



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, March 11, 2021

- 1. Agenda www.montsan.org/Agenda+2021-03-11.pdf
- 2. Minutes of the Regular Meeting of the Board on February 11, 20212
- 3. Minutes of the Special Meeting of the Board on February 26, 20217
- 4. Payables for dates February 6, 2021 to March 5, 20219
- 5. Manager’s Report.....14
- 6. EXHIBIT A – ORDINANCE 1717
- 7. EXHIBIT B – Sewer Main Extension Deferral Policy19
- 8. EXHIBIT C – 2003 Memo of PPP Law22
- 9. EXHIBIT D – Zoom Meeting Recording Retention Policy24
- 10. EXHIBIT E – PROCLAMATION25
- 11. EXHIBIT F – Proposed Organizational Chart.....26
- 12. EXHIBIT G – Industrial Hygiene Assessment27



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MINUTES

For the Regular Meeting of the Board on:

February 11, 2021

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:30 pm on Thursday, February 11, 2021 using Zoom teleconferencing in accordance with the State Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

President Dorinne Lee Johnson, Vice President Woody Barrett, Secretary Dana Newquist, Treasurer Don Eversoll, Director Gary Fuller.

Board Members Absent: None

Also Present and Participating:

Carrie Poytress, MSD Engineering Manager
Alex Alonzo, MSD Operations Manager
Elizabeth (Betsy) A. Byrne, MSD District Administrator
Mark Manion, Price Postel & Parma
Ken, Montecito Resident
Edwin Martin
Laura Camp, PIO MWD
Keith Berry
Ken
Nick Turner
Donna S
Montecito Resident
Resident

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. CONSENT CALENDAR

A. APPROVAL OF MINUTES

ON MOTION by Director Newquist, Second by Director Barrett, the board voted to approve the minutes of the January 14, 2021 regular meeting and the February 4, 2021 special meeting of the Board.

AYES: Directors Barrett, Newquist, Johnson, and Fuller
NAYS: None
ABSTAIN: None
ABSENT: Director Eversoll

B. APPROVAL OF PAYABLES

ON MOTION by Director Barrett, Second by Director Newquist, the board voted to approve the payables list for expenses incurred by the District between January 9, 2021 and February 5, 2021.

Accounts Payable Expenses	\$134,095.71
Capital Improvement Projects	\$ 45,247.72
Payroll and Related Expenses	\$163,437.13
Total Expenses	\$342,780.56

AYES: Directors Barrett, Newquist, Fuller, and Johnson
NAYS: None
ABSTAIN: None
ABSENT: Director Eversoll

4. OLD BUSINESS

A. APPOINTMENT OF FINANCIAL STATEMENT AUDITORS

ON MOTION by Director Newquist, Second by Director Barrett, the board voted to appoint Bartlett, Pringle, and Wolff as the Fiscal Year 2020-2021 Financial Statement Auditors.

AYES: Directors Barrett, Newquist, Fuller, and Johnson
NAYS: None
ABSTAIN: None
ABSENT: Director Eversoll

B. SEWER MAIN EXTENSIONS

i) Riven Rock Low Pressure Force Main.

ON MOTION by Director Newquist, Second by Director Barrett, the board voted to extend the force main to serve an additional Five Properties; Authorized the extension for \$106,862; and increased the change order allowance of the Tierra Contracting Contract from \$30,000 to \$110,000 to cover the proposed/approved extension.

AYES: Directors Barrett, Eversoll, Newquist, Fuller, and Johnson
NAYS: None
ABSTAIN: None
ABSENT: None

ii) Romero Canyon Road Sewer Main Extension.

ON MOTION by Director Newquist, Second by Director Eversoll, the board voted to Award the contract to Tierra Contracting in the amount of \$287,100.00; Authorizing a contract change order allowance of \$30,000 to be used at the discretion of the Engineering Manager for change orders; Executing a

professional services agreement with Filippin Engineering Inc. in the amount of \$20,400 for part-time inspection services; Authorizing an extra services allowance for \$2,000 to be used at the discretion of the Engineering Manager for extra work for Filippin Engineering ; Authorizing the Engineering Manager to file a Notice of Exemption under the California Environmental Quality Act (“CEQA”) for the project in accordance with applicable law.

AYES: Directors Barrett, Eversoll, Newquist, Fuller, and Johnson
NAYS: None
ABSTAIN: None
ABSENT: None

iii) Lilac Drive and Oak Grove Drive Sewer Main Extension

ON MOTION by Director Eversoll, Second by Director Newquist, the board voted to authorize Engineering Manager to advertise for bid.

AYES: Directors Barrett, Eversoll, Newquist, Fuller, and Johnson
NAYS: None
ABSTAIN: None
ABSENT: None

iv) ON MOTION by Director Eversoll, Second by Director Newquist, the board voted to Increase the Sewer Main Extension Capital Improvement Projects budget for fiscal year 2020-2021 from \$300,000 to \$600,000.

AYES: Directors Barrett, Eversoll, Newquist, Johnson, and Fuller
NAYS: None
ABSTAIN: None
ABSENT: None

5. NEW BUSINESS

A. LAFCO PRESENTATION

B. INTERIM GENERAL MANAGER

ON MOTION by Director Fuller, Second by Director Eversoll, the board voted for Labor Negotiators to meet with Kimley Horn and Associates and if they come to an agreement, that contract will be brought to the board at the next regular meeting or a special meeting called by the president.

AYES: Directors Barrett, Eversoll, Newquist, Johnson, and Fuller
NAYS: None
ABSTAIN: None
ABSENT: None

C. GENERAL MANAGER RECRUITMENT

Board President Johnson appointed, with the Board's consent as voted below, an ad hoc committee consisting of the labor negotiators Directors Johnson and Newquist to discuss the recruitment of the General Manager.

AYES: Directors Barrett, Eversoll, Newquist, Fuller, and Johnson
NAYS: None
ABSTAIN: None
ABSENT: None

ON MOTION by Director Eversoll, Second by Director Barrett, the board voted to hire Bob Murray and Associates for the recruitment of a permanent General Manager, and Directed Staff to contract with Bob Murray and Associates.

AYES: Directors Barrett, Eversoll, Newquist, Fuller, and Johnson
NAYS: None
ABSTAIN: None
ABSENT: None

D. COMMITTEE REPORTS

The Board heard reports of the following Committee Meetings:

- i) Finance Committee, Directors Eversoll and Barrett from their meeting of February 3, 2021.

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted to accept the Quarterly Financial Reports for period ending December 31, 2021.

AYES: Directors Barrett, Eversoll, Newquist, Fuller, and Johnson
NAYS: None
ABSTAIN: None
ABSENT: None

- ii) Administration and Operations Committee, Directors Barrett and Eversoll from their meeting of January 20, 2021; related to the Electrical Rehabilitation Project.
- iii) Strategic Planning Committee, Directors Barrett and Johnson from their meeting of February 1, 2021.
- iv) Ad Hoc Committee for the Revision of the Board Policies and Procedures Manual, Directors Newquist and Barrett.

6. DISTRICT OPERATIONS AND MAINTENANCE

No action.

7. ITEMS FOR THE NEXT AGENDA

- Industrial Hygiene Reports for Existing Admin/Ops/ Board Room

- Staff to Research District's ability to update interest rates on deferred sewer main extension charges and not tie to LAIF
- Board compensation ordinance
- Discuss Recording the Parcels that choose to defer connection to sewer main extensions
- Zoom meetings and their deletion after minutes are approved
- Roberts rules of order vs Rosenberg's rules of order
- Discuss our Facebook (controlled by Davies)
- At a finance committee
 - Ad Hoc Committee for new rate study - Finance Committee
 - Cash on hand

8. ADJOURNMENT

The meeting adjourned at 4:36 pm.

Dorinne Lee Johnson, President

Ellwood T. Barrett II, Vice President

Dana Newquist, Secretary

Donald M. Eversoll, Treasurer

Gary Fuller, Director



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MINUTES

For the Special Meeting of the Board on:

February 26, 2021

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:00 pm on Thursday, February 26, 2021 using Zoom teleconferencing in accordance with the State Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

President Dorinne Lee Johnson, Vice President Woody Barrett, Secretary Dana Newquist, Treasurer Don Eversoll, Director Gary Fuller.

Board Members Absent: None

Also Present and Participating:

Carrie Poytress, MSD Engineering Manager
Alex Alonzo, MSD Operations Manager
Elizabeth (Betsy) A. Byrne, MSD District Administrator
Ricardo Larroude, Operations Supervisor
Mark Manion, Price, Postel & Parma
Tony Wong, P.E. Kimley Horn & Associates
Justin Lyon, P.E. Kimley Horn & Associates
Jennifer Koopmans, Kimley Horn & Associates

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. OLD BUSINESS

None.

4. NEW BUSINESS

A. INTERIM GENERAL MANAGER

ON MOTION by Director Newquist, second by Director Eversoll, the Board voted unanimously to Appoint Kimley-Horn and Associates, Inc. as Interim General Manager(s); and to Approve and authorize the Board President Johnson to sign a Contract on behalf of the District for Professional Services of Interim General Manager.

