



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

BOARD PACKET

For the Regular Board Meeting of

Wednesday, May 15, 2024

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AGENDA

For the Regular Meeting of the Board on:

May 15, 2024

The regular meeting of the Governing Board will begin at **12:00 p.m. on May 15, 2024** in the District's Board Room at 1042 Monte Cristo Lane, Santa Barbara, CA 93108.

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, please see [Instructions for Public Comment](#) on the District's website.

3. COMMITTEE REPORTS

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

- A. The Montecito Sanitary District Finance Committee (Directors Johnson and Martin) will report on their May 10, 2024 meeting.

4. CONSENT CALENDAR

- A. Payables from March 1, 2024 through March 31, 2024
- B. Payables from April 1, 2024 through April 30, 2024
- C. Fiscal Year 2023-24 Unaudited Quarterly Financial Reports – March 31, 2024
- D. Resolution 2023-974 – Service Charge Hearing Date

5. SUMMERLAND SANITARY DISTRICT DISCUSSION

It is recommended that the Board:

- i) Discuss the various opportunities to leverage opportunities with Summerland Sanitary District; and
- ii) Taking any such additional, related action that may be desirable.

6. RECYLCED WATER PLANNING GRANT

It is recommended that the Board:

- i) Accept a grant award of \$219,930 from the State Water Resources Control Board for the joint Montecito Sanitary District and Montecito Water District Recycled Water Feasibility Study; and
- ii) Authorize the General Manager to cut a check to Montecito Water District for half of the grant award (\$109,965) as this study was a joint effort.

7. CEQA NOTICE OF EXEMPTION FOR PROTECTIVE MEASURES OF DISTRICT FACILITIES (JANUARY 2023)

It is recommended that the Board consider:

- i) Determining that this action is not subject to California Environmental Quality Act (CEQA) pursuant to State CEQA Exempt Status: Emergency Project (Section 15629), Categorical Exemption Class 2 (Section 15302) and Class 4 (Section 15304) as well as Statutory Exemption (State Code 15269).

8. FISCAL YEAR 2024-25 DRAFT BUDGET

It is recommended that the Board:

- i) Review and discuss the draft Fiscal Year 2024-25 Proposed Budget; and
- ii) Taking any such additional, related action that may be desirable.

9. DISTRICT INSURANCE POLICIES

It is recommended that the Board receive a brief presentation from the Business and Administrative Manager on questions about the District's insurance policies posed by the Directors.

10. GENERAL MANAGER'S REPORT

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

11. CLOSED SESSION

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

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

Name of Employee Organizations: Service Employees International Union (SEIU) Local 620, Montecito Sanitary District Management Group

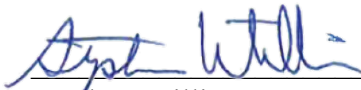
12. ITEMS FOR FUTURE AGENDAS

The next regularly scheduled Board meeting will be held on June 19, 2024 at 12:00 pm.

13. 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 – MARCH 2024

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
03/08/2024	ACCOUNTS PAYABLE	240,135.19
03/29/2024	ACCOUNTS PAYABLE	76,582.90
	Subtotal	\$ 316,718.09
03/08/2024	CAPITAL IMPROVEMENT PROJECTS	61,291.58
	Subtotal	\$ 61,291.58
03/03/2024	PAYROLL	99,440.68
03/17/2024	PAYROLL	95,054.66
03/31/2024	PAYROLL	100,992.69
	Subtotal	\$ 295,488.04
	<u>TOTAL</u>	<u>\$ 673,497.71</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: 3/1/2024 to 3/31/2024
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Check Name	Check Amount	Description
0000029129	3/8/2024	ACWA/JPIA	28,502.79	Medical/Dental/Life Insurance Premium-April
0000029130	3/8/2024	AMAZON CAPITAL SERVICES	652.18	TV Wall Mounts, Iphone Car Chargers, Seat Covers, Rain Gear
0000029131	3/8/2024	AQUA-FLO SUPPLY	78.77	RAS Piping Repair
0000029132	3/8/2024	AT&T MOBILITY	330.54	Standby Cellphone, Office & Lift Station 4 Data Ports-March
0000029133	3/8/2024	AUTOZONE, INC	38.04	Pump Oil
0000029134	3/8/2024	AMERICAN WATER WORKS	105.00	Annual Membership Renewal-Keen
0000029135	3/8/2024	BIG GREEN CLEANING COMPANY	2,603.00	Janitorial Services-March
0000029136	3/8/2024	CANON FINANCIAL SERVICES INC	297.91	Canon Copier Lease Payment-March
0000029137	3/8/2024	CED ROYAL INDUSTRIAL SOLUTIONS	313.29	Lift Station Parts
0000029138	3/8/2024	CINTAS CORPORATION #684	3,077.12	Uniforms, Towels, Floor Mats, Gloves-Cleaning/Rental-February
0000029139	3/8/2024	COLANTUONO, HIGHSMTIH & WHATLEY,	3,000.00	Legal Counsel Services-February
0000029140	3/8/2024	COMPUVISION COMMUNICATIONS	4,177.05	Sonic Wall Network Security, Cybersecurity Suite
0000029141	3/8/2024	CORT	44.00	Deed Report
0000029142	3/8/2024	COX BUSINESS	160.39	Wireless Internet Services-February
0000029143	3/8/2024	CALIFORNIA WATER ENVIRONMENT	319.00	Certification Renewal-Keen, Membership Dues-Villafana
0000029144	3/8/2024	D&H WATER SYSTEMS	3,069.01	Analyzer Parts
0000029145	3/8/2024	DOCU PRODUCTS	83.10	Copier Maintenance Agreement-March
0000029146	3/8/2024	DXP ENTERPRISES, INC	2,795.37	Belt Press Booster Pump Parts
0000029147	3/8/2024	ENGEL & GRAY, INC	2,794.92	Biosolids Hauling, Bin rental-February
0000029148	3/8/2024	FISHER SCIENTIFIC	89.47	Lab Testing Supplies
0000029149	3/8/2024	FRONTIER	1,138.87	Phone Service for WWTP, Lift Stations 1, 2, 4 & 5-March
0000029150	3/8/2024	GLS COMPANIES	780.00	Landscape Services-February
0000029151	3/8/2024	GRAINGER	1,078.07	Diesel Fuel Stabilizer, Test Ball Plugs, Pipe Plugs, Propeller
0000029152	3/8/2024	HASA	17,476.20	Sodium Hypochlorite
0000029153	3/8/2024	IDEXX DISTRIBUTION, INC	419.08	Lab Testing Supplies
0000029154	3/8/2024	KIMBALL MIDWEST	475.35	Gloves for Operations
0000029155	3/8/2024	MARBORG INDUSTRIES	181.99	Portable Restroom Rental-February
0000029156	3/8/2024	MARBORG INDUSTRIES	786.95	Refuse Disposal/Recycling-February
0000029157	3/8/2024	MONTECITO BANK & TRUST	8,636.27	March MSD Credit Cards; Shipping, Memberships, Motor Repair to AB Blower #3, TV Monitors for SCADA & CMMS, Travel Expenses, Board Lunches, Conference Registrations
0000029158	3/8/2024	MCCORMIX CORP	1,855.75	Vehicle Fuel 02/01 - 02/29/2024
0000029159	3/8/2024	MCMaster-CARR SUPPLY COMPANY	88.96	Plant Maintenance Materials
0000029160	3/8/2024	MICHAEL VIETTONE CIVIL ENG	1,050.00	Engineering Services for 2500 East Valley & 664 Oak Grove
0000029161	3/8/2024	MORELOS, STEVE	98.00	Certification Renewal-Morelos
0000029162	3/8/2024	MOUNTAIN SPRING WATER	194.30	Bottled Drinking Water, Cool Rental-February
0000029163	3/8/2024	MONTECITO WATER DISTRICT	634.67	Water Service-February
0000029164	3/8/2024	O'CONNOR PEST CONTROL WEST	150.00	Rodent Traps-February
0000029165	3/8/2024	PAYCHEX OF NEW YORK, LLC	381.70	Payroll Services-February
0000029166	3/8/2024	PHOENIX CIVIL ENGINEERING	877.50	Engineering Services for Request for Proposals Support-Feb
0000029167	3/8/2024	PLUMBERS DEPOT, INC	2,097.14	CCTV Tractor Repair
0000029168	3/8/2024	PITNEY BOWES BANK INC PURCHASE	24.11	Finance Charge
0000029169	3/8/2024	PURETEC INDUSTRIAL WATER	78.40	Water Softener Sodium Tank Exchange
0000029170	3/8/2024	ROBERT D. NIEHAUS, INC	2,960.00	Rate Study Progress Payment
0000029171	3/8/2024	RINGCENTRAL, INC.	1,360.88	Phone Service-March/April
0000029172	3/8/2024	LUIS RIZO	192.00	Mechanical Tech I Exam Test Reimbursement
0000029173	3/8/2024	SANTA BARBARA COUNTY EHS/CUPA	1,012.00	Annual Hazardous Waste Facility Fee
0000029174	3/8/2024	S B COUNTY - PUBLIC WORKS	218.00	Annual Road Enchroachment Permit
0000029175	3/8/2024	S B HOME IMPROVEMENT CENTER	83.64	Steel Wool, Disinfectant Wipes, Mechanic Tools
0000029176	3/8/2024	SANTA BARBARA & VENTURA COUNTY	725.00	Install Fire Key Switch Mounting Kit
0000029177	3/8/2024	SOUTHERN CALIFORNIA EDISON CO	17,644.78	Electric Service 01/24-02/22/2024
0000029178	3/8/2024	SEIU LOCAL 620	759.68	Union Dues for Payroll 02/18/24 & 03/03/2024
0000029179	3/8/2024	SEWER EQUIPMENT COMPANY	342.84	Small Jetter Truck Pump Repair Kit & Seal Kit
0000029180	3/8/2024	SHERWIN-WILLIAMS CO.	92.05	Paint Supplies for Maintenance Building

