

MONTECITO SANITARY DISTRICT

A G E N D A

for Board Meeting

September 24, 2020

The regular meeting of the Governing Board will begin at 1:15 p.m. on September 24, 2020.

Pursuant to State of California Executive Order No. N-29-20 issued on March 17, 2020, and the State of California and Santa Barbara County's shelter in place orders, the Montecito Sanitary District Board Meeting will be held remotely via Zoom Meetings.

The Meeting will be conducted in accordance with the Virtual Meeting Protocols adopted by the Board of Directors on April 9, 2020. These can be viewed and downloaded here:

<https://www.montsan.org/virtual-public-meetings>. The public may attend and make a public comment by visiting:

<https://us02web.zoom.us/j/81328236328>

You may also call in at 1-669-900-6833 Meeting ID **813 2823 6328**

If you have difficulty connecting to the virtual meeting, please call 1-714-323-4667 for technical assistance once the meeting has begun.

If you need special assistance to participate in this meeting, because of any disability, please contact the District at 1-805-969-4200. Notification at least twenty-four hours before the meeting will allow the District to make appropriate arrangements for you; thank you.

Materials related to an item on this Agenda, which are part of the agenda packet, are available for public inspection on the District website www.montsan.org

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT

Persons may, in addition to any other matter within the Board of Director's subject-matter jurisdiction, comment on Agenda Items at this time. If you provide public comment on a specific Agenda item at this time, however, you cannot later provide comments at the time the Agenda Item is considered. Anyone wishing to address the Board of Directors must comply with the Virtual Meeting Protocols; will be recognized by the President; and must state their name for the record. If you wish to address the Board of Directors on an Agenda

Item, you may do so as that particular item is announced. You will be given a reasonable amount of time to address the Board of Directors.

While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. The Board may briefly respond to comments after Public Comment is closed.

In accordance with Executive Order No. N-29-20 and the Virtual Meeting Protocols, remote public participation is allowed in the following ways:

Participants are encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment will be accepted via email during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling **1-669-900-6833** and entering Zoom Meeting ID: **813 2823 6328** then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Clerk to the Board will be notified and you will be in the rotation to make a public comment.

3. APPROVAL OF MINUTES

It is recommended that the Board consider approving the minutes from August 13, 2020 and September 10, 2020 regular meetings.

4. APPROVAL OF PAYABLES

It is recommended that the Board consider approving the payables list for expenses incurred by the District between September 5, 2020 and September 18, 2020.

5. OLD BUSINESS

None

6. NEW BUSINESS

A. Dedication Agreement for Sewer Facilities – 710 and 720 East Mountain Drive

It is recommended that the Board consider:

- i) Authorizing the General Manager to execute the Dedication Agreement for Sewer Facilities for 710 and 720 East Mountain Drive in a form approved by the General Counsel; and
- ii) Taking such additional, related, action that may be desirable.

B. Sewer System Management Plan (SSMP) - Audit Presentation and Re-Certification

It is recommended the Board consider:

- i) Receiving a presentation on the required SSMP audit;

- ii) Re-Certifying the SSMP and directing the General Manager, or designee, to post the updated SSMP on the District's website and enter the required data in the SWRQB online database; and
- iii) Taking such additional, related, action that may be desirable.

C. Administration and Operations (A&O) Committee Meeting – Report

It is recommended that the Board consider:

- i) Receiving and filing a report provided by the A&O Committee from its September 15th meeting; and
- ii) Taking such additional, related, action that may be desirable.

D. Information Items

None

E. Agreements to be Signed

None

7. OPERATIONS AND MAINTENANCE

Review the Operations and Maintenance reports included in the agenda packet.

8. ITEMS FOR THE NEXT AGENDA

9. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
MONTECITO SANITARY DISTRICT**

August 13, 2020

1. CALL TO ORDER/ROLL CALL

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on August 13, 2020 using Zoom teleconferencing in accordance with State of California Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

Directors Tom Bollay, Thomas Kern, Jeff Kerns, Dana Newquist, and Woody Barrett

Board Members Absent:

None

Also Present and Participating:

Diane M. Gabriel, MSD General Manager/District Engineer
Toni M. McDonald, MSD District Administrator
Carrie Poytress, MSD Engineering Manager
Alex Alonzo, MSD Operations Manager
Karl H. Berger, MSD Legal Counsel
Gregg Kovacevich, MSD Legal Counsel
Lindsay McDonough, Stantec consultant
Mike Weber, Stantec consultant
Ken Coates, Ratepayer
Leon Bartholomew, Ratepayer
Roberton Short, Ratepayer
Peter Candy, Attorney for Mr. Short
Dorinne Johnson, Ratepayer
Hilary Hauser, Heal the Ocean
Alison Thompson, Heal the Ocean
John Morris
Betsy Byrne
(2) Unnamed members of public

2. PUBLIC COMMENT

Mr. Leon Bartholomew addressed the Board during public comment.

