

# MONTECITO SANITARY DISTRICT

## A G E N D A

### for Board Meeting

July 30, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on July 30, 2020.

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

The Meeting will be conducted in accordance with the Virtual Meeting Protocols adopted by the Board of Directors on April 9, 2020. These can be viewed and downloaded here:

<https://www.montsan.org/virtual-public-meetings>. The public may attend and make a public comment by visiting:

<https://us02web.zoom.us/j/84196966382>

You may also call in at 1-669-900-6833 Meeting ID 841-969-6382

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

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

*Materials related to an item on this Agenda, which are part of the agenda packet, are available for public inspection on the District website [www.montsan.org](http://www.montsan.org)*

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

#### **2. PUBLIC COMMENT**

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

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

In accordance with Executive Order No. N-29-20 and the Virtual Meeting Protocols, remote public participation is allowed in the following ways:

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

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

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling **1-669-900-6833** and entering Zoom Meeting ID: **841-9696-6382** then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “\*9” then the Clerk to the Board will be notified and you will be in the rotation to make a public comment.

**3. APPROVAL OF MINUTES**

It is recommended that the Board consider approving the July 9, 2020 regular meeting minutes.

**4. APPROVAL OF PAYABLES**

It is recommended that the Board consider approving the payables list for expenses incurred by the District between July 4, 2020 and July 24, 2020.

**5. NEW BUSINESS**

**A. Public Information Committee Meeting - Report**

It is recommended that the Board consider:

- i) Receiving and filing a report provided by the Public Information Committee from its July 15th meeting;
- ii) Taking such additional, related, action that may be desirable.

**B. Finance Committee Meeting - Report**

It is recommended the Board consider:

- i) Receiving and filing a report provided by the Finance Committee from its July 22nd meeting;
- ii) Taking such additional, related, action that may be desirable.

**C. Unaudited Fiscal Year 2019-20 Financial Reports**

It is recommended the Board consider:

- i) Reviewing the Unaudited Year End Financial Statements for the fiscal year ending June 30, 2020;
- ii) Taking such additional, related, action that may be desirable.

**D. Quarterly Investment Policy Statement – June 30, 2020**

It is recommended the Board Treasurer consider:

- i) Certifying the statement required by District Investment Policy for the quarter ending June 30, 2020;
- ii) Taking such additional, related action that may be desirable.

**E. 2020 Local Agency Biennial Notice**

It is recommended the Board consider:

- i) Reviewing the District's current Conflict of Interest Code, Resolution No. 2016-900 and the required 2020 Local Agency Biennial Notice to be submitted to the County of Santa Barbara;
- ii) Taking such additional, related action that may be desirable.

**F. Pick Up Truck – Purchase Order Authorization – National Auto Fleet Group**

It is recommended the Board consider:

- i) Approving the purchase of a Chevy Colorado Pickup and authorizing the General Manager to issue a purchase order to National Auto Fleet Group in the amount of \$32,520.17;
- ii) Taking such additional, related action that may be desirable.

**6. OPERATIONS AND MAINTENANCE**

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

**7. ITEMS FOR THE NEXT AGENDA**

**8. ADJOURNMENT**

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

**July 9, 2020**

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

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:21 p.m. on July 9, 2020 using Zoom teleconferencing in accordance with State of California Executive Order No. N-29-20 issued on March 17, 2020.

**ATTENDANCE**

**Board Members Present:**

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

**Board Members Absent:**

None

**Also Present and Participating:**

Diane M. Gabriel, MSD General Manager/District Engineer  
Toni M. McDonald, MSD District Administrator  
Carrie Poytress, MSD Engineering Manager  
Alex Alonzo, MSD Operations Manager  
Gregg Kovacevich, MSD Legal Counsel  
Ken Coates, Ratepayer  
Leon Bartholomew, Ratepayer  
Edwin Martin, Ratepayer  
Keith Berry, Ratepayer  
Don Eversoll, Ratepayer  
Unnamed Montecito Resident  
Unnamed Resident

**2. PUBLIC COMMENT**

None

President Bollay announced Mr. Gregg Kovacevich as Legal Counsel, filling in for Mr. Karl Berger who was unavailable for today's meeting.

**3. APPROVAL OF MINUTES**

The minutes of the June 11, 2020 meetings were included in the agenda packet. On MOTION by Director Newquist and second by Director T. Kern, the Board approved the minutes of June 11, 2020 with the following roll call vote:

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

**4. APPROVAL OF PAYABLES**

On MOTION by Director T. Kern and second by Director Barrett, the Board approved with a roll call vote these payroll and accounts payable expenses from June 8, 2020 through July 3, 2020:

Accounts Payable Expenses	\$ 201,703.57
Capital Improvement Projects	3,558.75
Recycled Water	9,500.00
Payroll and Related Expenses	<u>188,880.68</u>
Total Expenses	\$ 403,643.00

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

**5. NEW BUSINESS**

**A. Annual Sewer Service Charge Hearing to Collect Sewer Service Charges on the County Tax Roll – Resolution No. 2020-925**

President Bollay announced it was the time and place for the annual hearing and decision whether the District’s sewer service charges for fiscal year 2020-21 should be placed on the County tax roll for collection as allowed under Ordinance 6. President Bollay asked District Administrator McDonald if the District had received any written or oral objections or protests by the owners of a majority of the parcels described in the report. Ms. McDonald responded that none had been received.

President Bollay reported that a letter sent on June 20th to all properties applying for a new sewer connection during the past fiscal year had informed these property owners of the District policy to collect the annual sewer service charges by means of the County tax roll and the annual hearing date. The Notice of Hearing had been published in the *Montecito Journal* on June 26<sup>th</sup> and July 1<sup>st</sup> and a Service Charge Report (listed by Assessor Parcel Numbers and Address) has been and remains available for inspection to advise any interested person of the service charge for a property in fiscal year 2020-21. District Administrator McDonald verified that the Affidavit of Mailing of the Notices of the Hearing to new customers had been signed by the Clerk to the Board, and that a Statement of the Secretary certifying that the service charge report was in order was ready to be signed.

President Bollay called for the adoption of Resolution No. 2020-925 directing the filing with the County Auditor of the Report of Sewer Service Charges for Fiscal Year 2020-21, which shall be placed on and collected by means of the County tax roll.

Upon MOTION by Director Newquist and second by Director J. Kerns to adopt Resolution No. 2020-925, the MOTION passed on the following roll call vote:

AYES: Newquist, Kern, Bollay, Barrett, Kerns  
NAYS: None  
ABSENT: None

ACTION: Staff

**B. Administration & Operations (A&O) Committee Meeting - Report**

The A&O Committee (Directors Bollay and J. Kerns) reported on its meetings of June 15<sup>th</sup> and June 26<sup>th</sup>. The Committee reviewed the status of the Coastal Development Plan (CDP) Permit. The Committee also discussed a possible Joint Committee meeting with the Montecito Water District Strategic Planning Committee and discussed and revised the “roles and responsibilities” spreadsheet that had previously been presented by Nick Turner at a previous joint meeting. The Committee also reviewed two letters from Central Coast Regional Water Quality Board to the District. The Board requested those letters be posted on the District website.

The Committee also discussed recycled water including the District’s pilot project and the MWD water supply study prepared by Steve Bachman.

ACTION: Staff

**C. Information Items**

- Operations Manager Alonzo presented a slide show presentation of the temporary facilities

**D. Agreements**

- None

**6. OPERATIONS AND MAINTENANCE**

The Board reviewed the information in the Board packet.

**7. ITEMS FOR FUTURE AGENDAS**

The Board discussed items for the next agenda, and agreed to include the following items:

- Status update on District COVID-19 measures, including Emergency Declaration dated March 12, 2020

Montecito Sanitary District  
**MINUTES** – July 9, 2020

- Consideration of revising the July 16, 2019 approved Board Policy and Procedures Manual to require recording of all District Committee meetings
- Unaudited financial reports for Fiscal Year ending June 30, 2020

The Board also requested scheduling a Public Information Committee in the near future.

