



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

BOARD PACKET

For the Regular Board Meeting of

Wednesday, October 16, 2024

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AGENDA

For the Regular Meeting of the Board on:

October 16, 2024

The regular meeting of the Governing Board will begin at **12:00 p.m. on October 16, 2024** in the District's Board Room at 1042 Monte Cristo Lane, Santa Barbara, CA 93108.

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

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

Or by calling: 1-669-900-6833

Meeting ID: 861 1897 5917

1. **CALL TO ORDER**

A. **ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **PRESIDENTS REPORT**

D. **BOARD APPROVAL OF THE AGENDA**

2. **PUBLIC COMMENT**

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

3. **COMMITTEE REPORTS**

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

- A. The Montecito Sanitary District Finance Committee (Directors Johnson and Ohlmann) will report on their October 14, 2024 meeting.

4. **CONSENT CALENDAR**

- A. Payables from September 1 through September 30, 2024
B. Board Meeting Minutes of the September 18, 2024, Regular Meeting
C. Board Meeting Minutes of the October 2, 2024 Special Meeting
D. Fiscal Year 2024-25 Unaudited Quarterly Financial Reports – September 30, 2024
E. Approval of Updated Management Group Salary Schedule

5. GENERAL MANAGER’S REPORT

The General Manager will provide a written report on the District’s non-actionable business and operational matters and will provide explanation where requested.

6. CLOSED SESSION

A. PUBLIC COMMENT

Public comment on closed session item(s):

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

Name of District Negotiator to Attend Closed Session: John Weigold, General Manager Name of Employee Organization: Montecito Sanitary District Management Group

C. PUBLIC EMPLOYEE EVALUATION (GOVERNMENT CODE § 54957)

Title: General Manager

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

Name of District Negotiator to Attend Closed Session: Aleks Giragosian, Legal Counsel Name of Employee Organization: Montecito Sanitary District General Manager

7. BUSINESS ITEMS

A. THIRD AMENDMENT TO THE GENERAL MANAGER CONTRACT

Description: The Board to consider the Third Amendment to the General Manager’s Contract.

B. LEGISLATIVE ADVOCACY POLICY

Description: The Board to consider approving the Legislative Advocacy Policy.

Staff Recommendation: Staff Recommends that the Board approve the Legislative Advocacy Policy.

8. BOARD COMMUNICATIONS

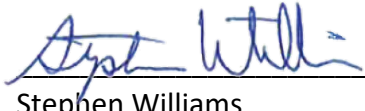
- A. Items for future Board meeting
- B. Next Board Meeting Date

9. ADJOURNMENT

The Montecito Sanitary District conducts its meetings in accordance with the Brown Act. The District also provides alternative methods of remote participation which permit members of the public to observe and address public meetings remotely via telephone or Zoom. These methods of participation can be accessed through the internet link provided at the top of this agenda.

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

Attested by:



Stephen Williams

Business and Administrative Manager/Clerk of the Board

ADA – The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's programs, services or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at 969-4200.



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BOARD LIST OF PAYABLES – SEPTEMBER 2024

<u>CHECK DATE</u>	<u>SUMMARY & TYPE</u>	<u>BATCH TOTAL</u>
09/26/2024	ACCOUNTS PAYABLE	358,534.87
	Subtotal	\$ 358,534.87
09/26/2024	CAPITAL IMPROVEMENT PROJECTS	92,852.60
	Subtotal	\$ 92,852.60
09/01/2024	PAYROLL	102,332.50
09/15/2024	PAYROLL	102,122.36
09/29/2024	PAYROLL	104,891.18
	Subtotal	\$ 309,346.03
	<u>TOTAL</u>	<u>\$ 760,733.50</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, Carter Ohlmann, approved all payables by email prior to check mailing

Check History Report
Sorted By Check Number
Activity From: 9/1/2024 to 9/30/2024
MONTECITO SANITARY DISTRICT (MSD)

Bank Code: B OPERATING CASH (MBT)				
Check Number	Check Date	Name	Check Amount	Description
0000029583	9/26/2024	ACWA/JPIA	59,992.70	Medical/Dental/Life Insurance Premium-September/October
0000029584	9/26/2024	AMAZON CAPITAL SERVICES	2,157.60	Office Desk, Ink Toner, office/kitchen Supplies/LED Sensors
0000029585	9/26/2024	EDWIN (or) CHRISTINE AMOS	1,150.00	Deposit Refund - 635 Orchard Avenue
0000029586	9/26/2024	A-OK POWER EQUIPMENT-SB	109.75	Property Maintenance Materials
0000029587	9/26/2024	AT&T MOBILITY	27.89	Office Data Port-July
0000029588	9/26/2024	AUTOZONE, INC	46.13	Vehicle and CCTV Van Parts
0000029589	9/26/2024	BARTLETT, PRINGLE & WOLF, LLP	3,370.50	Accounting Consulting Services-July
0000029590	9/26/2024	BIG GREEN CLEANING COMPANY	2,894.95	Janitorial Services and Supplies-September
0000029591	9/26/2024	CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES	163,589.42	De-Obligation Request of FEMA Disaster Relief Funds
0000029592	9/26/2024	CANON FINANCIAL SERVICES INC	371.74	Canon Copier Lease Payment-September
0000029593	9/26/2024	CINTAS CORPORATION #684	2,279.18	Uniforms, Towels, Floor Mats-Cleaning/Rental, Disposable Gloves
0000029594	9/26/2024	CINTAS	324.12	Replenish First Aid Supplies
0000029595	9/26/2024	COLANTUONO, HIGHSMTIH & WHATLEY,	5,875.00	Legal Counsel Services-August
0000029596	9/26/2024	COMPUVISION COMMUNICATIONS	2,562.50	IT Services-August
0000029597	9/26/2024	CORT	44.00	Deed Report-August
0000029598	9/26/2024	COX BUSINESS	320.78	Wireless Internet Services-July-August
0000029599	9/26/2024	CALIFORNIA WATER ENVIRONMENT	799.00	Staff Certifications, Membership Renewals
0000029600	9/26/2024	DOCU PRODUCTS	61.03	Copier Maintenance Agreement-August
0000029601	9/26/2024	ENGEL & GRAY, INC	10,248.16	Biosolids Hauling, Bin Rental-August
0000029602	9/26/2024	ENVIRONMENTAL SCIENCE ASSOCIATES	1,801.92	Montecito Coastal Hazards Monitoring Plan-August
0000029603	9/26/2024	ENV. SYSTEMS RESEARCH INSTITUE	5,000.00	Enterprise Agreement Fee for Software Maintenance/Support
0000029604	9/26/2024	FISHER SCIENTIFIC	402.46	Lab Testing Supplies
0000029605	9/26/2024	FORGE 2022 LLC	1,189.00	Deposit Refund - 2145 Forge Road
0000029606	9/26/2024	FRONTIER	1,077.51	Phone Service for Lift Stations 1,2,4,5 & WWTP-Jul/August
0000029607	9/26/2024	GLS COMPANIES	780.00	Landscape Services-August
0000029608	9/26/2024	GRAINGER	2,244.21	Manhole Guard Rail, Hard Hat, Flashlight, Utility Knife, Hose Ext
0000029609	9/26/2024	HACH COMPANY	200.35	Lan Testing Supplies
0000029610	9/26/2024	IBS OF SIERRA MADRE	516.96	Batteries for Golf Cart
0000029611	9/26/2024	IDEXX DISTRIBUTION, INC	1,688.68	Lab Testing Supplies
0000029612	9/26/2024	ROBERT KEEN	993.68	WIMS Conference Travel Expense Reimbursement
0000029613	9/26/2024	KIMBALL MIDWEST	1,158.03	DAFT Parts, Restock Washers & Drill Bits
0000029614	9/26/2024	MICHAEL (or) ARLYN LATIN	628.00	Deposit Refund - 901 Picacho Lane
0000029615	9/26/2024	MARBORG INDUSTRIES	1,197.46	Refuse Disposal/Recycling, Portable Restroom Rental-August
0000029616	9/26/2024	MONTECITO BANK & TRUST	4,560.74	September Credit Card Payment: Manhole Hook, Travel Expenses, Board Lunches, Operations Lunch, Staff Meeting Breakfast, FedEx, Cellphone Service Lift Station 4, Standby Cell
0000029617	9/26/2024	MCCORMIX CORP	2,245.37	Vehicle Fuel 08/01-09/01/2024, Oil & Grease for WWTP
0000029618	9/26/2024	MCMMASTER-CARR SUPPLY COMPANY	332.76	Plant Maintenance Materials
0000029619	9/26/2024	METTLER-TOLEDO, INC	1,037.44	Lab Equipment Preventative Maintenance
0000029620	9/26/2024	MONTECITO JOURNAL	695.70	Notice to Contractors for the 2024 Manhole Rehabilitation Project
0000029621	9/26/2024	MOTION INDUSTRIES, INC	1,543.68	Wrench, Grinder, Circular Saw, Lithium Batteries
0000029622	9/26/2024	MOUNTAIN SPRING WATER	161.10	Bottled Drinking Water, Cooler Rental-August
0000029623	9/26/2024	MONTECITO WATER DISTRICT	894.05	Water Service-August
0000029624	9/26/2024	MONTECITO WATER DISTRICT	1,020.97	Water Truck Usage-Jun/July/August
0000029625	9/26/2024	O'CONNOR PEST CONTROL	573.47	Rodent Control at Lift Stations 1,2,4 & WWTP
0000029626	9/26/2024	PERRY FORD MAZDA	247.18	Vehicle Parts
0000029627	9/26/2024	PHOENIX CIVIL ENGINEERING	2,012.50	On-Call Engineering Services for RFP Support
0000029628	9/26/2024	PLATFORM TECHNOLOGY ADVISORS	2,050.00	Sage 100 2024 Upgrade
0000029629	9/26/2024	PLUMBERS DEPOT, INC	749.16	Tiger Tail, Clamps-Collection T Tools

