



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, July 27, 2023

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AGENDA

For the General Meeting of the Board on:

July 27, 2023

The regular meeting of the Governing Board will begin at **12:00 p.m. on July 27, 2023** in the District's Board Room at 1042 Monte Cristo Lane.

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, see please see [Instructions for Public Comment](#) on the District's website.

3. CONSENT CALENDAR

- A. Payables from June 1, 2023 through June 30, 2023
- B. Board Meeting Minutes of the June 1, 2023 Special Meeting
- C. Board Meeting Minutes of the June 8, 2023 Regular Meeting
- D. Board Meeting Minutes of the June 15, 2023 Special Meeting
- E. Board Meeting Minutes of the June 22, 2023 Regular Meeting

4. GENERAL MANAGER'S REPORT

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

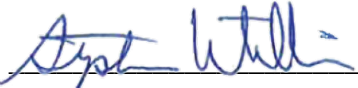
5. ITEMS FOR FUTURE AGENDAS

The next regularly scheduled Board meeting will be held on August 10, 2023 at 12:00 pm.

6. 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

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
06/09/2023	ACCOUNTS PAYABLE	127,463.47
06/30/2023	ACCOUNTS PAYABLE	135,034.74
	Subtotal	\$ 262,498.21
06/09/2023	CAPITAL IMPROVEMENT PROJECTS	4,882.50
06/30/2023	CAPITAL IMPROVEMENT PROJECTS	262,757.76
	Subtotal	\$ 267,640.26
06/11/2023	PAYROLL	86,772.82
06/25/2023	PAYROLL	88,877.76
	Subtotal	\$ 175,650.58
	<u>TOTAL</u>	<u>\$ 705,789.05</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: 6/1/2023 to 6/30/2023
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)				
Check Number	Check Date	Name	Check Amount	Description
0000028445	6/9/2023	805 INDUSTRIAL SUPPLY, LLC	796.84	Disposable Gloves-Operations
0000028446	6/9/2023	ACME ANALYTICAL SOLUTIONS	2,395.76	Lab Supplies, Analyzer Chemicals
0000028447	6/9/2023	AMAZON CAPITAL SERVICES	495.80	Laptop Charger, Wireless Controller, Collection Tools
0000028448	6/9/2023	AT&T MOBILITY	46.48	Office Data Port-June
0000028449	6/9/2023	AUTOZONE, INC	104.04	Vehicle Supplies
0000028450	6/9/2023	BIG GREEN CLEANING COMPANY	2,706.75	Janitorial Services & Supplies-June
0000028451	6/9/2023	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-June
0000028452	6/9/2023	COLANTUONO, HIGHSMTIH &	9,150.00	Legal Services-May
0000028453	6/9/2023	COMPUVISION COMMUNICATIONS	8,001.53	Mobile Workstation, Cable Drops/IT Services-June
0000028454	6/9/2023	CALIFORNIA WATER ENVIRONMENT	110.00	Certification Renewal-Kearney
0000028455	6/9/2023	D&H WATER SYSTEMS	1,788.02	Spare Transducer for Lift Station's
0000028456	6/9/2023	DFK SOLUTIONS GROUP, LLC	2,940.00	Update OERP to SERP per SWRCB
0000028457	6/9/2023	DOCUPRODUCTS, INC	294.06	Copier Maintenance Agreement
0000028458	6/9/2023	ENGEL & GRAY, INC	6,946.54	Biosolids Hauling, Bin Rental-May
