

MONTECITO SANITARY DISTRICT

A G E N D A

for Board Meeting

September 10, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on September 10, 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/89965318012>

You may also call in at 1-669-900-6833 Meeting ID **899 6531 8012**

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

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: **899 6531 8012** 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 August 13, 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 August 8, 2020 and September 4, 2020.

5. OLD BUSINESS

A. Mailer to District Customers Regarding the Essential Services Building and Recycled Water Program

It is recommended that the Board consider:

- i) Authorizing the General Manager to provide an informational mailer to all District customers regarding plans for the Essential Services Building and Recycled Water Program as approved by the Public Information Committee on September 3, 2020; and
- ii) Taking such additional, related, action that may be desirable.

6. NEW BUSINESS

A. Resolution 2020 – 927 – Approving the Design and Plans for the Romero Canyon Sewer Main Extension - Authorization to Advertise For Bids

It is recommended that the Board consider:

- iii) Adopting a resolution authorizing the advertising of bids for the Romero Canyon Road Sewer Main Extension;
- iv) Taking such additional, related, action that may be desirable.

B. Dedication Agreement for Sewer Facilities – 525 Hot Springs

It is recommended the Board consider:

- i) Authorizing the execution of the Dedication Agreement for Sewer Facilities with 525 Hot Springs.
- ii) Taking such additional, related, action that may be desirable.

C. General Manager Retirement; Appointment of Interim General Manager.

It is recommended that the Board consider:

- i) Appointing an Interim General Manager to serve through recruitment and hiring of a successor to General Manager Diane Gabriel;
- ii) Giving direction to the General Counsel regarding potential recruitment of a successor to General Manager Diane Gabriel; and
- iii) Taking such additional, related, action that may be desirable.

D. Information Items

It is recommended that the Board consider:

- i) Receiving and filing a letters dated June 11 and August 11, 2020 from Mr. Leon Bartholomew per Board direction; and
- ii) Taking such additional, related, action that may be desirable.

E. Agreements to be Signed

747 Via Manana Road – Pump Variance Agreement for the on-site pump station
1112 Hill Road – Residential Sewer Service Agreement for Detached Gym

7. OPERATIONS AND MAINTENANCE

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

8. ITEMS FOR THE NEXT AGENDA

9. ADJOURNMENT

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

August 13, 2020

1. CALL TO ORDER/ROLL CALL

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on August 13, 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
Karl H. Berger, MSD Legal Counsel
Gregg Kovacevich, MSD Legal Counsel
Lindsay McDonough, Stantec consultant
Mike Weber, Stantec consultant
Ken Coates, Ratepayer
Leon Bartholomew, Ratepayer
Roberton Short, Ratepayer
Peter Candy, Attorney for Mr. Short
Dorinne Johnson, Ratepayer
Hilary Hauser, Heal the Ocean
Alison Thompson, Heal the Ocean
John Morris
Betsy Byrne
(2) Unnamed members of public

2. PUBLIC COMMENT

Mr. Leon Bartholomew addressed the Board during public comment.

3. APPROVAL OF MINUTES

The minutes of the July 30, 2020 meetings were included in the agenda packet. On MOTION by Director J. Kerns and second by Director T. Kern, the Board approved the minutes of the July 30th meeting with the following vote

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

4. APPROVAL OF PAYABLES

On MOTION by Director Barrett and second by Director Newquist, the Board approved with a roll call vote these payroll and accounts payable expenses from July 25, 2020 through August 7, 2020:

Accounts Payable Expenses	\$ 64,550.31
Payroll and Related Expenses	<u>99,554.36</u>
Total Expenses	\$ 164,104.67

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

5. OLD BUSINESS

A. Approval of Minutes of July 9, 2020 Board Meeting

On MOTION by Director J. Kerns and second by Director T. Kern, the Board approved with a roll call vote the minutes of July 9, 2020.

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

6. NEW BUSINESS

A. Administration & Operations (A&O) Committee Meetings - Report

The A&O Committee Meeting (Directors Bollay and J. Kerns) reported on its meetings of July 29th, August 6th, August 11th, and its joint meeting with Montecito Water District on August 4th.

At its joint meeting with MWD Strategic Planning Committee on August 4th, the Water District requested MSD prepare a letter requesting support on the recycled portion of the Coastal Development Plan. At its meeting on August 6th, the Committee directed staff to

prepare a letter for review. At its meeting on August 11th, the Committee reviewed the letter and is recommending the Board approve the letter in agenda item 6C at today's meeting.

B. Resolution No. 2020-926 - Mitigated Negative Declaration and Mitigation, Monitoring and Report Program for a Development Plan consisting of the construction, operations, and maintenance of: (1) a recycled wastewater treatment system; (2) Essential Services Building and parking lot with a new driveway off Channel Drive; and (3) five solar structures with panels – Initial Study/Mitigated Negative Declaration

As the CEQA Lead Agency for the proposed Development Plan Projects, the Montecito Sanitary District retained an environmental consulting firm, Stantec, to conduct an Initial Study of the potential effects of the proposed Projects, and determined the proposed Projects would not result in a significant impact on the environment. However, the following issue areas require mitigation measures to reduce potential impacts to a less-than-significant level:

- Biological Resources
- Cultural resources
- Transportation
- Tribal Cultural Resources
- Utilities and Service Systems

Mr. Mike Weber and Ms. Lindsay McDonough, consultants from Stantec, made a presentation to the Board summarizing the work that was done, why this project is appropriately analyzed, and a general overview of the comments and responses.

Mr. Peter Candy made public comment.

After Board discussion and review of Resolution No. 2020-926, on MOTION by Director J. Kerns and second by Director Bollay, the Board adopted Resolution No. 2020-926 regarding the Mitigated Negative Declaration and Mitigation, Monitoring and Reporting Program for a Development Plan and authorized the General Manager to sign and file the Proposed Finding Document with the following vote:

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

C. Coastal Development Plan – Letter to Montecito Water District requesting support and Information Letter to the Community

Director Bollay read the letter to MWD drafted following direction from the joint meeting on August 4th, and stated the A&O Committee is recommending the Board approve the letter to be sent to the MWD Board. After discussion, on MOTION by Director Newquist and second by Director T. Kern, the Board approved the letter as presented and directed staff to send to MWD Board of Directors for their consideration at the August 25th Montecito Water District Board Meeting.

District Administrator McDonald read a letter to all MSD Customers informing them of the CDP projects, prepared by District Public Relations firm Davies Public Affairs. This letter had been reviewed and recommended for Board approval by members of the Public Information Committee Directors Bollay and Newquist. After discussion by the Board, Director Newquist rescinded his recommendation for the letter as presented. On MOTION by Director J. Kerns and second by Director T. Kern, the Board authorized Director Bollay to sign the letter and have Davies mail it upon further review and agreement by Director Bollay and Newquist.

AYES: Directors Newquist, Bollay, T. Kern, J. Kerns
NAYS: Director Barrett
ABSTAIN: None
ABSENT: None

D. Review District COVID-19 Emergency Declaration

The Board reviewed the COVID-19 Emergency Declaration dated March 13, 2020, and discussed limiting the General Manager's purchasing authority. On MOTION by Director Barrett and second by Director Newquist, the Board failed to approve an amendment to the declaration capping purchasing authority at \$20,000 by the following vote:

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

E. Recording of Committee Meetings

The Board reviewed the practice of not recording Committee meetings. After discussion, no motion was made and the practice of not recording these meetings will continue.

F. Information Items

None

G. Agreements to be Signed

710 East Mountain Drive – Dedication agreement for sewer facilities

7. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the Board packet.

8. ITEMS FOR NEXT AGENDA

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

- Review of letter to Board from Leon Bartholomew dated August 11, 2020

9. **ADJOURNMENT**

There being no other business, on MOTION to adjourn by Director Bollay and second by Director Newquist, the MOTION to adjourn passed unanimously without abstention at 4:52 p.m.

Thomas Bollay, President

Jeffrey Kerns, Vice President

Ellwood T. Barrett, Secretary

Thomas Kern, Treasurer

Dana Newquist, Director

**MONTECITO SANITARY DISTRICT
BOARD LIST OF PAYABLES**

<u>CHECKS DATED</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTALS</u>
08/14/20	ACCOUNTS PAYABLE	36,374.73
08/21/20	ACCOUNTS PAYABLE	97,135.64
08/28/20	ACCOUNTS PAYABLE	44,470.39
09/04/20	ACCOUNTS PAYABLE	<u>21,581.65</u>
	Subtotal	199,562.41
08/28/20	CAPITAL IMPROVEMENT PROJECTS	22,054.27
08/13/20	PAYROLL	101,128.76
08/27/20	PAYROLL	<u>102,468.70</u>
	Subtotal	203,597.46
	TOTAL	<u><u>\$425,214.14</u></u>

Approved for Payment:

Date: September 10, 2020

Amount: \$425,214.14

_____, General Manager

_____, Director

_____, Director

Check History Report

OPERATING FUND

Sorted By Check Number

Activity From: 8/14/2020 to 8/14/2020

MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Check Name	Check Amount	Description
025743	8/14/2020	BIG GREEN CLEANING COMPANY	2,553.00	Janitorial Services-August
025744	8/14/2020	CANON FINANCIAL SERVICES INC	275.14	Canon Copier Lease Payment-August
025745	8/14/2020	CINTAS CORPORATION #684	938.58	Uniform/Towels/Floor Mats-Cleaning/Rental-July
025746	8/14/2020	CJM::LA, INC	1,611.58	Landscape Architect Services for CDP-July
025747	8/14/2020	COMPUVISION COMMUNICATIONS	175.00	IT Services-July
025748	8/14/2020	CORT	44.00	Deed Report-July
025749	8/14/2020	CULLIGAN OF SYLMAR	87.41	Drinking Water-July
025750	8/14/2020	ENGEL & GRAY, INC	5,344.26	Biosolids Hauling-July
025751	8/14/2020	FILTRA-SYSTEMS COMPANY	383.97	Filter Bags for UF/RO
025752	8/14/2020	FISHER SCIENTIFIC	674.63	Lab Testing Supplies
025753	8/14/2020	FRONTIER	703.92	Phone Service for Office, Lift Stations 4 & 5-August
025754	8/14/2020	GOLD COAST STEEL & SUPPLY, INC.	538.74	Plant Maintenance Materials
025755	8/14/2020	GRAINGER	311.99	Plant Maintenance Materials, Safety Supplies
025756	8/14/2020	HACH COMPANY	469.85	Analyzer Chemicals
025757	8/14/2020	MARBORG INDUSTRIES	686.74	Refuse Disposal/Recycling-July
025758	8/14/2020	MCMASTER-CARR SUPPLY COMPANY	360.68	Plant Maintenance Materials
025759	8/14/2020	MENEMSHA DEVELOPMENT GROUP	8,954.00	Construct Story Poles as Required by County
025760	8/14/2020	O'CONNOR PEST CONTROL	389.00	Pest Control-July
025761	8/14/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	764.50	Annual Sludge/Biosolids Testing
025762	8/14/2020	PAYCHEX OF NEW YORK, LLC	498.30	Payroll Services-July
025763	8/14/2020	PLUMBERS DEPOT, INC	1,890.24	CCTV Camera Control Unit Repair
025764	8/14/2020	PURETEC INDUSTRIAL WATER	253.73	Water Softener Tank Rental-Quarterly
025765	8/14/2020	SANTA BARBARA COUNTY	1,543.80	Plan Review for Coastal Development Plan-July
025766	8/14/2020	S B HOME IMPROVEMENT CENTER	134.19	Plant Maintenance Materials
025767	8/14/2020	SMARDAN-HATCHER COMPANY	51.41	Plant Maintenance Materials
025768	8/14/2020	SOCAL GAS	114.50	Gas Service-July
025769	8/14/2020	UNIVAR SOLUTIONS	2,255.30	Plant Chemicals
025770	8/14/2020	WILLIAMS SCOTSMAN, INC	1,909.52	Office/Staff Room Trailer Rentals-August
025771	8/14/2020	SANTA BARBARA COUNTY	2,456.75	CEQA Filing Fees
Bank B Total			36,374.73	
Report Total			36,374.73	

