



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

FINANCE COMMITTEE PACKET

For the Special Finance Committee Meeting of

Tuesday, September 14, 2021

1. Agenda<https://www.montsan.org/2021-09-14-finance-committee-meeting>
2. EXHIBIT A – KHA Invoice 07/15/20212
3. EXHIBIT B – KHA Invoice 07/30/20216
4. EXHIBIT C – General Manager’s Email to KHA12
5. EXHIBIT D – Staff Report: Bond Refinance & Training13

Please remit payment electronically to:

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

If paying by check, please remit to:

KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 847385
 LOS ANGELES, CA 90084-7385

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

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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		07/01/2021	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					

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.

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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

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1600 N EASTERN AVE
LOS ANGELES , CA
90063
06/29/2021 704596528
04:56:52 PM

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.


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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



Montecito Sanitary District

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Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
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MONTECITO SANITARY DISTRICT

STAFF REPORT

DATE: September 14, 2021
TO: Finance Committee
FROM: General Manager Brad Rahrer
PREPARED BY: Betsy Byrne, District Administrator
SUBJECT: Bond Refinancing

SUMMARY:

According to the Bond Indenture agreement with our Trust agency BNY Mellon, the first possible prepayment date is July 1, 2027. We will research what this means for refinancing options;

Staff have reached out to the District's municipal advisors, Jim Fabian and Anna Sarabian at Fieldman Rolapp. As our municipal advisors, they are on the District's side of the house and can advise MSD on the potential refunding.

Continuing Disclosure Training: As a requirement of our Bond Issuance in accordance with SEC Rule 15c2-12 we are required to also issue annual disclosures to the public and investors on the MSRB Electronic Municipal Market Access website (EMMA) which consist of important information about municipal bonds that arise after the initial issuance. This information generally reflects the financial health or operating condition of the state or local government as it changes over time, or the occurrence of specific events that can have an impact on key features of the bond(s).

Cyrus L. Torabi of Stradling Yocca Carlson & Rauth, our legal advisor on the Bond issuance, has advised us that regular training on the District's disclosure is best practice and viewed favorably by the SEC if there is ever any question on our Disclosure.

Fiscal Impact – to be determined

Attachments:

- Bond Indenture: [www.montsan.org/.../Indenture of Trust MSD and BNY](http://www.montsan.org/.../Indenture%20of%20Trust%20MSD%20and%20BNY)
- Continuing Disclosure for FY2019-20: [www.montsan.org/.../FY2019-20 CDAR.pdf](http://www.montsan.org/.../FY2019-20%20CDAR.pdf)