



Montecito Sanitary District

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

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

BOARD PACKET

For the Special Board Meeting of

Thursday, September 30, 2021

1. AGENDA.....<https://www.montsan.org/2021-09-30-board-of-directors-special-meeting>
2. EXHIBIT A – Resl 2021-935: AB 361 Remote Meetings2
3. EXHIBIT B – Resl 2021-936 Emergency Action: Fernald Point.....5
4. EXHIBIT C – Kimley-Horn & Associates July 2021 Invoices8

RESOLUTION NO. 2021-935

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTECITO SANIARY DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE GOVERNING BODY OF MONTECITO SANIARY DISTRICT FOR THE PERIOD OF 30 DAYS PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Montecito Sanitary District (“District”) is a sanitary district duly organized and existing pursuant to the Sanitary District Act of 1923 codified in Health & Safety Code section 6400 et seq.; and

WHEREAS, the District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of District’s governing body are open and public, as required by the Ralph M. Brown Act codified in California Government Code section 54950 et seq. (“Brown Act”), so that any member of the public may attend, participate, and watch the District’s governing board conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a State of Emergency has been proclaimed by Governor Gavin Newsom’s Proclamation of a State of Emergency dated March 4, 2020; and

WHEREAS, State and Local Officials have imposed and recommended social distancing measures and allowing legislative bodies to meet via teleconferencing to avoid risks to the health and safety of members of the public who would like to participate in meetings of the legislative bodies; and

WHEREAS, the Board of Directors does hereby find that Governor Gavin Newsom’s Proclamation of State of Emergency and Social Distancing Orders and other conditions causing imminent risk to attendees has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the

District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California and ratify State and Local orders for social distancing; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the District's governing body shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District shall provide notice as otherwise required by the Brown Act of all public meetings.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MONTECITO SANITARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District and allowing remote access and participation in the District's board meetings will reduce health and safety risks to attendees.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager or designee and governing Board of District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) October 30, 2021, or (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the governing board of Montecito Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Montecito Sanitary District this 30th day of September, 2021, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Board President
Dorinne Lee Johnson

ATTEST:

Board Secretary
Dana Newquist

(SEAL)

RESOLUTION NO. 2021-936

**RESOLUTION OF THE GOVERNING BOARD
OF THE MONTECITO SANITARY DISTRICT
AUTHORIZING EMERGENCY REPAIRS TO THE
SEWER MAIN AT FERNALD POINT BRIDGE**

WHEREAS, the Montecito Sanitary District (“District”) owns, operates and maintains a certain eight inch (8”) VCP sewer main constructed during the 1960’s and serving Fernald Point at Picay Creek; and

WHEREAS, the County of Santa Barbara (County) is currently replacing the Fernald Point Bridge at Picay Creek and making channel modifications; and

WHEREAS, District Staff coordinated with County engineering staff through the design process and provided the County with a record drawing for the sewer main constructed in 1966; The County proceeded with designing the new bridge footings around the District’s 8” VCP sewer main so that impacts to the District sewer main were minimized; and

WHEREAS, construction on the bridge foundation began early summer 2021 by the County’s Contractor, Beador Construction Company (Beador); the County’s construction management team contacted District staff on September 1, 2021 to coordinate protection of the sewer main; District staff discovered during their site visit on September 8, 2021 that the exposed section of the sewer main did not match the record drawings showing that the sewer main was installed inside a 16-inch steel casing; and

WHEREAS, District Staff confirmed through a site visit and CCTV inspection of the sewer main that the sewer main was not installed inside of a 16-inch steel casing and that approximately 54 feet of the sewer main is cast iron pipe encased in concrete, and did not match the original record drawings provided to the County; and

WHEREAS, On September 16, 2021, District staff met on site with the County construction management team to review the plan for protecting the sewer main while the contractor is working in the vicinity. While on site, the County notified the District that the concrete encasement around the pipe will have to be removed in order to set the channel at the correct location, and the process of removing the concrete was not included in the Contractors schedule; and

WHEREAS, the changed condition of the sewer main will cause delays to the County’s project construction schedule and jeopardize completion of the channel modifications prior to the California Department of Fish and Wildlife’s environmental deadline of October 31, 2021 for work within the channel; the cost of such delays would be the responsibility of the Sanitary District.; and

WHEREAS, carefully working around the existing sewer main to prevent damage in lieu of replacing the sewer main, would cause further delays and scheduling impacts to the County’s bridge replacement project; and