**8. ADJOURNMENT**

There being no other business, on MOTION to adjourn by Director Newquist and second by Director T. Kern, the MOTION to adjourn passed unanimously without abstention at 2:55 p.m.

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Thomas Bollay, President

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Jeffrey Kerns, Vice President

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Ellwood T. Barrett, Secretary

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Thomas Kern, Treasurer

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Dana Newquist, Director

**MONTECITO SANITARY DISTRICT  
BOARD LIST OF PAYABLES**

<b><u>CHECKS DATED</u></b>	<b><u>SUMMARY &amp; TYPE</u></b>	<b><u>BATCH TOTALS</u></b>
07/10/20	ACCOUNTS PAYABLE	48,135.59
07/17/20	ACCOUNTS PAYABLE	154,230.15
07/24/20	ACCOUNTS PAYABLE	<u>30,067.23</u>
	Subtotal	232,432.97
07/10/20	CAPITAL IMPROVEMENT PROJECTS	5,813.31
07/17/20	CAPITAL IMPROVEMENT PROJECTS	14,981.50
07/24/20	CAPITAL IMPROVEMENT PROJECTS	<u>4,055.59</u>
	Subtotal	24,850.40
07/16/20	PAYROLL	<u>97,089.41</u>
	Subtotal	97,089.41
	TOTAL	<u>\$354,372.78</u>

**Approved for Payment:**

Date: July 30, 2020 Amount: \$354,372.78

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

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

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



**Check History Report**  
**Sorted By Check Number**  
**Activity From: 7/10/2020 to 7/10/2020**  
**MONTECITO SANITARY DISTRICT (MSD)**

**O&M Fund**

Check Number	Check Date	Name	Check Amount	Description
025592	7/10/2020	AG ENTERPRISES, INC	280.00	Annual Backflow Device Testing
025593	7/10/2020	ALLIANT INSURANCE SERVICES INC, NPB	7,830.00	Crime Policy Renewal
025594	7/10/2020	ALPHA PRODUCTIONS	515.00	Lab Equipment Annual Maintenance
025595	7/10/2020	BIG GREEN CLEANING COMPANY	217.39	Janitorial Supplies
025596	7/10/2020	WILLIAM (or) CATHY BORGERS	2,300.00	Deposit Refund - 798 Park Hill Lane
025597	7/10/2020	BOYD & ASSOCIATES	300.00	Quarterly Alarm Monitoring
025598	7/10/2020	CABIN BY THE SEA TRUST	2,300.00	Deposit Refund - 1380 Virginia Road
025599	7/10/2020	CINTAS	75.37	Replenish First Aid Supplies
025600	7/10/2020	COMPUVISION COMMUNICATIONS	189.32	Webcam for General Manager
025601	7/10/2020	DAVIES	10,000.00	Public Relations
025602	7/10/2020	DOCU PRODUCTS	57.13	Copier Maintenance Agreement-June
025603	7/10/2020	BRAD FIEDEL	4,300.00	Deposit Refund/Lateral Rebate-1619 San Leandro
025604	7/10/2020	FISHER SCIENTIFIC	247.94	Lab Testing Supplies
025605	7/10/2020	GRAINGER	706.89	Plant Maintenance Materials
025606	7/10/2020	HACH COMPANY	3,424.34	TSS Meter for Operations
025607	7/10/2020	HENSLEY LAW GROUP	1,584.00	Legal Services-June
025608	7/10/2020	MARBORG INDUSTRIES	167.85	Portable Restroom Rental-June
025609	7/10/2020	MCCORMIX CORP	492.17	Vehicle Fuel 6/15-6/30/20
025610	7/10/2020	METTLER-TOLEDO, INC	834.95	Lab Equipment Annual Maintenance
025611	7/10/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	193.50	Outside Lab Analyses-June
025612	7/10/2020	PAYCHEX OF NEW YORK, LLC	780.40	Payroll Services-May/June
025613	7/10/2020	RAPID PREP, LLC	3,876.25	Decontamination Trailer Rental-June
025614	7/10/2020	SANTA BARBARA COUNTY EHS/CUPA	1,296.00	Annual Hazardous Material Permits for Lift Stations
025615	7/10/2020	SMARDAN-HATCHER COMPANY	37.56	Plant Maintenance Materials
025616	7/10/2020	STAPLES BUSINESS CREDIT	525.27	Office Supplies
025618	7/10/2020	UNIVAR SOLUTIONS	5,332.41	Plant Chemicals
025619	7/10/2020	UNDERGROUND SERVICE ALERT	271.85	Dig Alert Tickets-June
<b>Bank Total:</b>			<u>48,135.59</u>	
<b>Report Total:</b>			<u><u>48,135.59</u></u>	

**Check History Report**

**Sorted By Check Number**

**Activity From: 7/17/2020 to 7/17/2020**

**MONTECITO SANITARY DISTRICT (MSD)**

**O&M Fund**

Check Number	Check Date	Name	Check Amount	Description
025620	7/17/2020	ACWA/JPIA	31,620.86	Health/Dental/Life Insurance Premium-August
025621	7/17/2020	AT&T MOBILITY	130.44	Wireless for Lift Station 4 SCADA-June
025622	7/17/2020	BIG GREEN CLEANING COMPANY	673.69	Janitorial Services-July
025623	7/17/2020	CANON FINANCIAL SERVICES INC	275.14	Canon Copier Lease Payment-July
025624	7/17/2020	CJM::LA, INC	4,161.64	Landscape Architect for Coastal Development Plan
025625	7/17/2020	CONSOLIDATED OVERHEAD DOOR	870.00	Repair Electric Gate
025626	7/17/2020	CORT	44.00	Deed Report-June
025627	7/17/2020	COX BUSINESS	227.56	Internet Wireless Service-July
025628	7/17/2020	CSRMA	51,642.00	Property/Pooled Liability Insurance Renewal
025629	7/17/2020	CULLIGAN OF SYLMAR	77.41	Drinking Water-June
025630	7/17/2020	CALIFORNIA WATER ENVIRONMENT	293.00	Certification Renewals
025631	7/17/2020	DATCO SERVICES CORPORATION	175.50	Datco Services-July/September
025632	7/17/2020	DAVIES	5,000.00	Public Relations Services-June
025633	7/17/2020	DIGITAL DEPLOYMENT DBA STREAMLINE	310.00	Website Hosting-June
025634	7/17/2020	DOCUSIGN INC.	3,105.00	Annual Fee for DocuSign
025635	7/17/2020	DUDEK	2,022.50	Planning/Permitting Services for CDP
025636	7/17/2020	ENGEL & GRAY, INC	2,694.00	Biosolids Hauling-June
025637	7/17/2020	ENV SERVICES INC, c/o MUNICIPAL	359.63	Lab Chemical Fume Hood Testing
025638	7/17/2020	EVOQUA WATER TECHNOLOGIES, LLC	3,125.19	Pressure Reducing Valves
025639	7/17/2020	FISHER SCIENTIFIC	150.84	Lab Testing Supplies
025640	7/17/2020	FRONTIER	824.88	Phone Service for Adm/Trmt, Lift Stations 1,2,4,5-July
025641	7/17/2020	GEOGRAPHIC DATA & MANAGEMENT	3,990.00	Annual Tax Roll File, Reports, GIS Update
025642	7/17/2020	GRAINGER	240.49	Plant Maintenance Materials
025643	7/17/2020	HACH COMPANY	228.67	Lab Testing Supplies
025644	7/17/2020	HARRINGTON INDUSTRIAL PLASTICS	889.25	Solenoid Sensor for UF/RO
025645	7/17/2020	LARRY'S AUTO PARTS	170.36	Vehicle Parts and Supplies
025646	7/17/2020	MARBORG INDUSTRIES	612.04	Refuse Disposal-June
025647	7/17/2020	MCDONALD, TONI	60.00	Lunch Meeting Reimbursement
025648	7/17/2020	MCMASTER-CARR SUPPLY COMPANY	705.93	Plant Maintenance Materials
025649	7/17/2020	MISSION COMMUNICATIONS, LLC	4,243.80	Annual Service Package for Mission Boxes
025650	7/17/2020	MONTECITO WATER DISTRICT	786.26	Water Service-June
025651	7/17/2020	MONTECITO WATER DISTRICT	214.26	Vac-Con, Water Tender Usage-May/June
025652	7/17/2020	O'CONNOR PEST CONTROL	598.00	Pest, Rodent, Gopher Control-Monthly/Bimonthly-June
025653	7/17/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	188.75	Outside Lab Analyses-June
025654	7/17/2020	PERRY FORD	42.20	Vehicle Parts and Supplies
025655	7/17/2020	PITNEY BOWES GLOBAL FINANCIAL	131.46	Quarterly Postage Meter Lease Payment
025656	7/17/2020	PLUMBERS DEPOT, INC	4,612.68	Parts for CCTV Van
025657	7/17/2020	PURETEC INDUSTRIAL WATER	52.13	Water Softener Tank Exchange
025658	7/17/2020	RED WING BUSINESS ADVANTAGE ACCOUNT	553.11	Boot Allowance-3 staff members
025659	7/17/2020	SANTA BARBARA COUNTY	1,063.17	CDP Plan Check Fees-June
025660	7/17/2020	S B HOME IMPROVEMENT CENTER	732.49	Plant/Property Maintenance Supplies
025661	7/17/2020	SOUTHERN CALIFORNIA EDISON CO	12,207.57	Electric Service-June
025662	7/17/2020	SHERWIN-WILLIAMS CO.	187.07	Property Maintenance Supplies
025663	7/17/2020	SMARDAN-HATCHER COMPANY	24.87	Plant Maintenance Materials
025664	7/17/2020	SOCAL GAS	103.20	Gas Service-June
025665	7/17/2020	T&D RENTS INC.	4,500.00	Shower/Restroom Combo Trailer Rental-July
025666	7/17/2020	GREG (or) DAPHNE TEBBE	2,300.00	Deposit Refund-1685 East Valley Road
025667	7/17/2020	UNIVAR SOLUTIONS	4,765.89	Plant Chemicals
025668	7/17/2020	USA BLUE BOOK	333.70	Lift Stations Supplies
025669	7/17/2020	WILLIAMS SCOTSMAN, INC	1,909.52	Office/Staff Room Trailer Rental-July
<b>Bank B Total:</b>			<b>154,230.15</b>	
<b>Report Total:</b>			<b>154,230.15</b>	

