



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

BOARD PACKET

For the Regular Board Meeting of

Thursday, November 9, 2023

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AGENDA

For the General Meeting of the Board on:

November 9, 2023

The regular meeting of the Governing Board will begin at **12:00 p.m. on November 9, 2023** in the District's Board Room at 1042 Monte Cristo Lane, Santa Barbara, CA 93108.

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

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

Or by calling: 1-669-900-6833

Meeting ID: 861 1897 5917

1. CALL TO ORDER

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PRESIDENT'S REPORT

D. AGENDA CHANGES/DELETIONS

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

A. Award of Contract – Administration Roof Project

4. REGULAR BUSINESS

A. LEGISLATIVE UPDATE

It is recommended that the Board:

- i) Receive a presentation from Legal Counsel regarding recent legislative updates pertinent to the District; and
- ii) Take any such additional, related action that may be desirable.

B. STRATEGIC PLAN UPDATE

It is recommended that the Board:

- i) Review updates to the Strategic Plan; and
- ii) Take any such additional, related action that may be desirable.

C. DISTRICT ROLE IN RECYCLED WATER

It is recommended that the Board:

- i) Discuss the District's role in Recycled Water; and
- ii) Take any such additional, related action that may be desirable.

D. DISTRICT CAPITAL IMPROVEMENT PROJECT FUNDING

It is recommended that the Board:

- i) Discuss funding options for future and anticipated Capital Improvement Projects; and
- ii) Take any such additional, related action that may be desirable.

E. DISTRICT GRANTS

It is recommended that the Board:

- i) Receive a report from the General Manager regarding the District's use of grant funding; and
- ii) Take any such additional, related action that may be desirable.

F. LOCAL AGENCY FORMATION COMMITTEE (LAFCO) REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBER APPOINTMENTS

It is recommended that the Board:

- i) Appoint a Regular and Alternate Special District Board Member for LAFCO; and
- ii) Take any such additional, related action that may be desirable.

5. GENERAL MANAGER'S REPORT

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

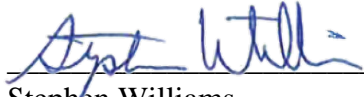
6. ITEMS FOR FUTURE AGENDAS

The next regularly scheduled Board meeting will be held on December 14, 2023 at 12:00 pm.

7. ADJOURNMENT

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

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



Stephen Williams
District Administrator/Clerk of the Board

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



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MONTECITO SANITARY DISTRICT STAFF REPORT - 3

DATE: November 9, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
Bryce Swetek, Engineering Manager
SUBJECT: Award of Contract – Administration Roof Project

RECOMMENDATION

Staff recommends that the Board consider:

1. Awarding a contract with Best Contracting Services, Inc (BCS) for their low responsive bid amount of \$155,329.00 for removal and replacement of the roof and appurtenances of the District's Administration/Operations Building; and
2. Authorize the General Manager to execute the contract and approve expenditures of up to ten percent (10%) of the bid, amounting to \$15,532.90, to cover any cost increases that may result from contract change orders for extra work or other scope changes.
3. Determine that this action is not subject to California Environmental Quality Act (CEQA) pursuant to State CEQA Categorical Exemption 15302 (C).

DISCUSSION

Background – In November of 2021, the District went out to bid for the roof replacement for the District's Administration/Operations (Admin./Ops.) Building, as well as the Board Room. In January of 2022, it was determined the Admin./Ops. Roof could not be installed as specified in the contract (shingles) due to the concrete decking. In lieu of issuing a change order to install a PVC roof, the work specifically for the Admin./Ops. Building was pulled from the contract to ensure the work was competitively bid. As part of the cancellation of the work, a temporary roofing solution was installed due to the removal of the existing roof over the administration offices. This project is intended address the concerns brought up in the first attempt to replace the roof and maintain the useful life of the Admin./Ops. Building. and Admin./Ops building.

Bidding Process and Results – District staff issued a request for bids on October 4, 2023 (Attachment 1). There were ten prospective bidders registered for the project. A total of two Addendums were issued, one on October 17, 2023, and the other on October 23, 2023, each refining the scope of work and answering bidder’s questions. The District ultimately received three bids from companies for the project. The bids received range as follows:

	Bidder	Bid Amount	Bid Status
1	CalBurrey Roofing	\$104,750.00	Lowest Bidder
2	Best Contracting Services, Inc.	\$155,329.00	Lowest Responsive Bidder
3	Derrick’s Roofing	\$162,002.80	Responsive Bidder

Fiscal Impact – This project was included in the Fiscal Year 2023-24 Capital Improvement Project budget. Bid results are higher than the approved budget of \$60,000, partly due to an increase in the scope of work during the bidding process.

