



2435 Wallace Avenue, Summerland CA

Regular Board of Directors Meeting
Wednesday June 9, 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. **ROLL CALL**
- 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 MAY 13, 2021** [Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR MAY 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 DISTRICT
Regular Board of Directors Meeting
AGENDA

VIII. **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.

IX. **OLD BUSINESS** [Action-Item]

A. Budget Review & Resolution No. 2021-02 Adopting of Operations Budget Fund 5215, Capital Facilities Budget Fund 5216 and Capital Replacement and Repair Budget Fund 5217 for FY2021/22

Description The Board received a Proposed FY2021/22 Annual Budget. The Board of Directors will be asked to consider approving the proposed budget FY2021-22, which includes a 2.2% COLA, by adopting Resolution 2021-02. In addition the Board will be requested to consider approving reducing the Liability Coverage from \$5M to 2.5M per occurrence.

X. **NEW BUSINESS** [Action-Items]

A. COVID-19 : Considering lifting some of the precaution measurements

Description: The Board may discuss and lift some of the precaution measurements per June 15, 2021 according to the guidelines of the CA Department of Public Health.

Staff Recommendation: Staff recommends that the Board reviews the guidelines as provided and to consider public access to board meeting locations in addition to public participation through video/teleconferencing.

B. Resolution No. 2021-03 Setting the Date for a Hearing and Giving Notice Thereof of Election to Collect Sewer Serves Charges on the County Tax Roll

Description: The Board will review and consider adopting Resolution No. 2021-03 for collecting sewer service charges on the County tax roll for the Fiscal year 2021-22.

Staff Recommendation: Staff recommends that the Board adopt Resolution No. 2021-03.

C. Resolution No. 2021-04 Agreeing that the Alternate Method of Distribution of Property Tax Levies & Assessments be Applicable to Tax Levies Made by the County of Santa Barbara, State of California.

Description: The Board will review and consider adopting Resolution No. 2021-04 for agreeing that the alternate method of distribution of property tax levies & assessments be applicable to tax levies made by the County of Santa Barbara.

Staff Recommendation: Staff recommends that the Board adopt Resolution No. 2021-04.

D. CSDA Board of Directors Election Ballot-Term 2022-2024; Seat A – Coastal Network

Description: The Board of Summerland Sanitary District is requested to vote for one of the following candidates; Elain Magner or Hugh Rafferty.

Recommendation: To review the candidates information and to cast a vote.

SUMMERLAND SANITARY DISTRICT
Regular Board of Directors Meeting
AGENDA

XI. **FINANCIAL STATUS REPORT MAY 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.

XII. **OPERATIONS MANAGER REPORT**

The Operations Manager will provide a written report on operations, facility and collection system maintenance & affairs and will provide explanation where requested.

XIII. **DISTRICT ADMINISTRATIVE MANAGER REPORT**

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

XIV. **BOARD COMMUNICATIONS**

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

XV. **ADJOURNMENT**



Minutes of the Regular Board of Directors Meeting

Thursday May 13, 2021 at 3:00 P.M.

These are the minutes of the regular board 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. CALL TO ORDER/ROLL CALL

DIRECTORS PRESENT	JOLENE COLOMY DAVID NOVIS JOHN FRANKLIN JAMES WITMER MARTIN TUCKER
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ABSENT -

ALSO PRESENT	NOE AGUILAR VEGA Operations Manager MARJON SOUZA District Administrative Manager GREGORY PATTERSON District Legal Counsel (via Zoom)
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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. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF APRIL 8, 2021 [Action-item]

A motion was made by Director J. Colomy to approve the minutes of the Regular Board Meeting of April 8, 2021. The motion was seconded by Director J. Franklin. The motion was carried by the following roll call vote:

Summerland Sanitary District
Minutes Regular Board Meeting 05/13/2021

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

VI. APPROVAL OF THE MONTHLY EXPENSES FOR APRIL 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 M. Tucker to approve the monthly expenses, including payroll and petty cash totaling \$80,337 for Fund 5215 and \$1,538 for Fund 5217. The motion was seconded by Director J. Colomy and 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. COMMITTEE REPORTS

A. Finance Committee Report

The Finance Committee did not meet.

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

The AOP-Committee did not meet.

VIII. 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 district staff at 3:13 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 adjourned the closed session at 3:30 p.m. due to absence of legal counsel and reported that no action was taken.

IX. OLD BUSINESS [Action Item]

A. **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**

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 previously requested the Board of Directors to consider financial assistance or use of a payment plan and to waive fees.

The Board reviewed the administrative report, which was included in the board meeting packet. In the report was explained that Ms. Vos no longer needed a payment plan. Ms. Vos still requested the Board to waive the administrative fees.

Director J. Franklin made a motion to decline waiving the fees and to have staff draft a letter to Ms. Vos on behalf of the Board. The letter should explain that waiving the administration fees will set an unwanted precedent. The motion was seconded by J. Colomy and was carried by the following roll call:

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

CLOSED SESSION

At this time President Novis announced that the board reconvened into closed session for the second time at 3:40 p.m. with legal counsel and staff 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 4:10 p.m. and reported that no action was taken.

X. **NEW BUSINESS** [Action-Items]

A. Dedication of Sewers

The Board reviewed and considered acceptance of sanitary sewers and appurtenant structures in accordance with the Dedication Agreement of Sewer Facilities between Summerland Sanitary District and Estrellas Land Holding, LLC, dated November 20, 2020.

A motion was made by Director M. Tucker to accept de dedication of sewers and to sign the "Acceptance of Dedication". The motion was seconded by Director J. Franklin and was carried by the following roll call:

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

The Acceptance of Dedication was signed and sealed.

B. Casmalia Disposal Site. Extension of Tolling Agreement Summerland Sanitary District

The Board of Summerland Sanitary District received a letter from Morgan Lewis, LLP dated April 21, 2021 with an extension of the Tolling Agreement. The Board was requested to execute the twelfth amendment to the Tolling Agreement.

A motion was made by Director J. Franklin to approve execution of the twelfth amendment to the Casmalia Tolling Agreement. The motion was seconded by J. Colomy and was carried by the following roll call:

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

The Twelfth Amendment to the Casmalia Tolling Agreement was signed by President D. Novis.

C. Letter of Engagement for Audit Services Financial Statements FY2020/21 Bartlett, Pringle & Wolf, LLP

The Board of the Summerland Sanitary District received a letter of engagement from Bartlett Pringle & Wolf, LLP for audit services FY2020/21 with a total cost not to exceed \$15,000. The Board was requested to approve the letter of engagement and to authorize the District Administrative Manager to sign the letter.

A motion was made by Director J. Colomy to approve the letter of engagement as presented and to authorize the District Administrative Manager to sign the letter of engagement. The motion was seconded by Director J. Franklin. The motion was carried by the following roll call:

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

D. Budget Review & Resolution No. 2021-02 Adopting of Operations Budget Fund 5215, Capital Facilities Budget Fund 5216 and Capital Replacement and Repair Budget Fund 5217 for FY2021/22

The Board received a Proposed FY2021/22 Annual Budget. The proposed budget was reviewed by the Finance Committee on May 5, 2021. The Board of Directors was asked to consider approving the proposed budget FY2021-22 by adopting Resolution 2021-02.

The Finance Committee discussed the calculation of the COLA and gave recommendation to approve 2.2% COLA adjustment. The Board discussed that the estimated budget for legal expenses is unknown until May 17th. Therefore, the item will be moved to the regular board meeting of next month.

A motion was made by Director J. Franklin to table the item to the Regular Board meeting of next month. The motion was seconded by Director J. Witmer and was carried by the following roll call:

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

X. FINANCIAL STATUS REPORT APRIL 2021

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. OPERATIONS MANAGER REPORT

Operations Manager N. Aguilar Vega provided a written report and answered questions the board had regarding the report. Mr. Aguilar Vega also informed the Board of the installation

Summerland Sanitary District
Minutes Regular Board Meeting 05/13/2021

of a liquid level transducer at Lift Station III due to system failure. The same system will be installed at Lift Station II, which will replace the bubbler system before it fails and to prevent a possible sewer overflow.

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:
Proposed FY Budget 2021-22

C. Next Board meeting date:
Regular Board Meeting Wednesday June 9, 2021 at 3:00 p.m.

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 was carried by five ayes.

Respectfully submitted:

Jolene Colomy
Board Secretary

Date: June 9, 2021

Minutes prepared by M. Souza

Expenditure Transactions (Real-Time)

Disbursement Report May 2021

From 5/1/2021 to 5/31/2021

Selection Criteria: Fund = 5215, 5216, 5217

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
JE - 0217827	5/1/2021		6475	HRA Administrative Fee - APR 2021	9.00		
CLM - 0633377	5/7/2021		7516	Dig Alert ticket cost April 2021	13.20	828128	UNDERGROUND SERVICE ALERT
CLM - 0633397	5/7/2021		7110	Comp. Agenda Setting Meeting 05/06/2021	175.00	026964	DAVID NOVIS
CLM - 0633350	5/8/2021		7121	Hach total Chlorine Accuvac , minus credits	96.97	835122	USA BLUEBOOK
CLM - 0633352	5/8/2021		7053	Internet and phone April 27-May 26, 2021	381.42	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0633353	5/8/2021		7460	Labor and installation - Therma wire project	1,060.25	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0633375	5/8/2021		7450	Drinking water April 2021	55.19	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0633398	5/8/2021		7460	Update and Revision District Atlas (R8SW)	125.00	041477	ERIC JUST
CLM - 0633394	5/12/2021		6600	Medical Benefits June 2021	7,848.60	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0634004	5/13/2021		7731	Gasoline April 2021	156.26	522736	McCormix Corporation
CLM - 0634005	5/13/2021		7053	Phone Wireless April 2021	229.29	297454	VERIZON WIRELESS
CLM - 0634007	5/13/2021		7763	Water April 2021	163.24	556712	MONTECITO WATER DISTRICT
CLM - 0634009	5/13/2021		6600	Dental, Vision and Life Ins. June 2021	513.68	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
JE - 0217986	5/15/2021		6400	Retirement Contr. Payroll 05-15-2021	6,919.96		
JE - 0217986	5/15/2021		6475	Retirement Healthcare Contr. retirees 05-15-2021	241.67		
CLM - 0633998	5/17/2021		6100	Regular Salaries May 1-15, 2021	16,009.63	790178	Summerland Sanitary District
CLM - 0633998	5/17/2021		6270	Standby May 1-15, 2021	397.68	790178	Summerland Sanitary District
CLM - 0633998	5/17/2021		6500	Medicare and Fica May 1-15, 2021	1,321.60	790178	Summerland Sanitary District
CLM - 0634002	5/17/2021		7404	FGL Lab testing 3/15/2021 through 4/19/2021	1,456.00	270150	FGL ENVIRONMENTAL INC
CLM - 0634167	5/17/2021		7110	Comp. Finance Com. meeting 5/4/21	175.00	009934	JOLENE M COLOMY
CLM - 0634169	5/17/2021		7110	Comp. Finance Com. meeting 5/4/21	175.00	765907	John Franklin
CLM - 0635724	5/24/2021		7761	Electric Bill April 5 through May 3, 2021	3,451.77	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0633923	5/25/2021		7430	Summerland Citizen Membership 2021	140.00	790180	Summerland Sanitary District
CLM - 0633923	5/25/2021		7450	Binders, batteries, Label Tape	70.80	790180	Summerland Sanitary District
CLM - 0633923	5/25/2021		7450	Coffee and household supplies	132.03	790180	Summerland Sanitary District
CLM - 0633923	5/25/2021		7450	Toner Cartridges: Genuine and Compatible Toner	426.28	790180	Summerland Sanitary District
CLM - 0633923	5/25/2021		7450	Monthly Subscription Zoom & Microsoft Office	23.24	790180	Summerland Sanitary District
CLM - 0633923	5/25/2021		7363	Connector Power Cable CCTV-Van	38.06	790180	Summerland Sanitary District



