



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

AGENDA

For the Regular Meeting of the Montecito Sanitary District Board of Directors:

November 12, 2025

The regular meeting of the Governing Board will begin at **1:00 p.m. on November 12, 2025** 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. PRESIDENTS REPORT
- D. BOARD APPROVAL OF THE AGENDA

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 a report provided by the following:

- A. The Montecito Sanitary District Forensic Audit ad hoc committee (Directors Barrett and Rockenbach) will report on their October 15, 2025 meeting.
- B. The Montecito Sanitary District Finance Committee (Directors Newquist and Johnson) will report on their November 7, 2025 meeting.

4. CONSENT CALENDAR

- A. Payables from October 1, 2025 through October 31, 2025 (Page 5)
- B. Board Meeting Minutes of the October 22, 2025 Regular Meeting (Page 9)
- C. Fiscal Year 2025-26 Unaudited Quarterly Financial Reports – September 30, 2025 (Page 12)
- D. Resolution 2025-985 – Honoring Caroline Martin Upon Retirement

5. GENERAL MANAGER REPORT (PAGE 25)

The General Manager will provide a written report on the District's non-actionable business and operational matters and will provide further explanation where requested. Topics include the following:

- A. GM Meetings
- B. District Financial Matters
- C. Human Resources
- D. Flow/Rain Comparison
- E. Capital Improvements Projects and Key Effort Status Updates

6. BUSINESS ITEMS

A. LONG-TERM DISTRICT FINANCIAL ANALYSIS PRESENTATION (PAGE 28)

It is recommended that the Board:

- i) Receive a long-term District financial analysis presentation from Robert D. Niehaus, Inc.; and
- ii) Take any such additional, related action that may be desirable.

B. AWARD OF CONTRACT – 2025 SEWER MAIN CIPP LINING PROJECT (PAGE 29)

It is recommended that the Board consider:

- i) Authorizing the General Manager to execute a contract with Insituform Technologies, LLC in the amount of \$1,730,613 for the 2025 Sewer Main CIPP Lining Project; and
- ii) Authorizing the General Manager to approve expenditures of up to ten percent (10%) of the contract, amounting to \$173,061, as an amendment allowance for any changes in scope of work; and
- iii) 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).

C. CONSIDERATION OF ENGINEERING SERVICES FOR THE 2025 SEWER MAIN CIPP LINING PROJECT (PAGE 33)

It is recommended that the Board consider:

- i) Authorizing the General Manager to award a contract to Water Systems Consulting, Inc. (WSC) in the amount of \$57,491 to provide Engineering Services during construction for the District's 2025 Sewer Main CIPP Lining (Project); and
- ii) Authorizing the General Manager to approve expenditures of up to ten percent (10%) of the contract, amounting to \$5,749.10, as an amendment allowance for any changes in scope of work.

D. CONSIDERATION OF CONSTRUCTION MANAGEMENT SERVICES FOR THE 2025 SEWER MAIN CIPP LINING PROJECT (PAGE 44)

It is recommended that the Board:

- i) Authorizing the General Manger to award a contract to Phoenix Civil Engineering (Phoenix) in the amount of \$59,296 to provide Construction Management (CM) services for the District’s 2025 Sewer Main CIPP Lining project; and
- ii) Authorizing the General Manager to approve expenditures of up to ten percent (10%) of the contract, amounting to \$5,926.60, as an amendment allowance for any changes in scope of work.

E. DISCUSSION ON DISTRICT REORGANIZATION (PAGE 52)

It is recommended that the Board:

- i) Receive a report from the Montecito Sanitary Board president regarding the October 30, 2025 meeting of board presidents of the Montecito Sanitary District, the Montecito Water District and the Summerland Sanitary District regarding reorganization;
- ii) Take any such additional, related action that may be desirable.

F. WASTEWATER CONNECTION TO EL ESTERO WATER RESOURCE CENTER (PAGE 53)

It is recommended that the Board:

- i) Discuss commencing discussions with the City of Santa Barbara regarding the connection of the District’s facilities to the City’s El Estero Water Resource Center; and
- ii) Take any such additional, related action that may be desirable.

G. BOARD POLICY AND PROCEDURES MANUAL (PAGE 54)

It is recommended that the Board:

- i) Discuss the status of the Board Policy and Procedures Manual update.
- ii) Take any such additional, related action that may be desirable.

H. BOARD MEETING SCHEDULE FOR NOVEMBER AND DECEMBER (PAGE 55)

It is recommended that the Board:

- i) Review, discuss and consider changes to the November and December Board meeting schedule; and
- ii) Take any such additional, related action that may be desirable.

I. SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION (LAFCO) CANDIDATE NOMINATIONS (PAGE 56)

It is recommended that the Board:

- i) Consider nominating Regular Special District Board Members for LAFCO; and
- ii) Take any such additional, related action that may be desirable.

7. CLOSED SESSION

A. PUBLIC COMMENT

Public comment on closed session item(s):

B. PUBLIC EMPLOYEE EVALUATION (GOVERNMENT CODE § 54957)

Title: General Manager

8. BOARD COMMUNICATIONS

A. Next Board Meeting Date – December 10, 2025


B. Items for future Board meeting

9. ADJOURNMENT

The Montecito Sanitary District conducts its meetings in accordance with the Brown Act. 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

Business and Administrative Manager/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.



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BOARD LIST OF PAYABLES – OCTOBER 2025

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
10/10/2025	ACCOUNTS PAYABLE	125,241.31
10/31/2025	ACCOUNTS PAYABLE	93,111.03
	Subtotal	\$ 218,352.34
10/10/2025	CAPITAL IMPROVEMENT PROJECTS	547,920.32
10/31/2025	CAPITAL IMPROVEMENT PROJECTS	56,573.25
	Subtotal	\$ 604,493.57
10/02/2025	PAYROLL	116,729.69
10/16/2025	PAYROLL	117,997.12
10/30/2025	PAYROLL	117,395.36
	Subtotal	\$ 352,122.18
	<u>TOTAL</u>	<u>\$ 1,174,968.09</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, Dorinne Johnson, approved all payables prior to check mailing

Check History Report

MONTECITO SANITARY DISTRICT (MSD)

Sorted By Check Number

Activity From: 10/01/2025 to 10/31/2025

Bank Code: **B OPERATING CASH (MBT)**

Check Number	Check Date	Vendor Name	Check Amount	Payment Description
30500	10/10/2025	ACWA	19,510.00	2026 Annual Membership Dues
30501	10/10/2025	AMAZON CAPITAL SERVICES	4,628.65	Sunscreen, Pressure Washer & Attachments, Motion Detector, Sanitizing Wipes, Nespresso Coffee Pods, Board Drinks, Snacks, Storage Bins, Chair Floor Mats, Computer Keyboard, Headphones, Office Supplies, Gojo Hand soap, Kitchen Supplies
30502	10/10/2025	AQUA-FLO SUPPLY	289.22	Restock Pipe Fittings
30503	10/10/2025	AT&T MOBILITY	24.40	Wireless Data Port-September
30504	10/10/2025	JAMES BARBABELLA	2,300.00	Deposit Refund - 245 Bonnie Lane
30505	10/10/2025	BIG GREEN CLEANING COMPANY	2,754.00	Janitorial Services - October
30506	10/10/2025	BOYD & ASSOCIATES	798.00	Quarterly Security Alarm, Fire Alarm, Security Camera's
30507	10/10/2025	CINTAS CORPORATION #684	1,785.12	Uniforms, Towels, Floor Mats-Cleaning/Rental-September
30508	10/10/2025	COLANTUONO, HIGHSMTIH & WHATLEY	9,199.00	Legal Counsel Services-September
30509	10/10/2025	COMPUVISION COMMUNICATIONS		CHECK REVERSAL
30510	10/10/2025	COX BUSINESS	176.04	Internet Wireless Service-September
30511	10/10/2025	DATCO SERVICES CORPORATION	161.25	Quarterly DATCO Services
30512	10/10/2025	MARCO DIEZ	2,339.00	Deposit Refund - 670 Lilac Drive
30513	10/10/2025	DOCU PRODUCTS	3.91	Copier Maintenance Agreement-September
30514	10/10/2025	EAST VALLEY KITCHEN, LLC	2,300.00	Deposit Refund - 516 San Ysidro Road
30515	10/10/2025	FRONTIER	850.00	Phone Service for Lift Station 1, 2, 4 & WWTP-September
30516	10/10/2025	GLS COMPANIES	780.00	Landscaping Services - September
30517	10/10/2025	GRAINGER	264.16	Shower Drain for L/S #1, Coupling for L/S #2, Fan Wheel for L/S #2, Light Bulbs, Anti-Freeze
30518	10/10/2025	HAYWARD SANTA BARBARA	136.34	Rain Gear for Collections
30519	10/10/2025	DORINNE JOHNSON	23.00	CSDA Conference Lunch Per Diem
30520	10/10/2025	ROBERT KEEN	183.18	Boot Allowance Reimbursement
30521	10/10/2025	KIMBALL MIDWEST	243.26	Restock Plant Maintenance Materials
30522	10/10/2025	LARRY'S AUTO PARTS	145.53	Parts for Chevy Colorado, Unit #9
30523	10/10/2025	MONTECITO BANK & TRUST	2,907.79	Collection System Manuals, Staff Luncheon, Lab Supplies, Gas/Propane for WWTP Equipment, Rockenbach Registration for Leadership Academy Conference, Board Lunches, Lunch Meeting
30524	10/10/2025	MCCORMIX CORP	1,580.16	Vehicle Fuel 09/01-09/30/2025
30525	10/10/2025	MOTION INDUSTRIES, INC	176.96	Belt Press Filters, Motor Couplings for Lift Station #3
30526	10/10/2025	MOUNTAIN SPRING WATER	235.80	Bottled Drinking Water, Cooler Rental-September
30527	10/10/2025	MONTECITO WATER DISTRICT	1,059.38	Water Service-September
30528	10/10/2025	O'CONNOR PEST CONTROL	593.04	Pest, Rodent, Gopher Control at WWTP and Lift Stations-September
30529	10/10/2025	PERRY FORD MAZDA	1,224.98	Brake Booster & Power Steering Pump for Jetter Truck, Unit #3
30530	10/10/2025	PHOENIX CIVIL ENGINEERING	1,267.50	Engineering Services for Sewer Model-August
30531	10/10/2025	PURETEC INDUSTRIAL WATER	183.78	Water Softener Tank Rental-September
30532	10/10/2025	RINGCENTRAL, INC.	778.57	Phone Service - September
30533	10/10/2025	SANSUM CLINIC	535.00	Pre-Employment Physical - Hernandez, Gerardo
30534	10/10/2025	S B HOME IMPROVEMENT CENTER	84.69	Wasp Spray, Silicone
30535	10/10/2025	SOUTHERN CALIFORNIA EDISON CO	18,098.16	Electric Services 08/25-09/23/2025
30536	10/10/2025	SEIU LOCAL 620	1,955.52	Union Dues for Payroll's 07/06-09/14/2025
30537	10/10/2025	MONTECITO SANITARY DISTRICT SEWER EQUIPMENT COMPANY	762.13	Plunger Pump for Jetter Truck, Unit #3
30538	10/10/2025	MARDAN-HATCHER COMPANY	108.11	Restock Pipe Fittings
30539	10/10/2025	STANDARD INSURANCE COMPANY	3,970.00	Short/Long Term Disability - Sept/Oct

