



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, May 13, 2021

- 1. Agendawww.montsan.org/files/9c9a8d09c/Agenda+2021-05-13.pdf
- 2. Minutes of the Regular Meeting of the Board on April 8, 20212
- 3. Minutes of the Special Meeting of the Board on April 20, 20216
- 4. Minutes of the Special Meeting of the Board on April 27, 20218
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MINUTES

For the Regular Meeting of the Board on:

April 8, 2021

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:30 pm on Thursday, April 8, 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, Treasurer Don Eversoll;

Director Gary Fuller joined the meeting at 1:58pm

Board Secretary Dana Newquist joined the meeting at 2:19pm

Board Members Absent: None

Also Present and Participating:

Tony Wong, P.E. Kimley-Horn, MSD Interim General Manager

Carrie Poytress, MSD Engineering Manager

Elizabeth (Betsy) A. Byrne, MSD District Administrator

Ricardo Larroude, MSD Collections & Maintenance Supervisor

Carole Rollins, MSD Lab & Pretreatment Manager

Mark Manion, Price Postel & Parma

Rob Morrow, WSC

Ken, Montecito Resident

Bob Hazard, Montecito Resident

Alison Thompson

Hilary Hauser

2. PUBLIC COMMENT

The Clerk of the Board read into record, public comment received via email from Ruston Slager:

Dear Montecito Sanitary District Board of Directors, Thank you for serving the Montecito community and for your interest in recycled water. I request that the Montecito Sanitary District Board of Directors please post email addresses on the MSD website so that you can be contacted directly, as well as any reports or studies regarding recycled water. Enhancing the public's ability to communicate directly with Board-Members and to view public information in the form of studies and reports can only improve communication, transparency, and public trust. Thank you for allowing my comments to be read into public comment. I am unable to attend personally because of my work schedule. Wishing the MSD much success in 2021!!! Ruston Slager, 665 Circle Dr. Santa Barbara Ca. 93108"

3. APPROVAL OF MINUTES

ON MOTION by Director Barrett, Second by Director Eversoll, the Board voted to approve the minutes from Board Meetings held on March 11, 2021 and March 25, 2021 and March 30, 2021.

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

4. APPROVAL OF PAYABLES

The Board determined that the Finance Committee shall meet monthly in advance of the regular board meeting to review payables.

ON MOTION by Director Barrett, Second by Director Eversoll, the board voted to approve the payables list for expenses incurred by the District between March 1, 2021 and March 26, 2021.

Accounts Payable Expenses	143,303.23
Capital Improvement Projects	123,665.87
Payroll and Related Expenses	<u>199,752.85</u>
Total Expenses	466,721.96

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

Director Gary Fuller joined the meeting at 1:58pm

5. OLD BUSINESS

A. ROMERO CANYON SEWER MAIN EXTENSION PROJECT

ON MOTION by Director Eversoll, Second by Director Barrett, the Board voted to approve an increase to the Romero Canyon Sewer Main Extension Change order Allowance of the Tierra Contracting contract adding \$30,000 thus increasing the change order from \$30,000 to \$60,000.

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

6. NEW BUSINESS

A. PURCHASING POLICIES

Board Secretary Dana Newquist joined the meeting at 2:19pm

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted to adopt Resolution 2021-930 opting the District out of adherence to the Uniform Public Construction Cost Accounting Act (UPCCAA) and Resolution 2021-931 amending the District's Purchasing Policies and Regulations.

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

B. HIGHWAY 101 SEWR MAIN CROSSING RELOCATION PROJECT

The Board determined a special meeting shall be held later in April to discuss this project. No other action was taken.

7. COMMITTEE REPORTS

The Board heard reports of the following Committee Meetings:

- i) **Administration & Operations Committee**, Directors Barrett and Eversoll, from its March 16th meeting.
- ii) **Strategic Planning Committee**, Directors Barrett and Johnson, from its April 1st meeting.
- iii) **Ad-Hoc Policies and Procedures Committee** with a recommendation for updated zoom meeting recording retention policy.

ON MOTION by Director Newquist, Second by Director Barrett, the Board voted to establish a policy that meeting recordings shall be kept for one year after their occurrence, and stored on YouTube.

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

- iv) **Joint Strategic Planning Committee (with Montecito Water District)**, Directors Barrett and Johnson, from its April 6th meeting.

Member of the Public Bob Hazard addressed the Board to state the that MWD Board defined recycled water as a top priority, and encouraged the Sanitary District to change focus and put efforts behind indirect potable reuse (recycled water). [smry]

8. DISTRICT OPERATIONS AND MAINTENANCE

A. INFORMATION ITEMS

Interim General Manager Tony Wong P.E., provided informational, nonactionable, updates regarding matters before the District.

B. AGREEMENTS TO BE SIGNED

None.

9. ITEMS FOR THE NEXT AGENDA

The Board shall hold a special meeting closed session on April 20, 2021 for the recruitment of a General Manager.

The Finance Committee will meet on May 4, 2021 at 2:00pm.

The next regular meeting of the Board will be on May 13, 2021 at 1:30pm and the Agenda shall include the topic(s) of:

- An Ordinance unsubjecting the District to the Uniform Public Construction Accounting Act
- The time of day for Regular meetings of the Board. (consider changing from 1:30pm to 2:00 pm)
- General Counsel Memo on the topic of Director Participation in the District's Lateral Rebate program.
- The ability of the Permanent General Manager to promote and increase staff salaries.

10. ADJOURNMENT

The meeting adjourned at 4:46 pm ON MOTION by Director Newquist, second by Director Eversoll.

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:

April 20, 2021

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a special meeting at 2:00 pm on Thursday, April 20, 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:

Tony Wong, P.E. Kimley-Horn, MSD Interim General Manager
Mark Manion, Price Postel & Parma
Elizabeth (Betsy) A. Byrne, MSD District Administrator

Members of the Public:

Craig Murray

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. CLOSED SESSION

A. PUBLIC EMPLOYEE APPOINTMENT (Government Code section 54957)

Title: General Manager

B. CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6)

Agency designated representatives: (Directors Johnson and Newquist)
Unrepresented employee: General Manager.

No action was taken as a result of the closed session.

4. RECRUITMENT OF NEW DISTRICT GENERAL MANAGER

No reportable action.

