



# Montecito Sanitary District

1042 Monte Cristo Lane  
Santa Barbara, CA 93108

*A Public Service Agency*

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

## BOARD LIST OF PAYABLES

| <u>CHECK DATE</u> | <u>SUMMARY &amp; TYPE</u>                           | <u>BATCH TOTAL</u>         |
|-------------------|---|----------------------------|
| 02/11/2022        | ACCOUNTS PAYABLE                                    | 81,099.99                  |
| 02/25/2022        | ACCOUNTS PAYABLE                                    | 77,711.41                  |
|                   | <b>Subtotal</b>                                     | <b>\$158,811.40</b>        |
| 02/11/2022        | CAPITAL IMPROVEMENT PROJECTS                        | 106,856.88                 |
| 02/25/2022        | CAPITAL IMPROVEMENT PROJECTS                        | 32,673.64                  |
|                   | <b>Subtotal</b>                                     | <b>\$ 256,100.62</b>       |
| 02/25/2022        | CAPITAL IMPROVEMENT PROJECT-<br>RECYCLED WATER FUND | 21,777.25                  |
|                   | <b>Subtotal</b>                                     | <b>\$21,777.25</b>         |
| 02/10/2022        | PAYROLL   | 75,598.89                  |
| 02/24/2022        | PAYROLL   | 73,031.09                  |
|                   | <b>Subtotal</b>                                     | <b>\$148,629.98</b>        |
|                   | <b><u>TOTAL</u></b>                                 | <b><u>\$585,319.25</u></b> |



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## Approved for Payment:

Date: March 24, 2022

Amount:           \$          

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

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

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

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 2/11/2022 to 2/11/2022**  
**MONTECITO SANITARY DISTRICT (MSD)**

