SUMMERLAND Sanitary District

2435 Wallace Avenue, Summerland CA

Regular Board of Directors Meeting

Thursday April 8, 2021 at 3:00 P.M.

This meeting will be held outdoors, weather permitted, at the District's Treatment Plant utilizing social distancing protocols and will be conducted in accordance with the Governor's Executive Order No. N-29-20. To minimize the potential spread of the Covid-19 virus, the District is not permitting public access to the meeting location. You may listen to the meeting telephonically by calling +1 669 900 6833 (San Jose) Meeting Code ID: 983 226 8568 or through the internet at https://us02web.zoom.us/j/9832268568.

Should you wish to participate in the meeting by offering comments on either non-agenda or agenda-related items, please follow the instructions set forth in Item IV of the agenda.

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.summerlandsd.org

AGENDA

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF THE AGENDA**
The Board President will ask the Board, public, staff, and legal counsel if there are any additions and/or modifications to the Agenda.

IV. **PUBLIC COMMENT** [Non-Agenda Items]
Those wishing to offer public comment must email comments to the Clerk of the Board at info@summerlandsd.org at least 30 minutes prior to the meeting or provide a telephone number to the Clerk of the Board (which the Clerk will call during the meeting and provide opportunity for such comment). Three- minute time limit will be imposed.

V. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF MARCH 11, 2021** [Action Item]

VI. **APPROVAL OF THE MONTHLY EXPENSES FOR MARCH 2021, INCLUDING PAYROLL AND PETTY CASH** [Action item]

VII. **COMMITTEE REPORTS UPDATES**

A. Finance Committee Report

B. Administration, Operations & Personnel (AOP-) Committee Report

SUMMERLAND SANITARY DISTICT
Regular Board of Directors Meeting
AGENDA

VIII. **NEW BUSINESS**

A. **Discussion and Consideration of Approval of the Agreements for the following District Management Positions:** [Action-Item]
   - Operations Manager (previously Treatment Plant Operations Supervisor)
   - District Administrative Manager

B. **Email from Property Owner Ms. F. Vos, 2424 Whitney Avenue, dated April 1, 2021 regarding installation of wye and lateral replacement with request for payment plan** [Non- Action Item]

   Description: Property Owner Ms. Francis Vos, 2424 Whitney Avenue, was requested by the District to install a wye and to clear the root intrusion that obstructed the District's main sewer line, resulting in a replacement of the property sewer lateral. Ms. Vos is requesting the Board of Directors to consider financial assistance, or use of a payment plan.

   Recommendation: Discuss the email and attachment (cost and scope of work) sent April 1, 2021. Consider directing staff to waive the sewer permit fee and explore a possible payment plan.

IX. **FINANCIAL STATUS REPORT MARCH 2021**

The Board will receive a Financial Status and Cash Balances Reports for Funds 5215, 5216 & 5217 and can request staff for explanation. The Board will be asked to accept the report as presented.

X. **TREATMENT PLANT OPERATIONS SUPERVISOR REPORT**

The Treatment Plant Operations Supervisor will provide a written report on operations, facility and collection system maintenance and will provide explanation where requested.

XI. **DISTRICT ADMINISTRATIVE MANAGER REPORT**

The District Administrative Manager will provide a written report on District's administrative affairs and will provide explanation where requested.

XII. **Meet and Greet with Mr. Gregory (Greg) Patterson of Musick & Peeler LLP**

Mr. Greg Patterson has been retained by the District as General Counsel per April 1, 2021. Mr. Greg Patterson requested to formally introduce himself to the Board of Directors and staff.

XIII. **CLOSED SESSION**

Conference with Legal Counsel- Existing Litigation (Subdivision (d)(1) of Section §54956.9)
Title of Case: Santa Barbara Superior Court Case Number: 18CV01923/Court of Appeal Case No. B298730. Lucinda Malott Successor Trustee versus Summerland Sanitary District.

XIV. **BOARD COMMUNICATIONS**

A. Board Communications.
B. Items for future Board meetings.
C. Next Board meeting date.

XV. **ADJOURNMENT**

V

Minutes of the Regular Board of Directors Meeting

Thursday March 11, 2021 at 3:00 P.M.

These are the minutes of the regular meeting of the Governing Board of the Summerland Sanitary District. The Governing Board of the Summerland Sanitary District held a regular meeting at 2521 Banner Avenue, Summerland, California with social distancing protocols. The meeting was conducted in accordance with the Governor's Executive Order No. N-29-20. To minimize the potential spread of the Covid-19 virus, the District did not permit public access to the meeting location. The public was able to listen to the meeting telephonically by calling +1 669 900 6833 (San Jose) Meeting Code ID: 983 226 8568 or through the internet at https://us02web.zoom.us /j/9832268568.

The agenda notice for this meeting, including instructions for the public to provide comments and/or participate in the electronic meeting, was posted at the district's website, bulletin board and at the post office at least 72-hours in advance of the meeting.

PRESIDENT D. NOVIS CALLED THE REGULAR BOARD MEETING TO ORDER AT 3:01 P.M.

I. ROLL CALL

DIRECTORS PRESENT	JOLENE COLOMY	
	DAVID NOVIS	
	JOHN FRANKLIN	
	JAMES WITMER	
	MARTIN TUCKER	
ABSENT	-	
ALO PRESENT	NOE AGUILAR VEGA	Treatment Plant Operations Supervisor
	MARJON SOUZA	District Administrative Manager
	ANTHONY TREMBLEY	District Legal Counsel

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

President D. Novis asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

IV. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public comments were submitted, and no public was present via telephone, or Zoom at this time.

V. ITEMS TO BE DISCUSSED

CLOSED SESSION

Conference with Legal Counsel- Existing Litigation (Subdivision (d)(1) of Section §54956.9) Title of Case: Santa Barbara Superior Court Case Number: 18CV01923/Court of Appeal Case No. B298730. Lucinda Malott Successor Trustee versus Summerland Sanitary District.

Board President, D. Novis, announced that the Board entered in a closed session with legal counsel and district staff at 3:03 p.m. to discuss closed session item: *Conference with Legal Counsel- Existing Litigation (Subdivision (d)(1) of Section §54956.9)*

President D. Novis announced that the Board reconvened into open session at 3:30 p.m. and reported that no action was taken.

CLOSED SESSION- AOP Committee Report
(1) Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Titles: Treatment Plant Operations Supervisor, District Administrative Manager

(2) Conference with Labor Negotiators
Government Code Section 54957.6
Agency designated representatives: Board President, District Legal Counsel
Unrepresented Employees: Treatment Plant Operations Supervisor, District Administrative Manager

President D. Novis, announced that the Board entered in a second closed session with legal counsel at 3:31 p.m. to discuss the following closed session items as listed above:
(1) Public Employee Performance Evaluation
(2) Conference with labor Negotiators

President D. Novis announced that the Board reconvened into open session at 4:11 p.m. and reported that no action was taken on the closed session items (1) and (2).

VI. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF FEBRUARY 11, 2021 [Action-item]

A motion was made by Director J. Franklin to approve the minutes of the Regular Board Meeting of February 11, 2021. The motion was seconded by Director J. Colomy. The motion was carried by the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, J. Witmer, M. Tucker
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

VII. APPROVAL OF THE MONTHLY EXPENSES FOR FEBRUARY 2021, INCLUDING PAYROLL AND PETTY CASH [Action-item]

District Management answered and clarified questions the Board had about pay out of bills. A motion was made by Director J. Colomy to approve the monthly expenses, including payroll and petty cash totaling $86,533.92 for Fund 5215. The motion was seconded by President D. Novis and passed with the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, J. Witmer, M. Tucker
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

VIII. COMMITTEE REPORTS

A. Finance Committee Report
The Finance Committee did not meet.

VIII. NEW BUSINESS [Action Items]

A. **Proposal for providing Legal Services the Summerland Sanitary District** [Action-Item]

Description: Consideration and action to approve or disapprove the proposal for legal services from Gregory Patterson of Musick Peeler & Garrett LLP per April 1, 2021.

Recommendation: To approve the proposal

A motion was made by Director J. Colomy to approve the proposal for legal services with Mr. Gregory Patterson of Musick Peeler & Garrett LLP per April 1, 2021. The motion was seconded by Director J. Franklin and passed with the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, J. Witmer, M. Tucker
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

The proposal was signed by President D. Novis.

X. FINANCIAL STATUS REPORT FEBRUARY 2020

The Board received a Financial Status and Cash Balances Reports for Funds 5215, 5216 & 5217 and staff provided explanation where requested. The Board accepted the report as presented.