5. ITEMS FOR THE NEXT AGENDA

6. **ADJOURNMENT**

The meeting adjourned at 6:15 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:

April 27, 2021

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a special meeting at 2:00 pm on Thursday, April 27, 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:

Tony Wong, P.E. Kimley-Horn, MSD Interim General Manager
Mark Manion, Price Postel & Parma
Elizabeth (Betsy) A. Byrne, MSD District Administrator

Members of the Public:

None

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6)

Agency designated representatives: (Directors Johnson and Newquist)
Unrepresented employee: General Manager.

B. PUBLIC EMPLOYEE APPOINTMENT (Government Code section 54957)

Title: General Manager

No action was taken as a result of the closed session.

4. RECRUITMENT OF NEW DISTRICT GENERAL MANAGER

No reportable action.

5. ITEMS FOR THE NEXT AGENDA

6. **ADJOURNMENT**

The meeting adjourned at 4:35 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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BOARD LIST OF PAYABLES

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
04/09/2021	ACCOUNTS PAYABLE	129,170.87
04/23/2021	ACCOUNTS PAYABLE	110,054.37
	Subtotal	239,225.24
04/09/2021	CAPITAL IMPROVEMENT PROJECTS	167,427.42
	Subtotal	167,427.42
04/08/2021	PAYROLL	78,729.65
04/22/2021	PAYROLL	72,470.79
	Subtotal	151,200.45
	TOTAL	<u>\$557,853.11</u>

Approved for Payment:

Date: May 13, 2021

Amount: \$ 557,853.11

_____, General Manager

_____, Treasurer

_____, Director

Check History Report
Sorted By Check Number
Activity From: 4/9/2021 to 4/9/2021
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
026436	4/9/2021	AQSEPTENCE GROUP, INC	3,972.19	Rotary Drum Parts
026437	4/9/2021	AQUA-FLO SUPPLY	249.89	WWTP Plumbing Supplies
026438	4/9/2021	BIG GREEN CLEANING COMPANY	1,882.00	Janitorial Services, Lab Floor Cleaning-April
026439	4/9/2021	BOYD & ASSOCIATES	390.00	Security Alarm Quarterly Payment
026440	4/9/2021	SAUNDRA TONSAGER BREWER	2,300.00	Deposit Refund - 285 Butterfly Lane
026441	4/9/2021	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment - April
026442	4/9/2021	CINTAS	118.45	Replenish First Aid Kits
026443	4/9/2021	COMPUVISION COMMUNICATIONS	6,873.75	IT Services-March (Zero Days Email Server Attack)
026444	4/9/2021	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment-April
026445	4/9/2021	CSRMA	62,234.00	Pooled Liability Insurance 12/20-12/21
026446	4/9/2021	CULLIGAN OF VENTURA COUNTY	105.98	Drinking Water-March
026447	4/9/2021	CALIFORNIA WATER ENVIRONMENT	91.00	Mechanical Tech I Renewal-Flores
026448	4/9/2021	DUDEK	245.00	MPC Appeal Coordination for CDP
026449	4/9/2021	FASTENAL COMPANY	158.43	Plant Shop Rags
026450	4/9/2021	FISHER SCIENTIFIC	280.61	Lab Testing Supplies
026451	4/9/2021	FRONTIER	301.41	Phone Service-April
026452	4/9/2021	GRAINGER	517.78	UF/RO Maintenance Parts & Chemicals/Face Masks
026453	4/9/2021	LOIS GUNTHER 12-YR QUALIFIED PERSONAL	2,000.00	Lateral Replacement Rebate-1649 Fernald Point Lane
026454	4/9/2021	HAAKER EQUIPMENT COMPANY	5,089.05	Locator for CCTV
026455	4/9/2021	HACH COMPANY	244.03	Lab Testing Supplies
026456	4/9/2021	KAMAN INDUSTRIAL TECHNOLOGIES	1,984.83	By-Pass Hose for Operations
026457	4/9/2021	JOHN (or) DEBORAH MACKALL	1,150.00	Deposit Refund-330 Sheffield Drive
026458	4/9/2021	MARBORG INDUSTRIES	2,580.08	Restroom Trailer Rental-March
026459	4/9/2021	MCCORMIX CORP	638.22	Vehicle Fuel 03/15-03/31/21
026460	4/9/2021	MONTECITO WATER DISTRICT	402.36	Vac-Con, Jetter Water Usage - February
026461	4/9/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	902.00	Outside Lab Analyses - March
026462	4/9/2021	PAYCHEX OF NEW YORK, LLC	246.00	Payroll Services - March
026463	4/9/2021	PERRY FORD	143.09	Vehicle Repair Parts
026464	4/9/2021	PITNEY BOWES GLOBAL FINANCIAL	176.16	Postage Meter Quarterly Lease Payment
026465	4/9/2021	PLUMBERS DEPOT, INC	27.82	Freight Charge for CCTV Camera Repair
026466	4/9/2021	POLYDYNE, INC	717.62	Polymer for DAFT
026467	4/9/2021	PRIORITY SAFETY SERVICES	870.00	Multi-Gas Meter Inspection/Calibration
026468	4/9/2021	RINGCENTRAL, INC.	442.93	Phone Service-March
026469	4/9/2021	LUIS RIZO	372.00	Reimbursement for Lab Analyst I Test, Membership
026470	4/9/2021	RWG LAW	88.50	Outside Legal Service for 1388 Wyant Road Matters
026471	4/9/2021	SANTA BARBARA COUNTY CLERK-RECORDER	6,761.93	County Elections
026472	4/9/2021	S B HOME IMPROVEMENT CENTER	223.16	Property Maintenance Materials
026473	4/9/2021	SOUTHERN CALIFORNIA EDISON CO	12,401.68	Electric Service-March
026474	4/9/2021	SIEMENS INDUSTRY, INC	2,116.21	Lift Station 4 Level Controller
026475	4/9/2021	STREAMLINE	310.00	Website Management-March
026476	4/9/2021	STATE WATER RESOURCE CONTROL BOARD	150.00	WWTP Operator License Renewal-Arce
026477	4/9/2021	UNION BANK (Credit Card)	96.90	Disposable Masks
026478	4/9/2021	UNION BANK (Credit Card)	124.06	Weed Wacker Parts, Shipping Exp, Chemical for UF/RO
026479	4/9/2021	UNIVAR SOLUTIONS	5,409.84	Plant Chemicals
026480	4/9/2021	UNDERGROUND SERVICE ALERT	197.91	82 New Dig Alert Tickets, State Regulatory Fee-March
026481	4/9/2021	USA BLUE BOOK	586.03	Odor Control Blocker for Lift Station 5
026482	4/9/2021	GARY ZERLIN	2,000.00	Lateral Replacement Rebate - 1651 Fernald Point Lane
Bank B Total:			<u>129,170.87</u>	
Report Total:			<u>129,170.87</u>	