WHEREAS, Beador has provided the District with a proposal in the amount of \$21,910.15 for the expedited removal and replacement of approximately 70 linear feet of 8-inch sewer main encased in concrete per District standards; and

WHEREAS, the District will provide the pipe material, couplings, and bypassing, to expedite the replacement work; and

WHEREAS, coordinating with another contractor through competitive bidding selection would detriment the County's construction schedule, and increase costs to the District; and

WHEREAS, this condition constitutes an emergency necessitating the need to enter into a contract for the replacement of the Fernald Point sewer main to prevent damage to the sewer main throughout the County's bridge construction without complying with the public bidding requirements; and

WHEREAS, the Governing Board finds and determines that the replacement of existing sewage facilities is exempt from the requirements of the California Environment Quality Act (CEQA) pursuant to CEQA Guidelines section 15301.

NOW, THEREFORE, the Governing Board of Montecito Sanitary District hereby finds, based upon the substantial evidence contained in the General Manager's Report and such other evidence as submitted to the Governing Board during its consideration of this resolution, as follows:

1. The condition of the Fernald Point sewer main constitutes an emergency; the public interest and necessity demand the immediate expenditure of District funds to safeguard life, health, and property; and
2. The condition of the Fernald Point sewer main will not permit a delay resulting from a competitive solicitation of bids and immediate action is necessary to respond to this emergency.

NOW, THEREFORE, the Governing Board of Montecito Sanitary District hereby resolves as follows:

1. To authorize the General Manager to execute a contract with Beador Construction Company in the amount of \$21,911, reviewed and approved as to form by District counsel, authorizing emergency replacement of the Fernald Point sewer main; and
2. To authorize the General Manager to issue a change order allowance up to 15%, in the amount of \$3,287, for potential unforeseen circumstances that may require change in scope; and
3. To dispense with any public solicitation of bids for the awarding of a contract with Beador Construction Company for the emergency replacement of the Fernald Point sewer main; and
4. That the General Manager shall report to the Governing Board at the next regular meeting regarding the status of the emergency and work necessitated thereby.

PASSED AND ADOPTED by the Governing Board of MONTECITO SANITARY DISTRICT this 30th day of September 2021, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Board President
Dorinne Lee Johnson

ATTEST:

Board Secretary
Dana Newquist

(SEAL)

<p>Please remit payment electronically to:</p> <p>Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163 Account Number: 2073089159554 ABA#: 121000248</p>	<p>If paying by check, please remit to:</p> <p>KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 847385 LOS ANGELES, CA 90084-7385</p>
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MONTECITO SANITARY DISTRICT
 1042 MONTE CRISTO LANE
 MONTECITO, CA 93108

Invoice No: 19253162
 Invoice Date: Jul 15, 2021
 Invoice Amount: \$7,431.38

Federal Tax Id: 56-0885615
 For Services Rendered through Jul 15, 2021

Project No: 099832001.2
 Project Name: MSD GM SUPPORT
 Project Manager: WONG, PATRICK

Client Reference:

HOURLY

Description	Current Amount Due
TASK 1 - GENERAL ADMIN	5,567.50
TASK 2 - TECHNICAL ENGINEERING	1,510.00
EXPENSES	353.88
Subtotal	7,431.38
Total HOURLY	7,431.38

MONTECITO SANITARY DISTRICT
 1042 MONTE CRISTO LANE
 MONTECITO, CA 93108

Invoice No: 19253162
 Invoice Date: Jul 15, 2021

Project No: 099832001.2
 Project Name: MSD GM SUPPORT
 Project Manager: WONG, PATRICK

HOURLY

Task	Description	Hrs/Qty	Rate	Current Amount Due
01GENERAL ADMIN	ANALYST	2.0	140.00	280.00
	SENIOR PROFESSIONAL I	1.5	215.00	322.50
	SENIOR PROFESSIONAL II	20.0	240.00	4,800.00
	SUPPORT STAFF	1.5	110.00	165.00
TOTAL 01GENERAL ADMIN		25.0		5,567.50
02TECHNICAL ENGINEERING	SENIOR PROFESSIONAL I	2.0	215.00	430.00
	SENIOR PROFESSIONAL II	4.5	240.00	1,080.00
TOTAL 02TECHNICAL ENGINEERING		6.5		1,510.00
99OFFICE EXPENSE	OFFICE EXPENSE			353.88
TOTAL 99OFFICE EXPENSE				353.88
TOTAL LABOR AND EXPENSE DETAIL				7,431.38

This page is for informational purposes only. Please pay amount shown on cover page.