**Check History Report**

**Sorted By Check Number**

**Activity From: 7/24/2020 to 7/24/2020**

**MONTECITO SANITARY DISTRICT (MSD)**

**O&M Fund**

<b>Check Number</b>	<b>Check Date</b>	<b>Name</b>	<b>Check Amount</b>	<b>Description</b>
025670	7/24/2020	BIG GREEN CLEANING COMPANY	134.74	Janitorial Supplies
025671	7/24/2020	JONATHAN BLINDERMAN	2,300.00	Deposit Refund-145 Santo Tomas Lane
025672	7/24/2020	CINTAS CORPORATION #684	1,609.29	Uniform/Towels/Mats-Cleaning/Rental-June
025673	7/24/2020	COMPUVISION COMMUNICATIONS	1,715.70	Datto Cloud Backup/NetAlert/Antivirus-August
025674	7/24/2020	CROMER MATERIAL HANDLING	725.36	Fork Lift Lease Payment-July
025675	7/24/2020	CHARLES P. CROWLEY COMPANY	1,366.00	Chemical Feed Pump Arts
025676	7/24/2020	CALIFORNIA WATER ENVIRONMENT	192.00	Annual Membership Renewal-Arce
025677	7/24/2020	D & H WATER SYSTEMS	2,164.02	Chlorine Analyzer Parts
025678	7/24/2020	ENVIRONMENTAL BIOTECH INTERNATIONAL, LLC	903.15	Disinfectant Room Fogger
025679	7/24/2020	FASTENAL COMPANY	1,073.76	Plant Maintenance Materials, Gloves
025680	7/24/2020	FISHER SCIENTIFIC	873.35	Lab Testing Supplies
025681	7/24/2020	GRAINGER	799.91	Plant Maintenance Materials
025682	7/24/2020	HADRONEX, INC	266.44	Annntenna for Smart Cover
025683	7/24/2020	KAMAN INDUSTRIAL TECHNOLOGIES	2,235.94	Exhaust Fan Replacement at Lift Station No. 1
025684	7/24/2020	MCCORMIX CORP	635.22	Vehicle Fuel 7/1-7/15/20
025685	7/24/2020	MCMASTER-CARR SUPPLY COMPANY	694.72	Plant Maintenance Materials
025686	7/24/2020	MONTECITO JOURNAL	210.00	Public Notice of Hearing-Tax Roll
025687	7/24/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	270.00	Outside Lab Analyses-July
025688	7/24/2020	PATRICIA RYAN	3,970.00	Deposit Refund-1920 Boundary Drive
025689	7/24/2020	SAFETY-KLEEN SYSTEMS, INC	212.20	Hazardous Material Disposal
025690	7/24/2020	SBCO LAFCO, AUDITOR-CONTROLLER	3,682.00	Annual LAFCO Budget Distribution
025691	7/24/2020	SHERWIN-WILLIAMS CO.	202.20	Propety Maintenance Suuplies
025692	7/24/2020	TAFT ELECTRIC COMPANY	630.00	On-Call Electrical Services-June
025693	7/24/2020	UNIVAR SOLUTIONS	3,201.23	Plant Chemicals
<b>Bank B Total:</b>			<u>30,067.23</u>	
<b>Report Total:</b>			<u><u>30,067.23</u></u>	

**CIP Check History Report**  
**Sorted By Check Number**  
**Activity From: 7/10/2020 to 7/124/2020**  
**MONTECITO SANITARY DISTRICT (MSD)**

**CIP FUND**

Check Number	Check Date	Name	Check Amount	Check Type
001248	7/10/2020	ALHAMBRA FOUNDRY CO.	4,233.31	CIP #2-Cleanout Cover and Rings
001249	7/10/2020	PACIFIC MATERIALS LABORATORY	1,580.00	CIP #9-Sewer Main Relocation Project
<b>Total</b>			<b>5,813.31</b>	
<b>Check Number</b>	<b>Check Date</b>	<b>Name</b>	<b>Check Amount</b>	<b>Check Type</b>
001250	7/17/2020	CEARNAL COLLECTIVE	4,981.50	CIP #7-Architect Design Services-June
001251	7/17/2020	FIRST AMERICAN TITLE INSURANCE	10,000.00	CIP #3-Relocate Sewer Main-1356 East Valley
<b>Total</b>			<b>14,981.50</b>	
<b>Check Number</b>	<b>Check Date</b>	<b>Name</b>	<b>Check Amount</b>	<b>Check Type</b>
001252	7/24/2020	CEARNAL COLLECTIVE	2,929.53	CIP #7-Architectural Design Services-June
001253	7/24/2020	FILTRA-SYSTEMS COMPANY	1,126.06	CIP #10-Filter Bag Housing-Recycled Water
<b>Total</b>			<b>4,055.59</b>	
<b>CIP Total:</b>			<b>24,850.40</b>	

**MONTECITO SANITARY DISTRICT**

**MANAGER'S REPORT**

**July 30, 2020**

**AGENDA ITEM 5. NEW BUSINESS**

**A. PUBLIC INFORMATION COMMITTEE MEETING - REPORT**

The Public Information Committee (Directors Bolly and Newquist) will report on its July 15th meeting.

**B. FINANCE COMMITTEE MEETING - REPORT**

The Finance Committee (Directors J. Kern and Barrett) will report on its July 22nd meeting.

**C. UNAUDITED FISCAL YEAR 2019-20 FINANCIAL REPORTS**

Staff will review the Unaudited Fiscal Year 2019-20 Financial Reports through 6/30/2020, enclosed as **EXHIBIT A**.

**D. QUARTERLY INVESTMENT POLICY STATEMENT – JUNE 30, 2020**

The Treasurer will certify the statement required by District Investment Policy for the quarter ending June 30, 2020 (**EXHIBIT B**).