XI. TREATMENT PLANT OPERATIONS SUPERVISOR REPORT

Treatment Plant Operations Supervisor N. Aguilar Vega provided a written report and in addition to the report he informed the Board that all the District's buildings received a termite treatment. Staff responded to a private lateral sewage spill on Banner Avenue last week and a request for immediate repair was made. The homeowner was also requested to contract a licensed plumber to perform a video inspection of their private sewer lateral and submit a copy to the District for review.

XII. DISTRICT ADMINISTRATIVE MANAGER REPORT

District Administrative Manager M. Souza provided a written report and answered questions the board had regarding the report.

XIII. BOARD COMMUNICATIONS

A. Board communications; none.
B. Items for future Board meetings:
- Discussion and Consideration of Approval of the Agreements for the District Management Positions.
- Discussion and Consideration of Approval of an Updated District Management Salary for the duration of the Agreement.

C. Next Board meeting date:
Regular Board Meeting Thursday April 8, 2021.

IX. Certificate of Appreciation for Legal Counsel Services: Mr. A. Trembley

Legal Counsel Mr. A. Trembley announced his retirement per April 1, 2021. Board President Novis expressed his sincere appreciation to Mr. Trembley on behalf of the Board and himself for Mr. Trembley's excellent legal guidance and stewardship, especially during the last year. Staff also thanked Mr. Trembley for his guidance and appreciated the amount of time that Mr. Trembley has dedicated regarding the litigation process in order to advise his legal colleagues and the Board. These efforts happened many times without a billable charge to the District, which has been noticed and appreciated very much.

Board President D. Novis presented Mr. A. Trembley with flowers and a framed "Certificate of Appreciation" for providing the Board and Staff with outstanding legal guidance. The Board President called for social time with Mr. Trembley, board and staff after the adjournment of the meeting.

Mr. Trembley expressed his gratitude to the Board and staff.

XIV. ADJOURNMENT

A motion was made by Director J. Colomy to adjourn the Regular Board meeting at 4:30 p.m. The motion was seconded by Director J. Witmer and passed with five ayes.

Respectfully submitted:

_____

Jolene Colomy
Board Secretary

Date: April 8, 2021

Minutes prepared by M. Souza

Expenditure Transactions

Disbursement Report March 2021

From 3/1/2021 to 3/31/2021

Selection Criteria: Fund = 5215

Layout Options: Summarized By = Fund; Page Break At = Fund; Columns = Vendor

Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0624879	3/8/2021		7731	Gasoline February 2021	197.23	522736	McCormix Corporation
JE - 0215191	3/9/2021		6475	HRA Administrative Fee - FEB 2021	9.00		
CLM - 0624858	3/10/2021		7110	Comp. Agenda Setting Meeting 03/04/2021	175.00	026964	DAVID NOVIS
CLM - 0624860	3/10/2021		7362	Supplies for sludge bed repair	13.85	350975	HARBOR FREIGHT TOOLS
CLM - 0624861	3/10/2021		7510	Call Center Service - January 2021	86.67	106048	CENTRAL COMMUNICATIONS
CLM - 0624865	3/10/2021		7516	Dig alert ticket cost February 2021	4.95	828128	UNDERGROUND SERVICE ALERT
CLM - 0624873	3/10/2021		7121	Gloves 2 cases	452.55	069965	WINEMA INDUSTRIAL & SAFETY SUPPLY
CLM - 0624877	3/10/2021		7516	Permit to operate Generator Treatment Plant	458.00	010698	AIR POLLUTION CONTROL DISTRICT
CLM - 0624878	3/10/2021		7508	General Legal Services February 2021	725.00	111554	LAW OFFICE OF ANTHONY H TREMBLEY
CLM - 0624880	3/10/2021		7450	Drinking water Feb 2021	49.32	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0624881	3/10/2021		7404	FGL Lab testing 01/04 through 02/15/21	1,726.00	270150	FGL ENVIRONMENTAL INC
CLM - 0624883	3/10/2021		7362	Supplies for sludge bed drainage repair	73.81	350975	HARBOR FREIGHT TOOLS
CLM - 0624896	3/10/2021		7764	Trash Service January 2021	333.67	509950	MARBORG INDUSTRIES
CLM - 0625115	3/10/2021		7516	Permit to operate Generator Lift Station III APCD	458.00	010698	AIR POLLUTION CONTROL DISTRICT
CLM - 0625162	3/11/2021		7450	Drinking water August 2020	39.04	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0625479	3/11/2021		7053	Internet and phone Feb 27-March 26, 2021	381.60	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0625484	3/11/2021		7763	Water February 2021	120.92	556712	MONTECITO WATER DISTRICT
CLM - 0625481	3/12/2021		7764	Trash Service February 2021	333.67	509950	MARBORG INDUSTRIES
CLM - 0625473	3/15/2021		7450	Household supplies, Toner, pens, mailing	146.54	790180	Summerland Sanitary District
CLM - 0625473	3/15/2021		7450	Recording fees: Agreement & Notice of exemption	52.00	790180	Summerland Sanitary District
CLM - 0625473	3/15/2021		7510	Payroll Program Feb 15- March 14, 2021	70.00	790180	Summerland Sanitary District
CLM - 0625474	3/15/2021		7363	Twin Track Trailer Tongue Jack for Jetter	170.77	790180	Summerland Sanitary District
CLM - 0625474	3/15/2021		7653	Workshop Policy, procedure writing M.S.	175.00	790180	Summerland Sanitary District
CLM - 0625474	3/15/2021		7653	Workshop Collection Systems Intro 101 A.D.	125.00	790180	Summerland Sanitary District
CLM - 0625474	3/15/2021		7450	California State Flag (1)	35.28	790180	Summerland Sanitary District
CLM - 0625474	3/15/2021		7450	Batteries, black cartridge toner, webcamera	112.54	790180	Summerland Sanitary District
CLM - 0625474	3/15/2021		7450	Zoom videoconference monthly subscription	14.99	790180	Summerland Sanitary District
CLM - 0625474	3/15/2021		7450	Microsoft Office Suit monthly subscription	8.25	790180	Summerland Sanitary District

Petty Cash

Credit Card

Expenditure Transactions

From 3/1/2021 to 3/31/2021

Selection Criteria: Fund = 5215

Layout Options: Summarized By = Fund; Page Break At = Fund; Columns = Vendor

Fund 5215 -- Summerlnd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0625486	3/15/2021		6600	Medical Benefits April 2021	7,848.60	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0625955	3/15/2021		6100	Regular Salaries March 1-15, 2021	15,889.49	790178	Summerland Sanitary District
CLM - 0625955	3/15/2021		6270	Standby March 1-15, 2021	381.11	790178	Summerland Sanitary District
CLM - 0625955	3/15/2021		6500	Medicare and Fica March 1-15, 2021	1,312.49	790178	Summerland Sanitary District
CLM - 0625960	3/15/2021		7053	Phone Wireless Feb 2021 + international call fee	321.41	297454	VERIZON WIRELESS
CLM - 0625969	3/15/2021		7110	Comp. RBM 03/11/2021	175.00	091927	JAMES WITMER
CLM - 0625971	3/15/2021		7110	Comp. RBM 03/11/2021	175.00	009934	JOLENE M COLOMY
CLM - 0625972	3/15/2021		7110	Comp. RBM 03/11/2021	175.00	765907	John Franklin
CLM - 0625974	3/15/2021		7110	Comp. RBM 03/11/2021	175.00	026964	DAVID NOVIS
CLM - 0625975	3/15/2021		7110	Comp. RBM 03/11/2021	175.00	009758	MARTIN TUCKER
JE - 0215382	3/15/2021		6400	Retirement Contr. Payroll 03-15-2021	6,878.36		
JE - 0215382	3/15/2021		6475	Retirement Healthcare Contr. retirees 03-15-2021	241.67		
CLM - 0625965	3/17/2021		7121	550 Gallons of Sodium Bisulfite	1,743.08	214614	UNIVAR SOLUTIONS USA INC
CLM - 0625996	3/17/2021		6600	Dental, Vision and Life Ins. April 2021	513.68	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
DJE - 0138830	3/30/2021		6600	Reimb of Premium HC Ins. SSD Retiree (Feb 2021)	-1,845.24		
DJE - 0139624	3/30/2021		6600	Health & Dental Reimb. Retiree MS Feb. Outst. Prem	-800.00		
DJE - 0139624	3/30/2021		7053	Reimburse charge international minutes Feb. M.S.	-73.48		
DJE - 0139624	3/30/2021		6600	Delta Dental Dividend Pro-Rate 2017-2019	-884.33	→ see admin report	
CLM - 0627983	3/31/2021		6100	Regular Salaries March 16-31, 2021	16,590.11	790178	Summerland Sanitary District
CLM - 0627983	3/31/2021		6270	Standby March 16-31, 2021	480.53	790178	Summerland Sanitary District
CLM - 0627983	3/31/2021		6500	Medicare and Fica March 16-31, 2021	1,377.06	790178	Summerland Sanitary District
JE - 0215908	3/31/2021		6400	Retirement Contr. Payroll 03-31-2021	7,183.99		
JE - 0215908	3/31/2021		6475	Retirement Healthcare Contr. retirees 03-31-2021	241.67		
JE - 0216043	3/31/2021		7324	FIN Billing Q1 20-21: Summerland Sanitary Dist	1,002.25		
JE - 0216043	3/31/2021		7324	FIN Billing Q2 20-21: Summerland Sanitary Dist	1,002.25		
JE - 0216043	3/31/2021		7324	FIN Billing Q3 20-21: Summerland Sanitary Dist	1,002.25		
				Total Summerlnd San Dist Running Exp	67,830.60		

