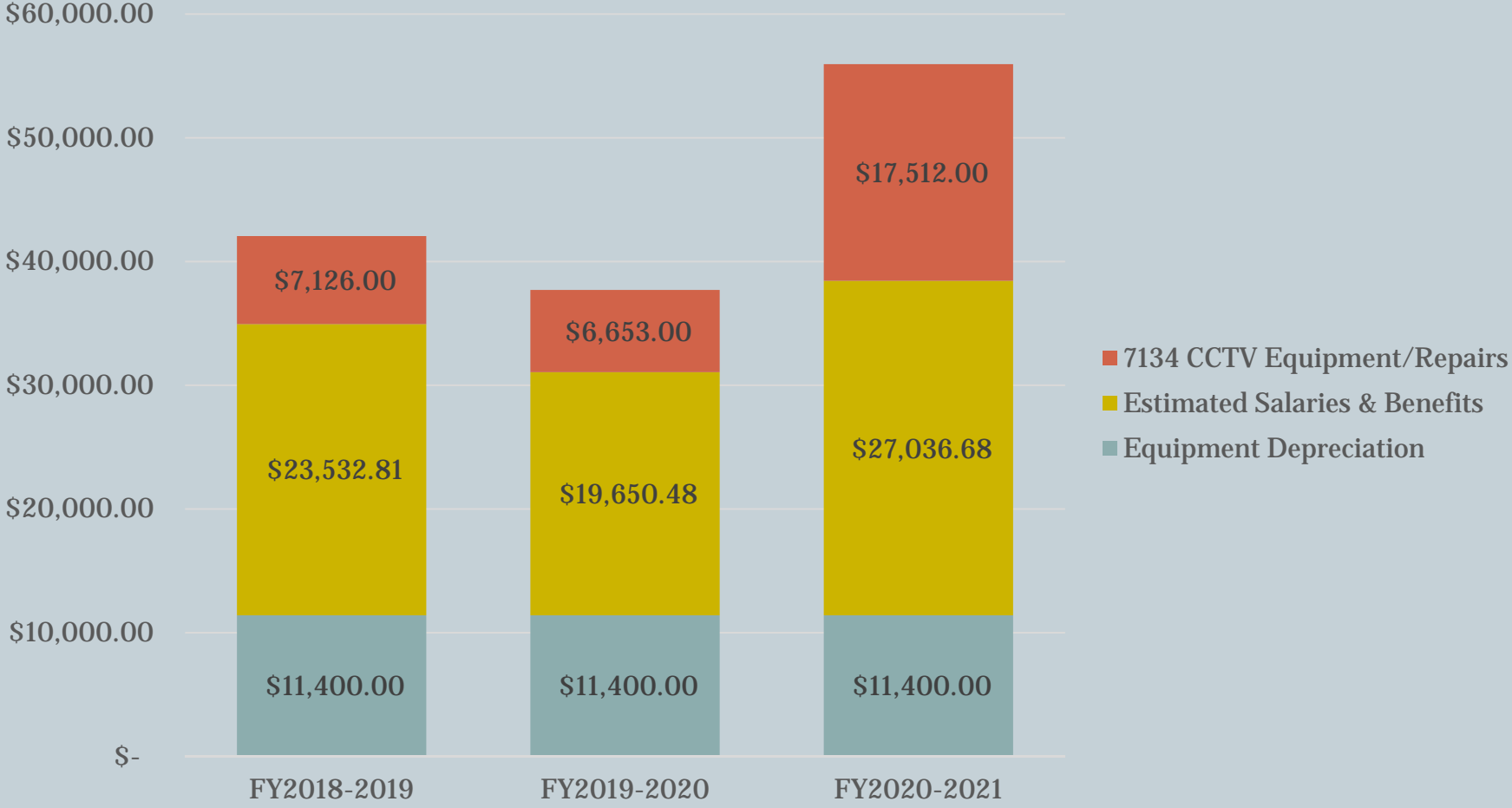
CCTV system is a vital tool for operating and maintaining the collection system. Equipment is used for:

- Routine inspection - Sewer lines are inspected on a 5 year schedule to monitor condition and maintenance effectiveness
- Emergency Response – used to determine cause of private or public sewer overflows
- Develop CIP Projects - Used to perform condition assessment using PACP rating to prioritize and build rehabilitation projects
- Pre-Acceptance Inspections - Used to verify condition after point repairs and prior to District accepting sewer main extensions
- Utility Locating - Used to locate and mark sewer lines for underground service alerts (USA), assists MSD with complying with DigAlert laws (48 hrs)

# CCTV Program Metrics



# Estimated Annual CCTV Program Costs



# Questions?





# Montecito Sanitary District

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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

**September 30, 2021**

**10:00 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/84314039969?pwd=M3g0SVhRRmxvVURHdExWclRKOVVDZz09>

Tel: (669) 900-6833 Meeting ID: 843 1403 9969 Passcode: 529337

### **1) CALL TO ORDER, DETERMINATION OF QUORUM**

### **2) 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. Update on Enhanced Recycled Water Feasibility Study project schedule and stakeholder engagement timeline
- B. Discussion on Special District Consolidation

### **4) ITEMS FOR NEXT AGENDA**

The next Joint Strategic Planning meeting will be on Tuesday, November 2, 2021 at 10:00 a.m.

### **5) ADJOURNMENT**

**RESOLUTION NO. 2021-937**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM DATED MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT FOR THE PERIOD OF 30 DAYS PURSUANT TO THE BROWN ACT PROVISIONS.**

WHEREAS, the Montecito Sanitary District (“District”) is a sanitary district duly organized and existing pursuant to the Sanitary District Act of 1923 codified in Health & Safety Code section 6400 et seq.; and

WHEREAS, the District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s governing body are open and public, as required by the Ralph M. Brown Act, codified in California Government Code section 54950 et seq. (“Brown Act”), so that any member of the public may attend, participate, and watch the District’s governing body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution No. 2021-935, on September 30, 2021, finding that the requisite conditions exist for the Board of Directors of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District’s jurisdiction, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the jurisdiction of the District, specifically, a State of Emergency remains active as proclaimed by Governor Gavin Newsom’s Proclamation of a State of Emergency dated March 4, 2020; and

WHEREAS, State and Local Officials have imposed and recommended social distancing measures and allowing legislative bodies to meet via teleconferencing to avoid risks to the health and safety of members of the public who would like to participate in meetings of the legislative bodies; and

WHEREAS, the Board of Directors does hereby find that Governor Gavin Newsom's Proclamation of State of Emergency and Social Distancing Orders and other conditions causing imminent risk to attendees has caused, and will continue to cause, conditions of peril to the safety of persons within the jurisdiction of the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California and re-ratify State and Local orders for social distancing; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the District's governing body shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District shall continue to provide notice as otherwise required by the Brown Act of all public meetings.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the jurisdiction of the District and proclaims that a local emergency persists throughout the jurisdiction of the District and allowing remote access and participation in the District's board meetings will reduce health and safety risks to attendees.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager or designee and the Board of Directors of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 27, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of the Montecito Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.



PASSED AND ADOPTED by the Board of Directors of the Montecito Sanitary District this 28th day of October, 2021, by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

---

Board President  
Dorinne Lee Johnson

ATTEST:

---

Board Secretary  
Dana Newquist

(SEAL)





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*PRE-REPLACEMENT*

---



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*AFTER EMERGENCY REPLACEMENT*

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# Montecito Sanitary District

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## **EXHIBIT C – STAFF REPORT:** **Lilac & Oak Grove Sewer Main Extension Project**

To be updated as required upon receipt of homeowner agreement and deferrals and to be provided to the Board of Directors prior to the meeting on October 28, 2021.