0000028459	6/9/2023	FASTENAL COMPANY	240.22	Gloves, Collection Supplies
0000028460	6/9/2023	FISHER SCIENTIFIC	365.66	Lab Testing Supplies
0000028461	6/9/2023	GLS COMPANIES	750.00	Landscape Services-May
0000028462	6/9/2023	GRAINGER	1,092.36	Anti-Freeze, Utility Knife, Hammer, Fluorescent Lights, Sleeve Coupling Insert, Extension Pole, Eyewash Sign
0000028463	6/9/2023	HASA	11,495.12	Sodium Hypochlorite
0000028464	6/9/2023	ROBERT KEEN	169.44	Boot Allowance Reimbursement
0000028465	6/9/2023	MARBORG INDUSTRIES	181.99	Portable Restroom-May
0000028466	6/9/2023	MONTECITO BANK & TRUST - CREDIT CARDS	2,351.52	Conference Registrations, Hotel Reservations, SB Trophy, Collection Tools, Board Lunches, Lab Supplies
0000028467	6/9/2023	MCCORMIX CORP	671.52	Vehicle Fuel 05/15-05/31/23
0000028468	6/9/2023	MOUNTAIN SPRING WATER	343.70	Bottled Drinking Water, Cooler Rental-May
0000028469	6/9/2023	MONTECITO WATER DISTRICT	24,878.75	Consolidation Feasibility Study-May/June/July/August
0000028470	6/9/2023	THE NELAC INSTITUTE	545.00	Registration for Environmental Measurement Symposium
0000028471	6/9/2023	NSI LAB SOLUTIONS	229.00	Lab Supplies
0000028472	6/9/2023	O'CONNOR PEST CONTROL WEST	40.00	Lift Station 1, 2-Rodent Control
0000028473	6/9/2023	PAYCHEX OF NEW YORK, LLC	890.15	Payroll Services-May
0000028474	6/9/2023	JOSHUA PEREZ	202.00	CWEA Membership Reimbursement
0000028475	6/9/2023	PLUMBERS DEPOT, INC	3,309.01	Warthog Nozzle and Swivels for Vac-Con
0000028476	6/9/2023	PURETEC INDUSTRIAL WATER	196.92	Quarterly Water Softener Tank Rental
0000028477	6/9/2023	RINGCENTRAL, INC.	703.07	Phone Service-May
0000028478	6/9/2023	SAFEGUARD BUSINESS SYSTEMS	91.84	Business Cards for Director Johnson
0000028479	6/9/2023	S B HOME IMPROVEMENT CENTER	146.44	Plastic Buckets, Drive Bits, Nuts, Bolts
0000028480	6/9/2023	SANTA BARBARA NEWS-PRESS	502.50	Notice to Contractors Publication
0000028481	6/9/2023	SOUTHERN CALIFORNIA EDISON CO	15,570.60	Electric Service 04/23-05/22/23
0000028482	6/9/2023	STREAMLINE	310.00	Website Hosting Services-June
0000028483	6/9/2023	BRYCE SWETEK	647.73	NASTT Conference Travel Expense Reimbursement
0000028484	6/9/2023	TAFT ELECTRIC COMPANY	920.00	On-Call Electrical Services
0000028485	6/9/2023	T-MOBILE	60.00	UF/RO Wireless Data Port
0000028486	6/9/2023	TRI-STATE SEMINAR LLC	495.00	Annual Tri-State Seminar Registrations
0000028487	6/9/2023	UNIVAR SOLUTIONS	7,273.34	Sodium Bisulfite
0000028488	6/9/2023	UNDERGROUND SERVICE ALERT	186.75	101 Dig Alert Tickets -May
0000028489	6/9/2023	WICK BOILER SERVICES, INC	7,450.00	Modification/Repiping of Boiler in Lab
0000028490	6/9/2023	WSG SOLUTIONS, INC	1,322.09	Swingfuser Valve Assembly Parts
0000028491	6/9/2023	ZWORLD GIS	7,783.32	2022 Aerial Imagery Reginal Project, GIS Program Support
0000028493	6/30/2023	ACWA/JPIA	50,541.36	Medical/Dental/Life Insurance Premium-June/July