Expenditure Transactions (Real-Time)

From 5/1/2021 to 5/31/2021

Selection Criteria: Fund = 5215, 5216, 5217

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 - 0635705	5/25/2021		7450	Household supplies & mailing	94.62	790180	Summerland Sanitary District
CLM - 0635705	5/25/2021		7510	Payroll program April 15-May 15, 2021	70.00	790180	Summerland Sanitary District
CLM - 0635726	5/25/2021		7363	Monolec R&O Compressor/Turbine	374.34	095786	LUBRICATION ENGINEERS INC
CLM - 0635727	5/25/2021		7764	Trash Service April 2021	333.67	509950	MARBORG INDUSTRIES
CLM - 0635728	5/25/2021		7510	Call Center Service - May 2021	117.91	106048	CENTRAL COMMUNICATIONS
CLM - 0635731	5/25/2021		7110	Comp. Regular BM 05/13/2021	175.00	009758	MARTIN TUCKER
CLM - 0635733	5/25/2021		7110	Comp. Regular BM 05/13/2021	175.00	026964	DAVID NOVIS
CLM - 0635735	5/25/2021		7110	Comp. Regular BM 05/13/2021	175.00	009934	JOLENE M COLOMY
CLM - 0635743	5/25/2021		7110	Comp. Regular BM 05/13/2021	175.00	091927	JAMES WITMER
CLM - 0635744	5/25/2021		7110	Comp. Regular BM 05/13/2021	175.00	765907	John Franklin
CLM - 0635746	5/26/2021		7508	General Counsel April 2021	240.00	048258	MUSICK PEELER & GARRETT LLP
CLM - 0635747	5/26/2021		7508	Legal Services April 2021 SSD adv Mallot	390.00	048258	MUSICK PEELER & GARRETT LLP
CLM - 0636452	5/28/2021		7053	Phone line liftstations 05/13/21-06/12/21	171.09	075391	FRONTIER
CLM - 0636453	5/28/2021		7363	15W-40 Plusii (2), Hy-Gard (2), Oil Filter, Seal	395.30	493284	Coastline Equipment
CLM - 0636458	5/28/2021		7121	800 Gallons of Sodium Hypochlorite	1,903.98	214614	UNIVAR SOLUTIONS USA INC
CLM - 0636460	5/28/2021		7363	Electrical connectors	11.82	350975	HARBOR FREIGHT TOOLS
CLM - 0636466	5/28/2021		7630	Welding Helmet	38.97	350975	HARBOR FREIGHT TOOLS
CLM - 0636515	5/28/2021		6100	Regular Salaries May 16-31, 2021	16,678.06	790178	Summerland Sanitary District
CLM - 0636515	5/28/2021		6270	Standby May 16-31, 2021	430.82	790178	Summerland Sanitary District
CLM - 0636515	5/28/2021		6300	Overtime May 16-31, 2021	265.12	790178	Summerland Sanitary District
CLM - 0636515	5/28/2021		6500	Medicare and Fica May 16-31, 2021	1,400.87	790178	Summerland Sanitary District
JE - 0218669	5/28/2021		6400	Retirement Contr. Payroll 05-31-2021	7,222.25		
JE - 0218669	5/28/2021		6475	Retirement Healthcare Contr. retirees 05-31-2021	241.67		
Total SummerInd San Dist Running Exp					<u>73,061.31</u>		

Expenditure Transactions (Real-Time)

From 5/1/2021 to 5/31/2021

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund 5216 -- Summerland San Cap Facilities

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0633382	5/8/2021		8300	Balder Motor 3HP for RAS Pump #1	1,236.37	569122	Multi W Systems
CLM - 0633385	5/8/2021		8300	Dwyer P/N: MPC Pump controller, labor LSIII	3,350.68	569122	Multi W Systems
CLM - 0633923	5/25/2021		8300	Thermal Heat Trace System: Indicator & Thermostat	706.73	790180	Summerland Sanitary District
Total Summerland San Cap Facilities					5,293.78		



Summerland
Sanitary District
PROPOSED FISCAL YEAR
2021/22 BUDGET



Board of Directors

David Novis – President
James Witmer – Vice-President
Jolene Colomy – Secretary
John Franklin – Director
Martin Tucker – Director

District Staff

Marjon Souza – District Administrative Manager
Noe Aguilar Vega – Operations Manager



Board of Directors

May 22, 2020

President:

David Novis

Board of Directors

Vice- President:

James Witmer

Summerland, CA

Secretary:

Jolene Colomy

Subject: Letter of Transmittal – FY2020-21 Annual Budget

Director:

John Franklin

Director:

Martin Tucker

Submitted for your review is the proposed FY2020-21 Annual Budget for the Summerland Sanitary District. The financial guideline projects the administrative, operating & maintenance, and capital improvement funding requirements for the upcoming fiscal year. Based upon projected revenues and beginning fund balances, adequate resources are available to fund the proposed appropriations and maintain fund balances at or near policy levels. Inflationary effects have been taken into consideration, as have projected staffing and resource levels necessary to carry out the District's budgetary goals and objectives.

During FY2017/18 the District conducted a comprehensive Wastewater Rates & Fees Study. The study included a comprehensive review of the District's financial plan, user classifications, and rate structure. The study also reviewed the District's revenue requirements to determine the appropriate level of revenue adjustment to maintain financial sufficiency and rate stability. Based on the findings, the District's Board of Directors authorized a series of 3.5 % annual rate increases beginning in FY2018/19 and continuing for the following four fiscal years. This is the third year of the 3.5% serial rate increase.

For FY2020/21, the sewer service charge for a single-family residential unit will increase from \$1,098 to \$1,137. Non-residential rates will increase proportionally. The Capital Recovery Fee is estimated to increase 2.5% from \$12,083 to \$12,385 based on the ENR-CCI- Los Angeles Index.

Operation Fund 5215 Revenue Projection

Overall, in FY2020-21 we modestly expect revenues to increase to \$1,274.826 which is an increase of \$39,338 or 3.2% from the prior year. Revenues in excess of the projected operating and capital expenditures for FY2020-21 will continue to fund the Capital Replacement and Repair fund to serve as fiscal reserves as set by Resolution 2017-06.

Operating Fund 5215 Operating Expenses

Overall operating expenses for 5215 are projected to be \$1,026,431, a two percent increase from the previous fiscal year.

Non-Operating Expenses

Proposed Capital Improvement Project for FY2020-21 is \$60,000 covering the cost projected for Golden Gate Avenue Mainline Repair and \$6,000 for the treatment for termite removal of six district buildings.

Cash Positions

The Cash Balances for July 1, 2020 is estimated as follows:

Fund 5215 \$976,172

Fund 5216 \$351,350

Fund 5217 \$808,838

For FY2020/21 staff will continue to control cost and strive to stay within the budget, make appropriate investments in maintenance and equipment to ensure the community of Summerland has a reliable collection system and wastewater treatment facility. We thank Interim Manager M. Sullivan for his guidance with compiling the FY2020-21 budget.

On behalf of the Summerland Sanitary District

N. Aguilar Vega, Treatment Plant Operations Supervisor
M. Souza, District Administrative Manager

Attachments:

Resolution No. 2020-01

Exhibit A- Budget Snapshot

Detailed Explanation Budget FY2020-21

RESOLUTION NO. 2021-02

RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE SUMMERLAND SANITARY DISTRICT ADOPTING OPERATIONS BUDGET FUND 5215, CAPITAL FACILITIES BUDGET FUND 5216 AND CAPITAL REPLACEMENT AND REPAIR BUDGET FUND 5217

WHEREAS, the Board of Directors of Summerland Sanitary District has reviewed the proposed budget for Fiscal Year 2021/22.

NOW, THEREFORE, the Board of Directors of the Summerland Sanitary District hereby resolves as follows:

1. That the Budget that is on file with the Clerk of the Board, a summary of which is attached hereto as Exhibit A – Budget Snapshot, is adopted as the final Operations Budget Fund 5215, Capital Facilities Budget Fund 5216 and Capital Replacement and Repair Budget Fund 5217.
2. That the amount designated in the Fiscal Year 2021/22 Operations budget is hereby appropriated and may be expended for which they are designated, and such appropriation shall neither increase, nor decrease, except as provided herein.
3. The following controls are hereby in place on the use and transfer of budgeted funds:
 - a) The District Administrative Manager is responsible to keep expenditure within budget allocations for salaries, benefits and administrative expenses and the Operations Manager is responsible to keep expenditure within budget allocations for operating expenses and capital acquisitions. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board.
 - b) The District Administrative Manager and Operations Manager may exercise discretion in administration of the budget to respond to changed circumstances, provided any modification in excess of \$5,000 shall require approval of the Board.
 - c) The Board must approve any increase in the overall operations budget, capital budget, salary budget above the level identified in the final operating and capital budgets.
 - d) Authorization is made for any carry over, or continuing appropriation from Operations Fund 5215 to the Capital Replacement and Repair Fund 5217

PASSED AND ADOPTED at the regular board meeting of the Board of Directors of the Summerland Sanitary District held June 9, 2021, carried by the following roll call vote:

AYES : _____

NAYS : _____

ABSENT : _____

ABSTENTIONS : _____

DAVID NOVIS, President
Board of Directors
SUMMERLAND SANITARY DISTRICT

(SEAL)

ATTEST:

JOLENE COLOMY, Secretary
Board of Directors
SUMMERLAND SANITARY DISTRICT

EXHIBIT A
Budget Snapshot

6/1/2021

Fund 5215 --- Proposed Summerland Sanitary District Operations Budget FY2021/22

Revenues		Adopted FY 2019/20	Actuals 30-Jun 2020	% < > 82%	Adopted FY 2020/21	Actuals 27-Apr 2021	% < > 82%	Proposed FY 2021/22	%
Property Tax Allocations									
3010	Property Tax-Current Secured*	220,000	223,789	102%	230,000	236,099	103%	240,000	104%
3011	Property Tax-Unitary		3,115			1,908			
3015	PT PY Corr/Escapes Secured		-1,102			802			
3020	Property Tax-Current Unsecd	9,500	8,051	85%	9,500	8,485	89%	9,500	100%
3023	Property Tax- PY Corr		-31			92			
3040	Property Tax-Prior Secured		-33			-30			
3050	Property Tax-Prior Unsecured		282			166			
3054	Supplemental Pty Tax-Current	3,500	4,261	122%	3,500	734	21%	3,500	100%
3056	Supplemental Pty Tax-Prior		129			-5			
3057	Property Tax-506 Int. 480 CIOS		-41			10			
4160	State Aid for Disaster		548						
4220	Homeowners Prop. Tax Relief	1,000	1,101	110%	1,000	534	53%	1,000	100%
Total Property Tax Allocations		234,000	240,069	103%	244,000	248,794	102%	254,000	104%
Interest									
3380	Interest Income	9,000	17,895	199%	15,000	3,599	24%	7,500	50%
3381	Unrealized Gain/Loss Inv.	4,372	10,011	229%	2,000	694	35%	1,000	50%
Total Interest Revenues		13,372	27,906	209%	17,000	4,293	25%	8,500	50%
District Administrative Fees									
5091	Plan Check Fee	0	1,570		1,200	2,744	229%	2,800	233%
5433	Inspection Fees	2,000	3,573	179%	2,700	3,925	145%	4,800	178%
5746	Administrative Rev	0	2,416		2,700	3,208	119%	4,200	156%
Total District Admin Fees		2,000	7,559	378%	6,600	9,877	150%	11,800	179%
Annual Sewer Service Charges									
5430	Sewer Service Charges	925,000	936,347	101%	1,006,726	977,790	97%	1,047,721	104%
Total Sewer Service Charges		925,000	936,347	101%	1,006,726	977,790	97%	1,047,721	104%
Total Revenues		1,174,372	1,211,880	103.2%	1,274,326	1,240,754	97.4%	1,322,021	104%

