



2435 Wallace Avenue, Summerland CA

## **Regular Board of Directors Meeting**

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

### **NOTES**

This meeting will be held at the District's Treatment Plant. Public 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?pwd=ZlFYMERld0tBMlowdk5BYTdTZXpQQQT09>

Public is also permitted at the meeting utilizing social distancing protocols. 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 III of the agenda.

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](http://www.summerlandsd.org)

### **AGENDA**

- I. **CALL TO ORDER/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 submit a speaker slip to the Clerk of the Board. Or when participation remotely: email comments to at [info@summerlandsd.org](mailto:info@summerlandsd.org) at least 30 minutes prior to the meeting, or provide a telephone number at 805-969-4344 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 JUNE 9, 2021 AND THE SPECIAL BOARD MEETING OF JUNE 29, 2021** [Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR JUNE 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. **NEW BUSINESS** [Action-Items]

**A. Resolution 2021-06: Resolution of the Board of Summerland Sanitary District Ordering the Filing with the County Auditor of a Report of Sewer Service Charges for the Fiscal Year 2021-22 to be Placed on and Collected by Means of the County Tax Roll**

Description: The Board will review and consider adopting Resolution No. 2021-06.

Staff Recommendation: Staff recommends that the Board adopt Resolution No. 2021-06.

**B. Emergency Repair of Section of Main Sewer Line as Authorized by Resolution 2021-05**

Description: The Board will receive a report of completion of the emergency repair as authorized by Resolution 2021-05 on June 29, 2021.

Staff Recommendation: That the Board declare that the emergency condition as described in Resolution 2021-05 is terminated as required by Public Contract Code Section 22050 (c)(1).

X. **FINANCIAL STATUS REPORT JUNE 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. **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.

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. **ADJOURNMENT**



## Minutes of the Regular Board of Directors Meeting

Wednesday June 9, 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 (3:30 P.M.)  
MARTIN TUCKER

ABSENT

-

ALSO PRESENT

NOE AGUILAR VEGA Operations Manager  
MARJON SOUZA District Administrative Manager  
GREGORY PATTERSON District Legal Counsel (via Zoom)

### 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 MAY 13, 2021 [Action-item]

A motion was made by Director J. Colomy to approve the minutes of the Regular Board Meeting of May 13, 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 06/09/2021

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	J. Witmer
ABSTAIN:	0	None

VI. APPROVAL OF THE MONTHLY EXPENSES FOR MAY 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 \$73,061 for Fund 5215 and \$5,294 for Fund 5216. The motion was seconded by Director J. Colomy and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	J. Witmer
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 legal counsel, district staff at 3:07 p.m. to discuss closed session item: *Conference with Legal Counsel- Existing Litigation (Subdivision (d)(1) of Section §54956.9)*

President D. Novis announced that the Board reconvened the closed session at 3:25 p.m. and reported that no action was taken.

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**

The Board received a Proposed FY2021/22 Annual Budget. The Board of Directors was asked to consider approving the proposed budget FY2021-22, by adopting Resolution No. 2021-02, which included a 2.2% COLA. In addition, the Board was requested to consider approving reducing the Liability Coverage from \$5M to 2.5M per occurrence.

The Board reviewed the letter of transmittal and Exhibit A. The Finance Committee recommended to adopt the 2.2% cost of living to the salary schedule, which excluded

Management. The Finance Committee and Board President also recommended a closer review of the legal expenses during the last board meeting. The expected hearing to calculate possible legal fees was however delayed and the budget line item for legal fees can be modified at a later date. The Finance Committee proposed to lower the liability fee to a 2.5M coverage per occurrence.

Operations Manager N. Aguilar Vega gave an explanation to some of the proposed project costs.

A motion was made by Director J. Franklin to adopt Resolution No. 2021-02 approving the proposed budget FY2021-22. The proposed budget includes a 2.2% COLA and a Liability coverage of 2.5M per occurrence. The motion was seconded by Director M. Tucker and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	J. Witmer
ABSTAIN:	0	None

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

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

The Board discussed lifting some of the precaution measurements per June 15, 2021, according to the guidelines of the CA Department of Public Health.

Staff recommended that the Board consider public access to board meeting locations in addition to public participation through video/teleconferencing.

A motion was made by Director J. Colomy to allow members of the public at the Board meeting location in addition to public participation through video/teleconferencing commencing next board meeting. The motion was seconded by Director J. Franklin and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	J. Witmer
ABSTAIN:	0	None

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**

The Board reviewed and considered adopting Resolution No. 2021-03 for collecting sewer service charges on the County tax roll for the Fiscal year 2021-22.

President D. Novis commented that this is an annual occurring resolution to set a date for the Hearing to collect the sewer charges on the property tax roll. Clerk to the Board M. Souza said that the Notice of Hearing announcement will be published in the News Press on June 18th and June 25th.

Summerland Sanitary District  
Minutes Regular Board Meeting 06/09/2021

A motion was made by Director J. Franklin to adopt Resolution No 2021-03. The motion was seconded by Director D. Novis and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	J. Witmer
ABSTAIN:	0	None

**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.**

The Board reviewed and considered 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.

A motion was made by Director J. Colomy to adopt Resolution No 2021-04. The motion was seconded by Director J. Franklin and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	J. Witmer
ABSTAIN:	0	None

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

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

President Novis commented that Mr. Rafferty is very active in the local CSDA chapter and is highly qualified and would recommend him, staff M. Souza found Mr. Rafferty an excellent candidate as well.

A motion was made by Director D. Novis to vote to elect Hugh Rafferty for Seat A-CSDA Coastal Network. The motion was seconded by Director M. Tucker and carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	J. Witmer
ABSTAIN:	0	None

**X. FINANCIAL STATUS REPORT MAY 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 the following: Staff member, Angel Diosdado, resigned on June 2<sup>nd</sup>. A new job announcement was posted at the

Summerland Sanitary District  
Minutes Regular Board Meeting 06/09/2021

District's website, Indeed and CWEA. The Air Bubbler system at lift station II was successfully installed. N. Aguilar Vega also met with an Engineer from MNS to discuss bidding/project process for slip lining the outfall pipeline.