0000029181	3/8/2024	SERVICEMASTER ANYTIME	98,269.09	Maint. Building Roof Repair due to Fallen Tree, 350 San Ysidro Road Spill Cleanup
0000029182	3/8/2024	SOCAL GAS	498.07	Gas Service-February
0000029183	3/8/2024	STANDARD INSURANCE COMPANY	1,610.18	Short/Long Term Disability Insurance Premium-March
0000029184	3/8/2024	STREAMLINE	375.00	Website Management Services-March
0000029185	3/8/2024	TAFT ELECTRIC COMPANY	7,893.77	On-Call Electrical Services at Lift Station 4 and WWTP
0000029186	3/8/2024	UNIVAR SOLUTIONS	9,970.65	Sodium Bisulfite
0000029187	3/8/2024	UNDERGROUND SERVICE ALERT	134.25	71 Dig Alert Tickets-February
0000029188	3/8/2024	USA BLUE BOOK	389.05	Extension Clamp, Test Ball Plub
0000029189	3/8/2024	WATER SYSTEMS CONSULTING, INC.	2,290.00	Sewer Model Progress Payment-January
0000029190	3/8/2024	ZWORLD GIS	2,280.00	GIS Data Development/Support-March
0000029192	3/29/2024	AQUATIC INFORMATICS INC.	1,990.80	Annual WIMS Support
0000029193	3/29/2024	AT&T MOBILITY	176.91	Office/Lift Station Data Port, Standby Cellphone-March
0000029194	3/29/2024	WILLIAM BRADFORD (or) CHRISTINA	5,061.00	Deposit Refund for Two Permits - 1544 San Leandro Ln
0000029195	3/29/2024	CANON FINANCIAL SERVICES INC	375.74	Canon Copier Lease Payment-March
0000029196	3/29/2024	COMPUVISION COMMUNICATIONS	6,272.88	February IT Services, Annual CyberSecurity
0000029197	3/29/2024	COX BUSINESS	160.39	Wireless Internet Services-March
0000029198	3/29/2024	D&H WATER SYSTEMS	1,210.01	Analyzer Parts
0000029199	3/29/2024	ENV SERVICES, INC.	345.06	Chemical Fume Hood Tested
0000029200	3/29/2024	FENCE FACTORY GOLETA	7,090.00	Remove/Replace Fencing for Tree Removal
0000029201	3/29/2024	FISHER SCIENTIFIC	198.46	Lab Testing Supplies
0000029202	3/29/2024	FRONTIER	789.81	Phone Service for Lift Stations 1,2,4 & WWTP-April
0000029203	3/29/2024	GLS COMPANIES	4,180.00	March Landscape Services, Hedge Trimming on Channel Drive
0000029204	3/29/2024	GRAINGER	422.12	Pipe Nipple, 14" Propeller, Hot/Cold Cartridge
0000029205	3/29/2024	HACH COMPANY	786.46	DPD Total Refill Vials
0000029206	3/29/2024	HARVESTER TWO LLC	3,276.00	Deposit Refund for Two Permits - 595 Picacho Lane
0000029207	3/29/2024	HASA	11,704.24	Sodium Hypochlorite
0000029208	3/29/2024	KIMBALL MIDWEST	199.98	Restock Washers & Screws
0000029209	3/29/2024	MCCORMIX CORP	951.71	Vehicle Fuel 03/01-03/15/24
0000029210	3/29/2024	MOTION INDUSTRIES, INC	2,795.74	Belt Press Water Pump
0000029211	3/29/2024	PLUMBERS DEPOT, INC	207.20	Mechanical Footage Counter
0000029212	3/29/2024	PITNEY BOWES BANK INC PURCHASE	17.79	Postage Meter Supplies
0000029213	3/29/2024	PURETEC INDUSTRIAL WATER	78.40	Water Softener Sodium Tank Exchange
0000029214	3/29/2024	RINGCENTRAL, INC.	708.41	Phone Service-March
0000029215	3/29/2024	SANTA BARBARA LOCKSMITHS, INC	13.34	Door Keys
0000029216	3/29/2024	SEWER EQUIPMENT COMPANY	106.93	Valves for Collections
0000029217	3/29/2024	SERVICEMASTER ANYTIME	4,367.88	Damage Claim - Spill Cleanup at 1516 Sinaloa Drive
0000029218	3/29/2024	STANDARD INSURANCE COMPANY	1,623.85	Short/Long Term Disability Premium-April
0000029219	3/29/2024	STAPLES	352.29	Office Supplies
0000029220	3/29/2024	THE WIDROE GROUP	13,333.33	Administrative Tech II Recruitment
0000029221	3/29/2024	TRI-CO REPROGRAPHICS	18.38	Outfall Record Drawing Scanning
0000029222	3/29/2024	UNIVAR SOLUTIONS	5,427.91	Sodium Bisulfite
0000029223	3/29/2024	USA BLUE BOOK	590.96	Super Deodorizing Scent for Lift Station
0000029224	3/29/2024	LOS ANGELES TRUCK CENTERS, LLC	185.92	Latch Hood for Lift Station #1
0000029225	3/29/2024	WATER SYSTEMS CONSULTING, INC.	1,465.00	Sewer Model Project-February
0000029226	3/29/2024	MORELOS, STEVE	98.00	Certification Renewal Reimbursement
Bank B Total:			316,718.09	

Check History Report
Sorted By Check Number
Activity From: 3/1/2024 to 3/31/2024
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: G CAPITAL IMPROVEMENT CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000001448	3/8/2024	ASPECT ENGINEERING GROUP	3,951.15	CIP No. T003-Engineering Services for the SCADA Implementation Project-February
0000001449	3/8/2024	EJ USA, INC	1,137.00	CIP No. CMAN-Sewer Mainline Cleanouts
0000001450	3/8/2024	SEWER EQUIPMENT COMPANY	8,832.89	CIP No. CEME-Water Pump for Small Jetter Truck
0000001451	3/8/2024	STANTEC CONSULTING SERVICES INC.	29,460.54	CIP No. C010; Engineering Design Services for the Protective Measures of District Facilities
0000001453	3/8/2024	TIERRA CONTRACTING INC	17,910.00	CIP No. C003 Carryover-Construction Progress Payment for the Sewer Main Relocation at the Olive Mill / San Ysidro Roundabouts
Bank G Total:			<u>61,291.58</u>	



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BOARD LIST OF PAYABLES – APRIL 2024

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
04/19/2024	ACCOUNTS PAYABLE	169,850.00
	Subtotal	\$ 169,850.00
04/19/2024	CAPITAL IMPROVEMENT PROJECTS	80,125.39
	Subtotal	\$ 80,125.39
04/14/2024	PAYROLL	101,228.56
04/28/2024	PAYROLL	101,119.96
	Subtotal	\$ 202,348.52
	<u>TOTAL</u>	<u>\$ 452,323.91</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: 4/1/2024 to 4/30/2024
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000029227	4/19/2024	ACME ANALYTICAL SOLUTIONS	493.06	Analyzer Chemicals
0000029228	4/19/2024	ACWA/JPIA	28,502.79	Medical/Dental/Life Insurance Premium-May
0000029229	4/19/2024	AMAZON CAPITAL SERVICES	301.36	Battery backup, Logitech Camera, Wall Calendar
0000029230	4/19/2024	ARCE, MICHAEL J	190.00	Lab Tech 1 & 2 Training Course Reimbursement
0000029231	4/19/2024	AT&T MOBILITY	97.78	Standby Cellphone-March
0000029232	4/19/2024	BARTLETT, PRINGLE & WOLF, LLP	6,206.50	2023 Annual Financial Audit-Jan/Feb
0000029233	4/19/2024	BIG GREEN CLEANING COMPANY	2,603.00	Janitorial Services-April
0000029234	4/19/2024	BOYD & ASSOCIATES	750.00	Quarterly Fire & Security Alarm Monitoring Services
0000029235	4/19/2024	CANON FINANCIAL SERVICES INC	371.74	Canon Copier Lease Payment-April
0000029236	4/19/2024	COLANTUONO, HIGHSMTIH & WHATLEY	5,897.50	Legal Counsel Services-April
0000029237	4/19/2024	COMPUVISION COMMUNICATIONS	19,733.70	New Dell Server, IT Services, Annual Acrobat License
0000029238	4/19/2024	CORT	44.00	Deed Report-April
0000029239	4/19/2024	COX BUSINESS	320.78	Wireless Internet Services-March/April
0000029240	4/19/2024	CALIFORNIA WATER ENVIRONMENT	540.00	Certifications & Membership Renewals
0000029241	4/19/2024	DATCO SERVICES CORPORATION	175.50	Quarterly DATCO Services
0000029242	4/19/2024	DFK SOLUTIONS GROUP, LLC	504.88	Collections SERP Workbooks
0000029243	4/19/2024	DOBBERPUHL, JOEL (or) HOLLY	2,300.00	Deposit Refund-616 Hot Springs Road
0000029244	4/19/2024	ENGEL & GRAY, INC	4,859.58	Biosolids Hauling-April
0000029245	4/19/2024	FISHER SCIENTIFIC	542.54	Lab Testing Supplies
0000029246	4/19/2024	GOLD COAST ENVIRONMENTAL	4,617.29	Oxygen Sensor & Testing, Flow Meter Calibration
0000029247	4/19/2024	GRAINGER	490.76	Plant Maintenance Materials, Vac-Con Equipment
0000029248	4/19/2024	HACH COMPANY	160.55	Lab Testing Supplies
0000029249	4/19/2024	HASA	14,790.63	Sodium Hypochlorite
0000029250	4/19/2024	ROBERT KEEN	162.40	Travel Expense Reimbursement
0000029251	4/19/2024	SCOTT KORNSPAN	230.00	944 Arcady Road Property Damage Reimbursement
0000029252	4/19/2024	MARBORG INDUSTRIES	968.94	Refuse Disposal/Recycling/Portable Restroom-March
0000029253	4/19/2024	MONTECITO BANK & TRUST (District Credit Cards)	1,157.91	Small Jetter Parts, SAMA Meeting, Propane, Lab Water, Memberships, Clean Air Check Program
0000029254	4/19/2024	MCCORMIX CORP	1,307.31	Vehicle Fuel 03/15-04/15/24
0000029255	4/19/2024	MUNICIPAL MAINT EQUIPMENT	2,644.69	Vac-Con Truck Parts
0000029256	4/19/2024	MOTION INDUSTRIES, INC	3,727.15	IPS Grinder Replacement Parts
0000029257	4/19/2024	MOUNTAIN SPRING WATER	186.00	Bottled Drinking Water, Cooler Rental-April
0000029258	4/19/2024	MONTECITO WATER DISTRICT	692.22	Water Service-April
0000029259	4/19/2024	OILFIELD ENVIRONMENTAL & COMPLIANCE	1,139.67	Outside Lab Testing
0000029260	4/19/2024	PAYCHEX OF NEW YORK, LLC	332.70	Payroll Services-March
0000029261	4/19/2024	PITNEY BOWES GLOBAL FINANCIAL	143.84	Quarterly Postage Meter Lease Payment
0000029262	4/19/2024	PLUMBERS DEPOT, INC	451.09	Debris Catcher-Collections
0000029263	4/19/2024	RALPH ANDERSEN & ASSOCIATES	30,700.00	Salary Survey-February
0000029264	4/19/2024	RED WING BUSINESS ADVANTAGE	225.00	Boot Allowance-Perez
0000029265	4/19/2024	SAFETY-KLEEN SYSTEMS, INC	252.80	Hazardous Materials Disposal
0000029266	4/19/2024	S B HOME IMPROVEMENT CENTER	170.60	Roto-Drum Screen, Operating Supplies
0000029267	4/19/2024	SOUTHERN CALIFORNIA EDISON CO	16,987.50	Electric Services 02/23-03/24/24
0000029268	4/19/2024	SEIU LOCAL 620	1,139.52	Union Dues for Payroll(s) 03/17, 03/31, 04/14
0000029269	4/19/2024	SEWER EQUIPMENT COMPANY	113.23	Small Jetter Truck Parts
0000029270	4/19/2024	SERVICEMASTER ANYTIME	1,176.54	Sewer Spill Cleanup Progress Payments for 350 San Ysidro Road & 1516 Sinaloa Drive
0000029271	4/19/2024	SOCAL GAS	310.68	Gas Service-March
0000029272	4/19/2024	STREAMLINE	375.00	Website Management Services-April
0000029273	4/19/2024	UNIVAR SOLUTIONS	6,146.07	Sodium Bisulfite
0000029274	4/19/2024	UNDERGROUND SERVICE ALERT	148.25	79 Dig Alert Tickets-April
0000029275	4/19/2024	USA BLUE BOOK	2,186.95	Odor/Grease Control for Lift Station #5, Float Switch
0000029276	4/19/2024	ZWORLD GIS	2,280.00	GIS Development, Maintenance & Support-April

Bank B Total: 169,850.00

Check History Report
Sorted By Check Number
Activity From: 4/1/2024 to 4/30/2024
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: G CAPITAL IMPROVEMENT CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000001454	4/19/2024	ASPECT ENGINEERING GROUP	3,360.00	CIP T003; Engineering Services for SCADA Implementation-March
0000001455	4/19/2024	CED ROYAL INDUSTRIAL SOLUTIONS	7,378.00	CIP LEME; Lift Station #4 VFD Repairs
0000001456	4/19/2024	JIM MYERS & SONS, INC	4,807.00	CIP 5-Carryover; Parts for Skimmer Trough Replacement
0000001457	4/19/2024	MNS ENGINEERS INC.	2,302.50	CIP C002; Engineering Services for the HWY 101 Sewer Main Protect-In-Place Project-Jan/Feb
0000001458	4/19/2024	PATTEN SYSTEMS, INC.	5,676.06	CIP CEME; Waste Activated Flow Meter
0000001459	4/19/2024	S B COUNTY - PUBLIC WORKS	570.40	CIP C003-Carryover; County Roads Inspections for the Lift Station 4 Force Main Relocation
0000001460	4/19/2024	STANTEC CONSULTING SERVICES INC.	19,721.43	CIP C010; Engineering Design for Protective Measures of District Facilities-March
0000001461	4/19/2024	TIERRA CONTRACTING INC	36,310.00	CIP C003-Carryover; Construction Progress for Olive Mill / San Ysidro Roundabouts
Bank G Total:			<u>80,125.39</u>	