Expenditure Transactions

From 3/1/2021 to 3/31/2021

Selection Criteria: Fund = 5217

Layout Options: Summarized By = Fund; Page Break At = Fund; Columns = Vendor

Fund 5217 -- SummerInd San Dist-Capital Rep

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0625961	3/18/2021		8200	Termite Treatment District Buildings	1,975.00	117566	O'CONNOR PEST CONTROL-SB
				Total SummerInd San Dist-Capital Rep	1,975.00		

VIII
A/1

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is entered into on April 8, 2021, with an effective date of April 1, 2021, between SUMMERLAND SANITARY DISTRICT ("District"), and NOE AGUILAR VEGA ("Employee").

RECITALS

A. District is authorized to employ Employee as its Operations Manager ("Operations Manager" or "Employee") pursuant to Section 6517 of the California Health and Safety Code.

B. Employee possesses a Grade 3 Wastewater Treatment Plant certification from the State of California and is qualified to operate the District's wastewater treatment plant and collection system.

C. District currently employs Employee as its Treatment Plant Operations Supervisor, an exempt position, in accordance with the Employment Agreement adopted by the District Board of Directors on March 26, 2020 ("2020 Agreement").

C. District desires to continue to employ, and hereafter designates Employee as its Operations Manager, an exempt position, and Employee accepts such employment.

D. This Agreement sets forth the terms and conditions governing Employee's employment with the District and replaces and supersedes the 2020 Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth below, the parties agree as follows:

SECTION 1. EMPLOYMENT; TERM.

Employee shall be the Operations Manager for the District and Employee accepts

such employment from the District. The term of this Agreement commences on April 1, 2021 and expires on midnight on June 30, 2023, unless earlier terminated with or without cause in accordance with Section 7 herein.

Unless otherwise earlier terminated, the parties will begin negotiations on a renewal of this Agreement or new employment agreement three (3) months prior to the expiration of its term. Should negotiations not be concluded by June 30, 2023, the term of this Agreement shall be extended three (3) months and shall terminate on September 30, 2023. Nothing herein, however, shall be construed as requiring wither party to ultimately agree to such renewal of this Agreement or a new agreement.

SECTION 2. DUTIES.

Employee shall function as the District's Operations Manager. Employee's duties shall include all items set forth in the Operations Manager job description attached as Exhibit "A" and incorporated by reference herein, and any other duties assigned by the District Board of Directors ("Board") from time to time. Employee expressly acknowledges and agrees that he is a management employee and serves at the will and pleasure of the Board; and, subject only to the terms and conditions of this Agreement, his employment may be terminated with or without cause at any time.

SECTION 3. COMPENSATION.

(a) Salary. Commencing on April 1, 2021, District shall pay Employee an annualized salary of One Hundred Nine Thousand Nine Hundred One Dollars ($109,901), equating to Nine Thousand One Hundred Fifty Eight Dollars Forty-Two Cents ($9,158.42) per month. There shall be no salary adjustments (whether merit, cost of living or any other

type of adjustment) to Employee's salary during the term of this Agreement

(b) Payment of Salary. Salary shall be paid to Employee according to the same pay periods utilized for other District employees. As a management employee, Employee is exempt from overtime payments and entitlements under State and Federal laws.

(d) Expenses. District shall reimburse Employee for ordinary and necessary expenses incurred on behalf of the District. Employee shall provide appropriate receipts to District for his expense reimbursements.

SECTION 4. HOURS OF WORK; CONFLICTS OF INTEREST.

During the term of this Agreement, Employee shall devote appropriate and sufficient time, ability and attention to the services he is to perform for District. It is generally intended that Employee shall perform services on behalf of District during regular business hours (Monday through Friday, 7:00 a.m. to 3:30 p.m.), evening meetings of the Board, and at other times as necessary in the performance of his duties. Before the start of each calendar month, Employee shall inform the Board in advance of the days off (i.e. the time away from the District) which he is scheduled to take in that calendar month.

To avoid any actual or potential conflicts of interest, Employee shall not directly or indirectly render any services of a business, commercial or professional nature or any other person or organization, whether for compensation or otherwise, that competes with the business of the District or interferes with the performance of his duties hereunder while employed by District.

SECTION 5. EMPLOYEE BENEFITS.

Unless otherwise specified herein, throughout the term of this Agreement, Manager

shall be entitled to receive the same employee benefits (including health insurance benefits) as other District employees. All provisions of the District's personnel policies, employee handbook and other ordinances, rules and regulations (collectively "District rules") relating to vacation, sick leave, retirement, pension system contributions, holidays and other benefits, and working conditions as they now exist or may hereafter be amended, shall also apply to Employee. In the event of a conflict between the terms of this Agreement and District rules, the terms of this Agreement shall control.

SECTION 6. PERFORMANCE EVALUATION.

The Board of Directors shall evaluate and review Employee's job performance on an annual basis. Evaluations of the Employee's performance may be conducted, however, at any time and more often than on an annual basis, at the discretion of the Board.

The evaluations shall be based upon Employee's job description and any mutually agreed-upon performance goals, objectives, and standards set by the Board and Employee. Unless otherwise directed by the Board, performance evaluations shall be separate from salary reviews. At evaluation sessions, the Board may discuss any performance goals, objectives and standards which Employee is not meeting, and the Board may establish new and other reasonable performance goals, objectives and standards that Employee may be required to meet by Employee's next evaluation date. Failure to meet such performance goals, objectives or standards shall be a basis for the Board to consider termination for cause. The judgment of Employee's job performance shall be at the sole discretion of the Board and shall be final. It shall be Employee's responsibility to place performance evaluation sessions as specified herein on the Board's agenda.

SECTION 7. TERMINATION OF EMPLOYMENT.

(a) This Agreement shall terminate automatically on Employee's death. The District may in its discretion, and if authorized by law, terminate this Agreement if Employee is permanently disabled. Employee shall be considered to be permanently disabled under this paragraph if he is unable to perform his duties as set forth in this Agreement or as established by District from time to time by reason of illness or disability for a continuous period of ninety (90) days.

(b) This Agreement may be terminated at any time by District in its sole discretion for cause by giving written notice of termination to Employee. The phrase "for cause" shall include, but not be limited to, conduct whereby Employee: (1) willfully breaches or habitually neglects his duties that he is required to perform under the terms of this Agreement; (2) inadequately performs his assigned duties, i.e. fails to meet performance goals, objectives or standards, or otherwise is evaluated as unsatisfactory pursuant to Section 6; or (3) commits a criminal offense (other than minor traffic infractions), or commits acts of dishonesty, fraud, misrepresentation or other acts of moral turpitude.

(c) This Agreement may be terminated at any time by the Board in its sole discretion without cause, upon written notice thereof communicated to Employee. Employee agrees that, in such event, he shall be entitled only to the compensation set forth in Section 8(b).

(d) Employee may terminate this Agreement at any time upon sixty (60) days prior written notice to District. If Employee terminates this Agreement, he shall not be entitled to receive any compensation for services to District after the sixty (60) day notice period, or

upon his cessation of work for District, whichever is sooner.

SECTION 8. PAYMENT UPON TERMINATION.

(a) If District terminates Employee's employment for cause, Employee shall receive no further compensation or benefits after the date of termination, other than such compensation as may be accrued but unpaid as of such date, or as otherwise required by law.