0000029630	9/26/2024	POSTER COMPLIANCE CENTER	161.51	Federal/State Labor Law Posters Renewal
0000029631	9/26/2024	PRICE POSTEL & PARMA	195.00	Employment Law Matters
0000029632	9/26/2024	PURETEC INDUSTRIAL WATER	78.40	Water Softener Sodium Tank Exchange
0000029633	9/26/2024	QUINN COMPANY	1,487.06	WWTP Generator Servicing
0000029634	9/26/2024	RALPH ANDERSEN & ASSOCIATES	450.00	Salary Survey-July
0000029635	9/26/2024	RINGCENTRAL, INC.	1,397.14	Phone Service-August
0000029636	9/26/2024	SAFETY-KLEEN SYSTEMS, INC	261.40	Hazardous Waste Disposal
0000029637	9/26/2024	SANTA BARBARA FASTENERS, INC	5.61	Lift Station Parts
0000029638	9/26/2024	SANTA BARBARA & VENTURA COUNTY	325.00	Repair Staff Room Door
0000029639	9/26/2024	SOUTHERN CALIFORNIA EDISON CO	19,878.96	Electric Service 07/25-08/22/24
0000029640	9/26/2024	SEIU LOCAL 620	1,794.44	Employee Paid Union Dues for Payroll 7/7, 7/21, 8/4, 8/18, 9/1
0000029641	9/26/2024	SOCAL GAS	170.23	Gas Service-August
0000029642	9/26/2024	STANDARD INSURANCE COMPANY	3,493.80	Short/Long Term Disability-September/October
0000029643	9/26/2024	STAPLES	584.26	Office and Kitchen Supplies
0000029644	9/26/2024	STREAMLINE	375.00	Website Hosting Services-September
0000029645	9/26/2024	TAFT ELECTRIC COMPANY	1,265.00	On-Call Electrical & Instrumentation Services
0000029646	9/26/2024	ROBERT (or) ERICA TANNOR	1,066.00	Deposit Refund - 204 Olive Mill Road
0000029647	9/26/2024	TRI-COUNTY LOCKSMITHS INC.	385.00	Repair lock and Re-Pin Lock Cylinder
0000029648	9/26/2024	UNIVAR SOLUTIONS	27,176.08	Sodium Bisulfite and Hypochlorite Chemicals
0000029649	9/26/2024	UNDERGROUND SERVICE ALERT	187.60	96 Dig Alert Tickets for August
0000029650	9/26/2024	LOS ANGELES FREIGHTLINER	24.09	Vehicle Parts
0000029651	9/26/2024	VENTURA AIR CONDITIONING CO.	840.16	Preventative Maintenance on Lab HVAC
0000029652	9/26/2024	VERIZON BUSINESS	360.30	iPad Tablets for Collections/Operations-August
0000029653	9/26/2024	TAYLOR WOOD	1,066.00	Deposit Refund - 137 Olive Mill Road
0000029654	9/26/2024	ZWORLD GIS	2,280.00	GIS Development/Maint/Support Services-September
Bank B Total:			<u>358,534.87</u>	

Bank Code: G				
Check Number	Check Date	Name	Check Amount	Description
0000001497	9/26/2024	ASPECT ENGINEERING GROUP	3,761.00	CIP No. TSCA; SCADA Programming and Modifications
0000001498	9/26/2024	MICHAEL K. NUNLEY & ASSOCIATES, INC.	5,217.00	CIP No. C005; Engineering Design Services for the Manhole Rehabilitation Project-August
0000001499	9/26/2024	STANTEC CONSULTING SERVICES INC.	72,297.58	CIP No. C010; Engineering Design Services for the Protective Measures of District Facilities-July/August
0000001500	9/26/2024	WORLD WATER WORKS, INC	11,577.02	CIP No. TEME; Emergency Replacements of DAFT Gearbox, Chains, Sprockets, Shoes, Wear Strips
Bank G Total:			<u>92,852.60</u>	
REPORT TOTAL:			<u><u>451,387.47</u></u>	



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MINUTES

For the Regular Meeting of the Board on:

September 18, 2024

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 12:11 pm on Wednesday, September 18, 2024. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Directors Glaser, Hogan, Johnson, Ohlmann, and Ellwood T. Barrett II

Board Members Absent:

None

Also Present and Participating:

John Weigold, MSD General Manager

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

Aleks Giragosian, MSD General Legal Counsel

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. COMMITTEE REPORTS

- A. The Montecito Sanitary District Administration & Operations Committee (Directors Ohlmann and Hogan) gave a report on their August 22, 2024, meeting.
- B. The Montecito Sanitary District Finance Committee (Directors Ohlmann and Barrett) gave a report on their September 13, 2024, meeting.

4. CONSENT CALENDAR

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

- A. Payables from July 1, 2024 through July 31, 2024
- B. Payables from August 1, 2024 through August 31, 2024
- C. Board Meeting Minutes of the August 21, 2024, Regular Meeting
- D. Board Meeting Minutes of the September 6, 2024, Special Meeting
- E. Retroactively authorize Director Glaser to attend the CSDA Annual Conference from September 8–12, 2024
- F. Award of Contract for Construction Management and Inspection Services with MNS Engineering for January 2023 Winter Storm Projects

5. GENERAL MANAGER’S REPORT

The Board received a nonactionable update from General Manager John Weigold on relevant matters currently facing the District.

6. BUSINESS ITEMS

A. CONFLICT-OF-INTEREST CODE – RESOLUTION 2024-976

ON MOTION by Director Ohlmann, Seconded by Director Johnson, the Board voted to adopt Resolution 2024-976 and authorize District Management to file the Local Agency Biennial Notice.

