



Montecito Sanitary District

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

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

BOARD PACKET

For the Regular Board Meeting of

Thursday, June 23, 2022

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AGENDA

For the Regular Meeting of the Board on:

June 23, 2022

The regular meeting of the Governing Board will begin at **2:00 p.m. on June 23, 2022** in the District's Board Room at 1042 Monte Cristo Lane.

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

By visiting: <https://us02web.zoom.us/j/81123450477>

Or by calling: 1-669-900-6833

Meeting ID: 811 2345 0477

1. CALL TO ORDER

President Dorinne Lee Johnson statement regarding meeting decorum. When the MSD Board is in session, all Board members must preserve order, decency, and decorum at all times and be respectful while others are speaking.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

2. PUBLIC COMMENT

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

3. APPOINTMENT AND CERMONIAL SWEARING IN OF NEW DIRECTOR

The Board of Directors will ratify the vote taken on June 9, 2022 appointing Phil Hogan to fill the vacancy of the Montecito Sanitary District Board of Directors; and administering a ceremonial swearing in of the new Director.

4. ORGANIZATIONAL DECISIONS

It is recommended the Board consider: discussing the following appointments:

- i) Standing committees
- ii) Taking such additional, related, action that may be desirable

5. APPROVAL OF PAYABLES

It is recommended that the Board consider approving the payables from May 1, 2022 through May 31, 2022.

6. COMMITTEE REPORTS

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

- i) Finance Committee (Eversoll & Johnson) related to their Meeting of Wednesday June 15, 2022.

7. OLD BUSINESS

A. FISCAL YEAR 2022-23 BUDGET

It is recommended that the Board consider:

- i) Discussing and adopting the Fiscal Year 2022-23 Proposed Budget; and
- ii) Taking such additional, related action that may be desirable.

8. NEW BUSINESS

A. RESOLUTION 2022-949 – SETTING THE DATE, TIME, AND PLACE FOR THE ANNUAL SEWER SERVICE CHARGE HEARING

It is recommended that the Board consider:

- i) Adopting Resolution 2022-949 setting a date, time, and place for a the annual sewer service charge hearing to continue collecting the District’s sewer service charges by means of the County Tax Roll; and
- ii) Taking such additional, related action that may be desirable.

B. RESOLUTION 2022-951 REMOTE MEETINGS ADOPTION

It is recommended that the Board consider:

- i) Adopting Resolution 2022-951 in accordance with California Assembly Bill 361 enabling the District to continue to hold remote public meetings; and
- ii) Taking such additional, related action that may be desirable.

9. DISTRICT OPERATIONS AND MAINTENANCE

A. INFORMATION ITEMS

General Manager Brad Rahrer P.E., will provide informational, nonactionable updates regarding matters before the District.

B. AGREEMENTS TO BE SIGNED

- iii) Pump Variance Agreement, 260 Oak Road
- iv) Termination Agreement, 615 Hot Springs Road
- v) Termination Agreement, 1970 San Leandro Lane
- vi) Sewer Service Agreement for new Gym & Pool Cabana, 985 Hot Springs Road
- vii) Grant of Easement, 525 Hot Springs Road

C. OPERATIONS AND MAINTENANCE REPORTS

For the period of May 1 through May 31, 2022.

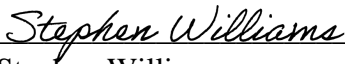
10. ITEMS FOR THE NEXT AGENDA

The next Board meeting will be a regularly scheduled board meeting on July 14, 2022 at 2:00 p.m.

11. ADJOURNMENT

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

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



Stephen Williams
District Administrator/Clerk of the Board



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BOARD LIST OF PAYABLES

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
05/06/2022	ACCOUNTS PAYABLE	81,893.74
05/20/2022	ACCOUNTS PAYABLE	82,195.27
	Subtotal	\$164,089.01
05/06/2022	CAPITAL IMPROVEMENT PROJECTS	23,251.00
05/06/2022	CAPITAL IMPROVEMENT PROJECTS- RECYCLED WATER FUND	25,655.67
05/20/2022	CAPITAL IMPROVEMENT PROJECT	441,151.89
	Subtotal	\$490,058.56
05/12/2022	PAYROLL	78,723.53
05/26/2022	PAYROLL	79,804.26
	Subtotal	\$158,527.79
	<u>TOTAL</u>	<u>\$812,675.36</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, Don Eversoll approved all payables by email prior to check mailing

Check History Report
Sorted By Check Number
Activity From: 5/6/2022 to 5/6/2022
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Check Type
0000027466	5/6/2022	ACWA/JPIA	29,296.06	Health/Dental/Life Insurance Premium-May
0000027467	5/6/2022	ACWA/JPIA	18,199.26	Health/Dental/Life Insurance Premium-June
0000027468	5/6/2022	AT&T MOBILITY	46.48	Office Wireless Data Port-May
0000027469	5/6/2022	BBH INVESTMENTS 3, LLC	1,150.00	Deposit Refund-240 Oak Road
0000027470	5/6/2022	BIG GREEN CLEANING COMPANY	2,321.00	Janitorial Services-May
0000027471	5/6/2022	CANON FINANCIAL SERVICES INC	272.61	Canon Copier Lease Payment-May
0000027472	5/6/2022	CINTAS	109.99	Replenish First Aid Supplies
0000027473	5/6/2022	COX BUSINESS	160.39	Wireless Internet Service-May
0000027474	5/6/2022	CALIFORNIA WATER ENVIRONMENT	586.00	Membership, Certification Renewals
0000027475	5/6/2022	MICHAEL (or) PATRICIA DENVER	3,450.00	Deposit Refund-410 Pimiento Lane
0000027476	5/6/2022	DOCU PRODUCTS	88.76	Copier Maintenance Agreement-June
0000027477	5/6/2022	EVOQUA WATER TECHNOLOGIES, LLC	6,541.81	Belt Press Hydraulic Rams
0000027478	5/6/2022	FISHER SCIENTIFIC	137.43	Lab Testing Supplies
0000027479	5/6/2022	GRAINGER	1,285.73	Pipe Repair Clamps, Strut Channels, Vent Filters, Etc.
0000027480	5/6/2022	HACH COMPANY	1,841.98	LDO Probe, Lab Supplies
0000027481	5/6/2022	IBS OF SIERRA MADRE	134.62	Portable Compressor Battery
0000027482	5/6/2022	IDEXX DISTRIBUTION, INC	316.64	Lab Testing Supplies
0000027483	5/6/2022	J COLLINS ENTERPRISES	240.00	Troubleshoot Lift Station 4 LED Lag time
0000027484	5/6/2022	JOY EQUIPMENT PROTECTION, INC	502.58	Fire Extinguisher Annual Servicing
0000027485	5/6/2022	KAMAN INDUSTRIAL TECHNOLOGIES	510.20	Polymer Feed Differential Switch
0000027486	5/6/2022	LIEBERT CASSIDY WHITMORE	212.50	Legal Services for SEIU negotiations
0000027487	5/6/2022	MARBORG INDUSTRIES	2,659.47	Restroom Trailer Lease Payment-April
0000027488	5/6/2022	MCCORMIX CORP	957.69	Vehicle Fuel 04/15-04/30/22
0000027489	5/6/2022	OILFIELD ENVIRONMENTAL & COMPLIANCE	283.00	Outside Lab Analyses
0000027490	5/6/2022	PLUMBERS DEPOT, INC	1,255.65	CCTV Camera Repair
0000027491	5/6/2022	PURETEC INDUSTRIAL WATER	64.03	Water Softener Sodium Tank Exchange
0000027492	5/6/2022	LUIS RIZO	156.24	Boot Allowance Reimbursement
0000027493	5/6/2022	SAFETY-KLEEN SYSTEMS, INC	213.70	Hazardous Material Disposal
0000027494	5/6/2022	SANSUM CLINIC	279.00	Pre-Employment Physical - Swetek
0000027495	5/6/2022	STREAMLINE	310.00	Website Hosting Services-May
0000027496	5/6/2022	T-MOBILE	40.00	Wireless Data Port for UF/RO-May
0000027497	5/6/2022	UNIVAR SOLUTIONS	8,135.52	Plant Chemicals
0000027498	5/6/2022	UNDERGROUND SERVICE ALERT	135.40	73 Dig Alert Tickets-April
Bank B Total:			<u>81,893.74</u>	
Report Total:			<u><u>81,893.74</u></u>	