(b) If District terminates Employee's employment without cause, Employee shall be entitled only to the following:

(1) Upon Employee's execution of the settlement and mutual release agreement offered by District in accordance with applicable law and applicable District rules, Employee shall be entitled to receive a severance amount equal to his monthly salary, less any deductions required by law, multiplied by the number of months left on the unexpired term; except that in no event shall such amount exceed three (3) months' salary. The amount shall be payable in one lump sum on the next date after the date of termination which is regularly scheduled for the payment of a salary installment.

(2) This Section 8(b) shall be construed and interpreted in accordance with Article 3.5 (commencing with Section 53260) of Chapter 2 of Part 1 of Division 2 of Title 5 of the California Government Code.

(c) For purposes of this Section 8, the "date of termination" shall mean the date District communicates notice of employment termination to Employee.

(d) In accordance with Government Code Section 53243.2, if this Agreement is terminated, any cash settlement (related to the termination) which is received by Employee shall be fully reimbursed to District if Employee is convicted of a crime involving an abuse

of his District office or position, as defined in Government Code Section 53243.4.

SECTION 9. OWNERSHIP OF MATERIALS, CONFIDENTIALITY.

Upon termination of this Agreement, Employee agrees to deliver to District all equipment, materials, documents and other property belonging to District. Employee also agrees to maintain the confidentiality of information related to District obtained during the term of his employment and thereafter, to the extent permitted by law.

SECTION 10. NON-ASSIGNMENT.

This is an agreement for personal services and may not be assigned by Employee to any third party.

SECTION 11. NOTICES.

(a) Any notices to be given under this Agreement by either party to the other shall be in writing and may be transmitted by personal delivery or by mail, registered or certified, postage paid, with return receipt requested. Mailed notices shall be addressed as follows:

If to District: SUMMERLAND SANITARY DISTRICT
Attention: President, Board of Directors
2435 Wallace Avenue, P.O. Box 417
Summerland, California 93067

If to Employee: NOE AGUILAR VEGA
6268 Montalvo Drive
Ventura, CA 93003

(b) Each party may change that party's address by written notice in accordance with this paragraph.

(c) Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of the date of mailing.

SECTION 12. MODIFICATION.

This Agreement may not be modified or amended in any way unless such modification or amendment is in writing and signed by Employee and District.

SECTION 13. ENTIRE AGREEMENT.

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of Employee by District, and contains all of the covenants and agreements between the parties with respect to that employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, that are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party.

SECTION 14. PARTIAL INVALIDITY.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

SECTION 15. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

SECTION 16. DEATH.

If Employee dies prior to the expiration of the term of his employment, any sums that may be due him by District under this Agreement as of the date of death shall be paid to

Employee's executors, administrators, heirs, personal representatives, successors and assigns.

SECTION 17. BINDING EFFECT.

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their heirs, legatees, representatives and successors.

SECTION 18. RECITALS.

The foregoing recitals are incorporated herein as if set forth in full.

SECTION 19. ACKNOWLEDGMENT.

Employee acknowledges that he has carefully read this Agreement and understands its contents; that he has been given the opportunity to consult with an attorney of his choice regarding this Agreement; that he has had sufficient time to review this Agreement; that he is executing this Agreement knowingly and voluntarily, without any coercion or duress; and that he has not relied on any representations or promises of any kind made to him in connection with his decision to execute this Agreement, except for those set forth herein.

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Executed in Summerland, California, on April 8, 2021, with an effective date of April 1, 2021.

SUMMERLAND SANITARY DISTRICT

By:_____
David Novis
President, Board of Directors

"District"

_____
Noe Aguilar Vega

"Employee"

ATTEST:

_____
Jolene Colomy
Secretary, Board of Directors

EXHIBIT A

SUMMERLAND SANITARY DISTRICT

JOB DESCRIPTION AND QUALIFICATION

Job Title: Operations Manager

FLSA Class: Exempt

Date Approved: April 8, 2021

Job Purpose:
The Operations Manager operates and maintains an advanced wastewater treatment plant, collection system and laboratory to ensure compliance with all federal, state and local regulatory agency requirements; supervises the work of operators, monitors and adjusts the treatment processes and performs a wide variety of skilled technical duties including process control decisions, laboratory analyses and facility maintenance.

Essential Functions:

1. Evaluates process control data and determines process control adjustments for optimum plant performance.
2. Maintains, compiles and updates plant operations logs and reports; performs & records mathematical calculations related to plant operations.
3. Responsible for maintaining accurate and adequate records, including; required reports, operating logs, flow rates, PH levels, chlorine residuals, dissolved oxygen levels, temperature, chemical usage, e-coli levels, liquid level readings, electric power consumption, fuel usage, sludge wasting and disposal site records, daily diary and equipment maintenance records.
4. Performs and schedules treatment plant inspections, including monitoring and documenting plant operations by reading gauges, dials, level indicators, recorder, meters, digital readouts, SCADA information and other instruments.
5. Monitors control panels and adjusts valves, gates, pumps and blowers manually or by remote control to regulate process flows.
6. Provides lead supervision, training and safety instructions to assigned treatment plant personnel.
7. Provides the Board of Directors with accurate and succinct information and presentations on matters of operational practices.
8. Compiles the plant operations and maintenance budget.
9. Performs and schedules preventive maintenance on all plant facilities, including observation, lubrication, adjustment, cleaning and painting.
10. Performs and schedules routine replacement and/or repair of treatment processes and laboratory equipment and facilities.
11. Adjusts SCADA system and process control software.

12. Collects and schedules wastewater samples, laboratory tests and calibrates laboratory equipment.
13. Selects, trains, motivates and evaluates all District employees; works with employees to improve performance and increase efficiency, and when required correct deficiencies, implement discipline and termination procedures.
14. Conducts and schedules inspections of new sewer system facilities to ensure compliance with District's standards.
15. Prepares, signs and submits all required reports to the Regional Water Quality Control Board-Central Coast Region and to any other agencies with jurisdiction over District operations.
16. Remains On-Call to provide assistance in emergency situations.
17. Other duties as assigned by the Board of Directors.

Experience, Training & Education:

- High school diploma.
- The ability to read and speak English commensurate with the actual functions of the position.
- Possession of Grade III Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board.
- At least three years of demonstrated experience performing the functions of a lead operator of a class III wastewater treatment plant.

Certificates, Licenses, Registration:

Possession of a valid Class C California Driver License and a driving record that is acceptable to the District's insurance carrier.

Knowledge & Ability:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of: Qualified individual must have a thorough knowledge of the following:

1. principles and practices of wastewater collection and treatment plant operations and maintenance
2. Federal, State, and local laws and regulations effecting wastewater collection and treatment
3. principles, practices and procedures of basic laboratory procedures

4. principles of supervision such as communication, human relations, motivation, training, etc
5. occupational hazards and standard safety procedures and policies
6. standard principles of biology, chemistry and mathematics as related to wastewater treatment

Ability to: Qualified individual must have the ability to:

1. Plan, organize, direct and supervise the construction, maintenance and operation of the District's wastewater collection, treatment and disposal functions
2. oversee training and safety of assigned personnel
3. solve practical problems and deal with a variety of variables in situations where only limited standardization exists
4. prepare and present information in verbal and written communication
5. analyze work activities and operational problems, and institute improved methods of accomplishing required functions
6. interpret a variety of instructions furnished in written, oral, diagram or schedule form
7. analyze problems, identify alternate solution, project consequences of proposed actions and implement recommendations in support of assigned duties
8. use computer programs for word processing, data storage and organization and spread sheet development

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to see, hear and speak. The employee is frequently required to stand, walk, sit, reach with hands and arms, use hands and fingers to handle or feel. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to aerosols or airborne particles, moving mechanical parts, toxic or caustic chemicals and outside weather. The noise level in the work environment is usually moderate.

VIII A/2

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is entered into on April 8, 2021, with an effective date of April 1, 2021, between SUMMERLAND SANITARY DISTRICT ("District"), and MARJON ANNA SOUZA ("Employee").

RECITALS

A. District is authorized to employ Employee as its District Administrative Manager ("Administrative Manager") pursuant to Section 6517 of the California Health and Safety Code.

B. District currently employs Employee as its Administrative Manager, an exempt position, in accordance with the Employment Agreement adopted by the District Board of Directors on March 26, 2020 ("2020 Agreement").

C. District desires to continue to employ Employee as its Administrative Manager, and Employee accepts such employment.

D. This Agreement sets forth the terms and conditions governing Employee's employment with the District and replaces and supersedes the 2020 Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth below, the parties agree as follows:

SECTION 1. EMPLOYMENT; TERM.