Check History Report

OPERATING FUND

Sorted By Check Number

Activity From: 8/21/2020 to 8/21/2020

MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
025772	8/21/2020	ACME ANALYTICAL SOLUTIONS	2,344.36	Analyzer Chemicals
025773	8/21/2020	AT&T MOBILITY	63.50	Wireless for Lift Station #4 SCADA-August
025774	8/21/2020	BEDROCK BUILDING SUPPLIES, INC	341.48	Property Maintenance Materials
025775	8/21/2020	BIG GREEN CLEANING COMPANY	70.63	Janitorial Supplies
025776	8/21/2020	CEARNAL COLLECTIVE	4,722.00	Professional Services to Process the CDP
025777	8/21/2020	COMPUVISION COMMUNICATIONS	1,740.00	Datto Cloud Backup/NetAlert Managed Services
025778	8/21/2020	COX BUSINESS	227.56	Internet Wireless Service-August
025779	8/21/2020	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment-August
025780	8/21/2020	CUES	2,150.00	Annual CCTV Computer Software Support
025781	8/21/2020	DAVIES	5,000.00	Public Relations Consulting-July
025782	8/21/2020	DIGITAL DEPLOYMENT DBA STREAMLINE	310.00	Website Management-August
025783	8/21/2020	FAMCON PIPE & SUPPLY, INC	52.20	Plant Maintenance Materials
025784	8/21/2020	FASTENAL COMPANY	635.99	Plant Maintenance Materials, Gloves, Face Masks
025785	8/21/2020	FRONTIER	122.76	Phone Service for Lift Stations #1 & #2-August
025786	8/21/2020	GRAINGER	60.82	Lift Station Parts
025787	8/21/2020	HACH COMPANY	1,398.50	DO Meter for Operations
025788	8/21/2020	HADRONEX, INC	28,860.00	Annual Smartcover Warranty/Parts
025789	8/21/2020	HARRINGTON INDUSTRIAL PLASTICS	14.12	Plant Maintenance Materials
025790	8/21/2020	JUAN O'S MOBILE REPAIR	2,810.83	Repairs/Service to District Vehicles
025791	8/21/2020	MCCORMIX CORP	670.19	Vehicle Fuel 8/1-8/15/20
025792	8/21/2020	MCMASTER-CARR SUPPLY COMPANY	182.91	Lift Station Parts
025793	8/21/2020	MENEMSHA DEVELOPMENT GROUP	4,217.00	Surveying for Story Poles
025794	8/21/2020	MILPAS RENTAL INC	391.56	Plant Equipment Rental
025795	8/21/2020	MONTECITO UNION SCHOOL	1,150.00	Deposit Refund for 363 San Ysidro Road
025796	8/21/2020	MONTECITO WATER DISTRICT	678.97	Water Service-July
025797	8/21/2020	MICHAEL (or) KATE NOVOTNY	2,300.00	Deposit Refund for 165 Santa Elena Lane
025798	8/21/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	280.25	Outside Lab Analyses
025799	8/21/2020	PURETEC INDUSTRIAL WATER	52.13	Water Softener Sodium Tank Exchange
025800	8/21/2020	QUINN COMPANY	2,522.95	Generator Serving at WWTP and Lift Station #2
025801	8/21/2020	SIGMA-ALDRICH INC	212.57	Analyzer Chemicals
025802	8/21/2020	SMARDAN-HATCHER COMPANY	452.12	Property Maintenance Materials
025803	8/21/2020	STANTEC CONSULTING SERVICES INC.	8,213.00	Provide County with additional information for CDP
025804	8/21/2020	T&D RENTS INC.	4,500.00	Office/Staff Room Trailer Rental-August
025805	8/21/2020	TIERRA CONTRACTING INC	8,799.86	Install Water/Sewer Lines to Trailers
025806	8/21/2020	UNIVAR SOLUTIONS	4,763.53	Plant Chemicals
025807	8/21/2020	VENTURA AIR CONDITIONING CO.	162.50	Service Call for VFD
025808	8/21/2020	WICK BOILER SERVICES, INC	2,365.00	Preventative Maintenance on Boiler
025809	8/21/2020	WSG SOLUTIONS, INC	1,161.55	Plant Maintenance Materials
025810	8/21/2020	XYLEM WATER SOLUTIONS USA INC	109.44	Lift Station Parts
025811	8/21/2020	FIROOZ ZAHEDI (OR) BETH DEWOODY	2,300.00	Deposit Refund for 238 Miramar Avenue
Bank B Total:			<u>97,135.64</u>	
Report Total:			<u><u>97,135.64</u></u>	

Check History Report
Sorted By Check Number
Activity From: 8/28/2020 to 8/28/2020
MONTECITO SANITARY DISTRICT (MSD)

OPERATING FUND

Check Number	Check Date	Name	Check Amount	Description
025812	8/28/2020	ACWA/JPIA	31,620.86	Health/Dental/Life Insurance Premium-Sept
025813	8/28/2020	PETER BURTNES	3,366.00	Deposit Refund
025813	8/28/2020	PETER BURTNES	3,366.00-	Check Reversal
025814	8/28/2020	COMPUVISION COMMUNICATIONS	2,544.64	Remote Workstation for District Administrator
025815	8/28/2020	DUDEK	1,347.50	Planning/Permitting Services for CDP
025816	8/28/2020	FISHER SCIENTIFIC	555.73	Lab Testing Supplies
025817	8/28/2020	MCCORMIX CORP	1,729.23	Refill Diesel Storage Tank at WWTP
025818	8/28/2020	MCMaster-CARR SUPPLY COMPANY	111.40	Lift Station Parts
025819	8/28/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	103.50	Outside Lab Analyses
025820	8/28/2020	SANSUM CLINIC	135.00	DMV/DOT Exam-Ortiz
025821	8/28/2020	STANDARD INSURANCE COMPANY	2,014.00	Short/Long Term Disability Premium-September
025822	8/28/2020	STATE OF CALIFORNIA	115.00	Engineering License Renewal-Poytress
025823	8/28/2020	T-MOBILE	20.00	Wireless Data Port for UF/RO-August
025824	8/28/2020	UNION BANK	106.67	Propane for Forklift, Shipping Expense
025825	8/28/2020	UNION BANK	213.97	Safety Boot Allowance, Additional Cloud Storage
025826	8/28/2020	UNION BANK	294.91	Transmitter for WWTP
025827	8/28/2020	UNION BANK	152.56	Webinar Registration, Shipping Expense
025828	8/28/2020	UNIVAR SOLUTIONS	3,405.42	Plant Chemicals
Bank B Total:			<u>44,470.39</u>	
Report Total:			<u><u>44,470.39</u></u>	

CIP Check History Report
Sorted By Check Number
Activity From: 8/28/2020 to 8/28/2020
MONTECITO SANITARY DISTRICT (MSD)

CAPITAL IMPROVEMENT PROJECTS

Check Number	Check Date	Name	Check Amount	Description
001254	8/28/2020	FAMCON PIPE & SUPPLY, INC	9,987.60	CIP No. 2-Manhole Frames and Covers
001255	8/28/2020	KAMAN INDUSTRIAL TECHNOLOGIES	5,453.60	CIP No. 1-AB Blower Motor
001256	8/28/2020	XYLEM WATER SOLUTIONS USA INC	6,613.07	CIP No. 1-Repair Pumps at Lift Station 2
Bank G Total:			<u>22,054.27</u>	
Report Total:			<u><u>22,054.27</u></u>	

Check History Report
Sorted By Check Number
Activity From: 9/4/2020 to 9/4/2020
MONTECITO SANITARY DISTRICT (MSD)

OPERATING FUND

Check Number	Check Date	Name	Check Amount	Description
025829	9/4/2020	AT&T MOBILITY	23.24	Wireless Data Port for Office-August
025830	9/4/2020	BIG GREEN CLEANING COMPANY	311.84	Janitorial Supplies
025831	9/4/2020	CINTAS	75.96	Replenish First Aid Supplies
025832	9/4/2020	DOCU PRODUCTS	74.50	Copier Maintenance Agreement-September
025833	9/4/2020	FASTENAL COMPANY	150.60	Plant Tools, Disposable Gloves, Shop Towels
025834	9/4/2020	FILTRA-SYSTEMS COMPANY	473.18	Filter Bags for UF/RO
025835	9/4/2020	GRAINGER	268.55	Reusable Face Masks, Lab Supplies
025836	9/4/2020	HENSLEY LAW GROUP	3,938.00	Legal Services-August
025837	9/4/2020	JACK'S BISTRO	339.66	Staff Retirement Luncheon
025838	9/4/2020	MARBORG INDUSTRIES	289.77	Restroom and Hand Wash Station Rental-August
025839	9/4/2020	MCCORMIX CORP	718.83	Vehicle Fuel 8/15-8/31/20
025840	9/4/2020	MCMASTER-CARR SUPPLY COMPANY	551.17	Plant Maintenance Materials
025841	9/4/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	2,250.18	Annual Effluent Sampling, Outside Lab Analyses
025842	9/4/2020	PAYCHEX OF NEW YORK, LLC	332.20	Payroll Services-August
025843	9/4/2020	PLUMBERS DEPOT, INC	4,115.88	Repair CCTV Camera
025844	9/4/2020	RAPID PREP, LLC	3,876.25	Decontamination Shower Trailer Rental-August
025845	9/4/2020	SAFEGUARD BUSINESS SYSTEMS	524.61	Re-order of A/P Checks and Envelopes
025846	9/4/2020	SHERWIN-WILLIAMS CO.	695.61	Property Maintenance Materials
025847	9/4/2020	STAPLES BUSINESS CREDIT	37.95	Office Supplies
025848	9/4/2020	UNIVAR SOLUTIONS	2,331.12	Plant Chemicals
025849	9/4/2020	UNDERGROUND SERVICE ALERT	202.55	Dig Alert Tickets-August
Bank B Total:			<u>21,581.65</u>	
Report Total:			<u><u>21,581.65</u></u>	

MONTECITO SANITARY DISTRICT

MANAGER'S REPORT

for
Board Meeting

September 10, 2020

AGENDA ITEM 5. OLD BUSINESS

A. **LETTER TO DISTRICT CUSTOMERS – COASTAL DEVELOPMENT PERMIT APPLICATION PROJECTS**

At its meeting on July 15, 2020, the Public Information Committee directed staff to work with Davies Public Affairs to develop a mailer to all District customers with the goal of having it mailed out in the first half of August. At its August 13, 2020 meeting the full Board reviewed a draft letter to District customers and authorized Director Bollay to sign the letter and have Davies Public Affairs mail it out upon further review and agreement by Director Bollay and Director Newquist. The letter was revised by Davies and presented by John Davies at a Public Information (PI) Committee meeting on September 3rd. At the meeting, Directors Bollay and Newquist reviewed the letter, were in complete agreement with the content of the letter and requested no further revisions, however, Director Newquist stated that he does not want the letter to be mailed out at all. At Thursday's meeting the Board will be asked to provide staff with direction. A copy of the letter as presented and approved by the PI Committee is enclosed as (**EXHIBIT A**).

AGENDA ITEM 6. NEW BUSINESS

A. **RESOLUTION 2020 – 927 – APPROVING THE DESIGN AND PLANS FOR THE ROMERO CANYON SEWER MAIN EXTENSION - AUTHORIZATION TO ADVERTISE FOR BIDS**

The District's Capital Improvement Budget for FY 2020-21 includes monies for Sewer Main Extensions. Plans and specifications (bid documents) for the Romero Canyon Road Sewer Main Extension from 633 to 657 Romero Canyon Road have been prepared by District staff. The engineer's construction cost estimate for this project to construct 496 feet of 8 inch diameter sewer main to serve 11 properties is \$320,000. Given the current level of interest on the part of property owners and their willingness to participate financially in the project, it is recommended that the Board vote to approve Resolution 2020 – 927 (**EXHIBIT B**) "Approving the Design and Plans for the Romero Canyon Sewer Main Extension" and authorize staff to advertise this project for bids and return to the Board for consideration of award of contract.

B. DEDICATION AGREEMENT FOR SEWER FACILITIES – 525 HOT SPRINGS

In June 2019 the owners of 525 Hot Springs Road merged two adjacent properties. They now desire to construct one large single family residence in the center of the new parcel. The District has an existing sewer main in the location of their desired construction. The owners have approached the District with a request to relocate the sewer main and have agreed to pay all the costs associated with such a project. The District has worked with property owners in the past to have a new sewer main constructed and once operational the existing sewer main will be abandoned/ completely removed. The owners of 525 Hot Springs have signed the necessary Dedication Agreement which, with Board approval would authorize them to construct a new sewer line in the location shown in **EXHIBIT C**. Once constructed and inspected to District standards, the sewer main will be dedicated by the owners to the District and the Board will take action to accept the dedication. Additionally, at the time of dedication acceptance, the Board will act to accept a Grant of Easement for the specific location of the new sewer main. It is recommended that the Board authorize the execution of the Dedication Agreement for Sewer Facilities with 525 Hot Springs.

C. GENERAL MANAGER RETIREMENT; APPOINTMENT OF INTERIM GENERAL MANAGER.

The District’s General Counsel will provide a report to the Board regarding General Manager Diane Gabriel’s retirement and the Board’s options for appointment of an interim General Manager.

D. INFORMATION ITEMS

As requested at the last Board meeting, the Board will review letters (**Exhibit D**) to the Board from Leon Bartholomew dated August 11, and June 11, 2020.

E. AGREEMENTS TO BE SIGNED

747 Via Manana Road, Pump Variance Agreement for the on-site pump station
1112 Hill Road, Residential Sewer Service Agreement for Detached Gym

AGENDA ITEM 7. OPERATIONS AND MAINTENANCE REPORTS

TREATMENT PLANT

<u>Treatment Data</u>	Current Year 08/03/20 – 08/30/20	Prior Year 07/15/19 – 08/18/19
Average daily flow	0.544 MGD	0.548 MGD
Average hypochlorite	171 GPD	153 GPD
Average bisulfite	88 GPD	86 GPD
Average effluent SS	7.1 mg/L	6.5 mg/L
Average effluent CBOD ₅	3.14 mg/L	3.0 mg/L
Median coliform	< 1.8 MPN / 100 mL	< 1.8 MPN / 100 mL

- The belt press was operated for 18.5 hours 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:

- Recycled Water (RW) Pilot Project Ultra Filtration Bag filter placed online
- De-ragged #1 and #2 aeration basins
- Cleaned Secondary Clarifier Effluent pump screens
- Cleaned DEOX sample lines
- Quarterly CalRecycle Recycling and Disposal Reporting System (RDRS) report submitted
- De-ragged Influent Pump Station and Return Activated Sludge pump check valves
- Ran treatment plant on generator power when requested for CA State of Emergency power conservation
- Daniel Jacquez, MSD Chief Plant Operator (CPO) met with Summerland Sanitary District CPO to assist with their emergency action plan
- Experienced an SCE power surge at the treatment plant on August 24th. Lost ground indicator fuses/transformers and RAS pump VFD.
- Inspected and weighed RW Pilot Project RO membranes for any scaling or biofouling
- Performed alarm check for DAFT level float switch

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 28 day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 350 samples
- Ran 313 tests plus 69 duplicate tests for NPDES permit compliance and process control
- Performed 47 calibrations on laboratory equipment and 340 quality control checks
- Made 3 liters of coliform media
- Sent 10 samples to a contract lab for Oil & Grease testing from the Recycled Pilot Project for process control.

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

- Prepared 6 gallons of reagents for chlorine analyzer

In addition, the following Laboratory activities occurred:

- Most of the data has been received from analyses done on annual samples of the final effluent. All levels are below maximum allowances.
- In lieu of in-person, bi-annual on-site assessments, The California Environmental Laboratory Accreditation Program (ELAP) has sent all certified laboratories in California, a request for documents to be submitted by September 11th. This information request is for the most recent two months of on-site generated regulatory data and associated supporting records such as: quality control, equipment maintenance, calibration records, staff training records, SOP's, quality assurance manual, ethics training records, corrective action reports, and the like. MSD Lab Manager maintains a complete record of all necessary documents and is gathering this information for submittal.