AYES: Directors Glaser, Hogan, Johnson, Ohlmann, and Barrett
NAYES: None
ABSTAIN: None
ABSENT: None

B. REJECTION OF BID – MANHOLE LINING PROJECT

ON MOTION by Director Hogan, Seconded by Director Johnson, the Board voted to reject the bid for the Manhole Lining Project and advised staff to re-bid the project for award at the October or November Regular Board Meeting.

AYES: Directors Glaser, Hogan, Johnson, Ohlmann, and Barrett
NAYES: None
ABSTAIN: None
ABSENT: None

7. CLOSED SESSION

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

Name of District Negotiator to Attend Closed Session: John Weigold, General Manager
Name of Employee Organization: Montecito Sanitary District Management Group

Reportable Action: None

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

Name of District Negotiator to Attend Closed Session: Aleks Giragosian, Legal Counsel
Name of Employee Organization: Montecito Sanitary District General Manager

Reportable Action: None

C. PUBLIC EMPLOYEE EVALUATION (GOVERNMENT CODE § 54957)

Title: General Manager

Reportable Action: None

8. BOARD COMMUNICATIONS

- A.** Items for future Board meeting
 - a. Update on Climate Change
 - b. GM Evaluation – Open and Closed Session
 - c. Unrepresented Salary Schedule
- B.** Next Regular Board Meeting Date – October 16, 2024

9. ADJOURNMENT

The meeting adjourned at 4:47 pm ON MOTION by Director Johnson, Seconded by Director Ohlmann.

These minutes were presented for approval at the Regular Board Meeting on October 16, 2024.

Ellwood T. Barrett II, President

Minutes taken and prepared by:

Stephen Williams
Business and Administrative Manager/Clerk of the Board



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MINUTES

For the Special Meeting of the Board on:

October 2, 2024

1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a special meeting at 1:04 pm on Wednesday, October 2, 2024. The meeting was also broadcast using Zoom teleconferencing.

ATTENDANCE

Board Members Present:

Directors Glaser, Hogan, Johnson, and Ellwood T. Barrett II

Board Members Absent:

Director Ohlmann

Also Present and Participating:

John Weigold, MSD General Manager

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

Bryce Swetek, MSD Engineering Manager

2. PUBLIC COMMENT

No members of the public addressed the Board.

3. CONSIDERATION OF CHANGE ORDER ALLOWANCE INCREASE FOR THE PROTECTIVE MEASURES OF DISTRICT FACILITIES (JANUARY 2023 STORM) PROJECT

ON MOTION by Director Johnson, Seconded by Director Hogan, the Board voted to authorize the General Manager to approve expenditures of up to \$346,459.50 (50%) as a change order allowance with Cushman Contracting for the creek bank restoration work located at four different project sites within the Districts' boundaries.

AYES: Directors Glaser, Hogan, Johnson, and Barrett

NAYES: None

ABSTAIN: None

ABSENT: Director Ohlmann

4. BOARD COMMUNICATIONS

A. Items for future Board meeting

a. No items were discussed as potential future Board items.

B. Next Board Meeting Date – October 16, 2024

5. ADJOURNMENT

The meeting adjourned at 1:59 pm ON MOTION by Director Johnson, Seconded by Director Hogan.

These minutes were presented for approval at the Regular Board Meeting on October 16, 2024.

Ellwood T. Barrett II, President

Minutes taken and prepared by:

Stephen Williams
Business and Administrative Manager/Clerk of the Board



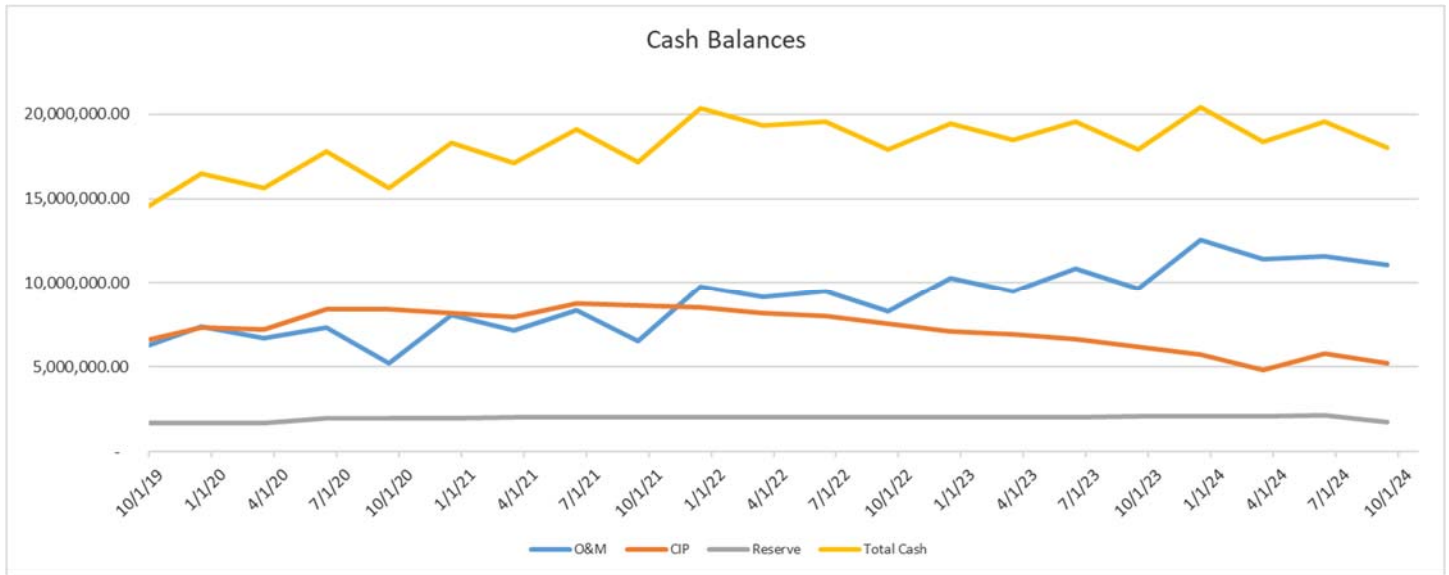
Fiscal Year 2024-25 Unaudited Quarterly Financial Summary Memo

For the Quarter Ended 9/30/2024

FINANCIAL HEALTH AND CASH POSITIONS

As of **September 30, 2024** the District is in a sound financial position. It maintains a healthy cash balance sufficient to cover its short term and long term obligations. The District also maintains a balance of **\$2.25M** in Reserve funds, which is equal to approximately **5** months of Operations & Maintenance (O&M) expenditures (approximately **\$450,00** per month). Typical business practice is to hold at least 3-6 months of cash on hand for emergencies, along with adequate insurance holdings, and based on this metric the District is within that range with its operating reserves.

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



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

	Balance at 6/30/2024	Balance at 9/30/2024	Difference
Operations & Maintenance	\$ 11,599,707	\$ 11,069,324	\$ (530,383)
Capital Improvement Projects	5,806,712	5,198,895	(607,817)
Reserve	2,135,503	1,767,982	(367,521)
Total Available Cash	<u>\$ 19,541,921</u>	<u>\$ 18,036,201</u>	<u>\$ (1,505,720)</u>

Table 1. Fiscal Year 2024-25 Cash Comparison – Current Quarter vs. Prior Quarter

REVENUES

For **Fiscal Year 2024-25**, the District anticipated approximately **\$7.8M** in revenues between its two main revenue types: Operating and Non-operating revenue. The District receives approximately 96% of its revenues through two allocations from the County of Santa Barbara’s Property Tax apportionment, which occurs in December and April of each year. As a result, revenues look much lower for the current quarter as the District has yet to receive an allocation of its Sewer Service charges. This is to be expected and is inconsequential, the District has plenty of funds on hand to meet its obligations.