Check History Report
Sorted By Check Number
Activity From: 5/6/2022 to 5/6/2022
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: G CIP CASH (MBT)

Check Number	Check Date	Name	Check Amount	Check Type
0000001321	5/6/2022	EARTH SYSTEMS	1,446.00	CIP No. 9-Geotechnical Eng. Services for the HWY 101 Sewer Main Relocation Project
0000001322	5/6/2022	FILIPPIN ENGINEERING	21,805.00	CIP No. 9-Lilac/Oak Grove Sewer Main Extension Inspection Services Progress Payment
Bank G Total:			<u>23,251.00</u>	
Report Total:			<u><u>23,251.00</u></u>	

Check History Report
Sorted By Check Number
Activity From: 5/6/2022 to 5/6/2022
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: W RECYCLED WATER (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000001037	5/6/2022	FRUIT GROWERS LABORATORY	145.00	CIP No. 17-Recycled Water Irrigation Suitability Testing
0000001038	5/6/2022	MONTECITO WATER DISTRICT	25,510.67	CIP No. 17-Joint Water Feasibility Study
Bank W Total:			<u>25,655.67</u>	
Report Total:			<u><u>25,655.67</u></u>	

Check History Report
Sorted By Check Number
Activity From: 5/20/2022 to 5/20/2022
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)

Check Number	Check Date	Name	Check Amount	Description
0000027499	5/20/2022	A-OK POWER EQUIPMENT-SB	297.90	Landscaping Supplies
0000027500	5/20/2022	AQUA-FLO SUPPLY	507.92	Safety Gear
0000027501	5/20/2022	AT&T MOBILITY	119.54	Standby Cellphone, Lift Station 4 Wireless Port-May
0000027502	5/20/2022	BIG GREEN CLEANING COMPANY	151.95	Janitorial Supplies
0000027503	5/20/2022	TOM BILEK	3,392.00	Deposit Refund - 901 Park Lane
0000027504	5/20/2022	CINTAS CORPORATION #684	763.81	Uniform, Towels, Floor Mats-Cleaning/Rental-April
0000027505	5/20/2022	COMPUVISION COMMUNICATIONS	9,714.29	CCTV Van Computer Replacement, Datto Cloud Backup, NetAlert Managed Services-June
0000027506	5/20/2022	CORT	44.00	Deed Report-April
0000027507	5/20/2022	COX BUSINESS	160.39	Wireless Internet Service-May
0000027508	5/20/2022	ENGEL & GRAY, INC	7,448.22	Biosolids Hauling-April
0000027509	5/20/2022	FASTENAL COMPANY	348.95	Grinder Pads, Brake Cleaner, Adapter
0000027510	5/20/2022	FRONTIER	870.27	Phone Service for Lift Stations 1, 2, 3, 4-May
0000027511	5/20/2022	GLS COMPANIES	4,736.96	Initial Cleanup of Monte Cristo Lane and WWTP
0000027512	5/20/2022	GRAINGER	247.37	Air Filters for Lift Station, Knee Pads
0000027513	5/20/2022	HACH COMPANY	188.26	LDO Sensor Cap Replacement
0000027514	5/20/2022	J COLLINS ENTERPRISES	2,487.55	SCADA Upgrade at Lift Station 4
0000027515	5/20/2022	JUAN O'S MOBILE REPAIR	3,750.00	Vac-Con, Jetter, Pump Servicing
0000027516	5/20/2022	KAMAN INDUSTRIAL TECHNOLOGIES	1,436.18	Belt Press Drive Motor Parts
0000027517	5/20/2022	ARTHUR LAVINE (or) LAUREN LEICHTMAN	1,150.00	Deposit Refund - 801 San Ysidro Lane
0000027518	5/20/2022	MARBORG INDUSTRIES	704.81	Refuse Disposal, Recycling-April
0000027519	5/20/2022	MONTECITO BANK & TRUST	1,052.19	May Credit Card Payment-Zoom, Microsoft Teams, Job Postings, Shipping for CCTV Camera
0000027520	5/20/2022	MCCORMIX CORP	1,838.77	Replenish Diesel Tank at WWTP, Vehicle Fuel
0000027521	5/20/2022	MCDUFFIE, LISA	3,323.00	Deposit Refund - 623 Orchard Avenue
0000027522	5/20/2022	MONTECITO JOURNAL	130.00	Lateral Rebate Program Discontinuation Publication
0000027523	5/20/2022	MOUNTAIN SPRING WATER	163.10	Bottled Drinking Water-April
0000027524	5/20/2022	MONTECITO WATER DISTRICT	564.90	Water Service-April
0000027525	5/20/2022	STEVEN NESSIM	1,150.00	Deposit Refund - 1790 N Jameson Lane
0000027526	5/20/2022	OILFIELD ENVIRONMENTAL & COMPLIANCE	1,087.00	Outside Lab Analyses-May
0000027527	5/20/2022	PAYCHEX OF NEW YORK, LLC	288.50	Payroll Services-April
0000027528	5/20/2022	PRICE POSTEL & PARMA	360.00	Employment Law Matters
0000027529	5/20/2022	PURETEC INDUSTRIAL WATER	264.81	Water Softener Tank Quarterly Rental
0000027530	5/20/2022	SAFEGUARD BUSINESS SYSTEMS	116.13	Nameplates for Staff and Board
0000027531	5/20/2022	S B COUNTY - PUBLIC WORKS	296.00	Road Encroachment Permit for S Jameson Lane
0000027532	5/20/2022	SOUTHERN CALIFORNIA EDISON CO	1,128.98	Electric Service for Lift Stations-April
0000027533	5/20/2022	SOCAL GAS	160.69	Gas Service-April
0000027534	5/20/2022	THE WIDROE GROUP	18,332.67	Engineering Manager Recruitment Services
0000027535	5/20/2022	TRI-STATE SEMINAR LLC	297.00	Tri-State Seminar Registrations
0000027536	5/20/2022	UNIVAR SOLUTIONS	12,661.62	Plant Chemicals
0000027537	5/20/2022	USA BLUE BOOK	459.54	Lift Station 5 Odor Band/Degreaser

