



2435 Wallace Avenue, Summerland CA

Regular Board of Directors Meeting
Thursday March 11, 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. If the weather prevents that the meeting can be held outdoors, then the meeting will be held at the following location: 2521 Banner Avenue, Summerland.

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. **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.

CLOSED SESSION- AOP Committee Report

(1) Public Employee Performance Evaluation

Government Code Section 54957(b)(1)

Titles: Treatment Plant Operations Supervisor, District Administrative Manager

**SUMMERLAND SANITARY DISTRICT
Regular Board of Directors Meeting
AGENDA**

(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.

- VI. **APPROVAL OF THE MINUTES FOR THE REGULAR & SPECIAL BOARD MEETING OF FEBRUARY 11, 2021 AND THE SPECIAL BOARD MEETING OF FEBRUARY 18, 2021** [Action Item]
- VII. **APPROVAL OF THE MONTHLY EXPENSES FOR FEBRUARY 2021, INCLUDING PAYROLL AND PETTY CASH** [Action item]
- VIII. **COMMITTEE REPORTS UPDATES**
A. Finance Committee Report
- IX. **NEW BUSINESS**
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
- X. **FINANCIAL STATUS REPORT FEBRUARY 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.
- XI. **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.
- XII. **DISTRICT ADMINISTRATIVE MANAGER REPORT**
The District Administrative Manager will provide a written report on District's administrative affairs and will provide explanation where requested.
- XIII. **BOARD COMMUNICATIONS**
A. Board Communications.
B. Items for future Board meetings.
C. Next Board meeting date.
- XIV. **Certificate of Appreciation for Legal Counsel Services: Mr. A. Trembley**
Legal Counsel Mr. A. Trembley announced his retirement per April 1, 2021. The Board President will present Mr. A. Trembley with a certification of Appreciation for providing the Board and Staff with outstanding legal guidance and is calling for some social time with Mr. Trembley, board and staff. Wine and refreshments will be served.
- XV. **ADJOURNMENT**



Minutes of the Regular Board of Directors Meeting

Thursday February 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 outdoors at the district premises located at 2435 Wallace Ave, 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
Via Zoom Video Conference:
ANTHONY TREMBLEY District Legal Counsel
CRAIG MURRAY Public

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. CLOSED SESSION ITEM

Conference with Legal Counsel- Existing Litigation (Subdivision (d) 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 item V.

President D. Novis announced that the Board reconvened into open session at 3:45 p.m. and reported that no action was taken.

At this point Legal Counsel Mr. A. Trembley left the meeting.

VI. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JANUARY 14, 2021

[Action-item]

A motion was made by Director J. Colomy to approve the minutes of the Regular Board Meeting of January 14, 2021. The motion was seconded by President D. Novis. 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 JANUARY 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 \$87,812 for Fund 5215. The motion was seconded by Director J. Witmer 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.

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

The AOP-Committee did meet January 21, 2021 and discussed the personnel handbook. Reporting will take place under new business item VIII. C.

C. Ad-hoc Committee;

The Ad-hoc Committee did not meet.

VIII. NEW BUSINESS [Action Items]

A. **Received Correspondence: Letter Retirement from Law Practice Mr. A. Trembley**

Description: The Board of Directors received a letter from Mr. A. Trembley on January 20, 2021 informing the Board that Mr. Trembley will retire from law practice per April 1, 2021.

This item was discussed under the Special Board Meeting Agenda item IV New Business

B. Report of Zoom Meeting with Montecito Water District (MWD) January 21, 2021

Summerland Sanitary District's Board President and Management was requested by Montecito Water District (MWD) to meet via Zoom. The meeting was held with MWD Board Directors Mr. Coates and Mr. Plough and General Manager Mr. Turner. The meeting was held regarding preliminary talks for consolidation between MWD and Montecito Sanitary District. The Board President updated the Board.

At this point Mr. Craig Murray joined the meeting as public via Zoom.

Montecito Water District (MWD) and Montecito Sanitary District (MSD) are considering consolidation of the two agencies. MWD requested to meet to explore the idea of possibly including Summerland Sanitary District into the conversation. MWD said that they would like to use Carpinteria Sanitary District water basin for recycled water storage and possibly run a pipeline to that District. A project like that would be very expensive. Board President D. Novis noted that Carpinteria Sanitary District has not been contacted, which was confirmed by Mr. Murray.

C. Resolution 2021-01 Resolution of the Governing Board of Directors of the Summerland Sanitary District Adopting the Personnel Policy and Employee Handbook [Action Item]

The Board of Directors was requested to adopt Resolution 2021-01. The Board received an administrative report, a recap of changes, and a copy of the Personnel Policy and Employee Handbook (Exhibit A).