Table 2 below shows the breakdown of revenue received for the period ending **September 30, 2024**.

OPERATIONS & MAINTENANCE BUDGET TO ACTUAL SUMMARY

OPERATING AND NONOPERATING REVENUES

	2024-25 Budget	2024-25 Actuals	Difference
Operating Revenues			
Service Charges	\$ 6,500,000	\$ 33,699	\$ (6,466,301)
Connection Fees	125,000	71,098	(53,902)
Other Services	55,000	34,675	(20,325)
Total Operating Revenues	\$ 6,680,000	\$ 139,472	\$ (6,540,528)
Nonoperating Revenues			
Property Taxes	\$ 795,000	\$ 1,571	\$ (793,429)
Interest Income	350,000	119,916	(230,084)
Total Nonoperating Revenues	\$ 1,145,000	\$ 121,487	\$ (1,023,513)
Total Revenues	\$ 7,825,000	\$ 260,959	\$ (7,564,041)

Table 2. Fiscal Year 2024-25 Budget to Actuals - Revenue

Operating and Non-operating Revenue Noteworthy Items:

- **Sewer Service Charges - The District’s primary source of revenues comes from Sewer Service Charges.** The District submitted all Sewer Service Charges to the County for inclusion on connected properties Property Tax bills in early July. This method saves a substantial amount of administrative time having to bill, collect, and reconcile over 3,000 sewer service bills to customers. Total amount reported to the Auditor-Controller’s Office was **\$6,580,918.25**.
- **Connection Fees –** The District has seen a higher number of connection fees mostly due to the increase in applications for Accessory Dwelling Unit connections. Properties that connect this year will be placed on the next fiscal years’ tax roll.
- **Other Services –** The District collects various fees as it relates to inspection services, sewer availability inquiries, engineering review services, agreements, and administrative certifications. These fees were slightly higher than anticipated for the first quarter, however staff does not anticipate any material overage in this revenue source.
- **Property Tax –** The District’s ½ of 1% Property Tax Revenue is collected in the same manner as the Sewer Service Charges. The County released an estimated property tax revenue figures in September and the District is expected to receive **\$816,646**, which is **\$21,646** higher than budgeted for **Fiscal Year 2024-25**.
- **Interest Income –**The Fiscal Year 2024-25 budget was developed with the current high interest rate environment in mind coupled with dwindling cash balances as a result of CIP projects being worked on. Interest earnings were slightly higher than anticipated, but staff does expect those figures to come down as cash reserves are utilized.

OPERATING EXPENDITURES

	2024-25 Budget	2024-25 Actuals	Difference	% of Budget
Operating Expenditures				
Salaries and Benefits	\$ 3,459,700	\$ 1,119,760	\$ 2,339,940	32%
Insurance	145,200	49,401	95,799	34%
Maintenance & Repairs	218,000	34,722	183,278	16%
Goods & Supplies	136,000	18,381	117,620	14%
Professional Services	297,000	68,970	228,030	23%
Administrative Costs	378,000	56,476	321,524	15%
Plant & Lab Operating Costs	735,300	127,370	607,930	17%
Safety, Training, & Travel	57,500	8,154	49,346	14%
Utilities	321,500	55,897	265,603	17%
Total Operating Expenditures	\$ 5,748,200	\$ 1,539,130	\$ 4,209,070	27%

Table 3. Fiscal Year 2024-25 Budget to Actuals - Expenditures

The District’s Operations and Maintenance expenditure budget is in alignment with what the District anticipated for the first quarter. While some categories are sitting higher than 25% for the fiscal year this is due to several one-time expenditures that hit in the beginning part of the year. Those transactions, and other notable items, are detailed below:

Operating Expenditures Noteworthy Items:

- **6400 – CalPERS Contribution** – Every year the District elects to prepay its UAL in July rather than paying in monthly installments which saves the District approximately 3% of its total UAL costs. This large expenditure early in the year is causing the percentage of budget utilized to be high, however, based on the UAL payment and estimated contributions for the rest of the fiscal year the District expects to be slightly under budget at year end. Total UAL payments were made in July of **\$244,826**.
- **6620 – Workers’ Compensation** – Every July the District pays its expected Workers’ Compensation premium for the fiscal year with very minor payments made throughout the rest of the fiscal year. Based on the figures staff expects to be slightly under budget for **Fiscal Year 2024-25**.
- **7090 – Insurance-General Liability** - Two payments are made during the Fiscal Year for general liability insurance, the first coming in July and the second in December. Staff expects to come roughly in line with what was budgeted for the fiscal year with no material increases or decreases.
- **7094 – Insurance-Mobile Equipment** - Two payments are made during the Fiscal Year for general liability insurance, the first coming in July and the second in December. Staff expects to come roughly in line with what was budgeted for the fiscal year with no material increases or decreases.
- **7464 – Professional Fees – Computer/GIS** – In the first quarter the District pays several annual software fees that utilize a good amount of the budget for the fiscal year, and as such is pushing the percentage utilization much higher than the 25% of the year that has elapsed. Based on current estimates staff does not anticipate any material overages in this account.

- **7510 - Contracted Services/Labor** - The District paid its annual Smartcover System Service Warranty in September totaling **\$33,840**. Furthermore, the District paid its annual DocuSign license for \$3,312. These expenditure early in the year is causing the percentage of budget utilized to be high, however, this was planned for during the budget process and the remaining transactions are expected to be within the budgeted amount.
- **7653 – Chemicals** – Staff finalized a new contract at the end of the fiscal year for one of its chemical suppliers that will save 5% compared to the prior vendor. As such chemical costs are currently in line with budgetary estimates for the current fiscal year.
- **7763 – Electricity** – The Board has expressed concern about electricity bills in the past. In Fiscal Year 2023-24 the District was within 3% of its budget, and is currently sitting slightly lower than expected in the current fiscal year.

CAPITAL IMPROVEMENTS PROJECTS

The District maintains separate Capital Improvement Project (CIP) accounts from its Operations and Maintenance funds. As of the end of the period the balance held in CIP accounts totals **\$5,198,895**.

The budget passed for **Fiscal Year 2024-25** utilizes estimates for the anticipated expenditures for CIP work including permitting, design, construction management, and all other costs associated with projects. The annual budget passed by the Board this Fiscal Year totaled **\$6,681,000**. The following table shows total budget and amount expended through the quarter by program.

Program	2024-25 Approved Budget	Project Expenditures Through 9/30/2024
Collections	\$ 4,137,000	\$ 173,571
Lift Stations	\$ 610,000	\$ -
Treatment & Lab Facilities	\$ 1,524,000	\$ 242,466
Sewer Main Extens	\$ 260,000	\$ -
Sewer Main Extens	\$ 150,000	\$ -
Total	\$ 6,681,000	\$ 416,036

Table 4. Fiscal Year 2024-25 Budget to Actuals – Capital Improvement Program

The following highlights noteworthy capital expenditures for **Q4** and **Attachment C** provides includes all CIP activity through the period ending **June 30, 2024**.

- **C010 – FEMA Rehabilitation – Design/Permitting** - The District continued work on its 2023 Winter Storm FEMA projects and spent **\$142,099** during the fourth quarter. This is all for Engineering/Design and Permitting services. FEMA progress will continue to be detailed in the monthly General Manager’s report at every Regular Board Meeting.
- **T012 – Clarifier Maintenance (Rollover)** – The District completed work on its prior year CIP item as it related to maintenance on our clarifiers.

