



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

BOARD PACKET

For the Regular Board Meeting of

Thursday, January 11, 2024

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AGENDA

For the Regular Meeting of the Board on:

January 11, 2024

The regular meeting of the Governing Board will begin at **12:00 p.m. on January 11, 2024** in the District's Board Room at 1042 Monte Cristo Lane, Santa Barbara, CA 93108.

Additionally, Director Ohlmann will be attending the meeting at 1633 North Harvest Dance Road, Jackson, WY 83001.

The public may attend the meeting in person or participate remotely via Zoom using the following virtual meeting details:

By visiting: <https://us02web.zoom.us/j/86118975917>

Or by calling: 1-669-900-6833

Meeting ID: 861 1897 5917

1. CALL TO ORDER

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PRESIDENT'S REPORT

D. AGENDA CHANGES/DELETIONS

2. PUBLIC COMMENT

Public comment on items not on the agenda is **limited to 3 minutes** and is at the discretion of the Board President. For further instructions, please see [Instructions for Public Comment](#) on the District's website.

3. CONSENT CALENDAR

A. Payables from December 1, 2023 through December 31, 2023

B. Board Meeting Minutes of the December 14, 2023 Regular Board Meeting

4. COMMITTEE REPORTS

It is recommended that the Board receive and file a report provided by the following committee(s):

A. The Montecito Sanitary District Strategic Planning Committee (Directors Hogan and Barrett) will report on their January 8, 2024 meeting.

5. DISTRICT BUSINESS ITEMS

A. BOARD POLICIES AND PROCEDURES

It is recommended that the Board:

- i) Approve amendments to the Board Policies and Procedures Manual; and
- ii) Take any such additional, related action that may be desirable.

B. LOCAL AGENCY FORMATION COMMITTEE (LAFCO) REGULAR SPECIAL DISTRICT MEMBER APPOINTMENT

It is recommended that the Board:

- i) Select a Regular Special District Board Member for LAFCO from the list of three candidates; and
- ii) Take any such additional, related action that may be desirable.

6. GENERAL MANAGER'S REPORT

General Manager John Weigold will provide informational, nonactionable updates regarding matters before the District.

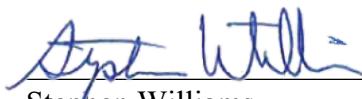
7. ITEMS FOR FUTURE AGENDAS

The next regularly scheduled Board meeting will be held on February 8, 2024 at 12:00 pm.

8. ADJOURNMENT

The Montecito Sanitary District has resumed in-person meetings in accordance with the Brown Act. In accordance with the State of Emergency declaration issued on March 4, 2020 by the Governor of the State of California in response to COVID-19 and Government Code 54953(e), the District also provides alternative methods of remote participation which permit members of the public to observe and address public meetings remotely via telephone or Zoom. These methods of participation can be accessed through the internet link provided at the top of this agenda.

This agenda was posted on the District website, and at the Montecito Sanitary District Bulletin Board in accordance with the requirements of the Brown Act. Attested by:



Stephen Williams
District Administrator/Clerk of the Board

ADA – The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's programs, services or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at 969-4200. Notification at least twenty-four (24) hours prior to the meeting will enable the District to make appropriate arrangements.



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BOARD LIST OF PAYABLES – DECEMBER 2023

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
12/14/2023	ACCOUNTS PAYABLE	148,550.43
	Subtotal	\$ 148,550.43
12/14/2023	CAPITAL IMPROVEMENT PROJECTS	15,537.44
	Subtotal	\$ 15,537.44
12/10/2023	PAYROLL	96,304.56
12/24/2023	PAYROLL	91,293.30
	Subtotal	\$ 187,597.85
	<u>TOTAL</u>	<u>\$ 351,685.72</u>