0000028494	6/30/2023	AQUATIC INFORMATICS INC.	1,659.00	Lab Information Management Software Renewal
0000028495	6/30/2023	AT&T MOBILITY	199.62	Standby Cellphone/Lift Station 4 Data Port-June
0000028496	6/30/2023	AUTOZONE, INC	37.17	Vehicle Maintenance Supplies
0000028497	6/30/2023	BARTLETT, PRINGLE & WOLF, LLP	3,000.00	Annual Audit Progress Billing-May
0000028498	6/30/2023	PAULETTE BERMANT	2,300.00	Deposit Refund - 155 Olive Mill Road
0000028499	6/30/2023	MARIA LOURDES CARLOS	2,300.00	Deposit Refund - 1050 Golf Road
0000028500	6/30/2023	CED ROYAL INDUSTRIAL SOLUTIONS	385.50	Plant Maintenance Materials
0000028501	6/30/2023	CINTAS CORPORATION #684	1,266.01	Uniform, Towles, Floor Mats-Cleaning/Rental-May
0000028502	6/30/2023	COMPUVISION COMMUNICATIONS	3,503.76	Cloud Backup/NetAlert Managed Services/Office 365-July,
0000028503	6/30/2023	COOPER KENAI LLC	2,300.00	Deposit Refund - 600 Juan Crespi Lane
0000028504	6/30/2023	CORT	44.00	Deed Report-May
0000028505	6/30/2023	COX BUSINESS	160.39	Wireless Internet Service-June
0000028506	6/30/2023	DOMAIN NETWORKS	289.00	Domain Name Montsan.org Renewal
0000028508	6/30/2023	DAVID FEE	2,300.00	Deposit Refund-2182 Sycamore Canyon Road
0000028510	6/30/2023	GLS COMPANIES	750.00	Landscape Services-June
0000028511	6/30/2023	GRAINGER	607.68	Degreaser, Safety Sign, Utility Knife, Flood Light, Bolts
0000028512	6/30/2023	HASA	10,454.50	Sodium Hypochlorite
0000028513	6/30/2023	JOHNSON SCREENS INC.	907.94	Rotary Screen Parts
0000028514	6/30/2023	MARBORG INDUSTRIES	1,075.77	Refuse Disposal/Recycling-May, Restroom Rental-June,
0000028515	6/30/2023	MCCORMIX CORP	842.70	Vehicle Fuel
0000028516	6/30/2023	MONTECITO WATER DISTRICT	1,299.19	Water Service-May
0000028517	6/30/2023	MONTECITO WATER DISTRICT	2,693.50	Consolidation Joint Feasibility Study-May
0000028518	6/30/2023	OILFIELD ENVIRONMENTAL &	157.50	Outside Lab Analyses
0000028519	6/30/2023	PLUMBERS DEPOT, INC	354.26	Clamps for Vac-Con
0000028520	6/30/2023	PURETEC INDUSTRIAL WATER	74.40	Water Softener Sodium Tank Exchange
0000028521	6/30/2023	RANCHO SAN CARLOS LLC	1,150.00	Deposit Refund - 2500 East Valley Road
0000028522	6/30/2023	RINGCENTRAL, INC.	703.07	Phone Service for Admin/Treatment-May
0000028523	6/30/2023	SOUTHERN CALIFORNIA EDISON CO	18,979.08	Electric Services 05/23-06/21/23
0000028524	6/30/2023	SEIU LOCAL 620	1,137.96	Union Dues for Payroll 05/28, 06/11 & 06/25
0000028525	6/30/2023	JEFF SHELTON	2,300.00	Deposit Refund - 801 Cold Springs Road
0000028526	6/30/2023	SOCAL GAS	69.89	Gas Service-May
0000028527	6/30/2023	STANDARD INSURANCE COMPANY	4,569.15	Short/Long Term Disability-June/July
0000028528	6/30/2023	TAFT ELECTRIC COMPANY	1,052.34	On-Call Electrical Services at Plant
0000028529	6/30/2023	UNIVAR SOLUTIONS	9,320.94	Sodium Bisulfite
0000028530	6/30/2023	VENTURA AIR CONDITIONING CO.	2,038.76	Lab, Trailer and Maintenance Bldg. Service on HVAC
0000028531	6/30/2023	MIGUEL VILLAFANA	359.51	SWRCB/CWEA Certification Certification Reimbursement
0000028532	6/30/2023	WEST COAST SAFETY SUPPLY	2,855.66	Traffic Control Signs
			262,498.21	

