



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 Board Meeting of

Wednesday, March 8, 2023

1. AGENDA	2
2. PAYABLES REPORT – MARCH 1, 2023 – MARCH 31, 2023	5
3. BOARD MEETING MINUTES OF MARCH 8, 2023	9
4. BOARD MEETING MINUTES OF MARCH 23, 2023	13
5. STAFF REPORT – PURCHASING POLICY/UPCCAA	15
6. STAFF REPORT – DISTRICT RESERVE POLICY	25
7. STAFF REPORT – MNS CONTRACT AMENDMENT	30
8. STAFF REPORT – LILAC/OAK GROVE DRIVE SEWERMAIN EXTENSION PROJECT NOTICE OF COMPLETION	38
9. GENERAL MANAGER’S REPORT	41



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AGENDA

For the Regular Meeting of the Board on:

April 12, 2023

The regular meeting of the Governing Board will begin at **12:00 p.m. on April 12, 2023** in the District's Board Room at 1042 Monte Cristo Lane.

The public may attend the meeting in person or participate remotely via Zoom using the following virtual meeting details:

By visiting: <https://us02web.zoom.us/j/86118975917>

Or by calling: 1-669-900-6833

Meeting ID: 861 1897 5917

1. CALL TO ORDER

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PRESIDENT'S REPORT

D. AGENDA CHANGES/DELETIONS

2. PUBLIC COMMENT

Public comment on items not on the agenda is **limited to 3 minutes** and is at the discretion of the Board President. For further instructions, see please see [Instructions for Public Comment](#) on the District's website.

3. CONSENT CALENDAR

The following items are to be approved or accepted by vote on one motion unless a Board member requests separate consideration:

A. Payables from March 1, 2023 through March 31, 2023

B. Board Meeting Minutes of March 8, 2023

C. Board Meeting Minutes of March 23, 2023

4. CLOSED SESSION

A. LABOR NEGOTIATIONS (GOVERNMENT CODE § 54957.6)

A. PUBLIC COMMENT

Public comment on closed session item(s).

B. CONFERENCE WITH LABOR NEGOTIATOR (GOVERNMENT CODE § 54957.6)

Name of District Negotiator to Attend Closed Session: John Weigold, General Manager

Name of Employee Organization: Montecito Sanitary District Management Group

5. REPORT FROM CLOSED SESSION

6. DISTRICT BUSINESS ITEMS

A. RESOLUTION 2023-966 – CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION

It is recommended that the Board consider:

- i) Adopting Resolution 2023-966 declaring the District's intent to become subject to the Uniform Public Construction Cost Accounting Act (UPCCAA);
- ii) Introducing and waiving first reading of an ordinance updating the District's purchasing policy, taking into account the recently adopted UPCCAA thresholds; and
- iii) Taking such additional, related, action that may be desirable.

B. DISTRICT RESERVE POLICY

It is recommended that the Board consider:

- i) Adopting Resolution 2023-967 District Reserve Policies;
- ii) Authorizing the General Manager to transfer funds in the amount of \$206,706 into the District's Local Agency Investment Fund to fully fund the reserve amounts prescribed in the Reserve Policy; and
- iii) Taking such additional, related action that may be desirable.

C. DISCUSSION AND CONSIDERATION OF AMENDMENT 4 TO A PROFESSIONAL SERVICES AGREEMENT WITH MNS ENGINEERS, INC. FOR THE HIGHWAY 101 SEWER CROSSING RELOCATION PROJECT

It is recommended that the Board consider:

- i) Authorizing the General Manager to execute Amendment No. 4 of the Professional Services Agreement with MNS Engineers, Inc. for additional engineering services in the amount of not to exceed \$23,805 related to the Highway 101 Sewer Crossing Relocation Project.

D. LILAC/OAK GROVE DRIVE SEWER MAIN EXTENSION PROJECT NOTICE OF COMPLETION

It is recommended that the Board consider:

- i) Accepting the Lilac/Oak Grove Drive Sewer Main Extension Project as complete and approving the issuance of a Notice of Completion for a total project cost of \$2,355,108.74; and
- ii) Taking such additional, related action that may be desirable.

E. DISTRICT MERIT AND STEP RAISES

It is recommended that the Board:

- i) Discuss and consider District merit and step raises for District staff and management.
- ii) Taking such additional, related action that may be desirable.

7. COMMITTEE REPORTS

It is recommended that the Board receive and file a report provided by the following committee(s):

- i) Finance Committee (Directors Barrett and Martin) to their meeting of April 10, 2022.

8. GENERAL MANAGER'S REPORT

General Manager John Weigold will provide informational, nonactionable updates regarding matters before the District.

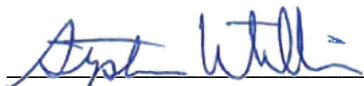
9. ITEMS FOR FUTURE AGENDAS

The next regularly scheduled Board meeting will be held on May 10, 2023 at 12:00 pm.

10. ADJOURNMENT

The Montecito Sanitary District has resumed in-person meetings in accordance with the Brown Act. In accordance with the State of Emergency declaration issued on March 4, 2020 by the Governor of the State of California in response to COVID-19 and Government Code 54953(e), the District also provides alternative methods of remote participation which permit members of the public to observe and address public meetings remotely via telephone or Zoom. These methods of participation can be accessed through the internet link provided at the top of this agenda.

This agenda was posted on the District website, and at the Montecito Sanitary District Bulletin Board in accordance with the requirements of the Brown Act. Attested by:



Stephen Williams

District Administrator/Clerk of the Board

ADA – The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's programs, services or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at 969-4200. Notification at least twenty-four (24) hours prior to the meeting will enable the District to make appropriate arrangements.



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BOARD LIST OF PAYABLES

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
03/03/2023	ACCOUNTS PAYABLE	89,618.99
03/17/2023	ACCOUNTS PAYABLE	128,978.68
03/31/2023	ACCOUNTS PAYABLE	87,666.34
	Subtotal	\$ 306,264.01
03/03/2023	CAPITAL IMPROVEMENT PROJECTS	21,562.68
03/17/2023	CAPITAL IMPROVEMENT PROJECTS	5,745.75
03/31/2023	CAPITAL IMPROVEMENT PROJECTS	154,082.73
03/31/2023	RECYCLED WATER	113,148.38
	Subtotal	\$ 294,539.54
03/05/2023	PAYROLL	86,175.17
03/19/2023	PAYROLL	86,375.28
	Subtotal	\$ 172,550.45
	<u>TOTAL</u>	<u>\$ 773,354.00</u>