*All Invoices were reviewed and approved by Department Managers

**All Invoices and Payments were reviewed and approved and checks signed by the General Manager

***Board Treasurer, Edwin Martin, approved all payables by email prior to check mailing

Check History Report
Sorted By Check Number
Activity From: 12/1/2023 to 12/31/2023
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)				
Check Number	Check Date	Name	Check Amount	Description
0000028928	12/14/2023	860 SAN YSIDRO LLC	2,179.00	Deposit Refund - 860 San Ysidro Road
0000028929	12/14/2023	ACWA/JPIA	25,321.93	Medical/Dental/Life Insurance Premium-November
0000028930	12/14/2023	AMAZON CAPITAL SERVICES	1,697.57	Ink Cartridges, annual business Membership Dues, Security Lights & Poles, Neoprene Rubber Strips, Office Supplies, Adhesive Applicator, Box Cutters
0000028931	12/14/2023	AQUA-FLO SUPPLY	65.97	Portable Water Valve Repair Parts
0000028932	12/14/2023	AT&T MOBILITY	23.24	Wireless Office Data Port-November
0000028933	12/14/2023	BIG BRAND TIRE & SERVICES	260.35	Bypass Pump Trailer Tire Repair
0000028934	12/14/2023	BIG GREEN CLEANING COMPANY	2,460.00	Janitorial Services-December
0000028935	12/14/2023	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-December
0000028936	12/14/2023	CED ROYAL INDUSTRIAL SOLUTIONS	5,380.06	Parts/Equipment for Chemical Feed Pump PLC's
0000028937	12/14/2023	CINTAS CORPORATION #684	4,414.73	Uniforms, Towels, Floor Mats-Cleaning/Rental-Nov
0000028938	12/14/2023	COLANTUONO, HIGHSMTIH & WHATLEY	7,125.00	Legal Counsel Services-November
0000028939	12/14/2023	COMPUVISION COMMUNICATIONS	831.00	IT Services-November, 365 Cloud Backup-December
0000028940	12/14/2023	CORT	44.00	Deed Report-November
0000028941	12/14/2023	CSRMA	5,388.00	Workers Compensation Final Audit Payment
0000028942	12/14/2023	CALIFORNIA WATER ENVIRONMENT	324.00	Staff Certification and Membership Renewal
0000028943	12/14/2023	DOCU PRODUCTS	83.10	Copier Maintenance Agreement-December
0000028944	12/14/2023	ENGEL & GRAY, INC	5,838.14	Biosolids Hauling/Bin Rental-November
0000028945	12/14/2023	FAMCON PIPE & SUPPLY, INC	326.25	Piping for WAS Flow Meter
0000028946	12/14/2023	FISHER SCIENTIFIC	977.68	Lab Testing Supplies
0000028947	12/14/2023	GLS COMPANIES	750.00	Landscape Services-November
0000028948	12/14/2023	GRAINGER	255.70	Portable Cord, 12V Batteries, Wireless Mouse
0000028949	12/14/2023	HASA	8,918.47	Sodium Hypochlorite
0000028950	12/14/2023	HAYWARD SANTA BARBARA	23.22	Plant Maintenance Materials
0000028951	12/14/2023	J F BRENNAN CO, INC	10,250.00	Annual Ocean Outfall Inspection
0000028952	12/14/2023	DORINNE JOHNSON	277.91	ACWA Conference Hotel Deposit Reimbursement
0000028953	12/14/2023	KIMBALL MIDWEST	152.67	Plant Maintenance Materials
0000028954	12/14/2023	MARBORG INDUSTRIES	1,006.74	Refuse & Hazardous Waste Disposal/Recycling-Nov
0000028955	12/14/2023	MONTECITO BANK & TRUST	2,199.78	December Credit Card Payment-Shipping, Parking, Microwave, ACWA Conference hotel for Weigold & Johnson, Board Lunches, Engineering License Renewal
0000028956	12/14/2023	MCCORMIX CORP	470.85	Vehicle Fuel 11/15-11/30/23
0000028957	12/14/2023	MOTION INDUSTRIES, INC	1,876.69	Replacement Pump Parts
0000028958	12/14/2023	MOUNTAIN SPRING WATER	244.10	Bottled Drinking Water-November
0000028959	12/14/2023	MSD - PETTY CASH REIMB	202.15	Replenish Petty Cash
0000028960	12/14/2023	MUSIC ACADEMY OF THE WEST	2,300.00	Deposit Refund - 1070 Fairway Road
0000028961	12/14/2023	MONTECITO WATER DISTRICT	3,438.83	Joint Consolidation Feasibility Study, Water Tender Usage
0000028962	12/14/2023	OILFIELD ENVIRONMENTAL &	315.00	Outside Lab Analyses 11/21/23
0000028963	12/14/2023	PAYCHEX OF NEW YORK, LLC	555.40	Payroll Services-November
0000028964	12/14/2023	PURETEC INDUSTRIAL WATER	78.40	Water Softener Sodium Tank Exchange
0000028965	12/14/2023	RINGCENTRAL, INC.	708.06	Phone Service-November
0000028966	12/14/2023	SAFEGUARD BUSINESS SYSTEMS	1,656.60	O&M Checks Reorder, Double Window Envelopes
0000028967	12/14/2023	SANSUM CLINIC	140.00	Employee Vaccination
0000028968	12/14/2023	S B HOME IMPROVEMENT CENTER	68.80	Plant Maintenance Materials
0000028969	12/14/2023	SOUTHERN CALIFORNIA EDISON CO	16,572.03	Electric Service 10/23-11/21/23
0000028970	12/14/2023	SOCAL GAS	267.85	Gas Service-November
0000028971	12/14/2023	STANDARD INSURANCE COMPANY	1,610.18	Short/Long Term Disability-November
0000028972	12/14/2023	STREAMLINE	310.00	Website Hosting Services-December
0000028973	12/14/2023	SWRCB ACCOUNTING OFFICE	16,807.00	SWRCB Annual Facility & Collection System Permit Fees
0000028974	12/14/2023	JONATHAN (or) KAREN TAMMELA	2,300.00	Deposit Refund-1149 Glenview Road

0000028975	12/14/2023	UNIVAR SOLUTIONS	4,325.62	Sodium Bisulfite
0000028976	12/14/2023	UNDERGROUND SERVICE ALERT	113.25	59 Dig Alert Tickets-November
0000028977	12/14/2023	WATER SYSTEMS CONSULTING, INC.	5,062.50	Sewer Model Development-November
0000028978	12/14/2023	ZWORLD GIS	2,280.00	GIS Development & Support-December
Bank B Total:			<u>148,550.43</u>	

Bank Code: G CAPITAL IMPROVEMENT CASH (MBT)				
Check Number	Check Date	Name	Check Amount	Description
0000001429	12/14/2023	ASPECT ENGINEERING GROUP	960.00	CIP T003: Improvements to SCADA System
0000001430	12/14/2023	RINCON CONSULTANTS, INC	8,315.00	CIP C002: Environmental Services for Highway 101
0000001431	12/14/2023	SB COUNTY PUBLIC WORKS	1,042.44	CIP C002: Roads/Utility Inspections
0000001432	12/14/2023	TIERRA CONTRACTING INC	5,220.00	CIP C003: Progress Payment for Roundabouts
Bank G Total:			<u>15,537.44</u>	
Report Total:			<u><u>164,087.87</u></u>	



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MINUTES

For the Regular Meeting of the Board on:
December 14, 2023

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 12:09 pm on Thursday, December 14, 2023. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Directors Hogan, Johnson, Martin, Ohlmann, and President Ellwood T. Barrett II

Board Members Absent:

Also Present and Participating:

John Weigold, MSD General Manager
Stephen Williams, MSD Clerk of the Board & District Administrator
Carole Rollins, MSD Laboratory Manager
Ricardo Larroude, MSD Collections & Maintenance Supervisor
Doug Johnson, Ralph, Andersen & Associates
Kenneth Coates, MWD Board President

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. ORGANIZATIONAL DECISIONS

ON MOTION by Director Hogan, Seconded by Director Johnson, the Board voted to elect Director Barrett as President of the Board of Directors.

AYES: Directors Hogan, Martin, Ohlmann, Johnson, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

ON MOTION by Director Barrett, Seconded by Director Ohlmann, the Board voted to elect Director Hogan as Vice President of the Board of Directors.

AYES: Directors Hogan, Martin, Ohlmann, Johnson, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

ON MOTION by Director Barrett, Seconded by Director Hogan, the Board voted to elect Director Martin as Treasurer of the Board of Directors.