President D. Novis said that the AOP-Committee met with Management and reviewed the Handbook that was updated by the Employment Lawyer. Some immaterial changes were made to the handbook and an overview of all the updates and changes are included in the report.

A motion was made by Director J. Franklin to adopt Resolution 2021-01: Resolution of the Governing Board of Directors of the Summerland Sanitary District Adopting the Personnel Policy and Employee Handbook. The motion was seconded by Director J. Colomy 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

Resolution 2021-01 was signed and sealed.

D. Request for approval to purchase flow meter sensor and analog controller [Action Item]

The Board was requested by the Treatment Plant Operations Supervisor to approve purchasing a flow meter sensor and Hach Analog Controller with a total expense of \$5,743 to be allocated under budget 5216.

A motion was made by Director J. Colomy to approve the purchase of the flow meter sensor and Hach Analog Controller with a total expense of \$5,743. The motion was seconded by Director J. Franklin and passed with the following roll call vote:

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

X. FINANCIAL STATUS REPORT JANUARY 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 hydraulic study was completed and that slip lining the outfall pipeline is feasible. The next step is to video the pipe and a proposal for this will be presented to the Board at a later time.

XII. DISTRICT ADMINISTRATIVE MANAGER REPORT

District Administrative Manager M. Souza provided a written report and answered questions the board had regarding the report. President D. Novis asked if Hillary Hauser was contacted for grant connections, which was not the case. President Novis will contact Hillary Hauser. The AOP-Committee will be meeting February 25th for the evaluation of the two management positions.

XIII. BOARD COMMUNICATIONS

- A. Board communications; none.
- B. Items for future Board meetings:
 - Retention of District Legal Counsel
 - MT evaluations & contract
- C. Next Board meeting date:
 - Special Board meeting February 18, 2021 at 3:00 p.m.
 - Regular Board meeting March 11, 2021 at 3:00 p.m.

XIV. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular and Special Board meeting at 4:34 p.m. The motion was seconded by Director M. Tucker and passed with five ayes.

Respectfully submitted:

Jolene Colomy
Board Secretary

Date: March 11, 2021

Minutes prepared by M. Souza



Minutes of the Special Board of Directors Meeting

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

These are the minutes of the special board meeting of the Governing Board of the Summerland Sanitary District. The Governing Board of the Summerland Sanitary District held a special meeting outdoors at the district premises located at 2435 Wallace Ave, 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) 983 226 8568 or through the internet at <https://us02web.zoom.us/j/9832268568?pwd=ZlFYMERld0tBMlowdk5BYTdTZXpQQT09>

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 24-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
MARTIN TUCKER
JAMES WITMER

ABSENT

-

ALO PRESENT

NOE AGUILAR VEGA Treatment Plant Operations Supervisor
MARJON SOUZA District Administrative Manager

Via Zoom Video Conference:

ANTHONY TREMBLEY District Legal Counsel

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

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

I. NEW BUSINESS

A. Received Correspondence: Letter Retirement from Law Practice Mr. A. Trembley and Process of Recruitment of New General Counsel Services

The Board of Directors received a letter from Mr. A. Trembley on January 20, 2021 informing the Board on retirement from Legal Counsel Services to the District. The Board reviewed the letter and discussed engagement of new general counsel services.

Director J. Colomy suggested to continue with Gregory Patterson from Musick Peeler & Garrett at least for this fiscal year. The Board members agreed with this.

Summerland Sanitary District
Minutes Special Board Meeting 02/11/2021

Board President D. Novis directed staff to list retaining of District Legal Counsel as an action item for the next regular board meeting.

IV. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular and Special Board meeting at 4:34 p.m. The motion was seconded by Director M. Tucker and passed with five ayes. Respectfully submitted:

Jolene Colomy
Board Secretary

Date: March 11, 2021

Minutes prepared by M. Souza



Minutes of the Special Board of Directors Meeting

Thursday February 18, 2021 at 3:00 P.M.

These are the minutes of the special board meeting of the Governing Board of the Summerland Sanitary District. The Governing Board of the Summerland Sanitary District held a special meeting outdoors at the district premises located at 2435 Wallace Ave, 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) 983 226 8568 or through the internet at

<https://us02web.zoom.us/j/9832268568?pwd=ZlFYMERld0tBMlowdk5BYTdTZXpQQT09>

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 24-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
MARTIN TUCKER
JAMES WITMER

ABSENT

-

ALO PRESENT

NOE AGUILAR VEGA Treatment Plant Operations Supervisor
MARJON SOUZA District Administrative Manager

Via Zoom Video Conference:

GREGORY PATTERSON Legal Counsel

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

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

IV. CLOSED SESSION ITEM

**Conference with Legal Counsel- Existing Litigation (Subdivision (d) 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 item IV.