*All Invoices were reviewed and approved by Department Managers

**All Invoices and Payments were reviewed and approved and checks signed by the General Manager

***Board Treasurer, Edwin Martin, approved all payables by email prior to check mailing

Check History Report
Sorted By Check Number
Activity From: 3/1/2023 to 3/31/2023
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000028190	3/3/2023	ACWA/JPIA	23,706.66	Medical/Dental/Life Insurance Premium-March
0000028191	3/3/2023	AMAZON CAPITAL SERVICES	157.22	Battery Backup and Waterproof Cellphone Case
0000028192	3/3/2023	A-OK POWER EQUIPMENT-SB	35.29	Spark Plugs for Portable Pump
0000028193	3/3/2023	AT&T MOBILITY	199.19	Standby Cellphone, Lift Station 4 Wireless-February
0000028194	3/3/2023	AUTOZONE, INC	105.53	oil for Pumps, Vehicle Maintenance Supplies
0000028195	3/3/2023	BARTLETT, PRINGLE & WOLF, LLP	2,501.10	Financial Consulting Services-January
0000028196	3/3/2023	GARY BRADHERING	2,722.00	Deposit Refund - 1510 San Leandro Lane
0000028197	3/3/2023	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-March
0000028198	3/3/2023	CHAZ SPORTSWEAR	2,756.44	District Logo Apparel & Hats for Staff Uniforms
0000028199	3/3/2023	CINTAS CORPORATION #684	1,182.09	Uniforms, Towels, Floor Mats-Cleaning/Rental-January
0000028200	3/3/2023	COMPUVISION COMMUNICATIONS	3,660.95	Cloud Backup, NetAlert Management, Office 365-March, 3 New Dell Monitors & Docking Station
0000028201	3/3/2023	COX BUSINESS	160.39	Wireless Internet Services-February
0000028202	3/3/2023	CALIFORNIA WATER ENVIRONMENT	901.00	Membership & Certification Renewals
0000028203	3/3/2023	DOCU PRODUCTS	203.47	Copier Maintenance Agreement
0000028204	3/3/2023	EASY CDL	2,400.00	CDL-B Truck Driving Course
0000028205	3/3/2023	FASTENAL COMPANY	1,006.35	Disposable Gloves, Plant Maintenance Materials
0000028206	3/3/2023	ROBERT FINKELSTEIN	2,068.00	Deposit Refund - 40 Butterfly Lane
0000028207	3/3/2023	FISHER SCIENTIFIC	1,258.32	Lab Testing Supplies
0000028208	3/3/2023	FRONTIER	743.03	Phone Service for Lift Stations and WWTP-February
0000028209	3/3/2023	GLS COMPANIES	750.00	Landscape Services-February
0000028210	3/3/2023	GRAINGER	448.43	Tire Inflator Gauge, Anti-Slip Tape, Rain Gear, Fire Hose
0000028211	3/3/2023	JERRY (or) LINDA GUTTERMAN	2,300.00	Deposit Refund - 440 Camphor Place
0000028212	3/3/2023	HACH COMPANY	385.01	Lab Testing Supplies
0000028213	3/3/2023	HASA	6,878.98	Sodium Hypochlorite Chemicals
0000028214	3/3/2023	LIEBERT CASSIDY WHITMORE	3,527.50	Legal Services for SEIU Negotiations-January
0000028215	3/3/2023	MARBORG INDUSTRIES	2,186.98	Refuse Disposal, Recycling-January, Dumpster Rental and Solid Waste Disposal
0000028216	3/3/2023	MCCORMIX CORP	1,528.85	Vehicle Fuel 02/01-02/28/23
0000028217	3/3/2023	METTLER-TOLEDO, INC	274.70	Lab Weights Calibration
0000028218	3/3/2023	MONTECITO WATER DISTRICT	706.71	Water Service - January
0000028219	3/3/2023	NIXON-EGLI EQUIPMENT CO.	149.06	Small Jetter Water Pump Parts
0000028220	3/3/2023	OILFIELD ENVIRONMENTAL &	866.50	Outside Lab Analyses 02/09-02/15/23
0000028221	3/3/2023	PARKSON CORPORATION	2,732.41	Sleeves for AB Diffusers
0000028222	3/3/2023	PITNEY BOWES BANK INC PURCHASE	32.93	Postage Meter Annual Fee
0000028223	3/3/2023	PURETEC INDUSTRIAL WATER	74.40	Lab Water Softener Sodium Tank Exchange
0000028224	3/3/2023	RED WING BUSINESS ADVANTAGE	402.07	Boot Allowances
0000028225	3/3/2023	RINGCENTRAL, INC.	696.81	Phone Service-January
0000028226	3/3/2023	ROYAL ADHESIVES & SEALANTS, LLC	357.22	Smartcover Adhesive
0000028227	3/3/2023	SANSUM CLINIC	295.00	DMV/DOT Exam-Martinez
0000028228	3/3/2023	SANTA BARBARA COUNTY CLERK-	269.00	Agreement Recording Fees
0000028229	3/3/2023	SANTA BARBARA COUNTY EHS/CUPA	1,002.00	Annual Hazardous Materials Permit
0000028230	3/3/2023	S B HOME IMPROVEMENT CENTER	91.88	Quikrete, Pens, Lysol Wipes, Foam Sealant
0000028231	3/3/2023	SOCAL GAS	1,153.99	Gas Service-January
0000028232	3/3/2023	STANDARD INSURANCE COMPANY	1,497.99	Short/Long Term Disability Premium-March
0000028233	3/3/2023	STREAMLINE	310.00	Website Hosting Services-March
0000028234	3/3/2023	SUMMERWOOD TRUST	2,300.00	Deposit Refund-1440 Wyant Road
0000028235	3/3/2023	TAFT ELECTRIC COMPANY	920.00	On-Call Electrical Services at WWTP
0000028236	3/3/2023	UNIVAR SOLUTIONS	6,769.77	Sodium Bisulfite Chemicals
0000028237	3/3/2023	UNDERGROUND SERVICE ALERT	104.50	53 New Dig Alert Tickets-February
0000028238	3/3/2023	ZWORLD GIS	4,566.66	GIS Support Services-January/February
0000028239	3/17/2023	805 INDUSTRIAL SUPPLY, LLC	796.84	Disposable Gloves
0000028240	3/17/2023	ACWA/JPIA	25,176.85	Medical/Dental/Life Insurance Premium-April
0000028241	3/17/2023	ARCE, MICHAEL J	563.55	Operator 5 Test & Certification Reimbursement
0000028242	3/17/2023	BIG GREEN CLEANING COMPANY	2,460.00	Janitorial Services-March
0000028243	3/17/2023	CATTRON NORTH AMERICA INC.	875.16	Lift Station 4 Dialer Input Card
0000028244	3/17/2023	CALIFORNIA ELECTRIC SUPPLY	36.98	Fluorescent Lights

0000028245	3/17/2023	CINTAS CORPORATION #684	857.39	Uniforms, Towels, Floor Mats-Cleaning/Rental-February
0000028246	3/17/2023	CINTAS	274.58	Replenish First Aid Kits
0000028247	3/17/2023	COLANTUONO, HIGHSMTIH & WHATLEY	7,750.00	Legal Counsel Services-February
0000028248	3/17/2023	CORT	44.00	Deed Report-February
0000028249	3/17/2023	COX BUSINESS	160.39	Wireless Internet Services-March
0000028250	3/17/2023	CALIFORNIA WATER ENVIRONMENT	202.00	Annual Membership Dues-Villafana
0000028251	3/17/2023	ENGEL & GRAY, INC	6,469.81	Biosolids Hauling & Bin Rental-February
0000028252	3/17/2023	FISHER SCIENTIFIC	626.02	Weighted Strainer, Dilution Bottles-Lab Supplies
0000028253	3/17/2023	FRONTIER	109.53	Phone Service for Lift Station 5-March
0000028254	3/17/2023	GRAINGER	396.48	Sandbags, Thermostats, Industrial Staples, Battery
0000028255	3/17/2023	HASA	13,494.97	Sodium Hypochlorite Chemical
0000028256	3/17/2023	HAYWARD SANTA BARBARA	418.10	Rain Gear and Collection Tools
0000028257	3/17/2023	KAMAN INDUSTRIAL TECHNOLOGIES	8,818.61	By-Pass Pumping Supplies
0000028258	3/17/2023	DAVID KARPELES	2,954.00	Deposit Refund - 1231 East Valley Road
0000028259	3/17/2023	LARRY'S AUTO PARTS	337.54	Vehicle & Equipment Supplies
0000028260	3/17/2023	MARBORG INDUSTRIES	880.28	Refuse Disposal, Recycling, Dumpster Rental-February
0000028261	3/17/2023	MONTECITO BANK & TRUST	142.03	March Credit Card - Microsoft Teams, CWEA Certification
0000028262	3/17/2023	MCCORMIX CORP	934.18	Vehicle Fuel 03/01-03/15/23
0000028263	3/17/2023	MUNICIPAL MAINT EQUIPMENT	835.80	Vacuum Hoses for Vac-Con
0000028264	3/17/2023	OILFIELD ENVIRONMENTAL &	272.50	Outside Lab Analyses 03/08/23
0000028265	3/17/2023	NOEE ORTIZ	202.00	CWEA Annual Membership Reimbursement
0000028266	3/17/2023	PAYCHEX OF NEW YORK, LLC	314.10	Polymer for DAFT
0000028267	3/17/2023	POLYDYNE, INC	4,832.59	Sodium Bisulfite Chemical
0000028268	3/17/2023	SAM HILL & SONS, INC	3,384.40	Replace Protection Rocks around Manhole
0000028269	3/17/2023	SOUTHERN CALIFORNIA EDISON CO	32,837.16	Electric Services 12/23-02/22/2023
0000028270	3/17/2023	SOCAL GAS	1,295.32	Gas Services - February
0000028271	3/17/2023	STAPLES BUSINESS CREDIT	658.23	Speakers for GM, binders for board, kitchen supplies
0000028272	3/17/2023	TAFT ELECTRIC COMPANY	603.75	On-Call Electrical Services 03/08/23
0000028273	3/17/2023	UNIVAR SOLUTIONS	8,963.54	Sodium Bisulfite Chemical
0000028274	3/31/2023	AMAZON CAPITAL SERVICES	361.57	Letter Tray, Sunscreen, Box Cutter, Trashliners, Water Hose
0000028275	3/31/2023	AT&T MOBILITY	229.81	Data Ports for Office & Lift Station 4, Standby Phone-March
0000028276	3/31/2023	BECKER STUDIOS, INC	2,300.00	Deposit Refund - 665 San Ysidro Road
0000028277	3/31/2023	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-March
0000028278	3/31/2023	CINTAS	366.35	Disposable Gloves-Collections
0000028279	3/31/2023	COASTLINE WELDING & DESIGN	4,837.00	Install I-Beam in Influent Pump Station
0000028280	3/31/2023	COMPUVISION COMMUNICATIONS	2,260.00	Office 365, Datto Cloud Backup, NetAlert Managed Svcs-Mar
0000028281	3/31/2023	SUSAN CONGER	2,300.00	Deposit Refund - 1505 Las Tunas Road
0000028282	3/31/2023	DOCU PRODUCTS	123.47	Copier Maintenance Agreement-April
0000028283	3/31/2023	FILIPPIN ENGINEERING	1,380.00	Emergency Sewer Main Repairs
0000028284	3/31/2023	FRONTIER	628.16	Phone Service for WWTP, Lift Stations 1, 2 & 4-March
0000028285	3/31/2023	GIBBS INTERNATIONAL INC	188.75	Switch key for Water Tender
0000028286	3/31/2023	GLS COMPANIES	11,600.00	Tree Trimming on Monte Cristo, Remove Tree Limbs over
0000028287	3/31/2023	GRAINGER	7,749.46	Sample Pump, Analyzer & Submersible Pumps, Flashlight,
0000028288	3/31/2023	HASA	4,404.91	Hypochlorite -1,943 Gallons
0000028289	3/31/2023	HAYWARD SANTA BARBARA	789.79	Plant Maintenance Materials
0000028290	3/31/2023	IBS OF SIERRA MADRE	287.73	Batteries for Ford F-450
0000028291	3/31/2023	JUAN O'S MOBILE REPAIR	3,581.21	Service Thompson Pump, Replace Sensor Gauge in Vac-Con
0000028292	3/31/2023	LIEBERT CASSIDY WHITMORE	1,062.50	Leabor Negiations Legal Counsel-February
0000028293	3/31/2023	MARBORG INDUSTRIES	1,299.88	Dumpster Roll-Off Exchange, Roll-Off Liners
0000028294	3/31/2023	MCCORMIX CORP	1,994.35	Vehicle Fuel 03/15-03/31/23, Replenish WWTP Diesel Tank
0000028295	3/31/2023	MOUNTAIN SPRING WATER	296.95	Drinking Bottled Water-March
0000028296	3/31/2023	MONTECITO WATER DISTRICT	852.18	Water Service-March
0000028297	3/31/2023	PITNEY BOWES GLOBAL FINANCIAL	143.84	Postage Meter Quarterly Lease Payment
0000028298	3/31/2023	PLUMBERS DEPOT, INC	332.31	Small Jetter Fittings
0000028299	3/31/2023	POLYDYNE, INC	4,832.59	Polymer for Belt Press
0000028300	3/31/2023	PURETEC INDUSTRIAL WATER	74.40	Water Softener Sodium Tank Exchange
0000028301	3/31/2023	RINGCENTRAL, INC.	697.08	Phone Service for Admin/Coll/Trmt-March
0000028302	3/31/2023	ROLLINS, CAROLE	195.70	Boot Allowance Reimbursement
0000028303	3/31/2023	SANSUM CLINIC	190.00	Vaccination for Martinez, Appointment Cancellation Fee
0000028304	3/31/2023	SOUTHERN CALIFORNIA EDISON CO	15,791.71	Electric Service-02/23-03/23/2023
0000028305	3/31/2023	SEIU LOCAL 620	758.64	Union Dues for March/April
0000028306	3/31/2023	SIGMA-ALDRICH INC	232.29	Analyzer Chemicals