Check History Report
Sorted By Check Number
Activity From: 6/9/2023 to 6/9/2023
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: G CIP CASH (MBT)				
Check Number	Check Date	Name	Check Amount	Description
0000001391	6/9/2023	COUNTY SANITATION CO INC	3,560.00	CIP No. CEME; Emergency Vac-Con Pumping at Lift Station 1
0000001392	6/9/2023	MNS ENGINEERS INC.	1,322.50	CIP No. 003; Engineering Services for Olive Mill/San Ysidro
0000001393	6/30/2023	LASH CONSTRUCTION, INC	61,497.76	CIP CEME-Channel Lift Station Force Mainline Emergency
0000001394	6/30/2023	RINCON CONSULTANTS, INC	3,870.25	CIP C002-Engineering Services for Posilipo Force Main
0000001395	6/30/2023	S B COUNTY - PUBLIC WORKS	7,906.25	Progress Payment for Road Encroachments Permits for:
0000001396	6/30/2023	SANTA BARBARA & VENTURA	38,500.00	F002-New Controller and Key Pad for Motorized Back Entry
0000001397	6/30/2023	TORO ENTERPRISES, INC	150,983.50	C002-Construction Services for the Posilipo Force Mainline
			267,640.26	



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MINUTES

For the Special Meeting of the Board on:

June 1, 2023

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 10:08 am on Thursday, June 1, 2023. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Director Johnson, Director Martin, Director Ohlmann, and President Elwood Barrett

Board Members Absent:

Director Hogan

Also Present and Participating:

John Weigold, MSD General Manager
Stephen Williams, MSD Clerk of the Board & District Administrator
Aleks Giragosian, Colantuono, Highsmith & Whatley, PC
Ricardo Larroude, MSD Collections & Maintenance Superintendent
Bryce Swetek, MSD Engineering Manager
Carole Rollins, MSD Laboratory and Pretreatment Manager
Marco Felix, MSD Chief Plant Operator/Treatment Superintendent
Steve Morelos, MSD Collections Lead Operator

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. NEW BUSINESS

A. POSILIPO FORCE MAIN CONTRACT AWARD

ON MOTION by Director Barrett, Seconded by Director Martin, the Board voted to:

- i) Authorize the General Manager to execute a contract with Tierra Contracting Inc. in the amount of \$976,780 for the lining of the District's gravity sewer and force mains across Highway 101 as well as manhole rehabilitation work to facilitate construction of Caltrans' Highway 101 HOV Widening Project; and
- ii) Authorize the General Manager to approve expenditures of up to \$97,378 (10%) as a change order allowance for any necessary changes in scope of work; and

- iii) Determined that this action is not subject to CEQA Categorical Exemption 15302 (c) as well as Statutory Exemption 15282 (k) of the Public Resources Code Section 21080.21.

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

4. ADJOURNMENT

The meeting adjourned at 12:32 pm ON MOTION by Director Johnson.

These minutes were presented for approval at the General Board Meeting on July 27, 2023.

Ellwood T. Barrett II, President

Minutes taken and prepared by:

Stephen Williams
District Administrator/Clerk of the Board



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MINUTES

For the Regular Meeting of the Board on:

June 8, 2023

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 12:02 pm on Thursday, June 8, 2023. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Director Hogan, Johnson, Martin, Director Ohlmann, and President Elwood Barrett

Board Members Absent:

None

Also Present and Participating:

John Weigold, MSD General Manager
Stephen Williams, MSD Clerk of the Board & District Administrator
Aleks Giragosian, Colantuono, Highsmith & Whatley, PC

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. COMMITTEE REPORTS

Director Barrett gave a brief report on the Finance Committee meeting of June 5, 2023.

4. REGULAR BUSINESS

A. SEPTIC-TO-SEWER STRATEGIC PLAN DISCUSSION

The Board discussed their views on developing a Septic-to-Sewer Strategic Plan. No actions were taken.

B. FISCAL YEAR 2023-24 BUDGET

The Board received a presentation from Stephen Williams, District Administrator, and John Weigold, General Manager, regarding the Fiscal Year 2023-24 Budget. The Board recommended an increase of \$10,000 to the Public Outreach Line Item and requested that the budget be brought back to the next Regular Board Meeting for further discussion.

C. DISCUSSION ON SALARY SURVEY

The Board discussed criteria to include in the District's Request for Proposals for conducting a Salary Survey. No action was taken.

D. DISCUSSION ON GRANTS FOR THE DISTRICT

The Board discussed various approaches to how it can effectively research, apply for, and obtain grants for various District projects. No action was taken.