President D. Novis announced that the Board reconvened into open session at 3:46 p.m. and reported that no action was taken.

Summerland Sanitary District
Minutes Special Board Meeting 02/18/2021

V. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular and Special Board meeting at 3:37 p.m. The motion was seconded by Director J. Colomy and passed with five ayes. Respectfully submitted:

Jolene Colomy
Board Secretary

Date: March 11, 2021

Minutes prepared by M. Souza

Expenditure Transactions

Disbursement Report February 2021

From 2/1/2021 to 2/28/2021

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	LI Acct	Description	Amount	Vendor	Vendor Name
JE - 0214104	2/1/2021		6475	HRA Administrative Fee - JAN 2021	9.00		
CLM - 0620626	2/2/2021		7121	Disposable Facemasks (250 pc)	42.55	790180	Summerland Sanitary District
CLM - 0620626	2/2/2021		7362	Bathroom Vanity, Paint, Paint Supplies	228.12	790180	Summerland Sanitary District
CLM - 0620626	2/2/2021		7450	Office & Household suppl., Zoom, mailing	336.73	790180	Summerland Sanitary District
CLM - 0620626	2/2/2021		7450	Staff X-Mas Holiday Lunch	108.32	790180	Summerland Sanitary District
CLM - 0620626	2/2/2021		7459	Brother Color Printer Office	430.64	790180	Summerland Sanitary District
CLM - 0620626	2/2/2021		7459	16 GB Desktop RAM Memory Office Comp.	61.41	790180	Summerland Sanitary District
CLM - 0620626	2/2/2021		7459	IT Prof. Service	55.00	790180	Summerland Sanitary District
CLM - 0620626	2/2/2021		7630	Testing Gauge (pressure)	31.01	790180	Summerland Sanitary District
CLM - 0620628	2/2/2021		7450	Notary Services Dedication Agreement	80.00	790180	Summerland Sanitary District
CLM - 0620628	2/2/2021		7510	Monthly Payroll Program Jan 15-Feb 14, 2021	70.00	790180	Summerland Sanitary District
CLM - 0620628	2/2/2021		7430	Grade II Exam Fees A.D.	155.00	790180	Summerland Sanitary District
CLM - 0621860	2/12/2021		7121	557 Gallons of Sod Bisulfite	1,764.88	214614	UNIVAR SOLUTIONS USA INC
CLM - 0621863	2/12/2021		7362	4 LED Strip Light replacements Blower Room	587.25	130600	CALIFORNIA ELECTRIC SUPPLY
CLM - 0621864	2/12/2021		7516	Annual Emission Fee Generators WWTP &LS3	918.62	010698	AIR POLLUTION CONTROL DISTRICT
CLM - 0621868	2/12/2021		7731	Gasoline January 2021	104.96	522736	McCormix Corporation
CLM - 0621869	2/12/2021		7450	Drinking water January 2021	31.59	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0621874	2/12/2021		7324	5th Inv. Audit work FY19/20	630.00	067460	BARTLETT PRINGLE & WOLF
CLM - 0621877	2/12/2021		7362	LS1 Clean out cover, sludge bed drainage Syste	337.14	116421	SITE ONE LANDSCAPE SUPPLY LLC
CLM - 0622111	2/12/2021		7110	Comp. RBM 02/11/2021	175.00	026964	DAVID NOVIS
JE - 0214204	2/15/2021		6400	Retirement Contr. Payroll 02-15-2021	6,878.36		
JE - 0214204	2/15/2021		6475	Retirement Healthcare Contr. retirees 02-15-2021	241.67		
CLM - 0621862	2/16/2021		7460	Annual Backflow Dev Testing/Insp	95.00	424150	JOY EQUIPMENT PROTECTION INC
CLM - 0621866	2/16/2021		7516	Dig alert ticket cost Jan 2021	13.20	828128	UNDERGROUND SERVICE ALERT
CLM - 0621870	2/16/2021		7508	General Legal Services January 2021	375.00	111554	LAW OFFICE OF ANTHONY H TREMBLEY
CLM - 0621873	2/16/2021		6600	Medical Benefits March 2021	7,848.60	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0621876	2/16/2021		7362	Insulation material Belt Press	15.89	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0621878	2/16/2021		7508	General Counsel Serv. Response Audit	115.00	048258	MUSICK PEELER & GARRETT LLP