CIP Check History Report
Sorted By Check Number
Activity From: 4/9/2021 to 4/9/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank	G CIP CASH (MBT)			
Check Number	Check Date	Name	Check Amount	Description
001282	4/9/2021	TIERRA CONTRACTING INC	167,427.42	CIP No. 9-Progress Payments for Riven Rock and Romero Canyon Extensions
Bank G Total:			<u>167,427.42</u>	
Report Total:			<u><u>167,427.42</u></u>	

Check History Report
Sorted By Check Number
Activity From: 4/23/2021 to 4/23/2021
MONTECITO SANITARY DISTRICT (MSD)

Bank	Check Number	Check Date	Name	Check Amount	Check Type
	026484	4/23/2021	770 HOT SPRINGS ROAD LLC	2,300.00	Deposit Refund - 770 Hot Springs Road
	026485	4/23/2021	ACWA/JPIA	26,381.86	Health/Dental/Life Insurance Premium-May
	026486	4/23/2021	ALL SAINTS BY THE SEA	2,300.00	Deposit Refund - 80 Eucalyptus Lane
	026487	4/23/2021	AT&T MOBILITY	205.04	Wireless Services for Lift Station 4, Standby Phone
	026488	4/23/2021	MARCUS BECK (or) DANA KABASHIMA	2,300.00	Deposit Refund - 2480 Sycamore Canyon Road
	026489	4/23/2021	BIG GREEN CLEANING COMPANY	328.15	Janitorial Supplies
	026490	4/23/2021	ELIZABETH BYRNE	145.00	Training Seminar Reimbursement
	026491	4/23/2021	CINTAS CORPORATION #684	1,211.03	Uniform, Towels, Floor Mats-Cleaning/Rental-March
	026492	4/23/2021	COMPUVISION COMMUNICATIONS	1,740.00	NetAlert Managed Services, Datto Cloud Backup-May
	026493	4/23/2021	CORT	44.00	Deed Report - March
	026494	4/23/2021	COX BUSINESS	160.39	Internet Wireless Service - April
	026495	4/23/2021	ENGEL & GRAY, INC	4,408.22	Biosolids Hauling - March
	026496	4/23/2021	FASTENAL COMPANY	253.27	Impact Driver for Chief Mechanic
	026497	4/23/2021	FISHER SCIENTIFIC	435.17	Lab Testing Supplies
	026498	4/23/2021	FRONTIER	76.24	Phone Services for Lift Station 5 - April
	026499	4/23/2021	GRAINGER	111.81	Smoke/Carbon Monoxide Detector
	026500	4/23/2021	IRON HORSE AUTO BODY	2,000.00	Ford F450 Damage Repair Final Payment
	026501	4/23/2021	KAMAN INDUSTRIAL TECHNOLOGIES	158.50	Bulk Rubber for Clarifier Scraper Blades
	026502	4/23/2021	WILLIAM T KEARNEY	210.00	Collection System Maintenance Tech 3 Test Reimbursement
	026503	4/23/2021	KIMLEY-HORN AND ASSOCIATES, INC	27,226.55	Interim GM Services-March
	026504	4/23/2021	MARBORG INDUSTRIES	686.74	Refuse Disposal, Recycling - March
	026505	4/23/2021	MARTIN, CAROLINE	87.00	Ink Cartridges for OPS Printer Reimbursement
	026506	4/23/2021	MCCORMIX CORP	583.15	Vehicle Fuel 04/01-04/15/21
	026507	4/23/2021	MSD - PETTY CASH REIMB	178.82	Petty Cash Reimbursement
	026508	4/23/2021	MONTECITO WATER DISTRICT	689.55	Water Service - March
	026509	4/23/2021	OILFIELD ENVIRONMENTAL & COMPLIANCE	1,726.00	Outside Lab Testing
	026510	4/23/2021	PLUMBERS DEPOT, INC	1,913.42	Leader Hose for Small Jetter Truck
	026511	4/23/2021	PRICE POSTEL & PARMA	17,191.50	Legal Services - March
	026512	4/23/2021	SAFE CHEM, LLC	108.56	Chemicals for Recycled Water
	026513	4/23/2021	SANTA BARBARA NEWS-PRESS	837.50	Publications of Ordinance and Notice to Contractors
	026514	4/23/2021	SCAP	1,686.00	Annual Membership Dues
	026515	4/23/2021	SEWER EQUIPMENT COMPANY	627.87	Hydraulic Torque Motor for Small Jetter
	026516	4/23/2021	SOCAL GAS	283.07	Gas Service - March
	026517	4/23/2021	STANDARD INSURANCE COMPANY	1,404.10	Short/Long Term Disability Insurance Premium-May
	026518	4/23/2021	STAPLES BUSINESS CREDIT	349.03	Office Supplies
	026519	4/23/2021	STATE WATER RESOURCE CONTROL	170.00	Operator Certification Fee-Rizo
	026520	4/23/2021	UNIVAR SOLUTIONS	6,491.83	Plant Chemicals
	026521	4/23/2021	VENTURA AIR CONDITIONING CO.	745.00	Lab HVAC System Preventative Maintenance
	026522	4/23/2021	OWEN (or) JAMI WITTE	2,300.00	Deposit Refund - 1143 Glenview Road
	Bank B Total:			<u>110,054.37</u>	
	Report Total:			<u><u>110,054.37</u></u>	

ORDINANCE NO. 18

**AN ORDINANCE OF THE GOVERNING BOARD OF
THE MONTECITO SANITARY DISTRICT
REPEALING ORDINANCE NO. 16**

WHEREAS, by District Resolution No. 2021-930 dated April 11, 2021, which repealed and superseded District Resolution No. 2020-929 dated November 12, 2020, the Governing Board (“Board”) of the Montecito Sanitary District (“District”) elected to withdraw from the uniform construction accounting procedures set forth in the Uniform Public Construction Cost Accounting Act, California Public Contract Code sections 22000 *et seq.* (the “Act”); and

WHEREAS, because the Board has determined to withdraw the District from the Act, it is necessary for the Board to repeal District Ordinance No. 16, which adopted bidding and contracting requirements for public work projects in the District pursuant to the Act.