Hours & Notes by Project, Task, Day

Task	Task Name	Employee Name	Hours Date	Cell Comments	Entered Hours
PM: WONG, PATRICK					
099832001.2 MSD GM SUPPORT					
099832001.2.101	01GENERAL ADMIN -Task 1		07/01/2021	Admin Support	1.0
			07/09/2021	Admin Support	0.5
					1.5
			07/09/2021	Grant funding background research for monday meeting	0.5
					0.5
			07/14/2021	Rate schedule review/follow up/update	1.0
					1.0
			07/02/2021	Project Support	2.0
					2.0
			07/01/2021	Progress Report Review and Invoice Preparation	1.0
			07/09/2021	Funding research	1.0
			07/12/2021	Project Management and Coordination	1.0
			07/14/2021	Funding preparation meeting and agenda review.	2.0
			07/15/2021	Funding criteria research for Board Meeting	2.0
					7.0
			07/01/2021	Review and coordinate 7-8-21 Regular Board of Directors meeting Final agenda items and Packet staff reports.	1.5
			07/06/2021	Preparation and coordinate bi-weekly status report for 2nd half month of June activities.	2.0
			07/08/2021	Attend Virtual Regular Board of Directors meeting.	2.0
			07/09/2021	Grant funding coordination and research.	2.0
			07/12/2021	Develop and identify grant funding per request of BOD President.	1.5
			07/14/2021	Prepare and coordinate status report of last week regular board meeting. Establish Grand funding opportunities.	2.0
			07/15/2021	Attend Virtual meeting on Strategic Planning Committee meeting-Presentation of Enhanced Feasibility Study by Carollo Engineer.	2.0
					13.0
	Total 099832001.2.101				25.0
099832001.2.101					
25.0					
099832001.2.102	02TECHNICAL ENGINEERING - Task 2		07/13/2021	Call with team to discuss grant funding opportunities for MSD to consider	1.0
			07/14/2021	Grant funding background research and discussion call	1.0
					2.0
			07/01/2021	Review new enhanced feasibility study proposal scope of work.	1.5
			07/06/2021	Review new MWD-MSD new scope of work.	1.0
			07/07/2021	Review Alternative analysis.	1.0
			07/08/2021	Review Alternate MWD-MSD Enhance Feasibility Study Scope of work. Analyze and determine outline of Master Plan Items.	1.0
					4.5
	Total 099832001.2.102				6.5
099832001.2.102					
6.5					

Hours & Notes Proj/Task/Day

Jul 21, 2021 @ 9:11:32 PM

Progress Report for July 1 thru 15, 2021

July 20, 2021

Project Name: MSD Interim General Management

Client: Montecito Sanitary District (MSD)

Project Manager: Patrick Wong

Snapshot of Project and Meetings

Activity	Percent Complete	Hours spent	Delivery Date	Responsible Party
Senior Professional Level I	No deliverable	3.5 hrs.	Ending 7-15-21	Kimley-Horn
Senior Professional Level II	No deliverable	24.5 hrs.	Ending 7-15-21	Kimley-Horn
Analyst	No deliverable	2 hrs.	Ending 7-15-21	Kimley-Horn
Staff-Support	No deliverable	1.5 hrs.	Ending 7-15-21	Kimley-Horn

Snapshot of Project Budget Hours

Budget (Hr.)	Incurred (Hr.)	Budget Remaining (Hr.)
64 hrs./2 wk.+	31.5 Hrs.	32.5 Hrs.

Original proposal/contract on Time & Materials (T&M) with an estimated 20-30 hours per week approved March 1, 2021.

Status Summary

Kimley-Horn staff participated in:

1. Committee and standing board meetings and MSD Committee meetings with the District staff.
2. Reviewed and coordinated draft and final agenda of Board meetings.
3. Coordinate and review of the Lilac and Oak Grove bid and analysis.
4. Coordinate with permanent GM on project status and related items.
5. Review, coordinate, and edit meeting agendas for Regular Board and Committee meetings.
6. Coordinate, review, and report of Enhanced Feasibility Study proposal.
7. Coordinate and review of annual collection of homeowners' sewer payment via tax roll collection procedure.
8. Consultation and review of Grant Funding opportunity.