5. ADJOURNMENT

Special Meeting of the Board

February 26, 2021

Page 2

The meeting adjourned at 2:12pm.

Dorinne Lee Johnson, President

Ellwood T. Barrett II, Vice
President

Dana Newquist, Secretary

Donald M. Eversoll, Treasurer

Gary Fuller, Director



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BOARD LIST OF PAYABLES

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
02/12/2021	ACCOUNTS PAYABLE	75,005.51
02/26/2021	ACCOUNTS PAYABLE	90,937.85
	Subtotal	165,943.36
02/12/2021	CAPITAL IMPROVEMENT PROJECTS	8,734.54
02/26/2021	CAPITAL IMPROVEMENT PROJECTS	119,500.00
	Subtotal	128,234.54
2/11/2021	PAYROLL	83,159.16
2/25/2021	PAYROLL	80,810.18
	Subtotal	163,969.34
	TOTAL	<u>\$ 458,147.24</u>

Approved for Payment:

Date: March 11, 2021

Amount: \$ 458,147.24

_____,

General Manager

_____,

Treasurer

_____,

Director

Check History Report
Sorted By Check Number
Activity From: 2/12/2021 to 2/21/2021
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
026288	2/12/2021	BARTLETT, PRINGLE & WOLF, LLP	697.00	State Controller Special Reports
026289	2/12/2021	BIG GREEN CLEANING COMPANY	1,686.00	Janitorial Services-February
026290	2/12/2021	ELIZABETH BYRNE	171.67	Reimbursement for 1099's
026291	2/12/2021	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-February
026292	2/12/2021	CALIFORNIA ELECTRIC SUPPLY	349.97	Lights for Carport
026293	2/12/2021	CINTAS CORPORATION #684	980.15	Uniform, Towels, Floor Mats-Cleaning/Rental-January
026294	2/12/2021	COMPUVISION COMMUNICATIONS	3,450.05	Remove/Install new UPS, IT Services-January
026295	2/12/2021	CORT	44.00	Deed Report -January
026296	2/12/2021	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment-January
026297	2/12/2021	CULLIGAN OF VENTURA COUNTY	145.98	Bottled Drinking Water-January
026298	2/12/2021	DUDEK	490.00	Planning/Permitting of Coastal Development Plan
026299	2/12/2021	ENVIRONMENTAL RESOURCE ASSOC.	1,592.24	NPDES Required Annual Proficiency Testing Samples
026300	2/12/2021	FASTENAL COMPANY	768.17	Disposable Gloves
026301	2/12/2021	FISHER SCIENTIFIC	506.37	Lab Testing Supplies
026302	2/12/2021	GRAINGER	998.14	Tool Box for Truck #9, Parts for Roto Drum
026303	2/12/2021	HACH COMPANY	163.35	Lab Testing Supplies
026304	2/12/2021	IRON HORSE AUTO BODY	15,435.17	Repair Damages to Ford F-350 Truck
026305	2/12/2021	JUST, ERIC	5,125.00	Update Collection GIS Data Maps
026306	2/12/2021	DAVID (or) JULIE LUMLEY	2,300.00	Deposit Refund for 1174 Glenview Road
026307	2/12/2021	JOHN (or) PATRICIA MACFARLANE	1,150.00	Deposit Refund for 1770 East Valley Road
026308	2/12/2021	MARBORG INDUSTRIES	3,266.82	Refuse Disposal/Recycling, Restroom Trailer Rental-January
026309	2/12/2021	MCCORMIX CORP	1,327.50	Vehicle Fuel 01/15-01/31/2021
026310	2/12/2021	MEHRDAD (or) MERILEE NOORANI	2,831.00	Deposit Refund-1779 Glen Oaks Drive
026311	2/12/2021	PURETEC INDUSTRIAL WATER	307.17	Water Softener Quarterly Tank Rental
026312	2/12/2021	QUINN COMPANY	1,426.45	Annual Preventative Maintenance of WWTP Generator
026313	2/12/2021	LUIS RIZO	225.00	Boot Allowance Reimbursement
026314	2/12/2021	RWG LAW	737.50	Sewer Spill Legal Analysis
026315	2/12/2021	SAGE SOFTWARE, INC	1,224.00	Annual Sage Software Renewal
026316	2/12/2021	SANTA BARBARA COUNTY EHS/CUPA	967.00	Annual Hazardous Materials
026317	2/12/2021	SOUTHERN CALIFORNIA EDISON CO	14,057.61	Electrical Services-January
026318	2/12/2021	STAPLES BUSINESS CREDIT	415.51	Ink Cartridges for Collections
026319	2/12/2021	STREAMLINE	310.00	Website Management-January
026320	2/12/2021	SWRCB-ELAP FEES	2,800.00	Annual ELAP AccreditationRenewal Fee
026321	2/12/2021	TEK COMPUTER SERVICES	421.82	Troubleshoot/Repair HP Plotter
026322	2/12/2021	TRI-CO REPROGRAPHICS	117.45	Collection System Wall Maps
026323	2/12/2021	UNIVAR SOLUTIONS	6,598.63	Plant Chemicals
026324	2/12/2021	UNDERGROUND SERVICE ALERT	132.10	74 New Dig Alert Tickets-January
026325	2/12/2021	USA BLUE BOOK	371.48	Odor Blocker for Lift Station #5
026326	2/12/2021	LOS ANGELES FREIGHTLINER	363.49	Parts for Small Jetter & Vac-Con
026327	2/12/2021	WALPOLE & COMPANY	53.75	Accounting Consulting Services
Bank B Total:			<u>75,005.51</u>	
Report Total:			<u><u>75,005.51</u></u>	

CIP Check History Report
Sorted By Check Number
Activity From: 2/12/2021 to 2/12/2021
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
001275	2/12/2021	FILIPPIN ENGINEERING	8,337.00	CIP No. 9-Riven Rock Sewer Main Inspections
001276	2/12/2021	S B COUNTY - PUBLIC WORKS	397.54	CIP No. 9-County Roads Permit/Inspection Fees
Bank G Total:			<u>8,734.54</u>	
Report Total:			<u><u>8,734.54</u></u>	

Check History Report

Sorted By Check Number

Activity From: 2/26/2021 to 2/26/2021

MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
026328	2/26/2021	ACWA/JPIA	29,243.48	Health/Dental/Life Insurance Premium-February
026329	2/26/2021	ACWA/JPIA	28,252.02	Health/Dental/Life Insurance Premium-March
026330	2/26/2021	AT&T MOBILITY	131.41	Wireless Port, Standby cellphone, Lift Station 4-January
026331	2/26/2021	CINTAS	17.85	Replenish First Aid Kit
026332	2/26/2021	COMPUVISION COMMUNICATIONS	1,740.00	Datto Cloud Backup, NetAlert Managed Services-March
026333	2/26/2021	COX BUSINESS	160.39	Interent Wireless Service-February
026334	2/26/2021	CALIFORNIA WATER ENVIRONMENT	571.00	Staff Membership & Certification Renewals
026335	2/26/2021	DUDEK	2,511.25	Planning/Permitting Services for CDP-October
026336	2/26/2021	ENGEL & GRAY, INC	6,300.45	Biosolids Hauling-January
026337	2/26/2021	FRONTIER	630.68	Phone Service for Office and Lift Stations-February
026338	2/26/2021	GRAINGER	279.48	Operation Tools
026339	2/26/2021	MCCORMIX CORP	613.16	Vehicle Fuel 2/1-2/15/21, Gearbox Oil
026340	2/26/2021	MONTECITO WATER DISTRICT	964.63	Water Service-January
026341	2/26/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	125.00	Outside Lab Analyses 02/17/21
026342	2/26/2021	PAYCHEX OF NEW YORK, LLC	803.05	January Payroll and W-2's
026343	2/26/2021	PRICE POSTEL & PARMA	6,076.00	Legal Counsel, Employment Law, Board Meetings-January
026344	2/26/2021	RED WING BUSINESS ADVANTAGE	225.00	Boot Allowance-Perry Cabugos
026345	2/26/2021	SANTA BARBARA COUNTY-APCD	458.00	WWTP Generator Permit Reevaluation
026346	2/26/2021	SEWER EQUIPMENT COMPANY	426.76	Parts for Small Jetter Truck Unit #3
026347	2/26/2021	SHERWIN-WILLIAMS CO.	366.39	Paint Supplies for Property Maintenance
026348	2/26/2021	SOCAL GAS	386.77	Gas Service-January
026349	2/26/2021	STANDARD INSURANCE COMPANY	1,548.61	Short/Long Term Disability Premium-March
026350	2/26/2021	TEK COMPUTER SERVICES	636.94	HP Plotter Printer Repairs
026351	2/26/2021	T-MOBILE	20.00	Wireless Port for UF/RO-February
026352	2/26/2021	UNION BANK	1,578.77	Propane, Bisulfite Heater Electronic Board, GM Job Posting
026353	2/26/2021	UNION BANK	30.00	CA Analyst Membership Fee
026354	2/26/2021	UNION BANK	661.11	2021 Green Books, Rack for Chevy Truck, Standby Cellphone
026355	2/26/2021	UNIVAR SOLUTIONS	6,127.04	Plant Chemicals
026356	2/26/2021	UNDERGROUND SERVICE ALERT	52.61	State Regulatory Fee-January
Bank B Total:			<u>90,937.85</u>	
Report Total:			<u><u>90,937.85</u></u>	