0000028307	3/31/2023	SMARDAN-HATCHER COMPANY	156.61	Restroom Valve Kit, Plant Maintenance Materials
0000028308	3/31/2023	SOCAL GAS	77.55	Gas Service for Coll/Maint Bldg-March
0000028309	3/31/2023	STANDARD INSURANCE COMPANY	3,238.58	Short/Long Term Disability-March/April
0000028310	3/31/2023	STAPLES BUSINESS CREDIT	462.22	Office Supplies
0000028311	3/31/2023	STREAMLINE	310.00	Website Management Services-April
0000028312	3/31/2023	UNIVAR SOLUTIONS	7,053.24	Sodium Bisulfite Chemical
0000028313	3/31/2023	UNDERGROUND SERVICE ALERT	169.25	91 New Dig Alert Tickets-March
0000028314	3/31/2023	LOS ANGELES TRUCK CENTERS, LLC	755.33	Air Valve, Cut-off Switch and Sensor for Vac-Con
0000028316	3/31/2023	ZWORLD GIS	2,283.32	GIS Program Support Services-March
			<u>306,264.01</u>	

Check History Report
Sorted By Check Number
Activity From: 3/1/2023 to 3/31/2023
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: CIP CASH (MBT)

Check Number	Check Date	Check Name	Check Amount	Check Description
0000001374	3/3/2023	FAMCON PIPE & SUPPLY, INC	1,098.38	CIP CEME; Sewer Mainline Repair Supplies
0000001375	3/3/2023	RINCON CONSULTANTS, INC	20,464.30	CIP C003; Archeological Monitoring for San Ysidro
0000001376	3/17/2023	BC RINCON CONSTRUCTION	646.00	Check Reversal
0000001377	3/17/2023	MNS ENGINEERS INC.	4,453.75	CIP C002; Engineering Services for the HWY 101 Sewer
0000001378	3/17/2023	RINCON CONSULTANTS	646.00	CIP C003; Archeological Monitoring for the San Ysidro
0000001379	3/31/2023	CED ROYAL INDUSTRIAL SOLUTIONS	6,283.58	CIP CEQU; Lift Station 4 VFD Drive Replacement
0000001380	3/31/2023	FRANK'S UNDERGROUND UTILITIES, INC.	5,460.00	CIP CEME; Pump Trucks for Lift Station 1 Force Mainline Break
0000001381	3/31/2023	MILPAS RENTAL INC	1,006.26	CIP CEME; Pump Trucks for Lift Station 1 Force Mainline Break
0000001382	3/31/2023	MNS ENGINEERS INC.	14,448.25	CIP 9-Engineering Services for 101 Sewer Relocation Project
0000001383	3/31/2023	TIERRA CONTRACTING INC	126,884.64	Lilac/Oak Grove Sewer Main Extension Final Retention
			<u>181,391.16</u>	

Bank Code: ED WATER CASH (MBT)

Check Number	Check Date	Check Name	Check Amount	Check Description
0000001047	3/31/2023	MONTECITO WATER DISTRICT	113,148.38	Joint Recycled Water Feasibility Study-April-December 2022

Bank W Total: 113,148.38



Montecito Sanitary District

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Santa Barbara, CA 93108

A Public Service Agency

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MINUTES

For the Regular Meeting of the Board on:

March 8, 2023

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 12:03 pm on Wednesday, March 8, 2023. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Director Hogan, Director Johnson, Director Martin, and President Elwood Barrett

Board Members Absent:

Director Ohlmann

Also Present and Participating:

John Weigold, MSD General Manager

Stephen Williams, MSD Clerk of the Board & District Administrator

Aleks Giragosian, Colantuono, Highsmith & Whatley, PC

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. CLOSED SESSION

A. PUBLIC COMMENT

No members of the public addressed the Board prior to going into Closed Session.

B. LABOR NEGOTIATIONS (GOVERNMENT CODE § 54957.6)

Name of District Negotiator to Attend Closed Session: John Weigold, General Manager

Name of Employee Organization: Service Employees International Union (SEIU) Local 620

4. REPORT FROM CLOSED SESSION

No reportable action.

5. DISTRICT BUSINESS ITEMS

A. PURCHASING POLICY PRESENTATION

The Board received a presentation from District Legal Counsel regarding the District's current Purchasing Policy, the governmental codes driving those thresholds, and the impacts of adopting the California Uniform Construction Cost Accounting Commission (UPCCAA). The Board discussed threshold levels they would be comfortable with if UPCCAA were to be adopted and directed staff to 1) move forward with the administrative requirements of getting UPCCAA adopted and 2) bring back recommendations to the Board based on their guidance as it relates to the various threshold levels for General Manager authority and informal and formal bidding requirements.

B. EASEMENTS (DISTRICT RIGHT-OF-WAYS)

The Board and Legal Counsel discussed options for District actions to address structures built on District Easements/Right-of-Ways.

ON MOTION by Director Martin, Seconded by Director Hogan, the Board voted to direct staff to draft an Ordinance on the District's Authority as it relates to obstruction of District Easement Access, to draft a communication letter that would be sent to violators, and to develop a list of violators.

AYES: Directors Hogan, Johnson, Martin, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: Director Ohlmann

C. SALARY COMPARISON WITH OTHER DISTRICTS

The Board discussed methods in which to compare District salaries with other Districts and directed staff to perform a study comparing Montecito Sanitary District with Carpinteria Sanitary District, Summerland Sanitary District, Goleta Sanitary District, and Ventura County Sanitary.

D. DISTRICT RAISES

The Board discussed the way in which promotions, merit increases (step increases), and longevity pay work at the District. No actions were taken.

E. PURCHASING POLICY

The Board discussed threshold levels they would be comfortable with if UPCCAA were to be adopted and directed staff to 1) move forward with the administrative requirements of getting UPCCAA adopted and 2) bring back recommendations to the Board based on their guidance as it relates to the various threshold levels for General Manager authority and informal and formal bidding requirements.

F. HIGHWAY 101 WIDENING PROJECT – PROTECT IN PLACE LIABILITY LETTER

The Board received a presentation from staff regarding the status of the 101 Widening project and was informed of the need for the General Manager to sign a Liability Letter related to the Protect-In-Place work. Direction was given to have the General Manager sign the Liability Letter.