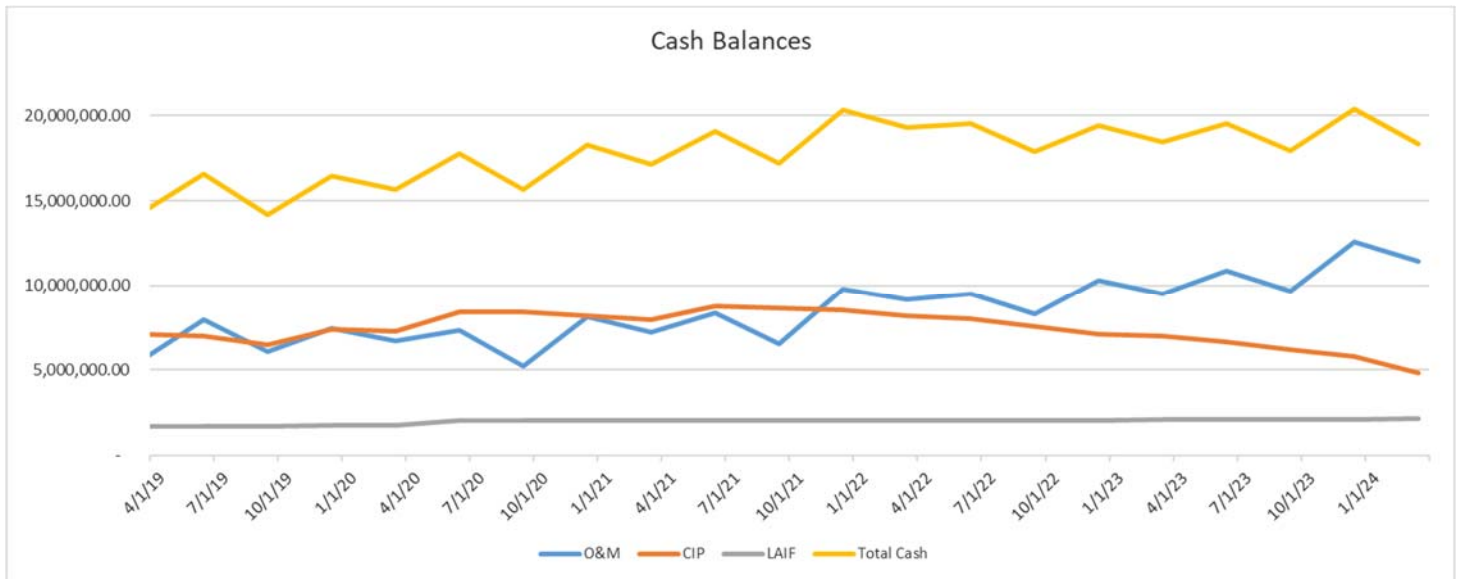
Fiscal Year 2023-24 Unaudited Quarterly Financial Summary Memo

For the Quarter Ended 3/31/2024

FINANCIAL HEALTH AND CASH POSITIONS

As of **March 31, 2024** the District is in a sound financial position. It maintains a healthy cash balance sufficient to cover its short term and long term obligations. The District also maintains an unofficial reserve balance of approximately **\$2.1M** in its LAIF account, which is equal to approximately **4.67** months of Operations & Maintenance (O&M) expenditures (approximately **\$450,00** per month). Typical business practice is to hold at least 3-6 months of cash on hand for emergencies, along with adequate insurance holdings, and based on this metric the District is within that range with its operating reserves.

Below is a chart detailing the District’s cash positions over the past five years:



Below is a chart detailing the current cash balances the District maintains compared to last quarter:

	Balance at 12/31/2023	Balance at 3/31/2024	Difference
Operations & Maintenance	\$ 12,547,592	\$ 11,440,177	\$ (1,107,415)
Capital Improvement Projects	5,756,007	4,799,959	(956,048)
LAIF (Reserve)	2,091,910	2,112,927	21,017
Total Available Cash	\$ 20,395,509	\$ 18,353,063	\$ (2,042,446)

Table 1. Fiscal Year 2023-24 Current Cash Comparison – Current Quarter vs. Prior Quarter

REVENUES

For Fiscal Year 2023-24, the District expects approximately **\$7.75M** in revenues between its two main revenue types: Operating and Non-operating revenue. The District receives approximately 96% of its revenues through two allocations from the County of Santa Barbara’s Property Tax apportionment, which occurs in December and April of each year. The District received its first apportionment totaling **\$4,102,011**. The District has sufficient cash on hand to handle the timing of revenues, so no temporary borrowing is necessary for the District to meet its current and expected obligations.

Table 2 below shows the breakdown of revenue received for the period ending **March 31, 2024**.

OPERATIONS & MAINTENANCE BUDGET TO ACTUAL SUMMARY

OPERATING AND NONOPERATING REVENUES

	2023-24 Budget	2023-24 Actuals	Difference
Operating Revenues			
Service Charges	\$ 6,650,000	\$ 3,713,027	\$ (2,936,973)
Connection Fees	125,000	178,475	53,475
Other Services	75,000	40,933	(34,067)
Total Operating Revenues	\$ 6,850,000	\$ 3,932,435	\$ (2,917,565)
Nonoperating Revenues			
Property Taxes	\$ 725,000	\$ 446,090	\$ (278,910)
Interest Income	175,000	264,145	89,145
Total Nonoperating Revenues	\$ 900,000	\$ 710,235	\$ (189,765)
Total Revenues	\$ 7,750,000	\$ 4,642,670	\$ (3,107,330)

Table 2. Fiscal Year 2023-24 Budget to Actuals - Revenue

Operating and Non-operating Revenue Noteworthy Items:

- Sewer Service Charges - The District's primary source of revenues comes from Sewer Service Charges.** The District submitted all Sewer Service Charges to the County for inclusion on connected properties Property Tax bills in early July. This method saves a substantial amount of administrative time having to bill, collect, and reconcile over 3,000 sewer service bills to customers. Total amount reported to the Auditor was **\$6,621,552**, and the District has received \$3,667,618 through the end of the third quarter, with the next allocation expected in April. Staff anticipates Sewer Service Charges will be roughly in line with what was estimated.
- Connection Fees** – The District has seen a higher number of connection fees processed in the first quarter of the fiscal year than anticipated, primarily due to properties connecting to the recently completed Lilac/Oak Grove sewer main extension. These properties have paid for their connection fees through the permitting process and will be included in the Property Tax Roll in the next fiscal year.
- Other Services** – The District collects various fees as it relates to inspection services, sewer availability inquiries, engineering review services, agreements, and administrative certifications. As of the end of **Q3**, Staff does not anticipate any material overages or underages in this revenue source.
- Property Tax** – The District's ½ of 1% Property Tax Revenue is collected in the same manner as the Sewer Service Charges. The County released an estimated property tax revenue figures in mid-October and the District is expected to receive **\$770,332**, which is **\$45,332** higher than budgeted for Fiscal Year 2023-24. To date the District has received **\$434,393** of its property tax allocation, with the remainder coming in April.

- **Interest Income** – The District began budgeting for Interest Income in Fiscal Year 2023-24. Currently staff expects higher interest earnings than budgeted, coupled by increasing interest rates and the transition out of LAIF and into Charles Schwab in the fourth quarter of Fiscal Year 2023-24.

OPERATING EXPENDITURES

	2023-24 Budget	2023-24 Actuals	Difference	% of Budget
Operating Expenditures				
Salaries and Benefits	\$ 3,289,900	\$ 2,368,043	\$ 921,857	72%
Insurance	119,200	85,601	33,599	72%
Maintenance & Repairs	180,000	259,339	(79,339)	144%
Goods & Supplies	138,500	72,838	65,663	53%
Professional Services	352,000	152,692	199,308	43%
Administrative Costs	400,000	272,206	127,794	68%
Plant & Lab Operating Costs	635,000	416,781	218,219	66%
Safety, Training, & Travel	53,500	27,378	26,122	51%
Utilities	302,500	209,134	93,366	69%
Total Operating Expenditures	\$ 5,470,600	\$ 3,864,012	\$ 1,606,588	71%

Table 3. Fiscal Year 2023-24 Budget to Actuals - Expenditures

The District’s Operations and Maintenance expenditure budget is in alignment with what the District anticipated for end of Q3. Salaries and Benefits expenditures are sitting at approximately **72%** of utilization, even with a large Unfunded Actuarial Liability (UAL) payment being made during the first quarter. Services and Supplies budget has utilized approximately **69%** of the anticipated budget at the end of the first quarter, and we expect that percentage to increase as some of the larger projects begin later on in the fiscal year.

Below is a deeper analysis of some of the areas the District wishes to highlight for the Board from its Operations & Maintenance budget to actuals:

Operating Expenditures Noteworthy Items:

- **6270 – Standby Pay** – In February of 2023 a new Memorandum of Understanding was negotiated and entered into with SEIU Local 620. Part of that contract included an increase to the standard Standby Pay rate along with a provision wherein employees could elect to collect Comp Time Off in lieu of Standby Pay. As such budget for Standby Pay assumed a certain percentage would elect to collect Comp Time off, but in how its played out more have elected to take the Standby Pay. The budget for Fiscal Year 2024-25 will be adjusted accordingly based on the percentages utilized during the current fiscal year.
- **6400 – CalPERS Contribution** – Every year the District elects to prepay its UAL in July rather than paying in monthly installments in order to save money. This large expenditure early in the year is causing the percentage of budget utilized to be high, however, based on the UAL payment and estimated contributions for the rest of the fiscal year the District still expects to be slightly under budget at year end.
- **6620 – Workers’ Compensation** – Every year the District pays its Workers’ Compensation premium in July with a true up around December. As such the percentage of budget utilized is high, but staff

expects to be within budget for this item as there are very minimal costs during the rest of the fiscal year.

- **7091 – Property Insurance** – The District’s saw an increase to its property insurance and Workers Compensation insurance of approximately **26.1%** and **12.7%** respectively. While the District did anticipate higher premiums in its budget, these percentages surpassed our estimates. The District receives its largest premium bill in December, so the next quarters’ financial reports will include any recommendation for a budget revision at that time.
- **7121 – Property Maintenance** – Repairs to the Operations Building HVAC and Laboratory HVAC were required in the first quarter of the fiscal year. Furthermore payments for the Operations Building roof were made during the third quarter to repair damage caused by a fallen Eucalyptus tree. This amount will be reimbursed by insurance with the exception of the \$10,000 deductible. To limit the risk of future trees falling on Treatment Plant infrastructure the District also cut down four other Eucalyptus trees for approximately \$18,500 that was unbudgeted. If further unanticipated maintenance is necessary the need for a budget adjustment might arise.
- **7129 – Lift Station Parts** – Approximately \$10,000 in unanticipated costs were incurred during the fiscal year to replace the metal doors at Lift Station 1 and Lift Station 4. If further unanticipated items come up staff will advise the Board in future Board Meetings if a budget revision will be necessary.
- **7461 – Professional Services – Legal** – This line item will now only track costs for the District’s General Legal Counsel (Colantuonno Highsmith & Whatley). The District has drastically reduced its use of legal counsel compared to the last couple fiscal years. Staff expects this line item to be well under budget at the end of the year and will take into account for the Fiscal Year 2024-25 Budget Development.
- **7464 – Professional Fees – Computer/GIS** – In the first quarter staff implemented Office 365 which moves the District into a cloud-based network setup. This transition saves the District money when compared to replacing the physical servers it used to house on site as well as creates efficiencies with data backup/integration with the District’s new GIS upgrades. There have been several hardware needs unanticipated during the fiscal year (new laptops and desktops to replace fully depreciated machines as well as upgrades needed for SCADA and other asset management projects). Staff will monitor in future monthly periods to see if a budget revision is necessary.
- **7466 – Professional Services – Human Resources** – This line item has gone over budget due to a \$20,000 contract for recruitment services pertaining to the District’s recently filled Administrative Technician II position.
- **7510 - Contracted Services/Labor** – This line item is overbudget primarily to unanticipated electrical on call services of approximately \$16,000 due to emergency services needed during the winter storms. Additionally the District paid its initial setup and management fees for its Planetbids bidding services for \$7,375. This year, and in future years, an approximate \$4,111 annual fee will be paid to continue this service.
- **7653 – Chemicals** – Staff completed a bid process for its chemicals near the end of fiscal year 2022-23.

As such chemical costs are coming in as expected during the fiscal year. As price increases were

negotiated staff does not expect costs to increase at a rate higher than budgeted for as had happened in the prior fiscal year. Staff expects to be slightly under budget for fiscal year 2023-24.

- **7763 – Electricity** – The Board has expressed concern about electricity bills in the past. So far the District is in alignment with the Budget and expects to be under budget for Fiscal Year 2023-24.

CAPITAL IMPROVEMENTS PROJECTS

The District maintains separate Capital Improvement Project band of accounts from its Operations and Maintenance funds. As of the end of the period the balance held in CIP accounts totals **\$5,756,007**.