3. APPROVAL OF MINUTES

The minutes of the July 30, 2020 meetings were included in the agenda packet. On MOTION by Director J. Kerns and second by Director T. Kern, the Board approved the minutes of the July 30th meeting with the following vote

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

4. APPROVAL OF PAYABLES

On MOTION by Director Barrett and second by Director Newquist, the Board approved with a roll call vote these payroll and accounts payable expenses from July 25, 2020 through August 7, 2020:

Accounts Payable Expenses	\$ 64,550.31
Payroll and Related Expenses	<u>99,554.36</u>
Total Expenses	\$ 164,104.67

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

5. OLD BUSINESS

A. Approval of Minutes of July 9, 2020 Board Meeting

On MOTION by Director J. Kerns and second by Director T. Kern, the Board approved with a roll call vote the minutes of July 9, 2020.

AYES: Directors Kern, Newquist, Bollay, Kerns, Barrett
NAYS: None
ABSTAIN: None
ABSENT: None

6. NEW BUSINESS

A. Administration & Operations (A&O) Committee Meetings - Report

The A&O Committee Meeting (Directors Bollay and J. Kerns) reported on its meetings of July 29th, August 6th, August 11th, and its joint meeting with Montecito Water District on August 4th.

At its joint meeting with MWD Strategic Planning Committee on August 4th, the Water District requested MSD prepare a letter requesting support on the recycled portion of the Coastal Development Plan. At its meeting on August 6th, the Committee directed staff to

prepare a letter for review. At its meeting on August 11th, the Committee reviewed the letter and is recommending the Board approve the letter in agenda item 6C at today's meeting.

B. Resolution No. 2020-926 - Mitigated Negative Declaration and Mitigation, Monitoring and Report Program for a Development Plan consisting of the construction, operations, and maintenance of: (1) a recycled wastewater treatment system; (2) Essential Services Building and parking lot with a new driveway off Channel Drive; and (3) five solar structures with panels – Initial Study/Mitigated Negative Declaration

As the CEQA Lead Agency for the proposed Development Plan Projects, the Montecito Sanitary District retained an environmental consulting firm, Stantec, to conduct an Initial Study of the potential effects of the proposed Projects, and determined the proposed Projects would not result in a significant impact on the environment. However, the following issue areas require mitigation measures to reduce potential impacts to a less-than-significant level:

- Biological Resources
- Cultural resources
- Transportation
- Tribal Cultural Resources
- Utilities and Service Systems

Mr. Mike Weber and Ms. Lindsay McDonough, consultants from Stantec, made a presentation to the Board summarizing the work that was done, why this project is appropriately analyzed, and a general overview of the comments and responses.

Mr. Peter Candy made public comment.

After Board discussion and review of Resolution No. 2020-926, on MOTION by Director J. Kerns and second by Director Bollay, the Board adopted Resolution No. 2020-926 regarding the Mitigated Negative Declaration and Mitigation, Monitoring and Reporting Program for a Development Plan and authorized the General Manager to sign and file the Proposed Finding Document with the following vote:

AYES: Directors Kern, Bollay, Kerns,
NAYS: Directors Newquist, Barrett
ABSTAIN: None
ABSENT: None

C. Coastal Development Plan – Letter to Montecito Water District requesting support and Information Letter to the Community

Director Bollay read the letter to MWD drafted following direction from the joint meeting on August 4th, and stated the A&O Committee is recommending the Board approve the letter to be sent to the MWD Board. After discussion, on MOTION by Director Newquist and second by Director T. Kern, the Board approved the letter as presented and directed staff to send to MWD Board of Directors for their consideration at the August 25th Montecito Water District Board Meeting.