30540	10/10/2025	STREAMLINE	466.00	Website Hosting Services-October
30541	10/10/2025	UNIVAR SOLUTIONS	12,105.07	Sodium Bisulfite & Hypochlorite Chemicals
30542	10/10/2025	UNDERGROUND SERVICE ALERT	240.00	115 New Dig Alert Tickets-September
30543	10/10/2025	VENTURA AIR CONDITIONING CO.	745.00	Preventative Maintenance on Lab HVAC
30544	10/10/2025	VERIZON BUSINESS	220.19	iPad Tablets Service-September
30545	10/10/2025	JOHN WEIGOLD	545.88	Travel Expense Reimbursement
30546	10/10/2025	ZWORLD GIS	2,280.00	GIS Development & Support Services - October
30547	10/10/2025	JACOB GREEN & ASSOCIATES	15,300.00	Board Education & Strategic Planning
30551	10/10/2025	COMPUVISION COMMUNICATIONS	8,923.54	Proofpoint License Upgrade, Converged VPN Solutions, Fortigate
30552	10/31/2025	ACME ANALYTICAL SOLUTIONS	991.93	Analyzer Chemicals
30553	10/31/2025	ACWA/JPIA	31,705.10	Medical / Dental / Vision / Life Insurance Premium-November
30554	10/31/2025	AT&T MOBILITY	125.03	Office Data Port, Standby Cellphone-September
30555	10/31/2025	AUTOZONE, INC	42.15	Motor Oil for Vehicles
30556	10/31/2025	AZ SAFETY, LLC	1,740.00	Staff Forklift Training
30557	10/31/2025	CANON FINANCIAL SERVICES INC	371.74	Canon Copier Lease Agreement-October
30558	10/31/2025	CORT	44.00	Deed Report - September
30559	10/31/2025	COX BUSINESS	192.04	Internet Wireless Service-October
30560	10/31/2025	CALIF SPECIAL DISTRICTS ASSOC	9,665.00	2026 Annual Membership Dues
30561	10/31/2025	CALIFORNIA WATER ENVIRONMENT	494.00	Certification Renewals for Staff
30562	10/31/2025	DAKOTA DAUENHAUER	590.00	Reimbursement for Boot Allowance & Collection Maint Tech 2 Exam
30563	10/31/2025	MARCO DIEZ	1,111.00	Service Charge Refund - 670 Lilac Drive
30564	10/31/2025	ENGEL & GRAY, INC	5,759.52	Biosolids Hauling, Bin Rental-September
30565	10/31/2025	ENV SERVICES, INC.	473.81	Testing & Calibration of Lab Chemical Fume Hood
30566	10/31/2025	FISHER SCIENTIFIC	535.14	Lab Testing Supplies & Equipment
30567	10/31/2025	FRONTIER	868.97	Phone Service for Lift Station 1, 2, 4 & WWTP-October
30568	10/31/2025	EDWARD (or) SHARI GLAZER	2,300.00	Deposit Refund - 690 Picacho Lane
30569	10/31/2025	GRAINGER	105.30	PVC Fittings, Sanitizer
30570	10/31/2025	HARRINGTON INDUSTRIAL PLASTICS	15.69	4" PVC Flange
30571	10/31/2025	JUAN O'S MOBILE REPAIR	1,500.00	Jetter Truck Power Steering Repair
30572	10/31/2025	LIEBERT CASSIDY WHITMORE	1,018.50	SEIU 2025 Negotiations Legal Services
30573	10/31/2025	MARBORG INDUSTRIES	863.55	Refuse Disposal, Recycling-September
30574	10/31/2025	MCCORMIX CORP	482.38	Vehicle Fuel 10/01-10/15/2025
30575	10/31/2025	O'CONNOR PEST CONTROL WEST COAST	843.85	Pest, Rodent, Gopher Control at WWTP and Lift Stations-October
30576	10/31/2025	MICHAEL PARDO	157.58	Boot Allowance Reimbursement
30577	10/31/2025	PLANETBIDS, INC.	4,361.35	Annual Bid Management System Services
30578	10/31/2025	PLUMBERS DEPOT, INC	2,158.42	Collection Tools
30579	10/31/2025	PURETEC INDUSTRIAL WATER	82.67	Water Softener Sodium Tank Exchange
30580	10/31/2025	RINCON CONSULTANTS, INC	6,048.23	Protective Measures Restoration Services 10/15/25
30581	10/31/2025	RINGCENTRAL, INC.	779.96	Phone Service - October
30582	10/31/2025	ROJAS COMMUNICATIONS GROUP	2,427.50	Legislative Consulting Services-September
30583	10/31/2025	MARC (or) KATIE ROOS	2,996.00	Deposit Refund - 269 Oak Road
30584	10/31/2025	SAFEGUARD BUSINESS SYSTEMS	42.66	Business Cards for Director Rockenbach
30585	10/31/2025	SANTA BARBARA FASTENERS, INC	21.49	Pre-Employment Physical - Hernandez, Gerardo
30586	10/31/2025	SEIU LOCAL 620	1,257.12	Union Dues for Payroll's 09/28-10/12/2025
30587	10/31/2025	SOCAL GAS	136.07	Gas Service-October
30588	10/31/2025	STANDARD INSURANCE COMPANY	1,985.00	Short/Long Term Disability Insurance Premium - October
30589	10/31/2025	UNIVAR SOLUTIONS	8,524.32	Sodium Bisulfite and Hypochlorite Chemicals
30590	10/31/2025	LOS ANGELES FREIGHTLINER	293.96	Vac-Con Parts
			\$ 218,352.34	

Bank Code: G CAPITAL IMPROVEMENT CASH (MBT)

Check Number	Check Date	Check Vendor Name	Check Amount	Check Payment Description
1594	10/10/2025	POWER MACHINERY CENTER	36,284.13	CIP No. T007; 2 New Electric Club Cars for Treatment Plant
1595	10/10/2025	SANCON TECHNOLOGIES, INC.	487,370.19	CIP No. C005; Construction Progress Payment for the Manhole Rehabilitation Project-August/September
1596	10/10/2025	STANTEC CONSULTING SERVICES INC. Montecito Sanitary District Regular Board Meeting - November 12, 2025 Page 7 of 61	21,199.25	CIP No. C001; Engineering Services for the Collection System Master Plan-August CIP No. L001; Engineering Services for the Channel Force Main Improvement Project-August

1597	10/10/2025	WATER SYSTEMS CONSULTING, INC.	3,066.75	CIP No. S001; Engineering Services for the Septic to Sewer Strategic Plan-August
1598	10/31/2025	PHOENIX CIVIL ENGINEERING	38,583.75	CIP No. C003; Construction Management of the Sewer Main CIPP Lining Project-September CIP No. L001; Construction Management of the Channel Force Main Improvement Project-September CIP No. S001; Engineering Services for the Septic to Sewer Strategic Plan-September CIP No. C001; Engineering Services for the Collection System Management Plan-September CIP No. C005; Engineering Services for the Manhole Rehabilitation Project-September
1599	10/31/2025	STANTEC CONSULTING SERVICES INC.	7,380.00	CIP No. C001; Engineering Services for the Collection System Master Plan-September CIP No. L001; Engineering Services for the Channel Force Main Improvement Project-September
1600	10/31/2025	WATER SYSTEMS CONSULTING, INC.	10,609.50	CIP No. S001; Engineering Services for the Septic to Sewer Strategic Plan-September
		Bank G Total:	<u>\$ 604,493.57</u>	
		REPORT TOTAL	<u>\$ 822,845.91</u>	



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MINUTES

For the Regular Meeting of the Board on:

October 22, 2025

1. **CALL TO ORDER**

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:02 pm on Wednesday, October 22, 2025. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Directors Newquist, Ohlmann, and Rockenbach

Board Members Absent:

Directors Barrett and Johnson

Also Present and Participating:

John Weigold, MSD General Manager

Stephen Williams, MSD Business and Administrative Manager/Clerk of the Board

Bob Shull, Executive Director, California CLASS

John Britton, Partner, Bartlett, Pringle & Wolf, LLP

Sean Edwards, Audit Manager, Bartlett, Pringle & Wolf, LLP

2. **PUBLIC COMMENT**

No members of the public addressed the Board.

3. **CONSENT CALENDAR**

ON MOTION by Director Ohlmann, Seconded by Director Rockenbach, the Board voted to approve the following Consent Calendar items:

A. Payables from September 1, 2025 through September 30, 2025

B. Board Meeting Minutes of the October 8, 2025 Regular Meeting

AYES: Directors Newquist, Ohlmann, and Rockenbach

NAYES: None

ABSTAIN: None

ABSENT: Directors Barrett and Johnson

4. COMMITTEE REPORTS

- A. Director Newquist gave a report on the Montecito Sanitary District Finance Committee meeting of October 15, 2025.

5. PRESENTATION

A. CALIFORNIA CLASS

ON MOTION by Director Ohlmann, Seconded by Director Rockenbach, the Board voted to receive and filed the presentation.

AYES: Directors Newquist, Ohlmann, and Rockenbach
NAYES: None
ABSTAIN: None
ABSENT: Directors Barrett and Johnson

B. AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2023-24 PRESENTED BY BARTLETT, PRINGLE, & WOLFF

ON MOTION by Director Rockenbach, Seconded by Director Ohlmann, the Board voted to receive and file the Fiscal Year 2023-24 Audited Financial Statements.

AYES: Directors Newquist, Ohlmann, and Rockenbach
NAYES: None
ABSTAIN: None
ABSENT: Directors Barrett and Johnson

6. BOARD COMMUNICATIONS

- A. Next Regular Board Meeting Date – November 12, 2025
B. Items for future Board meeting
- Board Policy and Procedure Discussion
 - Board Meeting Dates Discussion for November and December
 - Forensic Audit Ad Hoc Report

7. ADJOURNMENT

ON MOTION by Director Rockenbach, Seconded by Director Ohlmann, the meeting ended at 2:03 pm.

These minutes were presented for approval at the Regular Board Meeting on November 12, 2025.

Ellwood T. Barrett II, President

Minutes taken and prepared by:

Stephen Williams
Business and Administrative Manager/Clerk of the Board



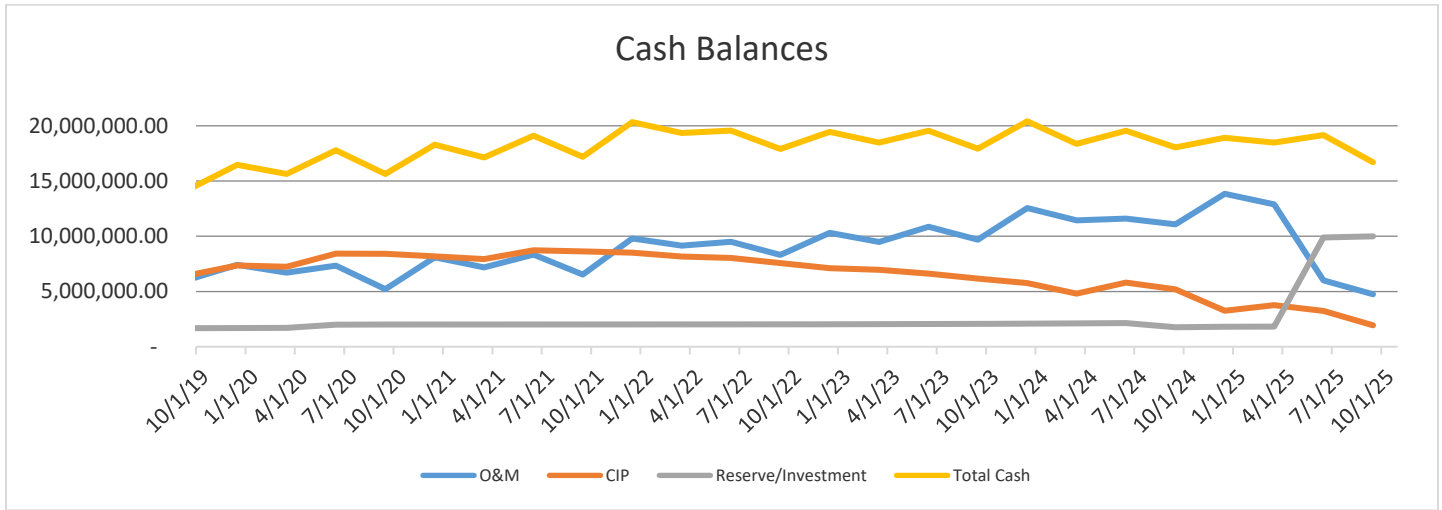
Fiscal Year 2025-26 Unaudited Quarterly Financial Summary Memo

For the Quarter Ended 9/30/2025

FINANCIAL HEALTH AND CASH POSITIONS

As of **September 30, 2025** 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 a balance in excess of **\$2.25M** in Reserve funds, which is equal to approximately **5** 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. 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. A detailed breakdown of each account is provided in **Attachment A - Quarterly Cash and Investments Holdings as of 9/30/2025**:

	Balance at 6/30/2025	Balance at 9/30/2025	Difference
Operations & Maintenance	\$ 6,012,443	\$ 4,749,163	\$ (1,263,280)
Capital Improvement Projects	3,248,264	1,940,526	(1,307,738)
Investments/Reserves	9,888,110	9,992,365	104,255
Total Available Cash	<u>\$ 19,148,817</u>	<u>\$ 16,682,054</u>	<u>\$ (2,466,763)</u>

Table 1. Fiscal Year 2025-26 Cash Comparison – Current Quarter vs. Prior Quarter

REVENUES

For **Fiscal Year 2025-26**, the District anticipated approximately **\$9.7M** 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. Non-operating revenues are also significantly higher this year when compared to prior years due to reimbursements from FEMA/CalOES on the District’s 2023 Emergency Projects that were completed last fiscal year.

Table 2 below shows the breakdown of revenue received through the period ending **September 30, 2025**.

OPERATIONS & MAINTENANCE BUDGET TO ACTUAL SUMMARY

OPERATING AND NONOPERATING REVENUES

	2025-26 Budget	2025-26 YTD Actuals	Difference
Operating Revenues			
Service Charges	\$ 6,550,000	\$ (1,429)	\$ (6,551,429)
Connection Fees	225,000	85,517	(139,483)
Other Services	55,000	26,554	(28,446)
Total Operating Revenues	\$ 6,830,000	\$ 110,642	\$ (6,719,358)
Nonoperating Revenues			
Property Taxes	\$ 828,500	\$ 412	\$ (828,088)
Reimbursements	\$ 1,614,297		
Interest Income	415,000	104,416	(310,584)
Total Nonoperating Revenues	\$ 2,857,797	\$ 104,828	\$ (2,752,969)
Total Revenues	\$ 9,687,797	\$ 215,469	\$ (9,472,328)

Table 2. Fiscal Year 2025-26 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. Allocations are received in November and April of each Fiscal Year, with true-ups done in June. Total amount reported to the Auditor-Controller's Office was **\$6,503,718**.

- **Connection Fees** – The District has seen a higher number of connection fees in the current fiscal year, with increased activity for Accessory Dwelling Unit connections. Properties that connect this year will have their current fiscal year sewer service charges prorated and will be subsequently placed on the next fiscal years' tax roll.
- **Other Services** – The District collects various fees as it relates to inspection services, sewer availability inquiries, engineering review services, agreements, and administrative certifications. These fees appear higher than anticipated for the fiscal year due to multiple large residential and commercial projects.
- **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 September and the District is expected to receive **\$863,503** for the current fiscal year, which is **\$35,003** more than estimated.
- **Interest Income** –The **Fiscal Year 2025-26** Interest Income budget was developed with the District's current investment holdings in mind coupled with dwindling cash balances as a result of CIP projects being worked on. During the prior fiscal year cash reserves were moved into higher interest/dividend yielding investment accounts with Charles Schwab and California CLASS resulting in higher earnings when compared to LAIF and the County Treasury.

- **Reimbursements** – In June of 2025 the District received notification from FEMA/CalOES that its 2023 Winter Storms Emergency Projects were approved and obligated. As a result the District is expected to receive approximately **\$1.6M** in December of 2025 or January of 2026. These are one-time monies and will be put back in the CIP account once received.

EXPENDITURES

The District’s Operations and Maintenance expenditures came in at approximately **25%** of what was budgeted for the fiscal year. Table 3 below summarizes **Attachment B – Quarterly Operations & Maintenance Expenditure Status Report as of 9/30/2025** attached to this memo. Noteworthy line items from that attachment are highlighted below to detail the positive or negative differences between the budget and actuals.