G. DISTRICT RESERVE POLICY

The Board received a presentation from District Administrator Stephen Williams on the various reserve types and amounts for consideration of adoption by the District. After discussion staff was directed to set the reserve level amounts at \$1,500,000 for the Operations and Maintenance Reserve Fund and \$500,000 for the Capital Reserve Fund. Staff will prepare the administrative documents needed to adopt the policy and any necessary funds transfers at a future Board Meeting.

NOTE: Director Hogan left at 5:09pm during the District Reserve Policy discussion.

6. CONSENT CALENDAR

ON MOTION by Director Johnson, Second by Director Martin, the Board voted to approve the Consent Calendar containing the following items:

- A. Payables from February 1, 2023 through February 28, 2023
- B. Meeting Minutes from General Board Meeting of February 8, 2023
- C. Consideration of Amendment to a professional services agreement with Raftelis for the MWD/MSD Consolidation Study.

AYES: Directors Johnson, Martin, and Barrett
NAYS: None
ABSTAIN: None
ABSENT: Directors Hogan, Ohlmann

7. COMMITTEE REPORTS

- Director Johnson gave a summary of the Joint Strategic Planning Meeting held on February 24, 2023.

8. GENERAL MANAGER’S REPORT

The Board received an informational, nonactionable update from General Manager John Weigold on relevant matters currently facing the District.

9. ITEMS FOR THE NEXT AGENDA

The next regular Board meeting will be held on February 8th, 2023. No additional topics were recommended for the following meeting. nd may include the following topics:

- a. District Policy if a parcel needs to replace a lateral
- b. Director Compensation
- c. Recycled Water Machine
- d. Harassment Training

10. ADJOURNMENT

The meeting adjourned at 6:09 pm ON MOTION by Director Johnson, Seconded by Director Barrett.

These minutes were presented for approval at the General Board Meeting on April 12, 2023.

Ellwood Barrett, President

Minutes taken and prepared by:

Stephen Williams
District Administrator/Clerk of the Board



Montecito Sanitary District

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MINUTES

For the Special Meeting of the Board on:

March 23, 2023

1. **CALL TO ORDER**

The Governing Board of the Montecito Sanitary District (MSD) convened a special meeting of the Board at 3:08 pm on Thursday March 23, 2023. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Director Hogan, Director Johnson, Director Martin, Director Ohlmann, and President Elwood Barrett

Board Members Absent:

None

Also Present and Participating:

John Weigold, MSD General Manager
Stephen Williams, MSD District Administrator
Bryce Swetek, MSD Engineering Manager
Ricardo Larroude, MSD Collections & Maintenance Superintendent
Marco Felix, MSD Chief Plant Operator/Treatment Superintendent
Bob Hazard, Member of the Public
Jim Witherell, Member of the Public

2. **PUBLIC COMMENT**

No members of the public were in attendance, or addressed the Board.

3. **EMERGENCY BUSINESS**

ON MOTION by Director Hogan, seconded by Director Johnson, the Board voted to approve Resolution 2023-965 – Emergency Contracts Resolution as it related to the Channel Drive Lift Station Emergency Repair Work.

4. **LABOR NEGOTIATIONS (GOVERNMENT CODE § 54957.6)**

Name of District Negotiator to Attend Closed Session: John Weigold, General Manager
Name of Employee Organization: Service Employees International Union (SEIU) Local 620

Reportable Action: None

5. **ADJOURNMENT**

The meeting adjourned at 6:08 p.m. ON MOTION by Director Johnson, Seconded by Director Hogan.

These minutes were presented for approval at the General Board Meeting on April 12, 2023.

Ellwood Barrett, President

Minutes taken and prepared by:

Stephen Williams
District Administrator/Clerk of the Board



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MONTECITO SANITARY DISTRICT STAFF REPORT – 6A

DATE: April 12, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
Stephen Williams, District Administrator
SUBJECT: Purchasing Policy

RECOMMENDATION

Staff recommends that the Board consider adoption of Resoultion 2023-966 – California Uniform Construction Cost Accounting Commission to give the District the ability to update its contract thresholds as it relates to Public Projects. Subsequently, staff recommends discussion and consideration of Ordinance No. 21 which will supercede the District’s current Purchasing Policy and make changes to the various contracting thresholds for General Manager Authority, informal bidding, and formal bidding.

DISCUSSION

The Board has expressed interest in limiting the number of contracts that need to be heard and approved by the Board. In an effort to accomate this request staff recommends adoption of UPCCAA and to increase the purchasing thresholds that requires General Manager approval. Currently that threshold is at \$15,000, which results in numerous items needing to be heard by the Board for approval. The Board has four threshold levels to consider. Below is a chart of what the current Purchasing Policy requires and what the thresholds could be if UPCCAA were to be adopted:

Contract Type	Thresholds - No bidding required	
	Current Policy	UPCCAA
Public Improvement Projects	\$15,000	Up to \$60,000
Professional Services	\$15,000	N/A
Special Services	\$15,000	N/A
Supplies & Equipment	\$15,000	N/A

Staff has prepared Ordinance No. 21 to modify the various Purchasing Thresholds that delineate between General Manager Authority/Board Authority and Informal/Formal Bidding procedures and recommends the Board discuss the various thresholds for updating and formalizing.

FISCAL IMPACT

No fiscal impact.

- ATTACHMENTS**
1. Resolution 2023-966 – California Uniform Construction Cost Accounting Commission
 2. Ordinance No. 21 – District Purchasing Guidelines

RESOLUTION NO. 2023-966

**A RESOLUTION ELECTING TO BECOME SUBJECT TO THE
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

The Board of Directors for the Montecito Sanitary District (the “District”) does resolve as follows:

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

- A. Pursuant to Public Contract Code §20803, sanitary districts in California must competitively bid all public projects in excess of \$15,000 in accordance with state-mandated formal bidding procedures.
- B. In 1983, the California Legislature adopted the Uniform Public Contract Cost Accounting Act (commencing with Public Contract Code § 22000) to provide for a uniform cost accounting standard for construction work performed or contracted by local agencies and further providing an alternative method for bidding and awarding contracts for public projects.
- C. Public Contract Code § 22030 provides that any public entity that desires to utilize the alternative procedures for bidding and contracting for public projects must elect, by resolution, to become subject to the uniform construction cost accounting procedures set forth in the Act and must notify the State Controller of its election.
- D. The District desires to become subject to the uniform construction cost accounting procedures set forth in Public Contract Code §§ 22000, *et seq.*
- E. Public Contract Code § 22034 requires each public agency that elects to become subject to the uniform construction cost accounting procedures to enact an informal bidding ordinance that complies with the requirements set forth in Public Contract Code § 22034.
- F. The District adopted an ordinance enacting informal bidding procedures consistent with the Uniform Public Construction Cost Accounting Act.

SECTION 2. The Board of Directors of the Montecito Sanitary District elects under Public Contract Code § 22030 to become subject to the Uniform Public Construction Cost Accounting Act set forth in Public Contract Code §§ 22010, *et seq.*

SECTION 3. The Clerk of the Board is directed to inform the California State Controller forthwith of the District’s election to become subject to the Uniform Public Construction Cost Accounting Act.

SECTION 4. To the extent that any other resolution pertaining to the District's election to become subject to the Uniform Public Construction Cost Accounting Act is incorporated into this Resolution, it is superseded in its entirety.

SECTION 5. *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 6. The President, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the Board of Directors of the Montecito Sanitary District, and the Clerk of the Board, or her duly appointed deputy, is directed to attest thereto.

SECTION 7. This Resolution will become effective immediately upon adoption.

PASSED, APPROVED, AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT ON THIS 12th DAY OF APRIL 2023.

Ellwood Barrett, Board President

ATTEST:

Stephen Williams, Clerk of the Board

APPROVED AS TO FORM:

Aleks Giragosian, General Counsel

ORDINANCE NO. 21

AN ORDINANCE ADOPTING RULES AND REGULATIONS FOR THE PURCHASING OF SUPPLIES AND EQUIPMENT, SPECIAL SERVICES, AND CONTRACTORS FOR PUBLIC PROJECTS

The Board of Directors of the Montecito Sanitary District (the “District”) does ordain as follows:

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

- A. By Resolution No. 2023-966 adopted April 12, 2023 the District opted to become subject to the Uniform Public Construction Cost Accounting Act (Public Contract Code §§ 22000, *et seq.*; the “Act”);
- B. The Clerk of the Board will notify the California State Controller regarding the District’s adoption of Resolution No. 2023-966; and
- C. In order to take advantage of the informal bidding procedures set forth in the Act, Public Contract Code (“PCC”) § 22034 requires that the District adopt an ordinance establishing bidding procedures for public projects; and
- D. In order to consolidate governing documents combine the District’s rules and regulations for the purchasing of supplies and equipment and special services into this Ordinance and supersede Resolution 2021-931.