Bank B Total: 82,195.27

Report Total: 82,195.27

Check History Report
Sorted By Check Number
Activity From: 5/20/2022 to 5/20/2022
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: G CIP CASH (MBT)

Check Number	Check Date	Check Name	Check Amount	Description
0000001323	5/20/2022	CLEARWATER ENGINEERING, INC	14,850.00	CIP 2-Raise 11 Manholes to Grade
0000001324	5/20/2022	FILIPPIN ENGINEERING	13,460.00	CIP 9-Inspection Services for Lilac/Oak Grove Sewer Main Extension
0000001325	5/20/2022	MNS ENGINEERS INC.	49,251.12	CIP 9-Engineering Services for HWY 101 Sewer Main Relocation
0000001326	5/20/2022	MNS ENGINEERS INC.	347.33	CIP 9-Engineering Services for the Roundabouts Sewer Main Relocation
0000001327	5/20/2022	STANTEC CONSULTING SERVICES INC.	2,081.94	CIP 9-Professional Engineering Services for the Lilac/Oak Grove Sewer Main Extension
0000001328	5/20/2022	TIERRA CONTRACTING INC	361,161.50	CIP 9-Construction Progress Lilac/Oak Grove Sewer Main Extension
Bank G Total:			<u>441,151.89</u>	
Report Total:			<u><u>441,151.89</u></u>	



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FISCAL YEAR 2022-23 PROPOSED BUDGET MEMO

MISSION STATEMENT

“To protect the public health and safety and to preserve the natural environment through the collection, treatment, and disposal of wastewater in the most cost-effective way possible.”

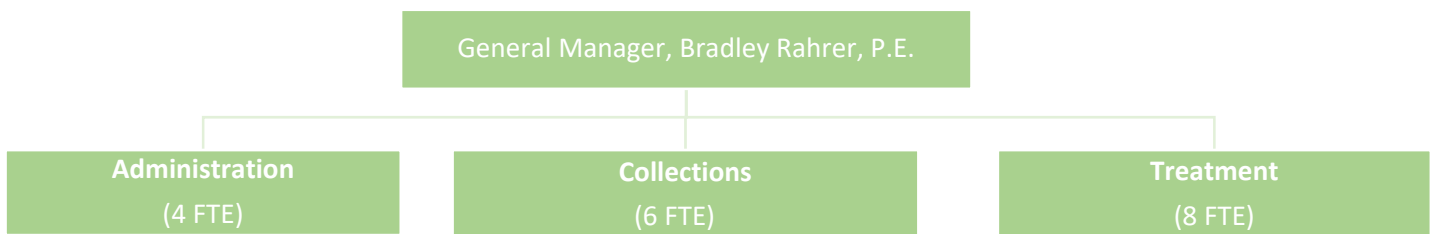
PURPOSE

The District was organized in 1947 pursuant to the Sanitary District Act of 1923 (Division 6 of the California Health and Safety Code) to provide for the collection, treatment and disposal of wastewater to residents within its service area. The District has a service area of approximately 8.9 square miles and an estimated population of approximately 9,000 people. The District currently serves 3,185 properties.

The wastewater collection system includes approximately 77 miles of gravity sewer mains, five lift stations and 2.2 miles of sewer forcemains. The collection system's underground network of pipes range in size from 6-inch to 21-inch in diameter. The majority of the facilities were installed between 1961 and 1969.

Wastewater is conveyed to the District's Wastewater Treatment Plant for treatment. The Treatment Plant, which has a capacity to treat an average of 1.5 million gallons per day, provides full secondary treatment that includes conventional activated sludge tanks, secondary clarification, and disinfection. In 2021, the wastewater treatment reliably treated approximately 539,000 gallons per day and discharged the effluent through the 1,500 foot long ocean outfall.

ORGANIZATION



BUDGET STRUCTURE

Montecito Sanitary District utilizes an Enterprise Fund accounting method, appropriate for the type of utility service business that the District operates. The budget is a non-appropriated budget which supports funding the District's critical operations and capital improvement program. The flexible budget varies according to system demands and level of activity within the District on a year to year basis.

**DISTRICT RECOMMENDED OPERATIONS AND MAINTENANCE
 BUDGET SUMMARY**

Source of Funds		Use of Funds	
Operating Revenues	\$ 6,775,000	Salaries and Benefits	\$ 3,243,700
Non-operating Revenues	\$ 665,000	Operating Expenses	\$ 1,940,000
Total Source of Funds	\$ 7,440,000	Total Use of Funds	\$ 5,183,700

OPERATION & MAINTENANCE REVENUES

The District has four main types of revenues, three of which are Operating and the other Non-Operating. A description of these revenues are as follows:

Operating Revenues:

- **Sewer Service Charges:** The District’s primary source of revenues comes from Sewer Service Charges. The County of Santa Barbara collects these funds from the District’s customers on their annual property tax statements, and the District receives the total amount of Sewer Service Charges revenue reported to the County each year. Sewer Service Charges constitute approximately 91% of total District revenues and 97% of its total operating revenue. This revenue source is relatively stable as any increases would come in the form of an increase to the number of connections or a rate increase. No rate increase is proposed for the upcoming Fiscal Year and amounts are allocated to the District twice during the fiscal year, typically in November and April.
- **Connection Fees:** Connection Fees are established to reimburse existing customers for their investment in the wastewater collection and treatment capacity. As new customers connect to the District facilities, their connection fees contribute to future capacity upgrades. The District’s current connection fee is \$8,400 per equivalent residential unit (per Resl No. 2022-944).
- **Other Services:** The District also receives revenue in the form of miscellaneous fees for services such as plan check, processing agreements, engineering review and inspections. Total fees received for Fiscal Year 2021-2022 are projected to be around \$75,000 and Staff expects a similar revenue for Fiscal Year 2022-2023.

Non-Operating Revenues:

- **Property Tax:** The District’s second highest form of revenue comes from one-half of the 1% of total property tax revenue that is collected by the County of Santa Barbara for parcels within its service area, whether or not they are a customer of the District. This revenue source is also relatively flat as it increases/decreases with the total assessed value of properties within District boundaries. Amounts are allocated to the District twice during the fiscal year along with the Sewer Service Charges, typically in November and April.