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

| <b>Check Number</b> | <b>Check Date</b> | <b>Name</b>                         | <b>Check Amount</b> | <b>Description</b>  |
|---------------------|-------------------|-------------------------------------|---------------------|---|
| 0000027264          | 2/11/2022         | ACWA/JPIA                           | 26,440.24           | Health/Dental/Life Insurance Premium-March  |
| 0000027265          | 2/11/2022         | AMAZON CAPITAL SERVICES             | 970.65              | Rapid COVID Test Kits, Electrical Current Tester, Tire Changing Machine, Tire Levers, USB/Ethernet Cables |
| 0000027266          | 2/11/2022         | BIG GREEN CLEANING COMPANY          | 2,751.00            | Janitorial Services-Partial Jan/All February  |
| 0000027267          | 2/11/2022         | IAN (or) DENISE BURROWS             | 3,160.00            | Deposit Refund-1140 High Road   |
| 0000027268          | 2/11/2022         | CANON FINANCIAL SERVICES INC        | 272.61              | Canon Copier Lease Payment-February   |
| 0000027269          | 2/11/2022         | COMPUVISION COMMUNICATIONS          | 1,645.00            | IT Services-January   |
| 0000027270          | 2/11/2022         | CALIFORNIA WATER ENVIRONMENT        | 278.00              | Staff Certification Renewals  |
| 0000027271          | 2/11/2022         | DOCU PRODUCTS                       | 83.56               | Copier Maintenance Agreement-March  |
| 0000027272          | 2/11/2022         | ENGEL & GRAY, INC                   | 4,655.53            | Biosolids Hauling-January   |
| 0000027273          | 2/11/2022         | FISHER SCIENTIFIC                   | 282.90              | Lab Testing Supplies  |
| 0000027274          | 2/11/2022         | GRAINGER                            | 453.34              | Funnel Set, Cable Tie Mounting Pad, Data Cable  |
| 0000027275          | 2/11/2022         | IBS OF SIERRA MADRE                 | 130.45              | Battery for Maintenance Cart  |
| 0000027276          | 2/11/2022         | LARRY'S AUTO PARTS                  | 600.63              | Fuel Treatment, Fuel Filters  |
| 0000027277          | 2/11/2022         | KATHERINE MALKIN                    | 1,125.00            | Deposit Refund-1144 Alston Road   |
| 0000027278          | 2/11/2022         | MCCORMIX CORP                       | 406.13              | Vehicle Fuel 01/15-01/31/22   |
| 0000027279          | 2/11/2022         | MOUNTAIN SPRING WATER               | 59.75               | Bottled Water Dispenser Rental  |
| 0000027280          | 2/11/2022         | OILFIELD ENVIRONMENTAL & COMPLIANCE | 137.00              | Outside Lab Analyses  |
| 0000027281          | 2/11/2022         | PAYCHEX OF NEW YORK, LLC            | 681.55              | January Payroll Services, W-2's, Year end handling  |
| 0000027282          | 2/11/2022         | PITNEY BOWES GLOBAL FINANCIAL       | 32.00               | Postage Meter Lease Payment-January   |
| 0000027283          | 2/11/2022         | POLYDYNE, INC                       | 3,816.51            | Polymer for Belt Press  |
| 0000027284          | 2/11/2022         | PURETEC INDUSTRIAL WATER            | 264.81              | Quarterly Water Softener Tank Rental  |
| 0000027285          | 2/11/2022         | QUINN COMPANY                       | 1,319.86            | WWTP Generator Preventative Maintenance   |
| 0000027286          | 2/11/2022         | LUIS RIZO                           | 500.00              | Operator 3 Test Exam and Certification Reimbursement  |
| 0000027287          | 2/11/2022         | SAFETY-KLEEN SYSTEMS, INC           | 201.00              | Hazardous Material Disposal   |
| 0000027288          | 2/11/2022         | SOUTHERN CALIFORNIA EDISON CO       | 16,340.90           | Electric Service-January / Partial December   |
| 0000027289          | 2/11/2022         | DIANA SPIEKER                       | 2,954.00            | Deposit Refund-501 Valley Club Road   |
| 0000027290          | 2/11/2022         | STREAMLINE                          | 310.00              | Website Management Services-March   |
| 0000027291          | 2/11/2022         | SWRCB-ELAP FEES                     | 3,550.00            | ELAP Annual Accreditation Program Fee   |
| 0000027292          | 2/11/2022         | UNIVAR SOLUTIONS                    | 6,971.35            | Plant Chemicals   |
| 0000027293          | 2/11/2022         | UNDERGROUND SERVICE ALERT           | 163.45              | 93 New Dig Alert Tickets  |
| 0000027294          | 2/11/2022         | VILLAGE POOL SUPPLY                 | 65.14               | Brushes for Plant Maintenance   |
| 0000027295          | 2/11/2022         | WALPOLE & COMPANY                   | 53.75               | Accounting Consulting Services-January  |
| 0000027296          | 2/11/2022         | WINZER                              | 423.88              | Disposable Gloves   |

**Bank B Total:** 81,099.99

**Report Total:** 81,099.99

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 2/11/2022 to 2/11/2022**  
**MONTECITO SANITARY DISTRICT (MSD)**

**Bank Code:** G CIP CASH (MBT)

| <b>Check<br/>Number</b> | <b>Check<br/>Date</b> | <b>Name</b>            | <b>Check<br/>Amount</b>  | <b>Check Type</b>                                  |
|-------------------------|-----------------------|------------------------|--------------------------|--|
| 0000001310              | 2/11/2022             | QUINN COMPANY          | 35,734.38                | CIP No. 15-New Forklift                            |
| 0000001311              | 2/11/2022             | TIERRA CONTRACTING INC | 71,122.50                | CIP No. 2-Hwy 192 Manhole Raising Progress Payment |
| <b>Bank G Total:</b>    |                       |                        | <u>106,856.88</u>        |  |
| <b>Report Total:</b>    |                       |                        | <u><u>106,856.88</u></u> |  |

**Check History Report**  
**Sorted By Check Number**  
**Activity From: 2/25/2022 to 2/25/2022**  
**MONTECITO SANITARY DISTRICT (MSD)**