AYES: Directors Hogan, Martin, Ohlmann, Johnson, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

ON MOTION by Director Barrett, Director Ohlmann, the Board voted to elect Director Johnson as Secretary of the Board of Directors.

AYES: Directors Hogan, Martin, Ohlmann, Johnson, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

ON MOTION by Director Ohlmann, Seconded by Director Johnson, the Board voted to hold regularly scheduled Board meetings the 2nd and 4th Thursday of each month at 12 p.m. for Calendar Year 2024.

AYES: Directors Hogan, Martin, Ohlmann, Johnson, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

President Barrett updated the Standing Committees with input from the Board Members for Calendar Year 2024 as follows:

- i) Finance Committee: Johnson (Chair), Martin (Member), Barrett (Alternate)
- ii) Strategic Planning Committee: Hogan (Chair), Barrett (Member), Johnson (Alternate)
- iii) Administrative & Operations Committee: Ohlmann (Chair), Hogan (Member), Martin (Alternate)
- iv) Personnel Committee: Martin (Chair), Barrett (Member), Ohlmann (Alternate)
- v) Public Information Committee: Ohlmann (Chair), Johnson (Member), Hogan (Alternate)

ON MOTION by Director Hogan, Seconded by Director Ohlmann, the Board voted to continue the appointment of John Weigold as General Manager.

AYES: Directors Hogan, Martin, Ohlmann, Johnson, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

ON MOTION by Director Johnson, Seconded by Director Ohlmann, the Board voted to continue the appointment of Aleks Giragosian of Colantuono, Highsmith & Whatley as District General Legal Counsel.

AYES: Directors Hogan, Martin, Ohlmann, Johnson, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

4. CONSENT CALENDAR

ON MOTION by Director Hogan, Second by Director Johnson, the Board voted to approve the Consent Calendar containing the following items:

- A. Payables from November 1, 2023 through November 30, 2023
- B. Meeting Minutes of the December 6, 2023 Regular Board Meeting
- C. General Manager Employment Contract Amendment #2
- D. Combination Sewer Cleaner Purchase
- E. Resolution 2023-971 – Declaring 2024 Holidays
- F. Resolution 2023-972 – Excess Land and Air Space

5. SALARY STUDY – COMPARABLE AGENCIES

The Board received a presentation from Doug Johnson of Ralph, Andersen, & Associates regarding the recommended agencies for use in the Total Compensation Study. The Board gave direction for other agencies to include in the study, and no reportable action was taken.

6. COMMITTEE REPORTS

- Directors Hogan and Johnson gave a summary of the Joint Strategic Planning Meeting with Montecito Water District held on November 15, 2023.

7. DISTRICT BUSINESS ITEMS

A. BOARD POLICIES AND PROCEDURES

The Board discussed recommended changes to the Board Policies and Procedures and directed staff to include amendments for approval at the next Regular Board Meeting.

B. STRATEGIC PLAN UPDATE

The Board received an updated Strategic Plan from General Manager John Weigold. No action was taken.

8. GENERAL MANAGER’S REPORT

General Manager John Weigold provided informational, nonactionable updates regarding matters before the District.

9. ITEMS FOR THE NEXT AGENDA

The next regular Board meeting will be held on January 11th, 2024 and may include the following topics:

- a. Report on Recycled Water Memorandum of Understanding with Montecito Water District

10. ADJOURNMENT

The meeting adjourned at 4:22 pm ON MOTION by Director Hogan, Seconded by Director Ohlmann.

These minutes were presented for approval at the General Board Meeting on January 11, 2024.

Ellwood T. Barrett II, President

Minutes taken and prepared by:

Stephen Williams
Business and Administrative Manager/Clerk of the Board



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MONTECITO SANITARY DISTRICT STAFF REPORT – 5A

DATE: January 11, 2024
TO: Board of Directors
FROM: John Weigold, General Manager
Stephen Williams, District Administrator
SUBJECT: Board Policies and Procedures

RECOMMENDATION

It is recommended that the Board:

- i) Approve amendments to the Board Policies and Procedures Manual; and
- ii) Take any such additional, related action that may be desirable.

BACKGROUND

At its December 14, 2023, regular meeting, the Board recommended changes to the Board Policies and Procedures. The changes are in redline in Attachment 1. Staff recommends that the Board review and approve the policy amendments as outlined in the attachment.

FISCAL IMPACT

None

ATTACHMENTS:

1. Redlined Board Policies and Procedures



BOARD OF DIRECTORS
POLICY AND PROCEDURES MANUAL

Adopted in 2024~~1~~

Revised ~~May 25~~January 11, 2024~~1~~

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1. Role of the Board of Directors

1. The District's policies, mission, goals, and programs are established by a majority of the Board of Directors at public meetings.
2. All District powers are exercised by its Board of Directors. (Health & Safety Code, § 6481.)
3. The Board will not direct management as to how to implement policy, but it shall hold management responsible if the policies of the District are not implemented.
4. The Board appoints the General Manager of the District, defines the General Manager's responsibilities, and delegates Board authority and power to the General Manager to carry out the responsibilities.
5. The General Manager is responsible for all of the following:
 - a. The implementation of the policies established by the Board for District operation.
 - b. The appointment, supervision, discipline, and dismissal of District employees, consistent with the employee relations system established by the Board.
 - c. The supervision of District facilities and services.
 - d. The supervision of District finances.
 - e. Coordinate with the President of the Board to agendize meetings.
6. The General Manager shall recommend in public meetings of the Board the programs to implement District policy.
7. On or before July 1st of each year the Board adopts the District's annual budget.
8. The Board approves the District's organizational structure and employment positions.
9. The Board appoints the District's legal counsel and financial auditor annually.
10. The Board approves the Accounts Payable register as an agenda item at regular Board meetings.
11. The Board approves all contracts and individual purchases ~~greater than \$10,000 with a majority vote~~pursuant to its most recently adopted Purchasing Policy in a regular, special, or emergency public meeting.
12. Directors shall uphold the constitutions of the United States and the state of California. Directors shall comply with applicable laws regulating their conduct, including state laws concerning conflicts of interest, financial disclosure, open meetings, and confidential information.