5. ITEMS FOR THE NEXT AGENDA

The next Board meeting will be a General Meeting of the Board on June 22, 2023. Topics brought up as possible items were as follows:

- Board Room Design
- Installation/Approach to Solar Energy Possibilities
- Fiscal Year 2023-24 Budget

6. ADJOURNMENT

The meeting adjourned at 4:51 pm ON MOTION by Director Hogan, Seconded by Director Barrett.

These minutes were presented for approval at the General Board Meeting on July 27, 2023.

Ellwood T. Barrett II, President

Minutes taken and prepared by:

Stephen Williams
District Administrator/Clerk of the Board



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MINUTES

For the Special Meeting of the Board on:

June 15, 2023

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 12:12 pm on Thursday, June 15, 2023. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Directors Hogan, Johnson, Martin, Ohlmann, and President Elwood Barrett

Board Members Absent:

None

Also Present and Participating:

John Weigold, MSD General Manager

Stephen Williams, MSD Clerk of the Board & District Administrator

Tobe Plough, MWD President of the Board of Directors

Ken Coates, MWD Vice President of the Board of Directors

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. REGULAR BUSINESS

A. DISCUSSION OF NEXT STEPS ON MSD/MWD DRAFT CONSOLIDATION REPORT

The Board discussed next steps in reviewing and discussing the Draft Consolidation Report from Raftelis. It was determined that the Board would like to have one meeting where Raftelis Inc. (the preparer of the report) would give a presentation to the Board and invite a discussion regarding any questions the Board may have. After that meeting the Board would like to meet at least one more time to potentially take a vote on consolidation.

No action was taken.

4. ADJOURNMENT

The meeting adjourned at 3:32 pm.

Board Meeting Minutes June 15, 2023

These minutes were presented for approval at the General Board Meeting on July 27, 2023.

Ellwood T. Barrett II, President

Minutes taken and prepared by:

Stephen Williams
District Administrator/Clerk of the Board



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MINUTES

For the Regular Meeting of the Board on:

June 22, 2023

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 12:07 pm on Thursday, June 22, 2023. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Director Hogan, Johnson, Martin, Director Ohlmann, and President Elwood Barrett

Board Members Absent:

None

Also Present and Participating:

John Weigold, MSD General Manager
Stephen Williams, MSD Clerk of the Board & District Administrator
Aleks Giragosian, Colantuono, Highsmith & Whatley, PC

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. COMMITTEE REPORTS

Director Barrett gave a brief report on the Finance Committee meeting of June 5, 2023.

4. CLOSED SESSION

A. PUBLIC EMPLOYEE EVALUATION (GOVERNMENT CODE §54957)

Title: General Manager

5. REPORT FROM CLOSED SESSION

The Board came out of Closed Session at 2:48 pm. No reportable action was taken.

6. DISTRICT MERIT AND STEP INCREASES

ON MOTION by Director Barrett, Seconded by Director Hogan, the Board voted to suspend merit increases for District Management until a Salary Survey has been conducted, presented to the Board, and discussed and evaluated by the Board.

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

7. CONSENT CALENDAR

ON MOTION by Director Hogan, Seconded by Director Martin, the Board voted to approve the following Consent Calendar items:

- A. Payables from May 1, 2023 through May 31, 2023
- B. Board Meeting Minutes of the May 3, 2023 Special Meeting
- C. Board Meeting Minutes of the May 17, 2023 Special Meeting
- D. Board Meeting Minutes of the May 26, 2023 Special Meeting

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

Consent Calendar item 7E was pulled for discussion. ON MOTION by Director Johnson, Seconded by Director Martin, the Board voted to approve the following Consent Calendar Item:

- E. Resolution 2023-969 – Final Draft Collecting SSCs on the Tax Roll

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

- F. Fiscal Year 2023-24 Budget

Consent Calendar Item 7F was pulled for discussion. ON MOTION by Director Hogan, Seconded by Director Ohlmann, the Board voted to approve the revised Fiscal Year 2023-24 Budget.