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: Notice of Hearing for Sewer Charges on the Property Tax Roll.

C. Next Board meeting date:

Regular Board Meeting Thursday July 8, 2021, at 3:00 p.m.

XIV. ADJOURNMENT

A motion was made by Director D. Novis 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: July 8, 2021

Minutes prepared by M. Souza





## Minutes of the Special Board of Directors Meeting

Tuesday June 29, 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 at the district premises located at 2435 Wallace Ave, Summerland. 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> Public was also permitted at the meeting utilizing social distancing protocols.

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 3:00 P.M.

I. ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY  
DAVID NOVIS  
JOHN FRANKLIN  
MARTIN TUCKER  
JAMES WITMER

ABSENT

-

ALSO PRESENT

NOE AGUILAR VEGA      Operations Manager  
MARJON SOUZA          District Administrative Manager

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

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

IV. ITEMS TO BE DISCUSSED [Action Item]

**Resolution No. 2021-05:** Resolution of the Board of Summerland Sanitary District Declaring an Emergency with Regard to A Certain Section of the Main Sewer Line, Authorizing Remedial Work to be Performed Without Competitive Bidding, Declaring the Project to be Exempt from the Requirements of the California Environmental Quality Act, and Making Necessary Findings Thereof.

Operations Manager N. Aguilar Vega gave an explanation that he received a phone message from a property owner in town of notification of his lateral cleaning on 2435 Golden Gate Avenue on Saturday June 19th. Mr. Aguilar Vega checked the surrounding manholes of the mentioned lateral location on this day and discovered an abnormal sound coming from inside one of the manholes. Additional inspections and CCTV videoing were performed in the following week by Mr. Aguilar Vega together with Lead Collections Mr.



Nava. It was determined that a repair was needed as soon as possible. The report of the CCTV inspection, including pictures, was included in the board meeting package. Mr. Aguilar Vega contacted four construction companies and received two proposals from companies that were available short term: Tierra Contracting and Cushman Contracting. Tierra is available to start Wednesday June 30<sup>th</sup> if the Board approves the Resolution to perform the emergency work. Tierra's proposal came in \$18,750 and Cushman's proposal was around \$35,000. Since Tierra came in with the lowest bid, they will do the job. Mr. Aguilar Vega feels very confident working with Tierra; they performed many satisfactory repairs in the past. President Novis informed the Board that he was contacted by the Operations Manager and travelled to the site at Golden Gate Avenue to receive explanation. President Novis was very pleased on how Mr. Aguilar Vega has handled the situation and thanked Mr. Aguilar Vega.

A motion was made by Director J. Franklin to adopt Resolution No. 2021-05 Declaring an Emergency with Regard to A Certain Section of the Main Sewer Line, Authorizing Remedial Work to be Performed Without Competitive Bidding, Declaring the Project to be Exempt from the Requirements of the California Environmental Quality Act, and Making Necessary Findings Thereof.

The motion was seconded by Director M. Tucker and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

V. ADJOURNMENT

A motion was made by Director M. Tucker to adjourn the Special Board meeting at 3:11 p.m. The motion was seconded by Director J. Witmer and passed with five ayes. Respectfully submitted:

---

Jolene Colomy  
Board Secretary

Date: July 8, 2021

Minutes prepared by M. Souza

# Expenditure Transactions

## Monthly Expense Report June 2021

From 6/1/2021 to 6/30/2021

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
DJE - 0141781	6/2/2021		6600	3 months Healthcare premium Reimb. Mike Sullivan	-5,535.72		
CLM - 0637390	6/7/2021		7110	Comp. Agenda Setting Meeting 06/03/2021	175.00	026964	DAVID NOVIS
CLM - 0637391	6/7/2021		7510	Removal of Biosolids 2 truckloads 48.7 tons total	2,824.60	003949	LIBERTY COMPOSTING
CLM - 0637393	6/7/2021		7362	Watermain repair parts & irrigation parts	314.50	116421	SITE ONE LANDSCAPE SUPPLY LLC
CLM - 0637394	6/7/2021		7362	Concrete mix for manhole repair	27.53	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0637396	6/7/2021		7731	Gasoline May 2021	90.90	522736	McCormix Corporation
CLM - 0637397	6/7/2021		7516	Dig alert ticket cost May 2021	11.55	828128	UNDERGROUND SERVICE ALERT
CLM - 0637398	6/7/2021		7363	Backhoe trouble shooting	533.72	493284	Coastline Equipment
CLM - 0637401	6/7/2021		7121	Clarifloc WE-432: twelve 55 LB bags	1,600.09	001716	POLYDYNE INC
JE - 0219121	6/7/2021		6475	HRA Administrative Fee - MAY 2021	9.00		
CLM - 0638380	6/15/2021		7053	Internet and phone May 27- June 26, 2021	381.36	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0638818	6/15/2021		6100	Regular Salaries June 1-15, 2021	15,608.47	790178	Summerland Sanitary District
CLM - 0638818	6/15/2021		6270	Standby June 1-15, 2021	430.82	790178	Summerland Sanitary District
CLM - 0638818	6/15/2021		6500	Medicare and Fica June 1-15, 2021	1,290.30	790178	Summerland Sanitary District
JE - 0219479	6/15/2021		6400	Retirement Contr. Payroll 06-15-2021	6,738.57		
JE - 0219479	6/15/2021		6475	Retirement Healthcare Contr. retirees 06-15-2021	241.67		
CLM - 0638356	6/16/2021		7110	Comp. RBM 06/09/2021	175.00	009934	JOLENE M COLOMY
CLM - 0638357	6/16/2021		7110	Comp. RBM 06/09/2021	175.00	026964	DAVID NOVIS
CLM - 0638359	6/16/2021		7110	Comp. RBM 06/09/2021	175.00	765907	John Franklin
CLM - 0638360	6/16/2021		7110	Comp. RBM 06/09/2021	175.00	091927	JAMES WITMER
CLM - 0638361	6/16/2021		7110	Comp. RBM 06/09/2021	175.00	009758	MARTIN TUCKER
CLM - 0638373	6/16/2021		7510	Call Center Service - May 2021	58.71	106048	CENTRAL COMMUNICATIONS
CLM - 0638367	6/17/2021		7731	Diesel Fuel 221 Gallons & delivery fee	952.44	522736	McCormix Corporation
CLM - 0639713	6/21/2021		7731	Gasoline June 2021	132.37	522736	McCormix Corporation
CLM - 0639717	6/21/2021		7763	Water May 2021	152.66	556712	MONTECITO WATER DISTRICT
CLM - 0639740	6/21/2021		7508	Summerland SD versus Malott May 2021	540.00	048258	MUSICK PEELER & GARRETT LLP
CLM - 0638362	6/22/2021		7404	FGL Lab testing 4/21 through 5/21/2021	852.00	270150	FGL ENVIRONMENTAL INC
CLM - 0638364	6/22/2021		7363	Radiator Assembly for portable air compr.	994.18	493284	Coastline Equipment
CLM - 0639712	6/22/2021		7121	555 Gallons of Sodium Bisulfite	1,758.65	214614	UNIVAR SOLUTIONS USA INC