Analysis – Justifications – The low bid of \$104,750.00 submitted by CalBurrey is the lowest bid; however, it was considered non-responsive due to administrative errors. BCS’s bid of \$155,329.00 is an acceptable bid that is responsive to and meets the requirements of the bid specifications. District Staff notes Derrick’s Roofing’s bid was responsive, but it was not the lowest bid. The change order funding recommendation of \$15,532.90, or 10%, is typical for this type of work and size of project.

DEPARTMENTS INVOLVED

Engineering and Collections

CEQA: No Impact.

ATTACHMENTS

1. Notice of Inviting Sealed Bids

(Condensed Notice for Publication)

NOTICE INVITING SEALED BIDS

**ADMIN./OPS. BUILDING ROOF REPLACEMENT PROJECT
MONTECITO SANITARY DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that the Montecito Sanitary District (“District”) will receive sealed bids, electronically, for its BID NO. 2023-05, *Admin. Building Roof Replacement Project* (“Project”), by or before Tuesday, October 31, 2023 at 1:00 p.m. through its PlanetBids portal. All associated documents, including bonding information, shall be submitted with the bid. Bidders must be registered on the District’s PlanetBids™ portal in order to submit a Bid Proposal and to receive addendum notifications. Each bidder is responsible for making certain that their Bid Proposal is actually submitted/uploaded with sufficient time to be received by PlanetBids prior to the bid opening date and time. Large files may take more time to be submitted/uploaded to PlanetBids so plan accordingly. The receiving time on PlanetBids’ server will be the governing time for acceptability of bids. Telegraphic, telephonic, electronic, and facsimile bids will not be accepted. Bidders are responsible for obtaining all addenda from the District’s PlanetBids portal. If any Addendum issued by the District is not acknowledged online by the Bidder, the PlanetBids system may prevent the Bidder from submitting a Bid Proposal.

Bids shall be valid for sixty (60) calendar days after the bid opening date. The date and time for receiving bids shall be extended by no less than 72 hours if the officer, department, or Project Manager issues any material changes, additions, or deletions to the invitation later than 72 hours prior to the bid closing. Any bids received after the time specified above or any extension due to material changes shall be returned unopened.

Project Description: The Project involves removal and disposal of approximately 6,000 square-feet of roofing material and appurtenances; and installing a new PVC roof, gutters, vents, and appurtenances. The Project site is located at the District’s office address, 1042 Monte Cristo Lane, in Santa Barbara, CA; and is within the jurisdiction of the County of Santa Barbara.

Project documents for the work are available to prospective bidders through the District’s PlanetBids Portal website at www.montsan.org/bids.

In accordance with the provisions of California Public Contract Code § 3300, and Business and Professions Code § 7028.15(e), the contractor and any subcontractors shall be licensed by the contractors’ state licensing board and registered with the California Department of Industrial Relations at the time the contract is awarded. Failure to possess the specified license shall render a bidder’s bid as non-responsive and shall bar award of the contract to any bidder not possessing the specified license at the time of the award.

Pursuant to California Civil Code § 9550, a payment bond is required to be submitted for all projects estimated in excess of \$25,000.00.

The proposed project is a public works project subject to the provisions of Labor Code § 1720 thereby requiring the Contractor to pay the prevailing wage rates for all work performed under the Contract. In addition, the Contractor shall be responsible for compliance with the requirements of Section 1777.5 of the California Labor Code relating to apprentice public works contracts.

The District reserves the right to reject any and all bids.

There will be a mandatory pre-bid site visit on *Tuesday, October 17, 2023 at 11:00 a.m.* at the Project Site, District's office address, 1042 Monte Cristo Lane, in Santa Barbara, CA 93101. Bidders must attend this pre-bid site visit and is a requirement for submittal of a bid proposal.

If you have any questions, please contact the District's Engineering Manager, Bryce Swetek, P.E., at bswetek@montsan.org or call 805-883-6872.