Employee shall be the Administrative Manager for the District and Employee accepts such employment from the District. The term of this Agreement commences on April 1, 2021 and expires at midnight on June 30, 2023, unless earlier terminated with or without

cause in accordance with Section 7 herein.

Unless otherwise earlier terminated, the parties will begin negotiations on a renewal of this Agreement or new employment agreement three (3) months prior to the expiration of its term. Should negotiations not be concluded by June 30, 2023, the term of this Agreement shall be extended three (3) months and shall terminate on September 30, 2023. Nothing herein, however, shall be construed as requiring either party to ultimately agree to such renewal of this Agreement or a new Agreement.

SECTION 2. DUTIES.

Employee shall function as the District's Administrative Manager. Employee's duties shall include all items set forth in the District Administrative Manager job description attached as Exhibit "A" and incorporated by reference herein, and any other duties assigned by the District Board of Directors ("Board") from time to time. Employee expressly acknowledges and agrees that she is a management employee and serves at the will and pleasure of the Board; and subject only to the terms and conditions of this Agreement, her employment may be terminated with or without cause at any time.

SECTION 3. COMPENSATION.

(a) Salary. Commencing on April 1, 2021, District shall pay Employee an annualized salary of One Hundred Nine Thousand Nine Hundred One Dollars ($109,901), equating to Nine Thousand One Hundred Fifty Eight Dollars Forty-Two Cents ($9,158.42) per month. There shall be no salary adjustments (whether merit, cost of living or any other type of adjustment) to Employee's salary during the term of this Agreement.

(b) Payment of Salary. Salary shall be paid to Employee according to the same pay periods utilized for other District employees. As a management employee, Employee is exempt from overtime payments and entitlements under State and Federal laws.

(c) Expenses. District shall reimburse Employee for ordinary and necessary expenses incurred on behalf of the District. Employee shall provide appropriate receipts to District for her expense reimbursements.

SECTION 4. HOURS OF WORK; CONFLICTS OF INTEREST.

During the term of this Agreement, Employee shall devote appropriate and sufficient

time, ability and attention to the services she is to perform for District. It is generally intended that Employee shall perform services on behalf of District during regular business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.), evening meetings of the Board, and at other times as necessary in the performance of her duties. Before the start of each calendar month, Employee shall inform the Board in advance of the days off (i.e. the time away from the District) which she is scheduled to take in that calendar month.

To avoid any actual or potential conflicts of interest, Employee shall not directly or indirectly render any services of a business, commercial or professional nature or any other person or organization, whether for compensation or otherwise, that competes with the business of the District or interferes with the performance of her duties hereunder while employed by District.

SECTION 5. EMPLOYEE BENEFITS.

Unless otherwise specified herein, throughout the term of this Agreement Manager shall be entitled to receive the same employee benefits (including health insurance benefits) as other District employees. All provisions of the District's personnel policies, employee handbook and other ordinances, rules and regulations (collectively "District rules") relating to vacation, sick leave, retirement, pension system contributions, holidays and other benefits, and working conditions as they now exist or may hereafter be amended, shall also apply to Employee. In the event of a conflict between the terms of this Agreement and District rules, the terms of this Agreement shall control.

SECTION 6. PERFORMANCE EVALUATION.

The Board of Directors shall evaluate and review Employee's job performance on an annual basis. Evaluations of the Employee's performance may be conducted, however, at any time and more often than on an annual basis, at the discretion of the Board.

The evaluations shall be based upon Employee's job description and any mutually agreed-upon performance goals, objectives, and standards set by the Board and Employee. Unless otherwise directed by the Board, performance evaluations shall be separate from salary reviews. At evaluation sessions, the Board may discuss any performance goals, objectives and standards which Employee is not meeting, and the Board may establish new and other reasonable performance goals, objectives and standards that Employee may be required to meet by Employee's next evaluation date. Failure to meet such performance goals, objectives or standards shall be a basis for the Board to consider termination for cause. The judgment of Employee's job performance shall be at the sole discretion of the Board and shall be final. It shall be Employee's responsibility to place performance evaluation sessions as specified herein on the Board's agenda.

SECTION 7. TERMINATION OF EMPLOYMENT.

(a) This Agreement shall terminate automatically on Employee's death. The District may in its discretion, and if authorized by law, terminate this Agreement if Employee is permanently disabled with regards to the job responsibilities. Employee shall be considered to be permanently disabled under this paragraph if she is unable to perform her duties as set forth in this Agreement or as established by the District by reason of illness or disability for a continuous period of ninety (90) days.

(b) This Agreement may be terminated at any time by District in its sole discretion for cause by giving written notice of termination to Employee. The phrase "for cause" shall include, but not be limited to, conduct whereby Employee: (1) willfully breaches or habitually neglects her duties that she is required to perform under the terms of this Agreement; (2) inadequately performs her assigned duties, i.e. fails to meet performance goals, objectives or standards, or otherwise is evaluated as unsatisfactory pursuant to Section 6; or (3) convicted of a felony or a criminal offense (other than minor traffic infractions), or a court determines that she has committed an act of dishonesty, fraud, misrepresentation or other acts of moral turpitude.

(c) This Agreement may be terminated at any time by the Board in its sole discretion without cause, upon written notice thereof communicated to Employee. Employee agrees that, in such event, she shall be entitled only to the compensation set forth in Section 8(b).

(d) Employee may terminate this Agreement at any time upon sixty (60) days prior written notice to District. If Employee terminates this Agreement, she shall not be entitled to

receive any compensation for services to District after the sixty (60) day notice period, or upon her cessation of work for District, whichever is sooner.

SECTION 8. PAYMENT UPON TERMINATION.

(a) If District terminates Employee's employment for cause, Employee shall receive no further compensation or benefits after the date of termination, other than such compensation as may be accrued but unpaid as of such date, or as otherwise required by law.

(b) If District terminates Employee's employment without cause, Employee shall be entitled only to the following:

(1) Upon Employee's execution of the settlement and mutual release agreement offered by District in accordance with applicable law and applicable District rules, Employee shall be entitled to receive a severance amount equal to her monthly salary, less any deductions required by law, multiplied by the number of months left on the unexpired term; except that in no event shall such amount exceed three (3) months' salary. The amount shall be payable in one lump sum on the next date after the date of termination which is regularly scheduled for the payment of a salary installment.

(2) This Section 8(b) shall be construed and interpreted in accordance with Article 3.5 (commencing with Section 53260) of Chapter 2 of Part 1 of Division 2 of Title 5 of the California Government Code.

(c) For purposes of this Section 8, the "date of termination" shall mean the date District communicates notice of employment termination to Employee.

(d) In accordance with Government Code Section 53243.2, if this Agreement is terminated, any cash settlement (related to the termination) which is received by Employee

shall be fully reimbursed to District if Employee is convicted of a crime involving an abuse of her District office or position, as defined in Government Code Section 53243.4.

SECTION 9. OWNERSHIP OF MATERIALS, CONFIDENTIALITY.

Upon termination of this Agreement, Employee agrees to deliver to District all equipment, materials, documents and other property belonging to District. Employee also agrees to maintain the confidentiality of information related to District obtained during the term of her employment and thereafter, to the extent permitted by law.

SECTION 10. NON-ASSIGNMENT.

This is an agreement for personal services and may not be assigned by Employee to any third party.

SECTION 11. NOTICES.

(a) Any notices to be given under this Agreement by either party to the other shall be in writing and may be transmitted by personal delivery or by mail, registered or certified, postage paid, with return receipt requested. Mailed notices shall be addressed as follows:

If to District: SUMMERLAND SANITARY DISTRICT
Attention: President, Board of Directors
2435 Wallace Avenue, P.O. Box 417
Summerland, California 93067

If to Manager: MARJON ANNA SOUZA
5224 El Carro Lane
Carpinteria, California 93013

(b) Each party may change that party's address by written notice in accordance with this paragraph.

(c) Notices delivered personally shall be deemed communicated as of the date of

actual receipt; mailed notices shall be deemed communicated as of the date of mailing.

SECTION 12. MODIFICATION.

This Agreement may not be modified or amended in any way unless such modification or amendment is in writing and signed by Employee and District.

SECTION 13. ENTIRE AGREEMENT.

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the employment of Employee by District, and contains all of the covenants and agreements between the parties with respect to that employment in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, that are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party.

SECTION 14. PARTIAL INVALIDITY.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

SECTION 15. GOVERNING LAW.

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

SECTION 16. DEATH.

If Employee dies prior to the expiration of the term of her employment, any sums that

may be due her by District under this Agreement as of the date of death shall be paid to Employee's executors, administrators, heirs, personal representatives, successors and assigns.