Bank Code: B OPERATING CASH (MBT)

| Check Number | Check Date | Name                                  | Check Amount | Description   |
|--------------|------------|---------------------------------------|--------------|---|
| 0000027297   | 2/25/2022  | 985 HOT SPRINGS ASSOC. LLC            | 2,300.00     | Deposit Refund - 985 Hot Springs Road   |
| 0000027298   | 2/25/2022  | A-OK POWER EQUIPMENT-SB               | 99.98        | Landscape Supplies  |
| 0000027299   | 2/25/2022  | AT&T MOBILITY                         | 146.06       | Office, Lift Station 4 Wireless, Standby Cellphone-January  |
| 0000027300   | 2/25/2022  | BECKER STUDIOS, INC                   | 2,300.00     | Deposit Refund - 788 San Ysidro Road  |
| 0000027301   | 2/25/2022  | CINTAS CORPORATION #684               | 661.55       | Uniforms, Towels, Floor Mats-Cleaning/Rental-January  |
| 0000027302   | 2/25/2022  | COMPUVISION COMMUNICATIONS            | 1,740.00     | Cloud Backup, NetAlert Managed Services-March   |
| 0000027303   | 2/25/2022  | CORT                                  | 44.00        | Deed Report-January   |
| 0000027304   | 2/25/2022  | COX BUSINESS                          | 160.39       | Internet Wireless Service-January   |
| 0000027305   | 2/25/2022  | D&H WATER SYSTEMS                     | 1,096.34     | Analyzer Motors   |
| 0000027306   | 2/25/2022  | DLT SOLUTIONS, LLC                    | 1,232.55     | Annual Autodesk Subscription  |
| 0000027307   | 2/25/2022  | FASTENAL COMPANY                      | 913.50       | LG/XL Disposable Gloves   |
| 0000027308   | 2/25/2022  | FISHER SCIENTIFIC                     | 385.85       | Lab Testing Supplies  |
| 0000027309   | 2/25/2022  | FRONTIER                              | 784.50       | Phone Service for Lift Stations 1, 2, 4 and Operations-February   |
| 0000027310   | 2/25/2022  | GRAINGER                              | 465.53       | Fuses, Rope, Fall Protection, Coating for Belt Press Rollers  |
| 0000027311   | 2/25/2022  | IDEXX DISTRIBUTION, INC               | 425.54       | Lab Testing Supplies  |
| 0000027312   | 2/25/2022  | JUAN O'S MOBILE REPAIR                | 5,090.80     | Repair 6" Thompson Pump, Repair CCTV Van  |
| 0000027313   | 2/25/2022  | JUST, ERIC                            | 4,625.00     | Collections GIS System Update   |
| 0000027314   | 2/25/2022  | LAT FAMILY TRUST                      | 1,769.00     | Deposit Refund, Service Charge Refund-780 Ashley Road   |
| 0000027315   | 2/25/2022  | MARBORG INDUSTRIES                    | 3,284.89     | Refuse Disposal/Recycling, Restroom Trailer Rental-January  |
| 0000027316   | 2/25/2022  | MONTECITO BANK & TRUST - CREDIT CARDS | 1,753.33     | Microsoft Teams, Membership Dues, Shipping, Lab Supplies, Holiday Luncheon, Sympathy Card, Flowers, Office Supplies |
| 0000027317   | 2/25/2022  | MCCORMIX CORP                         | 1,006.34     | Vehicle Fuel 02/01-02/15/2022   |
| 0000027318   | 2/25/2022  | MONTECITO WATER DISTRICT              | 1,525.21     | Water Service-January   |
| 0000027319   | 2/25/2022  | NCL OF WISCONSIN, INC                 | 721.48       | Lab Testing Supplies  |
| 0000027320   | 2/25/2022  | THE NELAC INSTITUTE                   | 75.00        | Annual Membership Dues-Lab  |
| 0000027321   | 2/25/2022  | OK WAVE, LLC                          | 4,341.00     | Deposit Refunds, SC's deducted - 351 Woodley Road   |
| 0000027322   | 2/25/2022  | POLYDYNE, INC                         | 746.71       | Polymer for DAFT  |
| 0000027323   | 2/25/2022  | PRICE POSTEL & PARMA                  | 6,324.00     | Legal Services-January  |
| 0000027324   | 2/25/2022  | SAGE SOFTWARE, INC                    | 1,248.00     | Annual Sage Software Renewal  |
| 0000027325   | 2/25/2022  | SANTA BARBARA COUNTY-APCD             | 2,357.40     | Annual Generator Emissions Permit Fees  |
| 0000027326   | 2/25/2022  | SANTA BARBARA COUNTY EHS/CUPA         | 1,002.00     | Annual Hazardous Materials Permit   |
| 0000027327   | 2/25/2022  | SOCAL GAS                             | 626.56       | Gas Service-January   |
| 0000027328   | 2/25/2022  | STANDARD INSURANCE COMPANY            | 1,492.50     | Short/Long Term Disability Insurance Premium-March  |
| 0000027329   | 2/25/2022  | STAPLES CREDIT PLAN                   | 51.87        | Office Supplies   |
| 0000027330   | 2/25/2022  | SWRCB-DWOCP                           | 55.00        | Certification Renewal Fees-Keen   |
| 0000027331   | 2/25/2022  | THE WIDROE GROUP                      | 19,166.67    | District Administrator Placement Invoice \$10,000<br>Engineering Manager Recruitment Invoice \$9,166.67             |
| 0000027332   | 2/25/2022  | T-MOBILE                              | 20.00        | UF/RO Wireless Data Port-February   |
| 0000027333   | 2/25/2022  | UNIVAR SOLUTIONS                      | 6,750.07     | Plant Chemicals   |
| 0000027334   | 2/25/2022  | VENTURA AIR CONDITIONING CO.          | 745.00       | Preventative Maintenance on HVAC System in Lab  |
| 0000027335   | 2/25/2022  | MIGUEL VILLAFANA                      | 177.79       | Boot Allowance Reimbursement  |