	2025-26 Budget	2025-26 YTD Actuals	Difference	% of Budget
Operating Expenditures				
Salaries and Benefits	\$ 3,778,172	\$ 1,165,770	\$ 2,612,402	31%
Insurance	157,500	47,542	109,958	30%
Maintenance & Repairs	196,500	24,925	171,575	13%
Goods & Supplies	148,000	10,262	137,738	7%
Professional Services	280,000	61,988	218,012	22%
Administrative Costs	516,600	71,960	444,640	14%
Plant & Lab Operating Costs	680,000	98,017	581,983	14%
Safety, Training, & Travel	63,500	5,587	57,913	9%
Utilities	321,500	49,141	272,359	15%
Total Operating Expenditures	\$ 6,141,772	\$ 1,535,192	\$ 4,606,580	25%

Table 3. Fiscal Year 2025-26 Budget to Actuals - Expenditures

Operating Expenditures Noteworthy Items:

- **6400 – CalPERS Contribution** – Every year the District elects to prepay its CalPERS Unfunded Actuarial Liability (UAL) in July rather than paying in monthly installments. This method saves the District approximately 3% of its total UAL costs. This large expenditure early in the year is causing the percentage of budget utilized for Salaries and Benefits to be high at this point in the fiscal year, however staff expects to be slightly under budget at year end based on current salary and contribution projections. Total UAL payments were made in July of **\$281,188**.
- **6620 – Workers’ Compensation** – Every July the District pays its expected Workers’ Compensation premium for the fiscal year, with very minor payments made throughout the rest of the fiscal year. Because of this payment timing it also contributes to Salaries and Benefits looking to be higher than expected at this point in the fiscal year, but staff plans for these payments and expects to not be materially under or over budget.
- **7090 – Insurance-General Liability** - Two payments are made during the Fiscal Year for general liability insurance, the first coming in July and the second in December. Staff expects to come roughly in line with what was budgeted for the fiscal year with no material increases or decreases.

- **7094 – Insurance-Mobile Equipment** – This line item appears to be trending higher than expected at this point in the fiscal year for the same reason as our General Liability line item. Staff expects to come roughly in line with what was budgeted for the fiscal year with no material increases or decreases.
- **7464 – Professional Fees – Computer/GIS** – In the first quarter the District pays several large annual software fees that utilize a great amount of the budget for the fiscal year. As such this line item will balance out as the year progresses.
- **7510 – Contracted Services/Labor** – The District paid its annual Smartcover System Service Warrantin in September totaling **\$34,830**. Additionally the annual service fees for Planetbids (**\$4,361**) and DocuSign (**\$3,312**) were paid as well, so these one time payments are pushing the percent utilization at this time of the fiscal year higher than 25%.
- **7653 – Chemicals** – The District is currently 10% under budget for chemicals which is the result of several different factors. Staff will continue to monitor this account and provide updates during the year as it is always a point of interest for the Board.
- **7763 – Electricity** – The District is currently 8% under budget for electricity costs. Staff will continue to monitor this account and provide updates during the year as it is always a point of interest for the Board.

CAPITAL IMPROVEMENTS PROJECTS

The District maintains separate Capital Improvement Project (CIP) accounts from its Operations and Maintenance funds. As of the end of the period the balance held in CIP accounts totals **\$1,940,526**, which is **\$1,307,738** less than the prior quarter. In prior years the District has held a healthy CIP account balance as its CIP program wasn't being completed. The past two fiscal years have seen District CIP activity ramp up to address several maintenance needs, and as such those funds have been drawn upon. While the District does expect to receive approximately \$1.6M in FEMA/CalOES reimbursements which will help add to those funds, based on this years CIP budget it is anticipated that the District will need to draw from some of its O&M funds and/or its Investment funds to complete some of the projects, likely in Quarter 3.

The CIP Budget passed for **Fiscal Year 2025-26** utilized estimates for the anticipated expenditures for CIP work including permitting, design, construction management, and all other costs associated with projects. The following table details the approved budget for the fiscal year and amount expended year-to-date by program .

Program	2025-26 Approved Budget	Project Expenditures Through 9/30/2025
Collections	\$ 6,587,000	\$ 1,234,495
Lift Stations	\$ 1,575,000	\$ 17,763
Treatment & Lab Facilities	\$ 2,385,000	\$ 32,761
Sewer Main Extens	\$ 600,000	\$ -
	\$ 60,000	\$ 38,438
Total	\$ 11,207,000	\$ 1,323,457

Table 4. Fiscal Year 2025-26 Budget to Actuals – Capital Improvement Program

The following highlights noteworthy capital expenditures for the fourth quarter and **Attachment C - Quarterly Capital Improvement Projects Expenditure Status Report as of 9/30/2025** provides detailed CIP activity for each project.:

- **C001 – Collection System Master Plan** – Work continued on the Collection System Master Plan with **\$57,534** being expended so far.
- **C005 – Manhole Lining Project** - Work commenced on this project consisting of the rehabilitation of 93 manholes in the fourth quarter of Fiscal Year 2024-25. Expenditures in the current quarter totaled **\$1,145,370**, with approximately **\$890,000** left on the contract that will be expected to be completed and paid for by the end of the Second Quarter.

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 2025-26 totaling **\$912,325**. Of this total **\$735,000** will be applied to principal and **\$177,325** to interest. After all payments were made in Fiscal Year 2025-26 the remaining bond debt is **\$4,235,000** and is expected to be paid off by July 1, 2030. The current interest rate paid is **5%**.

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 is based on the Fiscal Year 2024-25 depreciation expense, and staff expects that figure to be around **\$1,250,000**.

Attachments:

Attachment A – Quarterly Cash and Investments Holdings as of 9/30/2025

Attachment B – Quarterly Operations & Maintenance Expenditure Status Report as of 9/30/2025

Attachment C – Quarterly Capital Improvement Projects Expenditure Status Report as of 9/30/2025

Attachment D – Quarterly Investment Certification

**FY2025-26 Quarterly Cash and Investment Activity
Quarter 1**

	<u>6/30/2025</u>	<u>Income</u>	<u>Interest</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Withdrawals</u>	<u>9/30/2025</u>	<u>Net Change</u>	<u>Comments</u>
Investment Accounts									
Cash with LAIF	16,921		185				17,106	185	Quarterly Interest: \$185
Cash with County-Operating	5,566,909	190,430	76,752		(1,450,000)	(195,995)	4,188,095	(1,378,814)	Property Tax/SSCs: \$190,430 Quarterly Interest: \$76,752 Transfer to MBT O&M (7/09/25): \$350,000 Transfer to MBT O&M (7/24/25): \$400,000 Transfer to MBT O&M (8/19/25): \$350,000 Transfer to MBT O&M (9/10/25): \$350,000
Cash with County - Capital Replacement	3,116,854		15,719		(1,250,000)		1,882,573	(1,234,281)	Quarterly Interest: \$15,719 Transfer to MBT CIP (7/02/25): \$400,000 Transfer to MBT CIP (7/25/25): \$300,000 Transfer to MBT CIP (8/19/25): \$350,000 Transfer to MBT CIP (8/25/25): \$200,000
Cash with County-Retiree Medical	197,047		1,635				198,682	1,635	Monthly Interest: \$1,635
Charles Schwab	5,844,001	60,116					5,904,117	60,116	Dividends Earnings: \$60,116
California CLASS	4,027,189	43,953					4,071,142	43,953	Dividends Earnings: \$43,953
Cash Accounts									
MBT Operating account	130,050	258,222		1,450,000		(1,594,771)	243,501	113,451	Income: connection, permit, & other fees Transfers From County Oper: \$1,450,000 Withdrawals: O&M Expenses (A/P, Payroll)
MBT Capital Improvement account	131,410			1,250,000		(1,323,457)	57,953	(73,457)	Withdrawals: pmts on Capital Projects
MBT Revolving fund account	988						988	-	Withdrawals: payments on O&M expenses for checks needed immediately
MBT Insurance Reimbursement Acct	117,199		448				117,647	448	Monthly Interest: \$448
District Petty Cash	250						250	-	
Total Cash & Investment accounts	19,148,818	552,721	94,739	2,700,000	(2,700,000)	(3,114,223)	16,682,054	(2,466,764)	

MONTECITO SANITARY DISTRICT OPERATIONS AND MAINTENANCE EXPENDITURE STATUS REPORT

FOR THE PERIOD ENDED 9/30/2025

		2025-26 BUDGET	2025-26 YTD ACTUALS	VARIANCE	% OF BUDGET
OPERATING EXPENDITURES					
SALARIES AND BENEFITS					
6100	STAFF SALARIES	\$ 2,485,472.00	\$ 618,819.72	\$ 1,866,652.28	25%
6105	BOARD SALARIES	45,000.00	13,208.00	31,792.00	29%
6108	AUTO ALLOWANCE - GM	3,600.00	1,200.00	2,400.00	33%
6270	STANDBY PAY	54,600.00	12,750.00	41,850.00	23%
6300	OVERTIME	30,000.00	3,255.35	26,744.65	11%
6400	PERS CONTRIBUTION	450,000.00	332,845.41	117,154.59	74%
6410	EMPLOYEE BENEFITS	69,000.00	15,195.67	53,804.33	22%
6500	FICA CONTRIBUTION	145,000.00	39,739.32	105,260.68	27%
6510	MEDICARE	37,000.00	9,293.92	27,706.08	25%
6520	UNEMPLOYMENT TAX - STATE	3,500.00	263.68	3,236.32	8%
6600	GROUP MEDICAL - ACWA	310,000.00	69,438.64	240,561.36	22%
6605	RETIREE MEDICAL BENEFITS	24,000.00	2,612.94	21,387.06	11%
6610	LIFE INSURANCE - ACWA	6,500.00	1,150.00	5,350.00	18%
6615	DISABILITY INS - STANDARD	26,000.00	3,543.30	22,456.70	14%
6620	WORKER'S COMPENSATION	58,000.00	36,389.00	21,611.00	63%
6640	DENTAL INSURANCE - ACWA	19,000.00	2,407.80	16,592.20	13%
6645	VISION INSURANCE - ACWA	-	212.32	(212.32)	100%
6650	UNIFORM SERVICE - MISSION	11,500.00	3,444.96	8,055.04	30%
	TOTAL SALARIES AND BENEFITS	\$ 3,778,172.00	\$ 1,165,770.03	\$ 2,612,401.97	31%
SERVICES AND SUPPLIES					
7090	INS (GEN LIAB/AUTO/E&O) - CSRMA	\$ 102,000.00	\$ 38,418.98	\$ 63,581.02	38%
7091	PROPERTY INSURANCE	42,000.00	-	42,000.00	0%
7093	INS (EMP DISHONESTY BOND) - CSRMA	1,500.00	985.00	515.00	66%
7094	INS (MOBILE EQUIP) - CSRMA	12,000.00	8,138.00	3,862.00	68%
7110	EMPLOYEE PHYSICALS	1,500.00	598.00	902.00	40%
7121	PROPERTY MAINTENANCE	85,000.00	12,027.26	72,972.74	14%
7122	VEHICLE MAINTENANCE	15,000.00	975.99	14,024.01	7%
7126	COLL - EQUIPMENT RENTAL	1,000.00	-	1,000.00	0%
7127	COLL - SAFETY EQUIPMENT/SUPPLIES	5,000.00	-	5,000.00	0%
7129	LIFT STATION PARTS	32,000.00	7,749.87	24,250.13	24%
7133	VACCON EQUIPMENT & REPAIRS	15,000.00	562.07	14,437.93	4%
7134	CCTV EQUIPMENT/REPAIRS	15,000.00	-	15,000.00	0%
7136	COLL - MISC COLLECTION TOOLS	10,000.00	2,541.60	7,458.40	25%
7138	JETTER TRUCK EQUIP / REPAIRS	7,000.00	847.13	6,152.87	12%
7150	MECHANICAL MAINTENANCE	1,500.00	-	1,500.00	0%
7200	GENERAL OPERATING SUPPLIES	10,000.00	3,192.11	6,807.89	32%
7201	DRINKING WATER	2,500.00	338.80	2,161.20	14%
7202	GLOVES	8,000.00	78.61	7,921.39	1%
7205	COMMUNITY & EMPLOYEE GOODWILL	6,000.00	624.20	5,375.80	10%
7220	MAILING/SHIPPING EXPENSES	5,000.00	78.71	4,921.29	2%
7430	MEMBERSHIPS	45,000.00	-	45,000.00	0%
7440	MISCELLANEOUS EXPENSES	2,500.00	-	2,500.00	0%
7450	OFFICE EXPENSES	15,000.00	1,638.73	13,361.27	11%
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	52,000.00	4,310.83	47,689.17	8%
7461	PROFESSIONAL SERVICES/FEES - LEGAL	75,000.00	9,658.00	65,342.00	13%
7462	PROFESSIONAL FEES - ACCOUNTING	40,000.00	2,899.00	37,101.00	7%
7463	PROF SERVICES - ENGINEERING	75,000.00	370.00	74,630.00	0%
7464	PROFESSIONAL FEES - COMPUTER/GIS	68,000.00	47,374.25	20,625.75	70%
7466	PROF SERVICES - HUMAN RESOURCES	12,000.00	1,677.44	10,322.56	14%
7500	PUBLIC OUTREACH	10,000.00	9.69	9,990.31	0%
7506	ADMINISTRATIVE FEES	30,000.00	10,181.00	19,819.00	34%
7508	COLLECTION/TREATMENT FINES	10,000.00	-	10,000.00	0%
7510	CONTRACTED SERVICES/LABOR	69,100.00	51,462.79	17,637.21	74%
7530	ADS/NOTICES FOR PUBLICATION	3,000.00	880.00	2,120.00	29%
7610	FURNITURE/FIXTURES	10,000.00	665.35	9,334.65	7%
7641	NPDES PERMIT EXPENSES-LAB	10,000.00	5,540.00	4,460.00	55%
7645	NPDES PERMIT REQUIREMENTS - OPERATIONS	210,000.00	-	210,000.00	0%
7650	ELECTION EXPENSES	500.00	-	500.00	0%
7651	ANALYZER CHEMICALS	-	-	-	0%
7652	BIOSOLIDS DISPOSAL	70,000.00	12,664.81	57,335.19	18%
7653	CHEMICALS	300,000.00	44,474.98	255,525.02	15%
7654	GENERATOR SERVICE	10,000.00	275.28	9,724.72	3%
7655	HAZARDOUS MATERIALS DISPOSAL	2,000.00	-	2,000.00	0%