SECTION 17. BINDING EFFECT.

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their heirs, legatees, representatives and successors.

SECTION 18. RECITALS.

The foregoing recitals are incorporated herein as if set forth in full.

SECTION 19. ACKNOWLEDGMENT.

Employee acknowledges that she has carefully read this Agreement and understands its contents; that she has been given the opportunity to consult with an attorney of her choice regarding this Agreement; that she has had sufficient time to review this Agreement; that she is executing this Agreement knowingly and voluntarily, without any coercion or duress; and that she has not relied on any representations or promises of any kind made to her in connection with her decision to execute this Agreement, except for those set forth herein.

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Executed in Summerland, California, on April 8, 2021, with an effective date of April 1, 2021.

SUMMERLAND SANITARY DISTRICT

By:_____
David Novis
President, Board of Directors

"District"

_____
Marjon Anna Souza

"Employee"

ATTEST:

_____
Jolene Colomy
Secretary, Board of Directors

EXHIBIT A

SUMMERLAND SANITARY DISTRICT

JOB DESCRIPTION AND QUALIFICATIONS

Job Title: District Administrative Manager

FLSA Class: Exempt

Date Approved: March 26, 2020

Job Purpose:

The District's Administrative Manager serves as the administrative head of the District and is responsible for the implementation of the policies and directives set by the District's Board of Directors, as well as the mandated legal purposes of the District. The responsibilities of the Administrative Manager shall include the overall supervision of the District's administrative and financial affairs.

Essential Functions:

1. Plans, directs, oversees, and participates in the development of the District's administrative operations and programs; oversees the initiating and financial aspects of District contracts with outside vendors and consultants;

2. Advises the Board of Directors, recommends programs and policies required in the public interest.

3. Provides the Board of Directors with accurate and concise information and presentations to assist in timely and informed decisions. Acts as Clerk of the Board.

4. Enforces and administers provisions of the law and the ordinances and policies of the District.

5. Prepares the annual District Administrative budget for consideration by the Board, and exercises budgetary control.

6. Forecasts future income and expenditures to insure the continued financial stability of the District.

7. Expends District funds prudently conforming to the adopted budget, and oversees accounting practices and financial audits. Serves as the Chief Financial Officer.

8. In conjunction with consulting engineers and attorneys, coordinates the development, funding and implementation of long-term capital improvements and operation plans; represents the District in contract negotiations, and supervises the administration of contracts.

9. Confers with legal counsel regarding revisions to the law and their implications on District ordinances, polices and programs.

10. Develops, implements, and interprets human resources and the personnel policies. Manages bi-weekly payroll and all required payroll related reports

11. Set procedures to inspire a safe work environment.

12. Other duties as assigned by the Board of Directors.

Experience, Training & Education:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

1. Bachelor's degree with course work in business or public administration, accounting, finance, human resources or related field strongly preferred.

2. Five (5) years' experience in the supervision of the full scope of administrative operations of a local district or public agencies comparable in size and complexity to the SSD.

3. The ability to read and speak English commensurate with the actual functions of the position.

4. Possession of a valid Class C Driver's License and a driving record that is acceptable to the District's insurance carrier.

Knowledge & Ability:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge:

1. Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.

2. Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.

3. Principles and practices of auditing.

4. Computerized management information and fiscal systems.

5. Risk management and insurance.
6. Investment principles and practices.
7. Cost estimating and contract administration.
8. Public personnel administration, affirmative action, and employer-employee relations.
9. Principles and practices of personnel administration.
10. Occupational hazards and standard safety procedures and policies.

Ability to:

1. Prepare and present comprehensive and concise reports.
2. Provide comprehensive administrative review of work activities, costs, staffing requirements, equipment uses and time requirements.
3. Oversee the training, safety and certification programs.
4. Analyze work activities and operational problems, and institute improved methods of accomplishing required functions.
5. Train and evaluate subordinate personnel.
6. Deal constructively with conflict and develop effective resolutions.
7. Analyze problems, identify alternate solution, project consequences of proposed actions and implement recommendations in support of goals.
8. Effectively present information and respond to question from Directors, staff, contractors, vendors and the general public.
9. Use computer programs for word processing, data storage and organization and spread sheet development.
10. Acts as Clerk of the Board.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to see, hear and speak. The employee is frequently required to stand, walk, sit, reach with hands and arms and use hands and fingers to handle or feel. The employee is occasionally required to climb, or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is occasionally exposed to aerosols or airborne particles, moving mechanical parts, toxic or caustic chemicals and outside weather. The noise level in the work environment is usually moderate.

VIII B

Marjon Souza

From: [redacted]
Sent: Thursday, April 1, 2021 2:02 PM
To: msouza@summerlandsd.org
Subject: Fw: Frances Vos - 2424 Whitney Root Removal
Attachments: Selzer Plumbing - Pipe Burst Contract - Vos 2424 Whitney.pdf

Hello Summerland Sanitary District Board of Directors:

Please allow this letter to confirm that I am receipt of the March 09, 2021 letter from Summerland Sanitary District. The subject of the letter is "Root Intrusion Created by Improper Wye Connection - Request to Repair Immediately." Thank you for bringing this condition to my attention. As a homeowner at 2424 Whitney, Summerland, CA, for the last fifty years, I share a common purpose with the Summerland Sanitary District of maintaining our city and its component parts in proper working order.

Admittedly, the letter is a source of stress and anxiety. Unfortunately, I will have great difficulty affording the cost required to complete the necessary work.

I would like to commence work immediately. Upon receipt of the letter, I contacted three licensed plumbers and enlisted bids, which included cost and scope of work. The lowest bid I received was from Max Selzer Plumbing for a total of $9,250. Please see quote attached.

I would like to proceed with the scope of repair described in the attached bid. In order to do so, I am requesting any financial assistance available from the Summerland Sanitary District. If at all possible, I am requesting a reduction of the overall cost in the form of a contribution by the Summerland Sanitary District and/or the use of a payment plan to re-pay the cost of services.

As many of you may know, I have been a strong community advocate. I am widowed and my husband Reverend Richard Vos, was the pastor for the Summerland Presbyterian Church for 25 years. I am on a fixed income and I can only afford the current expenditure and utilities for my property. Any assistance that the Summerland Sanitary District is able to provide would be greatly appreciated.

I do understand the importance of the work outlined in the March 09, 2021 letter. Thank you for any assistance you can provide.

Sincerely,
Frances Vos

Home Improvement Proposal & Contract - Pipe Burst

You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor before any work may be started.

STEWART'S DE-ROOTING & PLUMBING

MAX SELZER PLUMBING

415 E Montecito St., Santa Barbara Phone 965-8813 or 963-4987 Fax 966-9715 CA License #375514 (C34, C36, C42)

SUBMITTED TO : Frances Vos

JOB LOCATION : 2424 Whitney

CONTACT NAME : Brian Fuller

Phone #: **Alternate #:** **EMAIL:**

Description of the Project, Significant Materials to be Used and Equipment to be Installed :

Option 1: Excavate Summerland Sanitary "Y" and sewer line at property line. Replace "Y" and sewer pipe from property line to City "Y" using pipe bursting . Includes necessary shoring for trenching over 5' deep. Includes hauling away debris and excess soil. Includes necessary traffic control and plating for street. Backfill hole in street with slurry and patch street over trench only. Installation of property line clean out to code for Summerland Sanitary. Cost for Option 1 is $6450.00

Option 2: all work from option 1 and installation of new sewer pipe from clean out at side of house to property line using pipe bursting. Add $2800 for a toal of $9250.00

Excludes costs of all permitting.
Excludes any repairs to landscaping or hardscaping on private property

EXCLUSIONS:

Pipebursting can not be performed through foundations, concrete, rock, adjacent pipes, multiple elbows in existing piping, or any other obstacles which could stop the bursting head. These obstacles can not be forseen, therefore, if the bursting head becomes stuck due to any above conditions, than additional excavation, materials, safety equipment, sub-contractors, and mechanical equipment will be charged on a time and materials basis. Proposal includes two excavation points only, unless otherwise stated above.
The City may require replacement of the "Y" upon inspection of "Y" after excavation. Excludes replacement of "Y" if required by City Sanitary District. Excludes permitting

Time and materials charged as follows (if needed)
Supervisor $90/hour - Laborers $45/hour
Materials, equipment, sub contractors will be billed at cost plus 30%

Start Date (Approximate)	Days to complete (Approximate)
3 weeks or upon permitting	4-5

Contract Price :
$9250.00 see above

Acceptance - Owner has read and understands this Home Improvement Contract. Owner further agrees to have contractor proceed with work as describes and agrees to pay for all labor and services in full upon completion of work.