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 33 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
- 8/3/20 Collection staff responded to a Montecito Water District Sewer System Overflow out of district manholes and into residence at 780 San Ysidro Rd, 790 San Ysidro Road, and 1505 Las Tunas Road.
- 8/5/20 Collection staff responded to after-hours call out for possible SSO at 181 Sheffield Drive, which ended up being a private lateral issue.
- 8/7/20 Quinn performed emergency repair to Bonnymede lift station emergency generator.
- 8/10/20 In an effort to calculate spill volume MSD staff simulated SSO caused by a Montecito Water District 10” diameter pipeline break which took place on 8/3/20 to calculate spill volume.
- 8/15/20 Collection staff responded to after-hours call out for pump fail alarm at Bonnymede lift station.
- 8/17/20 through 8/19/20 Collection staff transferred lift stations to emergency power during peak times due to CA SCE state of emergency.
- 8/22/20 Collection staff responded to after-hours call out for odor complaint at 1362 Oak Creek Canyon Road.

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
- 8/3/20 Maintenance staff assisted Collection staff with San Ysidro Rd SSO.
- 8/11/20 Maintenance staff performed emergency repair on plant water line.
- 8/17/20 through 8/21/20 Maintenance staff performed preventative maintenance and replaced flight shoes on Clarifier #2.
- 8/25/20 through 8/26/20 Maintenance staff replaced D.O. control panel.
- 8/27/20 Maintenance staff performed preventative maintenance on Aeration Basin blower filters.

TRAINING / OTHER ACTIVITIES

Staff participated in the following training:

- August 20, 2020 All staff participated in COVID-19 Action Plan training meeting

Collection System Cleaning and TV-ing History

			Length of	Length of	Length of	C - CLEAR L - LIGHT	R - ROOTS G - GREASE		Clear : No observable grease, roots or debris Light : .5 gallons of roots/ debris, small chunks of grease
Linear Feet Cleaned & Inspected		Esmt	Cleaning	TV-ing	Re-cleans	M - MEDIUM	D - DEBRI		Medium : .5-1.5 gallons of roots/ debris, moderate chunks grease
August 3, 2020 through August 30, 2020			274,996	25,048	33,614	H - HEAVY			Heavy : 1.5 or more gallons of roots, debris or grease
Date	Location	(X)	Cleaning (Linear Feet)	TV-ing (Linear Feet)	Re-cleans (Linear Feet)	Condition Findings		X	Notes
8/3/2020	Lift Station Maintenance / USA								
8/3/2020	San Ysidro Road				260	C		1	Clear
8/3/2020	San Ysidro Road				223	C		1	Clear
8/3/2020	San Ysidro Road				80	C		1	Clear
8/3/2020	San Ysidro Road				182	C		1	Clear
8/3/2020	San Ysidro Road				345	C		1	Clear
8/4/2020	East Valley Road		112			C		1	Clear
8/4/2020	Bolero Drive				98	C		1	Clear
8/4/2020	San Ysidro Road				137	C		1	Clear
8/4/2020	San Ysidro Road				174	L	D	1	Light Debris
8/4/2020	San Ysidro Road				146	C		1	Clear
8/4/2020	San Ysidro Road				396	C		1	Clear
8/4/2020	San Ysidro Road				295	C		1	Clear
8/4/2020	San Ysidro Road				268	L	D	1	Light Debris
8/4/2020	San Ysidro Road				370	L	D	1	Light Debris
8/4/2020	San Ysidro Road				171	C		1	Clear
8/4/2020	San Ysidro Road				363	C		1	Clear
8/4/2020	San Ysidro Road				260	C		1	Clear
8/4/2020	San Ysidro Road				207	L	D	1	Light Debris
8/4/2020	East Valley Road				214	C		1	Clear
8/4/2020	East Valley Road				112	C		1	Clear
8/4/2020	Stone Meadow Lane				47	C		1	Clear
8/4/2020	East Valley Road				280	L	D	1	Light Debris
8/4/2020	East Valley Road	X			215	C		1	Clear
8/4/2020	San Ysidro Road				193	L	D	1	Light Debris
8/4/2020	Bolero Drive				98	C		1	Clear
8/4/2020	East Valley Road	X			215	C		1	Clear
8/4/2020	San Ysidro Road				146	C		1	Clear
8/5/2020	San Ysidro Road			261					No Problems
8/5/2020	San Ysidro Road			268					No Problems
8/5/2020	San Ysidro Road			370					No Problems
8/6/2020	N Jameson Lane	X		57					No Problems
8/6/2020	N Jameson Lane	X		61					No Problems
8/6/2020	Middle Road				259	C		1	Clear
8/6/2020	Sycamore Canyon Road				261	C		1	Clear
8/6/2020	Sycamore Canyon Road				261	C		1	Clear
8/6/2020	Middle Road				259	C		1	Clear
8/6/2020	La Vereda Road				93	L	D	1	Light Debris
8/6/2020	La Vereda Road				76	L	D	1	Light Debris
8/6/2020	La Vereda Road				72	L	D	1	Light Debris
8/6/2020	La Vereda Road				80	L	D	1	Light Debris
8/6/2020	La Vereda Road				144	L	D	1	Light Debris
8/6/2020	La Vereda Lane				217	L	D	1	Light Debris
8/6/2020	N Jameson Lane	X			58	C		1	Clear
8/6/2020	N Jameson Lane	X			61	C		1	Clear
8/6/2020	La Vuelta Road				92	L	R	1	Light Roots
8/6/2020	La Vuelta Road				195	L	R	1	Light Roots
8/6/2020	La Vuelta Road				97	L	R	1	Light Roots
8/6/2020	La Vuelta Road				242	L	R	1	Light Roots
8/7/2020	Lift Stations / USA / Vehicle Maintenance								
8/8/2020	Weekend								
8/9/2020	Weekend								
8/10/2020	Lift Station Maintenance / USA								
8/10/2020	Chelham Way	X			90	L	R	1	Light Roots
8/10/2020	Chelham Way	X			77	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
8/10/2020	Chelham Way	X			89	L	R	1	Light Roots
8/10/2020	Chelham Way	X			124	L	R	1	Light Roots
8/10/2020	Chelham Way	X			100	L	R	1	Light Roots
8/10/2020	Chelham Way				255	L	D	1	Light Debris
8/10/2020	Chelham Way				51	L	R	1	Light Roots
8/10/2020	Chelham Way				76	L	R	1	Light Roots
8/10/2020	Chelham Way				107	L	R	1	Light Roots
8/10/2020	Chelham Way				66	L	R	1	Light Roots
8/10/2020	Barker Pass Road	X			215	L	R	1	Light Roots
8/10/2020	Barker Pass Road				258	C		1	Clear
8/10/2020	Chelham Way	X			114	L	R	1	Light Roots
8/10/2020	Chelham Way				165	L	D	1	Light Debris
8/10/2020	Cold Springs Road				330	L	R	1	Light Roots
8/10/2020	Sycamore Canyon Road	X			285	L	R	1	Light Roots
8/10/2020	Sycamore Canyon Road	X			40	L	R	1	Light Roots
8/10/2020	Sycamore Canyon Road	X			170	L	R	1	Light Roots
8/10/2020	San Ysidro Lane	X			176	L	R	1	Light Roots
8/10/2020	El Bosque Road	X			156	L	R	1	Light Roots
8/10/2020	San Ysidro Lane	X			327	C		1	Clear
8/10/2020	Periwinkle Lane				214	C		1	Clear
8/10/2020	Lemon Grove Lane	X			85	L	R	1	Light Roots
8/10/2020	Lemon Grove Lane	X			77	L	R	1	Light Roots
8/10/2020	Lemon Grove Lane	X			95	L	R	1	Light Roots
8/10/2020	Santa Rosa Lane				82	L	R	1	Light Roots
8/10/2020	Santa Rosa Lane				249	L	R	1	Light Roots
8/11/2020	El Rancho Road				87	L	R	1	Light Roots
8/11/2020	El Rancho Road				268	L	R	1	Light Roots
8/11/2020	El Rancho Road	X			165	L	R	1	Light Roots
8/11/2020	Skyview Drive				275	L	R	1	Light Roots
8/11/2020	Skyview Drive				202	L	R	1	Light Roots
8/11/2020	Camino Viejo Road				156	C		1	Clear
8/11/2020	Woodley Road				144	L	R	1	Light Roots
8/11/2020	Woodley Road	X			90	L	R	1	Light Roots
8/11/2020	Woodley Road	X			145	M	R	2	Medium Roots
8/11/2020	Woodley Road	X			330	M	R	2	Medium Roots
8/11/2020	Coast Village Road				279	C		1	Clear
8/11/2020	Coast Village Road				57	C		1	Clear
8/11/2020	Hill Road				274	L	R	1	Light Roots
8/11/2020	Hill Road				212	L	R	1	Light Roots
8/11/2020	Hill Road				324	L	R	1	Light Roots
8/11/2020	Monte Cristo Lane				248	L	R	1	Light Roots
8/11/2020	Brooktree Road				125	L	D	1	Light Debris
8/11/2020	Stone Meadow Lane				143	L	R	1	Light Roots
8/11/2020	Picacho Lane				234	L	R	1	Light Roots
8/11/2020	Picacho Lane				296	M	R	2	Medium Roots
8/11/2020	Pimiento Lane				337	L	R	1	Light Roots
8/11/2020	Hot Springs Road				307	L	R	1	Light Roots
8/11/2020	School House Road	X			247	C		1	Clear
8/11/2020	Oak Road				321	C		1	Clear
8/11/2020	Oak Road				321	C		1	Clear
8/11/2020	Olive Mill Lane				295	L	R	1	Light Roots
8/11/2020	Olive Mill Lane	X			48	C		1	Clear
8/11/2020	Santa Elena Lane	X			207	C		1	Clear
8/11/2020	Santa Elena Lane				106	C		1	Clear
8/11/2020	La Vereda Lane				62	L	D	1	Light Debris
8/11/2020	La Vereda Lane				83	L	D	1	Light Debris
8/11/2020	La Vereda Lane				78	L	D	1	Light Debris
8/11/2020	La Vereda Lane				65	L	D	1	Light Debris
8/11/2020	Greenworth Place				106	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
8/11/2020	Santa Rosa Lane				321	C		1	Clear
8/11/2020	Santa Rosa Lane				15	C		1	Clear
8/12/2020	Virginia Lane				267	L	R	1	Light Roots
8/12/2020	Danielson Road	X			267	L	D	1	Light Debris
8/12/2020	Danielson Road	X			224	L	D	1	Light Debris
8/12/2020	Danielson Road	X			96	L	D	1	Light Debris
8/12/2020	Danielson Road	X			229	L	R	1	Light Roots
8/12/2020	Danielson Road	X			261	L	R	1	Light Roots
8/12/2020	S Jameson Lane				231	L	R	1	Light Roots
8/12/2020	Humphrey Road				233	L	R	1	Light Roots
8/12/2020	Posilipo Lane	X			24	C		1	Clear
8/12/2020	Posilipo Lane	X			94	L	D	1	Light Debris
8/12/2020	Posilipo Lane	X			61	L	D	1	Light Debris
8/12/2020	Posilipo Lane	X			15	L	D	1	Light Debris
8/12/2020	Park Lane	X			243	L	R	1	Light Roots
8/12/2020	Via Manana	X			339	L	R	1	Light Roots
8/12/2020	Via Manana	X			40	L	R	1	Light Roots
8/12/2020	Glen Oaks Drive	X			122	L	R	1	Light Roots
8/12/2020	Valley Club Drive	X			251	L	R	1	Light Roots
8/12/2020	San Leandro Lane				276	L	R	1	Light Roots
8/12/2020	San Leandro Lane	X			129	L	R	1	Light Roots
8/12/2020	San Leandro Lane	X			39	L	R	1	Light Roots
8/12/2020	San Leandro Lane	X			328	L	R	1	Light Roots
8/12/2020	San Leandro Lane				168	L	R	1	Light Roots
8/12/2020	Fernald Point Lane				226	L	R	1	Light Roots
8/12/2020	Fernald Point Lane				260	L	R	1	Light Roots
8/12/2020	Buena Vista Avenue	X			135	C		1	Clear
8/12/2020	Buena Vista Avenue	X			69	C		1	Clear
8/12/2020	Biram Woods Drive				243	L	R	1	Light Roots
8/13/2020	San Ysidro Road			193					No Problems
8/13/2020	San Ysidro Road	X		80					No Problems
8/13/2020	San Ysidro Road			182					No Problems
8/13/2020	San Ysidro Road			345					No Problems
8/13/2020	San Ysidro Road			171					No Problems
8/13/2020	San Ysidro Road			363					Fine roots @ joints
8/13/2020	San Ysidro Road			260					No Problems
8/13/2020	San Ysidro Road			260					No Problems
8/13/2020	San Ysidro Road			223					No Problems
8/13/2020	San Ysidro Road			174					No Problems
8/13/2020	San Ysidro Road			396					No Problems
8/13/2020	San Ysidro Road			295					No Problems
8/13/2020	Monte Cristo Lane				316	L	R	1	Light Roots
8/13/2020	Hot Springs Road	X			212	L	R	1	Light Roots
8/13/2020	East Valley Road	X			281	L	R	1	Light Roots
8/13/2020	San Ysidro Road	X			221	L	R	1	Light Roots
8/13/2020	San Ysidro Road	X			108	L	R	1	Light Roots
8/13/2020	Depot Road				159	L	R	1	Light Roots
8/13/2020	Hosmer Lane	X			199	L	R	1	Light Roots
8/13/2020	Bonnie Lane	X			343	L	R	1	Light Roots
8/13/2020	Amapola Lane				197	L	R	1	Light Roots
8/13/2020	Pomar Lane				436	C		1	Clear
8/13/2020	Bonnie Lane	X			247	L	R	1	Light Roots
8/13/2020	Eucalyptus Lane	X			216	L	R	1	Light Roots
8/13/2020	Eucalyptus Lane				153	L	R	1	Light Roots
8/13/2020	Edgecliff Lane				261	C		1	Clear
8/13/2020	Edgecliff Lane				172	C		1	Clear
8/14/2020	Lift Stations / USA / Vehicle Maintenance								
8/15/2020	Weekend								
8/16/2020	Weekend								