7656	PLANT EQUIPMENT RENTAL	5,000.00	-	5,000.00	0%
7657	PLANT MAINTENANCE MATERIALS	75,000.00	1,905.29	73,094.71	3%
7658	PLANT MAINTENANCE PROJECTS	5,000.00	-	5,000.00	0%
7659	PLANT SAFETY EXPENSES	5,000.00	220.89	4,779.11	4%
7661	POLYMER	10,000.00	-	10,000.00	0%
7662	SMALL TOOLS/EQUIP	4,000.00	55.94	3,944.06	1%
7670	SPECIAL PROJECTS	85,000.00	-	85,000.00	0%
7671	ASSET MANAGEMENT	140,000.00	28,125.00	111,875.00	20%
7675	COVID-19 EXPENSES	-	-	-	0%
7681	2023 WINTER STORM	75,000.00	-	75,000.00	0%
7700	LAB CONSUMABLES-SMALL EQUIPMENT	38,000.00	10,515.60	27,484.40	28%
7702	LAB EQUIPMENT MAINTENANCE	10,000.00	-	10,000.00	0%
7703	CONTRACT LAB ANALYSES	10,000.00	-	10,000.00	0%
7704	Laboratory HVAC Maintenance	6,000.00	-	6,000.00	0%
7722	BOARD TRAINING/CONF REGISTRATION	2,500.00	-	2,500.00	0%
7723	BOARD MEETINGS/TRAVEL EXPENSES	5,000.00	692.67	4,307.33	14%
7724	STAFF TRAINING/CONF REGISTRN	18,000.00	-	18,000.00	0%
7725	STAFF TRAVEL EXPENSES	18,000.00	3,414.22	14,585.78	19%
7726	STAFF CERTIFICATIONS/LICENSES	8,000.00	590.00	7,410.00	7%
7727	OSHA REQUIRED TRAINING	5,000.00	665.00	4,335.00	13%
7728	SAFETY BOOT ALLOWANCE	4,500.00	225.00	4,275.00	5%
7729	APPAREL AND UNIFORMS	2,500.00	2,633.19	(133.19)	105%
7731	LOCAL MEETING EXPENSES	2,500.00	-	2,500.00	0%
7740	FUEL AND OIL	25,000.00	2,364.35	22,635.65	9%
7761	WATER	17,000.00	390.26	16,609.74	2%
7762	NATURAL GAS	5,500.00	16.54	5,483.46	0%
7763	ELECTRICITY	225,000.00	37,215.24	187,784.76	17%
7766	TRASH / RECYCLING	17,000.00	1,727.10	15,272.90	10%
7767	TELEPHONE - LOCAL/LD	20,000.00	3,517.18	16,482.82	18%
7768	TELEPHONE CELLULAR	12,000.00	3,910.00	8,090.00	33%
	TOTAL SERVICES AND SUPPLIES	\$ 2,363,600.00	\$ 369,421.95	\$ 1,994,178.05	16%
	TOTAL OPERATING EXPENDITURES	\$ 6,141,772.00	\$ 1,535,191.98	\$ 4,606,580.02	25%

Fiscal Year 2025-26 Capital Improvement Program (CIP)

Adopted by the Board at the June 11, 2025 Regular Meeting

Collections:

Project No.	Description	Estimated Project Cost	2025-26 Approved Budget	Project Expenditures Through 9/30/2025
C001	Collection System Master Plan	\$ 200,000	\$ 200,000	\$ 57,534
C003	2025 Sewermain CIPP Lining - Design - CARRYFORWARD	\$ 150,000	\$ 10,000	-
C003	2025 2025 Sewermain CIPP Lining - Construction	\$ 3,000,000	\$ 3,000,000	31,591
C004	2026 Sewer Main CIPP Lining - Design	\$ 150,000	\$ 150,000	-
C005	Manhole Lining Project - CARRYFORWARD	\$ 2,549,155	\$ 1,800,000	1,145,370
C007	S. Jameson Relocation - Design	\$ 75,000	\$ 75,000	-
C007	S. Jameson Relocation - Construction	\$ 500,000	\$ 500,000	-
C013	Combination Cleaner - CARRYFORWARD	\$ 662,000	\$ 662,000	-
C015	Electric Vehicle Charging Station	\$ 15,000	\$ 15,000	-
C016	Electric Vehicle	\$ 65,000	\$ 65,000	-
CMAN	Manhole Adjustments	\$ 75,000	\$ 60,000	-
CEME	Collection O/M Emergencies	Unknown	\$ 50,000	-
		Collections Subtotal	\$ 6,587,000	\$ 1,234,495

Lift Stations:

Project No.	Description	Estimated Project Cost	2025-26 Approved Budget	Project Expenditures Through 9/30/2025
L001	Channel Lift Station Improvement - Design	\$ 450,000	\$ 450,000	\$ 16,706
L001	Channel Lift Station Improvement - Construction	\$ 1,000,000	\$ 1,000,000	-
L008	Channel Lift Station Generator	\$ 75,000	\$ 75,000	1,057
LEME	Lift Station Emergency Repairs	Unknown	\$ 50,000	-
		Lift Stations Subtotal	\$ 1,575,000	\$ 17,763

Treatment & Laboratory:

Project No.	Description	Estimated Project Cost	2025-26 Approved Budget	Project Expenditures Through 9/30/2025
T001	Wastewater Treatment Plant Project - Design and Eng.	\$ 1,800,000	\$ 1,800,000	\$ 7,142
T007	Treatment Carts	\$ 40,000	\$ 40,000	-
T017	Flow Meters - CARRYFORWARD	\$ 45,000	\$ 45,000	25,619
TEME	Treatment O/M Emergencies	\$ 500,000	\$ 500,000	-
Treatment & Laboratory Subtotal			\$ 2,385,000	\$ 32,761

Facilities:

Project No.	Description	Estimated Project Cost	2025-26 Approved Budget	Project Expenditures Through 9/30/2025
F010	Monte Cristo Improvements - Design	\$ 100,000	\$ 100,000	\$ -
F010	Monte Cristo Improvements - Construction	\$ 500,000	\$ 500,000	-
Facilities Subtotal			\$ 600,000	\$ -

Sewer Main Extensions:

Project No.	Description	Estimated Project Cost	2025-26 Approved Budget	Project Expenditures Through 9/30/2025
S001	Septic to Sewer Strategic Plan	\$ 150,000	\$ 60,000	\$ 38,438
Sewer Main Extensions Subtotal			\$ 60,000	\$ 38,438

Program	2025-26 Approved Budget	Project Expenditures Through 9/30/2025
Collections	\$ 6,587,000	\$ 1,234,495
Lift Stations	\$ 1,575,000	\$ 17,763
Treatment & Lab Facilities	\$ 2,385,000	\$ 32,761
Facilities	\$ 600,000	\$ -
Sewer Main Extensions	\$ 60,000	\$ 38,438
Total	\$ 11,207,000	\$ 1,323,457



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

September 30, 2025

As Treasurer of the Montecito Sanitary District, I, **Dorinne Lee Johnson**, 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, the Santa Barbara County Treasurer's office, Charles Schwab, and California CLASS; and
- (3) The Montecito Sanitary District is able to meet its pool's expenditure requirements for the next six months.

Approved at the **11/12/2025** Regular Board Meeting

Board Treasurer
MONTECITO SANITARY DISTRICT



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

MONTECITO SANITARY DISTRICT STAFF REPORT – 5

DATE: November 12, 2025
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.

A. GM Meetings

Since my last report, I attended the Montecito Association meeting on October 14, 2025.

B. District Financial Matters

1. Below is a summary of the District's investment activities during the month of August. Investment statements are attached to the General Manager's report for reference:

<u>Investment Account</u>	<u>Account Balance at 10/31/2025</u>	<u>Earning Yield</u>
Charles Schwab	\$5,924,885.92	3.98%
California CLASS	\$4,085,626.06	4.19%

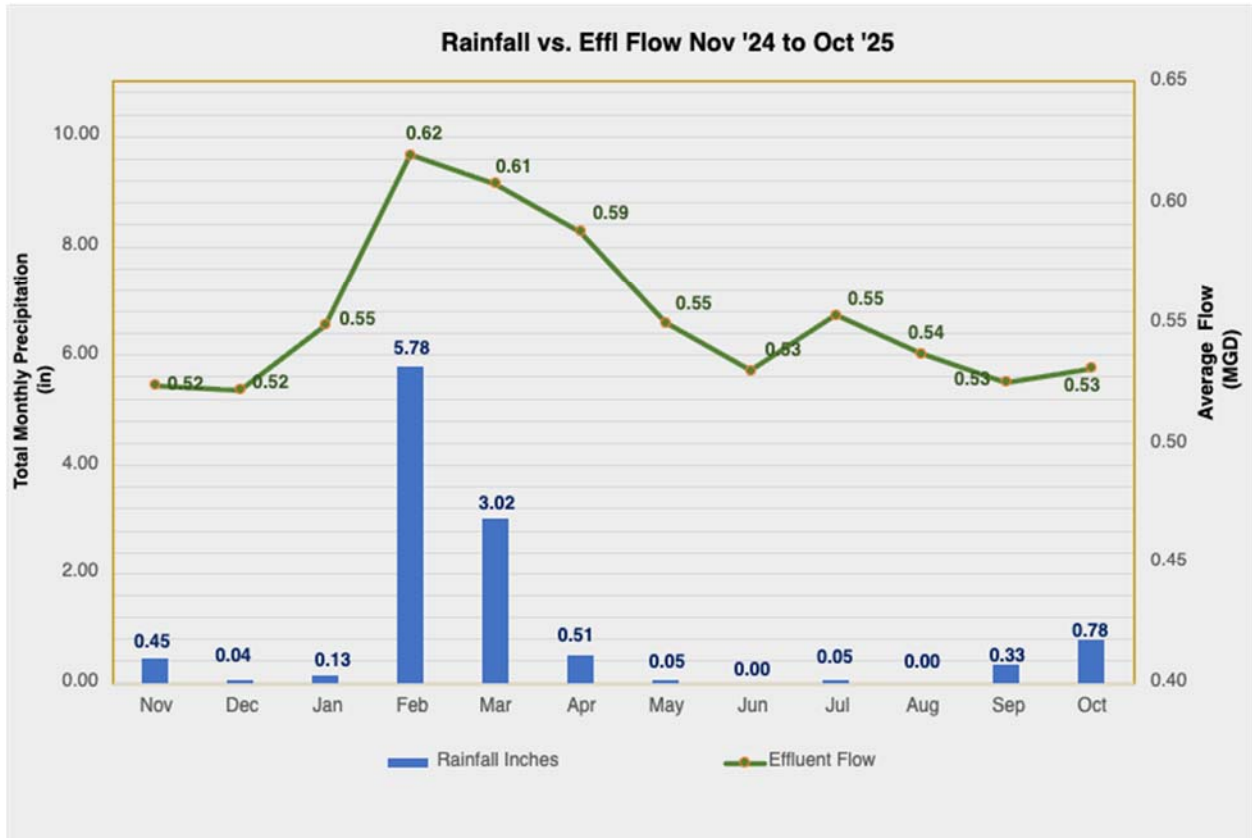
During the month of October the District's investment earnings were as follows:

- \$20,768.36 in cash dividends earned by the Charles Schwab account.
- \$14,484.03 in earned income by the California CLASS account.

C. Human Resources

- After 27 years of dedicated service Caroline Martin (Accounting/Administrative Assistant) announced her retirement effective November 30, 2025. While the District is sad to see her leave we are incredibly happy for her and wish her all the best in her post-Montecito Sanitary District endeavors!

D. Flow/Rain Comparison



E. Capital Improvements Projects and Key Effort Status Updates

Projects/Key Efforts	Status/Phase	Project Team	Comments
FEMA Rehabilitation (Protective Measures)	Reconciliation	N/A	FEMA/CalOES reimbursement obligated; staff working to secure reimbursement.
FEMA Protective Measures Restoration Plan	Construction	Rincon, Channel Islands Restoration	Planting to start on 11/11.
2025 Sewer Main CIPP Lining - Construction	0%	WSC, Phoenix, OTS	Pending award.
Septic to Sewer Strategic Plan	100% Draft	WSC, Phoenix	Draft in Phoenix and staff review.
Channel Drive Force Main Improvements - Design	40%	Stantec, E.Systems, Phoenix, OTS	Potholing to commence in mid Nov., Ongoing Bonnymede easement discussions.
Collection System Master Plan	50%	Stantec, Phoenix, WSC	Stantec working on I&I TM , and CIP list
Channel Lift Station Generator	90%	Blum, Phoenix	Staff submitted permit application to APCD; developing generator specs and site plan.
Wastewater Treatment Plant Project - Design and Engineering	IGA	Southland, MKN	Kick off meeting 11/14/25
S. Jameson Bridge - Design	RFP	Phoenix	County reworking design, staff not sure when County will notify staff of revised plans.
Monte Cristo Improvements - Design	RFP	Phoenix	Phoenix to draft RFP.
Climate Change Adaptation Plan (Phase 3)	RFP	Phoenix	Staff drafted RFP, in internal review.
2026 Sewer Main CIPP Lining - Design	RFP	Phoenix	Staff to draft RFP with Phoenix review.
Website Development - Permits	On-going	N/A	Staff seeking to update District website to help facilitate permitting
Sewer Model Support	On-going	WSC, Phoenix	Integration of sewer model into MSD Collection System Master Plan and Septic to Sewer.
CMMS Integration (Asset Management)	~65% Integration	Mobile MMS	AM system for collections significantly complete. Working on WWTP, Lab, and Admin.
2025 Sewer Main CIPP Lining - Design	Complete	WSC, Phoenix, OTS	Complete, closing out contracts.
Life Expectancy Analysis (LEA)	Complete	Stantec, Phoenix	Submitted to State on 7/2. Awaiting any State comments.
WWTP Seismic and Materials Study	Complete	Buehler, Earth Systems	Completed Final Report on 6/26. Closing out.
2024 Manhole Lining - Construction	Complete	Sancon, Phoenix, MKN	Closing out and seeking Notice of Completion.
Sewer Model Calibration	Complete	WSC, Phoenix	Technical memo complete, closing out.
Sewer System Management Plan (SSMP)	Complete	Fisher Compliance	Adopted by Board 7/9. Staff to submit to State.