**E. 2020 LOCAL AGENCY BIENNIAL NOTICE**

The Board will consider the 2020 Local Agency Biennial Notice regarding the District's current Conflict of Interest Code, Resolution No. 2016-900. Legal Counsel has reviewed the Code and advises that no changes are needed to the current Conflict of Interest Code.

The 2020 Local Agency Biennial Notice to be returned to the Santa Barbara County Board of Supervisors is enclosed as **EXHIBIT C**.

**F. PICK UP TRUCK – PURCHASE ORDER AUTHORIZATION – NATIONAL AUTO FLEET GROUP**

The District's Capital Improvement Program (CIP) budget for fiscal year 2020-21 includes \$36,000 for a Pickup Truck. This vehicle would replace the District's 2009 Ford Escape.

Staff has researched various models and determined that a four wheel drive Chevy Colorado with a V6 engine and an extended cab would best meet the needs of the District. In 2015 MSD became a member of the National Joint Powers Alliance (NJPA), a nationally recognized organization for cooperative contracting. NJPA is now known as Sourcewell. The Chevy Colorado vehicle is available under Sourcewell's cooperative contract with National Auto Fleet Group (contract No. 120716). As a participating agency, the District can use their competitive bid pricing.

National Auto Fleet Group (headquartered in Watsonville, CA) has given the District a quote for a 2021 Chevy Colorado four wheel drive extended cab V6 using the Sourcewell Cooperative Contract pricing of \$32,520.17.

Staff recommends that the Board approve the purchase of the Chevy Colorado and authorize the General Manager to issue a purchase order to National Auto Fleet Group in the amount of \$32,520.17.

**G. INFORMATION ITEMS**

- None

**AGENDA ITEM 7. OPERATIONS AND MAINTENANCE REPORTS**

**TREATMENT PLANT**

<b>Treatment Data</b>	<b>Current Year 06/29/20-07/19/20</b>	<b>Prior Year 07/01/19 – 07/14/19</b>
Average daily flow	0.561 MGD	0.565 MGD
Average hypochlorite	156 GPD	144 GPD
Average bisulfite	87 GPD	83 GPD
Average effluent SS	5.7 mg/L	2.8 mg/L
Average effluent CBOD <sub>5</sub>	2.97 mg/L	1.9 mg/L
Median coliform	< 1.8 MPN / 100 mL	< 1.8 MPN / 100 mL

- The belt press was operated for 17.5 hours during this reporting period.
- A total of 58.98 tons of biosolids were transported in three separate loads to Engel and Gray during this reporting period.
- No rainfall was recorded during this reporting period.

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

- Ran Bubble Test on UF.
- Verified RO pH sensor readings with lab pH sensors.
- Quinn Company ran Tier I services on plant stand-by generator.
- Cleaned secondary clarifier effluent pump screens.
- Safety, Ethics and Essential Lab Duties training webinar for Ops.
- Calibrated Hach portable pH probe and checked RO pH sensors.
- Cleaned DEOX analyzer sample lines.
- Ocean Sampling completed for MSD Annual Sampling.
- Completed Bio-solids sampling for MSD Annual Sampling.
- UF Disc filter and membrane backwashes added to trending.
- Cleaned RO 100 micron screen.
- Responded to one treatment plant after hours call-out – Auto dialer (ADA) fault

**Completed Preventative Maintenance duties:**

- Rotated plant equipment

- Cleaned plant water wye screens every M/W/F
- Changed influent flow through channel grinders and remove grit from influent channel
- Collected plant equipment meter readings
- Cleaned secondary clarifier weirs and side walls
- Operated and exercised various valves throughout the treatment plant
- Performed treatment plant housekeeping

**Completed Activated Sludge duties:**

- Hosed clarifier weirs and skimmed grease in chlorine contact chambers twice each day
- Scrubbed effluent channel, hosed DAFT weirs and catwalk, and cleaned lower slip tubes
- Collected samples for Lab and set-up composite samplers
- Hosed Rotary Drum Screen and disposed all screenings
- Skimmed grease and floatables in back channel and clarifiers

**Completed Operator duties:**

- Calibrated chlorine analyzers
- Collected Dissolved Oxygen levels in the Aeration Basins, Digesters, and Effluent channel
- Collected clarifier sludge depths
- Scoured Return Activated Sludge (RAS) sumps
- Cleaned chemical analyzer screens and probes
- Collected irrigation water meter readings
- Performed Treatment Plant system checks (SCADA, Mission Box, Mini Trends, Aeration Blowers, Influent Pump Station, Back-up generator, Chemical analyzers, Clarifiers and Contact Chamber motors and equipment, RAS/WAS pump station, Chemical feeders, Digester Blowers, DAFT, Polymer feed equipment, Ultra Filtration and Reverse Osmosis)
- Performed all required data collection and record keeping
- Maintained chemical levels for all analyzers
- Performed Pressure Decay Test on UF

**TESTING LABORATORY**

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

- Collected 144 samples
- Ran 213 tests plus 56 duplicate tests for NPDES permit compliance and process control
- Performed 32 calibrations on laboratory equipment and 385 quality control checks
- Made 3 liters of coliform media
- Sent 1 Oil & Grease and 1 Ammonia sample to contract lab for NPDES required monthly testing
- Sent 1 sample of laboratory deionized water to contract lab for ELAP required quality control check of Total Organic Carbon

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

- Prepared 4 gallons of reagents for chlorine analyzer

In addition, the following Laboratory activities occurred:

- The laboratory autoclave was serviced for the annually-required preventative maintenance by a contracted technician.
- Annual sampling was performed on July 15-17 as required by the District NPDES permit, including the following:
  - 24-hour composite samples of plant final effluent were collected on three separate days. Aliquots (small portions) were bottled, refrigerated and picked up by a contract laboratory. Samples are being analyzed for 87 separate pollutant compounds known to be harmful to human, animal and environmental health. These include heavy metals, pesticides, volatile organic compound, hydrocarbons, aquatic toxicity and radioactivity.
  - 5-hour composite samples of Biosolids were collected and picked up by the contract laboratory. Tests include oil and grease, metals, bacterial coliforms and ammonia.
  - 7 gallons of seawater were collected near-shore at Butterfly Beach according to EPA protocol. The seawater is then blended at various concentrations with plant final effluent to determine the survivability of three life forms: a vertebrate (silverside and smelt fish), an invertebrate (urchin) and a plant (kelp).

## **COLLECTION SYSTEM MAINTENANCE**

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

During the reporting period, Collection staff has also:

- Inspected 92 Manholes
- Marked locations of existing District facilities for Underground Service Alert requests
- Performed routine inspection and maintenance of District vehicles
- Performed routine inspection and maintenance at all five Collection System Lift Stations
- Cleaned and vacuumed Miramar Lift Station wet well
- Assisted with Clarifier #4 preventative maintenance and flight wear shoes replacement
- Robotic Solutions performed various internal spot repairs on Meadow Brook Drive sewer mainline
- Replaced frame and cover on manhole located on 800 block of San Ysidro Lane

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

During the reporting period, Maintenance staff has also:

- Performed routine inspection and maintenance of District buildings and equipment
- Performed preventative maintenance on RAS pump #1 and #2



Montecito Sanitary District

MANAGER'S REPORT

July 30, 2020

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- Installed touchless water hydration dispenser
- Performed preventative maintenance on Clarifier #4 and flight wear shoes replacement
- Performed preventative maintenance on belt press