TH

# Expenditure Transactions

From 6/1/2021 to 6/30/2021

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 - 0639721	6/22/2021		7764	Trash Service May 2021	333.67	509950	MARBORG INDUSTRIES
CLM - 0640113	6/22/2021		7508	Reimburse Cost for Appeal -Malott	2,393.85	790178	Summerland Sanitary District
CLM - 0640110	6/23/2021		7362	6 Fence posts and caps	135.70	790180	Summerland Sanitary District
CLM - 0640110	6/23/2021		7363	V-Belt for mower	42.65	790180	Summerland Sanitary District
CLM - 0640110	6/23/2021		7450	Monthly subscription Zoom, Microsoft Office	23.24	790180	Summerland Sanitary District
CLM - 0640110	6/23/2021		7450	Household and Office Supplies	102.12	790180	Summerland Sanitary District
CLM - 0640110	6/23/2021		7459	Desk/Phone Handsets (4) Email renewal program GD	661.40	790180	Summerland Sanitary District
CLM - 0639716	6/24/2021		7053	Phone Wireless May 2021	204.30	297454	VERIZON WIRELESS
CLM - 0639722	6/24/2021		7508	General Counsel May 2021	150.00	048258	MUSICK PEELER & GARRETT LLP
CLM - 0640128	6/24/2021		7510	Monthly Cost Payroll Program May 16-June 15, 2021	70.00	790180	Summerland Sanitary District
CLM - 0640128	6/24/2021		7430	CWEA Annual Membership N.A & E.N.	384.00	790180	Summerland Sanitary District
CLM - 0640128	6/24/2021		7763	MWD Water usage lines cleaning 3rd quarter	55.12	790180	Summerland Sanitary District
CLM - 0640531	6/25/2021		6100	Regular Salaries June 16-30, 2021	14,372.82	790178	Summerland Sanitary District
CLM - 0640531	6/25/2021		6270	Standby June 16-30, 2021	381.11	790178	Summerland Sanitary District
CLM - 0640531	6/25/2021		6500	Medicare and Fica June 16-30, 2021	1,182.22	790178	Summerland Sanitary District
CLM - 0640976	6/25/2021		7630	Handheld Flashlight	131.07	094089	GRAINGER
CLM - 0640978	6/25/2021		7053	Phone line liftstations 6/13 -7/12/2021	171.53	075391	FRONTIER
CLM - 0640980	6/28/2021		7761	Electric Bill May 4- June 2, 2021	3,467.45	767200	SOUTHERN CALIFORNIA EDISON
JE - 0220263	6/28/2021		6100	Relocate EE Contr. SBCERS 4th Q 21 to 6100 Payroll	5,134.61		
JE - 0220263	6/28/2021		6400	Relocate EE Contr. SBCERS 4th Q 21 to 6100 Payroll	-5,134.61		
JE - 0220455	6/29/2021		7901	Transfer out Fund 5215	598,970.00		
CLM - 0641974	6/30/2021		7362	Plastic locknut for conduit	1.72	151096	CARPINTERIA VALLEY LUMBER CO
Total SummerInd San Dist Running Exp					654,292.34		

Petty  
Cash  
Account  
Expenses  
  
Credit  
Card  
Expenses





IX

## Board of Directors Meeting STAFF REPORT

TO : Board of Directors  
FROM : District Administrative Manager  
DATE : July 8, 2021  
RE : **Resolution No. R-2021-06**

### **Sewer Service Charges on Assessor Rolls – Public Hearing**

**REQUESTED ACTION:** Staff is requesting Board adoption of Resolution No.2021-06. This resolution orders the filing with the County Auditor of the sewer service charges report for fiscal year 2021/22 to be placed on and collected by means of the County Tax Rolls.

**BACKGROUND INFORMATION:** The Board has set the hearing date of July 8, 2021, for placing the sewer service charges on the tax rolls and authorized publication of the required notices. The next step for the District is to place these charges on the Assessor's Rolls. Publication of notice of the hearing was done two times as per Government Code Section 6066, and direct mailing to all newly connected customers has been completed as required by law. The hearing draft of the Sewer Service Charge report listing every property and associated fee was prepared and available on June 15, 2021. This report includes the total sewer service charge fee for each parcel for FY2021/22.

**STAFF COMMENTS:** The procedure to receive public comment or protest is a formal one. For clarity, staff has included a procedure text to be used as desired by the Board (See Attachment A). The purpose of this hearing is to give the public the opportunity to comment or protest the filing of the report, which places sewer service charges on the tax rolls for collection through property tax bills. Technically, this is not a meeting for public complaint on the amount of the fees or to request reduction of the charges. The Board can, however, entertain either of these matters at its discretion.

Additionally, this report includes the following Attachments for reference:

Attachment B: Resolution 2021-06 – A Resolution Enabling the District to Place the Sewer Service Charges on the FY 2021/22 Tax Roll.  
Attachment C: Proof of Publication / Notice of Hearing.  
Attachment D: New Connections in FY2021/2022 & Sewer Service Charges Report.