CIP Check History Report
Sorted By Check Number
Activity From: 2/26/2021 to 2/26/2021
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Check Type
001277	2/26/2021	HAMNER JEWELL ASSOCIATES	5,500.00	CIP 9-Ashley Road Lift Station Property Appraisal Services
001278	2/26/2021	SANTA BARBARA COUNTY PUBLIC WORKS	114,000.00	CIP 3-Manhole Raising for County Road Paving/Overlay
Bank G Total:			<u>119,500.00</u>	
Report Total:			<u><u>119,500.00</u></u>	



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MANAGER'S REPORT

For the Regular Board Meeting of
March 11, 2021

4. OLD BUSINESS

None

5. NEW BUSINESS

A. ORDINANCE No 17 - DIRECTOR COMPENSATION

Hear reading of an Ordinance 17 updating Director Compensation. The Board will consider repealing Ordinance 15 and will hear public comment before it considers adopting Ordinance 17. See **EXHIBIT A** for the proposed Ordinance 17.

B. SEWER MAIN EXTENSION DEFERRAL POLICIES

- i) Historically the District has charged an Interest rate indexed to the interest rate received on the Districts funds with the County Treasury; See **EXHIBIT B** for related prior draft/proposed policy and agreement with homeowners who deferred connection after a sewer main extension project that references an indexed interest rate.
- ii) See **EXHIBIT C** for prior District Counsel opinion from 2003 that is the basis for the District not historically recording against a property related to Sewer Main Extension Deferral Policies.

C. POLICIES AND PROCEDURES

- i) Purchasing Policies and Procedures; Protocol and policy of retention of Zoom meeting recordings. The current policy was included in the July 25, 2019 Board Policies and Procedures Manual. The policy said that the audiotape of the meetings will be kept until the Board by motion has approved the meeting minutes. The written minutes shall be considered the formal minutes of the District and the audiotape record shall thereafter be promptly erased. However, this policy was not included in the current Board Policies and Procedures Manual that was adopted on February 4, 2021. **EXHIBIT D**
- ii) Meeting rules of order, considering either Roberts Rules of Order versus Rosenberg's Rules of Order

D. PROCLAMATION

It is recommended that the Board consider reading a proclamation recognizing and commending the outstanding service of Operations Manager Alex Alonzo and congratulating him on his upcoming retirement. **EXHIBIT E**

E. COMMITTEE REPORTS

- i) The Finance Committee, Directors Eversoll and Barrett, met on February 23rd.
- ii) The Personnel Committee, Directors Johnson and Fuller, met on March 9th and discussed the updated 2021 Organizational Chart as shown in **EXHIBIT F**.
- iii) The Strategic Planning Committee, Directors Barrett and Johnson, met February 25th.
- iv) The Joint Strategic Planning Committee, Directors Barrett and Johnson, met with Montecito Water District on March 2nd.

6. DISTRICT OPERATIONS AND MAINTENANCE

A. Information Items

District Staff will provide informational, nonactionable, updates regarding matters before the District.

District Staff will provide a report of the Industrial Hygiene Assessment for the District's existing Operations buildings, including the Boardroom, Administration Office, lunch room, and the Operations building area where the treatment plant Operators have their workstations.

EXHIBIT G

District Staff will provide an updated related to the District Facebook page, which has been deactivated/taken down.

B. Agreements to be Signed

1. 1205 Hill Road, Pump Variance Agreement
2. 165 La Vereda Road, Sewer Service Agreement for Auxiliary Structures (Pool Cabana)
3. 765 Hot Springs Road, Pump Variance Agreement
4. 860 San Ysidro Road, Pump Variance Agreement
5. 860 San Ysidro Road, Sewer Service Agreement for Auxiliary Structures (Pool Cabana / Sports Pavilion)

C. Operations and Maintenance Reports

For the period of February 1 through February 28, 2021

WWT PLANT STATISTICS FOR DURATION: 28 DAYS

Flows	14.9 mgd	0.531 mgd avg
Hypochlorite used	3,926 Gal	140 gpd, avg
Bisulfite used	1,921 Gal	68 gpd, avg.
Effluent T.S.S.		4.8 mg/L avg
Effluent CBOD5		3.03 mg/L avg
BAC-T		< 2.0 MPN/100mL median
Rainfall	0.01 inches	

SLUDGE DISPOSAL - LOAD AND DISPOSAL BY ENGEL & GRAY

<u>Load Date</u>	<u>Total Haul in pounds</u>	<u>Total haul in Tons</u>
2/1/2021	37,800	18.9
<u>Totals for February:</u>	<u>38,800</u>	<u>18.9 Tons</u>

PLANT OPERATIONS

- No violation of the NPDES permit during this reporting period.
- Operated the belt press for a total of 6 hours.
- No alarm call-outs this period.

PLANT MAINTENANCE

- Performed routine inspection and maintenance of District Buildings and Equipment.
- Priority Safety Calibrated all district gas monitors.

COLLECTIONS

- Linear Feet Cleaned: 47,430 ft, 8.98 Miles
- Linear Feet Inspected: 1,515 ft, 0.28 Miles
- 2/1/2021 Collections after hours call out for private lateral backup at 1570 Ramona Lane.
- 2/12/2021 Sewer System Overflow at Posilipo Lift Station due to faulty by-pass valve.

TESTING LABORATORY

For the period of February 1 through February 28, 2021

- During this 28-day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:
 - Collected 169 samples
 - Ran 255 tests plus 74 duplicate tests for NPDES permit compliance and process control
 - Performed 36 calibrations on laboratory equipment and 535 quality control checks
 - Made 4 liters of coliform media
 - Sent 3 samples to our contract lab for NPDES-required monthly testing (Oil & Grease, Ammonia and Total Organic Carbon)
- During this reporting period Operations staff performed the following additional Laboratory activities:
 - 2 Activated Sludge samples were analyzed for percent moisture
 - Prepared 5 gallons of reagents for chlorine analyzer
- Miscellaneous:
 - A 4-week study began on February 23rd to assess the correlation between Oil & Grease with Total Organic Carbon (TOC) as related to the Recycled Water Pilot system.

ORDINANCE NO. 17

**ORDINANCE OF THE GOVERNING BOARD OF
THE MONTECITO SANITARY DISTRICT ESTABLISHING
COMPENSATION OF DIRECTORS AND
REPEALING ORDINANCE NO. 15**

WHEREAS, Health and Safety Code section 6489 authorizes the Board of Directors to adopt an ordinance pursuant to Water Code sections 20200 et seq. in order to compensate each director above the amount established in Section 6489; and

WHEREAS, on June 13, 2019, Ordinance No. 15 established the compensation to be paid to directors; and

WHEREAS, Ordinance No. 15 authorized the Board to adopt an ordinance to increase compensation in an amount not to exceed five percent of current compensation for each calendar year after the operative date of the last adjustment; and

WHEREAS, director compensation has not increased since the adoption of Ordinance No. 15; and

WHEREAS, the duties and responsibilities of the Board, thus of each director, require and will continue to require substantial and increased time to be expended by each director in order to carry out District business; and

WHEREAS, the Board has elected to fix the compensation of directors pursuant to Water Code sections 20200 et seq.; and

WHEREAS, notice of a public hearing as a part of the Board's regular meeting held on March 11, 2021, was published pursuant to Government Code section 6066 and Water Code section 20203; and

WHEREAS, proof of publication of said notice on February 25, and March 04, 2021, in the *Santa Barbara News-Press* has been filed with the records of the regular meeting of March 11, 2021; and

WHEREAS, the public hearing on the adoption of this ordinance was held on March 11, 2021, as required by Water Code section 20203.

NOW, THEREFORE, BE IT ORDAINED that:

1. Pursuant to section 20201 of the Water Code the standard and maximum compensation of each director of the Board shall be \$220.00 per day for each day of attendance at a regular or special meeting of the Board or a meeting of a standing or ad hoc committee of the Board.

2. A director authorized and requested by the Board to attend a conference, seminar, or meeting that is not specified in sections 1 and 3 shall be compensated \$137.50 per day for each day of attendance at such conference, seminar, or meeting and no travel day will be compensated. No more than eight meeting days per calendar year may be compensated under this section.

3. A director authorized and requested by the Board to serve as an officer or as a liaison to affiliated agencies as an official District representative shall be compensated \$137.50 per day for each

day of attendance at such meeting.

4. The compensation fixed by this ordinance for meetings and services described in sections 1, 2, and 3 herein shall be not be paid for more than a total of six days in any calendar month.

5. Henceforth, the amount of director compensation may be increased upon adoption of an ordinance in an amount not to exceed five percent of the then current compensation for each calendar year after the operative date of the last adjustment under Water Code section 20202.