COUNTY SANITATION COMPANY, INC.
Date : 03/22/21

By : Todd C. Hodgins - President

PROPERTY OWNER
Date: _____
Signature : _____
Name : _____

☐ Please initial here indicating that you have received the 'Notice of Three-Day Right to Cancel' included with this propsosal and contract (found on page 3 of the proposal and contract)

UNDERGROUND UTILITIES : Contractor will notify Underground Service Alert prior to the start of any excavations. Contractor will not be responsible for landscaping, sprinkler system(s), driveway(s), etc. Contractor will also not be responsible for underground utilities on the customer property not marked by Underground Service Alert. Owner shall also locate all property lines and point out property lines to contractor. Contractor may, at their option, require owner to provide a licensed land surveyor's map of property.

COMMERCIAL GENERAL LIABILILTY INSURANCE: This contract carries commerical general liability insurance. You may contact our office to reguest copies our insurance documentation for your records.

WORKER'S COMPENSATION INSURANCE : This contractor carries Worker's Compensation Insurance for all its employees as mandated by law.

INFORMATION ABOUT THE CONTRACTORS STATE LICENSE BOARD (CSLB) :
CSLB is a state consumer protection agency that licenses and regulates constrcution contractors.
Contact CSLB for information about the licensed contractor you are considering, including information about disclosable complaints, disciplinary actions and civil judgements that are reported to CSLB. Use only licensed contractors. If you file a complaing against a licensed contractor within the legal deadline (usally four years), CSLB has authoirity to investigate the complaint. If you use an unlicensed contractor, CSLB may not be able to help you resolve your complaint. Your only remedy may be in civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or the unlicensed contractor's employees.
For more information: VISIT CSLB's website at www.cslb.ca.gov or CALL CSLB at 1-800-321-CSLB (2752) or WRITE CSLB at PO BOX 26000, Sacramento, CA 95826

MECHANICS LIEN WARNING: Anyone who helps improve your property, but who is not paid, may record what is called a mechanic's lien on your property. A mechanics' lien is a claim, like a mortgage or home equit loan, made against your property and recorded with the county recorder. Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record mechanics' liens and sue you in court to foreclose the lien. If a court finds the lien is valid, you could be forced to pay twice or have a court officer sell your home to pay the lien. Liens can also affect your credit. To preserve their right to record a lien, each subcontractor and material supplier must provide you with a document called a '20-day Preliminary Notice'. This notice is not a lien. The purpose of the notice is to let you know that the person who sends you the notice has the right to record a lien on your property if he or she is not paid. BE CAREFUL. The Preliminary Notice can be sent up to 20 days after the subcontractor starts work or the supplier provides material. This can be a big problem if you pay your contractor before you have received the Preliminary Notices. Your will not get Preliminary Notices from your prime contractor of from laborers who work on your project. The law assumes that you already know they are improving your property. PROTECT YOURSELF FROM LIENS. You can protect yourself from liens by getting a list from your contractor of all the subcontractors and material suppliers that work on your project. Find our from your contractor when these subcontractors started work and when these suppliers delivered goods or materials. Then wait 20 days, paying attentin to Prelimnary Notices your receive. PAY WITH JOINT CHECKS. One way to protect yourself is to pay with a joint check. When your contractor tellse you it is time to pay for the work of a subcontractor or supplier who has provided you with a Preliminary Notice, write a joint check payable to bothe the contractor and the subcontractor or material supplier. For other ways to prevent liens, visit CSLB's website at www.cslb.ca.gov or call CSLB at 1-800-321-CSLB (2752).

REMEMBER, IF YOU DO NOTHING, YOU RISK HAVING A LIEN PLACED ON YOUR HOME. This can mean that you may have to pay twice, or face forced sale of your home to pay what you owe.

NOTE ABOUT EXTRA WORK AND CHANGE ORDERS: Extra work & change orders become part of the contract once the order is prepared in writing and signed by the parties prior to commencement of any work covered by the contract. The contractor's failure to comply with the requirements of this paragraph does not preclude the recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment.

Customer Initials _____

Financial Status (Real-Time) March 2021

As of: 3/31/2021 (75% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215

Layout Options: Summarized By = LineItemAccount

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	3/31/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Revenues				
Taxes				
3010 -- Property Tax-Current Secured	230,000.00	136,352.82	-93,647.18	59.28 %
3011 -- Property Tax-Unitary	0.00	1,908.12	1,908.12	--
3015 -- PT PY Corr/Escapes Secured	0.00	802.27	802.27	--
3020 -- Property Tax-Current Unsecd	9,500.00	8,506.81	-993.19	89.55 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	92.08	92.08	--
3040 -- Property Tax-Prior Secured	0.00	-30.00	-30.00	--
3050 -- Property Tax-Prior Unsecured	0.00	165.94	165.94	--
3054 -- Supplemental Pty Tax-Current	3,500.00	733.87	-2,766.13	20.97 %
3056 -- Supplemental Pty Tax-Prior	0.00	-4.98	-4.98	--
Taxes	243,000.00	148,526.93	-94,473.07	61.12 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	9.67	9.67	--
Fines, Forfeitures, and Penalties	0.00	9.67	9.67	--
Use of Money and Property				
3380 -- Interest Income	15,000.00	2,532.25	-12,467.75	16.88 %
3381 -- Unrealized Gain/Loss Invstmnts	-870.00	-2,869.42	-1,999.42	329.82 %
Use of Money and Property	14,130.00	-337.17	-14,467.17	-2.39 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	534.39	-465.61	53.44 %
Intergovernmental Revenue-State	1,000.00	534.39	-465.61	53.44 %
Charges for Services				
5091 -- Planning & Engnrg-Plan Ck Fes	1,200.00	2,744.00	1,544.00	228.67 %
5430 -- Sanitation Services	1,006,726.00	571,568.50	-435,157.50	56.77 %
5433 -- Inspection Fees	2,700.00	3,925.25	1,225.25	145.38 %
5746 -- Administrative Revenue	2,700.00	2,976.00	276.00	110.22 %

Financial Status (Real-Time)

As of: 3/31/2021 (75% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215

Layout Options: Summarized By = LineItemAccount

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	3/31/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Charges for Services	1,013,326.00	581,213.75	-432,112.25	57.36 %
Revenues	1,271,456.00	729,947.57	-541,508.43	57.41 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	409,214.00	294,453.59	114,760.41	71.96 %
6200 -- Extra Help and/or Labor	0.00	2,704.42	-2,704.42	--
6270 -- Stand-by Pay	12,500.00	7,075.13	5,424.87	56.60 %
6300 -- Overtime	4,200.00	3,159.34	1,040.66	75.22 %
6400 -- Retirement Contribution	145,889.00	111,469.80	34,419.20	76.41 %
6475 -- Retiree Medical OPEB	9,800.00	4,501.55	5,298.45	45.93 %
6500 -- FICA Contribution	31,305.00	23,593.73	7,711.27	75.37 %
6600 -- Health Insurance Contrib	72,812.00	59,889.27	12,922.73	82.25 %
6900 -- Workers Compensation	16,866.00	16,051.68	814.32	95.17 %
Salaries and Employee Benefits	702,586.00	522,898.51	179,687.49	74.42 %
Services and Supplies				
7030 -- Clothing and Personal	2,100.00	2,140.54	-40.54	101.93 %
7053 -- Telephone Service Local	9,000.00	6,738.78	2,261.22	74.88 %
7090 -- Insurance	36,800.00	37,898.69	-1,098.69	102.99 %
7110 -- Directors Fees	15,000.00	11,550.00	3,450.00	77.00 %
7121 -- Operating Supplies	26,700.00	21,340.95	5,359.05	79.93 %
7324 -- Audit and Accounting Fees	25,000.00	23,221.25	1,778.75	92.89 %
7362 -- Building Maintenance	8,000.00	5,409.71	2,590.29	67.62 %
7363 -- Equipment Maintenance	14,000.00	11,885.22	2,114.78	84.89 %
7404 -- Public Health Lab Serv	23,200.00	18,705.00	4,495.00	80.63 %
7430 -- Memberships	8,490.00	7,186.58	1,303.42	84.65 %
7450 -- Office Expense	4,000.00	3,365.35	634.65	84.13 %
7454 -- Books & Subscriptions	290.00	48.00	242.00	16.55 %
7459 -- IT Professional Services	4,000.00	2,758.81	1,241.19	68.97 %