The budget passed for Fiscal Year 2023-24 utilizes estimates for the anticipated expenditures for CIP work including permitting, design, construction management, and all other costs associated with projects. The annual budget passed by the Board this Fiscal Year totaled **\$7,495,000**. The following table shows total budget and amount expended through the quarter by program.

Program	2023-24 Approved Budget	Project Expenditures Through 3/31/2024
Collections	\$ 4,020,000	\$ 1,340,128
Lift Stations	\$ 500,000	\$ 6,518
Treatment & Lab Facilities	\$ 2,830,000	\$ 205,502
Sewer Main Extens	\$ 75,000	\$ 88,538
	\$ 70,000	\$ -
Total	\$ 7,495,000	\$ 1,640,685

Table 4. Fiscal Year 2023-24 Budget to Actuals – Capital Improvement Program

The following highlights noteworthy capital expenditures for **Q3** and **Attachment C** provides includes all CIP activity through the period ending **March 31, 2024**.

- **C002 – Highway 101 Sewer Main Protect-In-Place** – The most notable capital expenditures during the quarter were related to the Highway 101 Sewer Main Protect-in-Place project, wherein the District expended **\$786,526**. The District will be reimbursed for these costs, along with all past and future payments, once completed, so CIP cash will eventually be replenished. The project has been completed with final costs and closing out of the project coming in the fourth quarter of Fiscal Year 2023-24.
- **C010 – FEMA Rehabilitation – Design/Permitting** - The only other notable capital expenditure during the quarter was to the Districts’ design contract for the FEMA Rehabilitation Projects. The District spent approximately \$50,000 during the quarter, with more anticipated in the fourth quarter along with construction beginning in Fiscal Year 2024-25.

The District is working on several large Requests for Proposal that hopefully will result in contracts being heard by the Board in the fourth quarter. As such expenditures will trend higher in the final quarter of the fiscal year as well as into the next fiscal year. Current summaries of CIP projects are included in the monthly General Manager’s report heard at Regular Board Meetings.

2017 SEWER REFUNDING REVENUE BONDS – CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) FINANCE CORPORATION

In May 2017 the District refunded its 2007 Certificates of Participation (COP). The District will make two payments on its bond during Fiscal Year 2023-24 totaling \$934,100. Of this total \$710,000 will be applied to principal and \$224,100 will be applied to interest. The next payment due date is July 1, 2024. After all payments are made in Fiscal Year 2023-24 the remaining bond debt will be \$4,970,000 and is expected to be paid off by July 1, 2030.

ANNUAL DEPRECIATION FUNDING

Annually, District's Operations & Maintenance accounts contribute to the Capital Replacement Fund. Typically, this contribution has been based on the prior fiscal year's annual depreciation expense. The current year contribution based on the Fiscal Year 2022-23 Financial Audit, and that unofficial figure is **\$1,271,840**. Once the Fiscal Year 2022-23 audit is finalized staff will initiate the contribution from its County Operations and Maintenance fund to its County Capital Improvement Program fund during the fourth quarter of Fiscal Year 2023-24.

Attachments:

Attachment A – Quarterly Cash and Investments Holdings as of **3/31/2024**

Attachment B – Quarterly Operations & Maintenance Expenditure Status Report as of **3/31/2024**

Attachment C – Quarterly Capital Improvement Projects Expenditure Status Report as of **3/31/2024**

Attachment D – Quarterly Investment Certification

**FY2023-24 Quarterly Cash and Investment Activity
Quarter 3**

	<u>1/1/2024</u>	<u>Income</u>	<u>Interest</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Withdrawals</u>	<u>3/31/2024</u>	<u>Net Change</u>	
Investment Accounts									
Cash with LAIF	2,091,910		21,016				2,112,926	21,016	
Cash with County-Operating	11,924,576	56,017	53,709		(1,500,000)		10,534,302	(1,390,274)	Property Tax/SSCs: \$56,017 Quarterly Interest: \$53,709 Transfers to MBT O&M: \$1,500,000
Cash with County - Capital Replacement	4,165,161		27,120		(1,000,000)		3,192,281	(972,880)	Quarterly Interest: \$27,120 Transfers: \$1,000,000 to MBT CIP
Cash with County-Retiree Medical	188,879		1,093				189,972	1,093	Quarterly Interest: \$1,093
Cash Accounts									
MBT Operating account	318,057	79,234		1,500,000		(1,297,931)	599,360	281,303	Income: connection, permit, & other fees Transfers: \$1,500,000 from County O&M Withdrawals: O&M Expenses (A/P, Payroll)
MBT Capital Improvement account	713,619			1,000,000		(986,906)	726,713	13,094	Transfers: \$1,000,000 from County CIP Withdrawals: pmts on Capital Projects
Revolving fund account	1,450						1,450	-	Withdrawals: payments on O&M expenses paid outside normal processing
Insurance Reimbursement Acct	114,380		463				114,843	463	Monthly Interest: \$463
MBT Recycled Water account	877,227		3,738				880,966	3,738	Monthly Interest: \$3,738 Withdrawals: pmts on Recycled Water Projects
Petty Cash	250						250	-	
Total Cash & Investment accounts	20,395,509	135,251	107,139	2,500,000	(2,500,000)	(2,284,837)	18,353,062	(2,042,448)	

MONTECITO SANITARY DISTRICT OPERATIONS AND MAINTENANCE EXPENDITURE STATUS REPORT

FOR THE PERIOD ENDED 3/31/2024

		2023-24 BUDGET	2023-24 ACTUALS	VARIANCE	% OF BUDGET
OPERATING EXPENDITURES					
SALARIES AND BENEFITS					
6100	STAFF SALARIES	\$ 2,099,000.00	\$ 1,503,934.60	\$ 595,065.40	72%
6105	BOARD SALARIES	45,000.00	22,407.00	22,593.00	50%
6108	AUTO ALLOWANCE - GM	3,600.00	3,000.00	600.00	83%
6270	STANDBY PAY	33,000.00	39,750.00	(6,750.00)	120%
6300	OVERTIME	30,000.00	18,564.35	11,435.65	62%
6400	PERS CONTRIBUTION	415,000.00	343,768.83	71,231.17	83%
6410	EMPLOYEE BENEFITS	60,000.00	43,204.13	16,795.87	72%
6500	FICA CONTRIBUTION	135,000.00	94,921.16	40,078.84	70%
6510	MEDICARE	32,000.00	22,600.12	9,399.88	71%
6520	UNEMPLOYMENT TAX - STATE	3,500.00	2,283.30	1,216.70	65%
6600	GROUP MEDICAL - ACWA	300,000.00	178,952.22	121,047.78	60%
6605	RETIREE MEDICAL BENEFITS	20,000.00	15,723.56	4,276.44	79%
6610	LIFE INSURANCE - ACWA	7,300.00	3,825.00	3,475.00	52%
6615	DISABILITY INS - STANDARD	26,000.00	14,467.29	11,532.71	56%
6620	WORKER'S COMPENSATION	50,000.00	44,958.00	5,042.00	90%
6640	DENTAL INSURANCE - ACWA	19,000.00	7,823.64	11,176.36	41%
6650	UNIFORM SERVICE - MISSION	11,500.00	7,859.56	3,640.44	68%
	TOTAL SALARIES AND BENEFITS	\$ 3,289,900.00	\$ 2,368,042.76	\$ 921,857.24	72%
SERVICES AND SUPPLIES					
7090	INS (GEN LIAB/AUTO/E&O) - CSRMA	\$ 80,000.00	\$ 36,923.00	\$ 43,077.00	46%
7091	PROPERTY INSURANCE	28,000.00	36,130.84	(8,130.84)	129%
7093	INS (EMP DISHONESTY BOND) - CSRMA	1,200.00	891.00	309.00	74%
7094	INS (MOBILE EQUIP) - CSRMA	10,000.00	11,656.34	(1,656.34)	117%
7110	EMPLOYEE PHYSICALS	2,500.00	534.00	1,966.00	21%
7121	PROPERTY MAINTENANCE	70,000.00	182,743.70	(112,743.70)	261%
7122	VEHICLE MAINTENANCE	15,000.00	4,120.79	10,879.21	27%
7126	COLL - EQUIPMENT RENTAL	1,000.00	-	1,000.00	0%
7127	COLL - SAFETY EQUIPMENT/SUPPLIES	8,000.00	544.22	7,455.78	7%
7129	LIFT STATION PARTS	30,000.00	40,027.98	(10,027.98)	133%
7133	VACCON EQUIPMENT & REPAIRS	15,000.00	1,576.00	13,424.00	11%
7134	CCTV EQUIPMENT/REPAIRS	15,000.00	14,404.61	595.39	96%
7136	COLL - MISC COLLECTION TOOLS	10,000.00	9,442.03	557.97	94%
7138	JETTER TRUCK EQUIP / REPAIRS	6,000.00	4,503.04	1,496.96	75%
7150	MECHANICAL MAINTENANCE	5,000.00	1,489.84	3,510.16	30%
7200	GENERAL OPERATING SUPPLIES	10,000.00	7,127.38	2,872.62	71%
7201	DRINKING WATER	2,500.00	1,449.84	1,050.16	58%
7202	GLOVES	8,000.00	3,423.70	4,576.30	43%
7205	COMMUNITY & EMPLOYEE GOODWILL	6,000.00	3,249.77	2,750.23	54%
7220	MAILING/SHIPPING EXPENSES	5,000.00	350.00	4,650.00	7%
7430	MEMBERSHIPS	50,000.00	22,412.17	27,587.83	45%
7440	MISCELLANEOUS EXPENSES	2,500.00	511.86	1,988.14	20%
7450	OFFICE EXPENSES	15,000.00	8,500.45	6,499.55	57%
7452	SCANNING & SHREDDING	10,000.00	-	10,000.00	0%
7454	BOOKS/SUBSCRIPTIONS/STUDY GUIDES	2,000.00	-	2,000.00	0%
7456	COMPUTER HARDWARE/SOFTWARE/LICENSING	37,500.00	25,812.33	11,687.67	69%
7461	PROFESSIONAL SERVICES/FEES - LEGAL	100,000.00	38,618.00	61,382.00	39%
7462	PROFESSIONAL FEES - ACCOUNTING	45,000.00	9,574.60	35,425.40	21%
7463	PROF SERVICES - ENGINEERING	100,000.00	5,797.50	94,202.50	6%
7464	PROFESSIONAL FEES - COMPUTER/GIS	60,000.00	76,288.48	(16,288.48)	127%
7466	PROF SERVICES - HUMAN RESOURCES	12,000.00	17,731.63	(5,731.63)	148%
7467	PROF SERVICES - SPECIAL LEGAL COUNSEL	25,000.00	-	25,000.00	0%
7500	PUBLIC OUTREACH	10,000.00	4,681.50	5,318.50	47%
7506	ADMINISTRATIVE FEES	30,000.00	17,786.62	12,213.38	59%
7508	COLLECTION/TREATMENT FINES	10,000.00	-	10,000.00	0%
7510	CONTRACTED SERVICES/LABOR	95,000.00	133,895.61	(38,895.61)	141%
7530	ADS/NOTICES FOR PUBLICATION	3,000.00	462.50	2,537.50	15%
7610	FURNITURE/FIXTURES	10,000.00	1,236.87	8,763.13	12%
7641	NPDES PERMIT EXPENSES-LAB	17,000.00	11,450.91	5,549.09	67%
7645	NPDES PERMIT REQUIREMENTS - OPERATIONS	100,000.00	27,745.19	72,254.81	28%
7650	ELECTION EXPENSES	-	-	-	0%
7651	ANALYZER CHEMICALS	-	996.62	(996.62)	0%
7652	BIOSOLIDS DISPOSAL	65,000.00	45,312.69	19,687.31	70%
7653	CHEMICALS	300,000.00	217,319.36	82,680.64	72%
7654	GENERATOR SERVICE	10,000.00	868.35	9,131.65	9%