NOW THEREFORE, BE IT ORDAINED THAT:

1. District Ordinance No. 16 is hereby repealed.
2. Immediately following adoption, the Clerk shall cause this ordinance to be published one time in a newspaper of general circulation within the District.

PASSED AND ADOPTED by the Governing Board of the Montecito Sanitary District this 13th day of May, 2021, to become effective upon expiration of the week of publication.

PASSED AND ADOPTED this 13th day of May, 2021, by the following vote:

AYES:
NAYES:
ABSTAIN:
ABSENT:

Dorinne Lee Johnson, President

(Seal)

ATTEST:

Dana Newquist, Secretary



Montecito Sanitary District

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A Public Service Agency

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MONTECITO SANITARY DISTRICT STAFF REPORT- ITEM 6B

Date May 13, 2021 (Revised due to lower bid received after the submitted staff report)

TO: Board of Directors

FROM: Tony Wong, Interim General Manager

PREPARED BY: Carrie Poytress, Engineering Manager

SUBJECT: Hot Springs Road Sewer Manhole Adjustments

SUMMARY: The County requires the District to lower 11 manholes prior to the County’s contractor grinding Hot Springs Road as part of the Debris Flow roadway repair. Once the road is repaved, then the District is required to raise the manholes to grade.

Recommendation – THEREFORE, STAFF RECOMMENDS THAT

1. The Board of Directors award a contract to Tierra Contracting for the manhole adjustments required by the County on Hot Springs Road.

Fiscal Impact –

Ranking	Contractor	Unit Cost	Total Bid
1	Granite Construction	\$2,600/MH	\$28,600
2	Lash Construction	-	-
3	Tierra Contracting	\$2,415/MH	\$26,565

Public Notice – No notice required

Previous Related Action – None

Goals and Objectives – To comply with the County’s requirements.

Environmental Determination – Categorically exempt by CEQA.

Analysis – Justifications: As part of the debris Flow damage repairs the County of Santa Barbara Roads Division is grinding and repaving Hot Springs Road from the Olive Mill Road triangle to East Valley Road/Highway 192. The County requires the District to lower our eleven (11) manholes prior to the grinding work and to raise the manholes after the paving is completed. The County awarded the roadway work to Granite Construction and Granite notified the District of this project on April 20, 2021. The District contacted Granite Construction for a proposal to lower and raise the manholes to avoid any scheduling conflicts. As required by Purchasing Resolution No. 2021-931 for contractors for public improvement projects over \$15,000, staff contracted Lash Construction and Tierra Contracting for the other two bids. Staff received a proposal from only Lash Construction, but their proposal grouped together two other projects and did not have a unit price per manhole for only Hot Springs Road. Staff requested an updated proposal, but did not receive anything. The manhole lowering work needs to start on May 17th to meet the County and Granite’s schedules. If the District doesn’t meet their timelines, then there could be unexpected penalties.

OTHER DEPARTMENTS INVOLVED: Collections

ATTACHMENTS: None

Montecito Sanitary District
Policy For
Private Sewer Lateral Investigation and Rehabilitation Program

Program Overview

The Montecito Sanitary District's Private Sewer Lateral Investigation and Rehabilitation Program ("Program") is a voluntary program established in an effort to address the District's inflow and infiltration problems experienced during times of rain. During rainstorms, sewer flows have increased from the typical daily average of 0.90 million gallons per day to over 6 million gallons per day entering the District's treatment plant. This is not including the thousands of gallons that spill from collection system manholes due to the over burdening of the collection system piping. The Program provides a substantial benefit to the District by reducing the amount of rain water that enters the sanitary sewer system from underground cracked laterals and from illegal connections such as roof drains and yard drains which should not be plumbed to the sanitary sewer system.

Who Can Participate

To participate in the Program, an application on a District approved form must be completed by the property owner or an authorized agent, and the property must meet the following criteria:

- The property must be a single family residence which is owner or renter occupied
- There must be access to the sewer lateral so that a video inspection can be performed

Commercial or institutional properties are not eligible to participate in the Program.

Requirements

Participation in the Program is limited to one time per property. The following guidelines have been established to confirm eligibility for reimbursement:

- All work performed must have the appropriate permits from the District and the County of Santa Barbara
- All work must be performed by a qualified licensed contractor
- The applicant must show proof of material costs and contract labor expenses
- Property owners are required to have their sewer lateral cleaned prior to the lateral being video inspected
- Property owners have the option to make only the District recommended repairs or perform a complete replacement/rehabilitation of their sewer lateral
- All Orangeburg pipe must be removed
- Property owners must agree to inspection of their property to locate any storm water connections to the sanitary sewer system
- Property owners must agree to appropriately abandon any connection which allows storm water to enter the sanitary sewer system

Reimbursement

Property owners will be reimbursed 50% of the cost, up to a maximum of \$2000, to correct defects in their sewer lateral.

Costs incurred for the correction of illegal connections (rain water draining to the sanitary sewer system) will not be reimbursed under this Program.

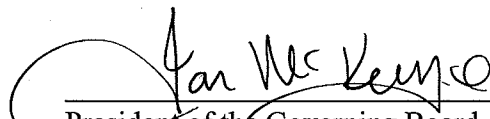
Reimbursements to property owners are on a "first come, first served basis", and are limited to the District approved funding for the Program.