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

8. REGULAR BUSINESS

A. DISCUSSION ON DISTRICT INVESTMENTS

ON MOTION by Director Barrett, Seconded by Director Johnson, the Board voted that in accordance with MSD Resolution 200-779 the designated official for management of the District's investment program is hereby delated to a committee made up of the General Manager, the District Administrator, and Director Hogan. Should Director Hogan be unavailable Director Martin will act as the alternate Director.

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

NOTE: Director Ohlmann left the meeting at 5:10 pm.

NOTE: Director Johnson left the meeting at 5:17 pm.

B. JOINT REPRESENTATION AGREEMENT WITH COLANTUONO, HIGHSMITH & WHATLEY, PC

The Board voted to authorize the General Manager to approve a joint representation agreement with Colantuono, Highsmith & Whatley, PC.

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

C. DISCUSSION ON BOARD ROOM DESIGN

The Board continued this item to the next Regular Board meeting.

D. DISCUSSION ON SOLAR OPTIONS FOR THE DISTRICT

The Board continued this item to the next Regular Board meeting.

9. GENERAL MANAGER'S REPORT

General Manager John Weigold provided information, nonactionable updates regarding District matters to the Board.

10. ITEMS FOR THE NEXT AGENDA

The next Board meeting will be a General Meeting of the Board on July 13, 2023. Topics brought up as possible items were as follows:

- Board Room Design
- Installation/Approach to Solar Energy Possibilities
-

11. ADJOURNMENT

The meeting adjourned at 5:50 pm ON MOTION by Director Barrett, Seconded by Director Hogan.

These minutes were presented for approval at the General Board Meeting on July 27, 2023.

Ellwood T. Barrett II, President

Minutes taken and prepared by:

Stephen Williams
District Administrator/Clerk of the Board



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MONTECITO SANITARY DISTRICT

STAFF REPORT – 4

DATE: June 22, 2023
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 board meeting on July 7th and provided a brief update on District operations and issues. I also provided a short presentation regarding those items NOT to put in drains and/or to flush down toilets. I held our first meeting with our RDN to kick off our rate study process. I, along with our managers, met with and held a facilities tour with Centrica to discuss potential energy efficiencies and discussed solar, EV and other energy solutions for our District. Centrica will report back with a proposal and recommendations in the next month.

I attended the California Special District Association (CSDA) General Manager Summit June 25-27. Some of the presentation sessions I attended included: 1. “Are you a Destination Employer? Attract, Hire and Retain the Best”; 2. “Positioning Your District for Success: Legislative Relations 201”; 3. “Renewable Energy Projects and Inflation Reduction Act Subsidies”; 4. “Developing a Well-Balance Liquidity Strategy in the Face of Uncertainty”; and 5. “State of California Pensions: The Latest and Greatest from Inside our State and Federal Capitals”.

Human Resources Update

In July, our Engineering Manager, Bryce Swetek successfully and happily returned from his wedding and honeymoon with his new bride.

In June the following employees received step increases after successful annual evaluations:

- Collections Operator II (5%)
- Collections Operator IV (5%)

In July all employees received a 5% Cost-of-Living Adjustment (COLA) with equivalent Salary increases with the exception of the District Administrator and the General Manager. The following employees received step increases after successful annual evaluations:

- Collections Operator II (5%)
- Collections Lead Operator (5%)

In July one employee was promoted from a Collections Operator-In-Training to a Collections Operator I due to a successful performance evaluation and obtaining their required Class B Driver's License (10.6%)

Insurance Update

In July the District's Property Insurance Premium and Workers Compensation Insurance Premiums were billed with cost increases of 26.1% and 12.7% respectively. Budget will be monitored and any recommendations for adjustments will be communicated to the Finance Committee during the quarterly unaudited financial report and subsequently recommended to the Board, if the committee desires.

January Storms Damage Projects Update

Staff has continued its meetings with FEMA and CalOES representatives to convey status of the projects. Staff has begun preliminary discussions with engineering consultants and is developing a Request for Proposal/Qualifications to distribute to three different firms. Staff plans to have a recommendation to award a contract in August at one of our regularly scheduled Board Meetings.