**PROTEST PROVISIONS.** The District provides public sewer service to 479 parcels. Therefore, written protest from 241 parcels is required to achieve a majority protest. Further details may be found on the procedure text.

**RECOMMENDATION:** Staff recommends that the Board President conduct the protest hearing as prescribed in the attached procedure text and that the Board adopt Resolution No.2021-06, thereby placing the sewer service charges on the FY 2021/22 Counties Assessor's Rolls.

**PROCEDURE TEXT**  
**FOR PLACING SEWER CHARGES ON THE ASSESSOR ROLLS PUBLIC HEARING**

**President:** "This is the time and place for a public hearing on the written report on file with the Summerland Sanitary District as to whether or not the sewer charges set forth in said report shall be placed on and collected by means of the County Tax Roll for the Fiscal Year 2021/2022."

**President:** "Clerk of the Board, please call the roll."

**Clerk of the Board:** Calls Roll: President Colomy, Director Franklin, Director Novis, Director Tucker, Director Witmer.

**Clerk of the Board:** "President Novis - there are five (5) members present. This meets the 2/3's quorum required by State law to adopt the Resolution setting rates on the County Assessor's Rolls."

**President:** "Clerk of the Board, please file the **Notice of Hearing and Proof of Publication** with Secretary Colomy." (Please pause and allow the Clerk of the Board to deliver the documents to Secretary Colomy).

**President:** "The **Written Report** may be examined by anyone at this time. Clerk of the Board please identify the written report."

**President:** "Is there anyone present who desires to make any objections or protests to the report?"

**Note:** At this time, hear all protests to the report. Ask each person to identify him or herself. Ask each one to identify the parcel about which the protest is made. (These protests must be entered in the minutes, including the name and the parcel)

**President:** "Clerk of the Board", are there sufficient protests to constitute a "majority protest" as specified by law?"

	<b>Should there be majority protest:</b> <u>Note:</u> If there are a number of protests (100's), the President should provide a recess to allow staff time to analyze the percentages.	<b>Should there be <u>no</u> majority protest:</b>
<b>Clerk to the Board:</b>	"President Novis, there are sufficient protests to prevent the placement of these charges on the County Rolls."	"President Novis, there is No Majority Protest."
<b>President:</b>	"Having received sufficient protests, I will entertain a motion to adopt by reference a resolution to terminate actions placing the charges on the Rolls. (Staff would prepare during the recess an appropriate resolution for execution.)"	"There being no majority protest, the hearing is now declared closed and a resolution ordering the filing of the report with the Auditor is ordered. May I have a motion and a second on this resolution?" Motion by _____ Second by _____ "Clerk to the Board may I have a roll call on the adoption of this Resolution?"
<u>Note:</u>	The Board cannot overrule a majority protest.	Even though no majority protest exists, the Board can still change the report and charges (in response to public comment) if it wished before it adopts the resolution. The Board can overrule any objections to the charges and adopt the report as is and file it.

**[President:** If attendees are present: "Thank you for attending tonight's meeting." ]

**RESOLUTION NO. 2021-06**

**RESOLUTION OF THE GOVERNING BOARD OF SUMMERLAND SANITARY DISTRICT  
ORDERING THE FILING WITH THE COUNTY AUDITOR OF A REPORT OF  
SEWER SERVICE CHARGES FOR FISCAL YEAR 2021-22 TO BE PLACED  
ON AND COLLECTED BY MEANS OF THE COUNTY TAX ROLL**

**WHEREAS**, the Governing Board by its Ordinance No. 8 dated June 21, 1979 elected to collect certain of its sanitary sewer service charges by means of the County tax roll for each fiscal year; and

**WHEREAS**, pursuant to Section 5473a. of the Health and Safety Code, a written report was filed with the District, which report contains a description of each parcel of real property receiving sewer services and the charge for each parcel of said fiscal year; and

**WHEREAS**, pursuant to Section 5473.1 of the Health and Safety Code dated June 24, 2004, a hearing on said report was set for 3:00 p.m. on the 8th day of July, 2021 at 2435 Wallace Avenue, Summerland, California; and

**WHEREAS** notice of said hearing was given by publication and mailing as required by Section 5473.1 and Proof of Publication and Affidavit of Mailing are on file with the District; and

**WHEREAS**, at said time and place said hearing was held; and

**WHEREAS**, at said hearing the Governing Board of Summerland Sanitary District heard and considered all objections or protest to said report;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That all of the recitals contained in the preamble to this Resolution are true;
2. That said written report shall be and it hereby is adopted and determined that each charge as set forth in said report is proper;



3. That the Clerk of this Governing Board and of this District shall, on or before the 24th day of July, 2021, file or cause to be filed with the Auditor of the County of Santa Barbara a copy of said report, together with the statement endorsed thereon that said written report has been adopted by the Governing Board of Summerland Sanitary District;

4. That pursuant to Section 5473.4 of the Health and Safety Code, the Auditor of the County of Santa Barbara, State of California, shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll;

5. That the amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first day of March, 2021;

6. That the hearing is hereby concluded.

PASSED AND ADOPTED by the Governing Board of Summerland Sanitary District on the 8th day of July, 2021 by the following vote, to wit:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
David Novis  
PRESIDENT OF THE BOARD

ATTEST:

\_\_\_\_\_  
Jolene Colomy  
SECRETARY OF THE BOARD

(SEAL)

**SANTA BARBARA NEWS PRESS  
Proof of Publication  
(2015.5C.C.P)**

**Superior Court of  
the State of California  
In and For The County of Santa Barbara**

In the Matter of:

Legal 57303  
Ad # 636516

**Notice of Hearings**

The undersigned, being the principal clerk of the printer of the Santa Barbara News Press, a newspaper of general circulation, printed and published daily in the City of Santa Barbara, County of Santa Barbara, California and which newspaper has been adjudged a newspaper of general circulation by the Superior Court in the County of Santa Barbara, State of California, Adjudication Number 47171; and that affiant is the principal clerk of said Santa Barbara News Press. That the printed notice hereto annexed was published in the SANTA BARBARA NEWS-PRESS, in the issues of the following named dates:

June 18, 25, 2021

I hereby certify (or declare) under penalty of perjury that the foregoing is true and correct.