Credit Card

Per Hy Cash

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Expenditure Transactions

From 2/1/2021 to 2/28/2021

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 - 0622110	2/16/2021		7110	Comp. RBM 02/11/2021	175.00	009934	JOLENE M COLOMY
CLM - 0622112	2/16/2021		7110	Comp. RBM 02/11/2021	175.00	091927	JAMES WITMER
CLM - 0622113	2/16/2021		7110	Comp. RBM 02/11/2021	175.00	765907	John Franklin
CLM - 0622114	2/16/2021		7110	Comp. RBM 02/11/2021	175.00	009758	MARTIN TUCKER
CLM - 0622127	2/16/2021		6100	Regular Salaries Feb 1-15, 2021	15,889.49	790178	Summerland Sanitary District
CLM - 0622127	2/16/2021		6270	Standby Feb 1-15, 2021	298.26	790178	Summerland Sanitary District
CLM - 0622127	2/16/2021		6300	Overtime Feb 1-15, 2021	272.56	790178	Summerland Sanitary District
CLM - 0622127	2/16/2021		6500	Medicare and Fica Feb 1-15, 2021	1,326.97	790178	Summerland Sanitary District
CLM - 0622130	2/16/2021		7404	FGL Lab testing 12/11/20 through 01/11/21	1,154.00	270150	FGL ENVIRONMENTAL INC
CLM - 0622132	2/16/2021		7053	Internet and phone Jan 27- Feb 26, 2021	386.30	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0622134	2/16/2021		7053	Phone Wireless January 2021	215.02	297454	VERIZON WIRELESS
CLM - 0622135	2/16/2021		7460	New Flow Meter installation & calibration	1,613.50	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0622136	2/16/2021		7362	D.O Sensor Caps Replacement Kit	618.43	343096	HACH COMPANY
CLM - 0622150	2/16/2021		7763	Water usage January 2021	120.92	556712	MONTECITO WATER DISTRICT
CLM - 0621880	2/17/2021		7110	Comp. Agenda Setting Meeting MT 02/04/2021	175.00	026964	DAVID NOVIS
CLM - 0622137	2/17/2021		7508	Legal Services Dec 2020 SSD adv Mallot	8,499.34	048258	MUSICK PEELER & GARRETT LLP
CLM - 0622152	2/17/2021		7121	800 Gallons of Sodium Hypochlorite	1,897.00	214614	UNIVAR SOLUTIONS USA INC
CLM - 0622139	2/18/2021		7653	Comp. for Compl Sexual Harassm. Prev. Training	175.00	009934	JOLENE M COLOMY
CLM - 0622140	2/18/2021		7653	Comp. for Compl Sexual Harassm. Prev. Training	175.00	009758	MARTIN TUCKER
CLM - 0622143	2/18/2021		7653	Comp. for Compl Sexual Harassm. Prev. Training	175.00	026964	DAVID NOVIS
CLM - 0622147	2/18/2021		7653	Comp. for Compl Sexual Harassm. Prev. Training	175.00	091927	JAMES WITMER
CLM - 0622717	2/18/2021		7761	Electric Bill Jan 8 to Feb 8, 2021	3,160.58	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0622721	2/19/2021		7653	Comp. of Sexual Harassment Prev. Training	175.00	765907	John Franklin
CLM - 0622722	2/22/2021		7450	Binder Clips & disposable facemasks	41.19	790180	Summerland Sanitary District
CLM - 0622722	2/22/2021		7450	Purchase Prop Tax Roll Addresses & Household Supp	97.31	790180	Summerland Sanitary District
CLM - 0622722	2/22/2021		7450	Brother Cartridge Toners	288.77	790180	Summerland Sanitary District
CLM - 0622722	2/22/2021		7450	Monthly subscription Zoom & Microsoft 365	23.24	790180	Summerland Sanitary District
CLM - 0622722	2/22/2021		7450	Rebate amount for year 2020	-111.76	790180	Summerland Sanitary District
CLM - 0622722	2/22/2021		7459	Updating Access Database Consultant Cost	515.00	790180	Summerland Sanitary District

Credit
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Expenditure Transactions