7655	HAZARDOUS MATERIALS DISPOSAL	2,000.00	37.80	1,962.20	2%
7656	PLANT EQUIPMENT RENTAL	5,000.00	-	5,000.00	0%
7657	PLANT MAINTENANCE MATERIALS	90,000.00	59,717.55	30,282.45	66%
7658	PLANT MAINTENANCE PROJECTS	5,000.00	-	5,000.00	0%
7659	PLANT SAFETY EXPENSES	-	487.28	(487.28)	100%
7661	POLYMER	10,000.00	-	10,000.00	0%
7662	SMALL TOOLS/EQUIP	4,000.00	796.94	3,203.06	20%
7670	SPECIAL PROJECTS	120,000.00	75,225.63	44,774.37	63%
7671	ASSET MANAGEMENT	97,000.00	54,115.00	42,885.00	56%
7675	COVID-19 EXPENSES	-	1,747.54	(1,747.54)	100%
7681	2023 WINTER STORM	-	817.25	(817.25)	100%
7700	LAB CONSUMABLES-SMALL EQUIPMENT	32,000.00	30,604.98	1,395.02	96%
7702	LAB EQUIPMENT MAINTENANCE	10,000.00	3,603.89	6,396.11	36%
7703	CONTRACT LAB ANALYSES	10,000.00	3,408.03	6,591.97	34%
7722	BOARD TRAINING/CONF REGISTRATION	2,500.00	1,300.00	1,200.00	52%
7723	BOARD MEETINGS/TRAVEL EXPENSES	1,000.00	3,125.81	(2,125.81)	313%
7724	STAFF TRAINING/CONF REGISTRN	15,000.00	5,777.92	9,222.08	39%
7725	STAFF TRAVEL EXPENSES	15,000.00	8,138.57	6,861.43	54%
7726	STAFF CERTIFICATIONS/LICENSES	8,000.00	2,499.00	5,501.00	31%
7727	OSHA REQUIRED TRAINING	5,000.00	1,680.00	3,320.00	34%
7728	SAFETY BOOT ALLOWANCE	4,500.00	1,898.48	2,601.52	42%
7729	APPAREL AND UNIFORMS	2,500.00	1,303.43	1,196.57	52%
7731	LOCAL MEETING EXPENSES	2,500.00	2,958.52	(458.52)	118%
7740	FUEL AND OIL	25,000.00	15,848.06	9,151.94	63%
7761	WATER	10,000.00	9,484.14	515.86	95%
7762	NATURAL GAS	5,500.00	1,861.17	3,638.83	34%
7763	ELECTRICITY	215,000.00	150,850.29	64,149.71	70%
7766	TRASH / RECYCLING	17,000.00	7,411.71	9,588.29	44%
7767	TELEPHONE - LOCAL/LD	18,000.00	12,882.70	5,117.30	72%
7768	TELEPHONE CELLULAR	12,000.00	10,795.81	1,204.19	90%
	TOTAL SERVICES AND SUPPLIES	\$ 2,180,700.00	\$ 1,495,968.82	\$ 684,731.18	69%
	TOTAL OPERATING EXPENDITURES	\$ 5,470,600.00	\$ 3,864,011.58	\$ 1,606,588.42	71%

Fiscal Year 2023-24 Capital Improvement Program (CIP)

Adopted by the Board on June 22, 2023

Collections:

Project No.	Description	Estimated Project Cost	2023-24 Approved Budget	Project Expenditures Through 3/31/2024
C001	Collection System Condition Assessment & Prioritization Plan	\$ 40,000	\$ 50,000	
C002	Highway 101 Sewer Main Protect-In-Place	\$ 1,700,000	\$ 1,700,000	\$ 1,113,902
C003	Large Diameter Sewer Main Rehabilitation - Design	\$ 75,000	\$ 75,000	\$ 31,770
C005	Manhole rehab project (Lining)	\$ 100,000	\$ 100,000	
C009	Emergency Bypass Pumper	\$ 80,000	\$ 80,000	
C010	FEMA Rehabilitation - Design/Permitting	\$ 125,000	\$ 125,000	\$ 147,092
C010	FEMA Rehabilitation - Construction	\$ 950,000	\$ 950,000	\$ 12,304
CMAN	Manhole Adjustments	\$ 60,000	\$ 60,000	\$ 1,137
CEME	Collection O/M Emergencies	\$ 50,000	\$ 50,000	\$ 33,923
CEQU	Equipment Replacement	Various	\$ 830,000	
Collections Subtotal			\$ 4,020,000	\$ 1,340,128

Lift Stations:

Project No.	Description	Estimated Project Cost	2023-24 Approved Budget	Project Expenditures Through 3/31/2024
L001	Lift Station Condition Assessment & Prioritization Plan	\$ 50,000	\$ 50,000	
L002	Channel Lift Station Improvement	\$ 840,000	\$ 420,000	
LEME	Lift Station Emergency Repairs	\$ 120,000	\$ 30,000	\$ 6,518
Lift Stations Subtotal			\$ 500,000	\$ 6,518

Treatment & Laboratory:

Project No.	Description	Estimated Project Cost	2023-24 Approved Budget	Project Expenditures Through 3/31/2024
T001	Electrical Rehabilitation & Aeration Blower Replacement Proje	\$ 200,000	\$ 200,000	
T001	Electrical Rehabilitation & Aeration Blower Replacement Proje	\$ 2,000,000	\$ 2,000,000	
T002	Skimmer Troughs Installation	\$ 70,000	\$ 70,000	\$ 78,417
T003	SCADA System Improvements	\$ 50,000	\$ 50,000	\$ 11,077
T005	IPS Channel Improvements - Design	\$ 40,000	\$ 40,000	
T011	Bar Screen Design	\$ 75,000	\$ 75,000	
T012	Clarifier Maintenance	\$ 220,000	\$ 220,000	\$ 63,520
T013	Bisulfate Tank Replacement	\$ 75,000	\$ 75,000	
TEME	Treatment O/M Emergencies	\$ 100,000	\$ 100,000	\$ 52,487
Treatment Subtotal		\$	2,830,000	\$ 205,502

Facilities:

Project No.	Description	Estimated Project Cost	2023-24 Approved Budget	Project Expenditures Through 3/31/2024
F001	Maintenance Building Restroom Alterations - Design	\$ 15,000	\$ 15,000	
F006	Admin/Operations Roof Replacement	\$ 50,000	\$ 60,000	\$ 88,538
Facilities Subtotal		\$	75,000	\$ 88,538

Sewer Main Extensions:

Project No.	Description	Estimated Project Cost	2023-24 Approved Budget	Project Expenditures Through 3/31/2024
S001	Septic to Sewer Strategic Plan	\$ 70,000	\$ 70,000	
Sewer Main Extensions Subtotal			\$ 70,000	\$ -

Program	2023-24 Approved Budget	Project Expenditures Through 3/31/2024
Collections	\$ 4,020,000	\$ 1,340,128
Lift Stations	\$ 500,000	\$ 6,518
Treatment & Lab Facilities	\$ 2,830,000	\$ 205,502
Sewer Main Extensions	\$ 75,000	\$ 88,538
Sewer Main Extensions	\$ 70,000	\$ -
Total	\$ 7,495,000	\$ 1,640,685



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

QUARTERLY CERTIFICATION STATEMENTS FOR THE MONTECITO SANITARY DISTRICT

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

For the Quarter Ended

March 31, 2024

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

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

Dated: _____

Board Treasurer
MONTECITO SANITARY DISTRICT

RESOLUTION NO. 2024-974

**RESOLUTION OF THE GOVERNING BOARD OF
THE MONTECITO SANITARY DISTRICT
SETTING THE DATE, TIME AND PLACE FOR THE HEARING
AND GIVING NOTICE OF ELECTION TO COLLECT SEWER
SERVICE CHARGES ON THE COUNTY TAX ROLL**

WHEREAS, pursuant to the authority of sections 5473 and 6520.5 of the Health and Safety Code, the Governing Board of the Montecito Sanitary District has by its Ordinance No. 6, dated July 2, 1990, elected to collect certain of its sanitary sewer service charges by means of the County Tax Roll for the Fiscal Year 1990-91 and each subsequent year thereafter, and

WHEREAS, section 5473 of the Health and Safety Code requires that in the event of such an election the District shall cause a written report to be filed, which report shall contain a description of each parcel to be served and the charge therefor, and

WHEREAS, section 5473.1 of the Health and Safety Code requires a hearing on said report and for notice of said hearing to be by publication and mailing.

NOW, THEREFORE, BE IT RESOLVED:

1. That a hearing shall be held at 12:00 p.m. on the 19th day of June 2024, for the purpose of hearing all objections and protests, if any, to said report on file in the Office of the District.
2. That notice of said hearing shall be given as follows:
 - a. by publication in the *Montecito Journal* on May 29 and June 5, 2024;
 - b. by mailing a notice in writing to each person to whom any parcel or parcels of real property in said report is assessed in the last equalized assessment roll available on the date said report is prepared and which parcel listed in the current report was not listed in the report for the previous Fiscal Year.
3. That the General Manager of this District is hereby authorized and directed to give said notice and to do all things necessary to hold said hearing.

PASSED AND ADOPTED by the Governing Board of the Montecito Sanitary District on the 15th day of May 2024, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

(Seal)



Elwood T. Barrett II, President of the
Governing Board of the
MONTECITO SANITARY DISTRICT

ATTEST:

Stephen Williams, Clerk to the
Governing Board of the
MONTECITO SANITARY DISTRICT



Montecito Sanitary District

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

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MONTECITO SANITARY DISTRICT STAFF REPORT – 5

DATE: May 15, 2024
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: District Insurance Policies

RECOMMENDATION

It is recommended that the Board:

- i) Discuss the various opportunities to leverage opportunities with Summerland Sanitary District; and
- ii) Taking any such additional, related action that may be desirable.

DISCUSSION

The Summerland Sanitary District (SSD) is currently considering options for the future of their District operations. The Montecito Sanitary District's (MSD) Strategic Planning Committee has met with representatives of the SSD to discuss some of these options. The purpose of this agenda item is to further discuss these options with the full MSD Board. Representatives from the SSD are planning to be in attendance for this discussion.

FISCAL IMPACT

None.

ATTACHMENTS: None



Montecito Sanitary District

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MONTECITO SANITARY DISTRICT STAFF REPORT – 6

DATE: May 15, 2024
TO: Board of Directors
FROM: John Weigold, General Manager
Stephen Williams, Business and Administrative Manager
SUBJECT: Recycled Water Planning Grant

RECOMMENDATION

It is recommended that the Board:

- i) Accept a grant award of \$219,930 from the State Water Resources Control Board for the joint Montecito Sanitary District and Montecito Water District Recycled Water Feasibility Study; and
- ii) Authorize the General Manager to cut a check to Montecito Water District for half of the grant award (\$109,965) as this study was a joint effort.

ANALYSIS

In October of 2021 the General Manager at that time applied for a grant from the State Water Resources Control Board to reimburse costs already incurred by the District on its joint Recycled Water Feasibility Study with the Montecito Water District.

In December of 2021 the District was notified that it had been accepted and given direction for completing a project report and fulfilling the requirements of the grant award.

After the Recycled Water Feasibility Analysis was concluded and all invoices paid, the Business and Administrative Manager compiled the Draft Project Report pursuant to the grant application requirements. That Draft was returned with notes and the Business and Administrative Manager updated the report and turned in a Final Report in September of 2023.

The Final Report was accepted, and the Business and Administrative Manager completed all required Grant Disbursement forms, compiled all cost support materials, and submitted for reimbursement in March of 2024.

On 3/27/2024 the District received its final notice that it had completed all requirements and received a check in the amount of \$219,930 at the end of April, 2024.

FISCAL IMPACT

None.

ATTACHMENTS:

1. Final Claim Form - Signed
2. Final Reimbursement Request – Signed

**STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
REIMBURSEMENT REQUEST**

(1) INVOICE DATE:	March 6, 2024	MAIL TO: STATE WATER RESOURCES CONTROL BOARD DIVISION OF FINANCIAL ASSISTANCE ATTN: DISBURSEMENT UNIT POST OFFICE BOX 944212 SACRAMENTO, CA 94244-2120 ELECTRONIC SUBMITTAL TO: DFA-SRFDISBURSEMENTS@WATERBOARDS.CA.GOV STREET ADDRESS: 1001 I STREET, 16TH FLOOR SACRAMENTO, CA 95814
(2) INVOICE NO.:	1 - D2205004	
AGREEMENT NO.:	D2205004	
PROJECT NO.:	C-06-8630-110	

AGREEMENT LOAN and/or GRANT RECIPIENT: **Montecito Sanitary District**
 STREET/P.O. BOX: **1042 Monte Cristo Lane**
 CITY AND ZIP CODE: **Montecito, CA 93108**
 AUTHORIZED REPRESENTATIVE: **Bradley Rahrer** TITLE: **General Manager**

STATE USE ONLY		STATE USE ONLY				
BUDGET LINE ITEM	(3) BUDGETED AMOUNT	(4) AMOUNT CLAIMED FOR PAYMENT THIS PERIOD	(5) AMOUNT PREVIOUSLY PAID	(6) APPROVED PAYMENT FOR THIS REQUEST	(7) AMOUNT APPROVED FOR PAYMENT TO DATE	(8) % OF LINE ITEM BUDGET SPENT TO DATE
Draft Project Report	\$ 109,965.00	\$ 109,965.00		\$ 109,965.00	\$ 109,965.00	100.00%
Final Project Report	\$ 109,965.00	\$ 109,965.00		\$ 109,965.00	\$ 109,965.00	100.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
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					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
					\$ 0.00	0.00%
TOTAL	\$ 219,930.00	\$ 219,930.00	\$ 0.00	\$ 219,930.00	\$ 219,930.00	100.00%

COMMENTS (STATE USE ONLY):

STATE USE ONLY: APPROVAL FOR PAYMENT


All Quarterly Reports have been submitted to date.