SECTION 2: As used in these Rules and Regulations, the following definitions apply:

- A. “Supplies and equipment” means equipment, materials, goods, parts, miscellaneous commodities and other supplies which are not included as part of a contract for a public improvement project or for special services.
- B. “Special Services” means those services provided to the District by independent consultants, including, without limitation, engineers, architects, certified public accountants, environmental consultants, land use planners, attorneys and other similar services which are incidental to the operation of the District.
- C. “Public Projects” shall have the same definition as “Public Works Contracts” set forth in Public Contract Code § 22002
- D. Every purchase of supplies and equipment, special services and contractors for public improvement projects by the District shall be made pursuant to these Rules and Regulations.
- E. Except as provided in these Rules and Regulations, no supplies and equipment, special services or contractors for public improvement projects may be contracted without the approval of the Board of Directors of the District.

Montecito Sanitary District

Ordinance No. 21

Page 2 of 6

- F. All supplies and equipment, special services and public improvement projects included in the District's final budget are considered approved by the Board of Directors, and the General Manager or designee ("General Manager") is authorized to contract for such expenditures as provided in these Rules and Regulations.
- G. The following contracts may be entered into by the General Manager without the necessity of calling for bids:
 - I. Supplies and equipment in an amount up to \$50,000.
 - II. Contractors for public improvement projects in an amount up to \$50,000.
 - III. Special services in an amount up to \$50,000.

SECTION 3: New bidding and contracting requirements are adopted for supplies and equipment are as follows:

Soliciting Bids and Awarding Contracts

Whenever the expenditure required for the purchase of supplies and equipment exceeds \$50,000, the District may, in the General Manager's discretion, procure bids for the purchase of supplies and equipment by any one of the following methods:

- A. By publication of a notice inviting bids at least once in a newspaper of general circulation in the Montecito area. Such notice shall state the time and place for the opening of bids and shall state the specifications for the supplies and equipment to be purchased. Said publication must be made at least ten (10) days prior to the time set for the opening of bids.
 - I. In addition to publication, the General Manager may notify prospective bidders by letter or telephone that bids are being called for.
 - II. At the time and place fixed for the opening of bids, the bids shall be publicly opened and read, the bids tabulated, and the contract presented to the District Board for consideration at the next scheduled meeting.
- B. In lieu of publication, the General Manager may submit specifications to at least three prospective bidders and request that bids be submitted at a fixed time and place. The General Manager shall open the bids at the time and place set for the same and present them to the District Board for consideration at the next scheduled meeting.
- C. The General Manager may purchase supplies and equipment in connection with any official state, federal or county bid.
- D. Notwithstanding anything to the contrary in this section, the Board of Directors reserves the right to reject any and all bids and authorize the General Manager to purchase necessary supplies and equipment on the open market.

E. If, in the judgment of the General Manager, supplies and equipment are needed in order to make emergency repairs, construction or maintenance, which emergency will not allow the normal procedure for purchase to be followed, the General Manager may purchase all necessary supplies and equipment on the open market without complying with the competitive bidding requirements specified herein. The General Manager shall make a complete report of the circumstances constituting the emergency to the Board of Directors at its next regularly scheduled meeting following the purchase of said supplies and equipment.

(F) All supplies and equipment purchased in excess of \$50,000 shall be pursuant to a contract approved by the Board of Directors.

SECTION 4: New bidding and contracting requirements are adopted for public works projects as follows:

Soliciting Bids and Awarding Contracts

The General Manager may solicit bids, award contracts up to \$50,000, and execute contracts for public projects without approval from the Board of Directors. Contracts for public projects costing more than \$50,000 and up to \$200,000 may be subject to informal bidding procedures and must be awarded by the Board of Directors. Contracts for public projects costing over \$200,000 require formal bidding procedures in accordance with the Public Contract Code and must be awarded by the Board of Directors.

Qualified Contractors

The District will maintain a list of qualified contractors, identified according to categories of work. Any licensed contractor requesting to have its name placed on this list must be included. The list may be periodically revised to remove inactive names. A name may be deemed inactive if:

- A. Letters addressed to the contractor at its last known address are returned without a forwarding address;
- B. The contractor does not obtain plans for, or bid on, a public project for two years;
- C. The contractor's license is revoked or suspended by the California State Licensing Board;
- D. The contractor removes its name; or
- E. For other good cause as determined by the General Manager.

Before removing a qualified contractor from the District's bid list, the General Manager must make a good faith attempt to notify the contractor regarding the removal.

Bid Security.

- A. Bid Security is required for all bids on public projects when the public works director estimates that the price will exceed \$50,000. Bid security may be a bond issued by a licensed and duly qualified corporate surety, or the equivalent in cash, money order, cashier's check, certified check, unconditional letter of credit, or other form approved by the General Counsel. Nothing in this section prevents the District from requiring bid security on public projects less than \$50,000 when the General Manager believes such security is needed to protect the District's interests.
- B. Bid security must equal at least 10% of the bid amount.
- C. If the notice inviting bids requires a bid security, noncompliance or defective, inadequate, or incomplete security will render the bid nonresponsive.
- D. Bid security will be forfeited or paid to the District should the bidder fail to execute a contract within the time specified in the notice inviting bids.

Bid Opening.

The Clerk of the Board, or designee, will publicly open all bids in the presence of one or more witnesses at the time and place specified in the invitation for bids. Late, misplaced, or unsealed bids cannot be considered. If no bids are received, the District may proceed as set forth in Public Contract Code § 22038.

Award of Contract

- A. The contract may be awarded to the lowest responsible bidder if the General Manager or Board of Directors considers the bid to be reasonable, sufficient funds are appropriated for the public project, and the bid is within the limits specified by Public Contract Code § 22032 or, if applicable, Public Contract Code § 22020.
- B. Should all qualified bids exceed the limits in Public Contract Code § 22032, the Board of Directors may, by adopting a resolution upon four-fifths vote, award the contract, provided the award is expressly authorized by Public Contract Code § 22034(d).
- C. Nothing in this section restricts the District from taking any action set forth in Public Contract Code § 22038.

Bonds and Insurance.

Contractors awarded a contract under this chapter are required to provide sureties and insurance in forms approved by the General Counsel and conforming with the contract documents.”

SECTION 5: New bidding and contracting requirements are adopted for special services as follows:

Soliciting Bids and Awarding Contracts

Whenever the expenditure required for the purchase of special services exceeds \$50,000, the District may, in its discretion, direct the purchase of such special services pursuant to the issuance of a request for proposals or qualifications. All special services purchased in excess of \$50,000 shall be pursuant to a contract approved by the Board of Directors.

SECTION 6: This Ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, “CEQA”) and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment; and constitutes an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this Ordinance does not constitute a “project” that requires environmental review (*see* specifically 14 CCR § 15378(b)(2, 5)).

SECTION 7: *Electronic Signatures.* This Ordinance may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 8: *Construction.* This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the Board of Directors’ intent that the provisions of this Ordinance be interpreted or implemented by the District and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 9: *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the Board of Directors intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 10: The Clerk of the Board, or their duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the Montecito Sanitary District’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 11: This Ordinance will take effect immediately following the 15 day publication requirement in accordance with California Law.

ORDINANCE NO. 21 HAD ITS READING AT ITS REGULAR MEETING OF THE BOARD ON APRIL 12, 2023, AND WAS DULY PASSED, APPROVED, AND ADOPTED.

Ellwood Barrett, Board President

ATTEST:

Stephen Williams, Clerk of the Board

APPROVED AS TO FORM:

Aleks Giragosian, General Counsel



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MONTECITO SANITARY DISTRICT STAFF REPORT – 6B

DATE: April 12, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
Stephen Williams, District Administrator
SUBJECT: District Reserve Policy

RECOMMENDATION

Staff recommends that the Board discuss and approve Resolution 2023-967 – District Reserve Policy to establish reserve funds for an Operations and Maintenance Reserve as well as a Capital Projects Reserve Fund. To achieve the level of reserves recommended by the Board the District also recommends that the Board authorize the transfer of \$206,706 to the Local Agency Investment Fund.

DISCUSSION

The Board has received several presentations from the District Administrator over the past couple months regarding adoption of an official reserve policy. Over the course of that time two specific reserve types were determined to be of benefit to the District and the Board, an Operations and Maintenance Reserve fund and a Capital Projects Reserve Fund. The Board directed staff to come back with an analysis of funding levels and the impacts those levels would have on the District's available operating cash balance.

As of December 31, 2022 the District held an available cash balance across all accounts of \$19,434,460, of which \$12,332,326 is held in Operations and Maintenance funds and \$7,102,134 in Capital Projects funds. The Operations and Maintenance funds includes \$2,032,675 in the District's current fund held with the State of California's Local Agency Investment Fund (LAIF). Below is a breakdown of the options as it relates to each reserve type.

Operations and Maintenance Reserve Fund

The Governmental Finance Officers Association (GROA) recommends an Operations and Maintenance Reserve Fund that has a balance equal to three to six months of operating expenditures. The District's Fiscal Year 2022-23 Operating Budget is \$5,160,763, so a summary of funding levels and their impact on current operating cash is provided below:

	O&M Reserve Level	Remaining Operating Cash
3 Months	\$ 1,290,191	\$ 10,928,448
4 Months	\$ 1,720,254	\$ 10,498,385
5 Months	\$ 2,150,318	\$ 10,068,321
6 Months	\$ 2,580,382	\$ 9,638,257

Pursuant to discussion at the last Board Meeting, it was recommended that the Reserve Level be set at \$1,500,000, which falls in line with GFOAs recommendation.