Several large Requests for Proposal were sent out by the District near the end of the fiscal year that that hopefully will result in contracts being heard by the Board early in the second quarter of Fiscal Year 2024-25. Also note that monthly summaries of CIP projects are included in the General Manager’s report included at each Regular Board Meeting.

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

In May 2017 the District refunded its 2007 Certificates of Participation (COP). The District will make two payments on its bond during Fiscal Year 2024-25 totaling **\$919,900**. Of this total **\$710,000** will be applied to principal and **\$209,900** to interest. After all payments are made in Fiscal Year 2024-25 the remaining bond debt will be **\$4,970,000** and is expected to be paid off by July 1, 2030. The current interest rate paid is **4%**.

ANNUAL DEPRECIATION FUNDING

Annually, District’s Operations & Maintenance accounts contribute to the Capital Replacement Fund. Typically, this contribution has been based on the prior fiscal year’s annual depreciation expense. The current year contribution based on the Fiscal Year 2023-24 Financial Audit, and that figure is approximately **\$1,285,000**. Staff will complete the transfer in the County’s Financial System at the end of the Fiscal Year.

Attachments:

Attachment A – Quarterly Cash and Investments Holdings as of **9/30/2024**

Attachment B – Quarterly Operations & Maintenance Expenditure Status Report as of **9/30/2024**

Attachment C – Quarterly Capital Improvement Projects Expenditure Status Report as of **9/30/2024**

Attachment D – Quarterly Investment Certification

**FY2024-25 Quarterly Cash and Investment Activity
Quarter 1**

	<u>6/30/2024</u>	<u>Income</u>	<u>Interest</u>	<u>Transfers In</u>	<u>Transfers Out</u>	<u>Withdrawals</u>	<u>9/30/2024</u>	<u>Net Change</u>	<u>Comments</u>
Investment Accounts									
Cash with LAIF	503		15,875				16,378	15,875	
Charles Schwab	-	2,500	15,505	1,750,000		(22)	1,767,982	1,767,982	Transfer From MBT O&M (7/12/24): \$1,750,000 Income (Bonus Offer): \$2,500 Withdrawals (Sweeps to MBT O&M): \$22
Cash with County-Operating	11,289,798	831	91,022		(1,250,000)		10,131,651	(1,158,147)	Property Tax/SSCs: \$831 Quarterly Interest: \$91,022 Transfer to MBT O&M (7/24/24): \$500,000 Transfer to MBT O&M (8/26/24): \$750,000
Cash with County - Capital Replacement	3,989,999		22,624				4,012,622	22,624	Quarterly Interest: \$22,624
Cash with County-Retiree Medical	191,208		1,362				192,571	1,362	Quarterly Interest: \$1,362
Cash Accounts									
MBT Operating account	2,137,934	409,712		1,250,000	(1,750,000)	(1,435,172)	612,474	(1,525,460)	Income: connection, permit, & other fees Transfers From County Oper: \$1,750,000 Transfers to Schwab (7/12/24): \$1,750,000 Withdrawals: O&M Expenses (A/P, Payroll)
MBT Capital Improvement account	712,042					(524,901)	187,141	(524,901)	Withdrawals: pmts on Capital Projects
MBT Revolving fund account	211						211	-	Withdrawals: payments on O&M expenses for checks needed immediately
MBT Insurance Reimbursement Acct	115,307		482				115,789	482	Monthly Interest: \$482
MBT Recycled Water account	1,104,671		4,426			(109,965)	999,132	(105,539)	Monthly Interest: \$4,426 Withdrawals: pmt to MWD for RW Grant
District Petty Cash	250						250	-	
Total Cash & Investment accounts	19,541,922	413,044	151,296	3,000,000	(3,000,000)	(2,070,060)	18,036,201	(1,505,721)	

MONTECITO SANITARY DISTRICT OPERATIONS AND MAINTENANCE EXPENDITURE STATUS REPORT

FOR THE PERIOD ENDED 9/30/2024

		2024-25 BUDGET	2024-25 ACTUALS	VARIANCE	% OF BUDGET
OPERATING EXPENDITURES					
SALARIES AND BENEFITS					
6100	STAFF SALARIES	\$ 2,230,000.00	\$ 578,700.42	\$ 1,651,299.58	26%
6105	BOARD SALARIES	45,000.00	13,629.00	31,371.00	30%
6108	AUTO ALLOWANCE - GM	3,600.00	980.00	2,620.00	27%
6270	STANDBY PAY	54,600.00	14,250.00	40,350.00	26%
6300	OVERTIME	30,000.00	5,656.77	24,343.23	19%
6400	PERS CONTRIBUTION	430,000.00	293,067.48	136,932.52	68%
6410	EMPLOYEE BENEFITS	65,000.00	14,269.31	50,730.69	22%
6500	FICA CONTRIBUTION	145,000.00	37,176.63	107,823.37	26%
6510	MEDICARE	34,000.00	8,694.49	25,305.51	26%
6520	UNEMPLOYMENT TAX - STATE	3,500.00	178.76	3,321.24	5%
6600	GROUP MEDICAL - ACWA	275,000.00	88,993.81	186,006.19	32%
6605	RETIREE MEDICAL BENEFITS	23,000.00	4,011.14	18,988.86	17%
6610	LIFE INSURANCE - ACWA	6,500.00	1,750.00	4,750.00	27%
6615	DISABILITY INS - STANDARD	26,000.00	6,778.72	19,221.28	26%
6620	WORKER'S COMPENSATION	58,000.00	46,655.00	11,345.00	80%
6640	DENTAL INSURANCE - ACWA	19,000.00	3,691.52	15,308.48	19%
6650	UNIFORM SERVICE - MISSION	11,500.00	1,276.49	10,223.51	11%
TOTAL SALARIES AND BENEFITS		\$ 3,459,700.00	\$ 1,119,759.54	\$ 2,339,940.46	32%
SERVICES AND SUPPLIES					
7090	INS (GEN LIAB/AUTO/E&O) - CSRMA	\$ 88,000.00	\$ 39,323.49	\$ 48,676.51	45%
7091	PROPERTY INSURANCE	42,000.00	936.00	41,064.00	2%
7093	INS (EMP DISHONESTY BOND) - CSRMA	1,200.00	-	1,200.00	0%
7094	INS (MOBILE EQUIP) - CSRMA	14,000.00	9,142.00	4,858.00	65%
7110	EMPLOYEE PHYSICALS	2,500.00	165.00	2,335.00	7%
7121	PROPERTY MAINTENANCE	101,000.00	11,448.86	89,551.14	11%
7122	VEHICLE MAINTENANCE	15,000.00	3,150.40	11,849.60	21%
7126	COLL - EQUIPMENT RENTAL	1,000.00	-	1,000.00	0%
7127	COLL - SAFETY EQUIPMENT/SUPPLIES	8,000.00	1,333.03	6,666.97	17%
7129	LIFT STATION PARTS	32,000.00	4,892.67	27,107.33	15%
7133	VACCON EQUIPMENT & REPAIRS	15,000.00	6,613.48	8,386.52	44%
7134	CCTV EQUIPMENT/REPAIRS	15,000.00	3,902.91	11,097.09	26%
7136	COLL - MISC COLLECTION TOOLS	10,000.00	2,769.15	7,230.85	28%
7138	JETTER TRUCK EQUIP / REPAIRS	6,000.00	402.55	5,597.45	7%
7150	MECHANICAL MAINTENANCE	5,000.00	-	5,000.00	0%
7200	GENERAL OPERATING SUPPLIES	10,000.00	3,202.85	6,797.15	32%
7201	DRINKING WATER	2,500.00	372.00	2,128.00	15%
7202	GLOVES	8,000.00	1,077.50	6,922.50	13%
7205	COMMUNITY & EMPLOYEE GOODWILL	6,000.00	992.33	5,007.67	17%
7220	MAILING/SHIPPING EXPENSES	5,000.00	383.07	4,616.93	8%
7430	MEMBERSHIPS	40,000.00	699.00	39,301.00	2%
7440	MISCELLANEOUS EXPENSES	2,500.00	-	2,500.00	0%
7450	OFFICE EXPENSES	15,000.00	2,314.39	12,685.61	15%
7452	SCANNING & SHREDDING	10,000.00	-	10,000.00	0%
7454	BOOKS/SUBSCRIPTIONS/STUDY GUIDES	2,000.00	-	2,000.00	0%
7456	COMPUTER HARDWARE/SOFTWARE/LICENSING	45,000.00	9,339.36	35,660.64	21%
7461	PROFESSIONAL SERVICES/FEEES - LEGAL	75,000.00	13,550.00	61,450.00	18%
7462	PROFESSIONAL FEES - ACCOUNTING	40,000.00	4,070.50	35,929.50	10%
7463	PROF SERVICES - ENGINEERING	100,000.00	9,490.00	90,510.00	9%
7464	PROFESSIONAL FEES - COMPUTER/GIS	60,000.00	38,714.24	21,285.76	65%
7466	PROF SERVICES - HUMAN RESOURCES	12,000.00	3,114.50	8,885.50	26%
7500	PUBLIC OUTREACH	10,000.00	30.75	9,969.25	0%
7506	ADMINISTRATIVE FEES	30,000.00	2,507.76	27,492.24	8%
7508	COLLECTION/TREATMENT FINES	10,000.00	-	10,000.00	0%
7510	CONTRACTED SERVICES/LABOR	95,000.00	47,799.43	47,200.57	50%
7530	ADS/NOTICES FOR PUBLICATION	3,000.00	895.70	2,104.30	30%
7610	FURNITURE/FIXTURES	15,000.00	1,777.06	13,222.94	12%
7641	NPDES PERMIT EXPENSES-LAB	17,000.00	980.28	16,019.72	6%
7645	NPDES PERMIT REQUIREMENTS - OPERATIONS	100,000.00	1,801.92	98,198.08	2%
7650	ELECTION EXPENSES	8,000.00	-	8,000.00	0%