2. Board Election/Appointment

The District shall have a board of five Directors each of whom whether elected or appointed, shall reside within the boundaries of the Montecito Sanitary District and be a registered voter within those boundaries. (Health & Safety Code, § 6464)

The term of office of each Director other than Directors appointed to fill an unexpired term shall be four years. (Elections Code, § 10507)

Directors elected to office take office at noon on the first Friday in December following the General District Election. Before taking office, each Director shall take and subscribe the official oath and file it with the Clerk of the Board. (Elections Code, § 10554)

New Directors will file an Assuming Office Form 700 within thirty days of taking office.

An office of a director shall be deemed to have become vacant when one or more events specified in [sections 1770, et. seq. of the Government Code](#) have occurred. All vacancies occurring shall be filled pursuant to [section 1780 of the Government Code](#).

A Director leaving office will file a Leaving Office Form 700 within thirty days of vacating office.

The term limit for President and Vice President of the Board of Directors is two years, unless no other member of the Board is willing to serve as President or Vice President.

3. Board Organization

The Board of Directors shall hold an annual organizational meeting at a regular meeting in December to establish or confirm Board officers by an election from existing Board members.

Board officers are the President, Vice President, Treasurer, and Secretary.

Officers assume their duties immediately upon Board confirmation and serve during the next calendar year.

~~Additionally, the General Manager and District Legal Counsel shall be affirmed at the annual organizational meeting.~~

At the organizational meeting the Board [President](#) will appoint members to the Standing Committees.

Standing and Ad Hoc Committees

- a) Standing committees shall only be dissolved by majority vote of the Board.
- b) The duties of an ad hoc committee shall be determined at the time of appointment and the committee shall be considered dissolved when its final report has been made.

- c) If the Board President or the Board has created a standing committee the members of such committee shall be appointed for the year no later than the Board's regular meeting in January.
- d) Minutes shall be required for meetings of standing committees, and such meetings shall be conducted in accordance with the Ralph M. Brown Act. (Government Code, § 54952)
- e) Minutes shall not be required to be prepared for ad hoc committee meetings. Ad hoc committees are not considered legislative bodies for purposes of the Ralph M. Brown Act. (Government Code, § 54952)
- f) All actions of committees are subject to approval by the Board of Directors.

District Representation in Organizations

- a) The Board reviews annually all District [Board](#) memberships and representations.
- b) Appointments to serve as a District representative or member on a non-District board, commission, or organization shall be made by the President, subject to confirmation by the full Board.
- c) Unless otherwise required by law or contract, the term of any external position shall be one year. There is no limit to the number of terms or consecutive terms.
- d) Additional policies related to representation in external organizations are stated in the "Board Memberships" section of this manual.

4. Board Memberships

Appropriate Memberships

To take advantage of in-service training opportunities, the District may belong to ~~industry related~~[industry-related](#) associations. Directors who are appointed District representatives may attend meetings of national, state, and local associations, which are directly related to the District's purpose and operation. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process.

Appointment of Representative

The President shall appoint Directors as a representative and alternate, as appropriate, to serve as District contacts among stakeholder groups, associations, and other organizations at the Board's discretion. All representatives and alternates shall report to the Board in a timely manner on their activities. Directors may be allowed certain expenses for travel and membership as a representative or alternate. Reimbursable expenses shall be determined and approved at a regular Board meeting before expenses are incurred.

Representation Limitation

When expressing an opinion about any aspect of District business, each Director Representative should clearly state that he or she is expressing a personal opinion that is not a Board position, unless the representative has been directed by the Board to express an official District policy or position or decision, which has been approved by the Board.

5. Board Meetings

Under the Ralph M. Brown Act (Government Code sections 54950, et seq.) all meetings of the Board must be open to the public, publicized and noticed properly, conducted according to agenda and meeting procedures, and be documented; however, exceptional meetings may be noticed and conducted as closed sessions, which are not open to the public.

Meetings shall be conducted utilizing Rosenberg's Rules of Order

A majority of the Board shall not discuss or reach consensus on any matter under the jurisdiction of the District other than during a meeting of the Board.

Regular Meetings

The schedule for Board meetings will be determined at the annual organizational meeting, typically held in December.

The Clerk of the Board will prepare an agenda for each regular meeting after consulting with the General Manager and/or Board President. The agenda has a brief description of each agenda item. District staff will provide the Board packet to all Directors one week in advance of each regular meeting upon receiving a finalized agenda.

Only items that are stated on an agenda may be discussed in the meeting. The agenda is posted at least seventy-two hours before the regular meeting.

The Board, by majority vote or as otherwise provided by law, may modify the agenda before the first matter is considered. To the extent time permits, all matters on the agenda shall be considered and this is done in the order of the agenda's noticed or modified sequence.

No action may be taken on any matter that is not noticed on the posted agenda, with very limited exceptions. Agenda items that are not considered or completed at a meeting for lack of time may become an agenda item in a subsequent meeting.

A regular meeting agenda may include a closed session; *see* section on **Closed Sessions**.

Special Meetings

A special meeting of the Board may be called as needed by the Board President or by a majority of the Board.

The Clerk of the Board will prepare the agenda for the special meeting, which contains a brief description of each agenda item, after consulting with the General Manager and/or Board President. This agenda is posted at least twenty-four hours before the special meeting. Only business identified in the agenda shall be considered or discussed at a special meeting.

A special meeting agenda may include a closed session; The Board may meet in closed session during a special meeting; *see* section on **Closed Sessions**.

Emergency Meetings

Sometimes an emergency requires prompt action. An emergency meeting may occur without complying with special meeting posting and notice requirements.

An "emergency" includes any of these situations:

- a) A work stoppage or other activity severely threatens or impairs public health, safety, or both, as determined by a majority of the Board.
- b) A crippling disaster severely impairs or threatens public health, safety, or both, as determined by a majority of the Board.

The Board shall not meet in closed session during any emergency meeting. All special meeting requirements apply to emergency meetings except the twenty-four hour notice requirement.

Use of Legal Counsel

All questions concerning District business shall be funneled through the General Manager or Board President only.

Closed Sessions

In specific instances, Board business may be conducted in closed sessions, which are not open to the public. The exceptional circumstances allowing for a closed session are specified in the Ralph M. Brown Act. Generally, these are circumstances concerning claims, litigation, potential litigation, labor negotiations, real estate negotiations, and personnel.