District Administrator McDonald read a letter to all MSD Customers informing them of the CDP projects, prepared by District Public Relations firm Davies Public Affairs. This letter had been reviewed and recommended for Board approval by members of the Public Information Committee Directors Bollay and Newquist. After discussion by the Board, Director Newquist rescinded his recommendation for the letter as presented. On MOTION by Director J. Kerns and second by Director T. Kern, the Board authorized Director Bollay to sign the letter and have Davies mail it upon further review and agreement by Director Bollay and Newquist.

AYES: Directors Newquist, Bollay, T. Kern, J. Kerns
NAYS: Director Barrett
ABSTAIN: None
ABSENT: None

D. Review District COVID-19 Emergency Declaration

The Board reviewed the COVID-19 Emergency Declaration dated March 13, 2020, and discussed limiting the General Manager's purchasing authority. On MOTION by Director Barrett and second by Director Newquist, the Board failed to approve an amendment to the declaration capping purchasing authority at \$250,000 by the following vote:

AYES: Directors Newquist, Barrett
NAYS: Directors T. Kern, J. Kerns, Bollay
ABSTAIN: None
ABSENT: None

E. Recording of Committee Meetings

The Board reviewed the practice of not recording Committee meetings. After discussion, no motion was made and the practice of not recording these meetings will continue.

F. Information Items

None

G. Agreements to be Signed

710 East Mountain Drive – Dedication agreement for sewer facilities

7. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the Board packet.

8. ITEMS FOR NEXT AGENDA

The Board discussed items for the next agenda, and agreed to include the following items:

- Review of letter to Board from Leon Bartholomew dated August 11, 2020

9. **ADJOURNMENT**

There being no other business, on MOTION to adjourn by Director Bollay and second by Director Newquist, the MOTION to adjourn passed unanimously without abstention at 4:52 p.m.

Thomas Bollay, President

Jeffrey Kerns, Vice President

Ellwood T. Barrett, Secretary

Thomas Kern, Treasurer

Dana Newquist, Director

**MINUTES OF THE REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
MONTECITO SANITARY DISTRICT**

September 10, 2020

1. CALL TO ORDER/ROLL CALL

The Governing Board of the Montecito Sanitary District convened a regular meeting at 1:15 p.m. on September 10, 2020 using Zoom teleconferencing in accordance with State of California Executive Order No. N-29-20 issued on March 17, 2020.

ATTENDANCE

Board Members Present:

Directors Tom Bollay, Thomas Kern, Jeff Kerns, Dana Newquist, and Woody Barrett

Board Members Absent:

None

Also Present and Participating:

Diane M. Gabriel, MSD General Manager/District Engineer
Elizabeth A. Byrne, MSD District Administrator
Carrie Poytress, MSD Engineering Manager
Alex Alonzo, MSD Operations Manager
Karl H. Berger, MSD Legal Counsel
Edwin Martin, Resident
Leon Bartholomew, Ratepayer
Hilary Hauser, Heal the Ocean
Ken Coates, Ratepayer
3 unidentified members of the public

2. PUBLIC COMMENT

No members of the public addressed the board.

3. APPROVAL OF MINUTES

The approval of the minutes of the August 13th Board meeting was forestalled until the next meeting. Staff was directed to review the motion made by Director Barrett under agenda item D and revise the minutes if necessary.

4. APPROVAL OF PAYABLES

On MOTION by Director Kerns and second by Director Barrett, the Board approved with a roll call vote these payroll and accounts payable expenses from August 8, 2020 and September 4, 2020.

Accounts Payable Expenses	\$199,562.41
Capital Improvement Projects	\$22,054.27
Payroll and Related Expenses	\$203,597.46
Total Expenses	\$425,214.14

AYES: Directors Kerns, Kern, Newquist, Barrett, Bollay
 NAYS: None
 ABSTAIN: None
 ABSENT: None

5. OLD BUSINESS

A. Mailer to District Customers Regarding the Essential Services Building and Recycled Water Program

On MOTION by Director Woody Barrett and second by Director Dana Newquist, the motion not to send out the customer letter, motion failed.

AYES: Directors Newquist, Barrett
 NAYS: Directors Kern, Kerns, Bollay
 ABSTAIN: None
 ABSENT: None

On MOTION by Director Tom Bollay and second by Jeff Kerns, the Board voted to send out the customer letter as written with some minor modifications to wording.

AYES: Directors Kern, Kerns, Bollay
 NAYS: Directors Newquist, Barrett
 ABSTAIN: None
 ABSENT: None

One member of the public, Hillary Hauser of Heal the Ocean, addressed the Board.