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

Phone: (805) 969-4200
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MONTECITO SANITARY DISTRICT STAFF REPORT – 6A

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Long-Term District Financial Analysis Presentation

RECOMMENDATION

It is recommended that the Board:

- i) Receive a long-term District financial analysis presentation from Robert D. Niehaus, Inc.; and
- ii) Take any such additional, related action that may be desirable.

BACKGROUND

At the October 12, 2023 Regular Board Meeting the Board of Directors received a presentation from Robert D. Niehaus, the District's rate study contractor, regarding the current and forecasted financial position of the District with its rates and rate structure at that time.

The rate study was put on hold while staff explored the need for, and possibility of, a large plant rehabilitation or rebuild project. This was done as those construction costs would not be known for some time and would have a significant impact on the study.

Staff recommends revisiting our long term financial plan, analyze the District's current financial position, and lay the groundwork for the future financing requirements of the District given our latest financial information.

FISCAL IMPACT: None

ATTACHMENTS:

None



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MONTECITO SANITARY DISTRICT STAFF REPORT – 6B

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
Bryce Swetek, Engineering Manager
SUBJECT: Construction Contract for the 2025 Sewer Main CIPP Lining Project

RECOMMENDATION:

Staff recommends that the Board consider:

- i) Award a contract to Insituform Technologies, LLC (Insituform) for their low bid amount of \$1,730,613 for the District's 2025 Sewer Main CIPP Lining (Project); and
- ii) Authorize the General Manager to execute the contract in the amount of \$1,730,613 and approve expenditures of up to ten percent (10%) of the contract, amounting to \$173,061.30, as an amendment allowance for any changes in scope of work;
- iii) Determine that this action is not subject to California Environmental Quality Act (CEQA) pursuant to State CEQA Exempt Status: Categorical Exemption Class 2 (Section 15302).

DISCUSSION:

Background – Staff, with assistance from Water Systems Consulting (WSC, Design Engineer), Phoenix Civil Engineering (Project Manager), and On-Track Solutions (Union Pacific Railroad Specialist) developed plans, specifications, and permitting strategies for the District's 2025 Sewer Main CIPP Lining project, which aims to preserve structural integrity, reduce infiltration, and extend the useful life of the District's infrastructure. The Project will rehabilitate approximately 6,020 linear feet of 21-inch and 335 linear feet of 8-inch vitrified clay pipeline (VCP) using cured-in-place-pipe (CIPP) technology, along with manhole rehabilitation within District easements, Santa Barbara County right of way, Caltrans right-of-way, City of Santa Barbara right-of-way, and Union Pacific Railroad right-of-way. The Project Title Sheet is attached (Attachment 1) to this report to orient where this project is located and the summary of work.

Staff would like to recognize Granite Construction as well as Caltrans for their extraordinary cooperation. They are allowing the District’s contractor, between February 2026 – March 2026, to access a particular section of the Project within UPRR right-of-way (4 manholes, 1,129 linear feet of 21-inch pipe), by way of traversing within Granite’s working area along on the South Bound Hwy 101 while in mid-construction of the highway. This includes construction of an earthen ramp by Granite to allow the District’s contractor to safely access the UPRR right-of way from the highway. Granite is also offering the District’s contractor space to stage equipment and materials. This cooperation is a significant benefit to the District as this section of the Project would have otherwise not been able to be constructed without significant cost and further UPRR coordination.

Bidding Process and Results – Staff issued a request for bids for the Project on October 10, 2025 and held a mandatory pre-bid meeting on October 22, 2025. At least six prime prospective bidders registered on PlanetBids three of them attended the pre-bid meeting (Insituform, Sancon, Southwest Pipeline). The pre-bid meeting was a chance for staff to go over the Project details, as well as provide a field trip to the various locations of the Project. An Addendum was issued on October 29, 2025, refining the scope of work and answering any contractor questions regarding the project. The District ultimately received three bids from all three companies that attended the pre-bid meeting.

The bids were as follows:

	Bidder	Bid Amount	Bid Status
1	Insituform Technologies, LLC	\$1,730,613.00	Lowest Responsive Bidder
2	Sancon Technologies, Inc	\$2,992,608.00	2 nd Highest Responsive Bidder
3	Southwest Pipeline	\$3,545,570.00	Highest Responsive Bidder

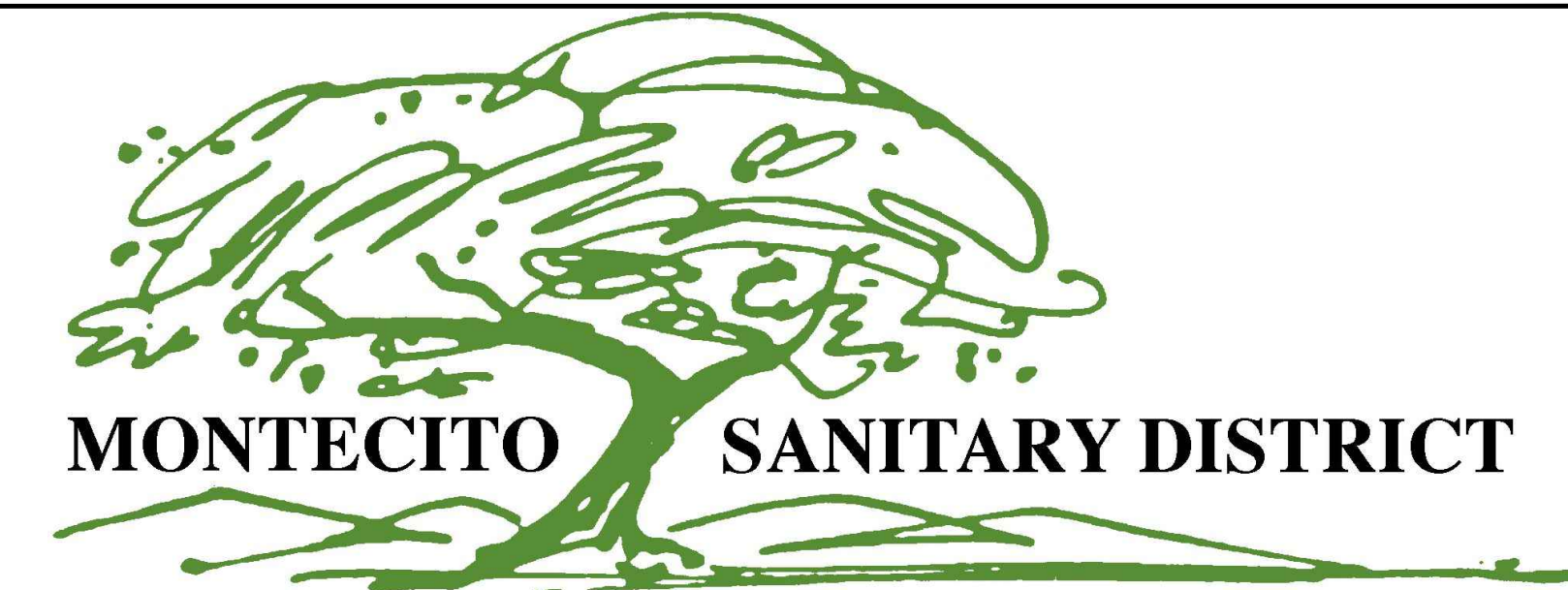
Fiscal Impact – The 2025 Sewer Main CIPP Lining Project is included in the Fiscal Year 2025-26 Capital Improvement Plan budget for \$3,000,000. Staff notes Insituform’s bid was significantly lower than the rest of the bids and significantly lower than the budgeted amount. From Staff’s analysis of the bid, the primary reasoning for the difference in bid amounts is due to the high cost in subcontracting for the sewer bypass requirement. Sancon and Southwest both use the same bypass subcontractor whereas Insituform has its own bypass pumping department. Staff followed up with Insituform to ensure they would stand by their bid, as they had potential to withdraw due to the discrepancy. Insituform assured staff they would stand by the bid price. Staff noticed minor errors within Insituform’s written bid schedule, but staff recommends waving these errors as insignificant anomalies and will hold Insituform to account per their correct PlanetBids bid schedule tabulation (both the PlanetBids and written bid schedule total Project price is the same).

Analysis – Justifications – The bid amount of \$1,730,613 submitted by Insituform is an acceptable bid that is responsive to and meets the requirements of the bid specifications. Staff notes this Project is a high priority for the District not only due to importance of the District’s trunk main (the 21-inch pipe, largest flow discharges directly to the treatment plant), but for the opportunity at hand to utilize the Caltrans/Granite staging area to facilitate construction. Without this opportunity, staff and the project team anticipate a significant cost and amount of time to rehabilitate these specific pipeline segments. The schedule is aggressive and will require a concerted effort between the contractor and the project team to execute the Project on time.

DEPARTMENTS INVOLVED: Engineering, Collections, and Administration

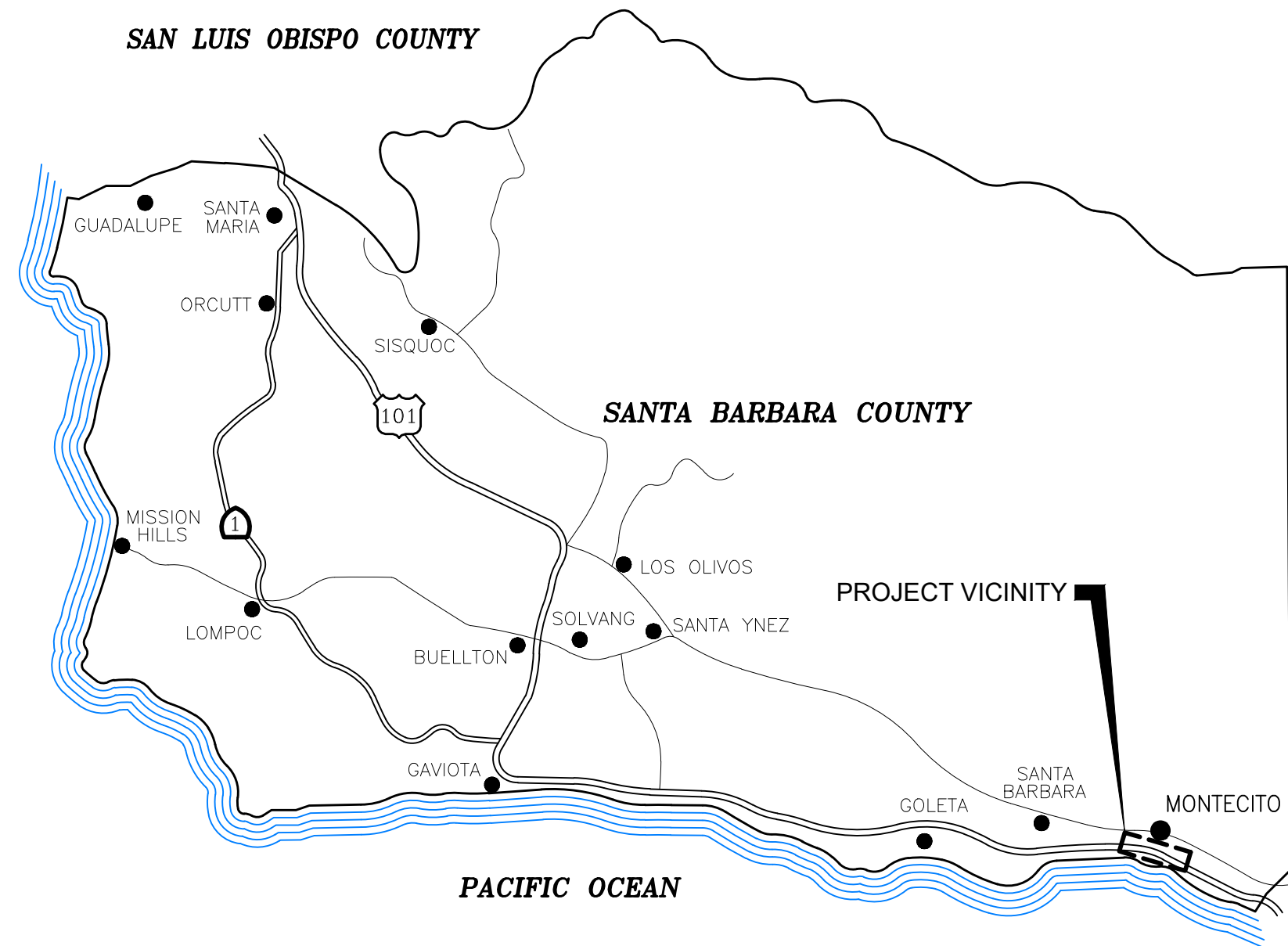
ATTACHMENTS:

1. Project Title Sheet



2025 SEWER MAIN CIPP LINING

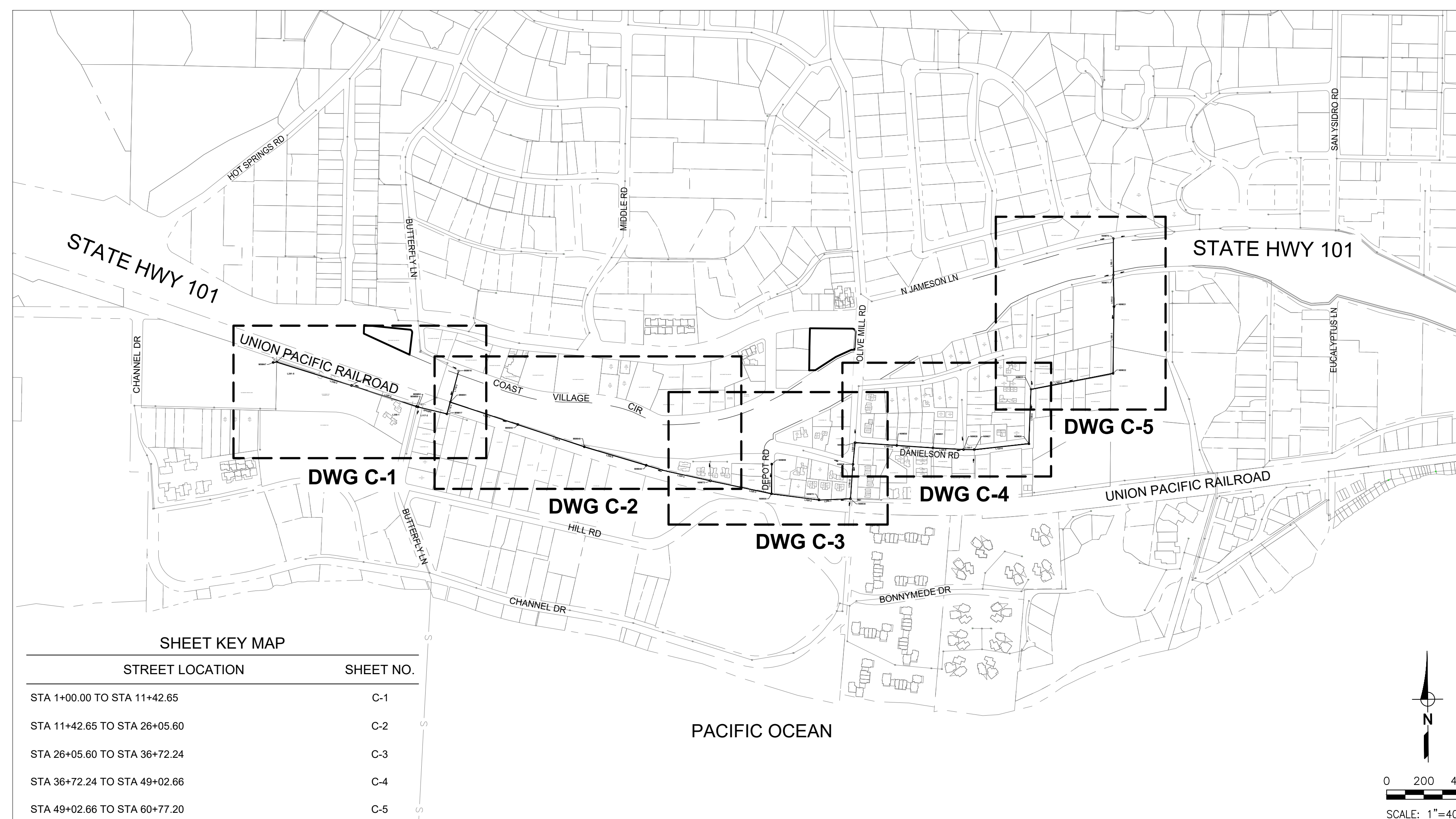
MONTECITO SANITARY DISTRICT BID SET



VICINITY MAP
NOT TO SCALE

SHEET INDEX

SHEET No.	DRAWING No.	DRAWING TITLE
GENERAL		
1	T-1	TITLE SHEET
2	G-1	GENERAL NOTES AND DISTRICT STANDARD DRAWING DETAILS
CIVIL		
3	C-1	STA 1+00.00 TO STA 11+42.65
4	C-2	STA 11+42.65 TO STA 26+05.60
5	C-3	STA 26+05.60 TO STA 36+72.24
6	C-4	STA 36+72.24 TO STA 49+02.66
7	C-5	STA 49+02.66 TO STA 60+77.20



SHEET KEY MAP

STREET LOCATION	SHEET NO.
STA 1+00.00 TO STA 11+42.65	C-1
STA 11+42.65 TO STA 26+05.60	C-2
STA 26+05.60 TO STA 36+72.24	C-3
STA 36+72.24 TO STA 49+02.66	C-4
STA 49+02.66 TO STA 60+77.20	C-5

SHEET INDEX MAP
SCALE: 1"=400'

SUMMARY OF WORK		
8" CIPP LINER	337 LF	2 PIPES
21" CIPP LINER	6,019 LF	25 PIPES
RECONNECT ACTIVE SERVICE LATERALS	36 EA	
INSTALL SEWER LATERAL CONNECTION SEAL	14 EA	
MANHOLE REHABILITATION	348 VF	25 MANHOLES
REPLACE MANHOLE FRAME AND COVER	6 EA	

C:\Users\paul.d'santi\Documents\2025 Sewer Main CIPP.dwg 10/7/2025 7:46 PM Paul D'Santi
 3.0 Clients\Montecito Sanitary District 1088\11902 2025 Sewer Main CIPP\6.0 Working Files\CAD\WSD-SEWER MAIN CIPP.dwg 10/7/2025 7:46 PM Paul D'Santi
 Montecito Sanitary District
 Regular Board Meeting - November 12, 2025
 Page 32 of 61

REVISIONS			
NO.	DESCRIPTION	DATE	APPROVED

WARNING
 0 1/2 1
 IF THIS BAR DOES NOT MEASURE 1", THEN DRAWING IS NOT TO SCALE

SCALE:	AJD
DESIGN	PMD
DRAWN	JG
CHECKED	2025-01
BID NO.	
PAGE	
ATLAS	

PREPARED BY:
 ADAM J. DONALD
 RCE No.: C89089
 10/10/2025
 DATE



MONTECITO SANITARY DISTRICT
 1042 Monte Cristo Lane Santa Barbara, CA 93108
 Approved: _____ Date _____, 20____
 General Manager

TITLE SHEET
2025 SEWER MAIN CIPP LINING
 MONTECITO SANITARY DISTRICT

PROJ. NO. **2025-01**
 DWG. NO. **T-1**
 SHT. **1** OF **7** SHTS.



Montecito Sanitary District

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MONTECITO SANITARY DISTRICT STAFF REPORT – 6C

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
Bryce Swetek, Engineering Manager
SUBJECT: Consideration of Engineering Services for the 2025 Sewer Main CIPP Lining Project

RECOMMENDATION:

It is recommended that the Board consider:

1. Authorizing the General Manager to award a contract to Water Systems Consulting, Inc. (WSC) in the amount of \$57,491 to provide Engineering Services during construction for the District's 2025 Sewer Main CIPP Lining (Project); and
2. Authorizing the General Manager to approve expenditures of up to ten percent (10%) of the contract, amounting to \$5,749.10, as an amendment allowance for any changes in scope of work.

DISCUSSION:

Background – The District anticipates beginning construction on the 2025 Sewer Main CIPP Lining project in December 2025. As part of the District's Fiscal Year 2025-26 Capital Improvement Program, the Project will rehabilitate approximately 6,020 linear feet of 21-inch and 335 linear feet of 8-inch vitrified clay pipeline (VCP) using cured-in-place-pipe (CIPP) technology, along with manhole rehabilitation within District easements, Santa Barbara County right of way, Caltrans right-of-way, City of Santa Barbara right-of-way, and Union Pacific Railroad right-of-way.

In August 2024, the District entered into a professional service agreement with WSC to provide engineering services during the design phase of this CIPP project. Under the agreement, WSC served as the Design Engineer and worked with Phoenix Civil Engineering (Phoenix, Project Manager for MSD) as well as District staff for the development of Project design plans, specifications, construction cost estimate. As the District transitions from design to construction, staff requested a proposal from WSC to provide engineering services during construction.

Fiscal Impact – The 2025 Sewer Main CIPP Lining Project is included in the Fiscal Year 2025-26 Capital Improvement Plan budget for \$3,000,000. The lowest responsive bidder cost for the construction is \$1,730,613.00. WSC submitted a proposal for engineering services during construction at a not-to-exceed amount of \$57,491, not including an optional task in the amount of \$5,856. Staff is recommending to not include the optional “wet-out inspection” as part of the awarded amount. A 10% contingency (\$5,749.10) is recommended to facilitate amendments for additional work, if needed. The District anticipates additional services for construction, including construction observation, as well as services related to UPRR coordination and safety. Flexibility within Project budget remains to accommodate these services.

Analysis – Justifications – Engineering support during construction is a critical service to facilitate construction efficiency and provide quality assurance Project specifications are met. Staff recommends WSC for engineering services during the construction phase for the following reasons:

- **Qualifications and Project Understanding:** As the Design Engineer on the Project, WSC has both the technical expertise and deep familiarity of the project’s scope and technical specifications. WSC is positioned to effectively provide engineering support during construction, including contractor submittal review, addressing requests for information (RFIs), and record drawings.
- **Strong Working Relationship and Responsiveness:** WSC has built a strong collaborative relationship with MSD and Phoenix. The firm has demonstrated exceptional responsiveness and reliability, including quick turnaround on updates based on UPRR requirements and Caltrans access.
- **Level of Effort and Value:** WSC’s proposed services align with staff’s expectations of scope and level of effort. Their institutional knowledge and familiarity with the Project minimize transition time and maximize efficiency. The cost of \$57,491 for engineering support services during construction is a reasonable amount and will help ensure a successful project.

DEPARTMENTS INVOLVED: Engineering, Collections, and Administration

ATTACHMENTS:

1. WSC Proposal



Proposal for 2025 Sewer Main CIPP Engineering Services During Construction

October 28, 2025

Montecito Sanitary District

Bryce Swetek, PE
Engineering Manager
Montecito Sanitary District
Santa Barbara, CA 93108

Water Systems Consulting

805 Aerovista Place, Suite 201
San Luis Obispo, CA 93401
P: (805) 457-8833
F: (805) 888-2764

Justin Pickard, PE

P: (805) 457-8833 x 124
C: (281) 300-8392
E: jpickard@wsc-inc.com

Adam Donald, PE

P: (503) 419-6336 x 402
C: (408) 728-0941
E: adonald@wsc-inc.com

Dear Bryce,

Enclosed is WSC’s proposal to provide engineering services during construction for the 2025 Sewer Main CIPP Project. Our proposal is based on providing bid phase support services, services during construction, and optional liner wet out inspection.

Thank you for the opportunity to continue supporting the District. If you have any questions regarding this proposal, please contact Justin or Adam at the contact information provided.

Sincerely,

Water Systems Consulting, Inc.

**Justin Pickard
Vice President/Principal in Charge**

**Adam Donald
Project Engineer**

Scope of Work

Task 0 Project Management

0.1 Project Administration

- Prepare monthly progress reports to be submitted with each invoice. It is assumed that the project duration is ten months (October 2025 – July 2026).
- Manage project scope, schedule, and budget.
- Manage project staff and coordinate the efforts of the internal project team.
- Coordinate with the District on an as-needed basis to resolve project issues. Sixteen (16) staff hours have been assumed for as-needed District coordination.

Deliverables: Monthly progress reports and invoices.

Assumptions:

- (1) Project duration is eight months (October 2025 – July 2026). Construction notice to proceed on December 15, 2025, with a 120 working day construction phase duration.
- (2) Construction completion in June 2026. Completion of record drawings and project closeout in July 2026.
- (3) WSC assumes the District will provide a dedicated Project Manager/Construction Manager for the duration of the construction phase who will be principally responsible for interfacing with the contractor and administering the construction contract. WSC is not responsible for construction management, contract administration, or inspection.

Task 1 Bid Phase Services

1.1 Preparation of Final Bid Document Submittal

- Update plans, technical specifications, and cost opinion to address District comments on 99% submittal.
- Prepare final bid documents.

1.2 Pre-Bid Meeting

- Review and provide comments on draft Pre-Bid Meeting agenda.
- Attend Pre-Bid Meeting and site walk with prospective contractors to present the scope of the project.

1.3 Addendum Preparation

- Prepare responses to questions received from prospective bidders during the bid advertisement period.

- Prepare updates to the plans and technical specifications to reflect clarifications/updates made in response to bidder questions and as directed by the District.
- Compile responses to questions and clarifications on the Contract Documents into formal addendum using the District’s standard template.

1.4 Conformed Documents

- Incorporate changes and clarifications issued via addendum during the bid phase into a conformed set of Contract Documents.

Deliverables:

- (1) Bid Set Plans, Technical Specifications, and Cost Opinion
- (2) Comments on draft Pre-Bid Meeting agenda.
- (3) Responses to bidder questions.
- (4) Addendum 1 in District’s preferred format.
- (5) Conformed Plans PDF.
- (6) Conformed Technical Specifications PDF.

Assumptions:

- (1) Pre-bid Meeting will be in person and two hours in duration.
- (2) District will lead and facilitate the Pre-Bid Meeting.
- (3) One (1) addendum will be prepared to address bidder questions.
- (4) A total of seven staff hours has been assumed for responding to bidder questions and preparing addenda.
- (5) A total of 16 staff hours has been assumed for preparing conformed documents.

Task 2 Design Support During Construction

2.1 Pre-Construction Conference

- Attend and participate in the Pre-Construction Conference to discuss the overall project scope, the contractor’s approach, project schedule, key issues, and contract administration procedures.

Assumptions:

- (1) Budget assumes the District’s Construction Manager will preside over and facilitate the Pre-Construction Conference, including the preparation and distribution of meeting minutes.
- (2) Budget assumes Pre-Construction Conference will be attended using a video conferencing platform and be one (1) hour in duration.