**Collection System Cleaning and TV-ing History**

			Length of Cleaning	Length of TV-ing	Length of Re-cleans	C - CLEAR L - LIGHT M - MEDIUM H - HEAVY	R - ROOTS G - GREASE D - DEBRI		Clear : No observable grease, roots or debris Light : .5 gallons of roots/ debris, small chunks of grease Medium : .5-1.5 gallons of roots/ debris, moderate chunks grease Heavy : 1.5 or more gallons of roots, debris or grease
Linear Feet Cleaned & Inspected June 29, 2020 through July 19, 2020		Esmt	222,113	16,994	15,717				
Date	Location	( X )	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
6/29/2020	Lift Station Maintenance / USA								
6/29/2020	Mountain Drive	X	92			L	R	1	Light Roots
6/29/2020	San Ysidro Road	X	241			L	R	1	Light Roots
6/29/2020	San Ysidro Road		105			C		1	Clear
6/29/2020	San Ysidro Road	X	73			L	R	1	Light Roots
6/29/2020	Mountain Drive	X	189			L	R	1	Light Roots
6/29/2020	San Ysidro Road	X	204			L	R	1	Light Roots
6/29/2020	San Ysidro Road	X	228			L	R	1	Light Roots
6/29/2020	San Ysidro Road	X	177			L	R	1	Light Roots
6/29/2020	San Ysidro Road	X	324			L	D	1	Light Debris
6/29/2020	San Ysidro Road	X	346			L	D	1	Light Debris
6/29/2020	San Ysidro Road	X	358			L	D	1	Light Debris
6/29/2020	San Ysidro Road	X	183			L	R	1	Light Roots
6/29/2020	Mountain Drive	X	277			C		1	Clear
6/29/2020	Mountain Drive	X	357			L	R	1	Light Roots
6/29/2020	Mountain Drive	X	177			L	R	1	Light Roots
6/29/2020	Mountain Drive	X	277			C		1	Clear
6/29/2020	San Ysidro Road	X	114			C		1	Clear
6/29/2020	San Ysidro Road	X	395			C		1	Clear
6/29/2020	San Ysidro Road	X	226			L	R	1	Light Roots
6/29/2020	San Ysidro Road	X	260			L	R	1	Light Roots
6/30/2020	Virginia Road		241			C		1	Clear
6/30/2020	School House Road	X	131			C		1	Clear
6/30/2020	San Ysidro Road	X	48			C		1	Clear
6/30/2020	San Ysidro Road	X	102			C		1	Clear
6/30/2020	San Ysidro Road	X	161			C		1	Clear
6/30/2020	School House Road	X	311			C		1	Clear
6/30/2020	San Ysidro Road	X	71			C		1	Clear
6/30/2020	La Paz Road	X			84	L	R	1	Light Roots
6/30/2020	La Paz Road	X			120	L	R	1	Light Roots
6/30/2020	La Paz Road	X			64	L	R	1	Light Roots
6/30/2020	Hill Road				324	L	R	1	Light Roots
6/30/2020	Hill Road				257	L	R	1	Light Roots
6/30/2020	Hill Road	X			203	L	R	1	Light Roots
6/30/2020	Pimiento Lane				192	L	R	1	Light Roots
6/30/2020	School House Road				301	L	R	1	Light Roots
6/30/2020	School House Road	X			114	L	R	1	Light Roots
6/30/2020	School House Road	X			208	L	R	1	Light Roots
6/30/2020	Virginia Road				212	L	R	1	Light Roots
7/1/2020	Ennisbrook Drive		228			C		1	Clear
7/1/2020	Meadowbrook Drive		179			C		1	Clear
7/1/2020	Meadowbrook Drive		117			L	D	1	Light Debris
7/1/2020	Meadowbrook Drive		62			L	D	1	Light Debris
7/1/2020	Meadowbrook Drive		53			L	D	1	Light Debris
7/1/2020	Meadowbrook Drive		194			L	D	1	Light Debris
7/1/2020	Meadowbrook Drive		413			L	D	1	Light Debris
7/1/2020	Meadowbrook Drive		133			L	D	1	Light Debris
7/1/2020	Meadowbrook Drive		120			C		1	Clear
7/1/2020	Meadowbrook Drive		170			C		1	Clear
7/1/2020	Glenview Road				124	L	R	1	Light Roots
7/1/2020	Glenview Road				378	L	R	1	Light Roots
7/1/2020	Glenview Road				165	L	R	1	Light Roots
7/1/2020	Glenview Road				158	L	R	1	Light Roots
7/1/2020	Sycamore Canyon Road				261	L	D	1	Light Debris
7/1/2020	Sycamore Canyon Road				261	L	D	1	Light Debris
7/1/2020	Coast Village Road				315	C		1	Clear
7/1/2020	Coast Village Road				278	C		1	Clear
7/1/2020 7/30/2020	Coast Village Road				279	C		1	Clear
7/1/2020	Channel Drive				167	C		1	Clear

### Collection System Cleaning and TV-ing History

Date	Location	( X )	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
7/1/2020	Channel Drive	X			314	L	R	1	Light Roots
7/1/2020	Channel Drive				360	L	R	1	Light Roots
7/1/2020	Hot Springs Road				210	L	R	1	Light Roots
7/1/2020	Dinsmore Lane	X			222	L	R	1	Light Roots
7/1/2020	Dinsmore Lane	X			256	L	R	1	Light Roots
7/1/2020	Channel Drive				167	L	G	1	Light Grease
7/1/2020	Channel Drive				334	L	G	1	Light Grease
7/1/2020	Channel Drive				227	L	G	1	Light Grease
7/1/2020	Channel Drive				330	L	G	1	Light Grease
7/1/2020	Channel Drive				30	L	G	1	Light Grease
7/2/2020	Chelham Way				200	L	R	1	Light Roots
7/2/2020	Chelham Way				140	L	R	1	Light Roots
7/2/2020	Mountain Drive				239	L	R	1	Light Roots
7/2/2020	Mountain Drive				170	L	R	1	Light Roots
7/2/2020	Mountain Drive				63	L	R	1	Light Roots
7/2/2020	Mountain Drive				131	L	R	1	Light Roots
7/2/2020	Cold Springs Road	X			145	C		1	Clear
7/2/2020	Cowles Road				167	L	R	1	Light Roots
7/2/2020	Dulzura Drive				314	L	R	1	Light Roots
7/2/2020	Mesa Road				266	L	R	1	Light Roots
7/2/2020	Hill Road				335	L	R	1	Light Roots
7/2/2020	Hermosillo Drive	X			67	L	R	1	Light Roots
7/2/2020	Hermosillo Drive	X			136	L	R	1	Light Roots
7/2/2020	Hermosillo Drive	X			136	L	R	1	Light Roots
7/2/2020	Butterfly Lane	X			206	L	R	1	Light Roots
7/2/2020	Middle Road	X			198	L	R	1	Light Roots
7/2/2020	Middle Road	X			199	L	R	1	Light Roots
7/2/2020	Lift Stations / USA / Vehicle Maintenance								
7/3/2020	Holiday								
7/4/2020	Weekend								
7/5/2020	Weekend								
7/6/2020	Lift Station Maintenance / USA								
7/6/2020	High Road	X			197	L	R	1	Light Roots
7/6/2020	Oriole Road				95	L	R	1	Light Roots
7/6/2020	Oriole Road				134	L	R	1	Light Roots
7/6/2020	Oriole Road				146	L	R	1	Light Roots
7/6/2020	Hot Springs Road	X			195	L	R	1	Light Roots
7/6/2020	Las Tunas Road	X			266	C		1	Clear
7/6/2020	San Ysidro Lane				223	L	D	1	Light Debris
7/6/2020	San Ysidro Lane				252	L	D	1	Light Debris
7/6/2020	San Ysidro Lane				128	L	D	1	Light Debris
7/6/2020	San Ysidro Road				207	C		1	Clear
7/6/2020	Las Tunas Road	X			203	C		1	Clear
7/6/2020	Mountain Drive			271					No Problems
7/6/2020	Picacho Lane	X		74					No Problems
7/6/2020	Hot Springs Road	X		319					No Problems
7/6/2020	Hot Springs Road			284					No Problems
7/6/2020	Hot Springs Road			165					No Problems
7/6/2020	Hot Springs Road			253					No Problems
7/7/2020	Park Lane	X	134			C		1	Clear
7/7/2020	Park Lane	X	193			C		1	Clear
7/7/2020	Park Lane	X	194			C		1	Clear
7/7/2020	Park Lane	X	198			C		1	Clear
7/7/2020	Park Lane	X	127			C		1	Clear
7/7/2020	Sycamore Canyon Road	X			269	L	R	1	Light Roots
7/7/2020	Sycamore Canyon Road				100	L	R	1	Light Roots
7/7/2020	Sycamore Canyon Road				189	L	R	1	Light Roots
7/7/2020	Sycamore Canyon Road				112	L	R	1	Light Roots
7/7/2020	East Valley Road				139	C		1	Clear
7/7/2020	East Valley Road				135	C		1	Clear
7/7/2020	Alston Road				171	C		1	Clear
7/7/2020	Alston Road				166	L	R	1	Light Roots
7/7/2020	Alston Road				129	L	R	1	Light Roots