6. This ordinance repeals prior action providing for compensation as of its effective date, including Ordinance No. 15.

7. Immediately following adoption, the Clerk shall cause this ordinance to be published one time in a newspaper of general circulation within the District.

8. If any section of this ordinance is held to be invalid or unconstitutional, the remaining sections shall remain valid. The Board hereby declares that it would have adopted this ordinance regardless that particular sections may be declared invalid or unconstitutional.

PASSED AND ADOPTED by the Governing Board of Montecito Sanitary District on this 11th day of March, 2021, to become effective sixty days thereafter by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Dorinne Lee Johnson
President of the Governing Board of the
MONTECITO SANITARY DISTRICT

(Seal)

ATTEST:

Dana Newquist
Secretary of the Governing Board of the
MONTECITO SANITARY DISTRICT

EXHIBIT B

Administration & Operations Committee

A. Extension of Public Sewers into Unsewered Areas of the District

Recommendation:

Board of Directors should establish a Septic Tank Abandonment Program that includes the following elements:

Establish a separate Revolving Fund in the amount of \$150,000 initially and reviewed annually by the Board. This Fund would be used exclusively for underwriting the design and construction of small-scale neighborhood sewer main extensions.

Applications or petitions for the program would be reviewed as needed by the Board. They would be prioritized and funded at the Board's discretion. In order for the applications to be considered by the Board, property owners representing two thirds of the benefitted dwelling units would be required to sign the initiating application indicating their willingness to connect to the sewer as soon as it is available. Evaluation and prioritization of applications would include consideration of the following criteria:

- % of property indicating a willingness to connect as soon as available
- potential existing health risks
- cost effectiveness
- others ?

Connection to the main extension would be mandatory upon completion of the sewer main extension for those landowners signing the initiating petition. For all other benefitted property owners, connection would be mandatory upon transfer of title. Of course connection would also be mandatory if required by any regulatory authority. If connection is deferred to a later date, the owner shall pay the original benefit fee plus an indexed interest rate compounded from the date of the notice of completion of the main extension.

All funds collected from the benefitted properties would be re-deposited in the Revolving Fund to be available for the next project(s). If no applications were received, the Revolving Fund would stay invested. If worthy applications are received for more funds than are available, the Board may increase the limits authorized for the Revolving Fund.

Recording requested by,
and when recorded return to:
MONTECITO SANITARY DISTRICT
1042 Monte Cristo Lane
Santa Barbara, CA 93108-2809

NO FEE FOR RECORDING
(Government Code Sections 6103 & 27383)

A.P.N.

AGREEMENT AND COVENANTS
RUNNING WITH THE LAND

Montecito Sanitary District, a 1923 Act Sanitary District, situated wholly in the County of Santa Barbara County, State of California (hereinafter referred to as "District"), and

_____ (hereinafter referred to as "Owner(s)" of the real property described in Exhibit "A", attached hereto and incorporated herein by this reference, do hereby agree as follows:

1. Owner(s) of the real property described in Exhibit "A" wish to connect the real property to the District sewer to be constructed within _____, County of Santa Barbara.
2. Owner(s) agree to pay a benefit fee in the amount of \$_____. Said benefit fee shall represent the owner(s) pro-rated share of the costs to design, permit, construct and manage the installation of a public sewer system to serve owner(s)' real property. [Final costs may exceed those known after opening of bids due to construction contingencies. Owners will be anxious about this unknown. Should District plan to absorb all overages? Anything over 25%? How best to deal with this?]
3. The said fees shall be paid upon demand by the District and after the Notice of Completion for the sewer main extension has been filed with the County Recorder.
4. The parties hereby agree that the connection of said real property to the District's sewer system is of direct benefit to the real property described in Exhibit "A". The parties hereto intend that the covenants made herein shall run with the land, and declare that said covenants shall be binding upon the heirs, successors, and assigns to the parties hereto.

5. The owner(s) obligation to pay all fees mentioned above shall be, and is hereby, secured by the real property described in Exhibit "A".
6. This entire agreement shall be binding upon the heirs, successors, and assigns of the parties hereto.

"OWNERS"

_____ Dated: _____

_____ Dated: _____

"DISTRICT"

_____ Dated: _____

President

_____ Dated: _____

Secretary

Approved as to Form:

_____ Dated: _____

Price, Postel & Parma

EXHIBIT C

MEMORANDUM

PRICE, POSTEL & PARMA LLP

FROM: Eric P. Hvolbøll and Mark S. Manion
TO: Montecito Sanitary District
SUBJECT: Parra Grande Sewer Main Extension

DATE: June 6, 2003
FILE #: 8690.117

At its May 2003 meeting, the Board of Directors (“Board”) directed that we provide a written report to the Board regarding the advisability of recording a document within the chain of title of those property owners along Parra Grande Lane who did not execute a Sewer Main Extension Agreement with the Montecito Sanitary District (“District”).

As background, the Board approved Resolution No. 2002-800, approving the sewer main extension project along Parra Grande Lane. We have attached hereto a copy of this resolution for the Board’s convenience. In addition to approving the project, the Board resolved to:

“Approve and authorize the General Manager to notify each property owner located along this portion of Parra Grande Lane who has not executed a Sewer Main Extension Agreement that when the property owner requests to connect to the District’s sewer main the property owner shall be responsible for paying his or her proportionate share of the costs of constructing the District’s sewer main extension along Parra Grande Lane plus any accrued interest.”

We understand that the General Manager has provided such notice to these individuals by certified mail. It is our opinion that such notice provides ample protection to the District with respect to the District’s ability to require that these property owners, or their successors-in-interest, pay their proportionate share of the costs of the District’s sewer main extension along Parra Grande Lane plus accrued interest. These costs will be collected by the District if and when these properties request to connect to the District’s sewer system.

In addition, we do not believe there is existing express authority authorizing the District to involuntarily record a document with the County Recorder in the chain of title of these property owners. Our conclusion is based upon the provisions contained in Government Code section 27201, which provides in relevant part as follows:

“The recorder shall . . . accept for recordation any instrument, paper, or notice that is authorized or required by statute or court order to be recorded. . .”

Again, there is no express statute authorizing the District to mandate the recordation of a document informing subsequent purchasers of the “potential” liability associated with connecting to the District’s sewer system.

Arguably, the District could adopt an ordinance (which is considered a statute) that would authorize the District to record such a document under Government Code section 27201. Or, the District may be able to record Resolution No. 2002-800. Both of these options, however, would require additional legal research. Short of these alternatives, however, there appears to be no express authority to allow the District to record such a document.

This memorandum is intended to address the legal issues associated with the District’s ability to record such a document. We recognize that the Board may have equally important concerns related to District policy. Mark Manion will be in attendance at the District’s June 9 meeting and would be happy to discuss any concerns the Board may have.

Minutes of Board Meetings

SECTION-8

PURPOSE: This policy establishes the rules for preparation of minutes, what items may be included and procedures to approve or amend the minutes.

SECTION-8-1 Preparation of Minutes. With the assistance of the General Manager, the District Administrator/Clerk to the Board of Directors shall provide “action” written minutes of all meetings of the Board from meeting notes and the meeting audiotape, if needed. The audiotape will be kept until the Board by motion has approved the minutes. The written minutes shall be considered the formal minutes of the District and the audiotape record shall thereafter be promptly erased.

SECTION-8-2 Contents. The written minutes shall contain all agenda items, all actions taken by the Board and identify all reports considered, the names of who voted, each aye, nay, absent, and abstention with names of members of the public who spoke, and any recommendations from staff, legal counsel, or consultants. The written minutes shall not include anything discussed in a closed session but shall include any report out from a closed session.

SECTION-8-3 Required Details. The written minutes shall also include date, time, place, and type of meeting; roll call; notation of late-arriving or early-departing Directors and any absences when votes are taken; notices of special meetings; and time of adjournment. A record of those present and serving the District as contractors and consultants will also be recorded.

SECTION-8-4 Approval Procedure. The Board shall consider written minutes for approval in a timely manner. Approval will be by motion. A majority vote of the Board is required to approve any corrections. If corrections are approved by a majority of the Board, the written minutes as corrected will then be approved by motion.