Expenses		Adopted Budget 2019/20	Actuals 30-Jun 2020	% < > 75%	Adopted Budget 2020/21	Actuals 31-Mar 2021	% < > 75%	Proposed Budget 2021/22	%
Salaries and Employee Benefits								Including 2.2% COLA	
6100	Regular Salaries	443,489	408,479	92%	409,214	294,454	72%	423,718	104%
6200	Extra Help/Labor	0	5,427		0	2,704		0	
6270	Standby	17,546	15,622	89%	12,500	7,075	57%	12,500	100%
6300	Overtime	5,600	5,143	92%	4,200	3,159	75%	4,200	100%
6400	Retirement	159,797	165,103	103%	145,889	111,470	76%	161,254	111%
6475	Retirement Healthcare Contr.	4,900	5,000	102%	9,800	4,502	46%	6,000	61%
6500	District Contr. (Fica & Med)	32,205	29,448	91%	31,305	23,594	75%	33,371	107%
6600	Health & Dental, LI. Contrib	82,610	60,046	73%	72,812	60,689	83%	80,095	110%
6900	Workers' Comp.	12,281	10,987	89%	16,866	16,052	95%	17,304	103%
Total Salaries & Empl. Benefits		758,428	705,255	93%	702,586	523,699	75%	738,442	105%
Services and Supplies									
7030	Uniforms/ Boots	2,000	1,630	82%	2,100	2,141	102%	2,100	100%
7053	Telephone/Internet	8,500	9,266	109%	9,000	6,911	77%	8,440	94%
7090	Liability Insurance	25,000	24,525	98%	36,800	37,899	103%	42,554	116%
7110	Directors Fees	12,000	17,150	143%	15,000	11,550	77%	15,000	100%
7121	Operating Supplies	25,000	22,320	89%	26,700	21,341	80%	32,800	123%
7324	Audit & Acct's	23,000	22,879	99%	25,000	23,221	93%	24,000	96%
7362	Maint. Buildings & Grounds	8,000	4,480	56%	8,000	5,410	68%	8,000	100%
7363	Maintenance Equipment	14,000	9,605	69%	14,000	11,885	85%	30,000	214%
7404	Lab Services	23,000	23,372	102%	23,200	18,705	81%	24,200	104%
7430	Memberships	6,625	7,622	115%	8,490	7,187	85%	8,530	100%
7450	Office Expense	4,000	3,999	100%	4,000	3,365	84%	4,000	100%
7454	Books & Subscrip.	240	272	113%	290	48	17%	213	73%
7459	IT Profesional Serv./Hardware	4,000	1,920	48%	4,000	2,759	69%	4,000	100%
7460	Prof. & Special Service	4,000	6,952	174%	12,350	7,395	60%	44,400	360%
7508	Legal Fees	30,000	55,104	184%	45,000	49,579	110%	45,000	100%
7510	Contract Services	6,000	7,465	124%	12,940	5,016	39%	8,240	64%
7516	Permitting Services	7,200	8,007	111%	9,600	9,554	100%	9,560	100%
7530	Publications & Legal Notices	300	651	217%	300	206	69%	600	200%
7546	Administration Expense	3,300	3,432	104%	3,600	0	0%	3,600	100%
7630	Small Tools & Instruments	300	732	244%	500	204	41%	500	100%
7653	Training Fees & Supplies	1,200	785	65%	7,175	2,746	38%	6,300	88%
7671	Special Projects	5,500	5,320	97%	11,900	13,073	110%	8,800	74%
7730	Transportation & Travel	350	384	110%	1,000	403	40%	1,000	100%
7731	Gas-Oil-Fuel	1,500	3,291	219%	2,400	1,449	60%	2,900	121%
7761	Electricity	29,000	36,493	126%	34,500	27,100	79%	41,000	119%
7763	Water	1,600	1,515	95%	2,000	1,266	63%	2,560	128%
7764	Trash/Marborg Disposal	3,400	3,725	110%	4,000	2,981	75%	4,200	105%
Total Services & Supplies		249,015	282,897	114%	323,845	273,393	84%	382,497	118%
Total Expenses		1,007,443	988,152	98%	1,026,431	797,092	78%	1,120,939	109%

FY2020/21

Projected Revenues FY20/21	\$ 1,274,326
Projected Expenses FY20/21	\$ 1,026,431
Projected Surplus to Fund 5217	\$ 247,895

FY2021/22

Projected Revenues FY21/22	\$ 1,322,021
Projected Expenses FY21/22	\$ 1,120,939
Surplus to Fund 5217	\$ 201,082

Sewer Service Charges includes a 3.5% rate increase

Fund 5216 --- Proposed Summerland Sanitary District Capital Facilities Fund FY2021/22

Revenues		Adopted FY 2020-21	Actuals 27-Apr 2021	% < > 83%	Proposed FY 2021-22	% < >
3380	INTEREST INCOME	6,300	1,107	18%	2,000	32%
3381	UNREALIZED GAIN/LOSS INV	2,013	0	0%	0	
Charges for services						
5432	CONNECTION FEES	12,385	4,170	34%	12,317	100%
Total Revenues		20,698	5,277	25.5%	14,317	69.2%

Expenses		Adopted Budget 2020-21	Actuals 31-Mar 2021	% < > 75%	Proposed Budget 2021-22	% < >
Capital Assets						
8200	Structures & Improvements	10,000	2,361	24%	10,000	100%
8300	Equipment	20,000	9,928	50%	20,000	100%
8400	Infrastructure	60,000	66,903	112%	0	0%
Total Capital Assets		90,000	79,192	88%	30,000	33%
Total Expenses		90,000	79,192	88%	30,000	33%

Detailed Explanation of FY2021-22 Budget

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BUDGET MESSAGE

This section provides the Board of Directors with a comprehensive overview of the District's proposed annual budget for the 2021/22 fiscal year. The budget has been developed to uphold the main tenet of providing the users of the wastewater system the most environmentally sound and cost-effective method of collecting and treating wastewater, regardless of the demands placed upon the system. The budget has been prepared with continued focus on achieving the desired outcomes stated in its mission, goals and objectives as outlined below.

Summerland Sanitary District Mission

"We provide a community service committed to protect public health and safety; we are committed to preserving the natural environment through responsible collection, treatment and disposal of wastewater in the most cost-effective way possible."

Revenues:

Fund 5215 --- Operations Fund Budget FY 2021/22

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Annual Sewer Service Charges							
5430 Sew er Service Charges	925,000	936,347	1,006,726	977,790	97%	1,047,721	104%
Total Sewer Service Charges	925,000	936,347	1,006,726	977,790	97%	1,047,721	104%
Total Revenues	1,174,372	1,211,880	1,274,326	1,240,754	97.4%	1,322,021	104%

Property Tax Allocations

The 4% increase has been proposed due to the rise of property values and sales.

Interest Revenues

A decrease of 50% is projected due to the FY2020-21 actuals revenue information.

District Administration Fees

Plan Check Fee, Inspection Fees and Administrative Fees revenues have come in higher due to ADU applications. We foresee this trend to continue in the upcoming fiscal year. An adjustment in projected revenues in this category has been made.

Sewer Service Charges

The 3.5% rate increase has been implemented for the annual sewer service charges. New ADU's and sewer connections are included in the calculation up to March 2021.

Cost of Living Adjustment (COLA) information

COST OF LIVING ADJUSTMENT SUMMERLAND SANITARY DISTRICT FY 2021-22

The Board of Directors shall consider cost-of-living pay adjustments on an annual basis, generally in May of each year.

The award of any pay adjustment is at the discretion of the Board, considering such pertinent factors as the District's financial status and the rise in the Consumer Price Index.

The Consumer Price Index is calculated from the following resource:

- Bureau of Labor Statistics: Urban Wage Earners
- Los Angeles-Long Beach-Anaheim, CA
- From March previous year to March of the year the budget is compiled.

The following Consumer Price Index information reflects the status of the CPI from Bureau of Labor Statistics [BLS.gov](https://www.bls.gov)

<u>March 2020</u>	<u>March 2021</u>
276.589	282.648

Formula for Calculating the Percent Change

Index Point Change

• CPI	282.648
• Less previous Index	276.589
• Equals Index point change	6.059

Percent Change

• Equals Index point change	6.059
• Divided by Previous Index %	276.589
• Times 100 = equals percent change	2.190% = (2.2%)

COLA proposals other Districts:

Carp Sanitary	1.7%
Goleta Sanitary	1.3%
Goleta West Sanitary	2.2%
Montecito Sanitary	1.6%
Ojai Sanitary District	Moved COLA calculation until end of June 2021

Personnel Expenses

Schedule 1. Including 2.2% COLA

5215 - SSD EMPLOYEE SALARY AND BENEFITS COST PROJECTION FY2021-22 - Including 2.2% COLA												
Salaries and Benefits												
Job Title	Current Empl.				Retired Empl.		6500		6900	6600		Total
	6100 Base Pay	6270 Standby	6300 O.T	Base Salary plus Stand-by	6400 Retirement	6475 Retirement Healthcare	Social Security	Medicare	Work. Comp.	Medical Ins.	Dental Vision & LI	
District Admin. Manager	109,901				47,268		6,814	1,594	484	21,423	1,244	188,727
Operations Manager	109,901				37,608		6,814	1,594	5,891	10,776	771	173,354
Lead Collections/Op. II	70,797	8,000	1,400	78,797	24,227		4,885	1,143	3,795	10,776	771	125,793
TP Operator II	60,699	4,500	1,400	65,199	20,771		4,042	945	3,253	10,776	771	107,158
TP Sr. Operator I	72,420		1,400		31,380		4,490	1,050	3,882	21,423	1,364	137,408
Total	423,718	12,500	4,200		161,254	6,000	27,046	6,325	17,304	75,174	4,921	738,442
							Total 6500	33,371		Total 6600	80,095	

Personnel Cost make up 68.3% of the Operating Budget Fund 5215. This budget account funds all the department wages, benefits, overtime, and standby duty cost, plus the retired employee's health insurance contribution cost (OPEB). Overall Personnel Cost FY2021-22 is estimated at \$738,442 an increase of 5.1% compared to the FY2020-21 budgeted personnel cost of \$702,586.

The following District Staff will receive a salary increase per July 1, 2021

Lead Collections/Operator II will receive a Step increase from \$68,939 to \$70,797 (2.7% increase)

Treatment Plant Operator II: This position is currently fulfilled by the TP Operator I with a salary of \$53,710 and is expected to be placed into the TP Operator II Scale Step A per July 1, 2021 with a base salary of \$60,699 (13% increase).