### Collection System Cleaning and TV-ing History

Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings	X	Notes
7/7/2020	Hosmer Lane	X			87	C	1	Clear
7/7/2020	Isabella Lane	X			150	L	1	Light Roots
7/7/2020	San Ysidro Road	X			245	L	1	Light Roots
7/7/2020	San Ysidro Road	X			221	L	1	Light Roots
7/7/2020	San Leandro Lane				251	C	1	Clear
7/7/2020	East Valley Road	X			268	L	1	Light Roots
7/7/2020	East Valley Road	X			104	L	1	Light Roots
7/7/2020	Ennisbrook Drive	X			233	L	1	Light Roots
7/7/2020	Ennisbrook Drive	X			253	L	1	Light Roots
7/7/2020	San Leandro Lane				316	C	1	Clear
7/7/2020	Birnam Woods Drive				321	C	1	Clear
7/8/2020	Cota Lane		249			C	1	Clear
7/8/2020	Cota Lane		184			C	1	Clear
7/8/2020	Cota Lane		168			C	1	Clear
7/8/2020	Cota Lane		292			C	1	Clear
7/8/2020	Pepper Lane		332			L	1	Light Roots
7/8/2020	Arroyica Lane		326			L	1	Light Roots
7/8/2020	Camphor Place		154			C	1	Clear
7/8/2020	Camphor Place		72			C	1	Clear
7/8/2020	Camphor Place	X	207			C	1	Clear
7/8/2020	Camphor Place	X	202			C	1	Clear
7/8/2020	Camphor Place	X	86			C	1	Clear
7/8/2020	Camphor Place	X	110			C	1	Clear
7/8/2020	Camphor Place	X	196			C	1	Clear
7/8/2020	Camphor Place	X	237			C	1	Clear
7/8/2020	Camphor Place		86			C	1	Clear
7/8/2020	Camphor Place		257			C	1	Clear
7/8/2020	Butterfly Lane			226				No Problems
7/8/2020	Butterfly Lane			70				Fine roots at joints
7/8/2020	Butterfly Lane			181				No Problems
7/8/2020	Butterfly Lane			186				Fine roots @ joints
7/8/2020	Butterfly Lane			67				Fine roots @ joints
7/8/2020	Butterfly Lane			335				Fine roots @ joints
7/9/2020	East Valley Road	X	144			L	1	Light Debris
7/9/2020	East Valley Road	X	110			L	1	Light Debris
7/9/2020	East Valley Road	X	136			L	1	Light Debris
7/9/2020	Live Oaks Road		102			C	1	Clear
7/9/2020	Live Oaks Road		275			C	1	Clear
7/9/2020	Live Oaks Road		99			C	1	Clear
7/9/2020	Live Oaks Road		198			C	1	Clear
7/9/2020	Orchard Avenue		401			C	1	Clear
7/9/2020	Orchard Avenue		310			C	1	Clear
7/9/2020	Orchard Avenue		241			C	1	Clear
7/9/2020	Orchard Avenue		283			C	1	Clear
7/9/2020	Butterfly Lane				333	L	1	Light Roots
7/9/2020	Butterfly Lane				186	L	1	Light Roots
7/9/2020	Butterfly Lane				81	L	1	Light Roots
7/9/2020	Butterfly Lane				74	L	1	Light Roots
7/9/2020	Butterfly Lane				176	L	1	Light Roots
7/10/2020	Lift Stations / USA / Vehicle Maintenance							
7/11/2020	Weekend							
7/12/2020	Weekend							
7/13/2020	Lift Station Maintenance / USA							
7/13/2020	San Leandro Lane	X	49			L	1	Light Roots
7/13/2020	San Leandro Lane	X	395			L	1	Light Roots
7/13/2020	San Leandro Lane		281			C	1	Clear
7/13/2020	School House Road	X	174			L	1	Light Roots
7/13/2020	School House Road	X	189			L	1	Light Roots
7/13/2020	School House Road	X	79			L	1	Light Roots
7/13/2020	Hot Springs Road				173	L	1	Light Roots
7/14/2020	Hot Springs Road		221			L	1	Light Roots
7/14/2020	Hot Springs Road		256			C	1	Clear
7/14/2020	Oak Road		231			C	1	Clear

### Collection System Cleaning and TV-ing History

Date	Location	( X )	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings	X	Notes
7/14/2020	Middle Road		210			L R	1	Light Roots
7/14/2020	Channel Drive		264			L D	1	Light Debris
7/14/2020	Channel Drive		252			L D	1	Light Debris
7/14/2020	Channel Drive		267			L D	1	Light Debris
7/14/2020	Channel Drive		348			L D	1	Light Debris
7/14/2020	Hill Road		195			L D	1	Light Debris
7/14/2020	Hill Road		91			L D	1	Light Debris
7/14/2020	Hill Road		141			L D	1	Light Debris
7/14/2020	Butterfly Lane		241			L D	1	Light Debris
7/14/2020	Stone Meadow Lane	X	82			L D	1	Light Debris
7/14/2020	Stone Meadow Lane	X	270			L D	1	Light Debris
7/14/2020	San Leandro Lane		348			C	1	Clear
7/14/2020	San Leandro Lane		236			C	1	Clear
7/14/2020	San Leandro Lane		232			C	1	Clear
7/14/2020	San Leandro Lane		164			C	1	Clear
7/14/2020	San Leandro Lane		396			C	1	Clear
7/14/2020	San Leandro Lane	X	284			C	1	Clear
7/14/2020	San Leandro Lane	X	322			C	1	Clear
7/14/2020	San Leandro Lane		347			C	1	Clear
7/14/2020	Middle Road		201			C	1	Clear
7/14/2020	Middle Road		303			L R	1	Light Roots
7/14/2020	Middle Road		125			L R	1	Light Roots
7/14/2020	Middle Road		239			L R	1	Light Roots
7/14/2020	School House Road	X	76			C	1	Clear
7/14/2020	Bonnie Lane	X	247			C	1	Clear
7/14/2020	School House Road	X	261			C	1	Clear
7/14/2020	School House Road	X	188			C	1	Clear
7/14/2020	School House Road		301			C	1	Clear
7/14/2020	School House Road		303			C	1	Clear
7/14/2020	Pimiento Lane		338			C	1	Clear
7/14/2020	Hot Springs Road		168			C	1	Clear
7/15/2020	Olive Mill Lane		313			C	1	Clear
7/15/2020	Santa Elena Lane		185			C	1	Clear
7/15/2020	Olive Mill Road		283			L D	1	Light Debris
7/15/2020	N Jameson Lane		378			L D	1	Light Debris
7/15/2020	N Jameson Lane		384			L D	1	Light Debris
7/15/2020	N Jameson Lane		271			L D	1	Light Debris
7/15/2020	N Jameson Lane		271			L D	1	Light Debris
7/15/2020	N Jameson Lane		96			C	1	Clear
7/15/2020	Summit Road	X	112			L R	1	Light Roots
7/15/2020	Summit Road	X	184			L R	1	Light Roots
7/15/2020	Mesa Road		255			C	1	Clear
7/15/2020	Mesa Road		170			C	1	Clear
7/15/2020	Mesa Road		191			C	1	Clear
7/15/2020	Olive Mill Road	X	118			C	1	Clear
7/15/2020	Golf Road	X	266			C	1	Clear
7/15/2020	Golf Road	X	131			C	1	Clear
7/15/2020	Golf Road		370.48			C	1	Clear
7/15/2020	Golf Road		277			L D	1	Light Debris
7/15/2020	Palm Tree Lane		319			C	1	Clear
7/15/2020	Palm Tree Lane	X	330			C	1	Clear
7/15/2020	Hot Springs Road		226			C	1	Clear
7/15/2020	Olive Mill Road		208			C	1	Clear
7/15/2020	Olive Mill Road		270			C	1	Clear
7/15/2020	Olive Mill Road	X	271			C	1	Clear
7/15/2020	Olive Mill Road		338			C	1	Clear
7/15/2020	Olive Mill Road		192			C	1	Clear
7/15/2020	Olive Mill Road		216			C	1	Clear
7/15/2020	Olive Mill Road		220			C	1	Clear
7/15/2020	Olive Mill Road		216			C	1	Clear
7/15/2020	Olive Mill Road		211			C	1	Clear
7/15/2020	Barker Pass Road	X			250	C	1	Clear
7/15/2020	7/30/2020 School House Road			303				Fine Roots @ joints