The particular exception allowing for the closed session must be specified in the agenda. No other matter may be discussed in the closed session. Although not always required, District Legal Counsel usually attends all closed sessions.

The District's right and need to conduct some of its business confidentially and to have legal confidences are not subject to "waiver" by any Director. The District is entitled to protect its privileged official information. Evidence Code, § 1040. No Director may be asked about what happened in a closed session and no Director is allowed to disclose what was discussed or occurred in a closed session. *Kleitman v. Superior Court (Wesley)* (1999) 74 Cal.App.4th 324.

Quorum Required

No Director may take any action or make any representation that results in 1) budgeting or expending District funds, 2) establishing any procedure or policy, or 3) taking any action on behalf of the Board. All of such action requires a quorum of the Board (as defined by the Brown Act) to be present in a public meeting and Board agreement during a noticed and properly conducted meeting.

Action may be taken only by a majority vote of the Board. Three Directors constitute a quorum. A quorum is required to conduct business and to take action. When there is only a quorum to take action, all votes must be unanimous.

A Director who abstains from voting will be identified in the minutes as "Abstaining." If there is an abstention when only a quorum is present, the Board cannot take action. For the same reason, if there are two abstentions when all five Directors are present and action requires a two-thirds vote, no action may be taken.

6. Board Compensation

Board/Committee Meetings

~~Board Members are paid pursuant to the most recently adopted Director Compensation Ordinance. Effective May 10, 2021, Directors are paid \$220.00 for each day's attendance at a regular or special meeting of the Board or a standing or ad hoc committee. (MSD Ordinance No. 17). Compensation for regularly scheduled meetings will be reviewed at the annual organizational meeting.~~

Conference/Seminar

A Director authorized and requested by the Board to attend a conference or seminar shall be compensated ~~\$137.50 per day for each day of attendance, and no travel day will be compensated. (MSD Ordinance No. 14).~~ pursuant to the most recently adopted Director Compensation Ordinance.

Other Authorized Meetings

A Director authorized and requested by the Board to serve as an officer or liaison to affiliated agencies as an official District representative shall be compensated ~~\$137.50 per day for each day of attendance. (MSD Ordinance No. 14).~~ pursuant to the most recently adopted Director Compensation Ordinance.

Prior authorization must be received from the Board in a public meeting in order to receive per diem compensation and expense reimbursement. An authorized representative Director shall provide a brief report of the meeting at the next regular Board meeting.

Compensation for meetings and services is limited to six days in any calendar month. (~~MSD Ordinance No. 14~~ California Health and Safety Code Section 6489).

~~Daily compensation shall be for one meeting at the highest applicable compensation rate regardless how many meetings were attended that day.~~

~~District policy stated in Ordinance No. 14 is pursuant to section 53232.1 (b) of the Government Code: "A local agency may pay compensation for attendance at occurrences (other than meetings) only if the governing body has adopted, in a public meeting, a written policy specifying other types of occasions that constitute the performance of official duties for which a member of the legislative body may receive payment."~~

7. Board Travel

The Board has decided that it is in the District's best interests if its Directors participate, from time to time, in conferences, seminars, and meetings related to the governance of public agencies, especially agencies responsible for wastewater collection, treatment, and disposal. The Board has adopted the following policies for Director participation; additionally, Directors are required to comply with ethical, disclosure, and conflict of interest laws and standards.

Vendor/Consultant Benefits

The Board discourages the acceptance of gifts, gratuities, trips, and similar incentives and benefits from vendors and or consultants.

Registration

Registration fees for conferences, seminars, workshops, and meetings will be paid directly and in advance by the District. Extra registration or other fees for spouses or guests will not be paid by the District.

Transportation

An authorized Director should try to arrange for the District to be billed in advance for public transportation. The use of a private vehicle will be compensated at the mileage rate allowed by the Internal Revenue Service. Under no circumstance will the reimbursement for transportation expense exceed the lowest cost for round trip airfare from Santa Barbara to the meeting site. Special travel requirements, such as rental car, taxi, or shuttle service, will be reimbursed from receipts and records provided by the Director. Travel costs for spouses or guests will not be paid by the District.

Lodging

If overnight stay is required, the authorized Director should arrange for the District to be billed in advance for lodging expenses. If prior arrangements are not possible, the Director may pay for lodging costs and reimbursement will be made from receipts and records. The District reimburses only the expense of normal lodging at a single occupancy rate, plus tax. It does not reimburse extra services or entertainment.

Meals

Directors will be compensated for meals, including non-alcoholic beverages, taxes, and gratuities purchased at their expense, unless these are provided by the conference or seminar, not to exceed the per diem rates periodically established and published by the County of Santa Barbara. The cost of meals offered as part of the conference format shall be fully reimbursed, unless the cost of such meals is covered in the conference registration fee.

8. Conflict of Interest

Statement of Economic Interests

Directors shall file statements of economic interest (Form 700) as required by the Fair Political Practices Commission; *see* 2 California Code of Regulations, section 18730. If newly appointed or elected, a Director must file an Assuming Office Statement within thirty days of assuming office. Annual statements for all Directors, covering the prior calendar year must be filed by April 1st. A Director must file a Leaving Office Statement within thirty days of leaving office.

State Regulations

All provisions of 2 California Code of Regulations, section 18730 and any amendments thereto are incorporated by reference.

Compliance Requirements

Directors shall comply with all provisions of the District's conflict of interest code, which the Board reviews every two years and files with the County of Santa Barbara.

Abstaining from Voting

When a disqualifying and disclosed financial conflict of interest exists, a Director shall abstain from participating in Board decision-making.

When a Director's actual or potential disqualifying financial conflict of interest should arise in the course of Board business, a Director shall disclose the conflict and should expect to abstain from discussion and voting on the related matter. When a Director should become aware of a potential or actual financial conflict of interest arising from an item being considered for an agenda or that has been noticed on a Board meeting agenda, the Director shall immediately inform the General Manager to allow determination whether it is a disqualifying conflict of interest.

A Director shall not attempt to influence how other Directors vote when a Director has a disqualifying financial conflict of interest.