Treatment Plant Sr. Operator I will receive a 2.2% COLA increase from \$70,861 to \$72,349.

Employee Benefits expenses last year included a projected 5% increase per January 2021 but actually increased 10%. For the upcoming year an estimated increase of 5% per January 2022 is included in the calculation.

Retirement rates are adjusted to the new salaries and include a 2.2% increase for employees in Plan 5A and a 2.6% increase for employees in Plan 8-3.

Healthcare cost for District retirees decreased 61% from \$9,800 in the previous year to \$6,000 and is attributable to the exit of one District retiree out of the system.

Salaries and Benefits Overview Schedule

With 2.2% COLA

Expenses		Adopted Budget 2019/20	Actuals 30-Jun 2020	% < > 75%	Adopted Budget 2020/21	Actuals 31-Mar 2021	% < > 75%	Proposed Budget 2021/22	%
Salaries and Employee Benefits									
6100	Regular Salaries	443,489	408,479	92%	409,214	294,454	72%	423,718	104%
6200	Extra Help/Labor	0	5,427		0	2,704		0	
6270	Standby	17,546	15,622	89%	12,500	7,075	57%	12,500	100%
6300	Overtime	5,600	5,143	92%	4,200	3,159	75%	4,200	100%
6400	Retirement	159,797	165,103	103%	145,889	111,470	76%	161,254	111%
6475	Retirement Healthcare Contr.	4,900	5,000	102%	9,800	4,502	46%	6,000	61%
6500	District Contr. (Fica & Med)	32,205	29,448	91%	31,305	23,594	75%	33,371	107%
6600	Health & Dental, LI. Contrib	82,610	60,046	73%	72,812	60,689	83%	80,095	110%
6900	Workers' Comp.	12,281	10,987	89%	16,866	16,052	95%	17,304	103%
Total Salaries & Empl. Benefits		758,428	705,255	93%	702,586	523,699	75%	738,442	105%

Operations Expenses Budget – (See for explanation of the increased budgets pages 10 & 11)

Operating, Maintenance & Supplies		Adopted	Actual 3/31	75%	Proposed	< >
Acct No.	Description	Budget 2020-21	Budget 2020-21	Elapsed 31-Mar	Budget 2021-22	%
7030	Uniforms/ Boots	2,100	2,141	101.9%	2,100	100%
7053	Telephone /Internet	9,000	6,911	77%	8,440	94%
	Cox Internet	4,466	3,421	77%	1,440	32%
	Frontier Landline Plant/Office	0			2,300	
	Frontier LS Alarm Phone Lines	1,950	1,480	76%	2,000	103%
	Verizon Mobile Phone Service	2,584	2,009	78%	2,700	104%
7090	Liability Insurance	36,800	37,899	103%	42,554	116%
7110	Directors Fees	15,000	11,550	77%	15,000	100%
7121	Operation Supplies	26,700	21,341	80%	32,800	123%
	Sodium Bisulfite	9,500	10,054	106%	13,000	137%
	Sodium Hypochlorite	12,000	9,805	82%	14,500	121%
	Polymer	1,700	0	0%	1,800	106%
	Lab Supplies/Gloves	3,500	1,483	42%	3,500	100%
7324	Audit & Acct's	25,000	23,221	93%	24,000	96%
	Accounting BP&W	4,500	4,755	106%	4,500	100%
	Audit BP&W	15,000	15,460	103%	15,000	100%
	Fin Accounting fees	5,500	3,007	55%	4,500	82%
7362	Maint. Build. & Grounds	8,000	5,410	68%	8,000	100%
	Buildings	5,000	4,326	87%	5,000	100%
	Grounds	3,000	1,083	36%	3,000	100%
7363	Maint. Equipment	14,000	11,885	85%	30,000	214%
	Plant Equipment	7,000	3,441	49%	9,000	129%
	Mobile Equipment	7,000	8,444	121%	15,800	226%
	TP, LS 1,2,3 Transfer Switch				5,200	
7404	Lab Services	23,200	18,705	81%	24,200	104%
	FGL	19,000	14,890	78%	20,000	105%
	Annual Sampling ABC/SD	4,200	3,815	91%	4,200	100%
7430	Memberships	8,490	7,187	85%	8,530	100%
	CASA	1,700	1,700	100%	2,500	147%
	SWRCB-Cert. operators	450	550	122%	150	33%
	CSDA	4,000	3,861	97%	4,000	100%
	SAMA lunch meet (skip due to Co	0	0	0%	0	
	CWEA- Cert. Ops Collection Syste	390	182	0%	390	100%
	CWEA Membership/ Tri-Counties	600	0		600	100%
	LAFCO	750	587	78%	600	80%
	Summerland Citizen Memb	140	25	0%	140	100%
	AAA Membership	160	132	83%	0	0%
	SBCSDA	300	150	50%	150	50%
7450	Office Expense	4,000	3,365	84%	4,000	100%
	Stationary & Newsletters (2)	1,000		0%	300	30%
	Office & Household Supplies	2,500	2,945	118%	3,500	140%
	Outdoor Canopy				200	
	Bottled water (moved to water a	500	420	84%	0	0%

7363:
Previously
\$21,200 Incl.
Backhoe
servicing

7450:
Previously
\$3,700. More
printing cost
expected for
Rate Study

Operating, Maintenance & Supplies		Adopted	Actual 3/31	75%	Proposed	< >
Acct No.	Description	Budget 2020-21	Budget 2020-21	Elapsed 31-Mar	Budget 2021-22	%
7454	Books & Subscrip.	290	48	17%	213	73%
	SB NewsPress	250	0	0%	0	0%
	Live Web Camera Annual Subscr.	0	0		165	
	Subscription ENR	40	48	120%	48	120%
7459	IT Profesional Serv.	4,000	2,759	69%	4,000	100%
	Computer Consultant	2,000	1,135	57%	2,000	100%
	Software & Computer (equip.)	2,000	1,624	81%	2,000	100%
7460	Prof & Special Serv.	12,350	7,395	60%	44,400	360%
	Annual Instrument Calibrations	3,900	1,353	35%	2,500	64%
	Electrical Troubleshoot/ Repairs	3,000	4,134	138%	4,400	147%
	Backflow testing	100	95	95%	100	100%
	Website	850	0	0%	400	47%
	Salary Analysis	2,500	2,314	93%	0	0%
	Rate Study				35,000	
	GIS/ Atlas Updates	2,000	-500	-25%	2,000	100%
7508	Legal Fees	45,000	49,579	110%	45,000	100%
7510	Contract Services	12,940	5,016	39%	8,240	64%
	Rate Calculation Consulting	5,000	0	0%	0	0%
	Payroll Prog. + email relays	840	560	67%	840	100%
	Fire Ext. Service	500	831	166%	500	100%
	Central Communications	600	450	75%	650	108%
	Sludge Hauling	6,000	2,926	49%	6,000	100%
	Cal PERS Old Age Ins. Adm. Fee		250		250	
7516	Permitting Services	9,600	9,554	100%	9,560	100%
	NPDES Permit	6,800	7,150	105%	7,510	110%
	Air Polution Control District	2,000	1,835	92%	1,050	53%
	Underground Service Alert	200	106	53%	200	100%
	County Roads Dep.	100	0	0%	100	100%
	SB Hazardous Permit	500	464		500	100%
	CA DIR Pressure Vessel Permit				200	
7530	Public. & Legal Notices	300	206	69%	600	200%
7546	Administration Expense	3,600	0	0%	3,600	100%
	County of SB Adm Exp	3,600	0		3,600	100%
7630	Small Tools & Instr.	500	204	41%	500	100%
	Gen. Tools	500	204		500	100%
7653	Training Fees & Supplies	7,175	2,746	38%	6,300	88%
	Staff Educational Classes/ Semin	2,500	621	25%	2,500	100%
	Board Members Training/ Semin	2,000	1,050	53%	2,000	100%
	Biennial Ethics Training	875	875	100%	0	0%
	Manuals/ Books	500	0	0%	500	100%
	Safety training	600	200	33%	600	100%
	Other training (FIT, CPR)	700	0	0%	700	100%

7460:
Previously
\$14,400:
includes Est.
Rate Study
Cost of \$35,000
and removed
Cap.
Replacement
study cost of
\$5,000

7516:
Previously
\$9,360
includes
vessel
permit fee
\$200

7530:
Previously
\$300.
Includes
extra
publication
cost of \$300

Operating, Maintenance & Supplies		Adopted	Actual 3/31	75%	Proposed	< >
Acct No.	Description	Budget 2020-21	Budget 2020-21	Elapsed 31-Mar	Budget 2021-22	%
7671	Special Projects	11,900	13,073	110%	8,800	74%
	Outfall Inspection/Maintenance	6,300	7,487		8,420	134%
	Ocean Water Sampling	5,600	5,586	100%	380	7%
7730	Transportation & Travel	1,000	403	40%	1,000	100%
	Mileage, lodging & Meals	1,000	403	40%	1,000	100%
7731	Gas-Oil-Fuel	2,400	1,449	60%	2,900	121%
	Gasoline	1,600	1,449	91%	2,100	131%
	Diesel	800	0	0%	800	100%
7761	Electricity	34,500	27,100	79%	41,000	119%
		34,500	27,100	79%	41,000	119%
7763	Water	2,000	1,266	63%	2,560	128%
	Montecito Water District	1,700	1,173	69%	1,750	103%
	Water Usage Line Cleaning	300	93	31%	310	103%
	Bottled Water	0	0	0%	500	
7764	Trash Services	4,000	2,981	75%	4,200	105%
	Totals	323,845	273,394	84%	382,497	118%

Explanation of Operating, Maintenance and Supplies Expenses

Explanation of proposed expenses that increase more than 100% of the prior year's Fiscal Year.

Line item 7090 Liability Insurance

The total budget for this category is \$42,554 with an increase of 16% from the prior year (\$36,800). The estimated amount is for a \$2.5M liability policy (per occurrence) instead of the current \$5M liability policy, which would cost \$45,247. SDRMA consulted with staff and said that the \$2.5M coverage is appropriate for the Summerland Sanitary District. After discussion with the Finance Committee, it is proposed to switch over from the \$5M liability policy to \$2.5 dollar liability policy.

Line item 7121 Operating Supplies

The total budget for this category is \$32,800 with an increase of 23% from the prior year (\$26,700). The estimated additional increase is \$3,500 for Sodium Bisulfite and \$2,500 for Sodium Hypochlorite due to the treatment plant chemical pumps using more chemicals. The pumps are now being operated by the treatment plant SCADA system. The chemical pumps operate automatically depending on the demand to chlorinate and dechlorinate the wastewater. Prior, the pumps were set to run at a constant rate, regardless of the demand of chemical.

Line item 7363 Maintenance Equipment

The total budget for this category is \$30,000 with an increase of 114% from the prior year (\$14,000). The estimated additional increase is \$2,000 for plant equipment that will need to be replaced, \$8,800 for servicing the district's backhoe, and \$5,200 for the maintenance of the treatment plant and lift stations automatic transfer switches (see Equipment Maintenance Project sheets page 12 and 13). The transfer switch maintenance will be performed commencing FY21/22 and every three years thereafter.