The Montecito Sanitary District

Official Proclamation

Proclamation
OF THE GOVERNING BOARD
OF THE
MONTECITO SANITARY DISTRICT

HONORING **Mr. Alex Alonzo,**
OPERATIONS MANAGER

FOR OVER TEN YEARS OF SERVICE TO THE DISTRICT

WHEREAS, **Mr. Alex Alonzo** has dedicated over 10 years of his career to the Montecito Sanitary District, its staff, and a commitment of service to the residents of Montecito, and;

WHEREAS, **Mr. Alonzo** has dedicated over 30 years of his career to the Sanitary and Wastewater Treatment Industry and his commitment of public service, and;

WHEREAS, **Mr. Alonzo** has worked over the years to ensure the proper management and maintenance of the Montecito Sanitary District operations and that of the Wastewater Treatment Plant are in compliance with all state and federal standards, and;

WHEREAS, **Mr. Alonzo** has during this time developed and implemented many successful procedures, and recruited and retained competent employees, resulting in a more efficient and effective operation, and;

WHEREAS, **Mr. Alonzo** has during this time developed an expectation of higher level of performance and professionalism of Operators, rarely found in this industry, and;

WHEREAS, **Mr. Alonzo** has worked tirelessly to ensure the protection of public health and safety and preservation of the natural environment through the safe collection, treatment, and disposal of wastewater, and;

WHEREAS, **Mr. Alonzo**, following the 2018 Debris Flow Disaster, aided the organization in effectively and responsibly in managing excess wastewater influent due to the debris flow, and repairing the system without hesitation or delay and;

WHEREAS, **Mr. Alonzo** exudes a commitment to professionalism as a leader in public service, and has continually provided to the District staff loyal and dedicated training, mentorship, guidance, and outstanding leadership.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED that the Governing Board of the Montecito Sanitary District does hereby acknowledge **Mr. Alex Alonzo** for his lifetime level of dedicated commitment to work in service of public and environmental health and safety for the residents of Montecito, and in hereby commending him on a career well served and wish him health and respite in his retirement.

Dorinne Lee Johnson, Board President

Ellwood T. Barrett, Board Vice President

Donald Eversoll, Board Treasurer

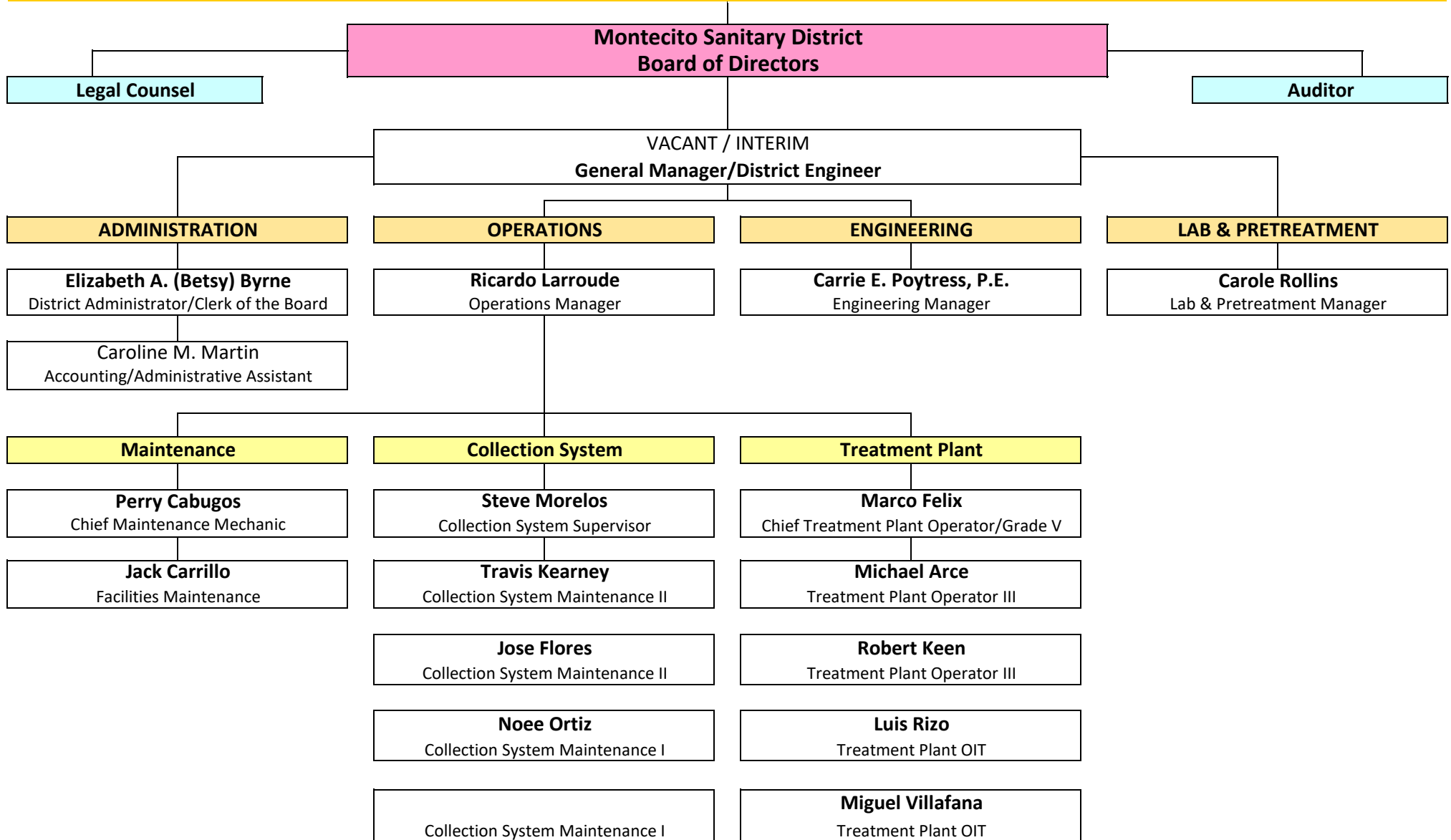
Dana Newquist, Board Secretary

Gary Fuller, Board of Directors



EXHIBIT F

Montecito Sanitary District Property Owners





CITADEL EHS

assess • resolve • strengthen

EXHIBIT G

January 12, 2021

Carrie Poytress
Montecito Sanitary District
1042 Monte Cristo Lane
Montecito, California, 93108

Re: CITADEL Project No. 1735.1001.0
Industrial Hygiene Assessment Report
1042 Monte Cristo Lane
Montecito, California, 93108

Dear Ms. Poytress:

Enclosed please find a copy of the Industrial Hygiene Assessment Report prepared by Citadel EHS, Inc.

If after your review you have any questions or require additional information, please do not hesitate to telephone me at the Citadel office in Signal Hill at (310) 940-7357.

Sincerely,
CITADEL EHS, Inc.

Ken Daigle, MS, MBA, PE
Principal Consultant, Industrial Hygiene and Safety

Enclosure



CITADEL EHS

assess • resolve • strengthen

Montecito Sanitary District
1042 Monte Cristo Lane
Montecito, California, 93108

Industrial Hygiene Assessment Report

January 12, 2021

Citadel Project Number 1735.1001.0

Montecito Sanitary District
Administrative, Boardroom and Operations Building
1042 Monte Cristo Lane
Montecito, California 93108

www.CitadelEHS.com

Table of Contents

1.0 BACKGROUND	1
2.0 SCOPE AND METHODOLOGY	1
3.0 OBSERVATIONS	4
4.0 RESULTS	5
5.0 CONCLUSION AND DISCUSSION	7
6.0 SUMMARY OF RECOMMENDATIONS	10
7.0 DISCLAIMER AND LIMITATIONS	11
8.0 SIGNATURES	12

APPENDICES

- A Field Documentation
- B Photo Log
- C Lab Results
- D Instrument Data Logs
- E Air Change Rate Calculations

1.0 BACKGROUND

Citadel EHS Inc., (Citadel) was contracted by the Montecito Sanitary District (Client), to conduct an Industrial Hygiene (IH) Assessment at the facility located at 1042 Monte Cristo Lane in Montecito, California (Site). The Client requested Citadel to conduct an IH assessment in the Administrative, Boardroom and Operations Building. The purpose of this project was to conduct an indoor air quality (IAQ), noise and ventilation survey, and collect asbestos bulk samples. Data collected from the IH assessment was compared to, but not limited to, the following parameters, American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), California Occupational Safety and Health Administration (Cal/OSHA) Permissible Exposure Limits (PELs) and Hearing Conservation (HC) standard.

2.0 SCOPE AND METHODOLOGY

Citadel's Industrial Hygiene and Safety, Principal Consultant, Ken Daigle and Citadel's Industrial Hygiene and Safety, Consulting Specialist, Michelle Warkol, performed the IH assessment during the morning shift on December 16, 2020. Field documentation is presented in Appendix A, photo documentation is presented in Appendix B, laboratory results are presented in Appendix C, and the survey methodology is described below.

MOISTURE AND FUNGAL SPORES/AIRBORNE PARTICULATES

In moisture-impacted areas, Citadel used a pin-type moisture meter (Delmhorst BD-2100) and a FLUKE® TiR infrared camera to check potentially impacted surfaces for relative moisture content. The FLUKE® TiR infrared camera is a non-contact device that detects infrared energy and converts the measurements to temperature readings. The camera then converts those temperature measurements into a thermal image on a video monitor. Materials were considered wet or impacted if their moisture content was greater than that of like materials from non-impacted areas of the building. Elevated readings may represent ambient humidity, minor moisture intrusion, or the current status of a material previously wetted that has since partially dried out.