From 2/1/2021 to 2/28/2021

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 - 0622722	2/22/2021		7459	Ram 16GG, 500 GB Solid State Drive, Voice Recorder	192.76	790180	Summerland Sanitary District
CLM - 0622722	2/22/2021		7653	Collection System Maint. Training E.N.	50.00	790180	Summerland Sanitary District
CLM - 0622832	2/22/2021		7110	Comp. SBM 02/18/2021	175.00	009934	JOLENE M COLOMY
CLM - 0622834	2/22/2021		7110	Comp. SBM 02/18/2021	175.00	091927	JAMES WITMER
CLM - 0622835	2/22/2021		7110	Comp. SBM 02/18/2021	175.00	765907	John Franklin
CLM - 0622836	2/22/2021		7110	Comp. SBM 02/18/2021	175.00	026964	DAVID NOVIS
CLM - 0622838	2/22/2021		7110	Comp. SBM 02/18/2021	175.00	009758	MARTIN TUCKER
CLM - 0623589	2/26/2021		7508	Legal Services January 2021 SSD adv Mallot	163.50	048258	MUSICK PEELER & GARRETT LLP
CLM - 0623592	2/26/2021		6600	Dental, Vision and Life Ins. March 2021	513.68	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0623593	2/26/2021		7460	Salary Analysis 2 positions acc. contract	2,250.00	132351	KOFF & ASSOCIATES INC
CLM - 0623594	2/26/2021		7053	Phone line liftstations 02/13/21-03/12/21	170.10	075391	FRONTIER
CLM - 0623595	2/26/2021		6100	Regular Salaries Feb 16-28, 2021	14,488.21	790178	Summerland Sanitary District
CLM - 0623595	2/26/2021		6270	Standby Feb 16-28, 2021	331.14	790178	Summerland Sanitary District
CLM - 0623595	2/26/2021		6300	Overtime Feb 16-28, 2021	0.00	790178	Summerland Sanitary District
CLM - 0623595	2/26/2021		6500	Medicare and Fica Feb 16-28, 2021	1,194.70	790178	Summerland Sanitary District
JE - 0214612	2/26/2021		6400	Retirement Contr. Payroll 02-28-2021	6,267.10		
JE - 0214612	2/26/2021		6475	Retirement Healthcare Contr. retirees 02-28-2021	241.67		
Total SummerInd San Dist Running Exp					86,533.92		

[credit
card]

IX-A

MusickPeeler

ATTORNEYS AT LAW

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LOS ANGELES
ORANGE COUNTY
SAN DIEGO
SAN FRANCISCO
SANTA BARBARA COUNTY
VENTURA COUNTY
FILE NO. 87562.001

__, 2021

Board of Directors, Summerland Sanitary District
Post Office Box 417
Summerland CA 93067

Attn. Mr. David Novis, President, Board of Directors

Re: Representation of Summerland Sanitary District-General Counsel Services

Dear Mr. Novis:

1. The purpose of this correspondence is to set forth the terms by which Musick, Peeler & Garrett LLP, a Limited Liability Partnership ("MP&G"), will represent Summerland Sanitary District ("the Client"). It is necessary that you return a signed copy to us.

2. MP&G and the Client agree as set forth below.

SERVICES TO BE PROVIDED BY MP&G

3. As of (DATE) __, 2021, MP&G has been engaged to provide legal services reasonably required to represent the Client in connection with general counsel matters. If other matters are undertaken on behalf of the Client, they shall be addressed in separate engagement letters.

4. In order to enable MP&G effectively to render legal services, it is critical that the Client disclose all material facts to MP&G and keep MP&G apprised of all developments regarding the described representation. It is necessary that the Client cooperate with MP&G in the matter and make himself, herself or its representatives reasonably available to attend necessary meetings, court appearances or other proceedings.

FEES

5. As compensation for the services to be performed by MP&G pursuant to paragraphs 3 and 4 above, the Client will be required to pay fees to MP&G at the following basic hourly rates.

MUSICK, PEELER & GARRETT LLP
ATTORNEYS AT LAW

Governing Board of Summerland Sanitary District
Attn. Mr. David Novis, Board President
____, 2021
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Partners	\$475.00 to \$795.00
Associates	\$375.00 to \$520.00
Paralegals	\$225.00 to \$290.00
Document Clerks	\$115.00 to \$210.00

6. All hourly rates are billed in minimum increments of one-tenth (1/10th) of an hour. As a courtesy, the current rate for the attorney assigned primary responsibility for the described representation, Gregory J. Patterson, is reduced from his book rate of \$500 per hour to \$300 per hour.

7. MP&G hereby reserves the right to adjust the basic hourly rates above based upon various factors including: the experience, ability, and reputation of the attorneys working on the matter; the nature of the employment; the responsibilities involved and the results achieved. In the event the basic hourly rates are adjusted, MP&G will provide the Client notice of such adjustment(s) by way of separate letter or by way of its billing invoices, and the Client will be deemed to have agreed to the new hourly rates and the new hourly rates will apply to all services rendered unless the Client objects within thirty (30) days after receiving the referenced letter or billing invoice. Although MP&G will bill the client at the rates and on the hourly basis described herein, MP&G also reserves the right to adjust its bills based on the above-referenced factors and complexity of the matter and the results obtained.