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
8/17/2020	Lift Station Maintenance / USA								
8/17/2020	Dawlish Place	X			214	L	D	1	Light Debris
8/17/2020	Dawlish Place	X			87	L	D	1	Light Debris
8/17/2020	Dawlish Place	X			214	L	D	1	Light Debris
8/17/2020	Butterfly Lane				246	L	R	1	Light Roots
8/17/2020	Butterfly Lane				216	L	R	1	Light Roots
8/17/2020	Summit Road				255	L	R	1	Light Roots
8/17/2020	High Road	X			184	L	R	1	Light Roots
8/17/2020	High Road	X			96	L	R	1	Light Roots
8/17/2020	Butterfly Lane	X			65	L	D	1	Light Debris
8/17/2020	Butterfly Lane				242	L	R	1	Light Roots
8/17/2020	Eleven Oaks Lane	X			311	C		1	Clear
8/17/2020	Moore Road				218	L	D	1	Light Debris
8/17/2020	East Valley Road				132	L	D	1	Light Debris
8/17/2020	East Valley Road				143	L	D	1	Light Debris
8/17/2020	East Valley Road				244	L	D	1	Light Debris
8/18/2020	Humphrey Road		246			L	R	1	Light Roots
8/18/2020	Humphrey Road		245			C		1	Clear
8/18/2020	Golf Road	X			153	L	R	1	Light Roots
8/18/2020	Bonnymede Drive				128	L	D	1	Light Debris
8/18/2020	Edgecliff Lane	X			84	L	D	1	Light Debris
8/18/2020	Edgecliff Lane				21	L	D	1	Light Debris
8/18/2020	Brooktree Road				294	L	R	1	Light Roots
8/18/2020	School House Road				238	M	R	2	Medium Roots
8/18/2020	Edgecliff Lane	X			114	L	D	1	Light Debris
8/19/2020	Miramar Avenue	X	48			C		1	Clear
8/19/2020	Humphrey Road	X	249			C		1	Clear
8/19/2020	Humphrey Road		246			C		1	Clear
8/20/2020	Eleven Oaks Lane	X	114			C		1	Clear
8/20/2020	Eleven Oaks Lane	X	224			C		1	Clear
8/20/2020	Middle Road				218	L	D	1	Light Debris
8/20/2020	Middle Road				241	L	D	1	Light Debris
8/20/2020	Mesa Road				203	L	D	1	Light Debris
8/20/2020	Middle Road				25	L	D	1	Light Debris
8/20/2020	Mesa Road				208	L	D	1	Light Debris
8/20/2020	Miramar Avenue	X			158	C		1	Clear
8/20/2020	Miramar Avenue	X			130	C		1	Clear
8/20/2020	Miramar Avenue	X			195	C		1	Clear
8/20/2020	Miramar Avenue	X			157	C		1	Clear
8/21/2020	Lift Stations / USA / Vehicle Maintenance								
8/22/2020	Weekend								
8/23/2020	Weekend								
8/24/2020	Lift Station Maintenance / USA								
8/24/2020	Mountain Drive	X	256			L	R	1	Light Roots
8/24/2020	Mountain Drive	X			62	C		1	Clear
8/24/2020	East Valley Road				224	M	D	2	Medium Debris
8/24/2020	East Valley Road				228	M	D	2	Medium Debris
8/24/2020	East Valley Road				158	L	D	1	Light Debris
8/24/2020	East Valley Road				202	L	D	1	Light Debris
8/24/2020	East Valley Road				207	L	D	1	Light Debris
8/24/2020	Santa Angela Lane				340	L	R	1	Light Roots
8/24/2020	East Valley Road	X			285	L	R	1	Light Roots
8/24/2020	East Valley Road	X			105	L	R	1	Light Roots
8/24/2020	East Valley Road	X			224	L	R	1	Light Roots
8/24/2020	Picacho Lane	X			318	C		1	Clear
8/24/2020	East Valley Road				280	L	R	1	Light Roots
8/24/2020	East Valley Road				257	C		1	Clear
8/24/2020	East Valley Road	X			246	L	R	1	Light Roots
8/24/2020	East Valley Road				211	L	D	1	Light Debris

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
8/25/2020	Buena Vista Avenue		348			C	1	Clear
8/25/2020	East Valley Road		195			C	1	Clear
8/25/2020	East Valley Road		390			C	1	Clear
8/25/2020	East Valley Road		379			C	1	Clear
8/25/2020	East Valley Road		252			C	1	Clear
8/25/2020	East Valley Road		74			M D	2	Medium Debris
8/25/2020	East Valley Road		166			M D	2	Medium Debris
8/25/2020	East Valley Road		192			H D	2	Heavy Debris
8/25/2020	East Valley Road		306			H D	2	Heavy Debris
8/25/2020	Park Lane		251			C	1	Clear
8/25/2020	Park Lane	X	179			C	1	Clear
8/25/2020	Park Lane	X	240			C	1	Clear
8/25/2020	East Valley Road		232			C	1	Clear
8/25/2020	East Valley Road		242			L R	1	Light Roots
8/25/2020	East Valley Road		227			C	1	Clear
8/25/2020	East Valley Road		234			C	1	Clear
8/25/2020	East Valley Road		145			C	1	Clear
8/25/2020	East Valley Road		116			L R	1	Light Roots
8/25/2020	East Valley Road		203			L R	1	Light Roots
8/25/2020	East Valley Road		396			C	1	Clear
8/25/2020	East Valley Road		396			C	1	Clear
8/25/2020	East Valley Road		181			L R	1	Light Roots
8/25/2020	Freehaven Drive		184			C	1	Clear
8/25/2020	East Valley Road	X	164			L D	1	Light Debris
8/25/2020	Cima Vista Lane		203			C	1	Clear
8/25/2020	Cima Vista Lane		33			C	1	Clear
8/25/2020	Cima Vista Lane		69			C	1	Clear
8/25/2020	Cima Del Mundo Road		72			C	1	Clear
8/26/2020	East Valley Road			192				No Problems
8/26/2020	East Valley Road			306				No Problems
8/26/2020	East Valley Road			226				No Problems
8/26/2020	Moore Road			218				No Problems
8/26/2020	East Valley Road		226			L D	1	Light Debris
8/26/2020	Park Lane				285	C	1	Clear
8/26/2020	Park Lane				233	C	1	Clear
8/26/2020	Park Lane				182	L D	1	Light Debris
8/26/2020	Park Lane				163	L D	1	Light Debris
8/26/2020	East Mountain Drive				209	C	1	Clear
8/26/2020	East Mountain Drive				175	C	1	Clear
8/26/2020	Park Lane				219	C	1	Clear
8/26/2020	East Mountain Drive				173	C	1	Clear
8/26/2020	Park Lane				183	C	1	Clear
8/26/2020	Park Lane				338	C	1	Clear
8/26/2020	Park Lane				208	L D	1	Light Debris
8/26/2020	Park Lane				118	L D	1	Light Debris
8/26/2020	Park Lane				346	C	1	Clear
8/26/2020	Park Lane				321	C	1	Clear
8/26/2020	Park Lane				46	C	1	Clear
8/26/2020	Park Lane				355	C	1	Clear
8/27/2020	East Valley Road	X	213			L D	1	Light Debris
8/27/2020	East Valley Road		56			L D	1	Light Debris
8/27/2020	East Valley Road		122			L D	1	Light Debris
8/27/2020	East Valley Road		381			L D	1	Light Debris
8/27/2020	East Valley Road		396			L D	1	Light Debris
8/27/2020	East Valley Road		396			L D	1	Light Debris
8/27/2020	East Valley Road		396			L D	1	Light Debris
8/27/2020	East Valley Road	X	57			L D	1	Light Debris
8/27/2020	East Valley Road	X	106			L D	1	Light Debris
8/27/2020	East Valley Road	X	58			L D	1	Light Debris

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
8/27/2020	East Valley Road		258			L	D	1	Light Debris
8/27/2020	East Valley Road		135			L	D	1	Light Debris
8/27/2020	East Valley Road		263			L	D	1	Light Debris
8/27/2020	East Valley Road		386			L	D	1	Light Debris
8/27/2020	East Valley Road		190			L	D	1	Light Debris
8/27/2020	East Valley Road		101			L	D	1	Light Debris
8/27/2020	Stonehouse Lane		374			C		1	Clear
8/27/2020	East Valley Road	X	59			C		1	Clear
8/27/2020	Romero Canyon Road		310			C		1	Clear
8/27/2020	Romero Canyon Road		35			C		1	Clear
8/27/2020	East Valley Road		223			C		1	Clear
8/27/2020	Orchard Avenue		214			C		1	Clear
8/28/2020	Lift Stations / USA / Vehicle Maintenance								
8/29/2020	Weekend								
8/30/2020	Weekend								
Current period 8/3/20-8/30/20 Linear Feet			12765	4,900	39,730				
Prior periods Linear Feet			274996	25,048	33,614				
YTD Total Linear Feet			287,761	29,948	73,344				
YTD Total Miles			54.5	5.7	13.9				

EXHIBIT A

September 10, 2020

Dear Montecito Sanitary District Customer,

This letter is to share with you plans that your Sanitary District is taking right now to ensure we can continue to serve you while protecting our environment, workers and precious water resources. Once you have read the enclosed material, we would welcome your questions, comments and support.

The Montecito Sanitary District (MSD) has always operated by focusing on our service with professionalism and expertise – we are not good at promoting what we do or patting ourselves on the back. That’s partly because what we do every day is not something most like to think about. However, our team of experts are passionate and dedicated to protecting your health, safety, and the local environment.

Over the past decade we have worked to complete a long-held and contemplated Master Plan for our essential facilities. That is why we are writing to you today. Santa Barbara County is now in the process of reviewing and approving our Development Plan, which includes the remaining elements of our Master Plan, and we want to make sure you’re aware of what we are proposing and why.

The role of MSD is to collect, treat and dispose of wastewater from homes, businesses and institutions. That calls for a great deal of expertise in environmental protection and monitoring, biosolids management and wastewater treatment. Our certified laboratory and operators ensure the protection of the local environment by continuously monitoring using advanced testing equipment and technology. Without effective treatment of wastewater, our environment would be devastated, particularly our ocean environment.

In Montecito, in addition to our wastewater treatment plant operations and maintenance, we inspect and maintain 78 miles of pipelines along with five pump stations. Our treatment facility continuously meets all state and federal standards as we release treated, clean water into the ocean.

In 2004 the MSD Board, after a series of public hearings, approved a Master Plan providing the facilities needed to serve our community well into the future. We first completed the maintenance building in 2006. Then the testing laboratory was completed in 2010.

That left the Recycled Water Treatment Facilities and an Essential Services Building to be completed. These are the projects currently proposed in the Development Plan, along with solar power. For nearly four years we have been focused on completing the 5,000 square foot Essential Services Building and we have actively been working to test the latest in recycled water technology by constructing and operating a pilot facility.

EXHIBIT A

The recycled water project is an important one for the community and environment given that approximately 90% of water use in Montecito is for landscaping. We want to help save potable water for indoor use. We have worked with the Montecito Water District to develop a recycled water project and they have kindly passed two supportive resolutions. The first proposed recycled water project will serve the entire Santa Barbara Cemetery and will include treatment facilities on our site.

Because recycling water is energy intensive, we are planning to incorporate solar energy on our rooftops where possible. With solar in place on new structures, we will have enough solar energy capacity for the Recycled Water Project to serve the full Santa Barbara Cemetery.

The COVID-19 pandemic is expected to have a long-term impact on how the wastewater industry will operate. Knowing the MSD employees frequently come into contact with untreated sewage, therefore putting themselves and their families at risk, we immediately added modular buildings to provide adequate sanitary facilities including changing rooms, washrooms, shower rooms, designated food preparation facilities and individual data entry/mandatory reporting workstations in areas that are ventilated with proper air exchange & handling. COVID-19 brought this need that we have been unable to fulfill to forefront.

That leads to the last, yet key, component of our Development Plan, the proposed Essential Services Building. Meeting the rigid environmental, health and safety standards for a wastewater treatment plant requires a highly specialized workforce. To recruit and retain employees in a highly competitive environment, we need habitable offices for essential services. Our proposed Essential Services Building will provide physical protection, proper hygiene, and the ability for workplace distancing. And best of all we have set aside funding for the new building and do not need any additional funds.

To continue providing quality service, ensure the health and safety of our workers and the community and protect our environment, we ask you to support our plans.

To learn how to support our plans, or if you have any questions or comments, please email staff@montsan.org or call us at 805-969-4200.

Thank you. We are honored to serve you and the entire Montecito community.

Sincerely,

MONTECITO SANITARY DISTRICT DEVELOPMENT PLAN TO PROTECT HEALTH, SAFETY & THE ENVIRONMENT



Channel Drive

SB Cemetery



MAINTENANCE BUILDING - COMPLETE

The first phase of our 2004 master plan was completed in 2006 to improve our maintenance facilities.

LABORATORY BUILDING - COMPLETE

Our certified laboratory and operators ensure the protection of the local environment by continuous monitoring using advanced testing equipment and technology.

ESSENTIAL SERVICES BUILDING - PROPOSED

Our proposed Essential Services Building will provide physical protection, proper hygiene, and ability for workplace distancing.

To continue providing quality service, ensure the health and safety of our workers and the community, and protect our environment.