The Delmhorst uses two pin electrodes to detect differences in the capacitance of the signal to determine water content when the pins are inserted into the material so that they penetrate the surface of building materials. The Delmhorst is designed to measure moisture levels in wood, concrete, EIFS, sheetrock, and other materials. It has a 6-40% moisture range for wood, a 0.2-50% range for gypsum and a 0 to 100 relative scale for all other non-wood materials. Regarding Sheetrock, readings below 0.5% indicate a dry condition, those between 0.5% and 1% correspond to borderline conditions, and readings over 1% indicate wet conditions.

Citadel also collected fungal spore air samples at representative locations in the Administrative, Boardroom and Operations Building, and the building exterior. The samples were collected over a 5-minute interval at 15 liters per minute (lpm) with a Zefon Biopump sampling pump, Model ZBP-100. Flow rates for the Zefon sampling pump were maintained by a Zefon Analytical rotometer. The rotometer is recalibrated annually against a United States National Institute of Science and Technology (NIST) traceable primary standard.

All samples were submitted to L.A. Testing in Pasadena, California, following proper chain of custody protocol. L.A. Testing is accredited for the analysis of environmental and industrial hygiene samples by the American Industrial Hygiene Association (AIHA) and the National Voluntary Laboratory Accreditation Program (NVLAP).

INDOOR AIR QUALITY COMFORT PARAMETERS AND POLLUTANTS

Air sampling for common indoor air pollutants and comfort parameters including, temperature, relative humidity (RH), carbon monoxide (CO), carbon dioxide (CO₂) was performed at representative areas of the site and building exterior.

Measurements of temperature, RH, CO, and CO₂ were taken using a TSI IAQ-CALC™, Model 7545 direct reading instrument. Sampling was conducted using a data-logging function. The instrument was set to collect and log one sample every 10 seconds. The instrument was factory calibrated on March 26, 2020. The instrument data logs and certificate of calibration are presented in Appendix D.

VENTILATION SURVEY

Air Velocity Measurements

Air velocity was measured from select ceiling and wall supply registers using a TSI VelociCalc Model 9535-A thermal anemometer and a TSI ALNOR Model EBT731 Air Capture Hood.

A thermal anemometer is a hand-held, battery powered instrument. The velocity measurement technique uses a constant-temperature, hot-wire anemometry in which the sensor is held at a constant temperature by a control circuit. As the speed of the air flowing past the sensor increases, more electrical power is required to maintain the sensor's temperature. Thus, the power supplied to the sensor is directly related to the air velocity (or air flow rate) and is displayed on a digital readout in feet per minute (fpm). The VelociCalc was previously calibrated on March 6, 2020. The certificate of calibration is presented in Appendix E.

The TSI ALNOR Model EBT731 Air Capture Hood is an instrument designed to measure the air flow from diffusers and grilles or the air flow entering exhaust outlets. The instrument displays the measured air flow in standard cubic feet per minute (SCFM). Air flowing through the hood is measured by a hot-film sensor located in the central hub of the flow sensing manifold. The instrument is temperature-compensated to display a standard volumetric flow rate at standard conditions of 70°F and 14.7 pounds per square inch barometric pressure. The instrument was previously calibrated on October 20, 2020. The certificate of calibration is presented in Appendix E.

Calculation of Room Air Changes per Hour

The supply register face (opening) was measured to determine the cross-sectional area. The area and the measured velocity were used to calculate the flow rate, in cubic feet per minute (cfm), supplied to the room using the following equation:

$$Q = VA$$

Where: Q = flow rate (ft³/min)
V = velocity average (ft/min)
A = area of supply register face (ft²)

The calculated flow rate (Q) and the volume of the room were then used to calculate the room's ACH using the following equation:

$$ACH = \frac{Q \times \frac{60 \text{ min}}{1 \text{ hr}}}{V}$$

Where: ACH = air changes per hour
 Q = flow rate (ft³/min)
 V = volume of room (ft³)

The data collected and ACH calculation for each space observed is presented in Appendix E.

Referenced Standards and Guidelines

The instrument data and calculated ACHs were evaluated and compared with reference to professional guidelines, including:

- American Industrial Hygiene Association (AIHA) *The IAQ Investigator's Guide*, 3rd Edition.
- American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) ANSI/ASHRAE Standard 62.1-2019, *Ventilation for Acceptable Indoor Air Quality*.
- ASHRAE 55-2013, *Thermal Environmental Conditions for Human Occupancy*.
- ASHRAE, *Position Document on Infectious Aerosols*, April 14, 2020.

ASBESTOS BULK SAMPLING

Asbestos bulk sampling was performed in accordance with the Environmental Protection Agency (EPA) Polarized Light Microscopy (PLM) Method 600/R-93/116 and standard industry practices. This method determines the percent and type of fiber in the collected bulk sample.

NOISE SURVEY

Citadel used two Casella, dBadge2/IS CEL-352 Type 2 dosimeters, to monitor noise levels in the Operations Building. Type 2 noise dosimeters have an accuracy of ±2 dBA and are equipped with a microphone and windscreen. The dosimeters have a digital display which provides a continuous read-out of statistics including sound level (dBA), peak level (dBA), average level (dBA), percent dose (%), and time-weighted average (TWA-dBA). The dosimeters were calibrated prior to field use, using a Casella acoustic calibrator, and post field survey. The calibrator generates a stable acoustic signal at a controlled frequency and amplitude to verify the accuracy of the meter in the field.

Measured noise levels were used to determine whether the sound levels in the Operations Building were above the Cal/OSHA PEL. Table 1 below presents the noise dosimeter criteria used during the sampling event.

Table 1- Sound Level Meter and Dosimeter Criteria

CRITERIA TYPE	INSTRUMENT	EXCHANGE RATE	THRESHOLD VALUES	CRITERION LEVEL	RESPONSE	WEIGHTING
Cal/OSHA Hearing Conservation Program	Dosimeter	5 dB	80-130 dB	90 dB	Slow	A-Weighting
Cal/OSHA Permissible Exposure Limit Compliance	Dosimeter	5 dB	90-140 dB	90 dB	Slow	A-Weighting
Note1: The dosimeter calculates the average values only using measurements that fall between the threshold limits.						

3.0 OBSERVATIONS

Table 2- Summary of Visual Observations, December 16, 2020

SAMPLE LOCATION	VISUAL OBSERVATIONS
Boardroom Building	<ul style="list-style-type: none"> • No visible suspect microbial growth (SMG) was observed • No elevated moisture observed via IR camera and moisture meter • Citadel noted moisture stains on wood panels near the east wall, beginning at the center of the wall extending north and south two feet in each direction, from the floor and up three feet • Citadel noted water stains on the carpet near the east wall approximately 12ft x 8ft • Citadel noted a musty odor in the building • Citadel noted cracking and bubbling paint east of the sky light near the east wall, approximately 2ft x 4ft • Citadel noted cracking paint on the ceiling, near the west wall, west of the skylight approximately 1in x 2ft • Citadel collected fungal spore air samples. Client reported this building as an area of concern • Citadel noted that the ventilation system in the Boardroom was not operational at the time of the visit
Administrative Building	<ul style="list-style-type: none"> • No visible SMG was observed • No elevated moisture observed via IR camera and moisture meter • Citadel did not note any unusual odors • Citadel noted a water stain on the north wall approximately 5in x 1in at the center of wall • Citadel collected fungal spore air samples. Client reported this building as an area of concern • Citadel collected three ceiling bulk samples
Kitchen	<ul style="list-style-type: none"> • No visible SMG observed • No elevated moisture observed via IR camera and moisture meter • Citadel did not note any unusual odors • Citadel collected fungal spore air samples; this building was not an area of concern according to the Client
Operations Building	<ul style="list-style-type: none"> • No visible SMG was observed • No elevated moisture observed via IR camera and moisture meter • Citadel did not note any unusual odors • Citadel collected fungal spore air samples; this building was not an area of concern according to the Client • Citadel noted water stains on the east wall below the windowsill, approximately 12ft x 3ft (left of entrance door) • Citadel noted water stains on the south wall below the junction box, approximately 7ft x 1ft • Citadel noted water stains on three ceiling tiles near the south wall • Citadel conducted noise monitoring during the morning shift • Noise dosimeter was placed near the workers console and near supervisor's office • Citadel did not note loud noise sources during the investigation • Client reported the building had higher noise levels during warm days in the Summer. Client also reported the air handler and other operating equipment caused high noise levels • Citadel collected three ceiling bulk samples

4.0 RESULTS

FUNGAL SPORES AND AIRBORNE PARTICULATES

A summary of the fungal spore and airborne particulate sampling results are presented in Table 3 below. The laboratory analytical reports are presented in Appendix C.

Table 3- Summary of Fungal Spore Results; December 16, 2020

SAMPLE NUMBER	SAMPLE DESCRIPTION	RESULT (Spores/m ³)
121620-A01	Boardroom, Center of Room, Area of Concern	77,460
121620-A02	Administrative Building, Near Office 1 and 2, Area of Concern	2,460
121620-A03	Kitchen, Area of Non-Concern	1,310
121620-A04	Operations Building, Area of Non-Concern	490
121620-A05	Building Exterior, West of Operations Building	3,010
121620-A06	Building Exterior, South of Administrative Building	1,300
121620-A07	Control Blank	No Trace

INDOOR AIR QUALITY COMFORT PARAMETERS AND POLLUTANTS

A summary of the real-time air sampling results and indoor air quality parameter guidelines are presented in the Table 4. The instrument data logs are presented in Appendix D.