8. All time spent in connection with the described representation by the legal personnel designated by MP&G to handle the same shall be billed to the Client in accordance with paragraphs 5 through 7. Such time may include, without limitation, time spent waiting in court, time spent in travel, and time spent in office conferences between or among the legal personnel assigned to the described representation. MP&G shall assign legal personnel to the described representation in MP&G's reasonable judgment, unless the Client directs otherwise in writing.

COSTS AND EXPENSES

9. The Client shall pay MP&G, all costs and expenses incurred in performing legal services in connection with the described representation. The costs referred to are for services provided directly by MP&G and for services provided by outside vendors or service providers. The costs and expenses may include, without limitation, telephone calls, messenger and other delivery fees, postage, charges for computer research and outside assisted legal research, travel expenses such as mileage, parking, airfare, meals, and hotel accommodations (which shall be in addition to the hourly rates for travel time), photocopying and other reproduction charges, clerical staff overtime, word processing charges, charges for computer time, process server's fees, filing fees and other charges assessed by courts and other public

MUSICK, PEELER & GARRETT LLP
ATTORNEYS AT LAW

Governing Board of Summerland Sanitary District
Attn. Mr. David Novis, Board President

___, 2021

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agencies, court reporter's fees, jury fees, witness fees, and other similar items. MP&G reserves the right to pass directly to the Client, and the Client agrees to pay promptly and directly, costs and expenses from outside vendors or service providers that exceed one thousand dollars (\$1,000.00).

BILLINGS

10. MP&G will send the Client an itemized invoice for fees and costs incurred on a monthly basis. Invoices are due upon receipt and are considered past due after thirty (30) days. The Client agrees to promptly review MP&G's billings upon receipt and, within thirty (30) days thereof, bring to MP&G's attention any adjustments or reductions that the Client believes are necessary. The Client agrees that his, hers or its failure to timely review the bills and timely bring any objections to MP&G's attention shall constitute a waiver of any objection and shall be deemed acceptance of the propriety of the billings. For administrative convenience, the invoices will describe all the work done by an individual on a particular date and set forth the entire time billed for that work. Where more than one task is performed on a date, the time spent on each task will not be separately stated unless the Client so requests in writing within thirty (30) days after the date of the billings.

11. If MP&G's statements for services, costs and other charges are not paid when due under the terms of this Agreement, MP&G reserves the right to charge and the Client agrees to pay simple interest at a rate of ten percent (10%) per annum on any unpaid attorneys' fees, costs and other charges from the date on which such payment is due until payment is received by MP&G.

DISCLAIMER

12. MP&G has made no promises or guarantees to the Client concerning the outcome of the described representation or any limit or "cap" on fees and costs relating thereto (notwithstanding any estimate that may have been provided) and nothing in this correspondence is intended as such a promise or guarantee. Although MP&G may, from time to time for the Client's convenience, furnish the Client with estimates of the amounts of fees which MP&G anticipates will be charged with respect to services to be performed, such estimates are by their nature inexact and are not binding on either MP&G or the Client.

TERMINATION OF SERVICES

13. The Client shall have the right, at any time, to terminate MP&G's services upon written notice to MP&G and MP&G shall immediately after receiving such notice cease to

MUSICK, PEELER & GARRETT LLP
ATTORNEYS AT LAW

Governing Board of Summerland Sanitary District
Attn. Mr. David Novis, Board President
____, 2021
Page 4

render additional services. Such termination shall not, however, relieve the Client of the obligation to pay the fees due for services rendered and costs incurred prior to such termination.

14. Similarly, MP&G shall have the right to terminate this representation and the Client shall take all steps necessary to free MP&G of any obligation to perform further, including, without limitation, the execution of any documents necessary to complete MP&G's discharge or withdrawal. The right of MP&G hereunder is in addition to those created by statute or recognized by Rules of Professional Conduct.

ARBITRATION

15. Any dispute between the parties to this Agreement regarding attorneys' fees and/or costs charged by MP&G shall be resolved as follows: if a fees and/or costs dispute arises, MP&G will provide the Client with written notice of the Client's right to arbitrate under Sections 6200, *et seq* of the California Business and Professions Code. The Client and MP&G may thereafter agree that the arbitration will be binding or that the dispute will ultimately be resolved in another manner. Parties to any arbitration proceeding shall have the right to discovery as provided under Sections 2016, *et seq* of the California Code of Civil Procedure and the parties hereto agree that in the event of an arbitration, any dispute as to discovery shall be determined by the arbitrator.

16. The Client and MP&G agree that this letter constitutes the entire agreement between them regarding the representation described herein and that this letter supersedes any and all other agreements, understandings, negotiations or discussions (whether oral or in writing or expressed or implied) between them regarding the referenced representation. The Client and MP&G agree that the terms of this letter agreement cannot be amended, revised or modified except by a writing signed by both the Client and MP&G.