Draft deliverables submitted for disbursement >70% of total financing amount (Grants Only)

Final deliverables submitted for disbursement >90% of total financing amount (Grants Only)


Final Disbursement Date:
July 7, 2025

Water Code 5103 Compliant Yes, No, N/A


 Digitally signed by Travis Thrasher
Date: 2024.03.20 11:54:44 -07'00'

March 20, 2024

Project Manager Signature Date


Brian Cheng  Digitally signed by Brian Cheng
Date: 2024.03.22 08:38:42 -07'00'

Reviewer Signature Date

Form 260 (Revised 6-17-21) Analyst Unit Signature: **Brian Morris**  Digitally signed by Brian Morris
Date: 2022.10.04 15:28:36 -07'00'

STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
REIMBURSEMENT REQUEST (INVOICE)

Received
Mar 7, 2024
DIVISION OF FINANCIAL ASSISTANCE

FROM: Montecito Sanitary District 1042 Monte Cristo Lane Santa Barbara, CA 93108-2809	DATE STAMP March 6, 2024 INVOICE NO.: 1 - D2205004 AGREEMENT NO.: D2205004 PROJECT NO.: C-06-8630-110 BILLING PERIOD: N/A Analyst Signature:  Brian Morris <small>Digitally signed by Brian Morris Date: 2022.09.19 10:45:40 -07'00' Water Boards</small>
TO: STATE WATER RESOURCES CONTROL BOARD DIVISION OF FINANCIAL ASSISTANCE ATTN: DISBURSEMENT UNIT 16th Floor POST OFFICE BOX 944212 SACRAMENTO, CA 94244-2120	ELECTRONIC SUBMITTAL TO: DFA-SRFDisbursements@Waterboards.ca.gov

FOLLOWING SECTION TO BE COMPLETED BY RECIPIENT

REQUESTED REIMBURSEMENT AMOUNT: \$219,930.00

RECIPIENT CERTIFICATION
By signing this reimbursement request I certify, under PENALTY OF PERJURY, in addition to other legally available penalties, each of the following:

(1) This document was prepared, and any attachments were added, by me or under my direction in accordance with the terms and conditions of the Agreement (number listed above) and, to the best of my knowledge and belief, is accurate. (2) I have paid, or can certify as to the payment of, any and all fees due to the State Water Resources Control Board (State Water Board), (3) I have satisfied, or can certify as to the satisfaction of, all conditions in the Agreement that must be satisfied prior to the disbursement of the funds in this reimbursement request, (4) The costs claimed in this reimbursement request have been incurred and have been paid or will be paid within thirty (30) days of receipt of the funds requested hereby, if such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Board, (5) All prior funds received from this Agreement have been disbursed within 30 days of receipt or have been returned to the State Water Board, (6) All amounts included in this invoice are for costs incurred for the Project and represent only costs authorized under the Agreement that are within the Agreement's approved scope of work and budget, (7) The Agreement might or might not include authority for indirect charges. I certify that any indirect charges included in this request are in accordance with the Agreement, (8) I am aware that there are significant penalties for submitting false or misleading information.

John Weigold Digitally signed by John Weigold Date: 2024.03.06 14:45:28 -08'00' **March 6, 2024**
Signature of the Recipient's Authorized Representative Date

FOLLOWING SECTION IS FOR STATE USE ONLY

CALCULATION FOR REIMBURSEMENT		Reason(s) for Adjustment:
REIMBURSEMENT REQUESTED AMOUNT:	\$219,930.00	
ADJUSTMENT AMOUNT:	\$	
REIMBURSEMENT AMOUNT APPROVED:	\$219,930.00	

FUNDING LINE PAYMENT ALLOCATION (ACCOUNTING DETAIL)

FISCAL SUPPLIER ID NO.: **0000110157**

PURCHASE ORDER NO.	FUNDING DESCRIPTION	PROGRAM NO.	BY	RECEIPT NO.	AMOUNT
D220500400	P13 WR Planning Grant	9990110N09	22/23	0000053112	\$ 75,000.00
D220500400	P68 WR Grant	3560000P99	22/23	0000053112	\$ 144,930.00
					\$
					\$
					\$

TOTAL REIMBURSEMENT APPROVED FOR THIS REQUEST: \$219,930.00

STATE USE ONLY: APPROVAL FOR PAYMENT

 _____ Disbursement Manager Signature	3/25/2024 _____ Date
 _____ Authorized Manager Signature	Mar 26, 2024 _____ Date

Form 261 (Revised 11-8-21)



Montecito Sanitary District

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MONTECITO SANITARY DISTRICT STAFF REPORT - 7

DATE: May 15, 2024
TO: Board of Directors
FROM: John Weigold, General Manager
Bryce Swetek, Engineering Manager
SUBJECT: CEQA Notice of Exemption for Protective Measures of District Facilities
(January 2023)

RECOMMENDATION:

It is recommended the Board consider:

- i) Determining that this action is not subject to California Environmental Quality Act (CEQA) pursuant to State CEQA Exempt Status: Categorical Exemption Class 2 (Section 15302) and Class 4 (Section 15304) as well as Statutory Exemption (State Code 15269).

DISCUSSION:

Background: As a result of winter storm events in January 2023, several District facilities became vulnerable to damage due to erosion. The following projects are proposed to protect MSD facilities from further storm damage and prevent infrastructure failures:

- Project 1 - Manhole 616-4D (Montecito Creek)
- Project 2 - Manhole 638-4C (Montecito Creek)
- Project 3 - Pipe L333-7 (San Ysidro Creek)
- Project 4 - Pipe L380-5 (Hot Springs Creek, tributary to Montecito Creek)

Each project has a similar proposed creek bank restoration strategy, which is to protect the District's facilities with angular boulders to withstand the creek velocities and prevent further erosion. Projects 1 – 4 are anticipated to be constructed over 4 months between September 2024 and December 2024.

CEQA Exemption Analysis: Categorically and statutorily exempt by CEQA.

Categorical Exemptions The proposed project also qualifies for several Categorical Exemptions (CE) under CEQA. Public Resources Code Section 21084 requires the CEQA Guidelines to include a list of classes of projects that have been determined not to have a significant effect on the environment and that are, therefore, exempt from CEQA (see Article 19, Sections 15301 through 15333 of the CEQA Guidelines). These classes of projects under CEQA fall into several distinct categories. Sections 15302 and 15304 also apply to the project.

Section 15302 – Replacement or Reconstruction – part (c)

Class 2 projects consist of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. Specifically, part (c) applies to the project:

- (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.

The project involves the implementation of protective measures at existing MSD facilities and replacement or reconstruction of stabilization materials associated with those facilities. No relocations or capacity increases are proposed.

Section 15304 – Minor Alterations to Land – parts (c) and (f)

Class 4 consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes. Specifically, parts (c) and (f) apply to the project.

- (c) Filling of earth into previously excavated land with material compatible with the natural features of the site
- (f) Minor trenching and backfilling where the surface is restored

The project involves the placement of fill materials including soil, concrete, and angular boulders, consistent with the natural features of the creeks and surrounding banks and existing materials associated with existing MSD utility infrastructure. The proposed fill materials are proposed to protect existing MSD facilities and replace stabilization materials eroded in the winter storms. No tree removals are proposed.

Discussion of CEQA Guidelines 15300.2 Exceptions

Projects that are consistent with the categorical exemptions identified in CEQA Guidelines Sections 15301 through 15333 are not automatically exempt from CEQA review. Section 15300.2 (Exceptions) of the CEQA Guidelines outlines the cases in which projects that would normally be exempt from CEQA review would not be exempt. These exceptions are as follows:

- a. Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, except where the project may impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.
- b. Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

- c. Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.
- d. Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.
- e. Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.
- f. Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

The following sections address each one of the potential exceptions and demonstrate that none apply to the proposed project.

15300.2(a) Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, except where the project may impact an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, State, or local agencies.

As discussed in the Biological Resources Assessments (BRAs) prepared for the project, with implementation of BMPs, impacts to biological resources in the study areas would be less than significant. As discussed in the Cultural Resources Assessments, with implementation of BMPs, the proposed project would not affect mapped archaeological resources or historic properties. MSD may be subject to additional conditions from jurisdictional permitting agencies to protect jurisdictional features.

In addition, as stated below in the discussion of Exception 15300.2(e) Hazardous Waste Sites, the project site is not listed as containing active hazardous waste sites.

Therefore, this exception to a CE does not apply to the proposed project.

15300.2(b) Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

In addition to the proposed project, there is a nearby Ennisbrook emergency project that California Department of Fish & Wildlife (CDFW) referenced during our pre-application meeting. However, construction activities are not anticipated to overlap. There are no other successive projects of the

same type planned by MSD, or cumulative projects noted by the County of Santa Barbara in the project areas.^[1]

As such, no significant cumulative impacts would result from successive projects in the same place over time. This exception to a CE does not apply to the proposed project.

- 15300.2(c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

The circumstances of the proposed project are not considered unusual because: (1) the proposed protective measures are located at existing MSD facilities, (2) the proposed work is consistent with previous non-emergency and emergency measures implemented to protect the existing infrastructure, and (3) the proposed materials are consistent with the natural features of the site and existing utilities. Upon completion of construction, operational activities would return to existing conditions.

Therefore, no unusual circumstances exist. Therefore, this exception to a CE does not apply.

- 15300.2(d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

The nearest officially designated state scenic highway is State Route 154, approximately 6.5 miles west of the project areas. The project areas would not be visible from any designated state scenic highways. There is no potential for damage to scenic resources within a state scenic highway.

Therefore, this exception to a CE does not apply to the proposed project.

- 15300.2(e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

The following resources were reviewed to evaluate the potential for past releases of hazardous materials within one-eighth mile of the project areas:

- State Water Resources Control Board's (SWRCB) online GeoTracker database
- Department of Toxic Substances Control's (DTSC) online EnviroStor database

No SWRCB GeoTracker or DTSC EnviroStor sites are located within one-eighth mile of the project areas.^{[2], [3]} Therefore, this exception to a CE does not apply to the proposed project.

^[1] County of Santa Barbara. 2023. Cumulative Projects List. Last updated February 2023.

<https://content.civicplus.com/api/assets/fbe3d98f-77db-4462-8dcf-f19cbc1aa352> (accessed April 25, 2024)

^[2] SWRCB. 2024. GeoTracker.

<https://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=1200+pepper+lane%2C+santa+barbara%2C+ca> (accessed April 2024).

^[3] DTSC. 2022a. Hazardous Waste and Substances Site List. <http://www.envirostor.dtsc.ca.gov/?surl=6p5pi> (accessed April 2024)

15300.2(f) Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

As discussed in the Cultural Resources Assessments prepared for the proposed project, the project would not cause a substantial adverse change in the significance of a historical resource. This exception to a CE does not apply.

Statutory Exemption: The proposed project qualifies for a Statutory Exemption under CEQA. Public Resources Code Section 21083 identifies exemptions from CEQA granted by the Legislature (see Article 18, Sections 15260 through 15285 of the CEQA Guidelines). Section 15629 applies to the project.

Section 15629 – Emergency Projects – parts (b) and (c)

The following emergency projects are exempt from the requirements of CEQA (excerpt from CEQA Guidelines Section 15269). Specifically, parts (b) and (c) apply to the project.

(b) Emergency repairs to publicly or privately owned service facilities necessary to maintain service essential to the public health, safety or welfare. Emergency repairs include those that require a reasonable amount of planning to address an anticipated emergency.