Should there be questions regarding this Progress Report, please contact Tony Wong at (213) 261-4057 or tony.wong@kimley-horn.com.



Tony K. Wong, P.E.

Please remit payment electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
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 ABA#: 121000248

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 P.O. BOX 847385
 LOS ANGELES, CA 90084-7385

MONTECITO SANITARY DISTRICT
 1042 MONTE CRISTO LANE
 MONTECITO, CA 93108

Invoice No: 19299461
 Invoice Date: Jul 31, 2021
 Invoice Amount: \$6,311.89

Federal Tax Id: 56-0885615
 For Services Rendered through Jul 31, 2021

Project No: 099832001.2
 Project Name: MSD GM SUPPORT
 Project Manager: WONG, PATRICK

Client Reference:

HOURLY

Description	Current Amount Due
TASK 1 - GENERAL ADMIN	3,480.00
TASK 2 - TECHNICAL ENGINEERING	2,470.00
EXPENSES	361.89
Subtotal	6,311.89
Total HOURLY	6,311.89

MONTECITO SANITARY DISTRICT
 1042 MONTE CRISTO LANE
 MONTECITO, CA 93108

Invoice No: 19299461
 Invoice Date: Jul 31, 2021

Project No: 099832001.2
 Project Name: MSD GM SUPPORT
 Project Manager: WONG, PATRICK

HOURLY

Task	Description	Hrs/Qty	Rate	Current Amount Due
01GENERAL ADMIN	SENIOR PROFESSIONAL II	14.5	240.00	3,480.00
TOTAL 01GENERAL ADMIN		14.5		3,480.00
02TECHNICAL ENGINEERING	SENIOR PROFESSIONAL I	2.0	215.00	430.00
	SENIOR PROFESSIONAL II	8.5	240.00	2,040.00
TOTAL 02TECHNICAL ENGINEERING		10.5		2,470.00
99EXPENSES	TRAVEL - CAR RENTAL			95.13
TOTAL 99EXPENSES				95.13
99OFFICE EXPENSE	OFFICE EXPENSE			266.76
TOTAL 99OFFICE EXPENSE				266.76
TOTAL LABOR AND EXPENSE DETAIL				6,311.89

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Hours & Notes by Project, Task, Day

Task	Task Name	Employee Name	Hours Date	Cell Comments	Entered Hours		
PM: WONG, PATRICK							
099832001.2 MSD GM SUPPORT							
099832001.2.101	01GENERAL ADMIN	Task 1	07/16/2021	Funding review, coordination and analysis preparation	0.5		
			07/19/2021	Funding coordination and analysis preparation	0.5		
			07/20/2021	Monthly Progress Report	0.5		
			07/21/2021	Funding Analysis and Preparation Meeting	0.5		
			07/22/2021	Board Meeting and Funding Support	1.0		
			07/26/2021	Progress Report. Funding Master Plan Coordination	1.0		
							4.0
		Task 1	07/16/2021	Draft and Develop MSD Recycle water participation criteria based on discussion with BOD President.	2.0		
			07/20/2021	Preparation and coordination of MSD-MWD Participation criteria.	2.0		
			07/21/2021	Preparation and coordination of MSD-MWD Participation criteria in conjunction with the Enhanced Feasibility Study.	2.5		
			07/22/2021	Develop and coordinate Grant Funding list and criteria.	1.5		
			07/26/2021	Coordinate, preparation and attend Manager's Weekly meeting.	1.0		
			07/29/2021	Coordinate and review of documents for project closeout.	1.5		
		Total 099832001.2.101					10.5
					14.5		
099832001.2.101							
14.5							
099832001.2.102	02TECHNICAL ENGINEERING	Task 2	07/19/2021	Grant funding team call and background support.	1.0		
			07/22/2021	Grant writing support Analysis	1.0		
							2.0
		Task 2	07/22/2021	Develop and coordinate Enhanced Feasibility Study cost sharing criteria.	2.5		
			07/26/2021	Coordinate, analysis, and review of Engineering projects - SR101 HOV Sewer Relocation and Lilac and Oak Groves redesign.	1.0		
			07/27/2021	Review SR 101 HOV Sewer relocation and Lilac and Oak Groves design criteria.	2.0		
			07/28/2021	1. Review re-design Lilac and Oak Groves package of PS&E and Qa/Qc Team review and meeting discussion. 2. Review and discuss SR 101 HOV Sewer Main Relocation. 3. Review and meeting on other transition items.	3.0		
							8.5
Total 099832001.2.102					10.5		
					10.5		
099832001.2.102							
					10.5		