6. NEW BUSINESS

A. Resolution 2020 – 927 – Approving the Design and Plans for the Romero Canyon Sewer Main Extension - Authorization to Advertise For Bids

On MOTION by Director Dana Newquist and second by Tom Kern, the Board voted to adopt the resolution authorizing the advertising of bids for the Romero Canyon Road Sewer Main Extension;

AYES: Directors Kerns, Kern, Newquist, Barrett, Bollay
 NAYS: None
 ABSTAIN: None
 ABSENT: None

B. Dedication Agreement for Sewer Facilities – 525 Hot Springs

On MOTION by Director Woody Barrett and second by Dana Newquist, the Board voted to authorize the execution of the Dedication Agreement for Sewer Facilities with 525 Hot Springs.

AYES: Directors Kerns, Kern, Newquist, Barrett, Bollay
NAYS: None
ABSTAIN: None
ABSENT: None

C. General Manager Retirement; Appointment of Interim General Manager.

On MOTION by Director Jeff Kerns and second by Tom Bollay, the Board voted to authorize the Board President to execute an agreement with Phoenix Civil Engineering for an interim General Manager of the District.

AYES: Directors Kerns, Kern, Newquist, Bollay
NAYS: Director Barrett
ABSTAIN: None
ABSENT: None

D. Information Items

The board acknowledged letters dated June 11 and August 11, 2020 from Mr. Leon Bartholomew as received and filed.

E. Agreements to be Signed

747 Via Manana Road – Pump Variance Agreement for the on-site pump station
1112 Hill Road – Residential Sewer Service Agreement for Detached Gym

7. OPERATIONS AND MAINTENANCE

The Board reviewed the information in the Board packet.

8. ITEMS FOR THE NEXT AGENDA

On MOTION by Director Woody Barrett second by Director Dana Newquist on delaying the Montecito Planning Commission hearing; motion failed.

AYES: Directors Newquist, Barrett
NAYS: Directors Kern, Kerns, Bollay
ABSTAIN: None
ABSENT: None

On MOTION by Director Dana Newquist adding to the agenda for October 8, 2020 Board Meeting, discussing the qualifications necessary to hiring a general manager.

AYES: Directors Kerns, Kern, Newquist, Barrett, Bollay
NAYS: None

ABSTAIN: None
ABSENT: None

Next Board meeting set for September 24, 2020.

9. **ADJOURNMENT**

The Meeting adjourned at 4:02 p.m.

Thomas Bollay, President

Jeffrey Kerns, Vice President

Ellwood T. Barrett, Secretary

Thomas Kern, Treasurer

Dana Newquist, Director

**MONTECITO SANITARY DISTRICT
BOARD LIST OF PAYABLES**

<u>CHECKS DATED</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTALS</u>
09/11/20	ACCOUNTS PAYABLE	58,466.82
09/04/20	ACCOUNTS PAYABLE	<u>38,611.57</u>
	Subtotal	97,078.39
09/10/20	PAYROLL	<u>172,461.84</u>
	Subtotal	172,461.84
	TOTAL	<u>\$ 269,540.23</u>

Approved for Payment:

Date: September 24, 2020 Amount: \$269,540.23

_____, General Manager

_____, Director

_____, Director

Check History Report
Sorted By Check Number
Activity From: 9/11/2020 to 9/11/2020
MONTECITO SANITARY DISTRICT (MSD)