**MONTECITO SANITARY DISTRICT (MSD)**  
**Operations & Maintenance Budget Status**  
**For The Year Ending 6/30/20**  
**UNAUDITED**

	7/1/19-6/30/20	FY19-20 Budget	Variance	
<b>PAYROLL/BENEFITS EXPENSES</b>				
6100	STAFF SALARIES	1,970,414	1,980,000	9,586
6105	BOARD SALARIES	20,826	30,000	9,174
6108	AUTO ALLOWANCE	3,600	3,600	0
6270	STANDBY PAY	32,940	33,000	60
6300	OVERTIME PAY	4,040	25,000	20,960
6400	PERS CONTRIBUTION	428,568	450,000	21,432
6500	FICA CONTRIBUTION	117,848	110,000	-7,848
6510	MEDICARE	27,684	28,000	316
6520	STATE UNEMPLOYMENT TAX	1,539	5,200	3,661
6600	GROUP MEDICAL BENEFITS	298,887	330,000	31,113
6605	RETIREE MEDICAL BENEFITS	1,752	20,000	18,248
6610	LIFE INSURANCE BENEFIT	5,432	6,100	668
6615	DISABILITY INSURANCE	21,150	23,100	1,950
6620	WORKERS COMPENSATION INS	38,455	45,000	6,545
6640	DENTAL INSURANCE	16,583	18,500	1,917
6650	UNIFORM SERVICE	5,420	7,000	1,580
<b>Total PAYROLL/BENEFITS EXPENSES:</b>		2,995,138	3,114,500	119,362
<b>OPERATING EXPENSES</b>				
7090	INSURANCE - GEN LIAB/AUTO/E&O	49,098	52,500	3,402
7091	INSURANCE - PROPERTY	10,676	11,500	824
7093	INSURANCE - CRIME	733	750	17
7094	INSURANCE - MOBILE EQUIPMENT	7,458	8,000	542
7110	EMPLOYEE PHYSICALS	1,161	2,500	1,339
7121	PROPERTY MAINTENANCE	43,164	45,000	1,836
7122	VEHICLE MAINTENANCE	10,548	13,000	2,452
7126	EQUIPMENT RENTAL - COLLECTIONS	276	1,000	724
7127	SAFETY EQUIPMENT/SUPPLIES - COLLECTIONS	1,272	8,000	6,728
7129	LIFT STATION PARTS	12,394	30,000	17,606
7133	VAC CON EQUIP/MAINT	14,410	12,000	-2,410
7134	CCTV EQUIPMENT/REPAIRS	5,653	10,000	4,347
7135	LATERAL REPLACEMENT INCENTIVE	42,925	50,000	7,075
7136	MISCELLANEOUS TOOLS - COLLECTION	6,136	8,000	1,864
7150	MECHANICAL MAINTENANCE	1,849	6,000	4,151
7200	GENERAL OPERATING SUPPLIES	9,151	8,000	-1,151
7201	DRINKING WATER	1,220	1,750	530
7202	GLOVES	3,605	4,000	395
7205	EMPLOYEE/COMMUNITY GOODWILL	712	6,000	5,288
7220	MAILING/SHIPPING EXPENSES	2,320	3,000	680
7430	MEMBERSHIPS/ ANNUAL DUES	39,180	36,000	-3,180
7440	MISCELLANEOUS EXPENSES	0	2,500	2,500
7450	OFFICE EXPENSES	11,047	15,000	3,953
7454	BOOKS/SUBS/STUDY GUIDES	592	1,000	408
7456	IT HARDWARE/SOFTWARE/LICENSING	16,425	30,000	13,575
7461	PROFESSIONAL SVCS/FEES - LEGAL	30,721	30,000	-721
7462	PROFESSIONAL SVCS/FEES - ACCOUNTING	28,249	40,000	11,751
7463	PROFESSIONAL SVCS/FEES - ENGINEERING	25,156	25,000	-156
7464	PROFESSIONAL SVCS/FEES - COMPUTER	42,125	60,000	17,875
7466	PROFESSIONAL SVCS/FEES - HR	5,022	5,000	-22

**MONTECITO SANITARY DISTRICT (MSD)**  
**Operations & Maintenance Budget Status**  
**For The Year Ending 6/30/20**  
**UNAUDITED**

	7/1/19-6/30/20	FY19-20 Budget	Variance
<b>OPERATING EXPENSES Continued</b>			
7500	CUSTOMER RELATIONS EXPENSE	25,178	5,000 -20,178
7506	ADMINISTRATIVE FEES	24,686	25,000 314
7510	CONTRACTED SERVICES/LABOR	110,698	120,000 9,302
7530	ADS/NOTICES FOR PUBLICATION	437	1,500 1,063
7610	FURNITURE/FIXTURES	4,021	10,000 5,979
7641	NPDES PERMIT EXPENSES-LABORATORY	15,956	20,000 4,044
7645	NPDES PERMIT EXPENSE-OPERATIONS	25,773	27,000 1,227
7651	ANALYZER CHEMICALS	4,191	5,000 809
7652	BIOSOLIDS DISPOSAL	49,928	50,000 72
7653	CHEMICALS	184,305	200,000 15,695
7654	GENERATOR SERVICE	6,139	10,000 3,861
7655	HAZARDOUS MATERIALS DISPOSAL	182	1,000 818
7656	PLANT EQUIPMENT RENTAL	8,956	12,000 3,044
7657	PLANT MAINTENANCE MATERIALS	70,541	75,000 4,459
7658	PLANT MAINTENANCE PROJECTS	630	5,000 4,370
7659	PLANT SAFETY EXPENSES	3,022	5,000 1,978
7661	POLYMER	4,517	10,000 5,483
7662	SMALL TOOLS/EQUIPMENT	4,472	4,000 -472
7670	SPECIAL PROJECTS	95,044	100,000 4,956
7700	LAB CONSUMABLES-SMALL EQUIPMENT	24,538	28,000 3,462
7702	LAB EQUIPMENT MAINTENANCE	6,658	10,000 3,342
7703	CONTRACT LAB ANALYSES	3,831	3,000 -831
7722	BOARD TRAINING/CONF REGISTRN	40	3,000 2,960
7723	BOARD TRAVEL EXPENSES	40	7,500 7,460
7724	STAFF TRAINING/CONF REGISTRN	10,599	15,000 4,401
7725	STAFF TRAVEL EXPENSES	4,376	15,000 10,624
7726	STAFF CERTIFICATIONS/LICENSES	4,050	10,000 5,950
7727	OSHA REQUIRED TRAINING	2,066	7,000 4,934
7728	SAFETY BOOT ALLOWANCE	2,167	3,500 1,333
7731	LOCAL MEETING EXPENSES	936	2,500 1,564
7740	FUEL AND OIL	13,777	30,000 16,223
7761	WATER	9,191	15,000 5,809
7762	NATURAL GAS	2,447	3,000 553
7763	ELECTRICITY	148,194	160,000 11,806
7766	TRASH / RECYCLING	10,484	15,000 4,516
7767	TELEPHONE SERVICE	9,299	10,000 701
7768	TELEPHONE CELLULAR	10,226	12,000 1,774
<b>Total OPERATING EXPENSES:</b>		1,324,873	1,560,500 235,627
<b>Total PAYROLL/BENEFITS &amp; OPERATING EXPENSES:</b>		4,320,011	4,675,000 354,989
<hr/>			
7105	DEBT SERVICE PAYMENT	327,300	327,300 0
2710	BOND PRINCIPAL PAYMENT	605,000	605,000 0
<b>Total DEBT PAYMENTS:</b>		932,300	932,300 0
<hr/>			
<b>NON-OPERATING EXPENSES</b>			
7675	COVID-19 EXPENSES	135,604	0 -135,604