# Montecito Sanitary District

1042 Monte Cristo Lane  
Santa Barbara, CA 93108

*A Public Service Agency*

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

## 2021 Board Committees

### Existing Committees per Board Meeting of December 10, 2020:

<u>Committee:</u>	<u>Members:</u>
<b>Finance</b>	Directors Eversoll and Barrett
<b>Administration &amp; Operations</b>	Directors Barrett and Eversoll
<b>Personnel</b>	Directors Johnson and Fuller
<b>Public Information</b>	Directors Newquist and Johnson
<b>Strategic Planning Committee</b>	Directors Barrett and Johnson
<b><u>Ad-Hoc Committees:</u></b>	
<b>Board Policies &amp; Procedures:</b>	Directors Newquist and Johnson
<b>Hwy 101 Swr Main Reloc. Proj.</b>	Directors Barrett and Johnson

### Proposed Committee Changes: (updates in red)

<u>Committee:</u>	<u>Members:</u>
<b>Finance</b>	Directors Eversoll and <b>Johnson</b>
<b>Administration &amp; Operations</b>	Directors Eversoll and <b>Newquist</b>
<b>Personnel</b>	Directors <b>Barrett</b> and Fuller



# Montecito Sanitary District

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## **EXHIBIT E :**

### **FY21-22 Unaudited Quarterly Financial Reports for period ending September 30, 2021**

See page 21 through 26 of this Board Packet. Quarterly Financial reports are listed as part of the Finance Committee Packet from their meeting of October 19, 2021 for the following reports:

1. Operations & Maintenance (O&M) Budget Status Report through 9/30/2021
2. Quarterly Investment Report through 9/30/2021
3. Capital Improvement Projects Status Report through 9/30/2021
4. Revised Capital Improvement Projects Budget
5. Quarterly Investment Certification through 9/30/2021 signed 10/19/21.



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## MANAGER'S REPORT

For the Regular Board Meeting of

**October 28, 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.

- Engineering Manager Vacancy Status
- Roof Replacement Project Status
- Enhanced Recycled Water Feasibility Project Status

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

None

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

For the period of September 13, 2021 through October 18, 2021.

### **WWT PLANT STATISTICS FOR DURATION: 35 DAYS**

Flows	18.15 MG	0.518 MGD avg
Hypochlorite used	4,407 Gal	125 Gallons day, avg
Bisulfite used	2,257 Gal	63 Gallons day, avg.
Effluent T.S.S.		5.4 mg/L avg
Effluent CBOD <sub>5</sub>		3.3 mg/L avg
BAC-T		< 2.0 MPN/100mL median
Rainfall	0.22 inches	

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

<b><u>Load Date</u></b>	<b><u>Total Haul in pounds</u></b>	<b><u>Total haul in Tons</u></b>
9/13/2021	38,220	19.11
9/24/2021	36,380	18.19
10/7/2021	35,521	17.76
10/12/2021	37,681	18.84
<b><u>Totals:</u></b>	<b><u>147,802</u></b>	<b><u>73.90</u></b>

### **PLANT OPERATIONS**

- No violation of the NPDES permit during this reporting period.
- Operated the belt press for a total of 25.3 hours.

### **PLANT MAINTENANCE**

- Performed routine inspections and maintenance of District Buildings and Equipment.
- Installed new Influent Pump Station Grinder replacement.

### **COLLECTIONS**

- No public sewer system overflows this reporting period.
- 1 private sewer system overflows this reporting period.
- Linear Feet Cleaned: 31,554 ft, 5.97 Miles
- Linear Feet Inspected: 2,393 ft, 0.45 Miles
- 9/18/2021 Afterhours call out for power fail alarm at Posilipo Lift Station.
- 9/19/2021 Afterhours call out for power fail alarm at Posilipo Lift Station.
- 10/7/2021 Collection staff performed sewer by-pass for Beador construction in order to perform sewer main replacement on Fernald Point Bridge project.
- 10/11/2021 Afterhours call out for ventilation alarm at Miramar Lift Station.
- 10/15/2021 Afterhours call out for private lateral SSO at 157 Santa Elena Lane.

### **LABORATORY**

During this 35-day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 205 samples
- Ran 307 tests plus 85 duplicate tests for NPDES permit compliance and process control
- Performed 44 calibrations on laboratory equipment and 775 quality control checks
- Sent 3 samples to our contract lab for NPDES-required monthly testing (Oil & Grease, Ammonia and Total Organic Carbon)