When a Director has a disqualifying financial conflict of interest, immediately before the agenda item is discussed the Director shall disclose on the record and with sufficient specificity the actual or potential disqualifying financial conflict of interest, except a residence address.

Generally, if a matter is not on the consent agenda, a Director shall leave the Board table during deliberation of or action on the agenda item for which the Director has a disqualifying conflict, but the Director may remain in the hearing room and address the Board on the matter solely as a member of the public. (Government Code sections 87100, 87101, 87103, 87105, 87200; FPPC regulations 18700 - 18707).

Incompatible Offices

A Director shall not hold incompatible public offices. A Director may not hold any other public office with any duty that might require action contradictory to or inconsistent with his or her duties as a District Director. At all times, a Director's sole loyalty should be to the District. Each Director shall become informed of and adhere to the requirements of section 1099 of the Government Code.

9. Ethics Training

Each District Director is required to receive at least two hours training in ethics every two years. However, a new Director must receive two hours of ethics training within one year of taking the oath of office and every two years thereafter.

The District shall provide the Directors with information and education opportunities to satisfy the ethics training requirement. Directors may be allowed actual and necessary travel, meals, and lodging to attend biennial ethics training as approved by the Board.

Upon completion of required ethics training, Directors shall file documentation to prove they have received required training to the Clerk of the Board.



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

MONTECITO SANITARY DISTRICT

STAFF REPORT – 5B

DATE: January 11, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Local Agency Formation Committee (LAFCO) Regular Special District Member Appointment

RECOMMENDATION

It is recommended that the Board:

- i) Select a Regular Special District Board Member for LAFCO from the list of three candidates; and
- ii) Take any such additional, related action that may be desirable.

ANALYSIS

None.

FISCAL IMPACT

None.

DISCUSSION

LAFCO has received three nominations for the position of Regular Special District Member to serve as the special district members on the LAFCO commission. Each of the 39 special districts under the Santa Barbara LAFCO organization are requested to have their Presiding Officers cast their vote for one candidate by February 19, 2024. For the election to be valid, at least a quorum of the special districts must submit valid ballots (at least 20 ballots).

Each returned ballot shall be signed by the presiding officer or his or her alternate as designated by the district governing body. (Gov. Code sec. 56332(a) & (c)(5).). The ballot should be submitted no later than 5:00 pm, Monday, February 19, 2024 directly to LAFCO by hand or U.S. mail to Natasha Carbajal, Santa Barbara LAFCO, 105 East Anapamu Street, Room 407, Santa Barbara CA 93101, or via email to lafco@sblafco.org.

The Ballot and accompanying nomination forms with additional information are attached as Attachments A, B, C and D.

Staff recommends that the Board select a candidate from the list of nominees in order for the Board President to cast the ballot on behalf of the District.

ATTACHMENTS

- A.** LAFCO Ballot for Regular Special District Member
- B.** Nomination Form – Craig Geyer
- C.** Nomination Form – Jorge Magana
- D.** Nomination Form – Dorinne Lee Johnson

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
Submit No Later than 5:00 pm, Monday, February 19, 2024

OFFICIAL BALLOT No. 1

Election of Regular Special District Member on Santa Barbara LAFCO
Vote for one of the following **Regular Special District Member** nominees:

<input type="checkbox"/>	Craig Geyer, Incumbent – Goleta West Sanitary District
<input type="checkbox"/>	Jorge Magana – Mission Hills Community Services District
<input type="checkbox"/>	Dorinne Lee Johnson – Montecito Sanitary District

Name of Independent Special District

Signature

Print Name

Title (please check one)

- Presiding Officer of the Special District Board
- Board member alternate designated by Special District Board to vote in this election. (Gov. Code sec. 56332(a).)

Date: _____

Each returned ballot shall be signed by the presiding officer or his or her alternate as designated by the district governing body. (Gov. Code sec. 56332(a) & (c)(5).)

The voting member should submit his or her ballot directly to LAFCO by hand or U.S. mail to Natasha Carbajal, Santa Barbara LAFCO, 105 East Anapamu Street, Room 407, Santa Barbara CA 93101, or via email to lafco@sblafco.org, or Fax to (805) 568-2249

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 or FAX to (805) 568-2249 or email to lafco@sblafco.org</p>	<p>LAFCO STAFF USE</p> <p>Date Received: <u>12/21/23</u></p>
<p>Please print in ink or type</p>	
<p>POSITION SOUGHT: Regular Special District Member</p>	
<p>NAME OF NOMINEE: <u>Craig Geyer</u></p>	
<p>NOMINEE'S DISTRICT: <u>Goleta West Sanitary District</u></p>	
<p>MAILING ADDRESS:</p> <p><u>6587 Camino Venturoso</u></p> <p><u>Goleta Ca. 93117</u></p>	
<p>π Phone: Bus. _____ . Cell: <u>805-896-9889</u></p>	
<p>SIGNATURE OF NOMINATOR:</p> <p style="margin-left: 40px;"><u>Goleta West Sainitary District</u> Name of Independent Special District</p> <p style="margin-left: 100px;"><u><i>Craig Geyer</i></u> Signature</p> <p style="margin-left: 40px;"><u>Craig Geyer</u> Print Name</p> <p>Nominator Title (please check one)</p> <p><input type="checkbox"/> Presiding Officer of the Special District Board</p> <p><input checked="" type="checkbox"/> Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)</p> <p>Date: _____</p>	

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.