Executed on this 25<sup>th</sup> of June, 2021 at Santa Barbara, CA

*P. Matsumaru*

P. Matsumaru

NOTICE OF HEARING ON REPORT TO COLLECT SUMMERLAND SANITARY DISTRICT SEWER SERVICE CHARGES ON COUNTY TAX ROLL
<p>NOTICE IS HEREBY GIVEN that at 3:00 p.m. on the 8th day of July 2021, at 2435 Wallace Avenue, Summerland, California 93067, a hearing on District's premises will be held on a written report on file in the office of the District, located at the above-referenced address, which report contains a description of each parcel of real property within Summerland Sanitary District to which sewer service is being rendered or for which an application for service has been made to the District on or before June 15, 2021. The report also sets forth the charge to be made for sewer services to each of said parcels for the fiscal year 2021-22.</p> <p>The purpose of the hearing on the report is to enable the Governing Board of the Summerland Sanitary District to hear and consider all objections or protests to the election by the District to collect the sewer service charges as shown on the report on the County Tax Roll in the same manner and at the same time as general taxes.</p> <p>The report is available for examination during normal business hours on June 15, 2021 and will remain available for examination during regular business hours at the office of the District located at 2435 Wallace Avenue, Summerland, California 93067. Call for an appointment to phone number 805-969-4344, or by email at <a href="mailto:info@summerlandsd.org">info@summerlandsd.org</a>.</p> <p>Dated this 10th day of June 2021</p> <p>Marion (Mar) A. Souza, Clerk to the Board SUMMERLAND SANITARY DISTRICT</p> <p>JUN 18, 25 / 2021 -- 57303</p>

## Summerland Sanitary District Additional/New Connections FY2021-22

	APN	Address	Previous Sewer Service Charges	New Sewer Service Charges
1	005-144-005	2347 Shelby St	Three Single Family Dwellings	Four Single Family Dwellings
2	005-110-016	2150 Ortega Hill Rd	Three Single Family Dwellings	Four Single Family Dwellings
3	005-132-008	2215 Calle Culebra	One Single Family Dwelling	Two Single Family Dwellings
4	005-201-003	2515 Golden Gate Ave	One Single Family Dwelling	Two Single Family Dwellings
5	005-173-001	108 Pierpont Ave	Retail and Healthclub	Retail and Two Single Family Dwellings
6	005-153-005	2436 Banner Ave	One Single Family Dwelling	Three Single Family Dwellings
7	005-142-013	2302 Golden Gate Ave	One Single Family Dwelling	Three Single Family Dwellings

Residential Properties	Number of Parcels	Charges (FY2020-21)	Charges (FY2021-22)
	439	\$799,311.00	\$835,670.00
Commercial /Mixed Use	Number of Parcels	Charges (FY2020-21)	Charges (FY2021-22)
	40	\$211,843.00	\$216,942.00
Total Sewer Service Charges	Total Number of Parcels	Total Charges (FY2020-21)	Total Charges (FY2021-22)
	479	\$1,011,154.00	\$1,052,612.00

Increase in Sewer Service Charges FY2020-21 to FY2021-22 is 4.1%

# Financial Status (Real-Time)

Report June 2021

As of: 6/30/2021 (100% 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	6/30/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3010 -- Property Tax-Current Secured	230,000.00	244,798.42	14,798.42	106.43 %
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	4,804.05	1,304.05	137.26 %
3056 -- Supplemental Pty Tax-Prior	0.00	-0.66	-0.66	--
Taxes	243,000.00	260,279.29	17,279.29	107.11 %
<b>Fines, Forfeitures, and Penalties</b>				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	11.17	11.17	--
Fines, Forfeitures, and Penalties	0.00	11.17	11.17	--
<b>Use of Money and Property</b>				
3380 -- Interest Income	15,000.00	3,702.32	-11,297.68	24.68 %
3381 -- Unrealized Gain/Loss Invstmnts	-4,326.00	-6,324.66	-1,998.66	146.20 %
Use of Money and Property	10,674.00	-2,622.34	-13,296.34	-24.57 %
<b>Intergovernmental Revenue-State</b>				
4220 -- Homeowners Property Tax Relief	1,000.00	1,068.78	68.78	106.88 %
Intergovernmental Revenue-State	1,000.00	1,068.78	68.78	106.88 %
<b>Charges for Services</b>				
5091 -- Planning & Engng-Plan Ck Fes	1,200.00	3,372.00	2,172.00	281.00 %
5430 -- Sanitation Services	1,006,726.00	1,012,298.00	5,572.00	100.55 %
5433 -- Inspection Fees	2,700.00	5,371.25	2,671.25	198.94 %

*Handwritten mark*



# Financial Status (Real-Time)

As of: 6/30/2021 (100% 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	6/30/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
5746 -- Administrative Revenue	2,700.00	4,928.00	2,228.00	182.52 %
Charges for Services	1,013,326.00	1,025,969.25	12,643.25	101.25 %
Revenues	1,268,000.00	1,284,706.15	16,706.15	101.32 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	409,214.00	400,144.51	9,069.49	97.78 %
6200 -- Extra Help and/or Labor	0.00	2,704.42	-2,704.42	--
6270 -- Stand-by Pay	12,500.00	9,593.77	2,906.23	76.75 %
6300 -- Overtime	4,200.00	3,424.46	775.54	81.53 %
6400 -- Retirement Contribution	145,889.00	142,260.68	3,628.32	97.51 %
6475 -- Retiree Medical OPEB	9,800.00	5,978.57	3,821.43	61.01 %
6500 -- FICA Contribution	31,305.00	31,490.24	-185.24	100.59 %
6600 -- Health Insurance Contrib	72,812.00	71,878.11	933.89	98.72 %
6900 -- Workers Compensation	16,866.00	16,051.68	814.32	95.17 %
Salaries and Employee Benefits	702,586.00	683,526.44	19,059.56	97.29 %
<b>Services and Supplies</b>				
7030 -- Clothing and Personal	2,100.00	2,140.54	-40.54	101.93 %
7053 -- Telephone Service Local	9,000.00	9,212.19	-212.19	102.36 %
7090 -- Insurance	36,800.00	37,501.77	-701.77	101.91 %
7110 -- Directors Fees	15,000.00	15,050.00	-50.00	100.33 %
7121 -- Operating Supplies	26,700.00	30,216.13	-3,516.13	113.17 %
7324 -- Audit and Accounting Fees	25,000.00	23,221.25	1,778.75	92.89 %
7362 -- Building Maintenance	8,000.00	6,086.20	1,913.80	76.08 %
7363 -- Equipment Maintenance	14,000.00	15,172.49	-1,172.49	108.37 %
7404 -- Public Health Lab Serv	23,200.00	22,443.00	757.00	96.74 %
7430 -- Memberships	8,490.00	7,710.58	779.42	90.82 %