(c) Specific actions necessary to prevent or mitigate an emergency. This does not include long-term projects undertaken for the purpose of preventing or mitigating a situation that has a low probability of occurrence in the short-term, but this exclusion does not apply (i) if the anticipated period of time to conduct an environmental review of such a long-term project would create a risk to public health, safety or welfare, or (ii) if activities (such as fire or catastrophic risk mitigation or modifications to improve facility integrity) are proposed for existing facilities in response to an emergency at a similar existing facility.

The proposed project would protect MSD facilities from further erosion-related damage in the upcoming 2025-2026 winter storm season, thereby maintaining public sanitary services essential to public health, safety, and welfare. The purpose of the project is to protect infrastructure and prevent potential near-term emergencies associated with storm and erosion damage, such as ruptures, sewage leaks, and infrastructure failure. As such, the proposed project qualifies for this statutory exemption for emergency projects.

Fiscal Impact: There is no fiscal impact currently per the purpose of this Staff Report. The latest estimate for the construction cost of the project is approximately \$1,100,000. The District anticipated FEMA to reimburse the District up to 92% once the project is complete.

Departments Involved: Engineering, Administration, and Collections

Project Vicinity Map



DRAFT PROPOSED BUDGET FOR FISCAL YEAR 2024-25

A/C No	DESCRIPTION	BASED ON ACTUAL EXPENSES THROUGH 3/31/2024				FY2024-25 Proposed Budget
		FY2023-24 Approved Budget	Actual Expense	Balance Remaining	Projected Year End	
6100	Regular Salaries	2,099,000	1,503,935	595,065	2,005,246	2,230,000
6105	Board Salaries	45,000	22,407	22,593	29,876	45,000
6108	Auto Allowance - GM	3,600	3,000	600	4,000	3,600
6270	Standby Pay	33,000	39,750	(6,750)	53,000	54,600
6300	Overtime	30,000	18,564	11,436	24,752	30,000
6400	CalPERS Contribution	415,000	343,769	71,231	458,358	430,000
6410	Employee Benefits	60,000	43,204	16,796	57,606	65,000
6500	FICA / Social Security Contribution	135,000	94,921	40,079	126,562	145,000
6510	Medicare Contribution	32,000	22,600	9,400	30,133	34,000
6520	Unemployment Tax - SUI	3,500	2,283	1,217	3,044	3,500
6600	Group Medical Insurance	300,000	178,952	121,048	238,603	285,000
6605	Retirement Medical Benefits	20,000	15,724	4,276	20,965	23,000
6610	Life Insurance	7,300	3,825	3,475	5,100	6,500
6615	Short / Long Term Disability	26,000	14,467	11,533	19,290	26,000
6620	Worker's Compensation	50,000	44,958	5,042	59,944	58,000
6640	Dental Insurance	19,000	7,824	11,176	10,432	19,000
6650	Uniform Allowance	11,500	7,860	3,640	10,479	11,500
Total Salaries and Benefits		\$ 3,289,900	\$ 2,368,043	\$ 921,857	\$ 3,157,390	\$ 3,469,700

7090	Pooled Liability Insurance	80,000	76,236	3,764	76,236	88,000
7091	Property Insurance	28,000	36,131	(8,131)	25,878	40,000
7093	Crime Policy	1,200	891	309	849	1,200
7094	Public Entity Physical Damage	10,000	11,656	(1,656)	9,408	14,000
7110	New Employee Physicals/Expenses	2,500	534	1,966	712	2,500
7121	Property Maintenance	70,000	182,744	(112,744)	243,658	101,000
7122	Vehicle Maintenance	15,000	4,121	10,879	5,494	15,000
7126	Coll - Equipment Rental	1,000	-	1,000	-	1,000
7127	Coll - Safety Equipment	8,000	544	7,456	726	8,000
7129	Lift Station Parts	30,000	40,028	(10,028)	53,371	32,000
7133	VacCon Equipment / Repairs	15,000	1,576	13,424	2,101	15,000
7134	CCTV Equipment / Repairs	15,000	14,405	595	19,206	15,000
7135	Private Lateral Replacement Incentive	-	-	-	-	-
7136	Miscellaneous Collection Tools/Supplies	10,000	9,442	558	12,589	10,000
7138	Jetter Truck Equipment / Repairs	6,000	4,503	-	6,004	6,000
7150	Mechanical Maintenance	5,000	1,490	3,510	1,986	5,000

DRAFT PROPOSED BUDGET FOR FISCAL YEAR 2024-25

A/C No	DESCRIPTION	FY2023-24 Approved Budget	BASED ON ACTUAL EXPENSES THROUGH 3/31/2024			FY2024-25 Proposed Budget
			Actual Expense	Balance Remaining	Projected Year End	
7200	General Operating Supplies	10,000	7,127	2,873	9,503	10,000
7201	Drinking, Bottled Water	2,500	1,450	1,050	1,933	2,500
7202	Gloves	8,000	3,424	4,576	4,565	8,000
7205	Community & Employee Goodwill	6,000	3,250	2,750	4,333	6,000
7220	Mailing / Shipping Expenses	5,000	350	4,650	467	5,000
7430	Memberships	50,000	22,412	27,588	36,500	40,000
7440	Miscellaneous Expenses	2,500	512	1,988	682	2,500
7450	Office Expenses	15,000	8,500	6,500	11,334	15,000
7452	Scanning & Shredding	10,000	-	10,000	-	10,000
7454	Books / Subscriptions / Study Guides	2,000	813	1,187	1,084	2,000
7456	Computer Hardware/Software/Licensing	37,500	25,812	11,688	34,416	45,000
7461	Prof Services - Legal	100,000	38,618	61,382	51,491	75,000
7462	Prof Services - Accounting	45,000	9,575	35,425	12,766	32,500
7463	Prof Services - Engineering	100,000	5,798	94,203	7,730	100,000
7464	Prof Services - Computer	60,000	76,288	(16,288)	101,718	60,000
7466	Prof Services - Human Resources	12,000	17,732	(5,732)	23,642	12,000
7467	Prof Services - Special Legal Counsel	25,000	-	-	-	-
7500	Public Outreach/Education	10,000	4,682	5,319	6,242	10,000
7506	Administrative Fees	30,000	17,787	12,213	23,715	30,000
7508	Collection/Treatment Fines	10,000	-	10,000	-	10,000
7510	Contracted Services/Labor	95,000	133,896	(38,896)	178,527	95,000
7530	Notices / Ads for Publication	3,000	463	2,538	617	3,000
7610	Furniture & Fixtures	10,000	1,237	8,763	1,649	15,000
7641	NPDES Permit Requirements - Lab	17,000	11,451	5,549	15,268	17,000
7645	NPDES Permit Requirements - Operations	100,000	82,745	17,255	110,327	100,000
7650	Election Expenses	-	-	-	-	8,000
7652	Biosolids Disposal	65,000	45,313	19,687	60,417	70,000
7653	Chemicals for Plant	300,000	217,319	82,681	289,759	300,000
7654	Generator Servicing - Plant	10,000	868	9,132	1,158	10,000
7655	Hazardous Materials Disposal	2,000	38	1,962	50	2,000
7656	Plant Equipment Rental	5,000	-	5,000	-	5,000
7657	Plant Maintenance Materials	90,000	59,718	30,282	79,623	90,000
7658	Plant Maintenance Projects	5,000	-	5,000	-	5,000
7659	Safety Expenses	5,000	487	4,513	650	5,000
7661	Polymer	10,000	-	10,000	-	-
7662	Small Tools/Equipment - Plant	4,000	797	3,203	1,063	4,000

DRAFT PROPOSED BUDGET FOR FISCAL YEAR 2024-25

A/C No	DESCRIPTION	BASED ON ACTUAL EXPENSES THROUGH 3/31/2024				FY2024-25 Proposed Budget
		FY2023-24 Approved Budget	Actual Expense	Balance Remaining	Projected Year End	
7670	Special Projects	120,000	75,226	44,774	100,301	80,000
7671	Asset Management	97,000	54,115		72,153	186,800
7700	Laboratory Consumables & Small Equipment	32,000	30,605	1,395	40,807	35,500
7702	Laboratory Equipment Maintenance	10,000	3,604	6,396	4,805	12,000
7703	Contract Laboratory Analyses	10,000	3,408	6,592	4,544	10,000
7722	Board Training/Conf. Registration	2,500	1,300	1,200	1,733	2,500
7723	Board Meetings/Travel Expenses	1,000	3,126	(2,126)	4,168	5,000
7724	Staff Training/Conf. Registration	15,000	5,778	9,222	7,704	15,000
7725	Staff Travel Expenses	10,000	8,139	1,861	10,851	15,000
7726	Staff Certifications/Licenses	8,000	2,499	5,501	3,332	8,000
7727	OSHA Required Training	5,000	1,680	3,320	2,240	5,000
7728	Safety Boot Allowance	4,500	1,898	2,602	2,531	4,500
7729	Apparel and Uniforms	2,500	1,303	1,197	1,738	2,500
7731	Local Meeting Expenses	2,500	2,959	(459)	3,945	2,500
7740	Fuel and Oil	25,000	15,848	9,152	21,131	25,000
7761	Water	10,000	9,484	516	12,646	10,000
7762	Natural Gas	5,500	1,861	3,639	2,482	5,500
7763	Electricity	215,000	150,850	64,150	201,134	225,000
7766	Trash & Recycling Service	17,000	7,412	9,588	9,882	17,000
7767	Communications	18,000	12,883	5,117	17,177	22,000
7768	Telephone - Cellular	12,000	10,796	1,204	14,394	12,000
Total Operating Expenses		\$ 2,180,700	\$ 1,587,533	\$ 524,172	\$ 2,069,147	\$ 2,259,000
Total Expenses		5,470,600	3,955,576	1,446,029	5,226,537	5,728,700

FY 2024-25 Capital Improvement Program (CIP) Budget

Adopted by the Board on TBD

Collections:

Project No.	Description	Estimated Cost	2024/2025 Budget
C001	Collection System Master Plan	\$ 175,000	\$ 175,000
C003	2025 Sewermain CIPP Lining - Design	\$ 115,000	\$ 115,000
C005	Manhole Lining Project	\$ 525,000	\$ 525,000
C010	FEMA Rehabilitation - Construction	\$ 1,100,000	\$ 1,100,000
C011	Tractor	\$ 150,000	\$ 150,000
C012	CCTV Camera and Transporter	\$ 65,000	\$ 65,000
C013	Combination Cleaner	\$ 662,000	\$ 662,000
CMAN	Manhole Adjustments	\$ 75,000	\$ 75,000
CEME	Collection O/M Emergencies	Unknown	\$ 75,000
		Collections Total	\$ 3,067,000

Lift Stations:

Project No.	Description	Estimated Cost	2024/2025 Budget
L001	Channel Lift Station Improvement	\$ 275,000	\$ 275,000
LEME	Lift Station Emergency Repairs	Unknown	\$ 75,000
		Lift Stations Total	\$ 350,000

Treatment & Laboratory:

Project No.	Description	Estimated Cost	2024/2025 Budget
T001	Wastewater Treatment Plant Project - Design and Engineering	\$ 1,000,000	\$ 1,000,000
T014	Laboratory Dishwasher	\$ 11,000	\$ 11,000
T015	Diffusers	\$ 43,000	\$ 43,000
TEQU	Treatment Equipment	\$ 50,000	\$ 50,000
TEME	Treatment O/M Emergencies	Unknown	\$ 100,000
TSCA	SCADA Maintenance	\$ 50,000	\$ 50,000
Treatment & Laboratory Total			\$ 1,254,000

Facilities:

Project No.	Description	Estimated Cost	2024/2025 Budget
F004	Administration Building Improvements	\$ 30,000	\$ 30,000
F007	Siesmic and Materials Study	\$ 233,497	\$ 205,000
Facilities Total			\$ 235,000

Sewer Main Extensions:

Project No.	Description	Estimated Cost	2024/2025 Budget
S001	Septic to Sewer Strategic Plan	\$ 150,000	\$ 150,000
Sewer Main Extensions Total			\$ 150,000

Program	2023/2024 Budget
Collections	\$ 3,067,000
Lift Stations	\$ 350,000
Treatment & Laboratory Facilities	\$ 1,254,000
Sewer Main Extensions	\$ 150,000
Total	\$ 5,056,000



Montecito Sanitary District

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MONTECITO SANITARY DISTRICT STAFF REPORT – 9

DATE: May 15, 2024
TO: Board of Directors
FROM: John Weigold, General Manager
Stephen Williams, District Administrator
SUBJECT: District Insurance Policies

RECOMMENDATION

It is recommended that the Board discuss the various insurance policies held by the District.