How the Program works

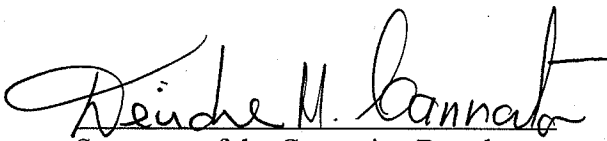
- 1) The property owner arranges for cleaning and video inspection of their private sewer lateral by a qualified plumber/contractor. A copy of the video tape must be submitted by the property owner to the District for review. The property owner shall also complete and submit an Application for Participation in the Private Sewer Lateral Investigation and Rehabilitation Program. District staff will review the video and the application and provide the property owner with a report detailing the needed repair or replacement of the sewer lateral.
- 2) Using the information in the report, the property owner shall contract with a licensed, experienced contractor to make the necessary repairs. The property owner or the contractor must obtain all applicable permits from the District and the County of Santa Barbara prior to commencement of the work. The repairs will be inspected by District personnel. Prior to the final inspection, the property will be inspected for any storm drainage connections to the sanitary sewer.
- 3) When the sewer lateral repair/rehabilitation is complete, having met all District requirements, the property owner shall submit the following to the District:
 - o A copy of all receipts and an itemized bill from the contractor who performed the work. These items must be submitted in order to receive reimbursement from the District. Reimbursement rates are 50% of the cost, up to a maximum of \$2,000.
- 4) The District will reimburse the property owner the appropriate amount in accordance with the Program guidelines within 30 days of the receipt of the itemized costs.

Approved and adopted by the Governing Board of the Montecito Sanitary District this 26th day of July, 2005, by the following vote, to wit:

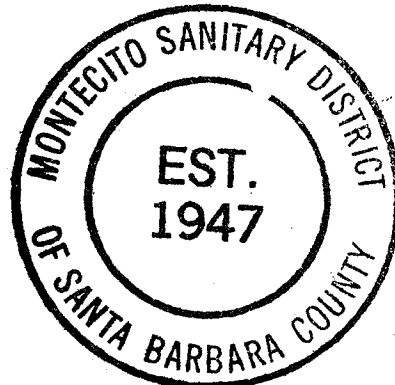
Ayes: Arnold, Begley, McKenzie and Tmur
 Nays: None
 Abstain: None
 Absent: Cannata



 President of the Governing Board
 Montecito Sanitary District



 Secretary of the Governing Board
 Montecito Sanitary District



(Seal)

MEMORANDUM

PRICE, POSTEL & PARMA LLP

FROM: Mark S. Manion

DATE: August 4, 2005

TO: Board of Directors

FILE #: 8690.65

SUBJECT: Potential Conflict of Interest

Background

On July 26, 2005, the Board of Directors (“Board”) of the Montecito Sanitary District (“District”) approved the Private Sewer Lateral Investigation and Rehabilitation Program (“Program”). The Program allows qualifying customers to participate in the Program and allows the District to reimburse such qualifying customers up to \$2,000 for costs associated with correcting any defects in the customers sewer lateral. Under the District’s policies and procedures, the payment of up to \$2,000 to a customer would be authorized by action of the Board.

Issue Presented

May a Board member participate in the Program and receive up to \$2,000 from the District?

Answer

No. The issue presented is whether a Board member’s participation in the Program is precluded due to conflict of interest laws. There are three sources that govern conflicts of interest in California: (1) the Political Reform Act; (2) Government Code section 1090; and (3) the Common Law.

In this instance, Government Code section 1090 expressly prohibits a Board member from participating in the Program. Specifically, Section 1090 provides in relevant part as follows:

“Members of the . . . district . . . shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall . . . district . . . officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.”

The term “financially interested” under Section 1090 means both direct and indirect interests. In this instance, the financial interest involves the payment of up to \$2,000 directly to a Board member. As such, the “financial interest” is a direct one.

When the financially interested person is a member of the board that approves or executes the contract, Section 1090 prohibits the District from entering into the proposed contract even if the financially interested board member abstains from the actual decision. (See *Thomson v. Call* (1985) 38 Cal. 3d 633, 649) So even if the individual Board member who was participating in the Program abstained from the Board’s decision to approve the reimbursement payment, Section 1090 would nevertheless preclude the District from authorizing such payment.

Accordingly, Government Code section 1090 precludes Board members from participating in the Program.



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
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AGENDA

For the Joint Committee meeting of the Strategic Planning Committees
of the Montecito Sanitary District and the Montecito Water District on

April 15, 2021

10:00 am

Due to COVID-19 Pandemic, the meeting will be held via Zoom per the [Virtual Meeting Protocols](#).

Join By Teleconference:

<https://zoom.us/j/97387383361?pwd=bDgvUDBVZXVzRkRPYzB5VzhTdGVxZz09>

Tel: (669) 900-6833 Meeting ID: 973 8738 3361 Passcode: 999999

1) CALL TO ORDER, DETERMINATION OF QUORUM

2) PUBLIC FORUM

NOTE: This portion of the agenda may be utilized by any person to address the Committees on any matter within the jurisdiction of the Committees. No consideration or discussion shall be undertaken by Committee members at this time on any item not appearing on this agenda except as permitted by the Ralph M. Brown Act. Discussion items receiving recommendations by the Committees, and/or items requiring action will be placed on the agenda of a future meeting of the Montecito Sanitary District or Montecito Water District Board of Directors.

3) ITEMS FOR COMMITTEE CONSIDERATION

- A. Presentation on past recycled water efforts;
- B. Preliminary Design Report and 30% Design Plans for a Recycled Water Project;

4) ADJOURNMENT



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AGENDA

For the Special Meeting of
the Finance Committee on:

Tuesday, May 4, 2021

The special meeting of the Finance Committee will begin at 2:00 p.m. on May 4, 2021.

Due to COVID-19 Pandemic, the meeting will be held via Zoom per the [Virtual Meeting Protocols](#).

The public may attend and comment by calling 1-669-900-6833 Meeting ID: **824 2676 8737**

Or by visiting: <https://us02web.zoom.us/j/82426768737>

1. **CALL TO ORDER/ROLL CALL**

2. **PUBLIC COMMENT**

Public comment is **limited to 3 minutes** and is at the discretion of the Committee Chair. For further instructions, see please see [Instructions for Public Comment](#) on the District's website.