# Financial Status (Real-Time)

As of: 6/30/2021 (100% 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	6/30/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
7450 -- Office Expense	4,000.00	4,805.26	-805.26	120.13 %
7454 -- Books & Subscriptions	290.00	48.00	242.00	16.55 %
7459 -- IT Professional Services	4,000.00	3,420.21	579.79	85.51 %
7460 -- Professional & Special Service	12,350.00	10,304.36	2,045.64	83.44 %
7508 -- Legal Fees	45,000.00	57,535.77	-12,535.77	127.86 %
7510 -- Contractual Services	12,940.00	8,344.70	4,595.30	64.49 %
7516 -- Permitting Services	9,600.00	9,680.57	-80.57	100.84 %
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	374.32	125.68	74.86 %
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	2,877.72	-477.72	119.91 %
7761 -- Electricity	34,500.00	41,104.82	-6,604.82	119.14 %
7763 -- Water	2,000.00	1,852.56	147.44	92.63 %
7764 -- Refuse	4,000.00	3,982.00	18.00	99.55 %
Services and Supplies	323,845.00	332,358.86	-8,513.86	102.63 %
Expenditures	1,026,431.00	1,015,885.30	10,545.70	98.97 %
<b>Other Financing Sources &amp; Uses</b>				
<b>Other Financing Sources</b>				
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	--
<b>Other Financing Uses</b>				
7901 -- Oper Trf (Out)	0.00	598,970.00	-598,970.00	--
Other Financing Uses	0.00	598,970.00	-598,970.00	--



# Financial Status (Real-Time)

As of: 6/30/2021 (100% 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	6/30/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Other Financing Sources & Uses	0.00	-592,595.00	-592,595.00	--
<b>Changes to Fund Balances</b>				
<b>Decrease to Nonspendables</b>				
9602 -- Receivables	0.00	1,664.00	1,664.00	--
Decrease to Nonspendables	0.00	1,664.00	1,664.00	--
<b>Decrease to Restricted</b>				
9797 -- Unrealized Gains - Interest gain	7,020.00	7,018.31	-1.69	99.98 %
Decrease to Restricted	7,020.00	7,018.31	-1.69	99.98 %
<b>Increase to Restricted</b>				
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	-315,785.49	-563,680.49	-127.39 %

# Financial Status (Real-Time)

As of: 6/30/2021 (100% 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	6/30/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
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 %
<b>Charges for Services</b>				
5091 -- Planning & Engrng-Plan Ck Fes	0.00	0.00	0.00	--
5432 -- Connection Fees	12,385.00	18,472.00	6,087.00	149.15 %
Charges for Services	12,385.00	18,472.00	6,087.00	149.15 %
Revenues	18,543.00	17,425.64	-1,117.36	93.97 %
<b>Expenditures</b>				
<b>Capital Assets</b>				
8200 -- Structures&Struct Improvements	10,000.00	2,361.00	7,639.00	23.61 %
8300 -- Equipment	20,000.00	20,156.98	-156.98	100.78 %
8400 -- Infrastructure	60,000.00	66,902.50	-6,902.50	111.50 %
Capital Assets	90,000.00	89,420.48	579.52	99.36 %
Expenditures	90,000.00	89,420.48	579.52	99.36 %
<b>Changes to Fund Balances</b>				
<b>Decrease to Restricted</b>				
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	-69,841.78	-539.78	100.78 %

# Financial Status (Real-Time)

As of: 6/30/2021 (100% 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	6/30/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
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 %
<b>Expenditures</b>				
<b>Capital Assets</b>				
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 %
<b>Other Financing Sources &amp; Uses</b>				
<b>Other Financing Sources</b>				
5910 -- Oper Trf (In)-General Fund	0.00	598,970.00	598,970.00	--
Other Financing Sources	0.00	598,970.00	598,970.00	--
Other Financing Sources & Uses	0.00	598,970.00	598,970.00	--
<b>Changes to Fund Balances</b>				
<b>Decrease to Restricted</b>				
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	599,995.08	735,966.08	-441.27 %

# Financial Status (Real-Time)

As of: 6/30/2021 (100% 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	6/30/2021 Year-To-Date Actual	6/30/2021 Fiscal Year Variance	6/30/2021 Fiscal Year Pct of Budget
Net Financial Impact	42,622.00	214,367.81	171,745.81	502.95 %

## Cash Balances

As of: 6/30/2020  
Accounting Period: CLOSED

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund	6/1/2020 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	6/30/2020 Ending Balance
5215 -- SummerInd San Dist Running Exp	1,238,258.78	2,521.78	25,412.08	0.00	240,140.33	1,026,052.31
5216 -- Summerland San Cap Facilities	351,350.96	0.00	0.00	0.00	11,906.96	339,444.00
5217 -- SummerInd San Dist-Capital Rep	616,168.19	0.00	130,998.00	0.00	0.00	747,166.19
Total Report	2,205,777.93	2,521.78	156,410.08	0.00	252,047.29	2,112,662.50