Table 4 – Summary of Measurements for Comfort Parameters; December 16, 2020

TEST ID	TEST LOCATION	AVERAGE TEMPERATURE (° F)	AVERAGE RELATIVE HUMIDITY (%)	AVERAGE CO ₂ (ppm)	AVERAGE CO (ppm)
001	Building Exterior, Administrative Offices (at 9:02 AM)	53.8	52.4	414	0
002	Boardroom	59.0	55.3	503	0
003	Lunchroom	64.1	42.4	691	0
004	Administrative Building, Near Copy Machine	68.8	37.6	742	0
005	Administrative Building, Front Reception Area	72.6	35.6	882	0
006	Administrative Building, Front Office near Entry	73.7	33.4	836	0
007	Operations Building, Console	71.1	33.2	545	0
008	Building Exterior, Operations Building (at 10:57 AM)	62.8	33.6	369	0
	Applicable Guidelines	68 – 75 (Winter)	40 - 60	1,069 ¹ (Calculated)	9 ppm (peak)
	Source	ASHRAE 55-2013	ASHRAE 62.1-2020	ASHRAE 62.1-2010	ASHRAE 62.1-2013
Abbreviations: F = degrees Fahrenheit; CO ₂ = carbon dioxide; CO = carbon monoxide; ppm = parts per million; AIHA = American Industrial Hygiene Association.					
Note ¹ : CO ₂ should not be >700 ppm above ambient conditions (building exterior readings)					

VENTILATION SURVEY

A summary of the ventilation survey is presented in Table 5 below.

Table 5 – Calculated Room ACH, Supplemental Air and Space Occupancy Limits

	Location/Room #	Air Changes per Hour (ACH)	Recommended Supplemental Air (CFM)	Recommended Occupancy Limit
1	Boardroom - Main Area	0.0	405	6
2	Boardroom - Restroom	9.3	0	1
3	Admin Office - NE Corner	8.1	0	2
4	Admin Office - SE Corner	5.1	24	2
5	Admin Office - West Side Common Area	6.0	0	6
6	Lunchroom	11.4	0	4
7	Operations Building	4.6	252	6

Note: Citadel recommends a lower limit of four ACH and to target for six or more ACH

ASBESTOS BULK SAMPLING

A summary of the asbestos bulk sampling results is presented in Table 6 below. The laboratory analytical reports are presented in Appendix C.

Table 6- Summary of Asbestos Bulk Sample Results; December 16, 2020

SAMPLE NUMBER	SAMPLE DESCRIPTION	RESULT Asbestos % Type
2CP1-001	Administrative Building, Near South wall, 2x2 Ceiling Panel	None Detect
2CP1-002	Administrative Building, Near East wall, 2x2 Ceiling Panel	None Detect
2CP1-003	Administrative Building, Near North wall, 2x2 Ceiling Panel	None Detect
1CT1-004	Operations Building, East Wall, 1x1 Ceiling Tile	None Detect
1CT1-005	Operations Building, South Wall, 1x1 Ceiling Tile	None Detect
1CT1-006	Operations Building, West Wall, 1x1 Ceiling Tile	None Detect

NOISE SURVEY

A summary of the noise survey results is presented in Table 7 below. The instruments data logs are presented in Appendix D.

Table 7- Summary of Noise Survey Results, December 16, 2020

Sample Location	SERIAL NUMBER	DOSE ¹ (%) CAL/OSHA HC	DOSE (%) CAL/OSHA PEL	PROJECTED 8-HR DOSE ² (%) CAL/OSHA HC	PROJECTED 8-HR DOSE (%) CAL/OSHA PEL	PROJECTED 8-HR TWA ³ (dBA) CAL/OSHA HC	PROJECTED 8-HR TWA (dBA) CAL/OSHA PEL	ZPEAK (dBA)
Operations Building, Worker Room	3397965	0.0	0.0	0.0	0.0	27.6	20.7	113
Operations Building, Supervisor's Room	3397982	0.0	0.0	0.0	0.0	28.7	19.5	113.7
CAL/OSHA REGULATIONS				50	100	85	90	140.0⁴
ADJUSTED CAL/OSHA REGULATIONS⁵						87	92	142
¹ Dose is the amount of noise expressed as a percentage of the normal allowable daily collected during a measurement on a worker with a noise dosimeter. ² The Projected Dose is the noise dose calculated to represent the dose for a work shift period which uses the dose percent for a sampling period duration less than or greater than 8 hours. This includes the assumption that for any un-sampled time period, the sound level stayed at the same level as during the sampled period. ³ The projected 8hr TWA assumes the noise levels during the sampled time will be the same throughout an 8hr shift ⁴ According to Title 8 CCR Section 5096, exposure to impulse or impact noise should not exceed 140 dB peak sound pressure level. ⁵ Type 2 noise dosimeters have an implied accuracy of ±2 dBA. To prove an overexposure, the 8-hour TWA sound level, must be 2 dBA over the PEL. Workers must be included in the HCP when noise levels are 87 dBA as an 8-hour TWA.								

5.0 CONCLUSION AND DISCUSSION

MOISTURE AND FUNGAL SPORES/AIRBORNE PARTICULATES

Air samples were collected on December 16, 2020 in locations of concern and non-concern, and at two locations at the building exterior. Results indicated that the air samples taken inside the Boardroom had elevated spore counts *Aspergillus/Penicillium sp.*, when compared to the air samples taken at the building exterior. Citadel recommends finding the source of the elevated fungal spores and removing all impacted building material in accordance with the Institute of Inspection, Cleaning & Restoration (IICRC) S500 *Standard and Reference Guide for Professional Water Damage Restoration* and IICRC S520 *Standard & Reference Guide for Professional Mold Remediation*. Removal of moisture-impacted and/or microbial-impacted materials should be performed in accordance with standard industry practice, by an experienced remediation contractor, utilizing negative pressure containment(s).

Air samples collected in all other areas had spore counts that were similar in type and rank, when compared to the samples collected at the building exterior.

INDOOR AIR QUALITY COMFORT PARAMETERS AND POLLUTANTS

To determine if a comfortable working environment exists, this investigation refers to the ASHRAE Standard 55-2013, "Thermal Environmental Conditions for Human Occupancy", and 62.1-2010, "Ventilation for Acceptable Indoor Air Quality" as a reference for temperature and relative humidity.

Temperature

ASHRAE recommends an interior temperature in the range of 68.0 °F to 75.0 °F. Indoor temperature measurements collected at the site ranged from 61.7 °F to 74.4 °F. The ambient air temperature on the day and time of the assessment ranged from 53.8 °F to 62.8 °F. The ASHRAE standard specifies thermal conditions that may be acceptable to most occupants within a space; however, varying individual preferences prevent a thermal environment that will satisfy everyone. This standard assumes that less than 10% of the occupants will be dissatisfied when the recommendations are followed.

Citadel noted the interior temperatures in the Lunchroom, Boardroom and Administrative Building were below ASHRAE's recommendations. Citadel notes that the low Boardroom temperature is a result of the heating system being non-operational at the time. Citadel recommends inspecting and maintaining the Boardroom ventilation system as needed to ensure proper operation.

Relative Humidity

ASHRAE recommends that indoor relative humidity be maintained between 40% and 60% to reduce coronavirus transmission risk. The Environmental Protection Agency (EPA) recommends maintenance between 30% and 60% to reduce mold growth. Citadel recommends relative humidity should be maintained between 40% and 60%. The average relative humidity measurements collected at the site ranged from 33.2% to 55.3%. The average ambient RH on the day and time of the assessment ranged from 33.6% to 52.4%, which closely mirrors the indoor readings.

At a constant water vapor content, decreasing room temperature will increase the relative humidity, and vice versa. Indoor relative humidity will vary based on outdoor conditions, thermostat setting and occupancy in the space. Citadel recommends that the indoor and outdoor relative humidity be monitored periodically as occupancy increases and to adjust the thermostat settings and outdoor air supply (via windows or HVAC intakes) to maintain indoor relative humidity between 40% and 60%.

Carbon Dioxide

CO₂ can be a possible pollution indicator and is widely used to indicate if the HVAC systems make up air supply is adequate and to determine if sufficient fresh outdoor air is being introduced into the system/building. CO₂, a natural exhalation product of human respiration, is a component of ambient air. While not necessarily a source of poor indoor air quality by itself, CO₂ has become a surrogate indicator for indoor air quality. Poorly ventilated occupied buildings will exhibit an increase of CO₂ throughout the day. ASHRAE Standard 62.1-2010 suggests indoor CO₂ concentrations be maintained below 700 ppm plus ambient air levels. At concentrations above 1,000 ppm, complaints of headaches, tiredness, eye, nose and throat irritation may be more prevalent.