Capital Projects Reserve Fund

The Governmental Finance Officers Association recommends a couple of different options for Capital Projects Reserve Fund funding. Two options are as follows:

- 1) A percentage (20-50%) of the average 5-year Capital Projects Budget or
- 2) A percentage (20-50%) of the average 5-year Capital Projects Expenditures

Since these levels are based on historical Capital Projects figures, those totals are as follows:

	Budget	Actual
2021-22	\$ 6,406,537	\$ 2,316,952
2020-21	5,649,000	1,100,787
2019-20	5,725,000	883,072
2018-19	2,955,000	1,572,580
2017-18	2,832,000	896,284
5 Yr Average	\$ 4,713,507	\$ 1,468,348

Based on the 5-year averages calculated above the various funding levels are detailed below:

Funding Level	Budget	Actual
20%	\$ 942,701	\$ 293,670
30%	\$ 1,414,052	\$ 440,504
40%	\$ 1,885,403	\$ 587,339
50%	\$ 2,356,754	\$ 734,174

Pursuant to discussion at the last Board Meeting, it was recommended that the Reserve Level be set at \$750,000 which falls in line with GFOAs recommendation.

ANALYSIS

After reviewing surrounding agencies reserve policies, the District's current insurance holdings, and the information gathered on mini master plans and maintenance reports, staff agrees with the recommended levels of \$1,500,000 for the Operations and Maintenance Reserve Fund and \$750,000 for the Capital Projects Reserve Fund. To achieve these levels of reserves the District will need to transfer \$206,706 to the Local Agency Investment Fund.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS:

1. Resolution 2023-967 – District Reserve Policy

RESOLUTION NO. 2023-967

RESOLUTION OF THE GOVERNING BOARD OF THE MONTECITO SANITARY DISTRICT ADOPTING A RESERVE POLICY

WHEREAS, the Governmental Finance Officers Association recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained for Generally Accepted Accounting Principles (GAAP) and budgetary purposes; and

WHEREAS, such guideline(s) should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period; and

WHEREAS, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level(s) prescribed.

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

1. **Established:** The reserve funds set forth in Sections 3A and 3B are hereby established. The General Manager shall maintain those Reserve Funds in accordance with this policy. All dollar amounts indicated are 2023 dollars.

2. **Utilization:** The reserve funds so created will be utilized for the specific purposes set forth in this Resolution.

3. **Reserve Funds:**

A. Operations and Maintenance (O&M) Reserve Fund

Purpose: The Operations and Maintenance Reserve Fund is intended to provide a mechanism for the District to undertake immediately unanticipated operation and maintenance activities, including emergency repairs, for which funds are not otherwise immediately available.

Funding: The Operations and Maintenance Reserve Fund shall be funded by income from sources other than property tax. This fund should maintain a minimum balance of \$1,500,000. This amount is within the Government Finance Officers Associations recommended range of 3-5 months of Operating Expenditures.

Administration: The District shall hold the funds held in a separate, liquid account separate from the District's business operating accounts and may make recommendations to the Board to move monies into more advantageous accounts with Board approval.

Use of Funds: Monies held in the Operations & Maintenance Reserve Fund may be expended only upon authorization by the Board of Directors for unanticipated operating and maintenance activities, including, but not limited to, the following: repair of natural disaster-related damage to facilities (i.e. flood, earthquake, tsunami); unanticipated need to purchase chemicals; major emergency repair or replacement of equipment; unanticipated legal judgements; and any such matters that the Board deems reasonable. Upon request for use of funds the General Manager will detail the plan for replenishment.

B. Capital Projects Reserve Fund

Purpose: The Capital Projects Reserve Fund is intended to finance the reconstruction and replacement of the sanitation and sewerage facilities of the District which may be required from time to time due to wear, tear, and aging. It can also be utilized to fund the expansion/maintenance of the sanitation and sewerage facilities of the District to accommodate the demand for additional capacity.

Funding: The Capital Projects Reserve Fund shall be funded by income from property taxes and connection fees and may be funded with unrestricted sources of the Operations and Maintenance fund. This fund should maintain a minimum balance of \$750,000

Administration: The District shall hold the funds held in a separate, liquid account separate from the District’s business operating accounts and may make recommendations to the Board to move monies into more advantageous accounts with Board approval.

Use of Funds: Monies held in the Capital Projects Reserve Fund may be expended only upon authorization of the Board of Directors to ensure the strategic capital needs of the District are met. This includes, but is not limited to, repair to existing infrastructure, relocation of infrastructure, work completed towards a septic to sewer plan, unforeseen events, and any such matters that the Board deems reasonable. Upon request for use of funds the General Manager will detail the plan for replenishment.

PASSED AND ADOPTED by the Governing Board of the Montecito Sanitary District on the 12th day of April, 2023 by the following vote:

AYES: None
NAYS: None
ABSTAIN: None
ABSENT: None

Board President
Ellwood Barrett

ATTEST:

Clerk of the Board
Stephen Williams

(SEAL)





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MONTECITO SANITARY DISTRICT

STAFF REPORT – 6C

DATE: April 12, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
Bryce Swetek, Engineering Manager
SUBJECT: Discussion and Consideration of Amendment 4 to a Professional Services Agreement with MNS Engineers, Inc. for the Highway 101 Sewer Crossing Relocation Project

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute Amendment 4 of the professional services agreement with MNS Engineers, Inc. (MNS) for additional engineering services in a not to exceed amount of \$23,805.

DISCUSSION

MNS recently completed the contract documents for the Highway 101 Sewer Main Crossing Relocation (Relocation) project. Due to the high cost of contractor bids, the District investigated the viability of a Protect-In-Place (PIP) project in lieu of the Relocation project. Based on several meetings with the Caltrans design team, PIP is viable, but contingent on the following as directed by the Caltrans design team:

1. The District shall pothole existing steel casing to determine extents and alignment.
2. The District shall mitigate potential damage to existing facilities via structural lining or other strategy.
3. The District, Caltrans, Caltrans Design Team, and Caltrans Contractor (Granite) must agree on a Mitigation Plan.
 - a. As part of the plan, the General Manager will be required to sign a letter relieving Caltrans/Granite of liability to fix the District's facilities should damage occur during the bridge pile work.
4. Caltrans Policy Exception being approved.

These contingency items have either been addressed or are being pursued. As part of the mitigation strategy, Staff requires engineering design services to assist in determining the most appropriate mitigation strategy. Once the mitigation strategy is determined, plans,

specifications, and an engineer's opinion of cost estimate (PS&E) will be required to bid the PIP project and procure any required permits.

During the early stages of design of the Relocation project, Caltrans notified Staff of an additional conflict: The District's northern pipe of our two 8-inch force mains which cross over Oak Creek along S. Jameson, conflicted with Caltrans' temporary widening work for southbound 101 which is part of their Highway 101 HOV Widening project. Since this northern pipe is within immediate proximity to the Relocation project, and due to tight Caltrans deadlines, Staff directed MNS to assist in developing a design for the work under the District's existing Relocation project contract. After discussions with the Caltrans design team, Staff created a new project to address this northern pipe work, called the Posilipo Force Main Temporary Relocation and Restoration (Temporary Bypass) project. MNS produced a 100% draft plan (Attachment 1), however, this plan now requires an update due to the planned PIP project.

The proposed contract Amendment 4 from MNS dated April 5, 2023 (Attachment 1) includes tasks to provide ongoing project management and coordination between MSD and the internal project team for the duration of the additional work, to provide bidding support, and to provide additional construction phase services, such as attending construction meetings, submittal review, and respond to Requests for Information. The cost for this proposed work is \$23,805.

Prior Amendments 1 and 2 to the MNS Relocation contract were executed under the previous General Manager's authority. Amendment 3 was heard and approved by the Board on the February 8, 2023 General Board Meeting. Including Amendment 4, the total MNS contract cost to date would be up to \$263,460.

Project Design Milestones (for reference):

- On May 27, 2021, a contract was executed with Flowers & Associates to design the relocation work to resolve the conflict in the Caltrans letter.
- In late July 2021, a proposed alignment was developed to cross Hwy 101 from Hixon Road to the existing Miramar lift station.
- In early August of 2021, it was determined the Miramar lift station would be able to accommodate flows from N Jameson.
- On September 3, 2021, the contract with Flowers & Associates was terminated due to conflicts of interest.
- On September 23, 2021, a contract for a revised design of the relocation work was executed with MNS Engineers.
- On March 4, 2022, a contract was executed with Earth Systems to provide geotechnical services to supplement the project design.
- On July 29, 2022, MNS submitted final design contract documents.
- On August 18, 2022, Earth Systems submitted their final geotechnical report.
- On August 25, 2022, an Addendum to the design documents was issued to the bidders.
- On August 29, MNS was given Notice to Proceed for Amendment 1 work.
- On September 12, 2022, bids closed. The lowest responsive bidder is Raminha Construction with a bid of \$3,987,900.