MONTECITO SANITARY DISTRICT
John Weigold
General Manager

PUBLISHED: Wednesdays, October 4, 2023, and October 11, 2023



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MONTECITO SANITARY DISTRICT

STAFF REPORT – 4A

DATE: November 9, 2023
TO: Board of Directors
FROM: Alex Giragosian, District Legal Counsel
SUBJECT: Legislative Update

RECOMMENDATION:

It is recommended that the Board:

- i) Receive a presentation from Legal Counsel regarding recent legislative updates pertinent to the District; and
- ii) Take any such additional, related action that may be desirable.

DISCUSSION:

Legal Counsel requested this item to be placed on the Agenda to disseminate relevant and pertinent recent legislative changes that impact the District.

ATTACHMENTS:

1. Legislative Update Presentation



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MONTECITO SANITARY DISTRICT

STAFF REPORT – 4B

DATE: November 9, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Strategic Plan Update

RECOMMENDATION

It is recommended that the Board:

- i) Review updates to the Strategic Plan; and
- ii) Take any such additional, related action that may be desirable.

DISCUSSION

The Board, together with the District's managers and District General Counsel at its regular meeting on September 14, 2023, reviewed its Mission Statement and developed its Core Values and Strategic Plan through a daylong workshop. The Strategic Plan was adopted at the September 28, 2023 Regular Board Meeting.

The updated Strategic Plan is attached as Attachment 1.

ATTACHMENTS

A. MSD Strategic Plan - Updated

MONTECITO SANITARY DISTRICT ⚙ STRATEGIC OBJECTIVES

September 14, 2023

THREE YEAR GOAL: BUILD AND STRENGTHEN OPERATIONAL EXCELLENCE						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
January 15, 2024	District Engineer, working with GM and District Administrator	Develop & implement contracting and purchasing procedures while working with Caltrans/Granite Construction toward the successful completion of the 101 Project				
December 15, 2023	District Administrator working with Department Managers	Develop a training plan for each Department that includes: a) Identify staff to be trained b) Identify training providers c) Develop training schedule d) Present Board with budget for training				
March 1, 2024	GM, District Administrator	Develop a Plan, Implement at least one Board approved Administrative Tool and update applicable Processes & Procedures documents: a) DocuSign b) ACH c) Document Management System d) GIS e) SharePoint/Office 365				

MONTECITO SANITARY DISTRICT ⚙ STRATEGIC OBJECTIVES

September 14, 2023

THREE YEAR GOAL: BUILD AND STRENGTHEN OPERATIONAL EXCELLENCE						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
September 28, 2023, then monthly at the 2 nd Board meeting	GM, working with the District Engineering Manager	Create a schedule, prioritization and implementation plan for Fiscal Year 2023-2024 Capital Improvement Projects (CIP).				
January 1, 2024	GM, District Engineer, District Administrator	Draft & publish Request for Proposals (RFP) for highest priority projects.				
October 1, 2023	GM, Montecito Journal	General Manager will inform the public and Montecito Journal of the new Strategic Plan				
Future	GM	Develop Draft Public Outreach Plan for review by Board				

MONTECITO SANITARY DISTRICT ✪ STRATEGIC OBJECTIVES

September 14, 2023

THREE YEAR GOAL: ACHIEVE STAFF, MANAGEMENT AND BOARD CONTINUITY						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
February 1, 2024	Each Board of Director	Tour the Wastewater Treatment Plant (WWTP)				
October 15, 2023	GM	Schedule bi-monthly public wastewater plant tours, advertised in the Montecito Journal with a rotating Director present				
By November 15, 2023	GM, Board President	Hold a Board & all Staff luncheon for interaction and recognition				



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MONTECITO SANITARY DISTRICT

STAFF REPORT – 4C

DATE: November 9, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Discussion on District’s Role in Recycled Water

RECOMMENDATION:

It is recommended that the Board:

- i) Discuss the District’s role in Recycled Water; and
- ii) Take any such additional, related action that may be desirable.

DISCUSSION:

The Board advised staff at its October 12, 2023 meeting that it would like to review and discuss the District’s role in recycling.

Suggested topics to discuss include the District’s role, levels of funding, partnerships with other agencies, establishment of a Board ad hoc committee, timeframes, legal requirements and limitations, status of the District’s recycling pilot program, among other topics.