NEW DRIVEWAY & PARKING LOT

EXISTING WASTEWATER TREATMENT FACILITY

Music Academy of the West

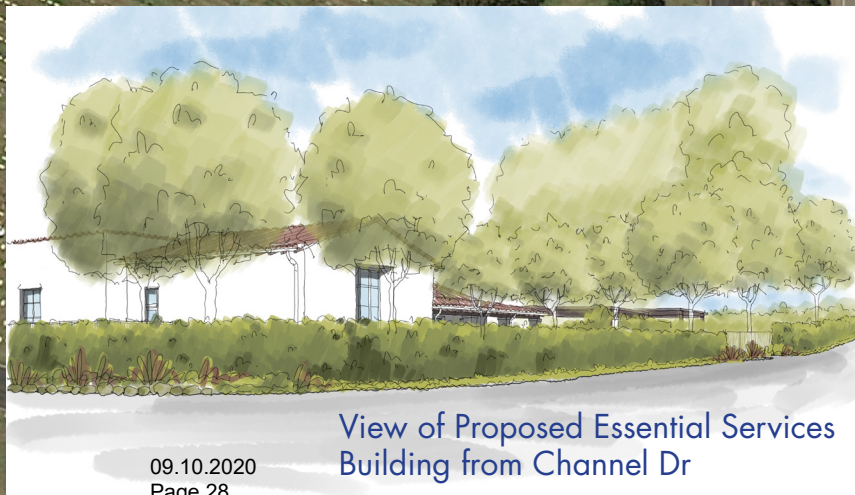
Monte Cristo Lane

RECYCLED WATER PROGRAM - PROPOSED

Proposed recycled water storage tank, treatment enclosure and feed water tank

CURRENT OPERATIONS BUILDING

Our current building is cramped and dysfunctional. It's not ADA compliant, it lacks adequate restrooms, and there are no shower facilities for women. The building is half the size required to house the new technologies and staff needed to comply with increasing regulations, responsibilities, testing and reporting.



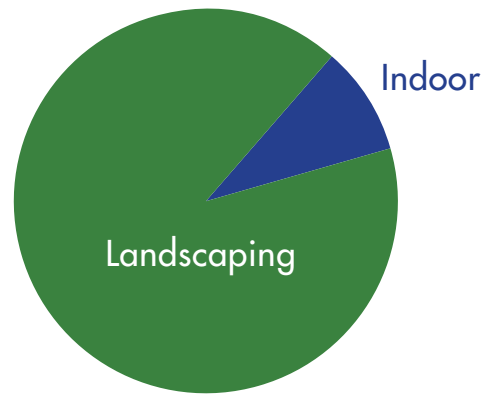
View of Proposed Essential Services Building from Channel Dr

RECYCLED WATER PROJECT

To help conserve precious potable water for home and business uses, the Montecito Sanitary District has been working with the Montecito Water District to create a recycled water program for commercial irrigation.

Our pilot program has demonstrated that it can produce high-quality recycled water. The project that would serve the entire cemetery would include treatment facilities on our site, and the recycled water would be distributed by the Montecito Water District.

Water used for indoor versus outdoor in Montecito



Landscaping consumes a large majority of water used in Montecito.



The Santa Barbara Cemetery needs a substantial amount of water to maintain the beauty and serenity of its property, located adjacent to the Montecito Sanitary District treatment facility.

OVERDUE FACILITY UPGRADES

The need for an essential services building was identified 15 years ago in our 2004 Master Plan. We have saved for it, and we have deferred maintenance in anticipation of it. The Master Plan has been affirmed by multiple boards.

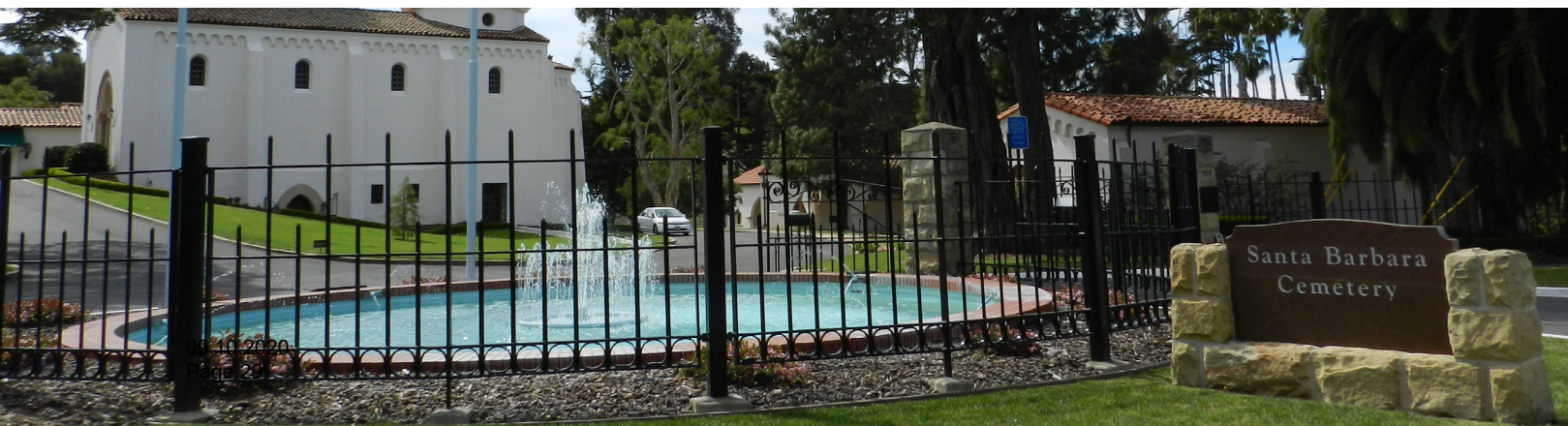
Twenty publicly noticed meetings have been held to discuss the project. The Montecito Association Board and their Land Use Committee supported the project. All Monte Cristo Lane neighbors, including the Fairway Condominium Homeowners Association, Music Academy, and Cemetery were consulted and have shown support for the project.

We have saved funds for the completion of the modest building. Throughout, we have and will maintain the same fiscal discipline that has resulted in an AA+ credit rating, and an unblemished history of clean financial audits and adequate reserves.



Please help us make recycled water a reality

The Montecito Sanitary District looks forward to earning the approval of the Montecito Planning Commission and the County of Santa Barbara. These approvals would permit the construction of a recycled water facility to serve the Santa Barbara Cemetery.



POWERED BY THE SUN

Recycled water treatment uses a substantial amount of energy so we are planning to take advantage of the opportunity for solar energy on the rooftops of our buildings. With our new structures in place, we will have capacity to power the proposed Recycled Water facility to serve the full Santa Barbara Cemetery.

FOR MORE INFORMATION

To learn more about recycled water or our facilities, please get in touch.

805-969-4200
www.montsan.org

1042 Monte Cristo Lane
Santa Barbara, CA 93108



EXHIBIT B

RESOLUTION NO. 2020-927

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE ROMERO CANYON SEWER MAIN EXTENSION PURSUANT TO GOVERNMENT CODE § 830.6 AND AUTHORIZATION TO BID

The Board of Directors of the Montecito Sanitary District does resolve as follows:

SECTION 1: The Board of Directors finds and declares as follows:

- A. District staff have prepared bid specifications for the Romero Canyon Sewer Main Extension (“Project”);
- B. The District Engineer reviewed the completed design and plans for the Project and agrees with staff that the plans are complete and the Project may be constructed;
- C. The Board of Directors wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Environmental Assessment.* The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The project is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

SECTION 3: *Design Immunity; Authorization.*

- A. The design and plans for the Project are determined to be consistent with the District’s standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The General Manager, or designee, is authorized to act on the District’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- D. The approval and authorization granted by this Resolution is intended to avail the District of the immunities set forth in Government Code § 830.6.
- E. The General Manager, or designee, may solicit bids for the Project in accordance with applicable law.

SECTION 4: The Clerk to the Board is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

EXHIBIT B

PASSED AND ADOPTED by the Governing Board of the MONTECITO SANITARY DISTRICT on the 10th day of September, 2020 by the following vote:

AYES:

NAYS:

ABSTAIN: None

ABSENT: None

Tom Bollay
President of the Governing Board of the
MONTECITO SANITARY DISTRICT

ATTEST:

Elizabeth A. Byrne
Clerk to the Governing Board of the
MONTECITO SANITARY DISTRICT

APPROVED AS TO FORM:

Karl H. Berger, General Counsel

EXHIBIT C

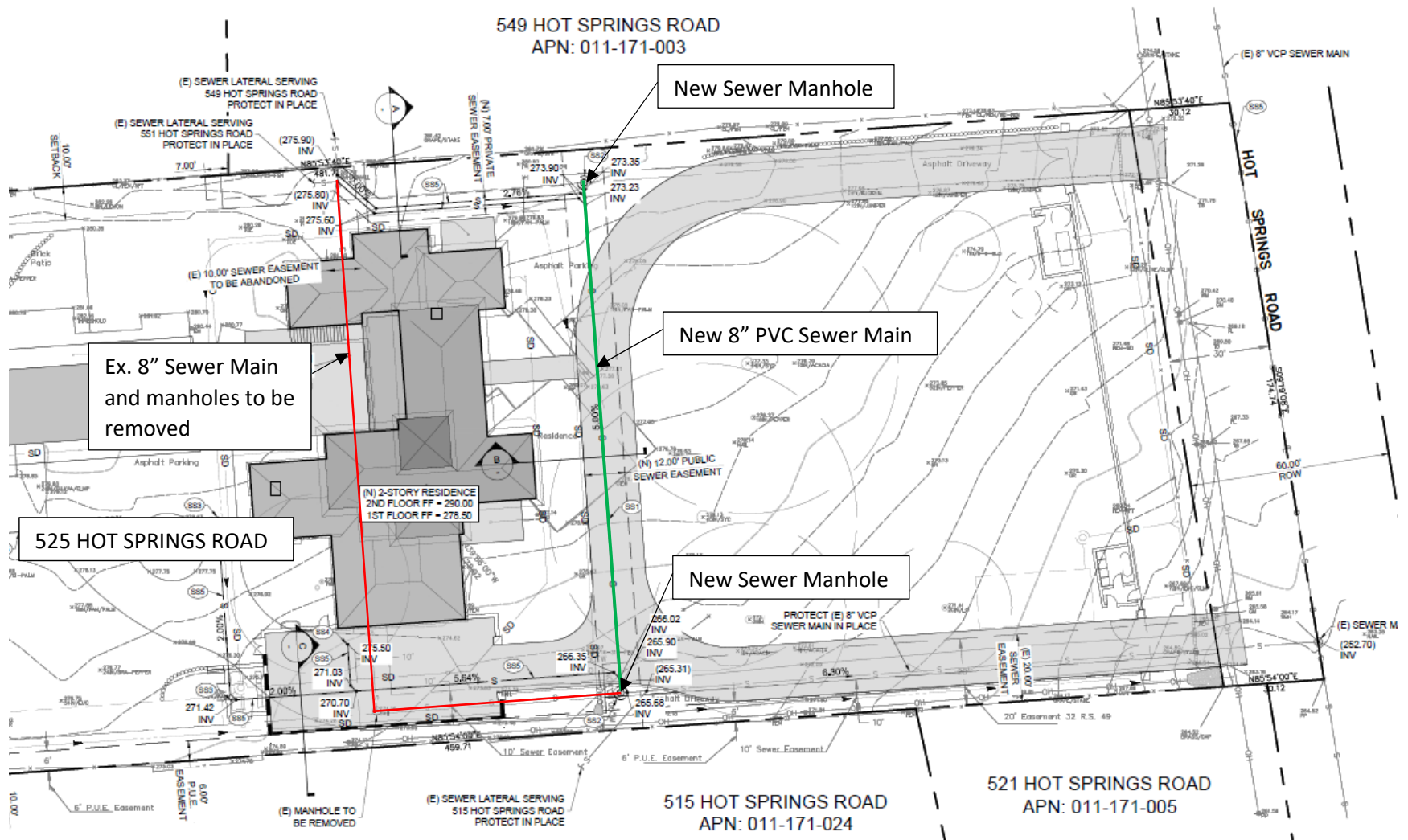


EXHIBIT D

Leon P. Bartholomew
2029 Boundary Drive
Montecito, CA 93108

June 11, 2020

The Board of Directors
Montecito Sanitary District
1042 Monte Cristo Lane
Santa Barbara, CA 93108

Sent via email

Re: Proposed 2020-21 Budget

Gentlemen:

The agenda for today's meeting includes item 5C which recommends approving the 2020-21 budget. I am respectfully requesting you postpone approval of the budget until you satisfy yourselves regarding the questions or issues I am raising in this letter.

In 2017, 2018 and 2019 the MSD had net operating income of \$2,054,000, \$1,565,000 and \$1,416,000, respectively. This total of \$5,035,000 is excessive. You should seriously consider reducing the annual fee.

MWD explained the 2012 rate increase as being needed to ..."fund future rehabilitation projects to maintain system integrity." It says nothing about an essential service building which is being proposed to benefit future ratepayers. This building should be funded by a bond issue and paid for by future ratepayers.

According to public records, MSD operated with a maximum of 14 employees between 2009-2014. The total number of employees began to increase in 2015 and has now reached 18 or a 28% increase. During the 2009-14 time frame the MSD processed an average of 298 million gallons of inflow while the 2015-2019 inflow average was 212 million gallons or a 29% decrease. Most businesses tend to retrench when the business contracts and not expand the number of employees.

In 2019 the MSD processed approximately 36,000 gallons of inflow per day per employee while Carpinteria processed 74,000 and Goleta processed 120,000. The cost of treatment in 2019 per one million gallons of inflow was \$22,700 for MSD, \$9,500 for CSD, and \$7,300 for GSD. It is hard to imagine why the MSD cost is 239% of the CSD cost.

June 11, 2020 letter to MSD Board, page 2

I would also suggest you look at the assumptions used in the most recent rate study and compare them to the actual results. You may well find the assumptions generated by management were overly pessimistic regarding how much operating costs would increase leading to a substantial overcharge to ratepayers.

I am including a set of graphs which show several of the points I am raising in this letter.

The information was obtained from various sources including audited financial statements, district websites, independent reports, and public websites. Thus, it is possible one or more errors may have occurred as the data was not readily available in one location. However, I urge you to ask management to justify all of the line items in the budget and not accept the budget approval process as a rubber stamp exercise. Ask yourself is the expenditure really necessary. If so, can it be outsourced at a reduced cost?

I would be happy to discuss with the Board or management the source of any of the issues that I have raised in this letter.

I would like to remind each and every one of you that you have a fiduciary duty to the ratepayers of the MSD. This duty certainly includes insuring that the MSD is operated in the most efficient manner possible and the ratepayers only pay a fair price for the services they receive.