Check Number	Check Date	Name	Check Amount	Description
025850	9/11/2020	BEDROCK BUILDING SUPPLIES, INC	478.50	Backfill Sand for Water Line Repair
025851	9/11/2020	BIG GREEN CLEANING COMPANY	2,553.00	Janitorial Services for July and September
025852	9/11/2020	CANON FINANCIAL SERVICES INC	275.14	Canon Copier Lease Payment - September
025853	9/11/2020	CJM::LA, INC	850.00	Landscape Architectural Services for CDP - August
025854	9/11/2020	COMPUVISION COMMUNICATIONS	831.25	IT Services - August
025855	9/11/2020	CULLIGAN OF SYLMAR	81.70	Drinking Water - August
025856	9/11/2020	CALIFORNIA WATER ENVIRONMENT	192.00	Annual Membership Dues - Ortiz
025857	9/11/2020	DAVIES	5,000.00	Customer Relations - August
025858	9/11/2020	FASTENAL COMPANY	633.29	Plant Maintenance Materials / Tools for Chief Mechanic
025859	9/11/2020	FRUIT GROWERS LABORATORY	3,655.00	Annual NPDES Required Bioassay Sampling
025860	9/11/2020	FISHER SCIENTIFIC	324.64	Lab Testing Supplies
025861	9/11/2020	FRONTIER	731.97	Phone Service for Office, Lift Stations 4 & 5 - September
025862	9/11/2020	TIM GILL	2,000.00	Lateral Replacement Rebate - 550 San Ysidro Road
025863	9/11/2020	GRAINGER	148.00	Property/Plant Maintenance Materials
025864	9/11/2020	HACH COMPANY	316.06	Lab Testing Supplies
025865	9/11/2020	HARRINGTON INDUSTRIAL PLASTICS	17.12	Plant Maintenance Materials
025866	9/11/2020	MARBORG INDUSTRIES	75.00	Dumpster Delivery
025867	9/11/2020	MATTHEW (or) JENNIFER NEWMAN	2,000.00	Lateral Replacement Rebate - 127 Loureyro Street
025868	9/11/2020	MICHAEL (or) KATE NOVOTNY	2,000.00	Lateral Replacement Rebate - 165 Santa Elena Lane
025869	9/11/2020	O'CONNOR PEST CONTROL	183.00	Pest, Rodent, Gopher Control - August
025870	9/11/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	135.00	Outside Lab Testing - UF/RO
025871	9/11/2020	PLUMBERS DEPOT, INC	562.76	CCTV Backup Camera Repair
025872	9/11/2020	PRIORITY SAFETY SERVICES	870.00	Inspection/Calibration of the Multi-Gas Detector
025873	9/11/2020	SANTA BARBARA COUNTY CLERK-RECORDER	32.00	Agreement Recording Fees
025874	9/11/2020	SANTA BARBARA COUNTY	7,719.00	Planning Review of the Coastal Development Plan-August
025875	9/11/2020	S B HOME IMPROVEMENT CENTER	314.33	Plant Maintenance Materials
025876	9/11/2020	SOUTHERN CALIFORNIA EDISON CO	14,959.36	Electric Service - August
025877	9/11/2020	SMARDAN-HATCHER COMPANY	99.75	Property Maintenance Supplies
025878	9/11/2020	SOCAL GAS	121.97	Gas Service - August
025879	9/11/2020	T&D RENTS INC.	4,500.00	Shower/Restroom Combination Trailer Rental-September
025880	9/11/2020	UNIVAR SOLUTIONS	4,553.46	Plant Chemicals
025881	9/11/2020	WILLIAMS SCOTSMAN, INC	1,909.52	Staff Room, Office Trailer Rental - September
025882	9/11/2020	WINZER	344.00	Disposable Coveralls
			<u>58,466.82</u>	
			<u>58,466.82</u>	

Check History Report
Sorted By Check Number
Activity From: 9/18/2020 to 9/18/2020
MONTECITO SANITARY DISTRICT (MSD)