- In late mid-late September 2022, Staff reached out to local agencies and consultants to determine if the bid prices were reasonable.
- On September 30, 2022, Staff received a conflict exhibit which showed our District facilities were not in direct conflict with Caltrans bridge piles. Staff began inquiries into the idea of protecting District facilities in place.
- On October 4, 2022, Caltrans design team relayed to Staff a protect in place solution may be viable.
- On October 13, 2022, the Board rejected all bids.
- On October 31, 2022, Staff received an email from the Caltrans design team requiring the need to pothole MSD steel casing to determine viability of protecting District facilities in place instead of relocation.
- On November 4, 2022, MNS was given authorization to execute Amendment 2.
- On November 22, 2022, a contract was executed with Sam Hill & Sons to pothole (positively locate) the District's sewer facilities.
- On December 12 and 19, 2022, Staff submitted the pothole data to Caltrans design team.
- On January 19, 2023, Staff met with Rain for Rent on the project site to discuss potential bypassing options for PIP.
- On January 23, 2023, Staff met with Aegion (Insituform) on the project site to discuss lining options.

FISCAL IMPACT

The design portion of the Relocation project was included in the Fiscal Year 2021-2022 budget, as well as the 2022-23 Capital Improvement Project budget for a total of \$194,127. Amendment 3 would increase the total contract amount to \$239,655. The Temporary Bypass project does not overdraw the District's Capital Improvement Projects budget.

ANALYSIS

District Staff estimates the Amendment 4 cost of \$23,805 is an acceptable amount for the professional services to be implemented. A significant amount of work MNS completed under the Relocation project will carry over to the PIP project, allowing for an effective transfer of information and reducing the cost of the design. Similarly, MNS completed a significant amount of work on the Temporary Bypass project and continuing to work with the same consultant work on the PIP and Temporary Bypass project will increase efficiency for the two related projects. While the District is overbudget on design, moving forward with PIP will result in significant construction cost savings, initially estimated at over \$3,000,000, when comparing the construction cost for the Relocation project.

ATTACHMENTS

1. Request for Amendment No. 4 for Additional Work – Design Services for Highway 101 Sewer Crossing Rehabilitation and Posilipo Force Main Temporary Relocation and Restoration Project

April 5, 2023

Montecito Sanitary District
Attention: John Weigold, General Manager
1042 Monte Cristo Lane
Santa Barbara, CA 93101

Subject: Request for Amendment No. 4 for Professional Engineering Services – Bid and Construction Phase Services for the Highway 101 Sewer Project

Dear Mr. Wiegold:

Thank you for the opportunity to submit this Amendment No. 4 for Professional Engineering Services for Bid and Construction Phase Services for the Highway 101 Sewer Project (Project) for the Montecito Sanitary District (MSD).

Project Understanding

MSD retained the services of MNS Engineers Inc. (MNS) to prepare design documents for the Highway 101 Sewer Project (Project). It is our understanding MSD would like MNS to provide engineering support services during the bid and construction phases of the Project. The Project will include two separate bid packages, one for relocation of the above ground force main at the Oak Creek bridge and one for lining of the gravity sewer and two force mains across Highway 101. This amendment request describes the additional work and fees proposed by MNS for these services for both construction projects.

Scope of Work

We have developed the following scope of work for Amendment No.4:

Task 1 – Project Management, Meetings, and Quality Assurance/Quality Control (QA/QC)

The Project Manager, Tyler Hunt, P.E., will provide ongoing project management and coordination between MSD and the internal project team for the duration of the additional work

Task 5 – Bid Phase Services

5.1 Bidding Support

During the advertisement period, MNS will prepare formal responses or addenda as appropriate to respond to questions forwarded to MNS by MSD. The MNS Project Manager will attend both pre-proposal meetings, led by MSD; we will review and provide input on MSD’s meeting agenda and document any questions received during the meetings. We have assumed we will respond to up to a total of six questions and issue up to two addenda. We will prepare and submit conformed contract documents, if necessary, following the end of the bid periods.

Task 6 – Construction Phase Services

MNS staff will support MSD through the construction process as described in the following subtasks.

6.1 Construction Meetings

MNS’ Project Manager will attend the pre-construction meetings, assumed to be on a virtual meeting platform. We have also budgeted for MNS Staff to attend up to six total conference calls during construction.

6.2 Submittal Review

MNS will review the contractor’s shop drawings and submittals for conformance with the project drawings and specifications. For the purpose of budgeting, we have assumed 10 submittals with 6 requiring re-submittal. We will prepare a Shop Drawing Review Letter (SDRL) for each submittal and maintain a Submittal Log. We have assumed all submittals and SDRLs will be transmitted electronically.

6.3 Respond to RFIs



MNS will prepare responses to requests for information (RFIs) forwarded by MSD from the Contractor to MNS, or develop recommendations based on changed field conditions. We have assumed responses will be prepared for a total of 4 RFIs.

6.4 Field Visits

MNS will attend up to two site visits to review the general progress of construction. MNS will coordinate appropriate meeting dates with MSD.

6.5 Record Drawings

MNS will prepare record drawings based on two, consolidated sets of MSD and Contractor red-line drawings provided by MSD. We will provide electronic versions of the record drawings in both AutoCAD and Adobe PDF format.

Assumptions

The following assumptions have been made in preparation of this proposal:

- MSD will advertise the projects for bid.
- MSD will provide contract administration during construction, including the construction contract, Contractor coordination, inspection, progress payments, developing punch list of items, filing notice of completion, and other related matters.

Compensation

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$23,805**. A breakdown by subtask is attached. All fees are in accordance with the current MNS standard fee schedule, also included as an attachment.

Task	Fee
Task 1 – Project Management, Meetings, and QA/QC	\$2,550
Task 5 – Bid Phase Services	\$3,440
Task 6 – Construction Phase Services	\$17,815
Total	\$23,805

Schedule

MNS is committed to supporting MSD’s schedule for bidding and construction.

Closing

Thank you for the opportunity to submit this amendment. We are excited and look forward to continuing work with Montecito Sanitary District. Please feel free to contact me with any questions you may have about our submittal at 805.788.8013 or thunt@mnsengineers.com. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.



Tyler Hunt, PE
 Lead Engineer



Attachments:

Fee Estimate Spreadsheet

2022 MNS Fee Schedule



Montecito Sanitary District
 Design Services for Highway 101 Sewer Crossing Relocation Project - Amendment 4
 Construction Bid and Construction Phase Services



		PM	ENGINEERING		SUPPORT	Total Resource Hours	Total Hours*Rates	Reimbursable Expenses	MNS Engineers	Reimbursable Expense Costs	Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
		Lead Engineer - TNH	Supervising Engineer - NB	Associate Engineer - AP	Senior CADD Technician									
	2023 Rate	\$255	\$245	\$180	\$160									
1 – Project Management, Meetings, and QA/QC	Task 1						Task 1				Task 1			
1.1 Project Management	Task 1.1	10				10	\$2,550	Task 1.1	\$0	\$0	Task 1.1	\$2,550	\$0	\$2,550
	Task 1 Subtotal	10	0	0	0	10	\$2,550		\$0	\$0	Task 1 Subtotal	\$2,550		
5 – Bid Phase Services	Task 5						Task 5				Task 5			
5.1 Bid Phase Services	Task 5.1	4	4	8		16	\$3,440	Task 5.1	\$0	\$0	Task 5.1	\$3,440	\$0	\$3,440
	Task 5 Subtotal	4	4	8	0	16	3,440		\$0	\$0	Task 5 Subtotal	\$3,440		
6 – Construction Phase Services	Task 6						Task 6				Task 6			
6.1 Construction Meetings	Task 6.1	8	4	4		16	\$3,740	Task 6.1	\$0	\$0	Task 6.1	\$3,740	\$0	\$3,740
6.2 Submittal Review (16 total)	Task 6.2	4	8	20		32	\$6,580	Task 6.2	\$0	\$0	Task 6.2	\$6,580	\$0	\$6,580
6.3 Respond to RFIs (4 total)	Task 6.3	2	4	6		12	\$2,570	Task 6.3	\$0	\$0	Task 6.3	\$2,570	\$0	\$2,570
6.4 Field Visits	Task 6.4	4	4			8	\$2,000	Task 6.4	\$100	\$100	Task 6.4	\$2,000	\$115	\$2,115
6.5 Record Drawings	Task 6.5		2	4	10	16	\$2,810	Task 6.5	\$0	\$0	Task 6.5	\$2,810	\$0	\$2,810
	Task 6 Subtotal	18	22	34	10	84	\$17,700		\$100	\$100	Task 6 Subtotal	\$17,815		
Sub-Total	Hours	32	26	42	10	110	\$ 23,690	Sub-Total	\$100	\$100	Grand Total	\$23,690	\$115	\$23,805
	Cost	\$8,160	\$6,370	\$7,560	\$1,600									



2023 STANDARD SCHEDULE OF FEES

PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$325
Senior Project/Program Manager.....	310
Project/Program Manager.....	260
Assistant Project/Program Manager.....	245
Senior Project Coordinator.....	185
Project Coordinator.....	155