Sincerely,

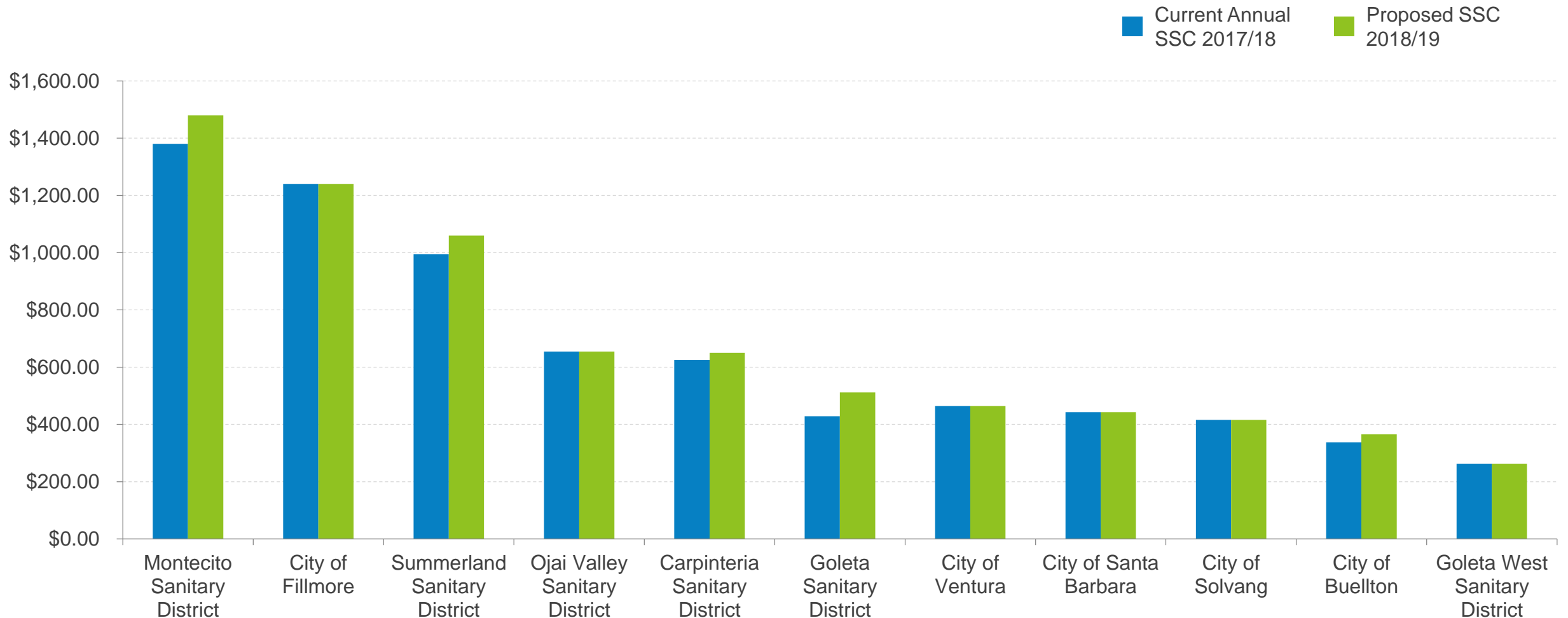
Leon P Bartholomew

CC: Toni McDonald
(TMcDonald@montsan.org)

Sanitary District Annual Sewer Fees

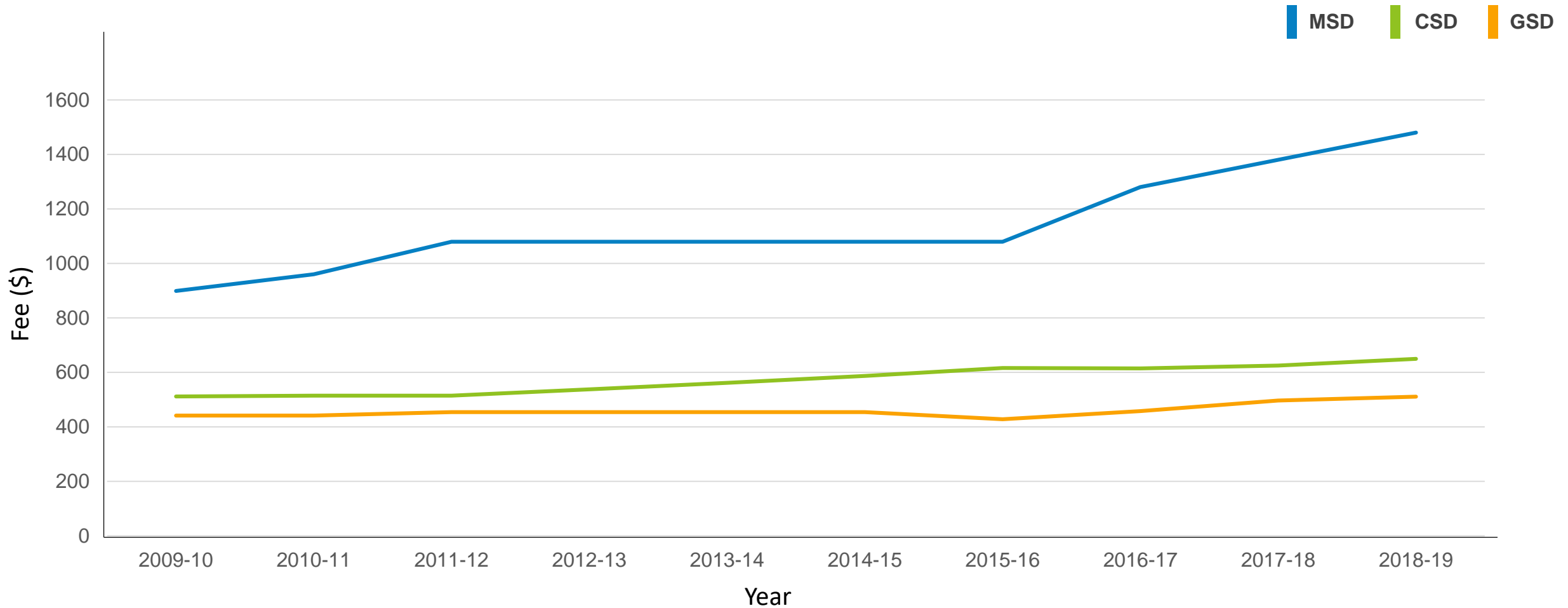
EXHIBIT D

Comparison of Regional Districts



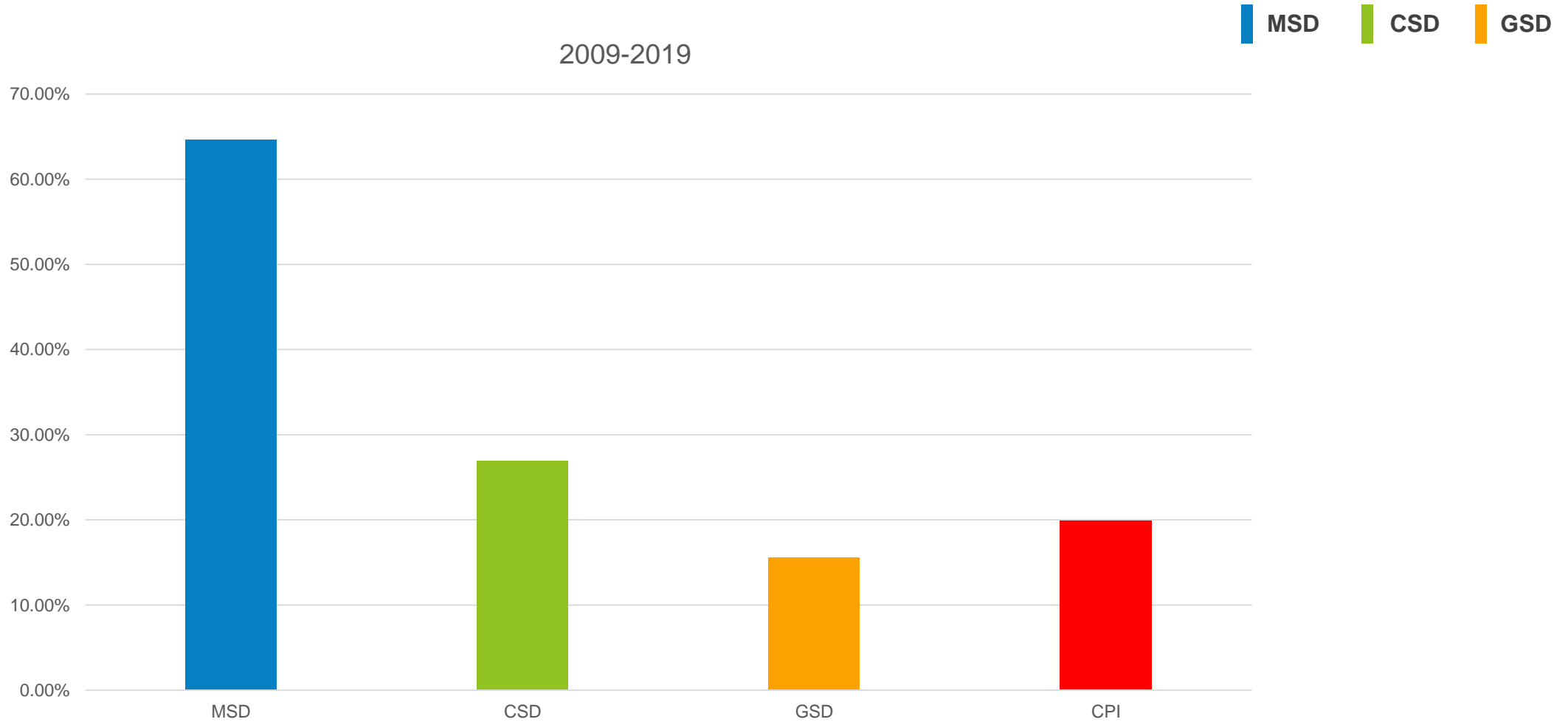
Annual Service Fee

Comparison of Local Districts



Annual Service Fee Increase

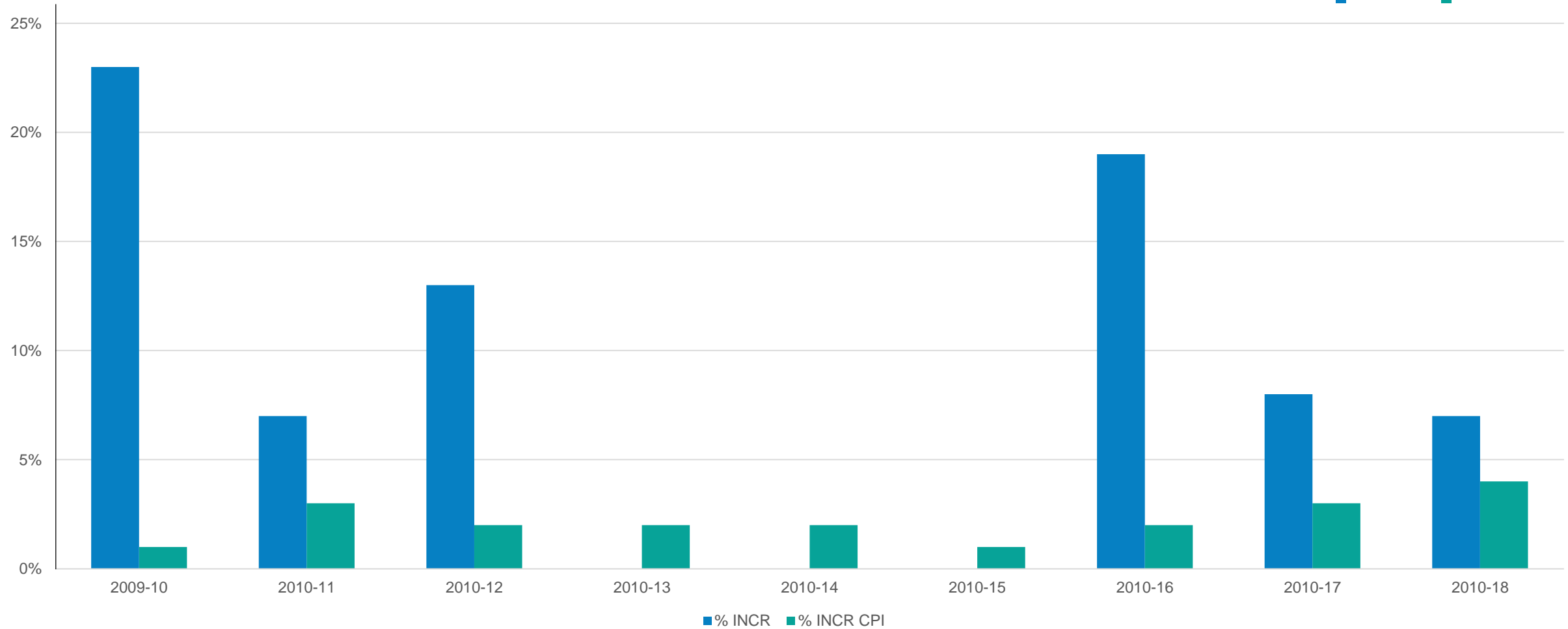
Comparison of Local Districts



Annual Service Fee

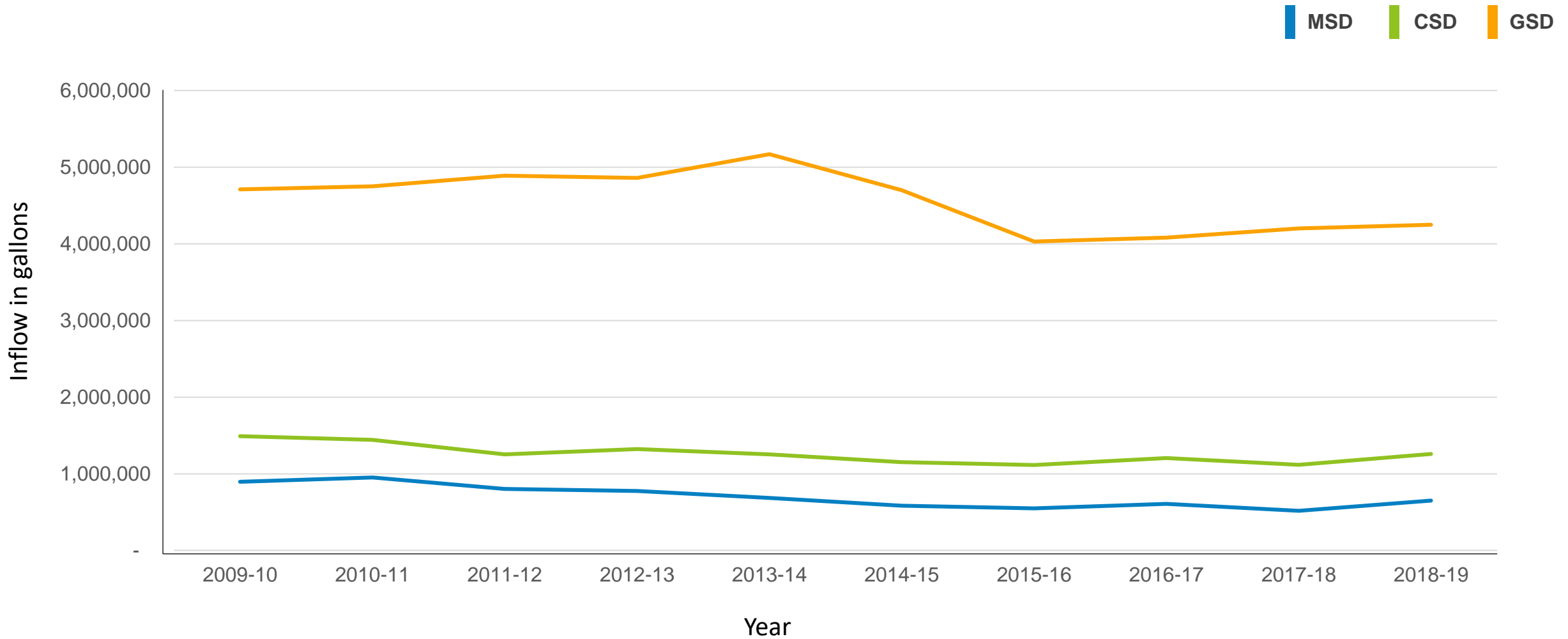
Percentage Increase vs. U.S. Consumer Price Index (10 years)