MSD

S & O OIL SERVICES I
FG06132383001
1600 N EASTERN AVE
LOS ANGELES , CA
90063
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XXXXXXXXXXXX1005
Am Express
INVOICE 044694
AUTH 597879

PUMP# 3
Regular 7.167G
PRICE/GAL \$4.699

FUEL TOTAL \$ 33.68

CREDIT \$ 33.68

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Customer-activated Purchase/Capture
Site #: 0000000009785298
Shift Number 11
Sequence Number 41833
Swiped
APPROVED 597879
=====

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Progress Report for July 16 thru 31, 2021

August 5, 2021

Project Name: MSD Interim General Management

Client: Montecito Sanitary District (MSD)

Project Manager: Patrick Wong

Snapshot of Project and Meetings

Activity	Percent Complete	Hours spent	Delivery Date	Responsible Party
Senior Professional Level I	No deliverable	2.0 hrs.	Ending 7-31-21	Kimley-Horn
Senior Professional Level II	No deliverable	23.0 hrs.	Ending 7-31-21	Kimley-Horn
Analyst	No deliverable	0.0 hrs.	Ending 7-31-21	Kimley-Horn
Staff-Support	No deliverable	0.0 hrs.	Ending 7-31-21	Kimley-Horn

Snapshot of Project Budget Hours

Budget (Hr.)	Incurred (Hr.)	Budget Remaining (Hr.)
64 hrs./2 wk.+	25.0 Hrs.	39.0 Hrs.

Original proposal/contract on Time & Materials (T&M) with an estimated 20-30 hours per week approved March 1, 2021.

Status Summary

Kimley-Horn staff participated in:

1. Reviewed and coordinated draft and final agenda of Board meetings.
2. Coordinate and review of the Lilac and Oak Grove bid and analysis.
3. Coordinate with permanent GM on project status and related items.
4. Coordinate, review, and report of Enhanced Feasibility Study proposal.
5. Coordinate and review of annual collection of homeowners' sewer payment via tax roll collection procedure.
6. Consultation and review of Grant Funding opportunity.

Should there be questions regarding this Progress Report, please contact Tony Wong at (213) 261-4057 or tony.wong@kimley-horn.com.



Tony K. Wong, P.E.

Bradley Rahrer

From: Bradley Rahrer
Sent: Tuesday, August 31, 2021 5:08 PM
To: 'Wong, Tony'
Subject: Invoice Revisions

Good Afternoon Tony,

During our call on July 28, you and I discussed the Kimley-Horn presentation on grant funding given to the board on July 22. As you may recall, I stated during our call that your presentation was a Kimely-Horn qualifications and proposal presentation rather than an informational presentation on grant funding opportunities. An informational presentation on grant funding opportunities could be supportable as services under your interim general manager contract, whereas a business development presentation is not.

When I received and reviewed your last two invoices for the contract, I noted several hours were dedicated to preparing for the presentation. While I understand that you were still performing some Interim General Manager services, the District cannot pay consultants for business development time or for making presentations to earn new business contracts.

When you have a convenient moment, would you please give me a call so we can discuss revisions to the two invoices listed below?

- 099832001.2_MSD_GM_SUPPORT_2021-07-15
- 099832001.2_MSD_GM_SUPPORT_2021-07-31

Thank you,
Brad

Bradley Rahrer, P.E.
General Manager/District Engineer
Montecito Sanitary District
1042 Monte Cristo Lane
Santa Barbara, CA 93101
805-969-4200
BRahrer@Montsan.org