Montecito Sanitary District
 Fiscal Year 2022-2023 Proposed Budget Memo

	2022-23 Proposed Budget		2021-22 Approved Budget		Difference
Operating Revenues					
Service Charges	\$	6,600,000	\$	6,519,750	\$ 80,250
Connection Fees		100,000		50,000	50,000
Other Services		75,000		32,000	43,000
Total Operating Revenues	\$	6,775,000	\$	6,601,750	\$ 173,250
Nonoperating Revenues					
Property Taxes	\$	665,000	\$	400,000	\$ 265,000
Total Nonoperating Revenues	\$	665,000	\$	400,000	\$ 265,000
Total Revenues	\$	7,440,000	\$	7,001,750	\$ 438,250

REVENUE PROJECTIONS

Overall, Staff is projecting an increase in total revenues of approximately \$438,000 primarily attributed to the following:

- \$80,000 increase in Sewer Service Charges due to new connections established.
- \$50,000 increase in Connection Fees based on anticipated connection projects in the coming year
- \$43,000 increase in Other Services based on an analysis of average fees received over the past five fiscal years
- \$245,000 increase in Property Tax Revenue to align budgetary estimates with historic trends

Note: The District adopted Ordinance 19 in September 2021, which allows some homeowners to pay connection fees to the District over a 30-year payback period through their County tax bill. It is difficult to predict the adoption rate by homeowners, but the Ordinance could have an impact on the forecasted connection fee revenue in future years.

OPERATION & MAINTENANCE EXPENDITURES

The Districts’ Operations & Maintenance expenditures account for all the routine business expenses related to operating the treatment plant, including: Salaries and Benefits, Insurances, Maintenance and Repairs, Good and Supplies, Professional Services provided by external parties, Administrative Fees, Plant and Lab Operating Costs, Safety, Training, and Travel Costs, and Utilities.

EXPENDITURE PROJECTIONS

The District’s Operations & Maintenance costs, along with the District’s Capital Improvement Program, make up the vast majority of the District’s overall expenditures for the Fiscal Year. The following sections includes a discussion of Fiscal Year 2021-2022 year-end projections and Fiscal Year 2022-2023 anticipated expenditures.

Montecito Sanitary District
 Fiscal Year 2022-2023 Proposed Budget Memo

	2021-22 Approved Budget	2021-22 Projected Actuals	Difference	2022-23 Proposed Budget	2021-22 Variance
Operating Expenditures					
Salaries and Benefits	\$ 3,196,840	\$ 2,667,997	\$ (528,843)	\$ 3,243,700	46,860
Insurance	86,000	84,021	(1,979)	86,000	-
Maintenance & Repairs	205,000	178,101	(26,899)	180,000	(25,000)
Goods & Supplies	120,500	95,403	(25,097)	148,500	28,000
Professional Services	210,000	184,389	(25,611)	300,000	90,000
Administrative Costs	320,500	204,047	(116,453)	350,000	29,500
Plant & Lab Operating Costs	425,000	320,833	(104,167)	536,000	111,000
Safety, Training, & Travel	30,000	10,319	(19,681)	53,500	23,500
Utilities	259,500	204,049	(55,451)	266,000	6,500
Total Operating Expenditures	\$ 4,853,340	\$ 3,949,160	\$ (904,180)	\$ 5,163,700	\$ 310,360

Current Fiscal Year 2021-22

District staff is projecting the Fiscal Year End Operating and Maintenance Fund expenditures to be approximately \$3,949,160, or 81% of the budgeted amount.

Next Fiscal Year 2022-2023

Operating Expenditures: For Fiscal Year 2022-23, District staff is proposing an Operating Budget to cover anticipated expenditures of total operating expenditures of \$5,163,700 in FY 2022-23, an increase of 6.4%. A summary of the proposed operating budget and high-level discussion are as follows:

Salaries and Benefits Summary

- \$90,000 decrease from a staffing restructure within the Operations program. This restructuring eliminates the Operations Manager position and distributes the duties to a Collection Superintendent and Treatment Superintendent positions. Additionally, the District’s part-time Treatment Operator is converted to a full-time position.
- \$30,000 increase in regular salaries for the addition of an hourly Administrative position
- \$21,000 increase in Board salaries due to an increase in expected meetings during the fiscal year
- \$15,000 decrease in CalPERS contributions due to new staff being enrolled in PEPRAs plans in roles that used to be held by Classic members
- \$4,500 increase in uniform cleaning services with Cintas
- \$1,500 increase in Unemployment Tax

Net Result: These are the main factors that comprise the increase of approximately \$47,000 in Salaries and Benefits when compared to Fiscal Year 2021-22.

Note: For budget purposes, Salaries and Benefits have been increased by 5.5% based on the District’s calculation method in its Cost of Living Adjustment (COLA) Policy. The approval of this budget *does not* constitute an approved increase to the current salary rates, that is done on a separate action item after meeting and conferring with the collective bargaining unit.

Operating Expenditures Summary

- \$80,00 to implement a Computerized Maintenance Management System (CMMS)
- \$50,000 to conduct a rate study to align rates with District needs by Fiscal Year 2023-24
- \$45,00 increase in anticipated General Counsel legal fees
- \$35,000 for an SSMP Audit and Updates
- \$25,000 increase in Public Outreach/Education costs
- \$20,000 to implement a Document Management System
- \$20,000 increase in anticipated National Pollutant Discharge Elimination System (NPDES) permit fees
- \$20,000 increase in property maintenance costs due to contractors being utilized rather than District employees

Net Result: These are the main factors that comprise the increase of approximately \$263,000 in Operating Expenditures when compared to Fiscal Year 2021-22.

The full, detailed chart of the Operations and Maintenance Budget is provided in **Attachment A – FY2022-23 Operating Budget - Proposed**. Below are some of the notable line items with explanations of their amounts and inclusion in next years' budget:

- **7461 – Professional Services – Legal** – This line item will now only budget and track costs for the District's General Legal Counsel (Colantuono Highsmith & Whatley).
- **7466 – Professional Services – Human Resources** – This line budgets for and tracks costs for Human Resources legal support by Price, Postel and Parma for Human Resource Special under a retainer agreement.
- **7467 – Professional Services – Special Legal Counsel** – The Finance Committee requested a new line item be created to s budget for and track costs the legal fees associated with special projects, mainly negotiations with SEIU L620 and advising on the Feasibility of Special District Consolidation study.
- **7430 – Memberships** – In preparation for the budget, District Staff have reviewed all 13 professional memberships and their dues that constitute the budgeted amount for Fiscal Year 2022-23. Some of the organizations the District is a member of result in discounts for technical trainings, conferences or certification testing, while others support the District by lobbying and representing the Districts' interest in state legislation.
- **7645 – NPDES Permit Requirements** – Operations – From recent conversations with the Regional Water Quality Control Board, District Staff are expecting to receive a new National Pollution Discharge Elimination System (NPDES) permit within Fiscal Year 2022-23. With the pending renewal, District staff have added some additional budget to plan for adjustments to treatment operations and laboratory sampling for permit compliance.
- **7670 – Special Projects** – The Special Projects line includes some of the infrequent studies like the upcoming Rate Study (typically every 6 years) and Sewer System Management Plan Audit (once every two years by regulation), along with development of an Information Technology Strategic Plan and implementation of a document management system.
- **7671 – Asset Management** – This line item was added to the chart of accounts to fund the upgrade and consolidation of the District's Geographic Information Systems and begin implementing a computerized maintenance management system (CMMS) for the collection and treatment operations. The District has historically used a combination of in-house software systems and paper work orders to

track work completed and plan out future work. Implementing a CMMS for the District’s asset management program should increase efficiency by upgrading workflows and support record retention and succession planning.

CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

Current Fiscal Year 2021-22

The District is projected to spend approximately \$1,429,020 of Capital Replacement (CIP) funds by June 30, 2022, well under the budgeted amount of \$6,628,404 for Fiscal Year 2021-22. The District’s CIP Collection System Projects in Fiscal Year 2021-22 included the Highway 192 Manhole Adjustments, the Lilac/Oak Grove Sewer Main Extension Project, the Brooktree Sewer Main Repair, and a segment of a sewer main replaced in coordination with the County of Santa Barbara’s Fernald Point Bridge Replacement. Facilities and Treatment Projects for the previous Fiscal Year included the board room renovation and roof repair, a forklift purchase, and an influent grinder replacement.

Next Fiscal Year 2022-23

The District is proposing an extensive CIP schedule for Fiscal Year 2022-23 as many of the projects budgeted for Fiscal Year 2021-22 were put on hold due to staffing transitions. Additionally, Staff are preparing to conduct condition assessment studies, develop strategic plans, and perform preliminary design in the upcoming Fiscal Year to prioritize future CIP projects.

The following summary table is a high-level breakdown of the proposed capital expenditures for the upcoming Fiscal Year. It is important to note that the figures in the summary table include both soft costs (planning, design, and construction management), as well as construction, equipment purchases and some contingency to account for minor changes in scope or purchasing factors such as inflation.

CIP Program	2022/2023
Collections	\$ 2,797,000
Lift Stations	\$ 140,000
Treatment & Laboratory	\$ 2,041,000
Facilities	\$ 117,500
Sewer Main Extensions	\$ 70,000
Recycled Water	\$ -
FY2022-23 Total	\$ 5,165,500

A brief description of each project included in the six CIP programs is provided below. A full breakdown of the proposed CIP Budget can be seen in **Attachment B – FY2022-23 CIP Budget – Proposed**.

Collections Program

- The Lilac/Oak Grove Sewer Main Extension Project is currently in construction and the Highway 101 Sewer Main Relocation Projects in final design will be both be carried over into the new Fiscal Year. Construction costs for both projects are expected to incurred fully within the upcoming Fiscal Year.
- The San Ysidro and Olive Mill Roundabouts have District facilities located within the footprint of the new roundabout and District staff are finalizing design to relocate the facilities so that future maintenance and replacements will minimally impact the new roundabouts. Construction is expected to be completed by Fall 2022.
- District staff have identified structural issues with the District's main trunk main along the railroad tracks from Olive Mill to the treatment plant. This year's budget includes funds to hire a professional engineering firm to evaluate the condition and complete a design for the project. Construction would be in a future fiscal year.
- More manhole adjustments are anticipated and an "on-call" or as-needed manhole adjustment contract would be beneficial to the District and potential contractors by reducing the workload on executing small dollar purchase orders for the same type of work throughout the year. Based on prior year's workload and some work identified already, Staff has proposed approximately \$60,000 for this Fiscal Year.
- The District's large combination vacuum-jetter (Vac-Con) used for the majority of cleaning operations is reaching the end of its planned useful life and is due for replacement. The Collections Operators have started evaluating their future needs and researching available options for replacement. The budgeted replacement value for the Vac-Con is approximately \$459,000 although a replacement may be more expensive after Staff competitively selects a replacement.

Lift Station Program

- District staff have identified issues with the District's lift stations but the work needs to be organized and prioritized. The budget includes funds to conduct a condition assessment and develop a renewal prioritization plan for the five District-owned sewer lift stations and associated forcemains. Once the plan is developed, District staff can scope future repair projects and seek out funding to support the rehabilitation of the lift stations.

Treatment & Laboratory Program

- The Electrical Rehabilitation and Aeration Blower Replacement is a carryover from the prior Fiscal Year. Due to the complexity of the project and potential available funding sources, District staff anticipates requesting proposals from qualified firms to complete the design as it currently is scoped. Ideally, the construction work would be initiated in the latter half of Fiscal Year 2022-23 and a portion of the budgeted amount would be spent this fiscal year.
- Replacement of the skimmer trough in each of the four clarifiers are past the end of their useful life are in need of replacement. The budgetary number includes materials procured by the District for a contractor to use for replacement of the troughs.
- The District has a preliminary, "backbone" Supervisory Control and Data Acquisition (SCADA) system for some basic and critical treatment processes Staff are proposing to budget some money in the next two Fiscal Years to map out the existing system, develop the plan and then implement additional functionality when new equipment is installed. The first projects that will be critical to incorporate the SCADA upgrades in are the Electrical Rehabilitation and Aeration Blower Replacement Project.
- The "Mini-Master Plan" developed through the on-going Enhanced Recycled Water Feasibility Study has identified some safety and structural concerns in bottom floor of the influent pump station. Staff

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agrees and therefor is proposing to include rehabilitation of the corroded concrete in the channels and replace the grating in Fiscal Year 2022-23.

- The District's tractor is due for replacement. District staff are evaluating the use of the tractor and are considering replacement with a Bobcat or similar track-mounted unit for a reduced cost but better meets the current and future needs of the District.

Facilities Maintenance Program

- The roof for the Admin/Operations Building is a carryover from the prior Fiscal Year because the Contractor discovered the sub-structure to the roof required a different repair method and therefore removed from the contract.
- The maintenance gate opener and controls is due for replacement.
- The main gate on Monte Cristo Lane is proposed to be upgraded to a motorized gate with lighting and remote controls.
- A bathroom remodel for the men's restroom in the maintenance building is being considered to eliminate the rented bathroom facilities. District Staff are scoping the project and have budgeted for the remodel to occur in the upcoming fiscal year.

Sewer Main Extension Program

- The Ashley Drive/E. Mountain Drive has been in the preliminary design stage for the past two years, with the Project being included on the Fiscal Year 2021-22 budget for finalizing an easement for a future lift station to serve the project. In December 2021, the District Board of Directors supported evaluating the Alisos Sewer Main Extension Project. In order to determine the scope, cost and approach to serving both areas, as well as the surround unserved areas, a Septic to Sewer Strategic Plan Development study is included in this year's budget.

Recycled Water Program

- Besides the on-going operating costs for the Pilot Recycled Water Plant, no additional significant CIP work is anticipated or budgeted for in Fiscal Year 2022-23.