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MONTECITO SANITARY DISTRICT STAFF REPORT – 4D

DATE: November 9, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Discussion on Capital Improvement Project Funding

RECOMMENDATION

It is recommended that the Board:

- i) Discuss funding options for future and anticipated Capital Improvement Projects; and
- ii) Take any such additional, related action that may be desirable.

ANALYSIS

None.

FISCAL IMPACT

None.

DISCUSSION

The District has traditionally funded its Capital Improvement Program (CIP) by transferring the prior years’ audited depreciation costs (typically around \$1.25M) into the District’s CIP account with the County Treasury. Each fiscal year the CIP budget is approved comprised of a listing of Capital Improvement Projects Staff has prioritized for the year. This mechanism in which the CIP is funded will be analyzed during the District’s Rate Study and could result in future discussions with the Board to consider alternative methods. Below is the District’s FY 2023-24 CIP budget along with the current CIP account balance:

FY 2023-24 CIP Budget	Current CIP Account Balance
\$7,495,000	\$6,093,292

Some significant future anticipated CIP projects that are not yet programmed into our long-term planning (though likely in the next 5-20+ years) include the following projects:

Lining sewer main pipes and manholes - \$23 million
Channel Drive lift station piping project - \$1.5 million
Eucalyptus lift station replacement/relocation - \$3 million
Other treatment plant upgrades (per 2022 Carollo study) - \$6 million
Total - \$33.5 million

The purpose of this discussion is to consider alternative forms of funding the District's Capital Improvement Program, for example through issuance of bonds or taking on private debt.

Staff recommends that the Board discuss and consider options for future and anticipated Capital Improvement Projects and provide guidance to Staff.

ATTACHMENTS

None.



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MONTECITO SANITARY DISTRICT

STAFF REPORT – 4E

DATE: November 9, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Discussion on District Grants

RECOMMENDATION

It is recommended that the Board Receive a report from the General Manager regarding the District's use of grant funding; and to take any such additional, related action that may be desirable.

ANALYSIS

None.

FISCAL IMPACT

None.

DISCUSSION

Staff regularly monitors the municipal environment for available grant funding for all that it does. This is accomplished through attendance and networking at local and statewide industry conferences and events, training classes, monitoring of industry emails, magazines and newsletters and regular interaction with staff, colleagues at other agencies, engineers, consultants and vendors.

The current environment has not been advantageous for sanitary and wastewater treatment operations. Most available national and state grant opportunities favor water, water recycling and parks and recreation entities. Of these opportunities, there is normally emphasis, or outright requirements that government agencies be located in disadvantaged communities. Typical project funding requirements also require at least a 30% design prior to grant funding consideration, so timing for project execution can be an issue for grant applications.

District staff will continue to monitor all available grant opportunities on behalf of the District.

ATTACHMENTS

None.



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MONTECITO SANITARY DISTRICT

STAFF REPORT – 4E

DATE: November 9, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: Local Agency Formation Committee (LAFCO) Regular and Alternate Special District Member Appointments

RECOMMENDATION

It is recommended that the Board:

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

ANALYSIS

None.

FISCAL IMPACT

None.

DISCUSSION

Per the attached memorandum to the District, LAFCO has requested nominations of one Regular and one Alternate Special District Member to serve as the special district members on LAFCO. While not required, if a presiding officer of the district has not already been appointed, LAFCO requests the District consider doing so. Further, if a presiding officer is unable to participate, our 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 a nomination form by January 4, 2024.

A Nomination Form is also 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 4, 2024**.

Nominations for the one LAFCO Regular and one Alternate Special District Member. The current term of office of the current Regular Special District Member and the Alternate Special District Member ends on March 1, 2024. 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, 2028.

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 and one Alternate Special District Member should be submitted to the LAFCO Executive Officer, at the following address, or emailed by **January 4, 2024.**

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street, Santa Barbara CA 93101

Email Address: lafco@sblafco.org

ATTACHMENTS

- A.** LAFCO Appointment and Nomination Memorandum
- B.** Nomination Form – Regular Special District Member
- C.** Nomination Form – Alternate Special District Member

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 1, 2023

TO: Members of the Independent Special District Selection Committee

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

CALL FOR NOMINATIONS FOR AND NOTICE OF ELECTION FOR LAFCO

REGULAR AND ALTERNATE SPECIAL DISTRICT MEMBERS

This is a Call for Nominations of one Regular and one Alternate 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 4, 2024.