Bank	Check Number	Check Date	Name	Check Amount	Description
	025883	9/18/2020	AT&T MOBILITY	63.50	Wireless Service for Lift Station 4 SCADA-September
	025884	9/18/2020	BARTLETT, PRINGLE & WOLF, LLP	16,227.00	Annual Financial Audit - FY 2019/20
	025885	9/18/2020	CEARNAL COLLECTIVE	2,233.00	Planning/Permitting Services to Process CDP-August
	025886	9/18/2020	CINTAS CORPORATION #684	908.75	Uniform, Towels, Floor Mats-Cleaning/Rental-August
	025887	9/18/2020	COLE-PARMER	362.72	Plant Maintenance Materials
	025888	9/18/2020	COMPUVISION COMMUNICATIONS	1,740.00	Datto Cloud Backup, NetAlert Managed Services-August
	025889	9/18/2020	CORT	44.00	Deed Report - August
	025890	9/18/2020	COX BUSINESS	227.56	Interent Wireless Service - August
	025891	9/18/2020	CROMER MATERIAL HANDLING	725.36	Forklift Lease Payment - September
	025892	9/18/2020	CALIFORNIA WATER ENVIRONMENT	1,051.00	Staff Membership and Certification Renewals
	025893	9/18/2020	DIGITAL DEPLOYMENT DBA STREAMLINE	310.00	Website Hosting Services - September
	025894	9/18/2020	ENGEL & GRAY, INC	3,820.16	Biosolids Hauling - August
	025895	9/18/2020	FISHER SCIENTIFIC	109.84	Lab Testing Supplies
	025896	9/18/2020	FRONTIER	122.85	Phone Service for Lift Stations 1 & 2 - September
	025897	9/18/2020	GEOGRAPHIC DATA & MANAGEMENT	715.00	GIS Services - August
	025898	9/18/2020	GRAINGER	177.76	Plant Maintenance Materials
	025899	9/18/2020	HACH COMPANY	287.93	Lab Testing Supplies
	025900	9/18/2020	JACQUEZ, DANIEL	225.00	Safety Boot Allowance
	025901	9/18/2020	KAMAN INDUSTRIAL TECHNOLOGIES	232.81	Plant Maintenance Materials
	025902	9/18/2020	MARBORG INDUSTRIES	707.74	Refuse Disposal, Recycling - August
	025903	9/18/2020	MCCORMIX CORP	1,722.72	Replenish Diesel Storage Tank at WWTP, Vehicle Fuel
	025904	9/18/2020	MONTECITO WATER DISTRICT	816.51	Water Service - August
	025905	9/18/2020	OILFIELD ENVIRONMENTAL & COMPLIANCE	155.25	Outside Lab Analyses - August
	025906	9/18/2020	RED WING BUSINESS ADVANTAGE ACCOUNT	175.62	Boot Allowance - Kearney
	025907	9/18/2020	STAPLES BUSINESS CREDIT	1,881.71	Office Supplies
	025908	9/18/2020	STATE WATER RESOURCE CONTROL BOARD	150.00	Staff Certification Renewal
	025909	9/18/2020	UNIVAR SOLUTIONS	3,194.86	Plant Chemicals
	025910	9/18/2020	USA BLUE BOOK	222.92	Property Maintenance Materials
	Bank B Total:			<u>38,611.57</u>	
	Report Total:			<u><u>38,611.57</u></u>	

MONTECITO SANITARY DISTRICT

MANAGER'S REPORT

**for
Board Meeting**

September 24, 2020

AGENDA ITEM 5. OLD BUSINESS

None

AGENDA ITEM 6. NEW BUSINESS

A. DEDICATION AGREEMENT FOR SEWER FACILITIES – 710 and 720 EAST MOUNTAIN DRIVE

It is recommended that the Board consider authorizing the execution of the Dedication Agreement for Sewer Facilities for 710 and 720 East Mountain Drive. The owner of 710 and 720 East Mountain Drive has signed the necessary Dedication Agreement which, with Board approval would authorize the owner to construct a new sewer line in the location shown in **EXHIBIT A**. Once constructed to District standards and inspected, the sewer main will be dedicated by the owners to the District and the Board would consider accepting the dedication. Additionally, at the time of dedication acceptance, the Board consider accepting a Grant of Easement for the specific location of the new sewer main. It is recommended that the Board authorize the General Manager to execute the Dedication Agreement, in a form approved by General Counsel, for Sewer Facilities for 710 and 720 East Mountain Drive.

B. SEWER SYSTEM MANAGEMENT PLAN (SSMP) - AUDIT REVIEW AND RE-CERTIFICATION

Operations Manager Alonzo and Collections/Maintenance Supervisor Larroude will give a brief overview of the requirements of a Sewer System Management Plan (SSMP) and present the updates that have been made to the District's SSMP as a result of the auditing process required by the State Water Resources Control Board (SWRCB). Following the presentation, the Board should ask questions of staff regarding the auditing process and the revisions that have been made to the SSMP which was originally adopted by the MSD Board on April 26, 2010. The SSMP is required to go through the audit process every two years and re-certification by the Board is required at least every five years. It is the recommendation of staff that the Board vote to re-certify the SSMP document and direct staff to post the updated SSMP on the District's website as required and to enter the required data in the SWRCB online database.

C. ADMINISTRATION & OPERATIONS (A&O) COMMITTEE MEETING - REPORT

The A&O Committee (Directors J. Kerns and Bollay) will report on its September 15th meeting.