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

In May 2017 the District refunded its 2007 Certificates of Participation (COP) by using \$1,121,862 available cash, \$957,824 COP reserve funds, and issuing new 2017 Sewer Refunding Revenue Bonds in the amount of \$10,020,000. This refunding decreased the maturity term by seven years, removed the requirement for a reserve fund, and took advantage of lower interest rates resulting in savings of approximately \$4,000,000 over the term of the bond.

The District will make two payments on its bond during Fiscal Year 2022-23 totaling \$932,700. Of this total \$655,000 will be applied to principal, \$277,700 will be applied to interest. After payments are made, the remaining balance of the bond will be \$7,000,000 and the bond is expected to be paid off by July 1, 2030.

ANNUAL DEPRECIATION FUNDING

Annually, the Board considers contributing to the District’s Capital Replacement Fund. Typically, this contribution has been based on the prior fiscal year’s annual depreciation expense. The current year contribution based on the Fiscal Year 2020-21 Financial Audit would be \$1,228,291. It should be noted that the District may withdraw monies from the Capital Replacement Fund at any time to fund capital projects or to meet any operational needs of the District.

FY 2022-23 PROJECTED OPERATIONS & MAINTENANCE AND CIP CASH POSITION

Taking into account the projected remaining expenditures for Fiscal Year 2021-22 and the proposed budget for Fiscal Year 2022-23, the District’s projected cash position for its Operations and Maintenance fund and Capital Replacement fund are as follows:

Operations and Maintenance Funds

	<u>2021-22 Projected</u>	<u>2022-23 Projected</u>
Beginning Cash Balance	\$ 9,272,610	\$ 10,383,328
Plus: Revenues	7,215,000	7,440,000
Less: Expenditures	(3,949,160)	(5,163,700)
Less: Bond Payment	(936,500)	(932,700)
Less: Capital Replacement Fund Contribution	(1,218,622)	(1,230,000)
Projected Ending Cash Balance	<u>\$ 10,383,328</u>	<u>\$ 10,496,928</u>

Capital Replacement Funds

	<u>2021-22 Projected</u>	<u>2022-23 Projected</u>
Beginning Cash Balance	\$ 7,640,484	\$ 7,430,086
Plus: Revenues	1,218,622	1,230,000
Less: Expenditures	(1,429,020)	(4,980,500)
Projected Ending Cash Balance	<u>\$ 7,430,086</u>	<u>\$ 3,679,586</u>

The District anticipates a cash balance of approximately \$10,497,000 in its Operations and Maintenance funds and \$4,080,000 in its Capital Replacement funds at 6/30/2023, based on the proposed budgetary figures presented in Attachments A and B.

Attachments:

- Attachment A – FY2022-23 Operating Budget – Proposed
- Attachment B – FY2022-23 CIP Budget – Proposed

PROPOSED BUDGET FOR FISCAL YEAR 2022-23

Line Item	DESCRIPTION	FY2021-22 Approved Budget	Actual Expense Through 3/31	Balance Remaining	Projected Year End Expense	Projected % of Budget	FY2022-23 Proposed Budget
6100	Regular Salaries	1,939,000	1,216,696	722,304	1,622,261	84%	1,950,000
6105	Board Salaries	32,000	27,170	4,830	36,227	113%	52,800
6108	Auto Allowance - GM	3,600	1,800	1,800	2,400	67%	3,600
6270	Standby Pay	33,000	23,625	9,375	31,500	95%	33,000
6300	Overtime	30,000	6,272	23,728	8,363	28%	30,000
6400	CalPERS Contribution	500,000	306,311	193,689	408,415	82%	485,000
6410	Employee Benefits	-	47,952	(47,952)	63,936	1000%	65,000
6500	FICA / Social Security Contribution	125,000	78,339	46,661	104,452	84%	125,000
6510	Medicare Contribution	29,000	18,321	10,679	24,428	84%	29,000
6520	Unemployment Tax - SUI	3,000	2,781	219	3,708	124%	4,500
6600	Group Medical Insurance	367,200	191,797	175,403	255,729	70%	325,000
6605	Retirement Medical Benefits	25,000	15,607	9,393	20,809	83%	25,000
6610	Life Insurance	7,140	4,043	3,097	5,391	75%	7,300
6615	Short / Long Term Disability	25,500	13,682	11,818	18,243	72%	26,000
6620	Worker's Compensation	50,000	31,476	18,524	41,968	84%	50,000
6640	Dental Insurance	20,400	7,973	12,427	10,631	52%	21,000
6650	Uniform Allowance	7,000	7,153	(153)	9,537	136%	11,500
	Total Salaries and Benefits	3,196,840	2,000,998	1,195,842	2,667,997	83%	3,243,700
7090	Pooled Liability Insurance	60,000	32,230	27,770	42,973	72%	60,000
7091	Property Insurance	15,000	21,702	(6,702)	28,936	193%	15,000
7093	Crime Policy	1,000	-	1,000	-	0%	1,000
7094	Public Entity Physical Damage	10,000	9,084	916	12,112	121%	10,000
7110	New Employee Physicals/Expenses	2,500	414	2,086	552	22%	2,500
7121	Property Maintenance	45,000	33,241	11,759	44,321	98%	65,000
7122	Vehicle Maintenance	13,000	3,836	9,164	5,115	39%	13,000
7126	Coll - Equipment Rental	1,000	-	1,000	-	0%	1,000
7656	Plant Equipment Rental	5,000	5,803	(803)	7,737	155%	5,000
7127	Coll - Safety Equipment	8,000	157	7,843	209	3%	8,000
7659	Safety Expenses	5,000	946	4,054	1,261	25%	5,000
7129	Lift Station Parts	25,000	17,633	7,367	23,511	94%	30,000
7133	VacCon Equipment / Repairs	15,000	8,718	6,282	11,624	77%	15,000
7134	CCTV Equipment / Repairs	15,000	5,195	9,805	6,927	46%	15,000
7135	Private Lateral Replacement Incentive	50,000	51,150	(1,150)	68,200	136%	-