CONCLUSION

17. If this Agreement is acceptable, please sign the enclosed copy of the Agreement in the space provided and return it to us. Please be advised that both MP&G and the Client are entitled to a signed original of the Agreement.

Very truly yours,

Gregory J. Patterson
for MUSICK, PEELER & GARRETT LLP

MUSICK, PEELER & GARRETT LLP
ATTORNEYS AT LAW

Governing Board of Summerland Sanitary District
Attn. Mr. David Novis, Board President
____, 2021
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Enclosure

Agreed and accepted:

Date: March ____, 2021

SUMMERLAND SANITARY DISTRICT

By: _____
David Novis, Board President

Financial Status (Real-Time) Fund 5215

As of: 2/28/2021 (66% Elapsed)
Accounting Period: CLOSED

Selection Criteria: Fund = 5215

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

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	2/28/2021 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 & Engng-Plan Ck Fes	1,200.00	1,802.00	602.00	150.17 %
5430 -- Sanitation Services	1,006,726.00	571,568.50	-435,157.50	56.77 %
5433 -- Inspection Fees	2,700.00	3,089.25	389.25	114.42 %



Financial Status (Real-Time)

As of: 2/28/2021 (66% Elapsed)
Accounting Period: CLOSED

Selection Criteria: Fund = 5215

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

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	2/28/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
5746 -- Administrative Revenue	2,700.00	1,856.00	-844.00	68.74 %
Charges for Services	1,013,326.00	578,315.75	-435,010.25	57.07 %
Revenues	1,271,456.00	727,049.57	-544,406.43	57.18 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	409,214.00	261,973.99	147,240.01	64.02 %
6200 -- Extra Help and/or Labor	0.00	2,704.42	-2,704.42	--
6270 -- Stand-by Pay	12,500.00	6,213.49	6,286.51	49.71 %
6300 -- Overtime	4,200.00	3,159.34	1,040.66	75.22 %
6400 -- Retirement Contribution	145,889.00	97,407.45	48,481.55	66.77 %
6475 -- Retiree Medical OPEB	9,800.00	4,009.21	5,790.79	40.91 %
6500 -- FICA Contribution	31,305.00	20,904.18	10,400.82	66.78 %
6600 -- Health Insurance Contrib	72,812.00	55,056.56	17,755.44	75.61 %
6900 -- Workers Compensation	16,866.00	16,051.68	814.32	95.17 %
Salaries and Employee Benefits	702,586.00	467,480.32	235,105.68	66.54 %
Services and Supplies				
7030 -- Clothing and Personal	2,100.00	2,140.54	-40.54	101.93 %
7053 -- Telephone Service Local	9,000.00	6,109.25	2,890.75	67.88 %
7090 -- Insurance	36,800.00	37,898.69	-1,098.69	102.99 %
7110 -- Directors Fees	15,000.00	10,500.00	4,500.00	70.00 %
7121 -- Operating Supplies	26,700.00	19,145.32	7,554.68	71.71 %
7324 -- Audit and Accounting Fees	25,000.00	20,214.50	4,785.50	80.86 %
7362 -- Building Maintenance	8,000.00	5,322.05	2,677.95	66.53 %
7363 -- Equipment Maintenance	14,000.00	11,714.45	2,285.55	83.67 %
7404 -- Public Health Lab Serv	23,200.00	16,979.00	6,221.00	73.19 %
7430 -- Memberships	8,490.00	7,186.58	1,303.42	84.65 %

Financial Status (Real-Time)

As of: 2/28/2021 (66% Elapsed)
Accounting Period: CLOSED

Selection Criteria: Fund = 5215

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

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	2/28/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
7450 -- Office Expense	4,000.00	2,907.39	1,092.61	72.68 %
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 %
7460 -- Professional & Special Service	12,350.00	7,394.71	4,955.29	59.88 %
7508 -- Legal Fees	45,000.00	48,854.42	-3,854.42	108.57 %
7510 -- Contractual Services	12,940.00	4,859.75	8,080.25	37.56 %
7516 -- Permitting Services	9,600.00	8,633.27	966.73	89.93 %
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	2,446.00	4,729.00	34.09 %
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	1,251.28	1,148.72	52.14 %
7761 -- Electricity	34,500.00	27,099.95	7,400.05	78.55 %
7763 -- Water	2,000.00	1,145.53	854.47	57.28 %
7764 -- Refuse	4,000.00	2,313.65	1,686.35	57.84 %
Services and Supplies	323,845.00	260,808.84	63,036.16	80.54 %
Expenditures	1,026,431.00	728,289.16	298,141.84	70.95 %
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 %

Financial Status (Real-Time)