2.2 Select Construction Meetings

- Attend select weekly construction meetings at the request of the District.

- WSC will attend meetings via conference call on the District's preferred video conferencing platform.

Assumptions:

- (1) Budget assumes the District's Construction Manager will prepare meeting agendas and distribute meeting minutes after each meeting.
- (2) A total of six (6) staff hours have been included for as-needed participation in weekly construction meetings.

2.3 Submittal Review

- WSC will review submittals, including but not limited to, shop drawings, product data, liner calculations, resins, and material substitution requests for compliance with the Contract Documents and provide responses to the contractor. See Attachment 1 for assumed submittal list.

Deliverables:

- (1) Submittal review responses.

Assumptions:

- (1) The budget is based on the submittal list and number of submittals identified in Attachment 1.
- (2) District will review submittals designated for District review in Attachment 1.

2.4 Request for Clarification/Request for Information (RFC/RFI)

- Prepare responses to RFCs and RFIs.

Deliverables:

- (1) RFC/RFI responses.

Assumptions:

- (1) The budget is based on responding to ten (10) RFCs/RFIs and assumes 20 staff hours.

2.5 Technical Support During Construction

- Provide technical support to help resolve unforeseen field conditions and refine the rehabilitation approach as necessary.

Assumptions:

- (1) The budget assumes 12 hours of technical support.
- (2) Pre- and post-rehabilitation CCTV review not included.

2.6 District Coordination Meetings

- District coordination meetings to discuss key aspects of installation and video review process.

- Meet with District staff to discuss defects identified in pre- and post-rehabilitation closed-circuit television (CCTV), address areas of concern and reconcile discrepancies between the design and the contractor's recommended rehabilitation report as reflected on the plots of the pipe.

Assumptions:

- (1) District coordination meetings will occur as needed.
- (2) A total of 10 staff hours has been assumed.

2.7 Record Drawing Preparation

- WSC will prepare a set of record drawings documenting as-built configuration of the work completed by the contractor. This will include the following:
 - Updated structure and pipeline tables with actual depths and lengths for the work completed.
 - Updated distances for lateral reinstatements;
 - Updated construction notes, as necessary; and
 - Updating lateral scope of work to document Top Hat installation or abandonment.

Deliverables:

- (1) One (1) final set of PDF record drawings.

Assumptions:

- (1) Record drawings will be prepared in CAD.
- (2) Revision clouds will be used to document changes from conformed set.
- (3) Record drawings will be based on as-builts/redline drawings prepared by the contractor or District staff. WSC will not independently verify as-built information provided by others.
- (4) Record drawings will not be signed or sealed.
- (5) A total of 18 staff hours has been assumed for record drawing preparation.

Optional Task 1 Wet-Out Inspection

01.1 Factory Wet-Out Inspection

- Perform factory inspection of CIPP liner wet-out.
- Prepare inspection reports documenting inspection process.

Deliverables:

- (1) Wet-out inspection reports.

Assumptions:

- (1) Due to the uncertainty regarding the location of the wet-out facility and the level of effort required, 16 staff hours have been assumed. Additional hours may be required depending on the number of inspections and location of wet-out facility.
- (2) Travel costs not included.

Attachment 1: Submittal Table

Submittal No.	Item	Specification	Responsible Party	Assumed Number of Submittals
1	Illness/Injury Prevention Plan and Confined Space Entry Plan	01 10 00	District	1
2	Construction Plan	01 10 00	WSC/District	1
3	Public Notification Template	01 10 00	District	1
4	Sequencing of Construction Plan	01 10 00	WSC/District	2
5	Site Access Plan	01 14 23	WSC/District	2
6	Traffic Control Plan	01 55 26	District	4
7	Sample No Parking Signs	01 55 26	District	1
8	Bypass Pumping Plan	01 58 00	WSC/District	7
9	Spill Prevention, Control, and Countermeasure Plan	01 58 00	WSC/District	2
10	Manhole Grouting	03 65 00	WSC	2
11	Manhole Coating	09 97 23	WSC	2
12	CCTV – Equipment, Templates, and QA/QC Plan	33 01 31	WSC	1
13	CIPP Materials	33 01 32	WSC	2
14	CIPP Lining Procedures	33 01 32	WSC	2
15	CIPP Design Calculations	33 01 32	WSC	3
16	CIPP Temperature Monitoring System	33 01 32	WSC	1
17	CIPP Installer Qualifications	33 01 32	District	1
18	CIPP Maintenance Instructions	33 01 32	WSC	1
19	CIPP Warranty	33 01 32	WSC	1

Submittal No.	Item	Specification	Responsible Party	Assumed Number of Submittals
20	CIPP Wet Out Reports	33 01 31	WSC	2
21	Service Lateral Connection Seals	33 01 33	WSC	1
22	Manhole Rehabilitation Plan	33 05 62	WSC	2



Task No.	Task Description	WSC						
		Principal-In-Charge/Project Manager	Technical Advisor	Project Engineer	Drafting	Project Administration	Engineering Support	WSC Labor Hours
		Justin Pickard	Jon Ganz	Adam Donald	Paul D'Santi	Kay Merrill	David Williams	
	<i>Billing rates, \$/hr</i>	\$366	\$366	\$267	\$208	\$186	\$180	
0	Project Management							
0.1	Project Administration	8		12		11		\$ 8,178
	SUBTOTAL	8	0	12	0	11	0	\$ 8,178
1	Bid Phase Services							
1.1	Final Bid Set Documents	6		20	6			\$ 8,784
1.2	Pre-Bid Meeting	2						\$ 732
1.3	Addendum Preparation	1		6				\$ 1,968
1.4	Conformed Documents	1		6	6			\$ 3,216
	SUBTOTAL	10	0	32	12	0	0	\$ 14,700
2	Design Support During Construction							
2.1	Pre-Construction Conference	2		2				\$ 1,266
2.2	Select Construction Meetings	3		3				\$ 1,899
2.3	Submittal Review	7		33			18	\$ 14,613
2.4	Request for Clarification/Request for Information (RFC/RFI)	3	2	15				\$ 5,835
2.5	Technical Support During Construction	2	2	8				\$ 3,600
2.6	District Coordination Meetings	2		8				\$ 2,868
2.7	Record Drawing Preparation	2		8	8			\$ 4,532
	SUBTOTAL	21	4	77	8	0	18	\$ 34,613
	COLUMN TOTALS	39	4	121	20	11	18	\$ 57,491
OT 1	Wet Out Inspection							
OT 1.1	Wet Out Inspection		16					\$ 5,856
	Wet Out Inspection TOTAL	0	16	0	0	0	0	\$ 5,856
	OPTIONAL TASKS TOTAL	0	16	0	0	0	0	\$ 5,856

10% mark-up on direct expenses; 15% mark-up for sub-contracted services
 Mileage will be reimbursed at the prevailing federal mileage reimbursement rate in effect at the time of travel
 Rates are subject to revision as of January 1 each year.



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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MONTECITO SANITARY DISTRICT STAFF REPORT – 6D

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
Bryce Swetek, Engineering Manager
SUBJECT: Consideration of Construction Management Services for the 2025 Sewer Main CIPP Lining Project

RECOMMENDATION:

It is recommended that the Board consider:

1. Authorizing the General Manager to award a contract to Phoenix Civil Engineering (Phoenix) in the amount of \$59,296 to provide Construction Management (CM) Services for the District's 2025 Sewer Main CIPP Lining (Project); and
2. Authorizing the General Manager to approve expenditures of up to ten percent (10%) of the contract, amounting to \$5,926.60, as an amendment allowance for any changes in scope of work.

DISCUSSION:

Background – The District anticipates beginning construction on the 2025 Sewer Main CIPP Lining project in December 2025. As part of the District's Fiscal Year 2025-26 Capital Improvement Program, the Project will rehabilitate approximately 6,020 linear feet of 21-inch and 335 linear feet of 8-inch vitrified clay pipeline (VCP) using cured-in-place-pipe (CIPP) technology, along with manhole rehabilitation within District easements, Santa Barbara County right of way, Caltrans right-of-way, City of Santa Barbara right-of-way, and Union Pacific Railroad (UPRR) right-of-way.

In July 2024, the District entered a professional service agreement with Phoenix to provide project management services during the design phase of the Project. Under that agreement, Phoenix served as the Project Manager, coordinating with Water Systems Consulting (WSC, the Design Engineer), On-Track Solutions (UPRR liaison), and District staff to ensure delivery of the bid-ready contract documents. As the District transitions from design to construction, staff requested a proposal from Phoenix to provide construction management services through completion of the Project.

Fiscal Impact – Phoenix submitted a proposal to the District for a not-to-exceed amount of \$59,296. The 2025 Sewer Main CIPP Lining Project is included in the Fiscal Year 2025-26 Capital Improvement Plan budget for \$3,000,000. The lowest responsive bidder cost for the construction is \$1,730,613.00. Staff recommends an additional 10% contingency (\$5,926.60) be awarded to facilitate amendments in the scope of work, if needed. The District anticipates additional services for construction, including construction observation, as well as services related to UPRR coordination and safety. Flexibility within Project budget remains to accommodate these services.

Analysis – Justifications – Construction management is a critical service to facilitate communication with the contractor, design engineer, construction inspectors, public agencies, and District staff; to keep the Project on schedule; and to provide public outreach. Staff recommends Phoenix for providing construction management services for the following reasons:

- **Qualifications and Project Understanding:** As the Project Manager during the design phase, Phoenix has a comprehensive understanding of the project scope, schedule, permitting requirements, and the challenges ahead in the construction phase. Additionally, Phoenix understands the CIPP construction process and has considerable CIPP project experience.
- **Strong Working Relationship and Responsiveness:** Phoenix has prior experience providing effective construction management for the District, including the 2024 Manhole Rehabilitation Project, and prior District CIPP lining projects. Phoenix continues to provide support to the District via their On-Call contract and has a strong working relationship with staff.
- **Level of Effort and Value:** Phoenix’s proposed services provides comprehensive construction management and aligns with staff’s expectations regarding scope and level of effort. Phoenix’s project understanding allows them to transition efficiently into this next phase. The cost of \$59,296 with the 10% contingency for construction management services is a reasonable amount and will help ensure a successful project.

DEPARTMENTS INVOLVED: Engineering, Collections, and Administration

ATTACHMENTS:

1. Phoenix Proposal



Phoenix Civil Engineering, Inc.

535 East Main Street Santa Paula, California 93060 805.658.6800
info@phoenixcivil.com www.phoenixcivil.com

Bryce Swetek, PE
Montecito Sanitary District
1042 Monte Cristo Lane
Santa Barbara, CA 93108

October 21, 2025

Montecito Sanitary District – Proposal for CIPP - Construction Management Services

Dear Bryce-

I am pleased to provide you with this task order proposal for Construction Management services for the CIPP Lining Project. This project has been designed by a different consultant, who is under a separate contract directly with the District. This proposal covers providing construction project management services to support the District through completion of the lining project. The services included in this proposal are general construction management, District and Contractor coordination, design engineer coordination, schedule monitoring, progress meetings, permit coordination, public outreach, as-needed Contract Document review, progress payment review and recommendation.

Our efforts will be reimbursed on a time and materials basis up to a not to exceed fee of \$59,296.

I appreciate the opportunity to submit this proposal to assist you with District projects. I have attached our Professional Services Rate Sheet.

Please let me know if you have any questions or would like to discuss my proposal.

Sincerely,

Jon Turner, PE
Principal Engineer

Task 1: Construction Management Services

Phoenix Civil Engineering, Inc. (Phoenix) will provide construction management services for the duration of the project. Phoenix has based this proposal on the Contract Documents provided by the District (Bid No. 2025-01), dated October 2025. The Project includes pipeline rehabilitation of approximately 6,020 linear feet of 21-inch diameter vitrified clay pipeline (VCP) and 335 linear feet of 8-inch diameter VCP via cured-in-place-pipeline (CIPP); and manhole rehabilitation via epoxy coating. The Project is located within the County of Santa Barbara, private District easements and Union Pacific Railroad (UPRR) right of way. The Project will require encroachment or right-of-entry permits from the County of Santa Barbara, Caltrans, Union Pacific Railroad, as well as coordination with Private Property Owners for manhole access through District easements. The District has obtained the encroachment permits from two of the three agencies above (Contractor has to secure the County permit); and has coordinated ROW access with UPRR. Phoenix has assumed 30 Working Days for construction, and 30 Working Days for start-up and closeout. The schedule is assumed to be as follows:

- Preconstruction meeting – January 2026
- Construction begins– February 2026
- Project final punch list items –May 2026

Construction management will be provided, for a total of approximately 12 weeks of construction, it is anticipated that inspection will be provided by others and site visits will be performed at critical stages by the Phoenix Principal Engineer.

The issued for bid set of specifications has been reviewed, but it is assumed a conformed set of plans and specifications will be provided to Phoenix prior to construction. The following efforts are included in this task:

Preconstruction Meeting: Prepare for and assist with the project preconstruction meeting with the Contractor, design firm staff and District staff. The meeting will be held onsite or via Zoom. A summary of discussion topics and project deliverables will be provided.

Shop Drawing Review Coordination: This task includes coordinating the contractor provided submittals and compiling responses from the design engineer (under separate contract). It is anticipated that 15 submittals are to be provided, and two reviews are anticipated for a total of 30 submittals for purposes of this proposal. The submittals include project materials/products, schedules, plans, and pre- and post-CCTV. The management of the submittal process is included in this task. Submittals will be electronically managed by Phoenix. All submittals will be tracked in a submittal log for quick reference on the status of specific items.

Response to Requests for Information: Respond to contractor's requests for information (RFIs). It is anticipated that up to ten (10) requests for information will be prepared during the construction phase. Phoenix will confer with the District Project Manager and design engineer on RFI responses. The responses will be coordinated by and sent from Phoenix to the Contractor.