Hwy 101 Sewer Crossing Lining Project

The Board awarded the project to Tierra Contracting on June 1, 2023. On June 2, 2023, Staff was notified by Caltrans' Utility Coordinator that the anticipated Utility Agreement (UA) to cost share the proposed mitigation efforts with Santa Barbara County Association of Governments (SBCAG) would not be ready in time prior to construction. This UA is required for the Caltrans Policy Exception to be approved by headquarters. The District was also informed Granite's construction would be pushed back to November. After review of the situation and conditions Staff plans to execute the Notice to Proceed to Tierra and construction is projected to begin at the beginning of October 2023.

Posilipo Force Main Relocation and Restoration – Phase 1

Construction work on this project began on June 12, 2023 and was completed on June 21, 2023.

Electrical System, SCADA System, and Blowers Improvements Project

Staff is working on an RFP for this project and currently tracking to award in September 2023.

Aeration Basin Diffusers

Since the installation of new air diffusers in both aeration basins in June 2019 we have had a recurring problem with the air diffusers breaking at the connection point to the main header. Over 100 diffusers have broken at the nipple, causing air leaks and reducing the efficiency of the aeration process. This has resulted in an imbalance of dissolved oxygen levels in the aeration tanks, which can affect the biological treatment and lead to frequent emergency repairs. Operations discussed warranty with manufacturer, but warranty has expired. Research into more durable, non-plastic and efficient options is being explored.



Power Outage

On June 25, 2023, at 6:58 p.m., a power outage occurred at the wastewater treatment plant due to a transformer failure. The power outage lasted for 77 minutes and affected the composite sampler and the lab incubator, causing damage to both devices costing an estimated cost of \$6,000. The power outage also disrupted the normal operation of the pumps, blowers, filters and disinfection system, resulting in no effluent leaving the plant due to pumps influent pumps shutting off. No emergency discharge of wastewater was reported. The backup generator that was supposed to power the essential devices did not start. Quinn Power Systems was called June 26, to perform scheduled maintenance and troubleshooting, but they were unable to determine the cause of failure and recommended battery replacement. Operators have since tested generator on plant load and the system was placed back in operation. Our electrical system is vulnerable to power fluctuations as the system is ungrounded.

As a result of these issues, the following actions are being taken:

1. Repair or replace the damaged composite sampler and lab incubator as soon as possible.
2. Conduct a thorough inspection and maintenance of all the devices affected by the power outage to ensure their proper functioning and performance.
3. Monitor and test the quality of the treated wastewater regularly to ensure compliance with discharge limits and identify any potential issues or risks.

4. Review and update the emergency response plan for power outages and consider installing alternative energy sources to increase power resilience to laboratory.
5. Investigate and resolve the issue with the backup generator and conduct regular testing, daily inspection and maintenance to ensure its reliability in case of future power outages.

Public Notice of Contaminants to Avoid Flushing or Putting in Drains

There are many substances that can cause harm to our wastewater treatment system and to ask the public for cooperation in keeping them out of the sewer. Wastewater treatment is a vital process that protects our health and environment by removing pollutants from used wastewater before it is discharged. However, some substances can interfere with the treatment process, damage the equipment, contaminate the water supply, or pose risks to the workers and the public.

Following is a short summary of the things we should not put down the sewer drain and why:

Cooking grease and oils: They can solidify or coat the pipes and trap other food particles, causing clogs and blockages.

Coffee grounds: They can stick together and form a lump in the pipes that is hard to remove.

Rice and grains: They can expand in water and clog the pipes.

Eggshells: They take a long time to dissolve, and their membranes can cause clogs.

Paint: It can stain the sink and the pipes and release harmful chemicals into the water supply.

Flushable cat litter: It is not flushable and can cause blockages in the sewer system.

Paper towels, tissues, wipes, diapers: They do not break down easily and can cause sewage blockages.

Biofilter media for ponds: It is harmful to wastewater treatment plants if they are flushed or disposed of in the sewer. They can clog the pipes, interfere with the biological treatment process, and introduce unwanted bacteria or contaminants to the wastewater system. Therefore, they should be handled and disposed of properly, following the manufacturer's instructions or local regulations. Biofilter media for ponds should never go down the drain.

12-Month Effluent Flow / Rainfall