Interior average CO₂ concentrations ranged from 503 to 882 ppm; the calculated acceptable average CO₂ level is 1,069 ppm. Observed average CO₂ concentrations were within ASHRAE's recommended guidelines. Therefore, at these levels, Citadel concludes that no further action is required.

Carbon Monoxide

CO is a by-product of incomplete combustion (e.g., cigarette smoke, gas fueled heat sources, automobiles, etc.). No potential CO sources, other than exhaust from vehicles outside the building, were noted. The AIHA's *The IAQ Investigator's Guide*, 3rd Edition states that CO concentrations commonly found indoors range from non-detect to 4 ppm. The Cal/OSHA PEL is 9 ppm. All CO concentrations at the site were 0.0 ppm. Therefore, at these levels, Citadel concludes that no further action is required.

VENTILATION SYSTEM EFFICACY

Maximizing fresh air to each occupied space is key to diluting any contaminant in the space. Increasing the relative amount of fresh air can be achieved in a variety of ways, depending on how the space and its ventilation system is designed. Typical options for increasing fresh air include:

- Increasing natural ventilation by opening windows and doors if possible, where exterior environmental conditions allow (e.g. outdoor temperatures, dust, pollen, rain)
- Increasing the system's percentage of outdoor air intake, if possible
- Minimizing central recirculation by closing recirculation dampers, if equipped
- Operating exhaust ventilation in bathrooms continuously (24/7) and closing toilet lids before flushing toilets, where lids are provided.

Removing contaminants from the air by filtration is typically achieved with one or more of the following options:

- Increasing HVAC air filtration to MERV 13 filters or to the highest rating possible as allowed by system configuration and without reducing ACH below target rates
- Installing portable high-efficiency particulate air (HEPA) fan/filtration systems (i.e. "air purifiers") in specific spaces and placed near occupants
- Installing UV-C systems in return air ducts, upper room ultraviolet germicidal irradiation (UVGI), or within portable air purifying equipment.

It is important to remember that the ACH estimates shown in Table 5 above represent the number of ACH with the ventilation system continuously circulating air. Circulating fans must be kept running to achieve the estimated ACH. If a system is set to only circulate air on demand for heating or cooling purposes, the target ACH may not be met. Citadel recommends that the ventilation system operation be configured to allow fans to run continuously starting two hours prior to people occupying the space each day and two hours after people leave the space each day to meet or exceed the target ACH which will reduce potential COVID-19 exposures.

The calculated ACHs for the rooms observed indicate that four of the seven spaces observed meet or exceed the desired six ACH with the ventilation system in operation. The measurements in the SE Administration Office and Operations Building fall below six ACH, but above the minimum of four ACH. As noted previously, no measurements were taken in the Boardroom because the ventilation system was non-operational.

Citadel recommends installing a portable air purifier in the following four locations:

- Southeast Administration Office Room to filter a minimum of 100 CFM
- Operations Building near the computer stations to filter a minimum of 200 CFM
- Operations Supervisor Office to filter a minimum of 100 CFM
- Boardroom to filter a minimum 400 CFM of air if the space is occupied without operable central ventilation.

The recommended occupancy limits shown in Table 5 for each space are based on the available floor space and expected activity within the space to maintain adequate social distancing and based on the observed ventilation rates to reduce potential COVID-19 exposure.

ASBESTOS BULK SAMPLING

Lab results indicated the 2 ft x 2 ft gray/white ceiling tile collected in the Administrative Building was non-detect for asbestos fibers. Lab results indicated the 1ft x 1ft gray/white ceiling tile collected in the Operations Building was non-detect for asbestos fibers.

NOISE SURVEY

A noise survey was conducted in the Operations Building on December 16, 2020. The Client reported the air handler in the Operations Building, which was typically loud during the summer months, was not operating during Citadel's site visit. Citadel noted the measured noise levels were not representative of the noise levels during warmer periods of the year; therefore, Citadel used the collected noise results as a baseline for the Operations Building. Results indicate the noise levels in the Operations Building were below Cal/OSHA PEL and Hearing Conservation limit for noise.

Citadel recommends repeating the noise survey when the air handler is expected to be operation and/or whenever there is a change in production, process, equipment or controls which could increase noise exposures, such that employees may be exposed at or above the action level for noise.

6.0 SUMMARY OF RECOMMENDATIONS

Based on Citadel's observations and conclusions, the following summarizes our recommendations:

1. Identify the source of the elevated fungal spores in the Boardroom and remove all impacted building material in accordance with the Institute of Inspection, Cleaning & Restoration (IICRC) S500 *Standard and Reference Guide for Professional Water Damage Restoration* and IICRC S520 *Standard & Reference Guide for Professional Mold Remediation*. Removal of moisture-impacted and/or microbial-impacted materials should be performed in accordance with standard industry practice, by an experienced remediation contractor, utilizing negative pressure containment(s).
2. Inspect and maintain the Boardroom ventilation system to ensure proper operation
3. Configure HVAC fans in occupied spaces to run continuously two hours prior to and two hours after the space is occupied to ensure the minimum ACH is maintained
4. Monitor indoor and outdoor relative humidity periodically and adjust the thermostat settings and outdoor air supply (via windows or HVAC intakes) to maintain indoor relative humidity between 40% and 60%
5. Install a portable air purifier in the following four locations:
 - a. Southeast Administration Office Room to filter a minimum of 100 CFM
 - b. Operations Building near the computer stations to filter a minimum of 200 CFM
 - c. Operations Supervisor Office to filter a minimum of 100 CFM
 - d. Boardroom to filter a minimum 400 CFM if the space is occupied without operable central ventilation.

6. Inspect and maintain the ventilation system in the Boardroom to ensure it is operating properly and measure the air flow after any repairs are made. Until the system is maintained, Citadel recommends adding a portable air purifier with a Clean Air Delivery Rate (CADR) of at least 400 CFM to provide additional air filtration while the room is occupied.
7. Restroom exhaust vents should be operated continuously (24/7). Rewire the light switches in restrooms as needed so that the exhaust vents operate independent of the restroom lights.
8. Contact Citadel to conduct a follow-up noise survey in the Operations Building when the air handler is expected to be operation and/or whenever there is a change in production, process equipment or controls which could increase noise exposures, such that employees may be exposed at or above the action level for noise.
9. Perform an complete survey of the Boardroom, Administration Office and Operations Building for the presence of lead and asbestos containing materials in the building walls, ceiling, floors and roofing to inform plans for future remediation and/or renovation.

7.0 DISCLAIMER AND LIMITATIONS

The services performed by Citadel Environmental Services, Inc. ("Citadel"), d.b.a. Citadel EHS, in connection with this Report were performed in accordance with generally and currently accepted engineering practices and principles; provided, however, Citadel completed such services as directed by the Client and the recommendations described in this Report are therefore limited in purpose and scope. The procedures and methodologies used by Citadel in its performance of services, and the recommendations contained herein, are not intended to meet the requirements under any specific laws or regulatory guidelines unless expressly set forth in the Proposal.

The recommendations and conclusions set forth in this Report are based on information and data available to Citadel during the course of its performance of the services. Citadel relied on the information and data provided by or on behalf of Client, including, if applicable, historical and present operations, conditions and test data, and Citadel assumed all such information and data was correct and complete. Citadel shall not be liable for any damages or losses resulting from inaccuracies of, or omissions from, information or data provided by or on behalf of the Client, any interested third-parties, or any federal, state, county, or local governmental authority, or otherwise available in the public domain.

The information contained in this Report and conclusions resulting therefrom are based solely on information available to Citadel at the time of its performance of services, and from observations and perceived conditions and materials existing on the date of Citadel's limited survey of the site, if applicable. Citadel disclaims any inaccuracy in the Report as a result of any part or parcel of property to which Citadel was not provided access, or which was concealed, including, but not limited to, wall cavities/chases, ceiling plenums, below floor finishes, crawlspaces, below grade, beneath existing structures, or behind electrical panels.

The findings and recommendations presented in this Report are based upon observations of present conditions and may not necessarily indicate future conditions. No conclusions should be construed or inferred other than those expressly stated in this Report. EXCEPT FOR ANY WARRANTIES EXPRESSLY SET FORTH IN THE PROPOSAL OR OTHER WRITTEN AGREEMENT BETWEEN CITADEL AND CLIENT, CITADEL MAKES NO WARRANTIES HEREUNDER WITH RESPECT TO ANY

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All testing and remediation methods have reliability limitations, and no method nor number of sampling locations can guarantee that a hazard will be discovered if contamination or other evidence of the hazard is not encountered within the performance of the services as authorized. Reliability of testing or remediation varies according to the sampling frequency and other service variables that were selected by Client. Citadel shall not be at fault or liable for any such limitations.

The information and opinions rendered in this report are exclusively for use and reliance by the Client. The information contained herein may not be used, disclosed, or copied without written permission of the Client and may not be relied upon without the written permission of Citadel.

8.0 SIGNATURES

All work was conducted in accordance with the standards of care and diligence normally practiced by recognized consulting firms in performing services of a similar nature.

Work Completed by:

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Attachments