3. **OLD BUSINESS**

A. **Bond Indenture Requirements for Funds Balance**

B. **CalPERS Assumed Rate of Return**

C. **Investing with LAIF**

D. **Cash Balances of Other Districts**

4. **NEW BUSINESS**

A. **Purchase Order Procedures**

B. **District Pay Rates and Raises Schedule**

C. **District Vacation and Sick Time Policy**

D. **MSD General Manager Salary, Benefit, and Pension**

E. **Retirement Salary Calculation and District Pension Liability Determination**

F. **Budgeting for Projects, Finance Committee and Presentation to the Board**

G. District Payables for the month of April 2021

H. Quarterly Financial Statements: Qtr End March 31, 2021

- i O&M Budget vs Actual Expenditures
- ii CIP Status Report
- iii Quarterly Investment Activity
- iv Quarterly Investment Certification

I. CIP Future Projects

J. Fiscal Year 2021-2022 Budgeting

5. ITEMS FOR THE NEXT AGENDA

6. ADJOURNMENT

MONTECITO SANITARY DISTRICT (MSD)
Operations & Maintenance Budget Status
For The 9 Periods Ended 3/31/2021

		Jul 1, 2020 to Mar 31, 2021	FY20-21 YTD Budget	Budget Remaining
PAYROLL/BENEFIT EXPENSES				
6100	STAFF SALARIES	1,352,855	2,053,829	700,974
6105	BOARD SALARIES	17,600	30,000	12,400
6108	AUTO ALLOWANCE - GM	1,197	3,600	2,403
6270	STANDBY PAY	24,075	33,000	8,925
6300	OVERTIME PAY	10,040	20,000	9,960
6400	PERS CONTRIBUTION	368,928	500,000	202,356
6500	FICA CONTRIBUTION	80,836	126,000	45,164
6510	MEDICARE	26,019	30,000	3,981
6520	UNEMPLOYMENT TAX - STATE	4,686	4,000	(686)
6600	GROUP MEDICAL - ACWA	228,330	360,000	131,670
6605	Retiree Medical Benefits	5,949	12,000	6,051
6610	LIFE INSURANCE - ACWA	4,161	7,000	2,839
6615	DISABILITY INS - STANDARD	16,644	25,000	8,356
6620	WORKERS COMP INSURANCE	(91)	50,000	50,091
6640	DENTAL INSURANCE - ACWA	11,656	20,000	8,344
6650	UNIFORM SERVICE - MISSION	5,951	7,000	1,049
Total PAYROLL/BENEFIT EXPENSES:		2,158,836	3,281,429	1,122,593
OPERATING EXPENSES				
7090	INS (GEN LIAB/AUTO/E&O) - CSRMA	44,674	60,000	15,326
7091	INS (PROPERTY) - CSRMA	14,523	13,000	(1,523)
7093	INS (EMP DISHONESTY BOND) - CSRMA	770	1,000	230
7094	INS (MOBILE EQUIP) - CSRMA	7,830	9,000	1,170
7110	EMPLOYEE PHYSICALS	2,172	2,500	328
7121	PROPERTY MAINTENANCE	30,695	30,000	(695)
7122	VEHICLE MAINTENANCE	19,302	13,000	(6,302)
7126	COLL - EQUIPMENT RENTAL	66	1,000	934
7127	COLL - SAFETY EQUIPMENT/SUPPLIES	211	8,000	7,789
7129	LIFT STATION PARTS	12,623	25,000	12,377
7133	VAC CON EQUIP/MAINT	10,678	15,000	4,322
7134	CCTV EQUIPMENT/REPAIRS	7,257	10,000	2,743
7135	PRIVATE LATERAL REPL INCENTIVE	18,961	50,000	31,039
7136	COLL - MISC COLLECTION TOOLS	14,002	8,000	(6,002)
7150	MECHANICAL MAINTENANCE	1,893	5,000	3,107
7200	GENERAL OPERATING SUPPLIES	6,516	8,000	1,484
7201	DRINKING WATER	746	1,750	1,004
7202	GLOVES	3,382	5,000	1,618
7205	EMPLOYEE/COMMUNITY GOODWILL	1,419	3,000	1,581
7220	MAILING/SHIPPING EXPENSES	1,051	3,000	1,949
7430	MEMBERSHIPS/ ANNUAL DUES	37,777	40,000	2,223
7440	MISCELLANEOUS EXPENSES	-	2,500	2,500
7450	OFFICE EXPENSES	10,361	10,000	(361)
7454	BOOKS/SUBS/STUDY GUIDES	521	1,000	479
7456	COMPUTER HARDWARE/SOFTWARE/LICEN	12,200	30,000	17,800
7461	PROFESSIONAL SERVICES/FEES - LEGAL	27,936	30,000	2,064
7462	PROFESSIONAL FEES - ACCOUNTING	27,378	40,000	12,622
7463	PROFESSIONAL FEES - ENGINEERING	29,878	25,000	(4,878)
7464	PROFESSIONAL FEES - COMPUTER/GIS	32,715	60,000	27,285
7466	PROF SERVICES - HUMAN RESOURCES	25,011	6,000	(19,011)
7500	CUSTOMER RELATIONS EXPENSE	24,341	50,000	25,659