Line item 7404 Lab Services

The total budget for this category is \$24,200 with an increase of 4% from the prior year (\$23,200). The estimated additional increase is \$1,000 due to a rate increase and an adjustment due to the total expenses for lab services last year going over budget with a total of \$172 totaling \$23,372.

Line item 7460 Prof & Professional Services

The total budget for this category is \$44,400 with an increase of 360% from the prior year (\$12,350). The additional increase is due to the proposed Rate Study project (estimated cost).

Line item 7530 Public & Legal Notices

The total budget for this category is \$320 with an increase of 7% from the prior year (\$300). This increase is attributable to estimated publication cost of two legal notices.

Line item 7731 Gas-Oil-Fuel

The total budget for this category is \$2,900 with an increase of 21% from the prior year (\$2,400). The estimated additional increase is \$500 for gasoline that is projected to increase due to more mainline cleaning for FY21/22.

Line item 7761 Electricity

The total budget for this category is \$41,000 with an increase of 19% from the prior year (\$34,500). The estimated additional cost of \$6,500 is due to increasing energy rates and going over \$1,993 over last year's budget totaling \$36,493.

Line item 7763 Water

The total budget for this category is \$2,560 with an increase of 28% from the prior year (\$2,000). The estimated additional increase is \$560 for treatment plant water usage due to a water rate increase for FY21/22 of 2.8%. Additionally, the Bottled Water budget of \$500 was relocated from line-item account 7450 Office Expenses to this account.

Line item 7764 Trash

The total budget for this category is \$4,200 with an increase of 5% from the prior year (\$4,000). The estimated additional increase of \$200 is due to a rate increase for FY21/22.

Fund 5215- Equipment Maintenance Project

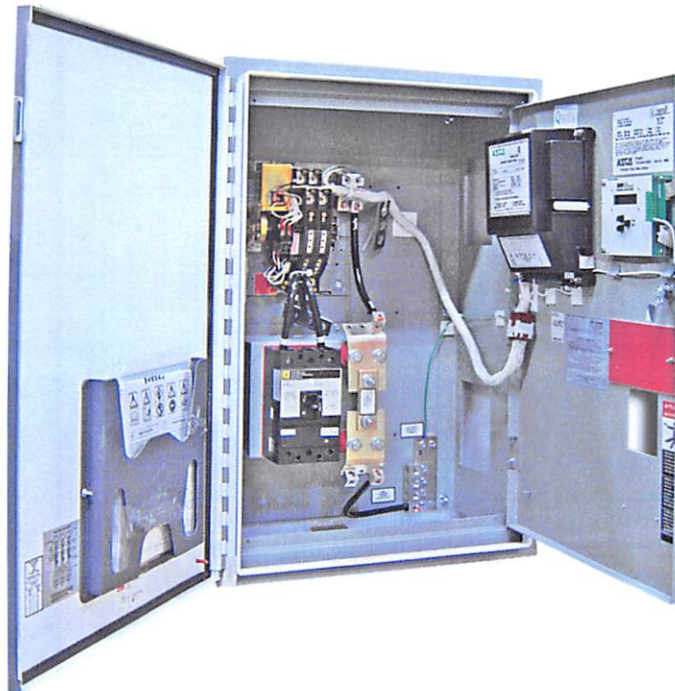
PROJECT TITLE: Transfer Switch Maintenance

DESCRIPTION: Maintenance to be performed on all lift stations and treatment plant transfer switches.

BUDGET COST: \$5,200

FUND SOURCE: Operational Expense Fund 5215 - Line item 7363 Maintenance Equipment

JUSTIFICATION: Over the years district staff strives to perform preventative maintenance on treatment plant and collections system equipment. There are a total of four automatic transfer switches (ATS); three located at each lift station and one at the treatment plant. The treatment plant and lift stations depend highly on the ATS to be in optimal working condition whenever there is a power outage. The ATS automatically transfers emergency generator power to the facility whenever the main source of power is not available. The ATS's have never been maintenance and therefore a technical maintenance is required to keep the units reliable when the district's facilities depend on emergency power.



Fund 5215- Equipment Maintenance Project

PROJECT TITLE: John Deer Backhoe Service

DESCRIPTION: The district's backhoe will be hauled to Coastline Equipment in Oxnard for service on its leaking hydraulic cylinders and for general maintenance. The hydraulic cylinders will be resurfaced and resealed with new gaskets.

BUDGET

ESTIMATE: \$8,800

FUND SOURCE: Operations Fund 5215- Line item 7363 Maintenance Equipment.

JUSTIFICATION: The district's backhoe hydraulic system is leaking hydraulic fluid at various cylinders throughout the vehicle. A well operating hydraulic system is critical to the operation of the vehicle since it controls the movement of the backhoe buckets and arms. Servicing the backhoe will provide a reliable source of transportation for the biosolids that exit the belt press and are set out to dry on the sludge holding bed.



Fund 5216 Capital Facilities – Proposed Budget FY2021/22

Revenues		Adopted FY 2020-21	Actuals 27-Apr 2021	% < > 83%	Proposed FY 2021-22	% < >
3380	INTEREST INCOME	6,300	1,107	18%	2,000	32%
3381	UNREALIZED GAIN/LOSS INV	2,013	0	0%	0	
Charges for services						
5432	CONNECTION FEES	12,385	4,170	34%	12,317	100%
Total Revenues		20,698	5,277	25.5%	14,317	69.2%

Expenses		Adopted Budget 2020-21	Actuals 31-Mar 2021	% < > 75%	Proposed Budget 2021-22	% < >
Capital Assets						
8200	Structures & Improvements	10,000	2,361	24%	10,000	100%
8300	Equipment	20,000	9,928	50%	20,000	100%
8400	Infrastructure	60,000	66,903	112%	0	0%
Total Capital Assets		90,000	79,192	88%	30,000	33%
Total Expenses		90,000	79,192	88%	30,000	33%

Budget Notes:

Funds from Fund 5216 are used for Treatment Plant and Infrastructure Improvements.
Fund 5216 Cash Balance as of April 30, 2021: \$244,356

Proposed Capital Facilities Projects

8300 Equipment - \$11,942 (see page 15, 16 and 17)

Fund 5216- Capital Facilities Project

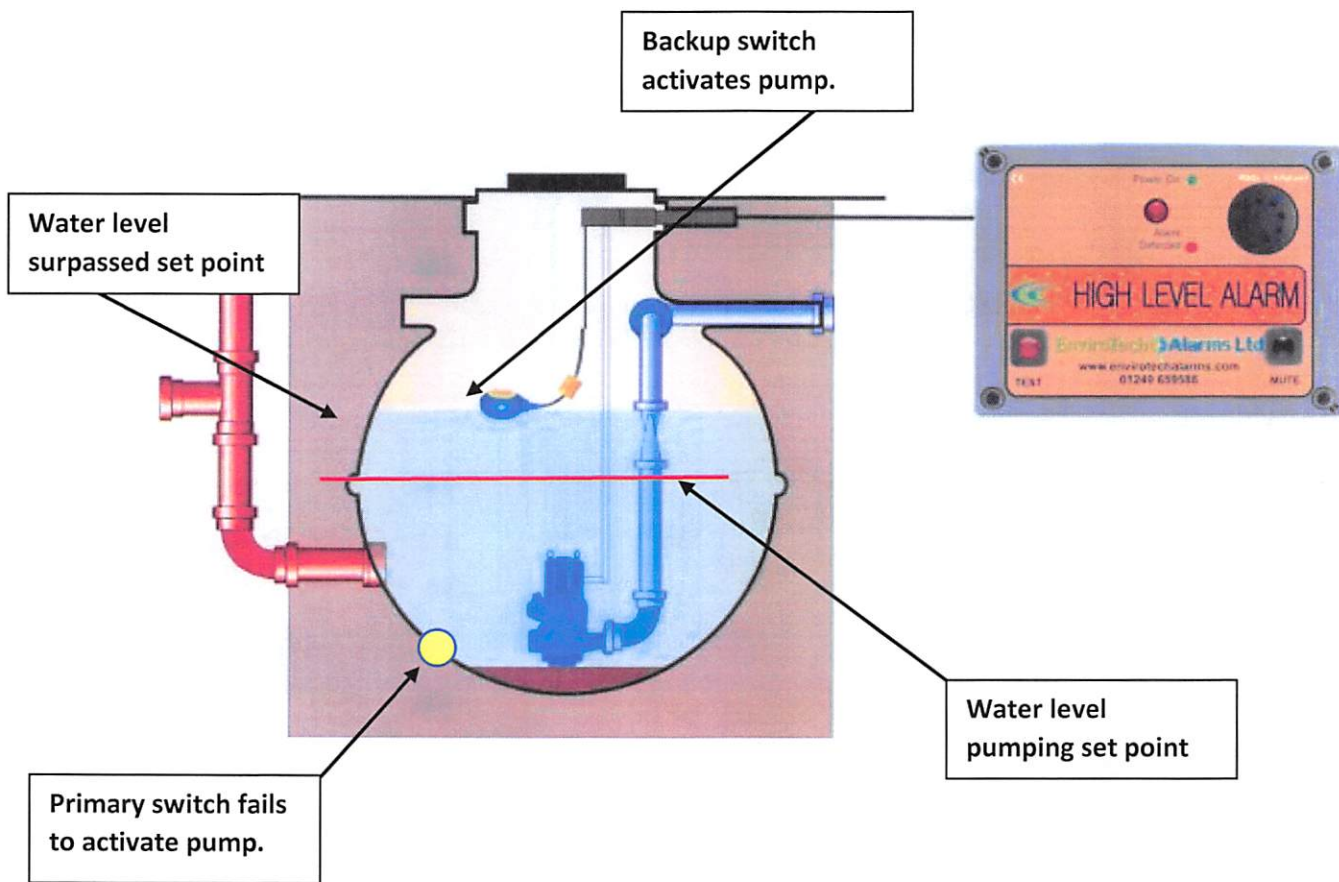
PROJECT TITLE: Lift Station #2 & 3 Backup Alarm System

DESCRIPTION: Installation of a backup switch at lift station # 2 & 3 wells that will activate the lift station pumps to pump down the well if the primary pumping switch fails.

BUDGET COST: \$2,900

FUND SOURCE: Capital Facilities Fund 5216- Line item 8300 equipment

JUSTIFICATION: Over the years district staff strives to keep the district's collections system in good working condition by performing preventative maintenance on both the sewer system and its lift stations to prevent sanitary sewer overflows. As an effort to prevent overflows staff strives to be proactive and install appropriate instrumentation at the collections system lift stations. Currently lift station # 2 & 3 depend on one system, individually, to pump down sewage whenever the water level in its well reaches a certain level. If that system fails, the wells continue to fill up past its pumping set point and can eventually lead to a sewer overflow. Installing the backup switches will turn on the lift station pumps, if the primary switch fails, and will prevent a sewer overflow.