Hours & Notes by Project, Empl, Day

Task	Task Name	Employee Name	Hours Date	Cell Comments	Entered Hours		
PM: WONG, PATRICK							
099832001.2 MSD GM SUPPORT							
099832001.2.101	01GENERAL ADMIN	FRATICELLI, WENDY	07/01/2021	Admin Support	1.0		
			07/09/2021	Admin Support	0.5		
		FRATICELLI, WENDY				1.5	
		LYON, JUSTIN	07/09/2021	Grant funding background research for monday meeting		0.5	
		LYON, JUSTIN				0.5	
		ROSS, SHARI	07/14/2021	Rate schedule review/follow up/update		1.0	
		ROSS, SHARI				1.0	
		WONG, MITCHELL	07/02/2021	Project Support		2.0	
		WONG, MITCHELL				2.0	
		WONG, PATRICK	07/01/2021	Progress Report Review and Invoice Preparation		1.0	
			07/09/2021	Funding research		1.0	
			07/12/2021	Project Management and Coordination		1.0	
			07/14/2021	Funding preparation meeting and agenda review.		2.0	
			07/15/2021	Funding Presentation for Board Meeting		2.0	
		WONG, PATRICK				7.0	
		WONG, TONY	07/01/2021	Review and coordinate 7-8-21 Regular Board of Directors meeting Final agenda items and Packet staff reports.		1.5	
			07/06/2021	Preparation and coordinate bi-weekly status report for 2nd half month of June activities.		2.0	
			07/08/2021	Attend Virtual Regular Board of Directors meeting.		2.0	
			07/09/2021	Grant funding coordination and research.		2.0	
			07/12/2021	Develop and identify grant funding per request of BOD President.		1.5	
			07/14/2021	Prepare and coordinate status report of last week regular board meeting. Establish Grand funding opportunities.		2.0	
			07/15/2021	Attend Virtual meeting on Strategic Planning Committee meeting-Presentation of Enhanced Feasibility Study by Carollo Engineer.		2.0	
		WONG, TONY				13.0	
		Total 099832001.2.101					25.0
		099832001.2.101					25.0
		099832001.2.102	02TECHNICAL ENGINEERING	LYON, JUSTIN	07/13/2021	Call with team to discuss grant funding opportunities for MSD to consider	1.0
					07/14/2021	Grant funding background research and discussion call	1.0
LYON, JUSTIN				2.0			
WONG, TONY	07/01/2021			Review new enhanced feasibility study proposal scope of work.		1.5	
	07/06/2021			Review new MWD-MSD new scope of work.		1.0	
	07/07/2021			Review Alternative analysis.		1.0	
	07/08/2021			Review Alternate MWD-MSD Enhance Feasibility Study Scope of work. Analyze and determine outline of Master Plan Items.		1.0	
WONG, TONY				4.5			
Total 099832001.2.102					6.5		
099832001.2.102					6.5		

Hours & Notes Proj/Empl/Day

- 1 -

Jul 21, 2021 @ 9:11:32 PM

Hours & Notes by Project, Empl, Day

Task	Task Name	Employee Name	Hours Date	Cell Comments	Entered Hours		
PM: WONG, PATRICK							
099832001.2 MSD GM SUPPORT							
099832001.2.101	01GENERAL ADMIN	WONG, PATRICK	07/16/2021	Funding Powerpoint Presentation Preparation	0.5		
			07/19/2021	Funding presentation preparation	0.5		
			07/20/2021	Monthly Progress Report	0.5		
			07/21/2021	Funding Presentation Preparation Meeting	0.5		
			07/22/2021	Board Meeting and Funding Presentation	1.0		
			07/26/2021	Progress Report. Funding Master Plan Coordination	1.0		
				WONG, PATRICK			4.0
				WONG, TONY	07/16/2021	Draft and Develop MSD Recycle water participation criteria based on discussion with BOD President.	2.0
					07/20/2021	Preparation and coordination of MSD-MWD Participation criteria.	2.0
					07/21/2021	Preparation and coordination of MSD-MWD Participation criteria in conjunction with the Enhanced Feasibility Study.	2.5
					07/22/2021	Develop and coordinate Grant Funding list and criteria.	1.5
					07/26/2021	Coordinate, preparation and attend Manager's Weekly meeting.	1.0
					07/29/2021	Coordinate and review of documents for project closeout.	1.5
				WONG, TONY			10.5
Total 099832001.2.101					14.5		
099832001.2.101							
14.5							
099832001.2.102	02TECHNICAL ENGINEERING	LYON, JUSTIN	07/19/2021	Grant funding team call and background support.	1.0		
			07/22/2021	Grant writing support Analysis	1.0		
				LYON, JUSTIN			2.0
				WONG, TONY	07/22/2021	Develop and coordinate Enhanced Feasibility Study cost sharing criteria.	2.5
					07/26/2021	Coordinate, analysis, and review of Engineering projects - SR101 HOV Sewer Relocation and Lilac and Oak Groves redesign.	1.0
					07/27/2021	Review SR 101 HOV Sewer relocation and Lilac and Oak Groves design criteria.	2.0
					07/28/2021	1. Review re-design Lilac and Oak Groves package of PS&E and Qa/Qc Team review and meeting discussion. 2. Review and discuss SR 101 HOV Sewer Main Relocation. 3. Review and meeting on other transition items.	3.0
				WONG, TONY			8.5
		Total 099832001.2.102					10.5
		099832001.2.102					
10.5							