Beginning Balance July 1, 2021

## Cash Balances (Real-Time)

As of: 6/30/2021  
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund	6/1/2021 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	6/30/2021 Ending Balance
5215 -- SummerInd San Dist Running Exp	1,352,660.86	7,202.72	36,615.40	0.00	684,594.25	711,884.73
5216 -- Summerland San Cap Facilities	239,016.87	14,302.00	0.00	0.00	3,350.68	249,968.19
5217 -- SummerInd San Dist-Capital Rep	750,131.15	0.00	598,970.00	0.00	0.00	1,349,101.15
Total Report	2,341,808.88	21,504.72	635,585.40	0.00	687,944.93	2,310,954.07

Ending Balance June 30, 2021



## **SUMMERLAND SANITARY DISTRICT**

### **Regular Board of Directors Meeting July 8, 2021 Operations Manager Report**

#### **OPERATIONS AND FACILITY MAINTENANCE:**

- Daily water meter readings being performed by staff. Water usage normal.
- On June 19, 2021, the monthly reports for May 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.
- Received Proposal from MNS for district support services on outfall project. A copy of the proposal is included as an attachment to this report.
- Conducted an in-person interview with one of the job vacancy applicants, Ronnie Perez. After checking Mr. Perez's work references, he was given a conditional job offer to start working for the district on Tuesday, July 20 with the condition of meeting the districts background check requirements.
- Ran new communication cable from the MCC building to the blower building to connect the treatment plant blowers to the treatment plant alarm system.
- Taft Electrician diagnosed blower #2 failure. Bad fuses were the cause of the blower failure. The fuses were replaced with new ones.
- Staff replaced the Air compressor's radiator that was leaking. Since the radiator was replaced inhouse, by staff, the district saved \$1,694 in labor cost that was quoted by Coastline Equipment for repair. The cost for the radiator was \$994.
- Held staff safety meeting "Workplace Violence" (Safety booklet).
- Staff took biannual in person CPR & First aid training and received certification cards.
- 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:**

- The Golden Gate Avenue Mainline Emergency Repair commenced on Wednesday June 30<sup>th</sup> and is expected to be completed on Friday July 2<sup>nd</sup>. A final inspection was completed on the repair and met the districts standards.
- 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 123 feet of sewer mainline.



June 22, 2021

Summerland Sanitary District  
**Noe Aguilar Vega, Operations Manager**  
2435 Wallace Ave.  
Summerland CA 93067

**Subject: Proposal for Professional Engineering Services – District Support Services for Ocean Outfall Rehabilitation**

Dear Mr. Aguilar Vega:

Thank you for the opportunity to submit this proposal for Professional Engineering Services - District Support Services for Ocean Outfall Rehabilitation (Project) for the Summerland Sanitary District (SSD, District). MNS Engineers, Inc. (MNS) offers our qualified team to provide professional services for this Project.

### Project Understanding

The Summerland Sanitary District was organized in 1957 by the residents of Summerland as an independent district to provide sewage services for the residents within the Summerland District boundaries.

The Summerland Sanitary District operates and maintains:

- More than eight miles of sewer pipelines and three pumping stations;
- A 0.3 MGD (Million Gallons per Day) tertiary treatment plant to biologically and chemically process wastewater;
- A 12-inch diameter ocean outfall extending 740 feet into the ocean;
- A testing laboratory to control the treatment process and monitor treated wastewater quality for compliance with State and Federal discharge requirements;
- A system for effluent and ocean monitoring to assure the marine environment is protected and safe for public use.

Due to deteriorating pipe and failing joints, the existing ocean outfall is in need of rehabilitation. The District completed a hydraulic feasibility analysis to determine if sliplining the outfall with a 10-inch high-density polyethylene (HDPE) pipe could be completed without excessively limiting discharge flow rates. Per the January 2021 report, slip lining of the outfall is hydraulically feasible, however, the technical aspects of the project were not evaluated. SSD would like to advance planning, design, and construction of the outfall repairs. SSD has requested that MNS provide program management assistance to obtain a consultant to perform the design, permitting, as well as manage the subsequent implementation phase of the Project.

### Project Approach

The MNS team has experience performing program management for a wide variety of rehabilitation and capital improvement projects. Our Project Manager, Nick Panofsky, PE, has served as the civil design lead for several other projects of similar scope and magnitude.

Our approach will be to work closely with SSD to determine the District's goals, budget, and project timeline. With this information, MNS can develop an overall project schedule and budget to drive the Project. MNS will function as an



extension of SSD staff to produce procurement documents, review consultant deliverables, and ensure budget and schedule milestones are maintained.

It is our understanding that SSD wishes to proceed with the Project on an expedited schedule. To meet this schedule, upon receipt of notice to proceed, MNS will immediately begin work on the Project.

### Project Team

MNS has assembled a qualified team with the skills and expertise to bring this project to successful completion. Our team will be led by Nick Panofsky, PE, as Project Manager. Nick will be supported by Bryce Swetek, PE, as Project Engineer, and Tyler Hunt, PE, will provide quality assurance/quality control (QA/QC) reviews of deliverables. Resumes are provided as attachments to this proposal.

### Scope of Work

MNS will take a comprehensive approach to the Project by actively managing the individual tasks, minimizing SSD's effort to move the Project forward. We have developed the following scope of work specifically for the Project.

#### **Task 1 – Project Management, Quality Assurance/Quality Control, and Coordination**

##### **Subtask 1.1 – Project Management**

The Project Manager, Nick Panofsky, PE, will provide ongoing coordination between SSD and the internal project team during the Project, and provide general support to the District on capital project implementation. He will monitor the budget and serve as the main point of contact with SSD. Regular phone calls and e-mail updates will be sent from Nick to SSD staff to keep lines of communication open and up to date. He will submit monthly invoices with all supporting documentation in a format acceptable to SSD and manage contract terms. He will also provide updated project schedules as requested by SSD.

Nick will be responsible for ensuring all deliverable deadlines are met, all internal quality control reviews are completed, and the final products meet the expectations of SSD.