7651	ANALYZER CHEMICALS	-	-	-	0%
7652	BIOSOLIDS DISPOSAL	70,000.00	17,788.63	52,211.37	25%
7653	CHEMICALS	300,000.00	64,470.23	235,529.77	21%
7654	GENERATOR SERVICE	10,000.00	1,487.06	8,512.94	15%
7655	HAZARDOUS MATERIALS DISPOSAL	2,000.00	261.40	1,738.60	13%
7656	PLANT EQUIPMENT RENTAL	5,000.00	-	5,000.00	0%
7657	PLANT MAINTENANCE MATERIALS	90,000.00	4,808.35	85,191.65	5%
7658	PLANT MAINTENANCE PROJECTS	5,000.00	-	5,000.00	0%
7659	PLANT SAFETY EXPENSES	5,000.00	208.57	4,791.43	4%
7661	POLYMER	10,000.00	-	10,000.00	0%
7662	SMALL TOOLS/EQUIP	4,000.00	1,793.61	2,206.39	45%
7670	SPECIAL PROJECTS	85,000.00	-	85,000.00	0%
7671	ASSET MANAGEMENT	186,800.00	24,060.00	162,740.00	13%
7675	COVID-19 EXPENSES	-	363.98	(363.98)	100%
7681	2023 WINTER STORM	-	-	-	100%
7700	LAB CONSUMABLES-SMALL EQUIPMENT	35,500.00	10,823.43	24,676.57	30%
7702	LAB EQUIPMENT MAINTENANCE	12,000.00	1,877.60	10,122.40	16%
7703	CONTRACT LAB ANALYSES	10,000.00	-	10,000.00	0%
7722	BOARD TRAINING/CONF REGISTRATION	2,500.00	-	2,500.00	0%
7723	BOARD MEETINGS/TRAVEL EXPENSES	5,000.00	766.99	4,233.01	15%
7724	STAFF TRAINING/CONF REGISTRN	15,000.00	1,629.00	13,371.00	11%
7725	STAFF TRAVEL EXPENSES	15,000.00	4,749.43	10,250.57	32%
7726	STAFF CERTIFICATIONS/LICENSES	8,000.00	666.00	7,334.00	8%
7727	OSHA REQUIRED TRAINING	5,000.00	-	5,000.00	0%
7728	SAFETY BOOT ALLOWANCE	4,500.00	225.00	4,275.00	5%
7729	APPAREL AND UNIFORMS	2,500.00	184.69	2,315.31	7%
7731	LOCAL MEETING EXPENSES	2,500.00	117.27	2,382.73	5%
7740	FUEL AND OIL	25,000.00	3,615.93	21,384.07	14%
7761	WATER	15,000.00	3,000.12	11,999.88	20%
7762	NATURAL GAS	5,500.00	329.46	5,170.54	6%
7763	ELECTRICITY	225,000.00	39,781.98	185,218.02	18%
7766	TRASH / RECYCLING	17,000.00	1,666.96	15,333.04	10%
7767	TELEPHONE - LOCAL/LD	22,000.00	3,492.80	18,507.20	16%
7768	TELEPHONE CELLULAR	12,000.00	4,010.00	7,990.00	33%
	TOTAL SERVICES AND SUPPLIES	<u>\$ 2,288,500.00</u>	<u>\$ 419,370.67</u>	<u>\$ 1,869,129.33</u>	<u>18%</u>
	TOTAL OPERATING EXPENDITURES	<u><u>\$ 5,748,200.00</u></u>	<u><u>\$ 1,539,130.21</u></u>	<u><u>\$ 4,209,069.79</u></u>	<u><u>27%</u></u>

Fiscal Year 2023-24 Capital Improvement Program (CIP)

Adopted by the Board on June 22, 2023

Collections:

Project No.	Description	Estimated Project Cost	2024-25 Approved Budget	Project Expenditures Through 9/30/2024
C001	Collection System Master Plan	\$ 175,000	\$ 175,000	\$ -
C003	2025 Sewermain CIPP Lining - Design	\$ 150,000	\$ 150,000	948
C005	Large Diameter Sewer Main Rehabilitation - Design	\$ 1,500,000	\$ 1,500,000	15,818
C009	Emergency Bypass Pumper	\$ 60,000	\$ 60,000	-
C010	FEMA Rehabilitation - Design/Permitting	\$ 125,000	\$ 125,000	142,099
C010	FEMA Rehabilitation - Construction	\$ 1,100,000	\$ 1,100,000	5,801
C011	Tractor	\$ 150,000	\$ 150,000	-
C012	CCTV Camera and Transporter	\$ 65,000	\$ 65,000	-
C013	Combination Cleaner - Rollover	\$ 662,000	\$ 662,000	-
CMAN	Manhole Adjustments	\$ 75,000	\$ 75,000	-
CEME	Collection O/M Emergencies	Unknown	\$ 75,000	8,905
			\$ 4,137,000	\$ 173,571

Lift Stations:

Project No.	Description	Estimated Project Cost	2024-25 Approved Budget	Project Expenditures Through 9/30/2024
L001	Channel Lift Station Improvement	\$ 400,000	\$ 400,000	\$ -
L004	Bonnymede Lift Station Electrical Controls Upgrade	\$ 75,000	\$ 75,000	-
L005	Posilipo Lift Station Improvement	\$ 39,000	\$ 39,000	-
L007	Smartcover Upgrades	\$ 21,000	\$ 21,000	-
LEME	Lift Station Emergency Repairs	Unknown	\$ 75,000	-
			\$ 610,000	\$ -

Treatment & Laboratory:

Project No.	Description	Estimated Project Cost	2024-25 Approved Budget	Project Expenditures Through 9/30/2024
T001	Wastewater Treatment Plant Project - Design and Eng.	\$ 1,000,000	\$ 1,000,000	\$ 3,572
T012	Clarifier Maintenance - Rollover	\$ 220,000	\$ 160,000	163,441
T014	Laboratory Dishwasher	\$ 11,000	\$ 11,000	-
T015	Diffusers	\$ 43,000	\$ 43,000	41,986
T016	Ras-Was Program Logic (PLC) Upgrade	\$ 70,000	\$ 70,000	-
T017	Flow Meters	\$ 40,000	\$ 40,000	-
TEQU	Treatment Equipment	\$ 50,000	\$ 50,000	-
TSCA	SCADA Maintenance	\$ 50,000	\$ 50,000	14,155
TEME	Treatment O/M Emergencies	\$ 100,000	\$ 100,000	19,311
			\$ 1,524,000	\$ 242,466

Facilities:

Project No.	Description	Estimated Project Cost	2024-25 Approved Budget	Project Expenditures Through 9/30/2024
F004	Administration Building Improvements	\$ 30,000	\$ 30,000	\$ -
F007	Seismic and Materials Study	\$ 233,497	\$ 205,000	-
F008	Electric Vehicle Charging Station	\$ 25,000	\$ 25,000	-
Facilities Subtotal			\$ 260,000	\$ -

Sewer Main Extensions:

Project No.	Description	Estimated Project Cost	2024-25 Approved Budget	Project Expenditures Through 9/30/2024
S001	Septic to Sewer Strategic Plan	\$ 150,000	\$ 150,000	\$ -
Sewer Main Extensions Subtotal		\$	150,000	\$ -

Program	2024-25 Approved Budget	Project Expenditures Through 9/30/2024
Collections	\$ 4,137,000	\$ 173,571
Lift Stations	\$ 610,000	\$ -
Treatment & Lab Facilities	\$ 1,524,000	\$ 242,466
Sewer Main Extensions	\$ 260,000	\$ -
Sewer Main Extensions	\$ 150,000	\$ -
Total	\$ 6,681,000	\$ 416,036



Montecito Sanitary District

1042 Monte Cristo Lane
Santa Barbara, CA 93108

A Public Service Agency

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

QUARTERLY CERTIFICATION STATEMENTS FOR THE MONTECITO SANITARY DISTRICT

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

For the Quarter Ended

September 30, 2024

As Treasurer of the Montecito Sanitary District, I, **Carter Ohlmann**, certify that:

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

Dated: _____

Board Treasurer
MONTECITO SANITARY DISTRICT

Montecito Sanitary District Hourly Management Salary Range Table - Unrepresented Fiscal Year 2024-25

Approved at the October 16, 2024 Regular Board Meeting

MANAGERS			Hourly Low	Hourly High
Ops	Manager	Laboratory & Pretreatment Manager	\$ 54.75	\$ 71.65
Collections	Manager	Chief Plant Operator/Treatment Superintendent	\$ 69.96	\$ 85.05
Admin	Manager	Business and Administrative Manager	\$ 70.49	\$ 92.27
Collections/Ops	Manager	Collections & Maintenance Superintendent	\$ 72.11	\$ 87.65
Admin	Manager	Engineering Manager	\$ 68.41	\$ 89.54

Montecito Sanitary District Monthly Management Salary Range Table - Unrepresented Fiscal Year 2024-25

Approved at the October 16, 2024 Regular Board Meeting

MANAGERS			Monthly Low	Monthly High
Ops	Manager	Laboratory & Pretreatment Manager	\$ 9,490.00	\$ 12,419.33
Collections	Manager	Chief Plant Operator/Treatment Superintendent	\$ 12,126.40	\$ 14,742.00
Admin	Manager	Business and Administrative Manager	\$ 12,218.27	\$ 15,993.47
Collections/Ops	Manager	Collections & Maintenance Superintendent	\$ 12,499.07	\$ 15,192.67
Admin	Manager	Engineering Manager	\$ 11,857.73	\$ 15,520.27

Montecito Sanitary District Annual Management Salary Range Table - Unrepresented Fiscal Year 2024-25

Approved at the October 16, 2024 Regular Board Meeting

MANAGERS			Annual Low	Annual High
Ops	Manager	Laboratory & Pretreatment Manager	\$ 113,880.00	\$ 149,032.00
Collections	Manager	Chief Plant Operator/Treatment Superintendent	\$ 145,516.80	\$ 176,904.00
Admin	Manager	Business and Administrative Manager	\$ 146,619.20	\$ 191,921.60
Collections/Ops	Manager	Collections & Maintenance Superintendent	\$ 149,988.80	\$ 182,312.00
Admin	Manager	Engineering Manager	\$ 142,292.80	\$ 186,243.20



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MONTECITO SANITARY DISTRICT

STAFF REPORT – 5

DATE: October 16, 2024
TO: Board of Directors
FROM: John Weigold, General Manager
SUBJECT: General Manager Report

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

GM Meetings

Since my last report, I attended the Montecito Association's Land Use Committee meeting on October 1, 2024 and the group's Board meeting on October 8, 2024.

January 2023 Storms Damage Projects Update

Construction has begun on the creek bank restoration/protective measures work for Project 2 and Project 3 as of September 30, 2024. Staff issued public outreach letters for Projects 2 and 3 to key project member/property owners as well as 48-hour construction notices and notice of trail closure of the Ennisbrook Trail. The National Marine Fisheries Service (NMFS) Consultation is complete and has been submitted to FEMA. The conclusion of the consultation is support for these projects. FEMA is still reviewing the projects for funding eligibility; regardless of FEMA funding, Staff sees these as critical intends to move each project forward. Engagement with the California Department of Fish and Wildlife, the Regional Water Quality Control Board, and the Army Corps of Engineers is on-going, and all jurisdictional agencies understand the urgency of these projects. While the District has secured clearance to start the work, the completion of the work (particularly for Projects 1 and 4) is pending potential wet weather in the coming weeks and jurisdictional agency discretion. Additional public outreach letters to key project members for Projects 1 and 4 were recently sent out.

Wastewater Treatment Plant (WWTP/Plant) Improvements Project

Staff received a draft seismic and materials study report on October 7, 2024, and is in review. Staff participated in a workshop with MKN to discuss preliminary plant process improvements on September 24, 2024. Staff next plans to visit regional treatment plants to gain additional insight to certain processes to determine the best fit for the District.

SSD and MSD Collection System and Flow Equalization Analysis for MWD Reuse

Staff has provided comments for this study and anticipates to receive a final report within the coming weeks.

Climate Change Adaptation Program

Staff has been informed by the Regional Water Board that our Phase 1 product of the District's Climate Change Adaptation Program (CCAP), the Coastal Hazards Monitoring Plan (CHMP), was accepted by the Regional Board with no comments. A meeting was held with the Regional Board to discuss the report and set expectations regarding implementation of the monitoring plan and monitoring reporting. Staff plans to begin phasing in the implementation of the CHMP at our discretion. Staff anticipates including Phase 2, which is the Life Expectancy Analysis, as part of our Collection System Master Plan effort.

Private Property Developments

Staff continues ongoing plan review and project development for various properties/entities. A private sewer main extension for 2500 East Valley Road is anticipated to begin in October 21. A pre-construction meeting with Staff attending is scheduled for the week of October 14.

Accounting Software Update

Staff updated its Sage 100 Accounting Software to a new version as the old version was no longer supported. The Business and Administrative Manager continues to work with the County of Santa Barbara as they transition to a new financial system (Workday) to ensure continuity of District business operations. The new anticipated rollout date is August of 2025.