Hours & Notes Proj/Empl/Day

- 1 -

Aug 3, 2021 @ 12:27:22 PM

JUL 15

<u>Task</u>	<u>Task Name</u>	<u>Employee Name</u>	<u>Hours Date</u>	<u>Cell Comments</u>	<u>Entered Hours</u>	<u>Rate</u>	<u>Total</u>
099832001.2.101	01GENERAL ADMIN	FRATICCELI, WENDY	7/1/2021	Admin Support	1.00	110 \$	110.00
099832001.2.101	01GENERAL ADMIN	FRATICCELI, WENDY	7/9/2021	Admin Support	0.50	110 \$	55.00
099832001.2.101	01GENERAL ADMIN	LYON, JUSTIN	7/9/2021	Grant funding background research for Monday meeting	0.50	215 \$	107.50
099832001.2.101	01GENERAL ADMIN	ross, shari	7/14/2021	Rate Schedule review/follow up/update	1.00	215 \$	215.00
099832001.2.101	01GENERAL ADMIN	Wong, Mitchell	7/2/2021	Project Support	2.00	140 \$	280.00
099832001.2.101	01GENERAL ADMIN	Wong, Patrick	7/1/2021	Progress Report Review and Invoice Preparation	1.00	240 \$	240.00
099832001.2.101	01GENERAL ADMIN	Wong, Patrick	7/9/2021	Funding research	1.00	240 \$	240.00
099832001.2.101	01GENERAL ADMIN	Wong, Patrick	7/12/2021	Project Management and Coordination	1.00	240 \$	240.00
099832001.2.101	01GENERAL ADMIN	Wong, Patrick	7/14/2021	Funding preparation meeting and agenda review.	2.00	240 \$	480.00
099832001.2.101	01GENERAL ADMIN	Wong, Patrick	7/15/2021	Funding Presentation for Board Meeting	2.00	240 \$	480.00
099832001.2.101	01GENERAL ADMIN	TONY WONG	7/1/2021	Review and coordinate 7-8-21 Regular Board of Directors meeting Final agenda items and Packet staff reports.	1.50	240 \$	360.00
099832001.2.101	01GENERAL ADMIN	TONY WONG	7/6/2021	Preparation and coordinate bi-weekly status report for 2nd half month of June activities.	2.00	240 \$	480.00
099832001.2.101	01GENERAL ADMIN	TONY WONG	7/8/2021	Attend Virtual Regular Board of Directors meeting.	2.00	240 \$	480.00
099832001.2.101	01GENERAL ADMIN	TONY WONG	7/9/2021	Grant funding coordination and research.	2.00	240 \$	480.00
099832001.2.101	01GENERAL ADMIN	TONY WONG	7/12/2021	Develop and identify grant funding per request of BOD President. Prepare and coordinate status report of last week regular board meeting. Establish	1.50	240 \$	360.00
099832001.2.101	01GENERAL ADMIN	TONY WONG	7/14/2021	Grand funding opportunities. Attend Virtual meeting on Strategic Planning Committee meeting-Presentation of	2.00	240 \$	480.00
099832001.2.101	01GENERAL ADMIN	TONY WONG	7/15/2021	Enhanced Feasibility Study by Carollo Engineer.	2.00	240 \$	480.00
099832001.2.102	02TECHNICAL ENGINEERING	LYON, JUSTIN	7/13/2021	Call with team to discuss grant funding opportunities for MSD to consider	1.00	215 \$	215.00
099832001.2.102	02TECHNICAL ENGINEERING	LYON, JUSTIN	7/14/2021	Grant funding background research and discussion call	1.00	215 \$	215.00
099832001.2.102	02TECHNICAL ENGINEERING	TONY WONG	7/1/2021	Review new enhanced feasibility study proposal scope of work.	1.50	240 \$	360.00
099832001.2.102	02TECHNICAL ENGINEERING	TONY WONG	7/6/2021	Review new MWD-MSD new scope of work.	1.00	240 \$	240.00
099832001.2.102	02TECHNICAL ENGINEERING	TONY WONG	7/7/2021	Review Alternative analysis.	1.00	240 \$	240.00
099832001.2.102	02TECHNICAL ENGINEERING	TONY WONG	7/8/2021	Review Alternate MWD-MSD Enhance Feasibility Study Scope of work. Analyze and determine outline of Master Plan Items.	1.00	240 \$	240.00
					31.50		<u><u>\$ 7,077.50</u></u>