Fund 5216- Capital Facilities Project

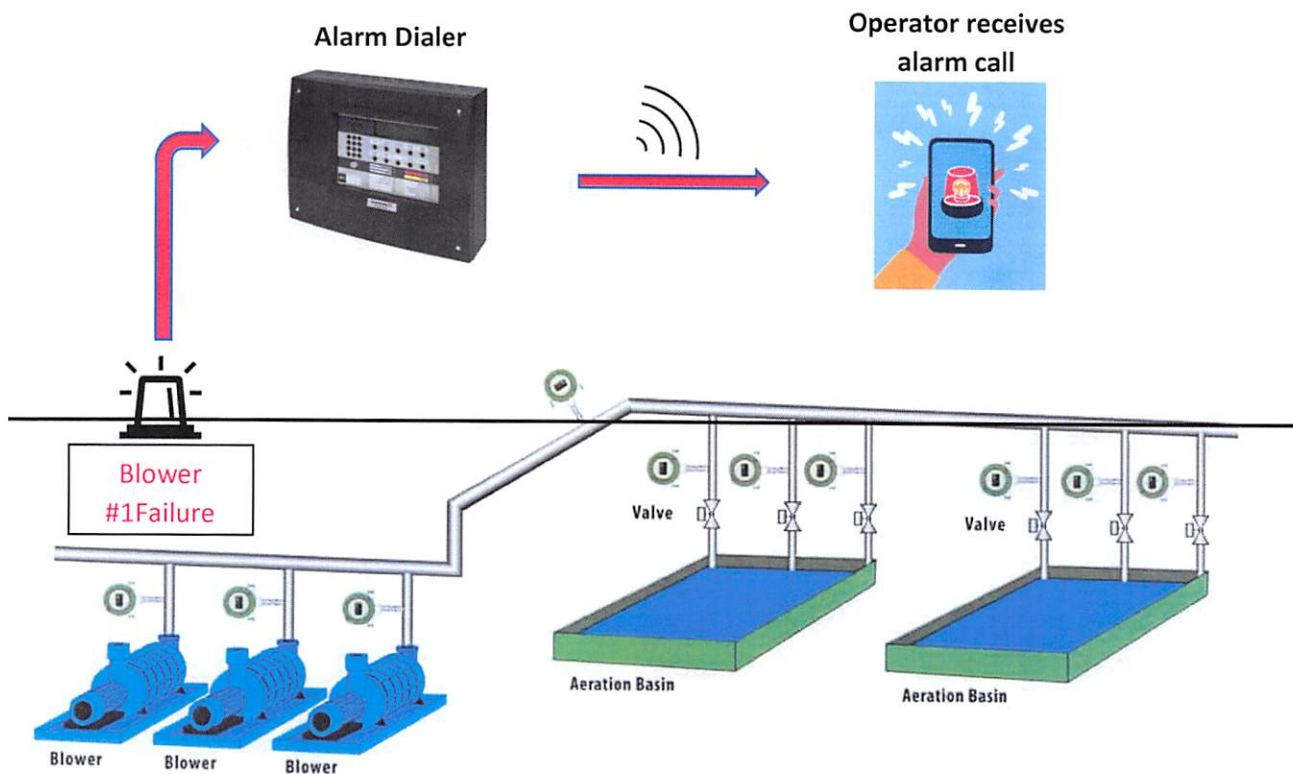
PROJECT TITLE: Connection of Blower's to Alarm System

DESCRIPTION: Connection of blowers# 1,2, and 3 to the treatment plant alarm system.

BUDGET COST: \$2,400

FUND SOURCE: Capital Facilities Fund 5216- Line item 8300 equipment

JUSTIFICATION: Over the years district staff strives to keep the district's treatment plant process in optimal condition. As an effort to reach optimal process condition staff strives to be proactive and install appropriate instrumentation that monitors and notifies staff of any plant process equipment malfunctions. Currently the districts blowers are not connected to the treatment plants alarms system, therefore when blower failure occurs no alarms are triggered hence staff is not notified. By connecting the blowers to the treatment plants alarm system, whenever any blower fails, staff will immediately be notified and be allowed to take appropriate action to restore air production for the treatment plant process rather than acting once staff finds the blower not operating. This will prevent any upset in the treatment plant process, which can result in a violation.



Fund 5216- Capital Facilities Project

PROJECT TITLE: ISCO Influent Composite Sampler Replacement

DESCRIPTION: Purchasing of a 5800 ISCO composite sampler to replace the district's non-compliant Influent composite sampler

BUDGET COST: \$6,642

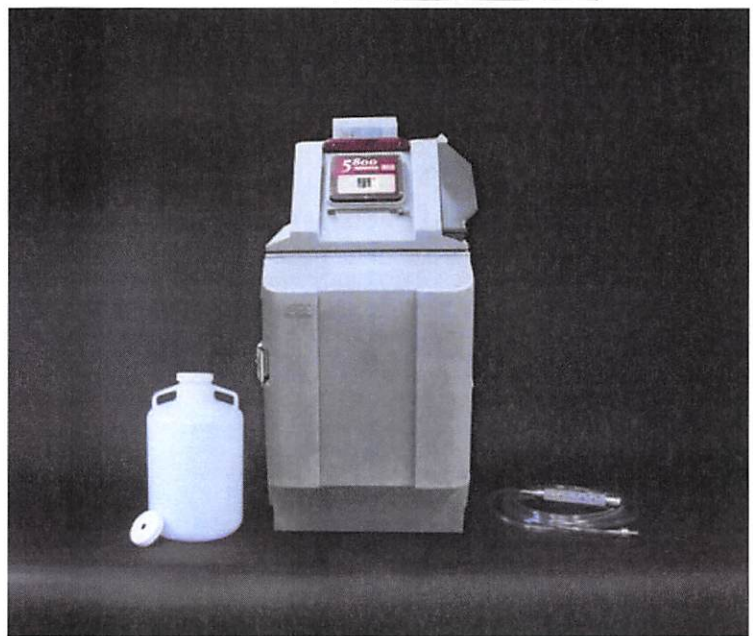
FUND SOURCE: Capital Facilities Fund 5216- Line item 8300 equipment

JUSTIFICATION: The district's current influent composite sampler refrigeration system failed. Staff retrofit the sampler by replacing its non-operational refrigeration system with a standard refrigerator to temporarily comply with the *General Monitoring Provisions* listed in the district's NPDES permit. To be in full compliance with the *General Monitoring Provisions*, the retrofit sampler must be replaced with a compliant sampler. The new sampler will be a downgrade model to the current sampler used for effluent sampling. Downgrading will remove features that are not used on the sampler and will reduce the cost for the sampler by \$1,500.

Current Retrofitted Sampler



Proposed Sampler



Fund 5217 Capital Facilities – Proposed Budget FY2021/22

Revenues		Adopted FY 2020/21	Actuals 27-Apr 2021	% < > 83	Proposed FY 2021-22	% < >
3380	INTEREST INCOME	8,500	3,000	35%	3,000	
3381	UNREALIZED GAIN/LOSS INV	6,529	0	0%		
Total Revenues		15,029	3,000	20.0%	3,000	

Expenses		Actual Budget 2020/21	Actuals 31-Mar 2021	% < > 75%	Proposed Budget 2021/22	% < >
Capital Assets						
8200	Structures & Improvements	6,000	1,975	33%	10,000	167%
8300	Equipment	45,000	0	0%	120,000	267%
8400	Infrastructure	100,000	0	0%	15,000	15%
Total Expenses		151,000	1,975	1%	145,000	96%

Budget Notes:

Funds from Fund 5217 are used for capital expenditures and emergency funding.
Fund 5217 Cash Balance as of April 30, 2021: \$750,131

Proposed Capital Facilities Projects

8300 Equipment - \$119,682 (see page 19, 20 and 21)

8400 Infrastructure - \$12,200 (see page 22)

Total \$131,882

Fund 5217- Capital Replacement Project

PROJECT TITLE: Riding Lawn Mower Replacement

DESCRIPTION: Replacement of the District's riding lawn mower that was purchased in the late 90's.

BUDGET COST: \$3,000

FUND SOURCE: Capital Replacement & Repair Fund 5217 - Line item 8300 equipment

JUSTIFICATION: Over the years district staff strives to keep the district's old riding lawn mower operational. Due to its old age, replacement parts are either obsolete, or too expensive compared to the cost of a new mower. The current mower needs a new blade housing assembly that is obsolete and has had various parts replaced in the past years. Purchasing a new lawn mower will be cost effective and ensure proper safety for staff when operating the vehicle.



Fund 5217- Capital Replacement Project

PROJECT TITLE: Outfall Buoy Replacement

DESCRIPTION: Replacement of the outfall buoy and servicing of the ground tackle that holds the buoy in place.

BUDGET COST: \$6,682

FUND SOURCE: Capital Replacement and Repair Fund 5217 - Line item 8300 equipment

JUSTIFICATION: Over the years annual maintenance and inspection has been performed on the district's outfall pipeline as preventative maintenance to ensure that the outfall pipe is maintained in good condition throughout its lifetime. For the past three years the annual outfall inspection report has reported the buoy to be listing (lean to the side). The buoy and has been resealed to prevent ocean water from saturating it and causing it to sink. Replacing the buoy and servicing the ground tackle that keeps it in place, would ensure that the buoy remains visible for inspection and continues to serve as an indication for boats that pass by informing them that there is a pipeline located within the marked area.



Fund 5217- Capital Replacement Project

PROJECT TITLE: Blower # 1 Replacement

DESCRIPTION: Replacement of the district's non-operational Aerzen blower #1. The current blower will be removed and replaced with the newest Aerzen blower model that meets the same specifications of the current blower. The new blower will require modifying of the existing discharge airline and reconfiguring the electrical system.

ESTIMATED

BUDGET COST: \$110,000

FUND SOURCE: Capital Replacement & Repair Fund 5217 - Line item 8300 Equipment

JUSTIFICATION: Over the years district staff strives to keep the district's treatment plant process in optimal condition by being proactive with maintaining the treatment plants equipment. Currently the districts blower #1 is non-operational. Removing the blower and shipping it to the manufacture to have it rebuilt results the same cost for a new blower. Rebuilding the unit does not ensure the unit will remain in a good operating condition due to its age. Blower #1 along with the other two blowers at the district were installed in 1990. By replacing blower #1, the district will be able rely on its aeration system to keep the treatment plant process with the appropriate oxygen supply and keep its biological process active in the case that any other of the blowers fail. The district will also benefit from the new unit by saving energy cost since the unit is energy efficient.



Fund 5217- Capital Replacement Project

PROJECT TITLE: Internal Inspection of Outfall Pipeline

DESCRIPTION: An internal inspection to be performed on the district's ocean outfall pipeline via a remotely operated vehicle to assess the condition of the internal condition of the pipe.

ESTIMATED

BUDGET COST: \$12,200

FUND SOURCE: Capital Replacement & Repair Fund 5217 - Line item 8400 Infrastructure

JUSTIFICATION: During the fiscal year 20/21, a repair clamp was installed on the outfall pipeline. The outfall inspection reports have showed a deterioration of the pipeline and it has been advised to replace or slip line the pipe in the upcoming future. District staff and board have explored the possibility of lining the districts ocean outfall. A hydraulic study was completed that determined lining to be feasible. A hydraulic study determines if reducing the outfall pipe will continue to maintain the proper capacity to carry the treatment plants effluent. The hydraulic study does not determine the physical condition of the pipe. Performing an internal inspection of the outfall will ensure that the liner will not come across any obstacles when being pulled through the existing outfall pipe.