As of: 2/28/2021 (66% Elapsed)
Accounting Period: CLOSED

Selection Criteria: Fund = 5215

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

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	2/28/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Changes to Fund Balances	2,870.00	2,869.42	-0.58	99.98 %
SummerInd San Dist Running Exp	247,895.00	1,629.83	-246,265.17	0.66 %
Net Financial Impact	247,895.00	1,629.83	-246,265.17	0.66 %

Financial Status (Real-Time) Fund 5216

As of: 2/28/2021 (66% Elapsed)
Accounting Period: CLOSED

Selection Criteria: Fund = 5216

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

Fund 5216 -- Summerland San Cap Facilities

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	2/28/2021 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	2,110.00	-10,275.00	17.04 %
Charges for Services	12,385.00	2,110.00	-10,275.00	17.04 %
Revenues	19,275.00	1,544.27	-17,730.73	8.01 %
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 %
Summerland San Cap Facilities	-69,302.00	-76,225.38	-6,923.38	109.99 %
Net Financial Impact	-69,302.00	-76,225.38	-6,923.38	109.99 %

Financial Status (Real-Time) Fund 5217

As of: 2/28/2021 (66% Elapsed)
Accounting Period: CLOSED

Selection Criteria: Fund = 5217

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

Fund 5217 -- SummerInd San Dist-Capital Rep

Line Item Account	6/30/2021 Fiscal Year Adjusted Budget	2/28/2021 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	0.00	6,000.00	0.00 %
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	0.00	151,000.00	0.00 %
Expenditures	151,000.00	0.00	151,000.00	0.00 %
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 %
SummerInd San Dist-Capital Rep	-135,971.00	2,262.70	138,233.70	-1.66 %
Net Financial Impact	-135,971.00	2,262.70	138,233.70	-1.66 %

Cash Balances

As of: 2/28/2021
Accounting Period: CLOSED

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund	2/1/2021 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	2/28/2021 Ending Balance
5215 -- Summerlnd San Dist Running Exp	1,126,376.06	1,312.00	712,032.18	0.00	797,248.13	1,042,472.11
5216 -- Summerland San Cap Facilities	263,028.43	0.00	0.00	0.00	19,443.84	243,584.59
5217 -- Summerlnd San Dist-Capital Rep	751,368.77	0.00	0.00	0.00	0.00	751,368.77
Total Report	2,140,773.26	1,312.00	712,032.18	0.00	816,691.97	2,037,425.47

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting March 11, 2021 Treatment Plant Operations Supervisor Report

OPERATIONS AND FACILITY MAINTENANCE:

- Daily water meter readings being performed by staff. Water usage normal.
- On February 17, 2021, the monthly reports for January 2021 were sent in via CIWQS automated online program on a timely basis with no violations to report.
- On February 12, 2021, the annual volumetric water data report for 2020 was sent in via Geotracker automated online program on a timely basis with no violations to report.
- District is open to the public by appointment only and staff continued to follow COVID-19 safety guidelines.
- O'Connor's Pest Control performed local termite treatment on all District buildings.
- Held staff safety meeting "Evacuation" (Safety booklet).
- Staff constructed cinderblock wall around sludge holding bed drain to prevent biosolids from clogging the drain.
- Staff replaced the blower building indoor fluorescent light fixtures with LED lights.
- Staff mounted a new trailer jack on the Harben trailer jettter.
- Staff mounted and connected directional safety lights on new Ford company tuck.
- 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:

- Staff responded to a residential sewage spill at 2470 Banner Avenue. The property owner was notified of the spill and was requested to immediately hire a plumber to clear the blockage that was located within their private sewer lateral. After the blockage was cleared the property owner was requested to video the sewer lateral and submit a copy of the inspection report to SSD for review.
- 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 4,428 feet of main sewer line.
- Staff videoed 844 feet of main sewer line.

SUMMERLAND SANITARY DISTRICT

**Regular Board of Directors Meeting March 11, 2021
District Administrative Manager Report**

Due to precautions measurements concerning Covid-19 the District Administrative Office is open by appointment only. Staff has been registered online for the upcoming round of vaccinations.

Proportional Capital Recovery Fee and Administrative Fees received for:

- 2730 Montecito Ranch Place (change of proposed Pool Cabana into ADU)

Plan check Fee and Administrative Fees received for:

- 2250 Ortega Ranch Road, construction of Pool.

Training & Webinars:

- Policies and Procedures Writing Workshop
- 2021 Annual Employment Law Update

Administrative tasks out of the ordinary completed:

- Prepared and submitted Government Compensation Report previous fiscal year.
- SDRMA Questionnaire Renewal Submitted and Credit Incentive Program Credit Report Submittal completed.