**MONTECITO SANITARY DISTRICT  
UNAUDITED REVENUES FY2019-20**

EXHIBIT A

	<b>Board Approved</b>	<b>Unaudited</b>	
	<b>Projected Revenues</b>	<b>Actual Revenues</b>	
	<b>FY 2019-20</b>	<b>7/1/2019-6/30/2020</b>	<b>COMMENTS</b>
<b>Operating Revenue</b>			
Sewer Service Charges	6,275,000	6,256,696	
Connection Fees	50,000	119,564	
Inspection Fees	20,000	40,240	
Agreement Fees	1,000	15,640	
Annexation Fees	-	24,504	720 Mountain Drive
Administrative Fees	10,000	18,044	
Plan Check Fees	500		
Engineering Review Fees	500	2,415	
<b>Total Operating Revenue</b>	<b>6,357,000</b>	<b>6,477,103</b>	
<b>Non Operating Revenue</b>			
Property Tax	400,000	603,497	Appropriated by Board on 10/31/19 for recycled water
Interest from Cash with County & LAIF	20,000	256,972	LAIF and County pooled funds interest
Miscellaneous Revenue	-	242,983	includes \$226,000 insurance pmt, \$16,000 discounts earned
GASB 31 Adjustment (FMV)	-	52,157	Change in fair market value
<b>Total Non Operating Revenue</b>	<b>420,000</b>	<b>1,155,609</b>	
Contributed Capital	-	42,479	Reimbursement for Olive Rd sewer main extensions previously paid by MSD
<b>Total Contributed Capital</b>	<b>0</b>	<b>42,479</b>	

MONTECITO SANITARY DISTRICT  
 QUARTERLY INVESTMENT/CASH ACTIVITY  
 3/31/2020-6/30/2020

EXHIBIT A

	3/31/2020	Income	Interest	Transfers In	Transfers Out	Withdrawals	6/30/2020	Net Change	
<b>Investment Accounts</b>									
Cash with LAIF	1,703,741		8,575	288,000			2,000,316	296,575	Transfer: \$288,000 per Board 4/9/20; Quarterly Interest
FMV adjustment (annually)	2,864	6,963					9,827	6,963	Change in Fair Market Value
BNY Bond Refunding Costs	0			768,650			768,650		Transfers: \$768,650 debt service payment
Cash with County-Operating	6,365,793	2,985,760	6,739		(3,282,650)		6,075,641	(290,151)	Transfers: \$1,000,000 out to MBT Operating, \$1,211,000 annual funding County CIP, \$15,000 annual funding County OPEB, \$288,000 to LAIF, \$768,650 Debt Service to BNY; Income: \$2,739,331 from SSC, \$246,429 from property tax allocation, Quarterly interest
FMV adjustment (quarterly)	56,458	(14,217)					42,241	(14,217)	Change in Fair Market Value
Cash with County - Capital Replacement	6,122,155			1,211,000			7,333,155	1,211,000	Transfers: \$1,211,000 annual funding depreciation
FMV adjustment (quarterly)	54,307	(3,323)					50,984	(3,323)	Change in Fair Market Value
Cash with County-Retiree Medical	152,865			15,000			167,865	15,000	Transfers: \$15,000 annual funding OPEB
FMV adjustment (quarterly)	1,356	(189)					1,167	(189)	Change in Fair Market Value
<b>MBT Operating account</b>	66,201	290,562		1,000,000		(1,139,019)	217,744	151,543	Income: connection, permit & other fees, Transfers: \$1,000,000 in from County Operating, Withdrawals are pmts on O&M expenses
<b>MBT Capital Improvement account</b>	21,421					(20,112)	1,309	(20,112)	Withdrawals are payments on capital improvement projects
<b>MBT Recycled Water account</b>	1,092,638		1,752			(2,474)	1,091,916	(722)	Interest, Withdrawals are payments on recycled water
Insurance Reimbursement Acct	111,744		70				111,814	70	Disaster Insurance Payment - due to FEMA
Revolving fund account	1,445						1,445	0	Withdrawals are payments on O&M expense paid outside normal processing
Petty Cash	250						250	0	
<b>Total Cash &amp; Investment accounts</b>	<b>14,230,152</b>	<b>3,265,556</b>	<b>17,136</b>	<b>3,282,650</b>	<b>(3,282,650)</b>	<b>(1,161,605)</b>	<b>17,874,326</b>	<b>1,352,437</b>	

**CAPITAL IMPROVEMENT PROJECTS  
UNAUDITED YEAR END STATUS**

EXHIBIT A

<b>ASSIGNED PROJECT #</b>	<b>CAPITAL IMPROVEMENT PROJECT DESCRIPTION</b>	<b>Expenditures 7/1/19-6/30/20</b>	<b>Board Approved FY19-20 Funding</b>
<b>Annual projects</b>			
<b>1</b>	Scheduled and Emergency Replacements	58,515	100,000
<b>2</b>	Manhole Raising / Repair / Replacement	37,958	50,000
<b>3</b>	Sewer Main Repair / Replacement	26,048	50,000
<b>Ongoing projects</b>			
<b>4</b>	Dissolved Air Floatation Thickner (DAFT) Replacement	471,819	475,000
<b>7</b>	Essential Services Building Construction	6,179	4,625,000
<b>New projects FY2019-20</b>			
<b>9</b>	Sewer Main Extensions-Riven Rock		300,000
<b>10</b>	Recycled Water - Pilot Project	84,343	125,000
<b>Capital Improvement Project Expenditures FY19-20</b>		<b>684,862</b>	<b>5,725,000</b>

<b>Recycled Water Fund</b>			
<b>11</b>	Recycled Water	102,323	**

**Total Funds Expended in FY19-20                      787,184**

\*\* 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

**QUARTERLY CERTIFICATION STATEMENTS  
FOR THE  
MONTECITO SANITARY DISTRICT**

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

**For the Quarter Ended**

**June 30, 2020**

As Treasurer of the Montecito Sanitary District, I 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: July 30, 2020

\_\_\_\_\_  
Board Treasurer  
MONTECITO SANITARY DISTRICT

# 2020 Local Agency Biennial Notice

EXHIBIT C

Name of Agency: MONTECITO SANITARY DISTRICT

Mailing Address: 1042 MONTE CRISTO LANE, SANTA BARBARA, CA 93108

Department Head or Director

Name: DIANE M GABRIEL

Phone No: 805-969-4200

Email: dgabriel@montsan.org

Contact Person

Name: TONI M MCDONALD

Phone No: 805-969-4200

Email: tmcdonald@montsan.org

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its Conflict of Interest Code and has determined that *(Check one box)*:

**No amendment is required.**

**The following amendments are required:**

*(Check all that apply.)*

- Add new positions (including consultants) that must be designated.
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.
- Revise based on updates to disclosure categories
- Revise the titles of existing positions.
- Other *(describe)* \_\_\_\_\_

By signing below, you are attesting to the following:

*To the best of my knowledge, the agency's code accurately designates all positions that make or participate in the making of the governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

*I have reviewed the Conflict of Interest Code requirements against the positions within my department and as indicated above, I have either determined the revised Conflict of Interest Code attached meets the filing requirements and I authorize the changes or that no amendment is required.*

**July 30, 2020**

\_\_\_\_\_  
Signature of Department Head or Director

\_\_\_\_\_  
Date

**The code is currently under review by the code reviewing body.**

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than October 1, 2020 to the following address:

Santa Barbara County  
Clerk of the Board of Supervisors  
Attn: Chelsea Lenzi  
105 E. Anapamu St., Room 407  
Santa Barbara, CA 93101