##### **Subtask 1.2 – Quality Assurance/Quality Control**

In accordance with MNS company policy for QA/QC, all deliverables, recommendations, and other documentation will be reviewed by an experienced engineer, not otherwise associated with the Project, prior to submittal to SSD. Documents will be reviewed to ensure technical excellence, the goals and expectations of SSD are being met, and conformance with applicable standards. For this project, all deliverables and other items requiring QA/QC reviews will be reviewed by Tyler Hunt, PE.

##### **Subtask 1.3 – Coordination with SSD Staff and Consultants**

Over the duration of the Project, MNS will lead meetings and conference calls as required to move the Project forward and ensure SSD are informed and in concurrence with the progress of the Project. Meetings with SSD staff and Consultants will be held at key times of the design, bid, and construction phases as needed for progress updates, discussion, clarifications, and direction.

We have budgeted for the following meetings over the course of the Project:

- Virtual Project Kick-off Meeting
- Virtual meetings (10 total)





- Attend SSD board meetings to present Project status updates (2 total)

The Project Manager and one support staff will attend all meetings. For the Project Kick-off Meeting, MNS will develop a meeting agenda and submit meeting minutes to SSD within five business days to document decision making milestones for distribution to Project stakeholders.

## **Task 2 – Consultant Procurement**

MNS will assist SSD to procure a design consultant to prepare planning and contract documents for the Project. The assistance will include the following:

- Preparation, with District coordination, of a formal request for proposals (RFP) to obtain proposals from qualified engineering consultants to provide preliminary planning, design, and permitting support services. A draft RFP will be submitted for District review and concurrence. Following the District's review, the RFP will be finalized.
- Promote and advertise the RFP to qualified engineering consulting firms, following approval to advertise by the board.
- Lead a virtual pre-proposal meeting for interested consultants and coordinate responses to consultant questions during the procurement process.
- Receive and assist in reviewing proposals from consultants.
- Prepare a letter recommending award to the highest ranked consultant for support services.

## **Task 3 – Planning, Design, and Permitting**

MNS will provide oversight of the planning, design, and permitting consultant as described in the following subtasks:

### **Task 3.1 – Consultant Oversight**

Oversee and review the work of the selected consultant including alternatives analysis/preliminary design and contract documents (plans, construction cost opinion, and technical specifications), and environmental and jurisdictional permitting including:

- Coordinate consultant requests for information (RFIs) with the District and distribute.
- Review, and coordinate District's review of deliverables; consolidate comments, and track consultant responses.
- Assist the District with Responses to consultant inquiries and clarifications.
- Coordinate schedule and budget to ensure consultant is meeting the overall project schedule and budget goals.

### **Task 3.2 – Permitting Support**

MNS will act as the Districts Agent and work as an intermediary between SSD and the selected consultant to obtain information, signatures, and payment from SSD to complete project permit applications and obtain permits.

### **Task 3.3 – Procurement Documents**

MNS will work with SSD to prepare "front end" contract documents for procurement of the construction of the work. We assume these front end documents will be based on the Engineers Joint Contract Documents Committee (EJCDC) template.



## Task 4 – Bid Support

MNS will support SSD during the public bid process. Support will consist of advertising the project, project promotion to contractors, leading an in-person pre-bid meeting, responding to RFIs, coordinating addenda, coordinating bid opening, evaluating bids and reviewing references, and developing a letter to the SSD board recommending award to contractor.

### District Responsibilities

The following items will be the responsibility of SSD:

#### Task 2 - Consultant Procurement:

- Review draft RFP
- Board action to authorize advertising for consultant services
- Review proposals from consultants
- Board action to authorize award to a consultant

#### Task 3 - Planning, Design, and Permitting:

- Provide background information to the selected consultant
- Review alternatives analysis and alternative selection
- Review interim design submittals
- Support and pay for permits, as needed
- Board action to authorize project bid

#### Task 4 - Bid Support:

- Attend pre-bid meeting and provide access to contractors as needed to see the site
- Open and publicly read contractor bids
- Board action to authorize contract award to contractor

### Compensation

MNS proposes to perform the services described herein for a not-to-exceed fee estimate of **\$54,280**. A breakdown by task is provided in the following table. A detailed fee proposal spreadsheet is provided as an attachment. All fees are in accordance with the fee schedule included in the current MNS fee schedule (attached).

Task	Fee
Task 1 – Project Management, QA/QC, and Coordination	\$18,700
Task 2 – Consultant Procurement	\$7,880
Task 3 – Planning, Design, and Permitting	\$21,360
Task 4 – Bid Support	\$4,100
<b>Total</b>	<b>\$54,280</b>

### Schedule

MNS is committed to meeting the SSD's schedule requirements for this project. A comprehensive project schedule with milestones will be developed as part of the kickoff meeting.

SUMMERLAND SANITARY DISTRICT

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

Administration:

- Updated the SSD customer database with the 3.5% increase for the sewer service fees per July 1, 2021, and prepared the sewer charges report FY2021-22 that was available to the public for review.
- Published Notice of Hearing announcement twice in the newspaper and posted the notice at the Post office, district's bulletin board and the district's website.
- Prepared and sent correspondence to property owners, who were identified with additional, or new sewer service charges per fiscal year 2021-22.
- Transferred excess funds (over 8 months of operational expenditure) out of fund 5215 into fund 5217 in the Financial Information System.
- Prepared end-of-the-year schedules and reporting and adjustment journal entries to close out the fiscal year.
- Prepared and uploaded the new fiscal year 2021-22 budget in Financial Information System.
- Met with AllPaid Credit Card Online Payment Platform Service. Completed the account set up for SSD. Website plugin and training will take place at the beginning of August 2021. After completion of training and installation property owners can process their administrative fees through the Summerland Sanitary District website.
- Responded to CASA's email to take immediate action to send correspondence to Congressman Mr. Alan Lowenthal for the following: Support from SSD to include an amendment in the legislation for the H.R. 3684. The amendment requires a "Do Not Flush" for non-flushable wet wipes product packaging. President D. Novis signed this letter of support on June 28, 2021.

Training

- Webinar: Covid-19 Return to Work  
Webinar: Brown-Act; Ask me Anything  
Target Solutions: Contract Management  
Scheduled days off:
- Monday July 12 through Tuesday July 27, 2021