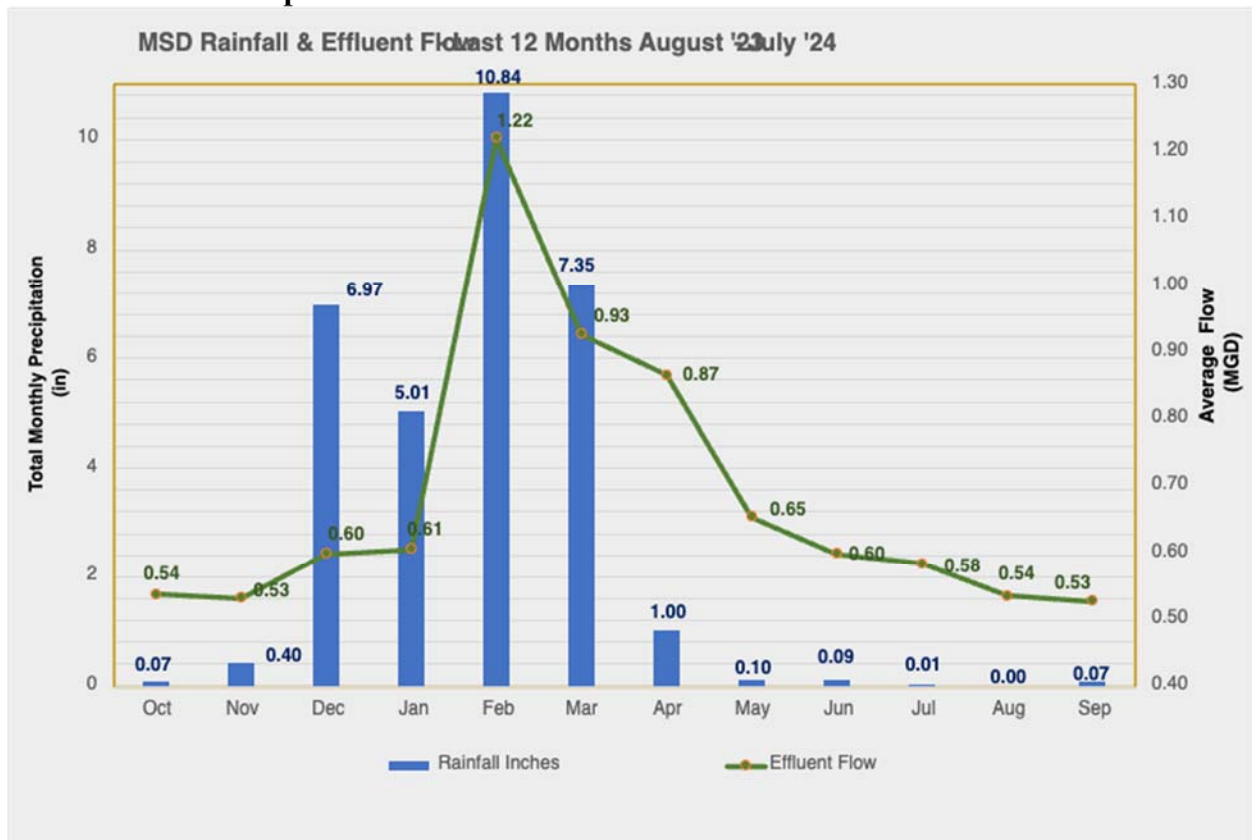
Human Resources

The District welcomed its newest team member, Dakota Dauenhauser, on October 9, 2024. Dakota was hired as a Collections Operator I and will be working under Ricardo Larroude, Collections & Maintenance Superintendent, and Stephen Morelos, Collections Lead Operator. We look forward to seeing him gain experience and progress along the Collection certification process.

CIP Progress

Project	Status/Phase	Priority	Comments
FEMA Rehabilitation (Protective Measures) - Design/Permitting	Construction	High	On-going.
FEMA Rehabilitation (Protective Measures) - Construction	Construction	High	Projects 2 & 3 began 9/30, Projects 1 & 4 tentatively on 10/18, 10/24
WWTP Seismic and Materials Study	Active	High	Draft report submitted 10/7
Manhole Lining Project	Pre-construction	High	Anticipated reissuance on 10/16
Channel Drive Force Main Improvements	Design	Medium	On-going.
2025 Sewer Main CIPP Lining - Design	Design	Medium	On-going.
Wastewater Treatment Plant Project - Design and Engineering	Investigation	Medium	Working with Southland, MKN, SSG.
Collection System Master Plan	RFP	High	Resubmitted for final review to District on 10/10
Septic to Sewer Strategic Plan	RFP	Medium	Resubmitted for final review to District on 10/10
Bisulfite Tank	Complete	-	
Clarifier Maintenance	Complete	-	

Flow / Rainfall Comparison



THIRD AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT

This Third Amendment to General Manager Employment Agreement (“Amendment”), effective December 1, 2024, is entered into by and between the Montecito Sanitary District, a California special district (“District”), and John F. Weigold, IV, an individual (“Employee”). The District and Employee may be referred to individually as “Party” and collectively as “Parties.”

RECITALS

- I. On December 8, 2022, Parties entered into the General Manager Employment Agreement.
- II. On August 10, 2023, Parties entered into a First Amendment to General Manager Employment Agreement.
- III. On December 14, 2023, the Parties entered into a Second Amendment to General Manager Employment Agreement.
- IV. For purposes of this Amendment, the December 8, 2022, August 10, 2023, and December 14, 2024 agreements are collectively referred to as “Agreement”.
- V. Section 5 of the Agreement states, “Salary and/or benefits adjustments may be considered by the Board of Directors annually in conjunction with Employee’s Annual Review.”
- VI. As part of Employee’s second annual review, the Parties desire to amend the Agreement pursuant to Section 16(a) of the Agreement.
- VII. The District Board approved the amendments listed below at its regular meeting on

_____.

AMENDMENTS

- I. Amendment. Section 5(a) of the Agreement is amended as follows, with deletions denoted by struck-through text and additions denoted by underlined text:

“District shall pay Employee an annual base salary of ~~\$200,450~~ _____, which shall be paid bi-weekly in accordance with District’s standard pay schedule. ~~District shall consider further upward adjustments to Employee’s base salary upon completion of a salary survey of nearby public agencies.~~”
- II. Integration. This Amendment amends the Agreement and, except as specifically amended hereby, the Agreement shall remain in full force and effect.
- III. Severability. If any provision of this Amendment is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.

The Parties hereby enter into this Amendment upon the date of the last signature below.

MONTECITO SANITARY DISTRICT
(“District”)

JOHN F. WEIGOLD, IV
(“Employee”)

AUTHORIZED SIGNATORIES:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTEST:

By: _____

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

By: _____

Name: _____

Title: _____

Date: _____



Montecito Sanitary District

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Santa Barbara, CA 93108

A Public Service Agency

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

MONTECITO SANITARY DISTRICT

STAFF REPORT – 7B

DATE: October 16, 2024
TO: Board of Directors
FROM: John Weigold, General Manager
Aleks Girogosian, District General Counsel
SUBJECT: Legislative Advocacy Policy

RECOMMENDATION

It is recommended that the Board:

- i) Consider adopting Resolution 2024-977 Legislative Advocacy Policy; and
- ii) Taking such additional, related action that may be desirable.

BACKGROUND

The District regularly receives requests for support from various member organizations such as the California Special District Association (CSDA), the California Association of Sanitation Agencies (CASA), and the Association of California Water Agencies (ACWA) in considering legislative or regulatory proposals that are likely to have an impact on the Montecito Sanitary District (District).

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District Staff regarding monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the District General Manager, or other designee, discretion to advocate in the District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District.

FISCAL IMPACT

None.

ATTACHMENTS: A. Resolution 2024-977, Legislative Advocacy Policy