**MONTECITO SANITARY DISTRICT (MSD)
Operations & Maintenance Budget Status
For The 9 Periods Ended 3/31/2021**

		Jul 1, 2020 to Mar 31, 2021	FY20-21 YTD Budget	Budget Remaining
OPERATING EXPENSES CONTINUED				
7506	ADMINISTRATIVE FEES	12,487	22,000	9,513
7510	CONTRACTED SERVICES/LABOR	66,331	120,000	53,669
7530	ADS/NOTICES FOR PUBLICATION	1,584	2,000	416
7610	FURNITURE/FIXTURES	-	10,000	10,000
7641	NPDES PERMIT EXPENSES-LAB	10,738	20,000	9,262
7645	NPDES PERMIT EXPENSE-OPS	35,023	27,000	(8,023)
7650	ELECTION EXPENSE	-	5,000	5,000
7651	ANALYZER CHEMICALS	4,419	5,000	581
7652	BIOSOLIDS DISPOSAL	37,222	50,000	12,778
7653	CHEMICALS	121,188	200,000	78,812
7654	GENERATOR SERVICE	2,056	10,000	7,944
7655	HAZ MATERIALS DISPOSAL	424	1,000	576
7656	PLANT EQUIPMENT RENTAL	6,854	10,000	3,146
7657	PLANT MAINTENANCE MATERIALS	33,108	50,000	16,892
7658	PLANT MAINTENANCE PROJECTS	-	5,000	5,000
7659	PLANT SAFETY EXPENSES	1,628	5,000	3,372
7661	POLYMER	1,270	10,000	8,730
7662	SMALL TOOLS/EQUIP	3,689	4,000	311
7670	SPECIAL PROJECTS	101,495	100,000	(1,495)
7675	COVID-19 EXPENSES	134,727	-	(134,727)
7700	LAB CONSUMABLES-SMALL EQUIPMENT	14,557	28,000	13,443
7702	LAB EQUIPMENT MAINTENANCE	3,385	10,000	6,615
7703	CONTRACT LAB ANALYSES	6,258	6,000	(258)
7722	BOARD TRAINING/CONF REGISTRN	-	1,000	1,000
7723	BOARD TRAVEL EXPENSES	-	1,000	1,000
7724	STAFF TRAINING/CONF REGISTRN	852	3,000	2,148
7725	STAFF TRAVEL EXPENSES	-	1,000	1,000
7726	STAFF CERTIFICATIONS/LICENSES	2,318	10,000	7,682
7727	OSHA REQUIRED TRAINING	1,320	7,000	5,680
7728	SAFETY BOOT ALLOWANCE	2,836	4,000	1,164
7731	LOCAL MEETING EXPENSES	60	1,000	940
7740	FUEL AND OIL	13,624	30,000	16,376
7761	WATER	7,780	12,000	4,220
7762	NATURAL GAS	1,894	3,000	1,106
7763	ELECTRICITY	108,606	160,000	51,394
7766	TRASH / RECYCLING	7,941	13,000	5,059
7767	TELEPHONE - LOCAL/LD	6,933	10,000	3,067
7768	TELEPHONE CELLULAR	8,240	12,000	3,760
Total OPERATING EXPENSES:		1,187,736	1,533,750	346,014
Total EXPENSES:		3,498,122	4,815,179	1,317,057
COP OBLIGATIONS				
7105	DEBT SERVICE PAYMENT (INTEREST)	151,550	303,100	151,550
2710	BOND PRINCIPAL PAYMENT	-	635,000	635,000
		151,550	938,100	786,550

**CAPITAL IMPROVEMENT PROJECTS
UNAUDITED YEAR TO DATE STATUS**

FY20-21 :: July 1, 2020 to March 31, 2021

ASSIGNED PROJECT #	CAPITAL IMPROVEMENT PROJECT DESCRIPTION	Expenditures 7/1/20- 3/31/21	Board Approved FY20-21 Funding
Annual projects			
1	Scheduled and Emergency Replacements	\$ 26,522	\$ 100,000
2	Manhole Raising / Repair / Replacement	\$ 137,760	\$ 400,000
3	Sewer Main Repair / Replacement	\$ 12,457	\$ 150,000
Ongoing projects			
7	Essential Services Building Construction	\$ -	\$ 4,625,000
9	Sewer Main Extensions	\$ 339,705	\$ 600,000
10	Recycled Water - Pilot Project	\$ 15,145	\$ 38,000
New projects FY2020-21			
12	Collections Truck Replacement	\$ 31,402	\$ 36,000
Capital Improvement Project Expenditures FY20-21		\$ 562,991	\$ 5,949,000
Recycled Water Fund			
11	Recycled Water	\$ 122,080	\$ 1,190,000
Total Funds Expended in FY20-21		\$ 685,071	\$ 7,139,000

** At its meeting on October 31, 2019, The Board approved the designation of two fiscal years of property tax revenue, in the amount of \$1,190,000 to a Recycled Water Project to serve the Cemetery

**FY2020-21 Quarterly Investment Activity
FY20-21 QTR 3 Jan-Mar**

	<u>12/31/2020</u>	<u>Income</u>	<u>Interest</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Withdrawals</u>	<u>3/31/2021</u>	<u>Net Change</u>	
Investment Accounts									
Cash with LAIF	2,010,986		3,180				2,014,166	3,180	Quarterly Interest
FMV adjustment (annually)	9,827						9,827	-	No Change in Fair Market Value
BNY Bond Refunding Costs	151,550				(151,550)		-	(151,550)	Transfers: 12/31 Debt Service Interest Payment \$151,550
Cash with County-Operating	7,628,593	42,180	5,789		(1,000,000)		6,676,562	(952,031)	Transfers: \$1,000,000 to MBT O&M Income & Withdrawals: SSC & PTAX Quarterly Interest
FMV adjustment (quarterly)	27,238					(21,613)	5,625	(21,613)	Change in Fair Market Value
Cash with County - Capital Replacement	7,080,106		8,509		(325,000)		6,763,615	(316,491)	Transfers: \$325,000 to MBT CIP
FMV adjustment (quarterly)	25,280					(19,582)	5,699	(19,582)	Change in Fair Market Value
Cash with County-Retiree Medical	168,654		197				168,851	197	Quarterly Interest
FMV adjustment (quarterly)	603					(460)	143	(460)	Change in Fair Market Value
Cash Accounts									
MBT Operating account	30,051	168,397		1,000,000		(980,674)	217,773	187,723	Income: connection, permit, & other fees Transfers: \$1,000,000 from County O&M Withdrawals: pmts on O&M Expenses
MBT Capital Improvement account	4,106	40,848		325,000		(297,148)	72,806	68,700	Transfers: \$325,000 from County CIP Withdrawals: pmts on Capital Improvement Projects
MBT Recycled Water account	1,095,337		719				1,096,056	719	Quarterly Interest
Insurance Reimbursement Acct	111,953		46				111,999	46	Disaster Insurance Payment - due to FEMA Quarterly Interest
Revolving fund account	1,445					(50)	1,395	(50)	Withdrawals: paymens on O&M expenses paid outside normal processing
Petty Cash	250						250	-	
Total Cash & Investment accounts	18,345,979	251,425	18,439	1,325,000	(1,476,550)	(1,319,527)	17,144,766	(1,201,213)	



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QUARTERLY CERTIFICATION STATEMENTS FOR THE MONTECITO SANITARY DISTRICT

*in accordance with MSD INVESTMENT POLICY:
RESOLUTION NO. 2013-883*

For the Quarter End

March 31, 2021

As Treasurer of the Montecito Sanitary District, I certify that:

- (1) All investment actions executed since the last report have been made in full compliance with the Montecito Sanitary District Investment Policy;
- (2) A complete and timely record of all investment transactions is maintained in the District office from reports supplied by LAIF and the S. B. County Treasurer's office; and
- (3) The Montecito Sanitary District is able to meet its pool's expenditure requirements for the next six months.