1. **Nominations for the one LAFCO Regular and one Alternate Special District Member.** The current term of office of the current Regular Special District Member and the Alternate Special District Member ends on March 1, 2024. 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, 2028.
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 4, 2024. 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 45-days.
4. **Quorum; Majority Vote; Possible Runoff Election.** There are 39 special districts. For the election to be valid, at least 20 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 and one Alternate Special District Member should be submitted to the LAFCO Executive Officer, at the following address, faxed, or emailed by **January 4, 2024** Nomination Forms are attached to this notice.

Santa Barbara Local Agency Formation Commission
105 East Anapamu Street, Santa Barbara CA 93101
FAX 805/568-2249
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
-------------------------	---------------------------------

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.

**SANTA BARBARA
LOCAL AGENCY FORMATION COMMISSION**

<p style="text-align: center;">NOMINATION FOR <u>ALTERNATE</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:	Alternate Special District Member
-------------------------	-----------------------------------

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 Alternate Special District Member: This information will be distributed to all independent special districts.



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MONTECITO SANITARY DISTRICT STAFF REPORT – 5

DATE: November 9, 2023
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: General Manager Report

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

GM Meetings

Since my last report, I worked with the Montecito Water District (MWD) and Summerland Sanitary District staffs to discuss potential funding scenarios for an expanded recycled water study. On October 5, I provided the LAFCO Board an update on the District's consolidation efforts with MWD. On October 10, I attended the Montecito Association (MA) board meeting to provide a brief update on District operations and issues. Together with Director Johnson, we also provided the MA an update on relevant legislative updates we learned from our attendance at the California Special District Association annual meeting. On November 1, District Engineering Manager Bryce Swetek and I met with representatives from the Central Coast Water Board to learn more about the District's requirements to develop our Climate Change Adaptation Program.

January Storms Damage Projects Update

Staff has continued its meetings with FEMA and CalOES representatives to convey status of the projects. Staff and FEMA have agreed to the scope of the proposed projects and now the District is waiting for FEMA's determination of reimbursement eligibility for each project. This is expected to take approximately 4 months, which was not clearly indicated to Staff and has setback the schedule of the projects. The Final Design Technical Memos from Stantec have been submitted and will be distributed to property owners and the County for review.

Hwy 101 Sewer Crossing Lining Project

Construction on the project has begun and is going well, but we anticipate completing the project behind the original schedule. Staff is working with the Contractor and Construction Manager to limit falling further behind and we anticipate project completion by 12/22/2023.

Electrical System, SCADA System, and Blowers Improvements Project

Representatives from ENGIE North America performed a site visit of our plant on October 11 with Staff. Staff expects a feasibility from ENGIE within 1-2 months. It is anticipated ENGIE is looking to expand the scope to include a more comprehensive plant upgrade.

Residential Updates

Staff continues to work with owner representatives in discussing privately funded sewer main extension projects. There are currently 4 projects in design, including a privately owned sewer main extension project which is over 3,000 linear feet (over a half mile). Staff continues to review issues with encroachments onto District easements.

On-calls

Staff is anticipating adding two additional on-call engineering firms; one to support Staff , and one to assist with surveying District Easements in support of our District Easement Encroachment Ordinance.