Project Construction Meetings: Attend construction progress coordination meetings. The meetings will be held at the jobsite or via Zoom. The meetings will cover construction progress, schedule, potential changes required in the design, and progress pay estimates. It is anticipated that 14 meetings will be managed and attended by Phoenix.

Progress Payment Review: Phoenix will review submitted progress payments for accuracy based on percentage complete. Phoenix will also provide prevailing wage review to ensure the proper wages are being paid and reported. Phoenix will provide the review letter and recommendations to the District.

Public Outreach: Phoenix will provide public outreach to the community explaining the project, duration and updates as the construction progresses. Outreach may include flyers as well as in person or phone contact to ensure the messages are coordinated and clear for the community. As part of the public outreach, Phoenix will provide ongoing communication through phone calls and email on an as needed basis. Phoenix Civil will also provide public outreach to affected residents, businesses; including Fire and Ambulance Services, School Districts and Waste Services during the project. Communication will be provided to allow for possible routing conflicts.

Construction Coordination: Provide periodic construction observation by the Principal Engineer for the duration of the construction period (30 Working Days). This effort is beyond what the project inspector (under a different contract) is performing. Coordination will include working with the inspector to verify compliance with the project permits, project Contract Documents, etc. Phoenix will provide assistance through phone calls and email correspondence when not onsite. Phoenix will provide coordination and communication regarding project status and schedule. Phoenix will review reports outlining the daily observations, photographs, potential construction issues/changes, employee interviews and documentation. The Phoenix Project Manager will be in daily communication with the inspector. The Phoenix Project Manager will also provide Caltrans and UPRR coordination during the work that is within the Caltrans and UPRR right-of-way.

Work Change Directives (WCD) and Change Orders: When requested by the District, Phoenix will prepare work change directives and change order paperwork. Phoenix will provide assistance on up to 2 work change directives and up to 2 change orders. We assume that any plan or specification changes (backup documents) will be made by the District and the design engineer. Documents will be provided to Phoenix for distribution to the Contractor.

Record Drawings and Close Out: Phoenix will develop a punch list with the Contractor to ensure the project is completed to the satisfaction of the District. Phoenix will ensure the punch list is completed timely. Phoenix will coordinate and review all documentation needed to prepare record drawings of the completed project improvements. The record drawings will be completed by the design engineer based on the Contractor submitted red line markups, submittals, RFIs and Change Orders. It is assumed that the design engineer/inspector will provide a link to download the compiled record drawings and final project files. The final project files will include reports, submittals, meeting summaries, RFIs, photo logs, and dwg files (formats include MS Word, PDF).

The following efforts are included in this task:

- Project coordination with the District and Contractor.
- Project schedule coordination.
- Material submittal review and processing.
- Creation and maintenance of a submittal log documenting the submittal status.
- Request for information (RFI) review and processing.
- Creation and maintenance of a RFI log documenting the RFI status.
- Construction inspection on a full time basis.
- Meeting preparation and meeting summary completion.
- Assist with residential and business outreach.
- Assist with Caltrans coordination.
- Compilation project documentation.
- Record Drawing preparation coordination.

Deliverable: One electronic copy of all preliminary and final shop drawings that have been reviewed for conformance will be provided to the District. At the completion of the project construction phase a complete copy of all Phoenix generated project related correspondence will be provided to the District for their files. All documents will be provided through a Box download link.

Level of Effort: The anticipated level of effort is listed below. The rates shown on the attached rate sheet will be applied.

Personnel Category	Hours
Principal Engineer	200
Assistant Engineer	80
Technical Assistant	22
Administration Support	62

Assumptions

The following assumptions apply to this proposal:

- The District will be responsible for payment of any and all fees associated with any required permits, inspections, agency reviews, encroachment permits, traffic control or filings. Any and all fees, taxes and bonds are the responsibility of the District.
- The project duration is anticipated to be 60 Working Days (30 WDs in construction). Phoenix will provide an amendment to the scope and fee if the duration is extended beyond this assumption.
- Outside Agency review times may vary and cannot be controlled.
- Large scale printing is not included. Printing can be done at \$0.8/sq. ft.
- It is assumed that the Contractor will maintain a set of red-line drawings throughout the job to be provided to Phoenix for record drawing coordination with the design engineer.
- It is assumed that the Contractor will provide the traffic control plan for the County of Santa Barbara encroachment permit.
- This proposal does not include construction inspection services.
- It is assumed this project will be completed in 2026.



Professional Services Hourly Rate Sheet 2025-26

Engineering

Principal Engineer	\$204
Resident Engineer	\$180
Professional Engineer	\$170
Associate Engineer II	\$160
Associate Engineer I	\$150
Assistant Engineer	\$130

CADD

Senior Designer	\$146
Assistant Designer	\$118

General

Principal Construction Manager	\$204
Construction Inspector	\$170
Associate Construction Observer	\$150
Technical Assistant	\$98
Clerical/Administrative Assistant	\$70

Rate Notes

Costs associated with printing and scanning plans and specifications will be billed at \$0.8/square foot.

Subconsultants will be marked up by 10%.

Rates shown with Prevailing Wage (PW) are subject to State of California prevailing wage law and are subject to increases. These rates are used for field inspection.

Overtime will be charged at 1.5x the hourly rate for 8-12 hours daily and at 2x the hourly rate for hours worked over 12 hours daily.



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

MONTECITO SANITARY DISTRICT STAFF REPORT – 6E

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Discussion of District Reorganization

RECOMMENDATION:

It is recommended that the Board:

- i) Receive a report from the Montecito Sanitary Board president regarding the October 30, 2025 meeting of board presidents of the Montecito Sanitary District, the Montecito Water District and the Summerland Sanitary District regarding reorganization;
- ii) Take any such additional, related action that may be desirable.

DISCUSSION:

The Board voted to consolidate with the Montecito Water District at its March 28, 2025, Special Meeting. The District has also been in talks with Summerland Sanitary District about the possibility of reorganization and other matters.

All three of the Districts' board presidents and general managers met at the Montecito Water District on Thursday, October 30, 2025 to discuss reorganization. The Montecito Sanitary District Board president will provide a report of that meeting.

ATTACHMENT:

None



Montecito Sanitary District

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MONTECITO SANITARY DISTRICT STAFF REPORT – 6F

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Wastewater Connection to El Estero Water Resource Center

RECOMMENDATION:

It is recommended that the Board:

- i) Discuss commencing discussions with the City of Santa Barbara regarding the connection of the District’s facilities to the City’s El Estero Water Resource Center; and
- ii) Take any such additional, related action that may be desirable.

DISCUSSION:

The District is in the process of assessing the District’s wastewater treatment plant for modernization and upgrades and has contracted with Southland Industries to assist in that endeavor.

As part of their scope of services Southland Industries will also draft a technical memorandum and conduct a constraints analysis to assess connecting the Montecito Sanitary District facilities to the City of Santa Barbara’s El Estero Water Resource Center. The technical memorandum will include the following services:

- Project Management, QC, and Meetings
- Data review and City of Santa Barbara coordination
- Treatment capacity evaluation
- Design criteria for pump station and force main
- Institutional and regulatory constraints
- Summary of major work efforts and schedule
- Draft and final technical memorandum

RECOMMENDATION:

Staff considers any discussion with the City of Santa Barbara premature pending further analysis from Southland Industries.

ATTACHMENT: None



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Santa Barbara, CA 93108

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

MONTECITO SANITARY DISTRICT STAFF REPORT – 6G

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Board Policy and Procedures Manual

RECOMMENDATION

It is recommended that the Board:

- i) Discuss the Board Policy and Procedures Manual; and
- ii) Taking such additional, related action that may be desirable.

BACKGROUND

The Board Policy and Procedures Manual currently in effect was adopted on December 9, 2021. An Ad Hoc Committee comprising of Directors Johnson and Newquist was formed to update the manual and bring back recommendations to the Board. The Board should discuss the process and timeline of the manual update as well as the process for Board directors and legal counsel to submit changes.

FISCAL IMPACT: None

ATTACHMENTS: None



Montecito Sanitary District

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

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

MONTECITO SANITARY DISTRICT STAFF REPORT – 6H

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Board Meeting Schedule for November and December

RECOMMENDATION

It is recommended that the Board:

- i) Review, discuss and consider changes to the November and December Board meeting schedule; and
- ii) Take such additional, related action that may be desirable.

BACKGROUND

The current Board meeting schedule includes meeting on the day before both Thanksgiving and Christmas holidays. Staff recommends that the Board consider adjustments to the Board meeting schedule with the holiday schedule in mind.

FISCAL IMPACT: None

ATTACHMENTS:

None



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A Public Service Agency

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

MONTECITO SANITARY DISTRICT

STAFF REPORT – 6I

DATE: November 12, 2025
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Santa Barbara Local Agency Formation Commission (LAFCO) Candidate Nominations

RECOMMENDATION

It is recommended that the Board

- i. Consider nominating Regular Special District Board Members for LAFCO; and
- ii. Take any such additional, related action that may be desirable.

BACKGROUND

In anticipation of an upcoming vacancy among independent special districts membership, this is a Call for Nominations of one Regular Special District Member to serve the unexpired term as the special district member on LAFCO.

A Nomination Form (Attachment A) must be filled out and signed by the presiding officer of the district, or if that person is unable to participate, then by his or her alternate as designated by the district Board. (See GC § 56332.). Nominations are requested no later than January 2, 2026.

Nominations for the one LAFCO Regular Special District Member: The new term of office of the current Regular Special District Member ends on March 1, 2030.

There will be no election if pursuant to Government Code section 56332(c)(2), “[at] the end of the nomination period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed” to the Commission.

Nominations for one Regular Special District Member should be submitted to the LAFCO Executive Officer, at the following address, or emailed by January 2, 2026 to: Santa Barbara Local Agency Formation Commission, 105 East Anapamu Street, Santa Barbara CA 93101. Email Address: lafco@sblafco.org

FISCAL IMPACT: None

ATTACHMENTS:

- A. LAFCO Nomination Memo
- B. Nomination Form

LAFCO

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street ♦ Santa Barbara CA 93101
805/568-3391 ♦ FAX 805/568-2249
www.sblafco.org ♦ lafco@sblafco.org

November 3, 2025

TO: Members of the Independent Special District Selection Committee

SUBJECT: Nominations for one Regular Special District Member to Santa Barbara LAFCO;

CALL FOR NOMINATIONS FOR AND NOTICE OF ELECTION FOR LAFCO

REGULAR SPECIAL DISTRICT MEMBERS

This is a Call for Nominations of one Regular Special District Member to serve as the special district members on LAFCO. It is recommended that this be placed on your Board's Agenda. The Committee is made up of the presiding officer of each district; however, if a presiding officer is unable to participate, a district board may appoint one of its members as an alternate to participate in the presiding officer's place, a copy of the meeting minutes showing the appointment needs to be presented along with your nomination form.

A Nomination Form is attached and must be filled out and signed by the presiding officer of a district or, if that person is unable to participate, then by his or her alternate as designated by the district board. (See GC § 56332.) Nominations are requested by no later than January 2, 2026.

1. **Nominations for one LAFCO Regular Special District Member.** The current term of office of the current Regular Special District Member ends on March 1, 2026. The term of office shall be four years or until the appointment and qualification of his or her successor. The new term of office ends on March 1, 2030.
2. **Voting Requirements.** The Independent Special District Selection Committee consist of the presiding officer of the legislative body of each independent special district. If the presiding officer of an independent special district is unable to participate in the nomination process or an election, the legislative body of the district may appoint one of its members as an alternate to participate in the presiding officer's place. A copy of the meeting minutes showing the appointment needs to be presented along with your nomination form and future ballot.

3. **Nomination Period and Voting Period.** The Nomination Period will end on January 2, 2026. Following the nomination period, unless there is only one nominee for a seat, ballots containing the names of qualified nominees will be mailed to each eligible special district. The voting period will be up to to 45-days.
4. **Quorum; Majority Vote; Possible Runoff Election.** There are 38 special districts. For the election to be valid, at least 19 valid votes must be received. Election shall be by a majority of those voting, and not by plurality. In the event that a nominee does not receive a majority of votes cast, a runoff election shall be held between the two nominees receiving the highest number of votes.

Notice: There will be no election if pursuant to Government Code section 56332(c)(2), “[at] the end of the nomination period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed” to the Commission.

Nominations for one Regular Special District Member should be submitted to the LAFCO Executive Officer, at the following address or emailed by **January 2, 2026** Nomination Forms are attached to this notice.

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street, Santa Barbara CA 93101
Email Address: lafco@sblafco.org

Please contact the LAFCO office if you have any questions.

Sincerely,



Mike Prater
Executive Officer

Enc.

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

<p style="text-align: center;">NOMINATION FOR <u>REGULAR</u> SPECIAL DISTRICT MEMBER</p> <p style="text-align: center;"><i>Return to:</i> Executive Officer Santa Barbara LAFCO 105 East Anapamu Street, Room 407 Santa Barbara CA 93101 or FAX to (805) 568-2249 or email to lafco@sblafco.org</p>	<p>LAFCO STAFF USE</p> <p>Date Received: _____</p>
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Please print in ink or type

POSITION SOUGHT:	Regular Special District Member
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NAME OF NOMINEE: _____

NOMINEE'S DISTRICT: _____

MAILING ADDRESS:

π
Phone: Bus. _____ Cell: _____

SIGNATURE OF NOMINATOR:

Name of Independent Special District

Signature

Print Name

Nominator Title (please check one)

Presiding Officer of the Special District Board

Presiding Officer's alternate as designated by Special District Board to vote or make a nomination in this election. (Gov. Code sec. 56332.)

Date: _____

ADDITIONAL INFORMATION: On this form or an accompanying letter, describe the nominee's personal interests, qualifications, experience, education, volunteer activities or community organization memberships that may bear on the nomination for the Regular Special District Member: This information will be distributed to all independent special districts.