Financial Status (Real-Time)

As of: 3/31/2021 (75% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215

Layout Options: Summarized By = LineItemAccount

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	3/31/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
7460 -- Professional & Special Service	12,350.00	7,394.71	4,955.29	59.88 %
7508 -- Legal Fees	45,000.00	49,579.42	-4,579.42	110.18 %
7510 -- Contractual Services	12,940.00	5,016.42	7,923.58	38.77 %
7516 -- Permitting Services	9,600.00	9,554.22	45.78	99.52 %
7530 -- Publications & Legal Notices	300.00	205.92	94.08	68.64 %
7546 -- Administrative Expense	3,600.00	0.00	3,600.00	0.00 %
7630 -- Small Tools & Instruments	500.00	204.28	295.72	40.86 %
7653 -- Training Fees & Supplies	7,175.00	2,746.00	4,429.00	38.27 %
7671 -- Special Projects	11,900.00	13,073.00	-1,173.00	109.86 %
7730 -- Transportation and Travel	1,000.00	402.50	597.50	40.25 %
7731 -- Gasoline-Oil-Fuel	2,400.00	1,448.51	951.49	60.35 %
7761 -- Electricity	34,500.00	27,099.95	7,400.05	78.55 %
7763 -- Water	2,000.00	1,266.45	733.55	63.32 %
7764 -- Refuse	4,000.00	2,980.99	1,019.01	74.52 %
Services and Supplies	323,845.00	273,221.25	50,623.75	84.37 %
Expenditures	1,026,431.00	796,119.76	230,311.24	77.56 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	3,564.00	3,563.07	-0.93	99.97 %
Decrease to Restricted	3,564.00	3,563.07	-0.93	99.97 %
Increase to Restricted				
9797 -- Unrealized Gains	694.00	693.65	0.35	99.95 %
Increase to Restricted	694.00	693.65	0.35	99.95 %
Changes to Fund Balances	2,870.00	2,869.42	-0.58	99.98 %
Net Financial Impact	247,895.00	-63,302.77	-311,197.77	-25.54 %

Financial Status (Real-Time)

As of: 3/31/2021 (75% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5216

Layout Options: Summarized By = LineItemAccount

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	3/31/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	6,300.00	856.22	-5,443.78	13.59 %
3381 -- Unrealized Gain/Loss Invstmnts	590.00	-1,421.95	-2,011.95	-241.01 %
Use of Money and Property	6,890.00	-565.73	-7,455.73	-8.21 %
Charges for Services				
5091 -- Planning & Engnrg-Plan Ck Fes	0.00	0.00	0.00	--
5432 -- Connection Fees	12,385.00	4,170.00	-8,215.00	33.67 %
Charges for Services	12,385.00	4,170.00	-8,215.00	33.67 %
Revenues	19,275.00	3,604.27	-15,670.73	18.70 %
Expenditures				
Capital Assets				
8200 -- Structures&Struct Improvements	10,000.00	2,361.00	7,639.00	23.61 %
8300 -- Equipment	20,000.00	9,928.10	10,071.90	49.64 %
8400 -- Infrastructure	60,000.00	66,902.50	-6,902.50	111.50 %
Capital Assets	90,000.00	79,191.60	10,808.40	87.99 %
Expenditures	90,000.00	79,191.60	10,808.40	87.99 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	1,423.00	1,421.95	-1.05	99.93 %
Decrease to Restricted	1,423.00	1,421.95	-1.05	99.93 %
Changes to Fund Balances	1,423.00	1,421.95	-1.05	99.93 %
Net Financial Impact	-69,302.00	-74,165.38	-4,863.38	107.02 %

Financial Status (Real-Time)

As of: 3/31/2021 (75% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5217

Layout Options: Summarized By = LineItemAccount

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	3/31/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	8,500.00	2,262.70	-6,237.30	26.62 %
3381 -- Unrealized Gain/Loss Invstmnts	4,013.00	-2,515.04	-6,528.04	-62.67 %
Use of Money and Property	12,513.00	-252.34	-12,765.34	-2.02 %
Revenues	12,513.00	-252.34	-12,765.34	-2.02 %
Expenditures				
Capital Assets				
8200 -- Structures&Struct Improvements	6,000.00	1,975.00	4,025.00	32.92 %
8300 -- Equipment	45,000.00	0.00	45,000.00	0.00 %
8400 -- Infrastructure	100,000.00	0.00	100,000.00	0.00 %
Capital Assets	151,000.00	1,975.00	149,025.00	1.31 %
Expenditures	151,000.00	1,975.00	149,025.00	1.31 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	2,516.00	2,515.04	-0.96	99.96 %
Decrease to Restricted	2,516.00	2,515.04	-0.96	99.96 %
Changes to Fund Balances	2,516.00	2,515.04	-0.96	99.96 %
Net Financial Impact	-135,971.00	287.70	136,258.70	-0.21 %

Cash Balances (Real-Time)

As of: 3/31/2021
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

Layout Options: Summarized By = Fund; Page Break At = Fund

Fund	3/1/2021 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	3/31/2021 Ending Balance
5215 -- SummerInd San Dist Running Exp	1,042,472.11	5,933.05	0.00	0.00	88,124.88	960,280.28
5216 -- Summerland San Cap Facilities	243,584.59	2,060.00	0.00	0.00	0.00	245,644.59
5217 -- SummerInd San Dist-Capital Rep	751,368.77	0.00	0.00	0.00	1,975.00	749,393.77
Total Report	2,037,425.47	7,993.05	0.00	0.00	90,099.88	1,955,318.64

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SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting April 8, 2021
Treatment Plant Operations Supervisor Report

OPERATIONS AND FACILITY MAINTENANCE:

- Daily water meter readings being performed by staff. Water usage normal.
- On March 24, 2021, the monthly reports for February 2021 were sent in via CIWQS automated online program on a timely basis with no violations to report.
- District remained open to the public by appointment only and staff continued to follow COVID-19 safety guidelines.
- Performed annual staff evaluations.
- Held staff safety meeting "Protecting Your Feet" and "Safe Handling of Compressed Gas Cylinders" (Safety video's).
- Electrical instrumentation technician installed a heat trace system for the sodium bisulfite chemical pump tubing to prevent chemical from crystalizing when the temperature begins to drop below 50 degrees Fahrenheit.
- Staff replaced faulty pneumatic selector valve that opens and closes the secondary clarifier's skimmer.
- Staff operated the belt press for 8 hours.
- Staff completed weekly grounds maintenance and landscape work which consists of mowing, weed whacking, blowing, edging and raking. Grounds are watered weekly during dry months with reclaimed water.

COLLECTION SYSTEM / LIFT STATIONS:

- Met with plumber from Express-Rooter at 2282 Banner Avenue to inform him of the District's sewer specification requirements for the replacement of private sewer laterals.
- Performed and approved plan check for the construction of an ADU at 2305 Finney Street. A request for video inspection of the property's sewer lateral was made. A copy of the video inspection will be provided to the District for review.
- Staff reviewed post cleaning requested sewer lateral video inspection from 2470 Banner Avenue and determined that no further action was required.
- Staff continued monthly FOG (Fats, Oils and Grease) inspections at restaurants in town. All restaurants were in compliance except Field Fort. Field Fort was requested to pump their grease interceptor immediately.
- Staff made periodic rounds of the collection system to check for any problems, primarily checking the hot spot manholes to ensure proper flow activity.
- Staff conducted daily rounds at all lift stations to check for proper operation including the checking of each lift station's emergency generator and filling generators with fuel if necessary and performed maintenance.
- Staff cleaned 2,600 feet of sewer mainline.
- Staff videoed 2,003 feet of sewer mainline.

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SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting April 8, 2021
District Administrative Manager Report

- Due to precautions measurements concerning Covid-19 the District Administrative Office is open by appointment only. All staff received first Covid vaccine doses and will receive second doses before the end of April 2021.
- Proportional Capital Recovery Fee and Administrative Fee
  2305 Finney Street, construction of ADU
  Sewer Permit Processing Fee
  2282 Banner Avenue, Replacement of Private Sewer Lateral
- Board President D. Novis requested a salaries & benefit cost overview for the last two consecutive fiscal years and upcoming fiscal year. An excel spreadsheet of this report will be handed out to the board members for their information.
- The District received a Dividend Dentist/Dental Plan Pro Rate check of $884.33 through SDRMA for the years 2017 through 2019. Check has been credited against Dental and Health Contributions.
- Board members received a request from "California Elected Guide" to submit a photograph to be included in their profile that is listed on their website.