Human Resources

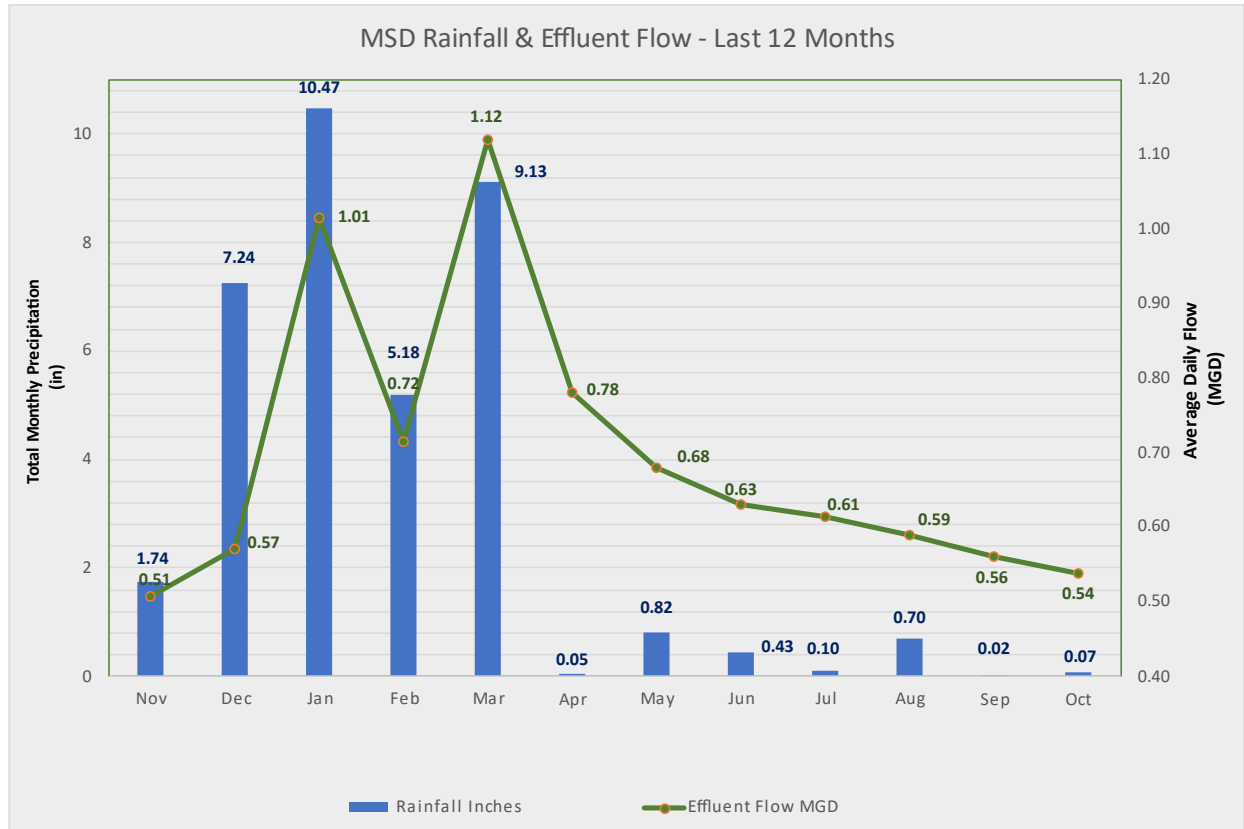
Daniel Martinez and Michael Arce both successfully passed the Mechanical Technologist I Certification. As such they were eligible for the District's Certification Incentive Award Program and each received a \$1,000 incentive payment during the last payroll period.

District Investments

Staff is finalizing Charles Schaw account on Wednesday November 8, 2023 and will transfer \$2,250,000 to the new account directly from the County Treasury Pool. Funds will come from the County Treasury due to the fact that the Local Agency Investment Fund (LAIF) is currently earning a higher percentage (3.16%) than the County Treasury Pool (1.6%).

The County of Santa Barbara's Treasury Oversight Committee recently held a meeting on October 23, 2023 in which their Investment Policy Statement was heard. This policy sets the parameters in which members of the pool can withdraw funds. This policy will dictate the ability of, and the extent to which, the District can further divert funds to higher yielding investment accounts. Staff will continue to monitor the policy and bring recommendations to the Investment Committee as soon as the policy is made public and its impact on the District can be analyzed.

12-Month Effluent Flow / Rainfall



CIP Progress

Project	Status/Phase	Comments
Highway 101 - Roundabouts	Construction	Substantially Complete. Manhole adjustments continue.
Highway 101 Sewer Crossing Lining	Construction	Construction/Material procurement is ongoing.
SCADA System Improvements	Implementation	Work is ongoing
Clarifier Maintenance	Pre-Construction	Parts purchased.
Protective Measures of District Facilities (2023 Storm)	Design	All 4 sites being worked on simultaneously.
Admin/Operations Building Roof Replacement	RFP	Award pending.
Bisulfite Tank	RFP	
Electrical, Aeration Basin Blower, and SCADA Systems Improvement	RFP	Working with ENGIE.
Climate Change Adaption Program	RFP	
Channel Drive Lift Station - Pipeline Improvements	RFP	
Wastewater Outfall Inspection	Complete	
Treatment O/M Emergencies - Hypo Tank Replacement	Complete	
Posilipo Force Main Relocation and Restoration - Phase 1	Complete	
Skimmer Troughs	Complete	