D. INFORMATION ITEMS

None

E. AGREEMENTS TO BE SIGNED

None

AGENDA ITEM 7. OPERATIONS AND MAINTENANCE REPORTS

TREATMENT PLANT

<u>Treatment Data</u>	Current Year 08/31/20 – 09/13/20	Prior Year 07/15/19 – 08/18/19
Average daily flow	0.538 MGD	0.572 MGD
Average hypochlorite	153 GPD	194 GPD
Average bisulfite	75 GPD	100 GPD
Average effluent SS	4.9 mg/L	7.3 mg/L
Average effluent CBOD ₅	3.97 mg/L	3.9 mg/L
Median coliform	< 1.8 MPN / 100 mL	< 2.0 MPN / 100 mL

- The belt press was operated for 6 hours during this reporting period.

In addition to completing all daily treatment plant operational tasks and preventative maintenance duties, Operations staff and others performed the following work:

- On days during peak power usage hours at the request of SCE the District ran on back-up generator power.
- Responded to one plant alarm call-out during this period - a false chlorine low level alarm
- Aeration Basin Dissolved Oxygen trends were connected to the Honeywell Mini-trends.
- Ran a Recovery Cleaning #1 on the Ultrafiltration (UF) unit of the pilot recycled water project.
- Ran a Cleaning In Place (CIP) on UF.
- Cleaned Secondary Clarifier Effluent pump foot valve.
- Exercised DAFT manifold valves.
- Ran Bubble Test and Fiber Repair on UF.

Completed Preventative Maintenance duties:

- Rotated plant equipment
- Cleaned plant water wye screens every M/W/F
- Changed influent flow through channel grinders and remove grit from influent channel
- Collected plant equipment meter readings
- Cleaned secondary clarifier weirs and side walls
- Operated and exercised various valves throughout the treatment plant
- Performed treatment plant housekeeping

Completed Activated Sludge duties:

- Hosed clarifier weirs and skimmed grease in chlorine contact chambers twice each day
- Scrubbed effluent channel, hosed DAFT weirs and catwalk, and cleaned lower slip tubes
- Collected samples for Lab and set-up composite samplers
- Hosed Rotary Drum Screen and disposed all screenings
- Skimmed grease and floatables in back channel and clarifiers

Completed Operator duties:

- Calibrated chlorine analyzers
- Collected Dissolved Oxygen levels in the Aeration Basins, Digesters, and Effluent channel
- Collected clarifier sludge depths
- Scoured Return Activated Sludge (RAS) sumps
- Cleaned chemical analyzer screens and probes
- Collected irrigation water meter readings
- Performed Treatment Plant system checks (SCADA, Mission Box, Mini Trends, Aeration Blowers, Influent Pump Station, Back-up generator, Chemical analyzers, Clarifiers and Contact Chamber motors and equipment, RAS/WAS pump station, Chemical feeders, Digester Blowers, DAFT, Polymer feed equipment, Ultra Filtration and Reverse Osmosis)
- Performed all required data collection and record keeping
- Maintained chemical levels for all analyzers
- Performed Pressure Decay Test on UF

TESTING LABORATORY

During this 14 day period the Laboratory Manager and Operators assigned to the Laboratory performed the following activities:

- Collected 114 samples
- Ran 155 tests plus 38 duplicate tests for NPDES permit compliance and process control
- Performed 22 calibrations on laboratory equipment and 340 quality control checks
- Made 1.5 liters of coliform media
- Sent 1 Oil & Grease and 1 Ammonia sample to contract lab for NPDES-required monthly testing
- Sent 6 samples to contract lab for Oil & Grease testing from the Recycled Pilot Project for process control

During this reporting period Operations staff performed the following additional Laboratory activities:

- 1 Activated Sludge samples were analyzed under the microscope and 33 organisms were identified
- Prepared 5 gallons of reagents for chlorine analyzer

In addition, the following Laboratory activities occurred:

- Lab Manager submitted all required documents requested by California ELAP. Documents fulfill a “pre-assessment” requirement for the bi-annual renewal of MSD’s laboratory accreditation on June 1, 2021.

COLLECTION SYSTEM MAINTENANCE

Collection staff continued to work on the preventive maintenance plan for 2020 (see the enclosed reports.)

During the reporting period, Collection staff has also:

- Inspected 17 Manholes
- Marked locations of existing District facilities for Underground Service Alert requests
- Performed routine inspection and maintenance of District vehicles
- Performed routine inspection and maintenance at all five Collection System Lift Stations
- 9/11/20 Collection staff responded to after-hours call out for SmartCover alarm at Sycamore Canyon Road.

Maintenance staff continued to work on the preventive maintenance plan for 2020.