PROPOSED BUDGET FOR FISCAL YEAR 2022-23

Line Item	DESCRIPTION	FY2021-22 Approved Budget	Actual Expense Through 3/31	Balance Remaining	Projected Year End Expense	Projected % of Budget	FY2022-23 Proposed Budget
7136	Miscellaneous Collection Tools/Supplies	8,000	2,587	5,413	3,449	43%	10,000
7138	Jetter Truck Equipment / Repairs	10,000	2,804	-	3,739	37%	8,000
7150	Mechanical Maintenance	5,000	1,506	3,494	2,008	40%	5,000
7200	General Operating Supplies	10,000	4,971	5,029	6,628	66%	10,000
7201	Drinking, Bottled Water	2,000	1,180	820	1,573	79%	2,500
7202	Gloves	6,000	5,102	898	6,803	113%	8,000
7205	Community & Employee Goodwill	4,000	1,506	2,494	2,008	50%	6,000
7220	Mailing / Shipping Expenses	5,000	850	4,150	1,133	23%	5,000
7430	Memberships	45,000	33,817	11,183	45,089	100%	60,000
7440	Miscellaneous Expenses	2,500	-	2,500	-	0%	2,500
7450	Office Expenses	15,000	6,664	8,336	8,885	59%	15,000
7452	Scanning & Shredding	10,000	-	10,000	-	0%	10,000
7454	Books / Subscriptions / Study Guides	1,000	86	914	115	11%	2,000
7456	Computer Hardware/Software/Licensing	30,000	17,376	12,624	23,168	77%	37,500
7461	Prof Services - Legal	35,000	43,340	(8,340)	57,787	165%	70,000
7462	Prof Services - Accounting	40,000	29,237	10,763	38,983	97%	45,000
7463	Prof Services - Engineering	50,000	13,743	36,257	18,324	37%	50,000
7464	Prof Services - Computer	60,000	29,187	30,813	38,916	65%	60,000
7466	Prof Services - Human Resources	15,000	22,785	(7,785)	30,380	203%	10,000
7467	Prof Services - Special Legal Counsel	-	-	-	-	0%	30,000
7500	Public Outreach/Education	10,000	-	10,000	-	0%	35,000
7506	Administrative Fees	30,000	9,244	20,756	12,325	41%	30,000
7508	Collection/Treatment Fines	10,000	-	10,000	-	0%	10,000
7510	Contracted Services/Labor	110,000	57,426	52,574	76,568	70%	95,000
7530	Notices / Ads for Publication	3,000	3,043	(43)	4,057	135%	3,000
7610	Furniture & Fixtures	10,000	2,124	7,876	2,832	28%	10,000
7641	NPDES Permit Requirements - Lab	15,000	10,340	4,660	13,787	92%	15,000
7645	NPDES Permit Requirements - Operations	30,000	28,708	1,292	38,277	128%	50,000
7650	Election Expenses	-	-	-	-	0%	7,000
7651	Analyzer Chemicals	5,000	3,512	1,488	4,683	94%	-
7652	Biosolids Disposal	55,000	39,326	15,674	52,435	95%	60,000
7653	Chemicals for Plant	215,000	122,753	92,247	163,671	76%	220,000
7654	Generator Servicing - Plant	10,000	2,003	7,997	2,671	27%	10,000
7655	Hazardous Materials Disposal	2,000	351	1,649	468	23%	2,000

PROPOSED BUDGET FOR FISCAL YEAR 2022-23

Line Item	DESCRIPTION	FY2021-22 Approved Budget	Actual Expense Through 3/31	Balance Remaining	Projected Year End Expense	Projected % of Budget	FY2022-23 Proposed Budget
7657	Plant Maintenance Materials	75,000	31,838	43,162	42,451	57%	75,000
7658	Plant Maintenance Projects	5,000	-	5,000	-	0%	5,000
7661	Polymer	10,000	5,310	4,690	7,080	71%	10,000
7662	Small Tools/ Equipment - Plant	4,000	566	3,434	755	19%	4,000
7670	Special Projects	100,000	17,377	82,623	23,169	23%	115,000
7671	Asset Management	-	-	-	-	0%	100,000
7675	COVID-19 Expenses	-	24,359	(24,359)	32,479	1000%	-
7700	Laboratory Consumables & Small Equipment	28,000	22,218	5,782	29,624	106%	32,000
7702	Laboratory Equipment Maintenance	10,000	6,575	3,425	8,767	88%	10,000
7703	Contract Laboratory Analyses	6,000	6,173	(173)	8,231	137%	8,000
7722	Board Training/Conf. Registration	1,000	-	1,000	-	0%	2,500
7723	Board Meetings/Travel Expenses	1,000	-	1,000	-	0%	1,000
7724	Staff Training/Conf. Registration	5,000	845	4,155	1,127	23%	15,000
7725	Staff Travel Expenses	5,000	2,699	2,301	3,599	72%	15,000
7726	Staff Certifications/Licenses	8,000	2,158	5,842	2,877	36%	8,000
7727	OSHA Required Training	5,000	990	4,010	1,320	26%	5,000
7728	Safety Boot Allowance	4,000	1,047	2,953	1,396	35%	4,500
7729	Apparel and Uniforms	-	-	-	-	0%	2,500
7731	Local Meeting Expenses	1,000	-	1,000	-	0%	2,500
7740	Fuel and Oil	25,000	12,198	12,802	16,264	65%	25,000
7761	Water	15,000	7,955	7,045	10,607	71%	15,000
7762	Natural Gas	3,000	2,595	405	3,460	115%	5,000
7763	Electricity	175,000	107,783	67,217	143,711	82%	175,000
7766	Trash & Recycling Service	14,500	5,638	8,862	7,517	52%	16,000
7767	Communications	15,000	9,973	5,027	13,297	89%	18,000
7768	Telephone - Cellular	12,000	6,895	5,105	9,193	77%	12,000
	Total Operating Expenses	1,656,500	960,872	688,432	1,281,163	77%	1,920,000
	Total Expenses	4,853,340	2,961,870	1,884,274	3,949,160	81%	5,163,700

Fiscal Year 2022-23 Capital Improvement Program (CIP) Plan

Collections:

Project No.	Description	Estimated Project Cost	2022/2023
FY2021-2022 Carryover	Highway 101 Sewer Main Relocation - Design	\$ 194,127	\$ 78,000
FY2021-2022 Carryover	Lilac-Oak Grove Sewer Main Extension	\$ 2,051,473	\$ 750,000
C001	Collection System Condition Assessment & Prioritization Plan	\$ 40,000	\$ 40,000
C002	Highway 101 Sewer Main Relocation - Construction	\$ 860,000	\$ 860,000
C003	Olive Mill/San Ysidro Roundabout Relocation	\$ 250,000	\$ 250,000
C004	Large Diameter Sewer Main Rehabilitation	\$ 875,000	\$ 75,000
C005	Manhole Rehab lining project	\$ 25,000	\$ 25,000
CMAN	Manhole Adjustments	\$ 60,000	\$ 60,000
CEME	Collection System Emergency Repairs	\$ 30,000	\$ 30,000
CEQU	Equipment Replacement	\$ 459,000	459,000

Collection Subtotal \$ 2,627,000

Lift Stations:

Project No.	Description	Estimated Cost	2022/2023
L001	Lift Station Condition Assessment & Prioritization Plan	\$ 50,000	\$ 50,000
L002	Channel Lift Station Improvement	\$ 60,000	\$ 60,000
LEME	Lift Station Emergency Repairs	\$ 30,000	\$ 30,000

Lift Station Subtotal \$ 140,000

Treatment & Laboratory:

Project No.	Description	Estimated Cost	2022/2023
T001	Electrical Rehabilitation & Aeration Blower Replacement Project	\$ 1,440,000	\$ 1,440,000
T002	Skimmer troughs replacement	\$ 140,000	\$ 140,000
T003	SCADA Implementation	\$ 100,000	\$ 75,000
T004	Disinfection Process -Pumps Replacement	\$ 40,000	\$ 40,000
T005	IPS Channel Improvements	\$ 141,000	\$ 141,000
T006	Grinder No. 2 Replacement	\$ 40,000	\$ 40,000
TEME	Treatment O/M Emergencies	\$ 100,000	\$ 100,000
TEQU	Equipment Replacement	\$ 50,000	\$ 50,000