DT3 20 MINI
PIPE CRAWLER





State of California—Health and Human
Services Agency
**California Department of
Public Health**



May 21, 2021

TO: All Californians

SUBJECT: Beyond the Blueprint for Industry and Business Sectors - Effective June 15

Related Materials:

Beyond the Blueprint Q&A | What Will California Look Like After June 15? Flyer

When California fully reopens the economy, the state will move beyond the Blueprint for a Safer Economy. Beginning June 15, all sectors listed in the current Blueprint Activities and Business Tiers Chart may return to usual operations (with the limited exceptions noted below for Mega Events) based on the following general public health recommendations:

	Restrictions Applying to Indoor & Outdoor Settings
Vaccine Verification / Negative Testing	Required for Indoor mega events Recommended for Outdoor mega events
Capacity Limitations	No restrictions
Physical Distancing	No restrictions for attendees, customers and guests
Masking	Follow current CDPH Guidance for Face Coverings
Travelers	Follow CDC recommendations and CDPH Travel Advisory

Employers are subject to the Cal/OSHA COVID-19 Prevention Emergency Temporary Standards (ETS), if applicable to them.

Limited Exceptions for Mega Events:

Mega Events are characterized by large crowds greater than 5,000 (indoors) and 10,000 (outdoors) attendees. Mega Events may have either assigned or unassigned seating, and may be either general admission or gated, ticketed and permitted events.

XB

RESOLUTION NO. 2021-03

**A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF
SUMMERLAND SANITARY DISTRICT
SETTING THE DATE FOR A HEARING AND GIVING NOTICE
THEREOF OF ELECTION TO COLLECT SEWER SERVICE CHARGES
ON THE COUNTY TAX ROLL
FOR THE FISCAL YEAR 2021-22**

WHEREAS, pursuant to the authority of Section 6520.5 of the Health and Safety Code ("Code"), the Governing Board ("Board") of the Summerland Sanitary District ("District") has prescribed sewer service rates; and

WHEREAS, pursuant to Section 5473 of the Code, the Board by its Ordinance No. 19 has elected to collect certain of its sanitary sewer service charges by means of the County Tax Roll each fiscal year; and

WHEREAS, Section 5473 of the Code requires that in the event of such an election to the District shall cause a written report to be filed, and the report shall contain a description of each parcel to be served by sewers and the charge therefore; and

WHEREAS, the report for fiscal year 2021-22 is being prepared and will be on file in the office of the District on or before June 15, 2021; and

WHEREAS, Section 5473.1 of the Health and Safety Code requires that a hearing be had on the report and that notice of the hearing by publication and mailing be given.

NOW, THEREFORE, BE IT RESOLVED:

1. That a hearing is hereby set and shall be held at 3:00 p.m. on the 8th day of July 2021 at the District's premises located at 2435 Wallace Avenue, Summerland, California 93067-0417, phone number 805-969-4344 for the purpose of hearing all objections and protests, if any, to the report on file in the office of the District;
2. That notice of the said hearing shall be given as follows:
 - a. By publication in the SANTA BARBARA NEWS PRESS on or about June 18, 2021 and June 25, 2021.
 - b. By mailing a notice in writing to those owners of those parcels of real property described in the report who are connected to the District's facilities and which parcels were not shown on the District's report for the prior fiscal year 2020-21. The notice shall be mailed to said owner's address as it appeared on the last equalized assessment roll available or the address shown to the Secretary of this District. Mailing is to be completed by June 15, 2021.

c. A copy of the written report will be available for inspection by the public on June 15, 2021, at the District office located at 2435 Wallace Avenue, Summerland, California 93067, phone number 805-969-4344.

3. That the Clerk to the Board shall be and hereby is authorized and directed to give the notice in form as required by law and to do any and all such other things as necessary for the holding of said hearing.

PASSED AND ADOPTED by the Governing Board of the Summerland Sanitary District on the 9th day of June 2021 by the following votes:

AYES : _____

NAYS : _____

ABSENT : _____

ABSTENTIONS : _____

Resolution No. 2021-03 was thereupon declared, carried, and adopted.

APPROVED:

David Novis
President of the Governing Board of
SUMMERLAND SANITARY DISTRICT

ATTEST:

Jolene Colomy
Secretary of the Governing Board of
SUMMERLAND SANITARY DISTRICT

I, _____, Clerk of the Board of the SUMMERLAND SANITARY DISTRICT, hereby certify that the foregoing is a true copy of the resolution duly and legally adopted by the Governing Board of the DISTRICT at a legal meeting of said body duly and regularly held on June 9, 2021.

DATE CERTIFIED: _____

XC

RESOLUTION NO. 2021-04

**RESOLUTION OF THE GOVERNING BOARD OF
SUMMERLAND SANITARY DISTRICT AGREEING THAT THE ALTERNATIVE
METHOD OF DISTRIBUTION OF PROPERTY TAX LEVIES
& ASSESSMENTS BE APPLICABLE TO TAX LEVIES MADE BY THE
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

WHEREAS, on or before October 15, 2002, the County of Santa Barbara will consider making the elective provided in Chapter 3 of part 8 of Division 1 of the Revenue and Taxation Code (commencing with Section 4701) which authorizes an alternative method for the distribution of property tax levies and assessments on the secured roll for the 2002-03 fiscal year and years thereafter, as well as delinquencies for prior fiscal years; and

WHEREAS, the County is prohibited from using such alternative method for any public district for which the County Treasury is not the legal depository unless such district agrees thereto by resolution of the public district's governing body adopted no later than July 1, 2021; and

WHEREAS, the Governing Board of Summerland Sanitary District desires to have the provisions of said alternative method made applicable to distributions made to Summerland Sanitary District.

NOW THEREFORE, BE IT RESOLVED that upon the County's election to implement the alternative method of distribution authorized by Chapter 3, Part 8 of Division 1 of the Revenue and Taxation Code, the governing body hereby agrees that said alternative method of distribution of property tax levies and assessments adopted by the County of Santa Barbara shall be applicable to Summerland Sanitary District.

BE IT FURTHER RESOLVED, that the Clerk of the governing body is hereby directed to transmit a copy of this Resolution to the Auditor-Controller of the County of Santa Barbara forthwith.

On a motion by _____, seconded by _____ the foregoing Resolution was passed and adopted by the Members of the Governing Board of Summerland Sanitary District, Santa Barbara County, State of California, this 9th day of June 2021, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

(SEAL)

David Novis
President of the Board

Jolene Colomy
Secretary of the Board



- Home
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CSDA Board of Directors Election Ballot - Term 2022-2024; Seat A - Coastal Network

Please vote for your choice

Choose **one** of the following candidates:

- Elaine Magner*
- Hugh Rafferty

*Incumbent

Elaine Magner* [\[view details\]](#)

Hugh Rafferty [\[view details\]](#)

Continue
Cancel



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Elaine Magner

District/Company: Pleasant Valley Recreation and Park District

Title: Board Director

Elected/Appointed/Staff: Elected

Length of Service with District: Since February 2008

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I currently serve on the CSDA Board of Directors as the Vice President. As the CSDA Vice President I serve on all CSDA committees. In the past I have been on the Fiscal, Audit, Elections and Bylaws, Membership and Professional Development and provide input to many of the CSDA Expert Feedback Teams including Human Resources and Personnel, Governance and Revenue Teams. Also I am one of the three CSDA board directors on the Special Districts Leadership Foundation (SDLF) and the CSDA representative on the SDLF Scholarship Committee.

I attend CSDA Legislative Days and Exhibitors Showcase annually.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

No

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Serve as the Pleasant Valley Recreation and Park District representative to the Ventura County Special Districts Association. Am one of the PVRPD Board members on the City of Camarillo/PVRPD Liaison Committee focusing on senior needs including facilities.

4. List civic organization involvement:

Member of the Camarillo Health Care District Early Morning Executive Panel – pre-COVID.



Fellow Coastal Network Members,

Having represented the Coastal Network as a CSDA Board member since 2016, I'm requesting your support for re-election.

I'm currently CSDA Board Vice President, having also served as Secretary and Treasurer. I've chaired the Fiscal and Membership committees, now serving as the ex-officio on all CSDA committees. I'm a representative to the Special Districts Leadership Foundation and their Scholarship Committee. I've completed the SDLF Leadership Academy, and regularly attend the annual Legislative Days, Annual Conference and Exhibitor Showcases.

As a Director for the Pleasant Valley Recreation and Park District Board since 2008, I've served as Board Chair, on the Personnel and Liaison Committees, and as PVRPD's representative to the Ventura County Special Districts Association and CSDA. I have been honored by VCSDA as Director of the Year.

My career in Public Service for 31 years was in law enforcement Human Resources. Following my retirement, I worked as a contract investigator for the Department of Justice.

My experience on the PVRPD Board and my work as a public servant has provided me with a solid foundation of experience, enabling me to represent your District's interests on the CSDA Board.

As a board member, I represent all special districts in the Coastal Network, supporting CSDA's on-going efforts to offer educational classes and informative conferences and their pro-active legislative advocacy and policy proposals that impact all Special Districts.

If re-elected, I will continue to work with board members and staff to further advocacy efforts at the state and national level, increase membership, and further enhance services provided to member agencies.

I would appreciate your district's support in my re-election as the Coastal Network representative on the CSDA Board of Directors. I respectfully ask for your vote.

Sincerely,

Elaine L. Magner, Director
Pleasant Valley Recreation and Park District



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Hugh Rafferty

District/Company: Santa Maria Public Airport District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 10 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

CSDA Secondary Legislative Committee

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

California Credit Union League - PAC and Advocacy Committee

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Santa Barbara County Chapter CSDA

4. List civic organization involvement:

Santa Barbara County Taspayers Association

Chamber of Commerce - Leadership Santa Maria

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

CSDA Board of Directors 2021 – 2023 Election Candidate Statement

I am the Past-president of the Santa Maria Public Airport District, and currently serve as Board Secretary. I have served on the District board for 10 years.

I'm the Past-president of the Santa Barbara County Chapter of CSDA, and continue to serve on the Board of Directors. I've served on the board for approximately 7 years. In addition, I currently serve on the CSDA Secondary Legislative Committee, and have served on the HR Support Committee.

I'm a past member of the Santa Maria Valley Chamber of Commerce Board of Directors, and currently serve on its Leadership Santa Maria Valley Board.

I'm an Honorably Discharged Marine Corps Veteran, and was designated a Lifetime Honorary Commander Emeritus by the 30th Space Wing at Vandenberg Air Force Base.

I hold a BA degree in General Studies, an MA in Human Development and Management, and a Ph. D in Management.

In addition to the above, I serve/have served in the following capacities:

- . Board Member and Past President – Santa Barbara County Taxpayers Association
- . Current President – Committee to Improve North (Santa Barbara) County
- . Chairman – Volunteer Leadership Committee, California Credit Union League
- . Board Member – California Credit Union League Advocacy Committee and Political Action Committee

I'm the recipient of several California Assembly, California State Senate and Congressional Certificates of Recognition, as well as Chamber of Commerce Citizen of the Year, and California Credit Union League Volunteer of the Year Awards.

My work with these various organizations has brought me into contact with numerous City, County, State and Federal elected officials, as well as managers and directors and employees of a number of special districts, and I hope to bring these experiences to the CSDA Board of Directors

I hope you will consider me for election to the CSDA Coastal Network board position.