CRAIG GEYER

Incumbent LAFCO Regular Commissioner

- * Board Director---Goleta West Sanitary
- *Special Districts Representative for;
- *S.B. County Treasury Oversight Committee
- * S.B. Countywide RDA Oversight Committee


**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 or FAX to (805) 568-2249 or email to lafco@sblafco.org</p>	<p>LAFCO STAFF USE</p> <p>Date Received: <u>1/3/24</u></p>
---	--

Please print in ink or type

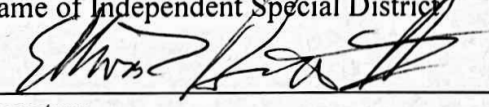
POSITION SOUGHT:	Regular Special District Member
-------------------------	---------------------------------

NAME OF NOMINEE: <u>Jorge Magana</u>
NOMINEE'S DISTRICT: <u>Mission Hills Community Service District</u>
MAILING ADDRESS:
<u>1550 Burton Mesa Blvd</u>
<u>Lompoc, Ca 93436</u>
π Phone: Bus. <u>8057334366</u> . Cell: <u>8058951362</u>

<p>SIGNATURE OF NOMINATOR:</p> <p style="text-align: center; color: blue; font-size: 1.2em;">Mission Hills Community Services District</p> <p style="text-align: center;">Name of Independent Special District</p> <p style="text-align: center;"></p> <p style="text-align: center;">Signature</p> <p style="text-align: center; color: blue; font-size: 1.2em;">Stephen H Dietrich</p> <p style="text-align: center;">Print Name</p> <p>Nominator Title (please check one)</p> <p><input checked="" type="checkbox"/> Presiding Officer of the Special District Board</p> <p><input type="checkbox"/> Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)</p> <p>Date: December 31, 2023</p>

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to: Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 or FAX to (805) 568-2249 or email to lafco@sblafco.org</i></p>	<p style="text-align: center;">LAFCO STAFF USE</p> <p>Date Received: <u>1/4/24</u></p>
<p>Please print in ink or type</p>	
<p>POSITION SOUGHT: Regular Special District Member</p>	
<p>NAME OF NOMINEE: <u>DORINNE LEE JOHNSON</u></p> <p>NOMINEE'S DISTRICT: <u>MONTECITO SANITARY DISTRICT</u></p> <p>MAILING ADDRESS:</p> <p><u>1042 MONTE CRISTO LANE</u></p> <p><u>SANTA BARBARA, CA 93108</u></p> <p>Phone: Bus. <u>805-969-4200</u> . Cell: <u>310-850-8808</u></p>	
<p>SIGNATURE OF NOMINATOR:</p> <p style="text-align: center;"><u>MONTECITO SANITARY DISTRICT</u> Name of Independent Special District</p> <p style="text-align: center;"> Signature</p> <p style="text-align: center;"><u>Ellwood T. Barrett II.</u> Print Name</p> <p>Nominator Title (please check one)</p> <p><input checked="" type="checkbox"/> Presiding Officer of the Special District Board</p> <p><input type="checkbox"/> Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)</p> <p>Date: <u>1-4-2024</u></p>	

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.

*
PLEASE SEE ATTACHED

Dorinne Lee Johnson

Current Position: Secretary, Montecito Sanitary District

Former Board President 2020-2022

Term: 2020-2024



Dorinne Lee Johnson is a 2nd-generation Asian American who grew up in Northern California and moved to Montecito in 2003. Dorinne has extensive experience with over 25 years in construction and fabrication technology. She had her own certified WBE, a “women-owned business enterprise” specializing in construction management, civil engineering, and environmental design. She earned her BFA degree from CCA in Environmental Design with an emphasis on Architectural Design and is a post-graduate alumnus of the Art Center College of Design in Pasadena, CA. Her award-winning projects and designs range from government to corporate facilities nationwide. A partial list of her past clients includes: Caltrans, Harris Engineering and Associates, Toyota Motor USA, Northrop Grumman, Chicago Merchandize Mart, and the University of Oregon.

Public service has been a large part of Dorinne’s career. She has a strong and dedicated commitment to Montecito and has helped her community by serving on the Montecito Association Board of Directors and as their Chair of the Land Use Committee, which reviewed major infrastructure projects throughout Montecito before and after the debris flow of 2018. She was appointed by former Santa Barbara County Supervisor, Salud Carbajal, to serve on the Santa Barbara County Historic Landmarks Commission (HLAC) in 2012 and the Montecito Board of Architectural Review (MBAR) in 2014. She was appointed by the (late) Senator Roberti to serve on the California State Public Procurement Committee and was appointed by the former State Treasurer, Matt Fong, to serve on the Caltrans Minority Advisory Board for the Architects and Engineers for the State of California.

Dorinne ran for and was elected to the Montecito Sanitary District Board in 2020 because she believes in protecting our ratepayers with honesty, clear communication, and transparency; she feels it is more crucial than ever to protect, preserve and enhance our semi-rural community and maximize our natural environment and resources for our future generations of Montecito.



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

PHONE: (805) 969-4200

www.montsan.org
brahrer@montsan.org

January 4, 2024

Santa Barbara LAFCO
105 East Anapamu Street, Room 407
Santa Barbara, CA 93101

Via Email

To Whom It May Concern:

I heartily endorse Mrs. Johnson for the Regular Special District Member position for the Santa Barbara LAFCO Commission. She has years of experience with the Montecito Planning Commission and Land Use Committee. Mrs. Johnson works tirelessly for the community and logs countless hours in the evenings and weekends for the Montecito Sanitary District and other agencies. She is always fair in her judgements and procures huge amounts of data from her research to aid with her decisions.

Sincerely,

President
Board of Directors



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

PHONE: (805) 969-4200

www.montsan.org
brahrer@montsan.org

January 4, 2024

Santa Barbara LAFCO
105 East Anapamu Street, Room 407
Santa Barbara, CA 93101

Via Email

Dear Sir/Madam:

It gives me great pleasure to provide my highest recommendation for Director Dorinne Lee Johnson as a candidate for the LAFCO Regular Special District Member on the commission.

I have known and worked closely with Director Johnson for only the past year, however, I have learned that she is a dedicated and loyal public servant with the highest of integrity.

I worked most closely with Director Johnson in her capacity as the District's chair for the Joint Strategic Planning Committee with the Montecito Water District. This group worked closely together on behalf of the broader community to study and consider broad subjects such as water resources, recycling opportunities, new and emerging technologies, and consolidation. Director Johnson has also taken the time to personally introduce me to key leaders in the community continually since my hiring as general manager.

These experiences demonstrate Director Johnson's intellect, skills, and judgement in her interaction with others and I believe that Director Johnson is well-prepared to take on the new and exciting role of Special District Member on the LAFCO commission. Director Johnson's objective of contributing to the broader good of the region is clear and determined, and she possesses the natural team leadership ability, commitment, and passion that we all hope to see in our government leaders. Therefore, please know that Director Johnson has my **strongest possible** recommendation for Special District Member at LAFCO.