MSD CPI



Daily Inflow

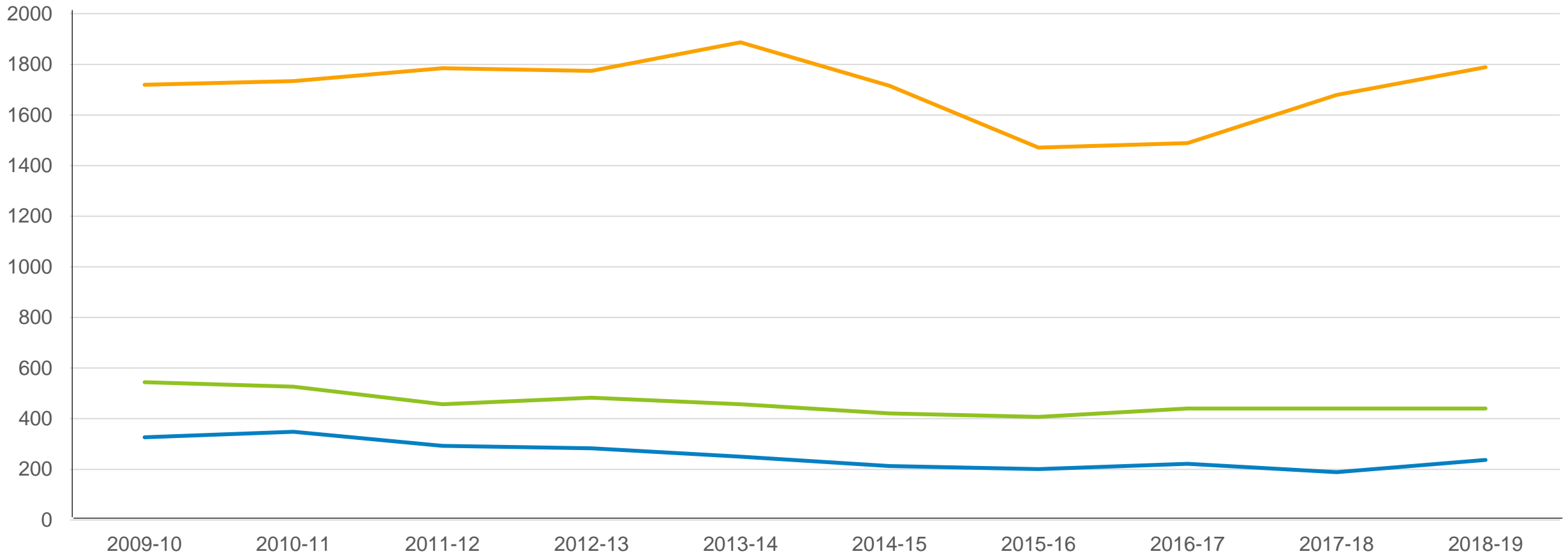
Average Per Day (in gallons)



Annual Inflow

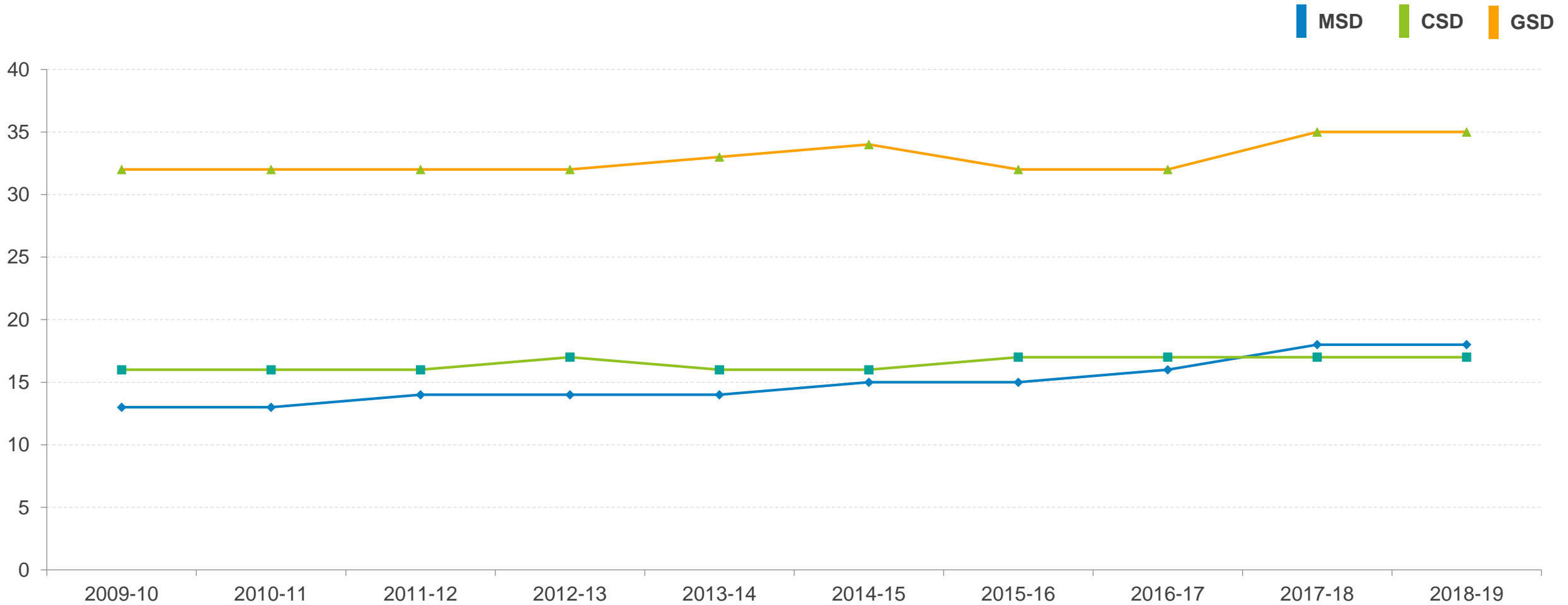
Processed in millions of gallons

MSD CSD GSD



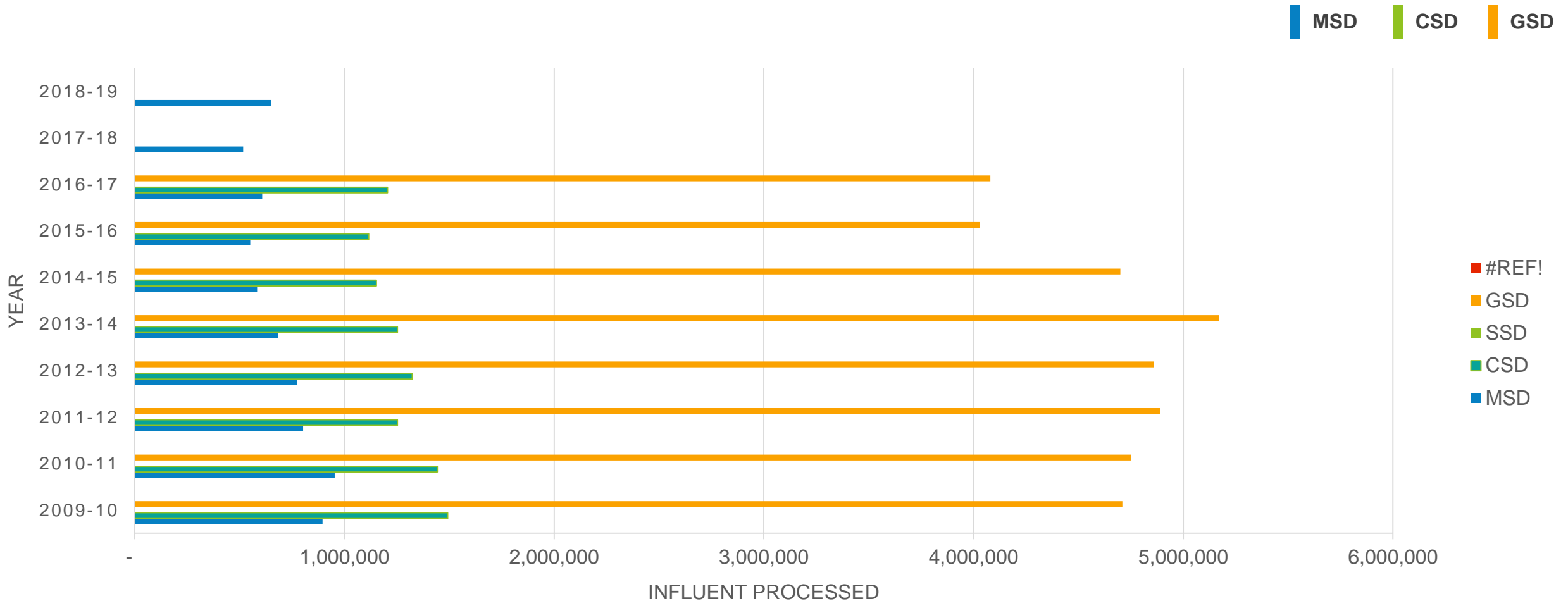
Number of Employees

Comparison of Sanitary Districts



Influent Processed

Comparison of Sanitary Districts



Gallons of Influent Processed per Employee per Day

Comparison of Sanitary Districts

MSD CSD GSD

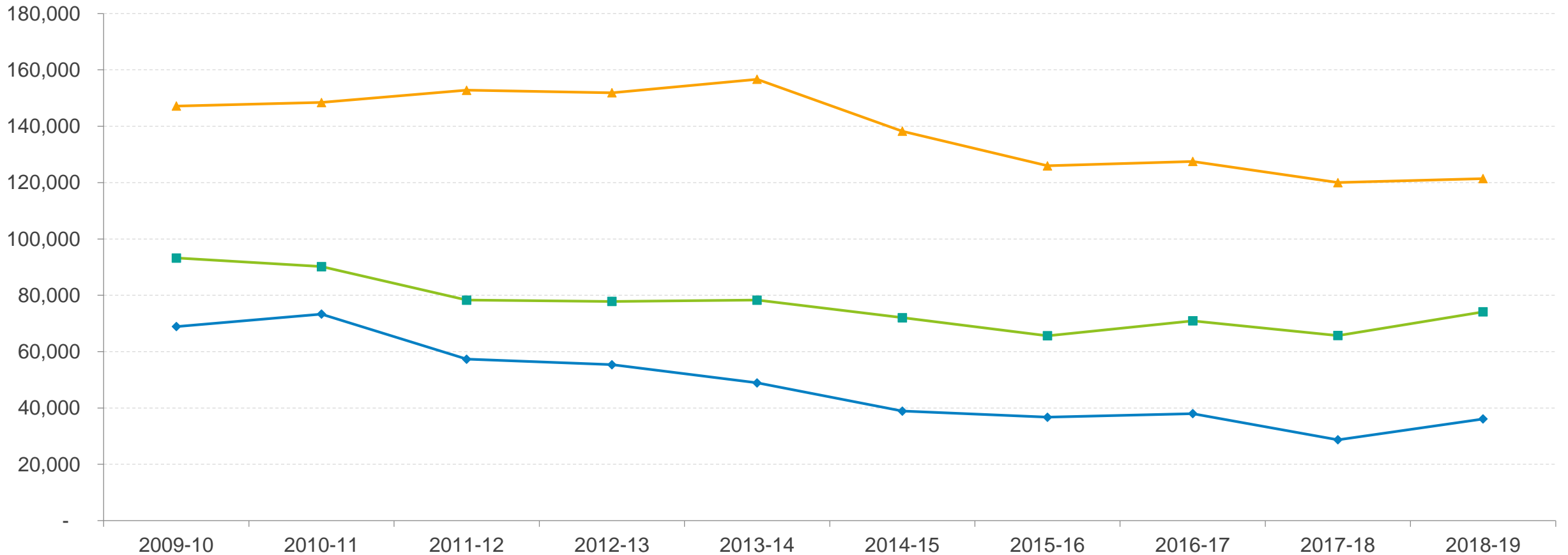
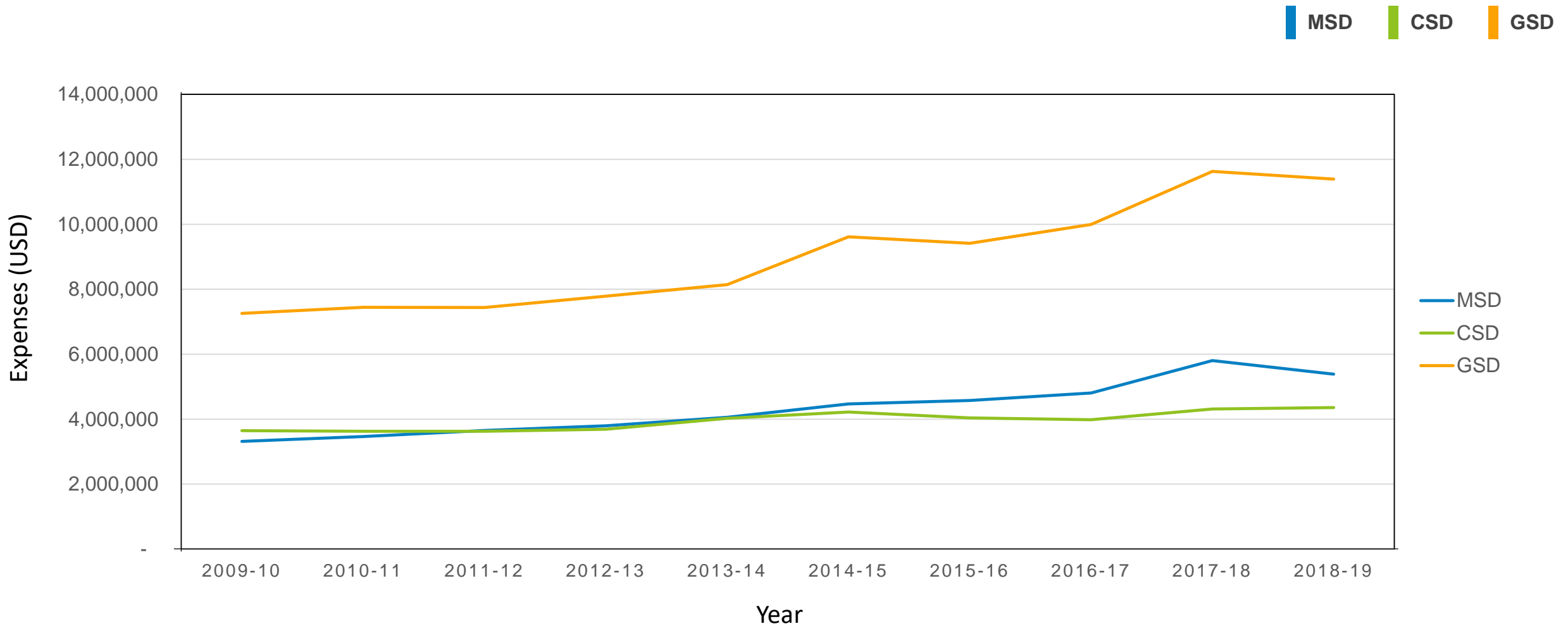