During the reporting period, Maintenance staff has also:

- Performed routine inspection and maintenance of District buildings and equipment
- 8/31/20 through 9/1/2020 Collection staff performed emergency repair on plant water pipeline leak.
- 9/4/20 Collection staff repaired Rotary drum screen.

TRAINING / OTHER ACTIVITIES

- 09/03/20 – Operations and Collection System Maintenance Staff participated in training on Fall Hazards.
- 09/11/20 – Collection System Maintenance staff received training on Bench Grinder safety.

CONSTRUCT SEWER
MANHOLE

CONSTRUCT 8" PVC
SEWER

CONSTRUCT SEWER
MANHOLE

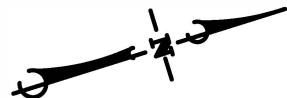
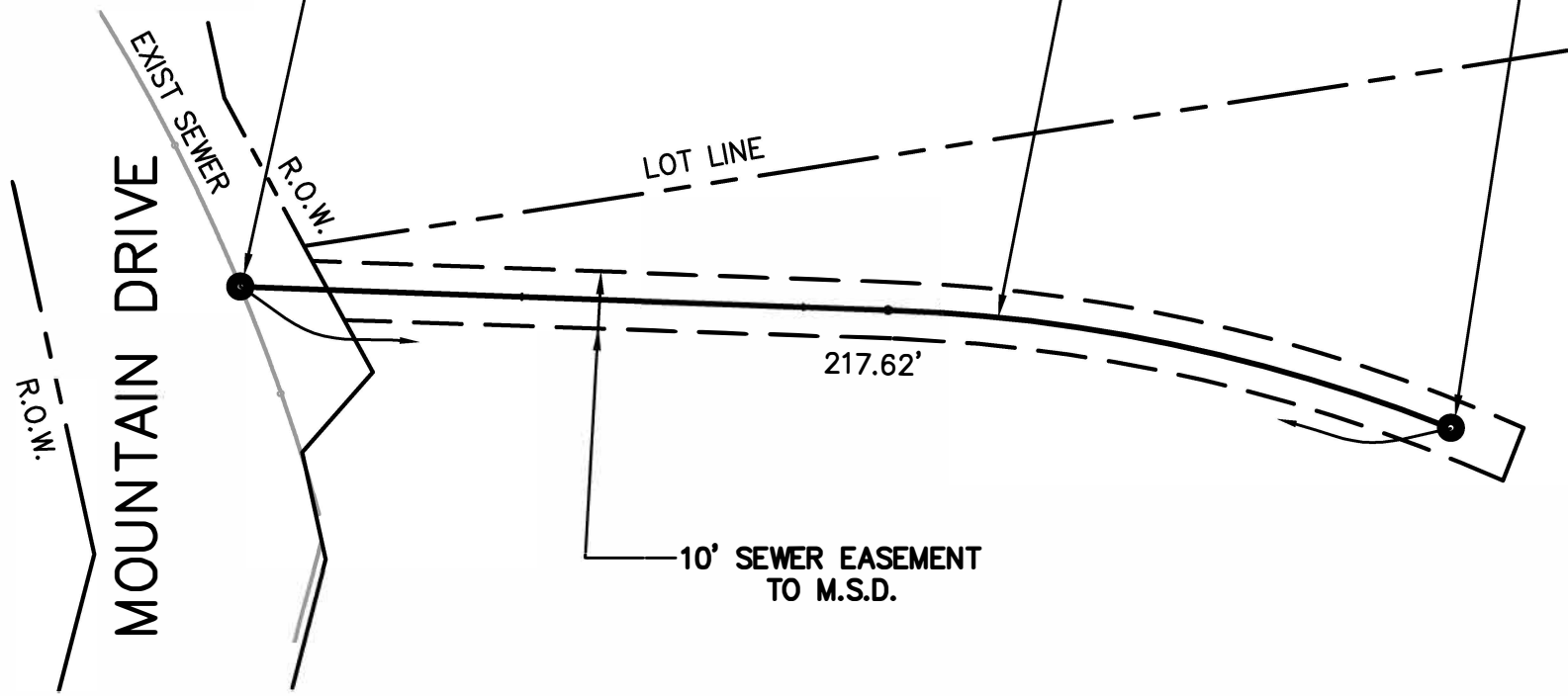


EXHIBIT A
SEWER MAIN EXTENSION
720 EAST MOUNTAIN DRIVE
MONTECITO, CA

SCALE: 1"=10' JULY 23 2020