If I can provide any additional information, please do not hesitate to contact me via phone at (D) 805-695-4210 or via email at jweigold@montsan.org

Sincerely,

General Manager



Montecito Sanitary District

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

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

MONTECITO SANITARY DISTRICT STAFF REPORT – 6

DATE: January 11, 2024
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: General Manager Report

The District continues its mission of providing wastewater collection and treatment services. In addition to the daily operations of the District, the following is an update on some of our current ongoing projects and activities:

GM Meetings

Since my last report, I attended the Montecito Association (MA) board meeting on January 9, 2024 to provide a brief update on District operations and issues.

Legal Update – AB 281 – Post-Entitlement Phase Permit (PEPP) Changes

AB 281 creates a response deadline for applications received by MSD. It requires a special district that receives an application from a housing development project (PEPP) for service to notify the applicant regarding its review process, next steps, and timing.

- For PEPP applications of 25 residential units or fewer, the special district's notice shall be within 30 business days after receipt of the application.
- For PEPP applications of 26 residential units or more, the special district's notice shall be within 60 business days after receipt of the application.

After receiving notice that additional information is needed, applicants may respond directly to the District. Upon receipt of additional requested information, the District must respond to the applicant within 30 business days (for applications of 25 residential units or fewer), or within 60 business days (for applications of 26 residential units or more).

If the District missed the deadline, the applicant can sue the District to force it to respond.

January 2023 Storms Damage Projects Update

Staff is awaiting FEMA's determination of reimbursement eligibility for each project. All project areas were monitored during the latest rain events and each site held up well.

Hwy 101 Sewer Crossing Lining Project

Construction on the project is ongoing. Construction halted in mid-December after one of the 6-inch CIPP liners failed the pressure test. It was determined the non-structural coated layer, which provides watertightness, had been damaged. The Contractor proposed a solution called a Primus Liner System. Staff and the District's design team investigated the proposed solution as well as other ideas to address the problem. The Primus Liner System was installed 1/3/2024 and successfully passed a pressure test the following day. As of January 5th, work still needs to be done to tie the lines back into the existing system, backfill the pits, line the manholes, and general cleanup. Project completion is expected by the end of the January.

Electrical System, SCADA System, and Blowers Improvements Project

Representatives from ENGIE North America provided their initial Feasibility Study to Staff on 12/7/2023. ENGIE will address Staff comments and provide a revised Feasibility Study to District staff on January 10, 2024.

Admin/Ops Building Roof Replacement

The roof work is substantially complete. The administration building experienced a leak during the latest rains, but Staff quickly address the issue, along with the Contractor, who provided a more permanent fix. Damage was minor and will be covered by the Contractor. Vents and gutters are scheduled for installation the week of January 8, 2024. The project completion is anticipated by mid-January.

GIS

Staff are working with Z-World to update our GIS and mapping capabilities as well as accurately digitizing our assets. Staff anticipates Z-World assisting in collecting manhole, cleanout, and other information starting in January of 2024.

County Financial System Transition

The District Administrator is working with the County to ensure transition to their new accounting system is smooth. The County's projected go-live date is March 1, 2024.

District Sewer Model

Staff tasked WSC to develop a Technical Memorandum (TM) to understand the existing functionality of the District's sewer model as well as developing a strategy and gathering information to make improvements to the model. A draft TM was submitted to the District on November 27, 2023 and Staff is currently reviewing it. The sewer model will help the District determine pipe flows in a variety of situations, such as during dry and wet weather periods. In conjunction with Z-World, we are updating the sewer model with our latest digital assets (for example, our Lilac/Oak Grove Sewer Main Extension).

Grants and Funding Opportunities

Staff has applied for funding for three projects under the Water Resources and Development Act (WRDA) for Congressman Carbajal’s consideration. The WRDA authorizes Environmental Infrastructure assistance to support local governments in the design and construction of specific water and wastewater infrastructure. The projects include upgrades to our wastewater plant to support recycled water, the Eucalyptus lift station relocation and a climate-change monitoring study. Separately, staff is pursuing outside grant-writing assistance.

Contract

No contracts have been entered into by the District since the last General Manager’s Report

Human Resources

No actions to report.

Information Technology

No actions to report.

District Investments

Staff successfully established a brokerage account with Charles Schwab for the investment of District reserve funds and is in the process of working through the electronic transfer process from other District-held accounts.

The County of Santa Barbara’s Treasury Oversight Committee recently held a meeting on October 23, 2023, in which their draft updated Investment Policy Statement was heard. This policy sets the parameters in which members of the pool can withdraw funds. This policy will dictate the ability of, and the extent to which, the District can further divert funds to higher yielding investment accounts. The investment committee met to discuss this policy and how it would handle future transfers. Once the policy is finalized the Investment Committees plan will be finalized and put into place. The policy is set to be voted on/near the end of January.

CIP Progress

Project	Status/Phase	Comments
Highway 101 - Roundabouts	Construction	Substantially Complete. Manhole adjustments continue.
Highway 101 Sewer Crossing Lining	Construction	Construction is ongoing.
Admin/Operations Building Roof Replacement	Construction	Construction is ongoing.
SCADA System Improvements	Implementation	Work is ongoing
Clarifier Maintenance	Pre-Construction	Parts purchased.
Protective Measures of District Facilities (2023 Storm)	Design	All 4 sites being worked on simultaneously.
Bisulfite Tank	RFP	
Electrical, Aeration Basin Blower, and SCADA Systems Improvement	RFP	Working with ENGIE.
Sewer Manhole Rehabilitation (Lining)	RFP	In Development
2024 Sewer Main CIPP Lining - Design	RFP	In Development
Climate Change Adaption Program - Coastal Hazards Monitoring Plan	RFP	In Development
Channel Drive Force Main Improvements - Design	RFP	In Development
Wastewater Outfall Inspection	Complete	
Treatment O/M Emergencies - Hypo Tank Replacement	Complete	
Posilipo Force Main Relocation and Restoration - Phase 1	Complete	
Skimmer Troughs	Complete	

12-Month Effluent Flow / Rainfall