Treatment Subtotal \$ 2,026,000

Facilities:

Project No.	Description	Estimated Cost	2022/2023
F001	Roof for Admin/Operations Building	\$ 65,000	\$ 65,000
F002	Maintenance Gate controller with new keypads	\$ 13,500	\$ 13,500
F003	Main Gate replacement with motorized gate and keypads	\$ 24,000	\$ 24,000
F004	Remodel Men's Restroom in Maintenance Building	\$ 15,000	\$ 15,000

Facilities Subtotal \$ 117,500

Sewer Main Extensions:

Project No.	Description	Estimated Cost	2022/2023
S001	Septic to Sewer Strategic Plan (Alisos/Ashley & E Mountain 30% Design)	\$ 70,000	\$ 70,000
Sewer Main Extension Subtotal			\$ 70,000

Recycled Water:

Project No.	Description	Estimated Cost	2022/2023
T011	Recycled Water Final Design, Update CDP, and Title 22 Report for first phase	Unknown	\$ -
T012	Recycled Water Construction for first phase	Unknown	\$ -
T008	Recycled Water Construction for remaining phases	Unknown	\$ -

	2022/2023
Collections	\$ 2,627,000
Lift Stations	\$ 140,000
Treatment & Laboratory	\$ 2,026,000
Facilities	\$ 117,500
Sewer Main Extensions	\$ 70,000
Recycled Water	-
Total	\$ 4,980,500

RESOLUTION NO. 2022-949

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED:

1. That a hearing shall be held at 2:00 p.m. on the 14th day of July 2022, for the purpose of hearing all objections and protests, if any, to said report on file in the Office of the District.
2. That notice of said hearing shall be given as follows:
 - a. by publication in the *Montecito Journal* on June 29 and July 6, 2022;
 - b. by mailing a notice in writing to each person to whom any parcel or parcels of real property in said report is assessed in the last equalized assessment roll available on the date said report is prepared and which parcel listed in the current report was not listed in the report for the previous Fiscal Year.
3. That the General Manager of this District is hereby authorized and directed to give said notice and to do all things necessary to hold said hearing.

PASSED AND ADOPTED by the Governing Board of the Montecito Sanitary District on the 23rd day of June 2022, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Dorinne Lee Johnson, President of the
Governing Board of the
MONTECITO SANITARY DISTRICT

ATTEST:

(Seal)



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

RESOLUTION NO. 2022-951

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT FOR THE PERIOD OF 30 DAYS PURSUANT TO THE BROWN ACT PROVISIONS.

WHEREAS, the Montecito Sanitary District (“District”) is a sanitary district duly organized and existing pursuant to the Sanitary District Act of 1923 codified in Health & Safety Code section 6400 et seq.; and

WHEREAS, the District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s governing body are open and public, as required by the Ralph M. Brown Act, codified in California Government Code section 54950 et seq. (“Brown Act”), so that any member of the public may attend, participate, and watch the District’s governing body conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution No. 2021-935, on September 30, 2021, finding that the requisite conditions exist for the Board of Directors of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District’s jurisdiction, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the jurisdiction of the District, specifically, a State of Emergency remains active as proclaimed by Governor Gavin Newsom’s Proclamation of a State of Emergency dated March 4, 2020; and

WHEREAS, State and Local Officials have imposed and recommended social distancing measures and allowing legislative bodies to meet via teleconferencing to avoid risks to the health and safety of members of the public who would like to participate in meetings of the legislative bodies; and

WHEREAS, the Board of Directors does hereby find that Governor Gavin Newsom's Proclamation of State of Emergency and Social Distancing Orders and other conditions causing imminent risk to attendees has caused, and will continue to cause, conditions of peril to the safety of persons within the jurisdiction of the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California and ratify State and Local orders for social distancing; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the District's governing body shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District shall continue to provide notice as otherwise required by the Brown Act of all public meetings.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MONTECITO SANITARY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the jurisdiction of the District and proclaims that a local emergency persists throughout the jurisdiction of the District and allowing remote access and participation in the District's board meetings will reduce health and safety risks to attendees.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager or designee and the Board of Directors of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) July 23, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of the Montecito Sanitary District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Montecito Sanitary District this 23rd day of June 2023, by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Board President
Dorinne Lee Johnson

ATTEST:

Board Secretary
Dana Newquist

(SEAL)





Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

MANAGER'S REPORT

For the Regular Board Meeting of

June 23, 2022

8. DISTRICT OPERATIONS AND MAINTENANCE

A. Information Items

General Manager Brad Rahrer, P.E. will provide informational, nonactionable, updates regarding matters before the District.

B. Agreements to be signed

None

C. Operations and Maintenance Reports

For the period of May 1 through May 31, 2022

WWT PLANT STATISTICS FOR DURATION: 31 DAYS

Flows	14.734 MG	0.475 MGD avg
Hypochlorite used	4,243 Gal	137 Gallons day, avg
Bisulfite used	2,345 Gal	76 Gallons day, avg.
Effluent T.S.S.		3.8 mg/L avg
Effluent CBOD ₅		2.39 mg/L avg
BAC-T		< 2.3 MPN/100mL median
Rainfall	.08 inches	

SLUDGE DISPOSAL - LOAD AND DISPOSAL BY ENGEL & GRAY

<u>Load Date</u>	<u>Total Haul (lbs)</u>	<u>Total Haul (Tons)</u>
05/03/2022	37,480	18.74
05/17/2022	41,420	20.71
05/26/2022	44,060	22.03
<u>Totals:</u>	<u>122,960</u>	<u>61.48</u>

PLANT OPERATIONS

- No violation of the NPDES permit during this reporting period.
- Operated the belt press for a total of 18 hours.
- Multiple power outages this month during fair weather.

PLANT MAINTENANCE

- Performed routine inspections and maintenance of District Buildings and Equipment.
- Maintenance staff replaced Belt Press polymer pump.
- Maintenance staff installed new Digester Blowers.

COLLECTIONS

- 0 public sewer system overflows this reporting period.
- 0 private sewer system overflows this reporting period.
- Linear Feet Cleaned: 29,852 ft, 5.6 Miles
- Linear Feet Inspected: 4751 ft, 0.89 Miles
- Tierra Contracting continued Lilac/Oak Grove sewer mainline extension project.
- 5/8/2022 Collections staff afterhours call out for power fail alarms at Channel Lift Station.

LABORATORY

The Laboratory Manager and Operators assigned to the Laboratory performed the following activities during the reporting period:

- Collected NPDES permit-required annual samples of the final effluent
- Collected and additional 212 permit-required, process control and recycled pilot samples
- Ran 299 tests plus 76 duplicate tests on above samples
- Performed 42 calibrations on laboratory equipment and 635 quality control checks
- Sent 21 samples to OEC contract laboratory.