EXHIBIT D Operating Expenses

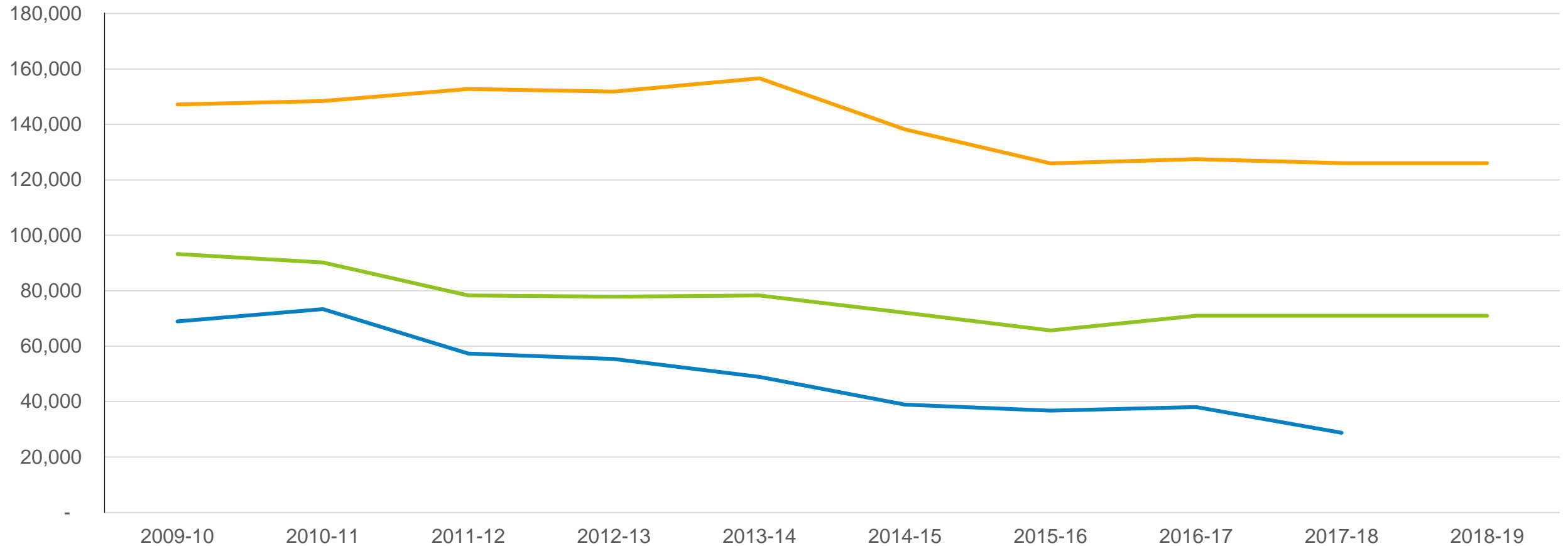
Comparison of Districts



Gallons of Influent Processed

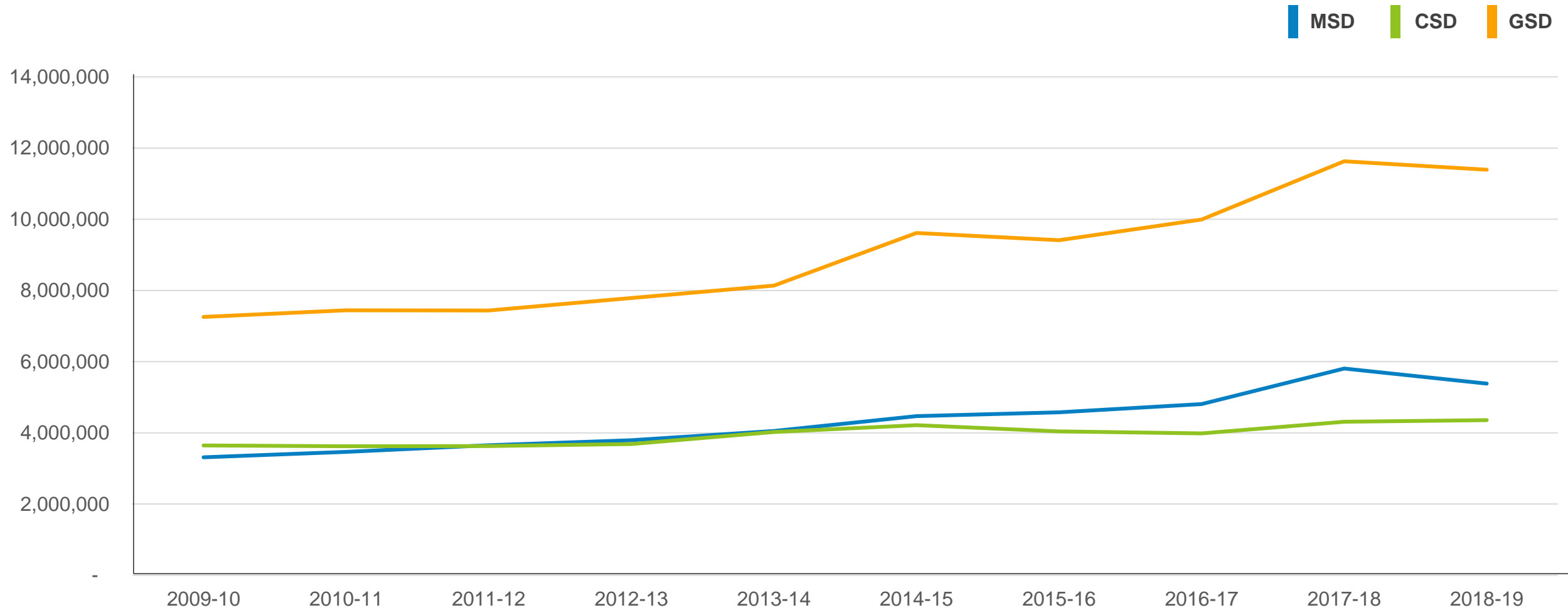
Per employee per day

MSD CSD GSD



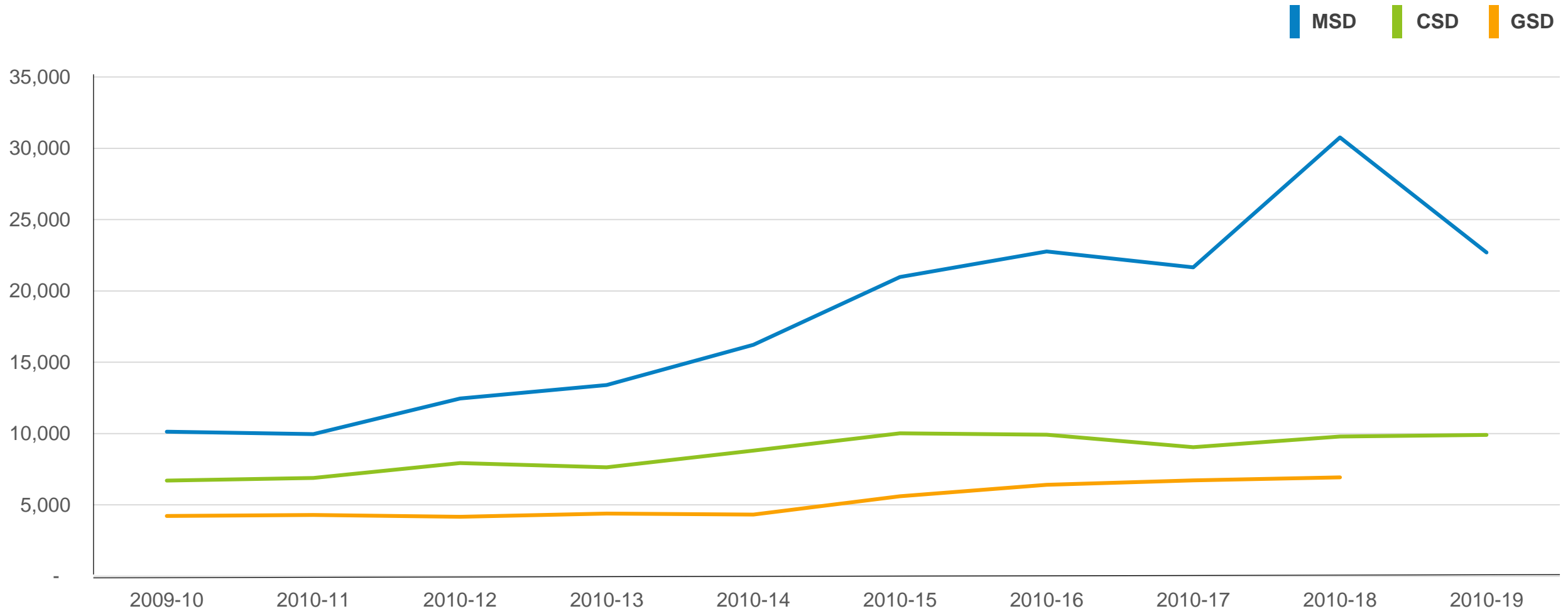
Operating Expenses

Comparison of Sanitary Districts



Cost per Million Gallon of Inflow

Comparison of Sanitary Districts



Leon P. Bartholomew
2029 Boundary Drive Santa Barbara, California 93108-2251
805-969-1533 e-mail: LeonBartholomew@gmail.com

August 11, 2020

Mr. Thomas Bollay, Chair
Montecitio Sanitary District
Sent Via Email

Mr. Bollay:

I read the statement shown below in the public comment session of your Board meeting of July 30, 2020. My comments included a request by you to pause the pursuit of a building permit until all the alternatives to constructing a new Essential Services Building could be reviewed. I note this item is not on the Agenda for your meeting of August 13. Therefore,, I hereby again request you place on the Agenda for your next meeting a discussion of pausing the pursuit of the building permit and further this letter be read into the minutes of your August 13 2020 Board meeting and attached to the Minutes of the meeting.

Statement

Mr. Bollay,

These comments are addressed to you.

On July 6, I made a Public Records Request for all estimates and studies undertaken to repair the existing office building and conference center. Further, I asked for all inspection reports undertaken to determine if termites, mold or asbestos exists on the property. These requests were numbered 4 and 5.

On July 28, Ms. McDonald responded, "Please note that the District did not identify any records that are responsive to Item Nos. 4 or 5 on your request."

Her response clearly indicates to me the following. First, the Board prior to approving the Essential Services Building did not examine the alternatives as any prudent fiduciary would do in the ordinary course of business. Second, the General Manager has, I believe, repeatedly stated termites, asbestos, or mold were reasons a new Essential Services Building was needed. How can she make these statements if no reports exist?

To date, you have supported the decision to build the Essential Services Building. I think you have done this without knowing the Board did not consider the alternatives and relied on certain statements of the General Manager that cannot be backed up by any reports in the possession of the District.

Therefore, I am asking you as Chair to add to your next agenda a request to pause the pursuit of a building permit for the Essential Services Building until all of the alternatives have been thoroughly examined as any reasonable fiduciary should do.

There is little community support for the Essential Services Building currently. If you are able to show that all of the alternatives have been considered you might well gain the support the District needs to go forward.

Thank you for listening. .

End of Statement

Sincerely,

Leon P. Bartholomew

cc: Woody Barrett
Tom Kern
Jeff Kerns
Dana Newquist