**Bank B Total:** 77,711.41

**Report Total:** 77,711.41

**Capital Improvement Check History Report**

**Sorted By Check Number**

**Activity From: 2/25/2022 to 2/25/2022**

**MONTECITO SANITARY DISTRICT (MSD)**

**Bank Code:** G CIP CASH (MBT)

| <b>Check<br/>Number</b> | <b>Check<br/>Date</b> | <b>Name</b>                   | <b>Check<br/>Amount</b> | <b>Description</b>   |
|-------------------------|-----------------------|-------------------------------|-------------------------|--|
| 0000001312              | 2/25/2022             | MNS ENGINEERS INC.            | 25,193.75               | CIP No. 9-Engineering Services for the Hwy 101<br>Sewer Relocation Project-January |
| 0000001313              | 2/25/2022             | SOUTHERN CALIFORNIA EDISON CO | 7,479.89                | CIP No. 4-Electrical Meter Upgrade as part of the<br>Electrical Upgrade            |
| <b>Bank G Total:</b>    |                       |                               | <u>32,673.64</u>        |  |
| <b>Report Total:</b>    |                       |                               | <u><u>32,673.64</u></u> |  |

**Recycled Water Check History Report**  
**Sorted By Check Number**  
**Activity From: 2/25/2022 to 2/25/2022**  
**MONTECITO SANITARY DISTRICT (MSD)**

**Bank Code:** W RECYCLED WATER (MBT)

| <b>Check<br/>Number</b> | <b>Check<br/>Date</b> | <b>Name</b>              | <b>Check<br/>Amount</b> | <b>Check Type</b>                                     |
|-------------------------|-----------------------|--------------------------|-------------------------|---|
| 0000001033              | 2/25/2022             | MONTECITO WATER DISTRICT | 21,777.25               | CIP 17-Recycled Water Joint Feasibility Study-January |
| <b>Bank W Total:</b>    |                       |                          | <u>21,777.25</u>        |   |
| <b>Report Total:</b>    |                       |                          | <u><u>21,777.25</u></u> |   |

# FY 2022-23 MSD BUDGET PROCESS

Early March

- Meet with GM to discuss initial budget goals and assumptions for next fiscal year

Mid March

- Meet with Managers to discuss specific goals for each major operation (Collections, Treatment, Laboratory)

Late March

- Meet with GM and Managers to go over preliminary budget and receive further feedback

Early April

- Meet with GM and Managers to go over preliminary budget and receive further feedback

Late April

- April 19, 2022 - Present Preliminary Budget to Strategic Planning Committee for feedback/input
- April 20, 2022 - Present Preliminary Budget to Finance Committee for feedback/input

Late May

- May 17, 2022 - Present Preliminary Budget to Strategic Planning Committee for feedback/input
- May 18, 2022 - Present Preliminary Budget to Finance Committee for feedback/input

May 26, 2022

- Present refined Preliminary Budget to the Board for input

June 9, 2022

- Present final Budget to the Board for approval