ENGINEERING

Principal Engineer.....	\$290
Lead Engineer.....	255
Supervising Engineer.....	245
Senior Project Engineer.....	225
Project Engineer.....	200
Associate Engineer.....	180
Assistant Engineer.....	165

SURVEYING

Principal Surveyor.....	\$265
Lead Surveyor.....	255
Supervising Surveyor.....	220
Senior Project Surveyor.....	200
Project Surveyor.....	175
Associate Project Surveyor.....	165
Assistant Project Surveyor.....	150
Party Chief (PW).....	180
Chainperson (PW).....	150
One-Person Survey Crew (PW).....	215

CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$315
Senior Construction Manager.....	275
Senior Resident Engineer.....	250
Resident Engineer.....	240
Structure Representative.....	235
Construction Manager.....	220
Assistant Resident Engineer.....	200
Sr. Construction Inspector (PW).....	175
Construction Inspector (PW).....	168
Office Administrator.....	130

TECHNICAL SUPPORT

CADD Manager.....	\$200
Supervising Technician.....	170
Senior Technician.....	160
Engineering Technician.....	125

ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$185
Management Analyst.....	155
IT Technician.....	140
Graphics/Visualization Specialist.....	150
Administrative Assistant.....	100

GOVERNMENT SERVICES

City Engineer.....	\$250
Deputy City Engineer.....	225
Assistant City Engineer.....	215
Plan Check Engineer.....	190
Permit Engineer.....	185
City Inspector.....	185
Senior City Inspector (PW).....	195
City Inspector (PW).....	185
Principal Stormwater Specialist.....	180
Senior Stormwater Specialist.....	170
Stormwater Specialist.....	160
Stormwater Technician.....	140
Building Official.....	220
Senior Building Inspector.....	235
Building Inspector.....	165
Planning Director.....	225
Senior City Planner.....	205
Assistant Planner.....	195
Senior Grant Writer.....	180
Grant Writer.....	170
Associate Grant Writer.....	150
Assistant Grant Writer.....	130

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 3.5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

MONTECITO SANITARY DISTRICT STAFF REPORT- 6D

DATE: April 12, 2023

TO: Board of Directors

FROM: John Weigold, General Manager
Bryce Swetek, Engineering Manager

SUBJECT: Highway 192, Lilac Drive, and Oak Grove Drive Sewer Main Extension – Notice of Completion

SUMMARY: The project includes installing approximately 3,572 linear feet of 8-inch diameter PVC gravity sewer main to serve twenty-three (23) properties along segments Hwy 192, Lilac Drive, Oak Grove Drive, and Tollis Ave. Construction was complete in March 2023.

Recommendation – THEREFORE, STAFF RECOMMENDS THAT

1. The Board of Directors accept the Highway 192, Lilac Drive, and Oak Grove Drive Sewer Main Extension Project as complete and approve the issuance of a Notice of Completion for a total final project cost of \$2,355,108.76.

Fiscal Impact –

Construction Costs (Tierra Contracting)	
Original Construction Contract Amount	\$2,036,855.00
Construction Contract Change Orders	+\$165,107.74
Total Construction Cost	\$2,201,962.74
Support Costs	
Design Topographic Survey	\$13,817.25
Construction Management	\$77,362.50
County Cap Seal & Permit Fees	\$47,173.27

Design Construction Support	\$14,793.00
Total Support Cost	\$153,146.02
Total Final Project Cost (Construction and Support)	\$2,355,108.76

Public Notice – A Notice of Completion letter will be sent to the Tierra Contracting for the construction portion of the project. Separate Notice of Completion letters will be sent to the 23 property owners served by this sewer main extension letting them know the final cost of the project and their proportionate share of project costs.

Goals and Objectives – To file a Notice of Completion to close the project.

Environmental Determination – Project was Categorically exempt by CEQA.

Analysis – Justifications: There were six construction change orders for the project covering: material price escalation; paving within Birnam Wood; a change in lateral location and boulder removal; alignment change along Lilac due existing water main and boulder removal; adding Tollis Ave to the project, removing a portion of Lilac drive, and boulder removal; and monument preservation and restoration due to alignment changes.

OTHER DEPARTMENTS INVOLVED: Collections

ATTACHMENTS: Notice of Completion



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108
General Manager: John Weigold

A Public Service Agency

PHONE: (805) 969-4200
www.montsan.org
jweigold@montsan.org

April 12, 2023

Mr. Blair Douglas
Tierra Contracting
5484 Overpass Road
Santa Barbara, CA 93111

SUBJECT: NOTICE OF COMPLETION- Highway 192, Lilac Drive, and Oak Grove Drive Sewer Main Extension BID NO. 2021-01R

Dear Mr. Douglas:

On April 12, 2023, the Montecito Sanitary District Board at a regularly scheduled board meeting took action to accept the Highway 192, Lilac Drive, and Oak Grove Drive Sewer Main Extension Project as complete. The one year warranty period commenced on this date as determined by the contract, and will end on April 12, 2023.

The final price of \$2,355,108.76 has been determined to be the final cost for this contract. If you have any questions please contact the District office at (805) 969-4200.

Sincerely,

Bryce Swetek, P.E.
Engineering Manager



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

MONTECITO SANITARY DISTRICT STAFF REPORT – 8

DATE: April 12, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: General Manager Report

The District continues its mission of providing wastewater collection and treatment services. In addition to the daily operations of the District, the following is an update on some of our current ongoing projects and activities:

Summerland Sanitary District Tour

I met with David Lewis and toured the Summerland facility on March 21, 2023. We discussed a number of operational and policy subjects, as well as mutual training opportunities.

Personnel Updates

Congratulations to Daniel Martinez and Michael Arce! Dan, who joined our staff on January 23, 2023, successfully completed all requirements for his Collections Grade I certification. Michael successfully completed all requirements for his Operator Grade V certification.

Hachwims Software Upgrade

On March 29, 2023, Carole Rollings, working with Aquatic Informatics, with the assistance from a representative of Compuvision, completed a software upgrade for MSD's laboratory information management system called Hachwims. The last upgrade was in 2012. All data generated in the MSD Laboratory, contract laboratories, as well as by plant operators, during treatment is entered into this database. Our NPDES permit requires all results to be uploaded to our regional regulators via Hachwims. The Board previously approved the purchase of the upgrade in December of 2022.

January Storms Damage Projects Update

Staff has continued its meetings with FEMA and CalOES representatives to convey status of the projects. Staff has substantially completed documentation for reimbursement of

damaged equipment. Staff is proceeding to work with design engineers and contractors on temporary repairs, permanent repairs and mitigations for the four identified collection system projects. The District plans on providing temporary protection to the exposed pipe within the Ennisbrooke HOA. Also, FEMA has indicted that the District is not likely to be reimbursed for the damage impacting the 2-inch sewer force main in the Riven Rock community due to limited identification of legal access rights to the land (easements). Further coordination with the Riven Rock community is required to determine how best to protect our facilities.

Tree Trimming on Monte Christo Lane

Our contractor has completed trimming the District eucalyptus trees on Monte Christo Lane over the past two weeks.

Climate Change Readiness Assessment

The District is completing an initial climate change readiness assessment for the Central Coast Regional Water Quality Control Board. This is an assessment assigned to all dischargers with individually-permitted National Pollutant Discharge Elimination System (NPDES) regulated facilities in the Central Coast region. This assessment will be completed by in-house staff.

Electrical Rehabilitation and Blower/Control Project

Staff recently met and identified the need to hire a consultant to assist the District with drafting a scope of work and a request for proposal. While our blowers require replacement, there is additional work that requires consideration, including a continuity of operations plan while work is completed.

Sodium Hypochlorite Tank

Operations staff discovered the week of April 3, 2023 that our sodium hypochlorite containment tank, last replaced in 2002, is leaking into the secondary containment tank and needs to be replaced in-kind. Sodium hypochlorite is used to disinfect the final effluent before it is discharged into the environment. Operations staff is utilizing our standby hypochlorite totes for use during this situation, so there is no impact to our chemical disinfection process during the tank replacement process. Staff has reached out to several vendors to get quotes for the replacement tank.

Hwy 101 Sewer Relocation - Protect-In-Place (PIP)

Staff is working with MNS Engineers to provide plans, specifications, and a cost estimate on this project. We anticipate this project going out to bid by the end of April 2023. The District continues to await Caltrans headquarters approval of the Policy Exception required for the project.

Posilipo Force Main Relocation and Restoration – Phase 1

On April 6, 2023, Staff went out to bid on this Project. The Project involves the removal of an 8" force main crossing over Oak Creek within Caltrans right-of-way and relocating it within County of Santa Barbara right-of-way. The work includes installation of 8" sewer force main, bridge pipe supports along Oak Creek Bridge, and other appurtenances. The

Project site is located near the intersection of S Jameson Lane and Posilipo Lane in Montecito, CA; and within the jurisdictions of Caltrans and the County of Santa Barbara. Posilipo Force Main Relocation and Restoration Project – Phase 2 will be bid out separately.

12-Month Effluent Flow / Rainfall