Dated: 5/7/2021

DocuSigned by:

04D4CA25D94F434...

Donald M. Eversoll, Board Treasurer
MONTECITO SANITARY DISTRICT



Montecito Sanitary District

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MONTECITO SANITARY DISTRICT STAFF REPORT- ITEM 8B

DATE: May 13, 2021

TO: **BOARD OF DIRECTORS**

FROM: Tony Wong, Interim General Manager

PREPARED BY: Betsy Byrne, District Administrator

SUBJECT: Homeowner Agreements to be Signed

SUMMARY: The Montecito Sanitary District regularly enters into agreements with homeowners within the District related to their rights and responsibilities, or regulations as related to the District sewer mains and private sewer requirements.

Recommendation – THEREFORE, STAFF RECOMMENDS THAT

1. The Board of Directors authorize the Board President to sign the following homeowner agreements on behalf of the Montecito Sanitary District:
 - i) 2810 Sycamore Canyon Road, Sewer Service Agreement for detached exercise room
 - ii) 790 Rockbridge Road, Pump Variance Agreement and Sewer Service Agreement for Pool Cabana
 - iii) 321 Hot Springs Road, License Agreement for easement encroachments
 - iv) 1970 East Valley Road, Sewer Service Agreement for Pool Cabana
 - v) 685 Stonehouse Lane, Sewer Service Agreement for Guesthouse.

Fiscal Impact – Homeowner agreements protect the District from potential future expenditures related to homeowner private sewer construction and operations.

Public Notice – No notice required

Previous Related Action – Ongoing ad-hoc as required

Goals and Objectives – To establish an agreed upon set of rights and responsibilities for both the homeowner and the District.

Environmental Determination – Categorically exempt by CEQA.

Analysis – Justifications: The District requires agreements signed on behalf of the homeowner that with the construction of certain sewer related facilities on their private property, that the homeowner will fulfill the regulations and responsibilities outlined by the District within the District’s authority under government health and safety code. These agreements establish the rights and responsibilities of both the homeowner and the District where the sewer and private lateral intersect, as well as rights and responsibilities when there is an easement or pump.

License Agreement: A license Agreement is for property owners who encroach into the District’s sewer easements located on the property for anything that would require removal in order for the District to maintain or repair the sewer mainline. It explains that it is at the sole expense of the property owner to remove said encroachments as described in an Exhibit attached to the agreement within 60 days in order for the District to perform any necessary repairs.

Pump Variance Agreement: Is an agreement for properties that require an on-site pump station and force main sewer lateral in order to serve their property. It requires that property owners properly maintain their pump station and agree to an occasional on-site inspection of the pump station.

Residential Sewer Service Agreement for Auxiliary Structures: This agreement states that the owner agrees that the structure will only be used as an auxiliary unit of the main Residence and is not allowed to be used as a living unit or have any cooking facilities. The owner also agrees to inspections if requested confirm that no cooking facilities.

Termination Agreement: For a property owner who has an existing Auxiliary structure and chooses to convert to an ADU or 2nd Residential unit and install cooking facilities, this agreement terminates the Residential Sewer Service Agreement for Auxiliary structures that was previously recorded against the property.

OTHER DEPARTMENTS INVOLVED: None

ATTACHMENTS:

- i) 2810 Sycamore Canyon Road, Sewer Service Agreement for detached exercise room
- ii) 790 Rockbridge Road, Pump Variance Agreement and Sewer Service Agreement for Pool Cabana
- iii) 321 Hot Springs Road, License Agreement for easement encroachments
- iv) 1970 East Valley Road, Sewer Service Agreement for Pool Cabana
- v) 685 Stonehouse Lane, Sewer Service Agreement for Guesthouse.



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MANAGER'S REPORT

For the Regular Board Meeting of

May 13, 2021

8. DISTRICT OPERATIONS AND MAINTENANCE

A. Information Items

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

B. Agreements to be Signed

- i. 2810 Sycamore Canyon Road, Sewer Service Agreement for detached exercise room
- ii. 790 Rockbridge Road, Pump Variance Agreement and Sewer Service Agreement for Pool Cabana
- iii. 321 Hot Springs Road, License Agreement for easement encroachments
- iv. 1970 East Valley Road, Sewer Service Agreement for Pool Cabana
- v. 685 Stonehouse Lane, Sewer Service Agreement for Guesthouse.

C. Operations and Maintenance Reports

For the period of March 29, 2021 through May 2, 2021

WASTEWATER TREATMENT PLANT STATISTICS FOR DURATION: 35 DAYS

Flows	18.908 MGD	0.540 MGD avg
Hypochlorite used	5,342	153 Gallons day, avg
Bisulfite used	2,815 Gal	68 Gallons day, avg.
Effluent T.S.S.		5.54 mg/L avg
Effluent CBOD ₅		3.33 mg/L avg
BAC-T		< 2.0 MPN/100mL median
Rainfall	0.00 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>
4/5/2021	37,960	18.98
4/16/2021	36,460	18.23
4/19/2021	19,540	9.11
<u>Totals for February:</u>	<u>93,960</u>	<u>46.98 Tons</u>

PLANT OPERATIONS

- No violation of the NPDES permit during this reporting period.
- Operated the belt press for a total of 9 hours.
- 4/20/2021 Operations after hours call out for RAS VFD fault alarm, TAFT Electric has ordered the necessary parts to make a permanent repair

PLANT MAINTENANCE

- Performed routine inspections and maintenance of District Buildings and Equipment.

COLLECTIONS

- Linear Feet Cleaned: 47,459 ft, 8.98 Miles
- Linear Feet Inspected: 3,922 ft, 0.74 Miles
- 3/8/2021 Collections after hours call out for Miramar lift station transducer fail alarm
- 3/13/2021 Collections after hours call out for building security alarm
- 3/28/2021 Collection staff after hours call out for grate request at 559 San Ysidro Road
- 3/29/2021 Collection staff after hours call out for Miramar lift station power fail alarm

LABORATORY

For the period: March 29 – May 2, 2021

- Collected 240 samples
- Ran 332 tests plus 93 duplicate tests for NPDES permit compliance and process control
- Performed 60 calibrations on laboratory equipment and 588 quality control checks
- Sent 3 samples to our contract lab for NPDES-required monthly testing (Oil & Grease, Ammonia and Total Organic Carbon)