ANALYSIS

On April 4, 2024 staff circulated to the Board a summary of the District's insurance policies. This topic was requested to be agendaized for discussion. At the April 17, 2024 regular Board meeting, the Board asked for this item to be discussed at the next regular Board meeting.

The two questions that Directors had regarding insurance were:

- 1) Are the directors covered under our insurance policy; and
- 2) Is the District covered in the event there is damage done to a homeowners property as a result of required District work.

The answer to both of those questions is yes. The Directors are covered under all portions of our Pooled Liability coverage, pursuant to the deductibles and coverage limits provided in the summary sheet.

The District is also covered for damage done to another individual's property while conducting District business, also pursuant to the deductibles and coverage limits provided in the summary sheet.

FISCAL IMPACT

None.

ATTACHMENTS:

1. District Insurance Summary

**MONTECITO SANITARY DISTRICT
POLICY REGISTER
ENDING JUNE 30, 2024**

POLICY #	EFFECTIVE DATE 23-24	NATURE OF INSURANCE	COMPANY	LIMITS/ DED.	COST
CSL MSD 2324 1	12/31/23-24	GL/AL (INCLUDING ERRORS & OMISSIONS AND EMPLOYMENT PRACTICES LIABILITY [EPL]) <i>REINSURANCE</i> <i>REINSURANCE</i>	CSRMA POOLED LIABILITY MUNICH AMERICAN REINSURANCE CO. <i>MUNICH AMERICAN REINSURANCE CO.</i> <i>BERKLEY PUBLIC ENTITY</i>	XS \$15,750,000 COVERAGE LIMIT \$10,000 OPERATION/AUTO DED \$2,500 E&O DED \$25,000 EPL DED \$25,000 SEWER BACKUP DED <i>\$10,000,000 ULTIMATE NET LOSS XS \$750,000 EACH LOSS OCCURRENCE</i> <i>\$5,000,000 ULTIMATE NET LOSS XS \$10,500,000 EACH LOSS OCCURRENCE</i>	\$85,697
0312-6366	12/31/23-24	EXCESS LIABILITY	GREAT AMERICAN E&S INSURANCE COMPANY & ALLIED WORLD NATIONAL ASSURANCE COMPANY (QUOTA-SHARE)	\$10,000,000 LIMITS XS \$15,750,000	INCLUDED ABOVE
APIP2324 (DEC 34)	07/01/23-24	SPECIAL FORM PROPERTY	ALLIANT PROPERTY INSURANCE PROGRAM (APIP)	\$29,531,579 TIV \$10,000 DED	\$36,131
ISPILLSCAZ0U003	07/01/23-24	PUBLIC ENTITY POLLUTION LIABILITY (CLAIM MADE & REPORTED)	IRONSHORE SPECIALTY INSURANCE COMPANY	\$25,000,000 POLICY AGG 2,000,000 PER POLLUTION CONDITION LIMIT/MEMBER \$100,000 AGG \$250,000 PER POLLUTION CONDITION RETENTION CLAIMS MADE AND REPORTED	INCLUDED ABOVE
FN2305500	07/01/23-24	CYBER LIABILITY COVERAGE	LLOYDS'S OF LONDON – BEAZLEY SYNDICATE: SYNDICATES 2623-623 - 100% (APIP)	2,000,000 AGG FIRST PARTY COMPUTER SECURITY AND THIRD-PARTY \$50,000 RETENTION	INCLUDED ABOVE

CSWC MSD 2324 1	07/01/23-24	WORKERS' COMPENSATION EMPLOYERS LIABILITY	CSRMA POOLED WORKERS' COMPENSATION	\$1,000,000 LIMIT \$0 DED	\$43,571
SP 4066653	07/01/23-24	EXCESS WORKERS' COMPENSATION & EMPLOYERS LIABILITY	SAFETY NATIONAL CASUALTY CORPORATION	STATUTORY XS 1,000,000 \$1,000,000 XS \$1,000,000	INCLUDED ABOVE
MXI 93058679	07/01/23-24	ALLIANT MOBILE VEHICLE PROGRAM (AMVP)	AGCS MARINE INSURANCE COMPANY	\$1,114,036 TOTAL VALUE \$1,000/2,000 COMP & COLLISION DEDUCTIBLE	\$9,080
01-309-02-02	07/01/23-24	ACIP CSRMA MASTER CRIME	NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA (AIG)	\$2,000,000 LIMIT \$2,500 DED	\$891
106007331	10/13/23-24	ID FRAUD MASTER POLICY IDENTITY THEFT	TRAVELERS INSURANCE COMPANY	\$25,000 LIMIT \$0 DEDUCTIBLE	NO CHARGE
PJ2300050 - 0005	07/01/23-24	ADWRP – ALLIANT DEADLY WEAPONS RESPONSE	LLOYDS OF LONDON - BEAZLEY	LIMITS OF LIABILITY (100%) \$500,000 EACH & EVERY EVENT (INCLUDING CLAIM EXPENSE) \$2,500,000 ANNUAL AGGREGATE \$250,000 VARIOUS SUBLIMITS FOR COUNSELING SERVICES, FUNERAL EXPENSES, 1 ST PARTY PROPERTY DAMAGE, BUSINESS INTERRUPTION AND DEMOLITION/MEMORIALISATION	NO CHARGE



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MONTECITO SANITARY DISTRICT STAFF REPORT – 10

DATE: May 15, 2024
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:

GM Meetings

Since my last report, I attended the April 22 meeting of the Santa Barbara Chapter of the California Special District Association (SBCSDA) in Goleta. The meeting included an update by our regional CSDA representative on state and national issues and the SBCSDA Board presented annual awards. I met with representatives of the Butterfly Beach Association and Monte Cristo Lane to discuss issues related to the Music Academy of the West permit application. The District held a spring luncheon for staff on Friday, May 10 at the plant. Lastly, I attended the May 14 meeting of the Montecito Association to update them on District operations.

January 2023 Storms Damage Projects Update

Staff has been informed by FEMA in order to continue the determination of reimbursement eligibility process, the District must secure Santa Barbara County Flood Control “No-Rise” Certifications for each project. Staff and Stantec anticipated the “No-Rise” requirements for the projects. Staff and Stantec had a meeting with County Flood Control on April 19 to go over the project. Stantec has revised their plans based on feedback from County Flood Control and they are in the process of finalizing hydraulic modeling in support of the “No-Rise” Certification. Staff, Stantec, and Rincon have been in on-going discussions with environmental public agencies to chart the best path forward. Staff has given direction to Rincon to prioritize implementing the construction prior to the wet season of 2024-2025 as part of the permitting pathway. These permits are the critical path for construction and may push the construction into September-November time frames, which is near or into the wet season of 2024-2025. Staff will be working with Rincon to expedite the permit process as much as possible. On April 29 and April 30, 2024, Staff sent letters to owners and key project members updating them on the current status of their respective projects

as well as requesting letters of support. Thus far, Staff and Stantec have met with the owner of 1250 Pepper Lane for Project 1; as well as Ennisbrook board members and the Santa Barbara Land Trust for Project 3. Staff anticipates potential site meetings with key project members for Project 2 and 4 in the coming weeks.

Wastewater Treatment Plant (WWTP/Plant) Improvements Project

Staff has been providing on-going information to Southland, such as record drawings and energy use information. Staff and SSG have been working on a contract for the WWTP Seismic Risk Assessment and Materials Study and anticipate finalizing it this week. MKN has provided us with a proposal to provide a technical memorandum regarding a comparison between membrane bioreactors and conventional activated sludge treatment processes in support of this project. Staff anticipates a draft memo in five weeks. Southland, MKN, and Staff are working on a presentation for the A&O committee to provide a review of who Southland and MKN are, where we are in the process of this project, as well as how the process of design-build looks. Staff will continue investigative efforts to determine the best course of action for improving the Plant while considering what's best for the rate payers as well as the potential for recycled water.

Admin/Ops Building Roof Replacement

The roof work is substantially complete and watertight. Best Contracting has finished installing the pipeline supports as well as a non-slip walking pad. A inspector from the County Building and Safety inspected the roof on May 9, 2024, and we are expected to pass final inspection. A Notice of Completion for this project is anticipated by the next regularly scheduled Board Meeting.

Hwy 101 Roundabouts

The District was able to confirm the final Change Order with Tierra Contracting. A final invoice was received from Tierra on May 10, 2024. In the process of finalizing the Notice of Completion, Staff wanted to make sure all work associated with Rincon (archeological monitoring) was complete as well and we await a response from Rincon. A Notice of Completion for this project is anticipated by the next regularly scheduled Board Meeting.

Hwy 101 Sewer Crossing Lining

The District has made progress with Tierra Contracting regarding a Change Order amount and anticipates issuing a Notice of Completion by the next regularly scheduled Board Meeting. Once this process finalizes, Staff can contact SBCAG to being the reimbursement process.

Human Resources

The District hired Brittany Besse, as Administrative Technician II, and her first day was April 22nd, 2024. Also, a Treatment Operator III had a successful annual evaluation and was awarded the next step on their salary range pursuant to the current Salary Schedule.

Coastal Hazards Monitoring Plan

Staff has received the draft plan and it is under review. Staff anticipates submitting the draft to the Regional Water Quality Control Board by May 17, 2024.

Sewer Manhole Rehabilitation (Lining)

Staff had a kick-off meeting on May 2, 2024 with MKN to help provide maps and specifications for the District’s manhole rehabilitation project. Staff anticipates this project will address approximately 90 manholes, which were found to have various levels of infiltration.

On-Call Survey Work

The District entered into an on-call contract with WW Surveying (WW). WW will begin efforts to locate District easements in properties where there are encroachment concerns. The District will prioritize post-construction and design phase projects. This work will give the District necessary information to determine next steps. Thus far, WW has performed work on four different properties and the District will review the results of the survey to determine next steps regarding developments on the properties.

Sewer Main Extension Work

Staff has ongoing plan and agreement review as well as implementation for projects located at 1950 Lemon Ranch, 2500 E. Valley Road, and 664 Oak Grove. Staff is in the process of securing inspection services for 1950 Lemon Ranch and construction on their relocation is expected later this month.

Channel Drive Force Main Improvements

Staff has been working with Phoenix Engineering to discuss a scope-of-work for this project. As discussed last GM report, the challenge as part of this project is permitting with the Union Pacific Railroad (UPRR). There has been back and forth discussion regarding the potential to add improvements to Bonnymede to combine UPRR permitting efforts for each location. Upon a field visit, it was determined in addition to the UPRR permitting effort, the Bonnymede improvements would require a significant permitting effort from environmental agencies due to the facilities being located along or crossing Montecito Creek. Considering the situation at Channel Drive being imperative to improve as soon as possible, it was determined to no longer link together the Channel Drive and Bonnymede improvements. Instead, improvements to Bonnymede would be further considered within the Collection System Master Plan.

CIP Progress

Project	Status/Phase	Priority	Comments
Admin/Operations Building Roof Replacement	Construction	Medium	Construction is substantially complete.
SCADA System Improvements	Implementation	Medium	Work is ongoing.
Clarifier Maintenance	Pre-Construction	High	1 clarifier complete. Parts purchased for the rest.
Bisulfite Tank	Pre-Construction	High	Parts purchased. Awaiting delivery.
Protective Measures of District Facilities (2023 Storm)	Design	High	All 4 sites being worked on simultaneously. 90% design.
Sewer Manhole Rehabilitation (Lining)	Design	High	On-going.
2025 Sewer Main CIPP Lining - Design	RFP	High	Anticipated to reach consultants this week.
Channel Drive Force Main Improvements - Design	RFP	High	Anticipated to reach consultants this week.
Septic to Sewer Master Plan	RFP	Low	Anticipated to reach consultants prior to FY 23-24.
Collection System Mater Plan	RFP	Medium	Anticipated to reach consultants prior to FY 23-24.
WWTP Improvements	Investigation	High	Working with Southland, MKN, SSG.
Highway 101 Sewer Crossing Lining	Complete	Medium	Seeking Notice of Completion
Highway 101 - Roundabouts	Complete	Medium	Seeking Notice of Completion
Wastewater Outfall Inspection	Complete	Complete	
Treatment O/M Emergencies - Hypo Tank Replacement	Complete	Complete	
Posillipo Force Main Relocation and Restoration - Phase 1	Complete	Complete	
Skimmer Troughs	Complete	Complete	

Effluent Flow / Rainfall Comparison