Hugh Rafferty

Financial Status (Real-Time)

Financial Status Report May 31, 2021

As of: 5/31/2021 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

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	5/31/2021 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	237,555.09	7,555.09	103.28 %
3011 -- Property Tax-Unitary	0.00	3,611.11	3,611.11	--
3015 -- PT PY Corr/Escapes Secured	0.00	1,218.36	1,218.36	--
3020 -- Property Tax-Current Unsecd	9,500.00	5,581.35	-3,918.65	58.75 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	109.49	109.49	--
3040 -- Property Tax-Prior Secured	0.00	-29.92	-29.92	--
3050 -- Property Tax-Prior Unsecured	0.00	187.09	187.09	--
3054 -- Supplemental Pty Tax-Current	3,500.00	3,466.80	-33.20	99.05 %
3056 -- Supplemental Pty Tax-Prior	0.00	-0.66	-0.66	--
Taxes	243,000.00	251,698.71	8,698.71	103.58 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	11.17	11.17	--
Fines, Forfeitures, and Penalties	0.00	11.17	11.17	--
Use of Money and Property				
3380 -- Interest Income	15,000.00	4,046.42	-10,953.58	26.98 %
3381 -- Unrealized Gain/Loss Invstmnts	-4,326.00	-6,324.66	-1,998.66	146.20 %
Use of Money and Property	10,674.00	-2,278.24	-12,952.24	-21.34 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	908.46	-91.54	90.85 %
Intergovernmental Revenue-State	1,000.00	908.46	-91.54	90.85 %
Charges for Services				
5091 -- Planning & Engrng-Plan Ck Fes	1,200.00	3,058.00	1,858.00	254.83 %
5430 -- Sanitation Services	1,006,726.00	984,423.50	-22,302.50	97.78 %
5433 -- Inspection Fees	2,700.00	4,714.25	2,014.25	174.60 %

Financial Status (Real-Time)

As of: 5/31/2021 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

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	5/31/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
5746 -- Administrative Revenue	2,700.00	4,232.00	1,532.00	156.74 %
Charges for Services	1,013,326.00	996,427.75	-16,898.25	98.33 %
Revenues	1,268,000.00	1,246,767.85	-21,232.15	98.33 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	409,214.00	365,028.61	44,185.39	89.20 %
6200 -- Extra Help and/or Labor	0.00	2,704.42	-2,704.42	--
6270 -- Stand-by Pay	12,500.00	8,781.84	3,718.16	70.25 %
6300 -- Overtime	4,200.00	3,424.46	775.54	81.53 %
6400 -- Retirement Contribution	145,889.00	134,478.16	11,410.84	92.18 %
6475 -- Retiree Medical OPEB	9,800.00	5,486.23	4,313.77	55.98 %
6500 -- FICA Contribution	31,305.00	29,017.72	2,287.28	92.69 %
6600 -- Health Insurance Contrib	72,812.00	77,413.83	-4,601.83	106.32 %
6900 -- Workers Compensation	16,866.00	16,051.68	814.32	95.17 %
Salaries and Employee Benefits	702,586.00	642,386.95	60,199.05	91.43 %
Services and Supplies				
7030 -- Clothing and Personal	2,100.00	2,140.54	-40.54	101.93 %
7053 -- Telephone Service Local	9,000.00	8,455.00	545.00	93.94 %
7090 -- Insurance	36,800.00	37,501.77	-701.77	101.91 %
7110 -- Directors Fees	15,000.00	14,000.00	1,000.00	93.33 %
7121 -- Operating Supplies	26,700.00	26,857.39	-157.39	100.59 %
7324 -- Audit and Accounting Fees	25,000.00	23,221.25	1,778.75	92.89 %
7362 -- Building Maintenance	8,000.00	5,606.75	2,393.25	70.08 %
7363 -- Equipment Maintenance	14,000.00	13,601.94	398.06	97.16 %
7404 -- Public Health Lab Serv	23,200.00	21,591.00	1,609.00	93.06 %
7430 -- Memberships	8,490.00	7,326.58	1,163.42	86.30 %

Financial Status (Real-Time)

As of: 5/31/2021 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

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	5/31/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
7450 -- Office Expense	4,000.00	4,679.90	-679.90	117.00 %
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	10,304.36	2,045.64	83.44 %
7508 -- Legal Fees	45,000.00	54,451.92	-9,451.92	121.00 %
7510 -- Contractual Services	12,940.00	5,391.39	7,548.61	41.66 %
7516 -- Permitting Services	9,600.00	9,669.02	-69.02	100.72 %
7530 -- Publications & Legal Notices	300.00	205.92	94.08	68.64 %
7546 -- Administrative Expense	3,600.00	2,766.00	834.00	76.83 %
7630 -- Small Tools & Instruments	500.00	243.25	256.75	48.65 %
7653 -- Training Fees & Supplies	7,175.00	2,827.00	4,348.00	39.40 %
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	1,702.01	697.99	70.92 %
7761 -- Electricity	34,500.00	37,637.37	-3,137.37	109.09 %
7763 -- Water	2,000.00	1,644.78	355.22	82.24 %
7764 -- Refuse	4,000.00	3,648.33	351.67	91.21 %
Services and Supplies	323,845.00	311,755.78	12,089.22	96.27 %
Expenditures	1,026,431.00	954,142.73	72,288.27	92.96 %
Other Financing Sources & Uses				
Other Financing Sources				
5920 -- Gain/Loss Sale Capital Assets	0.00	6,375.00	6,375.00	--
Other Financing Sources	0.00	6,375.00	6,375.00	--
Other Financing Sources & Uses	0.00	6,375.00	6,375.00	--

Financial Status (Real-Time)

As of: 5/31/2021 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

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	5/31/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Changes to Fund Balances				
Decrease to Nonspendables				
9602 -- Receivables	0.00	1,664.00	1,664.00	--
Decrease to Nonspendables	0.00	1,664.00	1,664.00	--
Decrease to Restricted				
9797 -- Unrealized Gains	7,020.00	7,018.31	-1.69	99.98 %
Decrease to Restricted	7,020.00	7,018.31	-1.69	99.98 %
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	6,326.00	7,988.66	1,662.66	126.28 %
SummerInd San Dist Running Exp	247,895.00	306,988.78	59,093.78	123.84 %

Financial Status (Real-Time)

As of: 5/31/2021 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

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	5/31/2021 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	1,106.70	-5,193.30	17.57 %
3381 -- Unrealized Gain/Loss Invstmnts	-142.00	-2,153.06	-2,011.06	1,516.24 %
Use of Money and Property	6,158.00	-1,046.36	-7,204.36	-16.99 %
Charges for Services				
5091 -- Planning & Engrng-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	18,543.00	3,123.64	-15,419.36	16.85 %
Expenditures				
Capital Assets				
8200 -- Structures&Struct Improvements	10,000.00	2,361.00	7,639.00	23.61 %
8300 -- Equipment	20,000.00	16,760.21	3,239.79	83.80 %
8400 -- Infrastructure	60,000.00	66,902.50	-6,902.50	111.50 %
Capital Assets	90,000.00	86,023.71	3,976.29	95.58 %
Expenditures	90,000.00	86,023.71	3,976.29	95.58 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	2,155.00	2,153.06	-1.94	99.91 %
Decrease to Restricted	2,155.00	2,153.06	-1.94	99.91 %
Changes to Fund Balances	2,155.00	2,153.06	-1.94	99.91 %
Summerland San Cap Facilities	-69,302.00	-80,747.01	-11,445.01	116.51 %

Financial Status (Real-Time)

As of: 5/31/2021 (92% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 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	5/31/2021 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	3,000.08	-5,499.92	35.30 %
3381 -- Unrealized Gain/Loss Invstmnts	1,964.00	-4,563.35	-6,527.35	-232.35 %
Use of Money and Property	10,464.00	-1,563.27	-12,027.27	-14.94 %
Revenues	10,464.00	-1,563.27	-12,027.27	-14.94 %
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	4,565.00	4,563.35	-1.65	99.96 %
Decrease to Restricted	4,565.00	4,563.35	-1.65	99.96 %
Changes to Fund Balances	4,565.00	4,563.35	-1.65	99.96 %
SummerInd San Dist-Capital Rep	-135,971.00	1,025.08	136,996.08	-0.75 %
Net Financial Impact	42,622.00	227,266.85	184,644.85	533.21 %

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting June 9, 2021 Operations Manager Report

OPERATIONS AND FACILITY MAINTENANCE:

- Daily water meter readings being performed by staff. Water usage normal.
- On May 14, 2021, the monthly reports for April 2021 were sent in via CIWQS automated online program on a timely basis with no violations to report.
- The District remained open to the public by appointment only and staff continued to follow COVID-19 safety guidelines.
- On June 2, 2021, Angel resigned from his position at the district as an WWTP Operator I. The job vacancy has been posted on the district's website, Indeed, and with the CWEA.
- Met with Nick Panofsky, an engineer from MNS Engineers, to consult about the outfall rehabilitation project. MNS provided engineering services for the district's treatment plant expansion in 1991. Nick informed that he could serve as the district's project leader and guide the district through the planning, bidding, and construction process. Doing so would prevent the district from making any mistakes throughout the whole process. Nick will provide a proposal for MNS services within the next couple of weeks.
- Two truckloads of biosolids were hauled to Liberty Composting in Kern County for further treatment.
- Staff cut out a small section of concrete from the floor on the northside of the operations building to expose water leaking from under the concrete. It was discovered that the waterline cracked. The waterline was repaired, and the opening in the concrete was restored.
- Staff disassembled and serviced the digester #1 suction valve due to the valve improperly opening and closing.
- Staff repaired 5 corroded fence posts located on the south side of the treatment plant fence.
- 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:

- Multi W Systems technicians replaced the lift station #2 air bubbler system with a liquid level transducer. The job was performed two weeks after getting approval from the board president to do the replacement now instead of including it in the next year's fiscal budget.
- Discovered with a drive by that a property in town was altering their private sewer lateral without obtaining a sewer repair permit from the district. The property owner was notified that a permit was required. The property owner obtained a permit, and a final inspection was performed by staff once the repair was complete.
- Staff continued monthly FOG (Fats, Oils and Grease) inspections at restaurants in town. All restaurants were complying.
- 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 4,803 feet of sewer mainline.

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting June 9, 2021 District Administrative Manager Report

- Due to precautions measurements concerning Covid-19 the District Administrative Office is open by appointment only. Staff is fully vaccinated. While the CDC, and subsequently the County of Santa Barbara, has provided guidance for vaccinated people, CalOSHA has not changed their emergency rules yet.
- New Connection Permit:
Connection Permit Application and Capital Recovery and admin fees were paid for:
220 Montecito Ranch Lane; one SFD and one ADU
- Issuing of Will Serve Letter, Permit and Administration Fees:
2557 Whitney Avenue; remodel
- Lateral/Wye Repair: Permit Procession and Inspection Fees
2430 Lillie Avenue
2557 Whitney Avenue
Administration:
- SSD Payroll program Intuit discontinued, and the districts payroll rolled into QuickBooks Payroll program.
- Cancelled ACH service with Montecito Bank and Trust per July 1, 2021 (\$300 annual fee).
- Revised proposed Financial Budget FY2021-22 together with Operations Manager.
- Performed preparations for the Annual Sewer Fees FY2021-22 for the property tax roll.
- Scheduled Annual Inspections for the commercial properties to verify correct classifications.
- Created final paycheck for A. Diosdado and other outboarding administrative tasks. Posted the job vacancy at the district's website, Indeed and CWEA website.
- Held a video conference with Gary Dunn, a Senior Account Executive at All Paid. All Paid provides a payment online platform to the public sector at no cost. All Paid charges a processing fee of 2.25% fee per transaction through any of the bank/credit card, to be paid by the customer.
- Scheduled and held an online video conference meeting with HFH consultants together with Operations Manager.

Scheduled days off:

July 12 through July 27, 2021