4,500.00

2,577.50

7,077.50

OFFICE EXPENSE: 353.88

OK TO PAY: **4,853.88**

Kimley Horn July Invoice breakdown.xlsx
JUL 31

Task	Task Name	Employee Name	Hours	Date	Cell Comments	Entered Hours	Rate	Total	Disputed? (Y/N)
099832001.2.101	01GENERAL ADMIN	WONG, PATRICK	7/16/2021		Funding Powerpoint Presentation Preparation	0.5	240	\$ 120.00	Y
099832001.2.101	01GENERAL ADMIN	WONG, PATRICK	7/19/2021		Funding presentation preparation	0.5	240	\$ 120.00	Y
099832001.2.101	01GENERAL ADMIN	WONG, PATRICK	7/20/2021		Monthly Progress Report	0.5	240	\$ 120.00	N
099832001.2.101	01GENERAL ADMIN	WONG, PATRICK	7/21/2021		Funding Presentation Preparation Meeting	0.5	240	\$ 120.00	Y
099832001.2.101	01GENERAL ADMIN	WONG, PATRICK	7/22/2021		Board Meeting and Funding Presentation	1	240	\$ 240.00	Y
099832001.2.101	01GENERAL ADMIN	WONG, PATRICK	7/26/2021		Progress Report. Funding Master Plan Coordination	1	240	\$ 240.00	Y
					Draft and Develop MSD Recycle water participation criteria based on discussion with				
099832001.2.101	01GENERAL ADMIN	WONG, TONY	7/16/2021		BOD President.	2	240	\$ 480.00	N
099832001.2.101	01GENERAL ADMIN	WONG, TONY	7/20/2021		Preparation and coordination of MSD-MWD Participation criteria.	2	240	\$ 480.00	N
					Preparation and coordination of MSD-MWD Participation criteria in conjunction with the				
099832001.2.101	01GENERAL ADMIN	WONG, TONY	7/21/2021		Enhanced Feasibility Study.	2.5	240	\$ 600.00	N
099832001.2.101	01GENERAL ADMIN	WONG, TONY	7/22/2021		Develop and coordinate Grant Funding list and criteria.	1.5	240	\$ 360.00	Y
099832001.2.101	01GENERAL ADMIN	WONG, TONY	7/26/2021		Coordinate, preparation and attend Manager's Weekly meeting.	1	240	\$ 240.00	N
099832001.2.101	01GENERAL ADMIN	WONG, TONY	7/29/2021		Coordinate and review of documents for project closeout.	1.5	240	\$ 360.00	N
099832001.2.102	02TECHNICAL ENGINEERING	LYON, JUSTIN	7/19/2021		Grant funding team call and background support.	1	215	\$ 215.00	Y
099832001.2.102	02TECHNICAL ENGINEERING	LYON, JUSTIN	7/22/2021		Grant writing support Analysis	1	215	\$ 215.00	Y
099832001.2.102	02TECHNICAL ENGINEERING	WONG, TONY	7/22/2021		Develop and coordinate Enhanced Feasibility Study cost sharing criteria.	2.5	240	\$ 600.00	N
					Coordinate, analysis, and review of Engineering projects - SR101 HOV Sewer Relocation				
099832001.2.102	02TECHNICAL ENGINEERING	WONG, TONY	7/26/2021		and Lilac and Oak Groves redesign.	1	240	\$ 240.00	N
099832001.2.102	02TECHNICAL ENGINEERING	WONG, TONY	7/27/2021		Review SR 101 HOV Sewer relocation and Lilac and Oak Groves design criteria.	2	240	\$ 480.00	N
					1. Review re-design Lilac and Oak Groves package of PS&E and Qa/Qc Team review and				
					meeting discussion. 2. Review and discuss SR 101 HOV Sewer Main Relocation.3. Review				
099832001.2.102	02TECHNICAL ENGINEERING	WONG, TONY	7/28/2021		and meeting on other transition items.	3	240	\$ 720.00	N
						25		\$ 5,950.00	
								4,320.00	N
								1,630.00	Y
								5,950.00	
								office expense:	266.76
								TRAVEL AND CAR RENTAL:	95.13
								OK TO PAY:	4,681.89