



Regular Board of Directors Meeting

Wednesday November 10, 2021 at 3:00 p.m.
2435 Wallace Avenue, Summerland CA 93067

NOTES

This meeting will be held at the District's Office. 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>. The public may attend the meeting, which follows 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 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's website at www.summerlandsd.org, or during normal business hours (7:30 a.m. - 4:00 p.m. weekdays) in the district's office.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (805) 969-4344. Notification 24-hours prior to the meeting will enable the Clerk of the Board to make reasonable arrangements to ensure accessibility to this meeting.

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 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 OCTOBER 14, 2021**
[Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR OCTOBER 2021, INCLUDING PAYROLL AND PETTY CASH** [Action item]
- VII. **COMMITTEE REPORTS UPDATES**
 - A. Finance Committee Report
 - B. Administration, Operations & Personnel (AOP) Committee Report

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AGENDA

C. Ad Hoc/Rate Study Committee Report

VIII. **CLOSED SESSION ITEMS**

- A. Conference with Legal Counsel – Existing Litigation – Government Code, § 54956.9(d)(1)
Lucinda Malott, etc. versus Summerland Sanitary District, Santa Barbara Superior Court No. 18CV01923
- B. Conference with Legal Counsel – Anticipated Litigation – Government Code, § 54956.9(d)(2)
One matter: Claim of Catherine Conant – Government Code, § 54956.9(e)(2)(3)

IX. **NEW BUSINESS ITEMS** [Action-items]

- A. **[Proposed] Resolution No. 2021-08: Resolution of the Governing Board of Directors of the Summerland Sanitary District Declaring an Emergency Requiring Replacement of Treatment Plant's Blowers Numbered 1 and 2, 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 Therefor.**

Description: The Board will review and consider adopting proposed Resolution 2021-08.

Staff Recommendation: To adopt Resolution No. 2021-08.

- B. **Request for refund of Sewer Service Fee Overcharges from Property Owners 125 Colby Street and 2298 Whitney Avenue.**

Description: The Board will review the refund email requests received from the property owners of 125 Colby Street and 2298 Whitney Avenue and consider refunds based on the District's Refund Policy under section 3.7 of Ordinance 18.

Recommendation: To approve refunds based on the District's Refund Policy.

- C. **CSDA Bylaw Vote**

Description: The Board of Directors are regular voting members of CSDA and have been requested to review the changes that are made to the CSDA Bylaws. The Board will be requested to vote "yes" or "no" to the new proposed bylaws.

Staff Recommendation: To accept the proposed new changes to the CSDA Bylaws.

X. **FINANCIAL STATUS REPORT OCTOBER 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.

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AGENDA

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



V

Minutes of the Regular Board of Directors Meeting

Thursday October 14, 2021, at 3:00 p.m.

These are the minutes of the regular meeting of the Governing Board of the Summerland Sanitary District held at 2435 Wallace Avenue, Summerland, California.

The public was able to listen to the meeting telephonically by calling +1 669 900 6833 (San Jose), code 983 226 8568 or through the internet at <https://us02web.zoom.us/j/9832268568>. The public was also allowed to attend the meeting with 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 on the district's website and bulletin board and at the United States Post Office at least 72-hours in advance of the meeting.

PRESIDENT D. NOVIS CALLED THE REGULAR BOARD MEETING TO ORDER AT 3:02 p.m.

I. CALL TO ORDER/ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY
DAVID NOVIS
JOHN FRANKLIN
JAMES WITMER
MARTIN TUCKER

ALSO PRESENT

NOE AGUILAR VEGA	Operations Manager
MARJON SOUZA	District Administrative Manager
JANET MCGINNIS	District Legal Counsel

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

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

IV. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public comments were submitted and no member of the public was present via telephone or Zoom.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF SEPTEMBER 9, 2021, AND THE SPECIAL BOARD MEETING OF SEPTEMBER 16, 2021 [Action Item]

A motion made by Director M. Tucker to approve the minutes of the Regular Board Meeting of September 9, 2021 (with a correction of an immaterial grammar error) and the Special Board Meeting of September 16, 2021, was seconded by Director J. Franklin, and was carried by the following roll call vote:

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

VI. APPROVAL OF THE MONTHLY EXPENSES FOR SEPTEMBER 2021, INCLUDING PAYROLL AND PETTY CASH [Action Item]

District Management answered the Board's questions and clarified information about pay out of bills. A motion made by Director J. Colomy to approve the monthly expenses, including payroll and petty cash totaling \$89,456 for Fund 5215 and \$1,225 for Fund 5216, was seconded by Director J. Franklin, and was carried by the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, M. Tucker, J. Witmer
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.

C. Ad hoc /Rate Study Committee

The Committee met with staff and the Rate Study Consultant, Mr. Greg Clumpner, who joined via Zoom, on September 23, 2021, at 10:00 a.m..

Director J. Colomy reported that the meeting was an opportunity to set the stage and to establish some ground rules. NBS's Rate Study Proposal recommended including the actual water usage in the rate analysis and this component would be analyzed per user classification and calculated with water data from Montecito Water District, if the water district will provide it. Mr. Clumpner suggested another approach: charging a flat sewer charge rate, plus a percentage based on actual water usage, which extra charge would be calculated per parcel each year and would fluctuate, based on actual water use. Director J. Colomy expressed the Committee's interest in seeing how such an approach would work and discussion turned to how usage levels differ because usage reflects watering of yards that vary in size; whether a home is a second home; and the number of residents. Usage monitoring may be viewed as policing each home.

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Director J. Colomy said that the Committee was concerned that calculation of a fixed rate with a small component representing water usage would be a burden on District staff and increase the overall cost of administration. The Committee will need to see what NBS proposes. President D. Novis observed that the rate study and staff discussed if an announcement should be made via a newsletter, but this is premature; the Committee agreed. The Committee agreed to propose new rates for adoption after January 1, 2022.

VIII. CLOSED SESSION

Conference with Legal Counsel – Existing Litigation: Gov. Code, § 54956.9(d)(1)
Santa Barbara Superior Court Case Number: 18CV01923/Court of Appeal Case No. B298730.
Lucinda Malott, etc. vs. Summerland Sanitary District

At 3:19 p.m., Board President Novis announced the commencement of the closed session.

At 4:01 p.m., Board President Novis reported the following action taken:

After discussion, the Board agreed on the propriety of Resolution 2021-07 to Authorize Certain Agents to Verify District Responses on Behalf of the District.

Director M. Tucker's motion to adopt Resolution 2021-07 was seconded by Director J. Witmer and passed with the following roll call vote:

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

X. FINANCIAL STATUS REPORT – AUGUST 2021

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

XI. OPERATIONS MANAGER REPORT

Operations Manager N. Aguilar Vega provided a written report and answered Board questions.

Mr. Aguilar Vega advised the Board that:

- Two weeks ago, Operations Manager N. Aguilar Vega was called out for a blower failure. Blower #2 had a fuse that was blown out. The Electrical Technician, Mr. Perez, came out and helped to resolve the problem. Blower #3 was put in service, but the check valve was stuck in blower #2 which made the Blower #3 non-operational. Mr. N. Aguilar Vega called Blair from Cushman Contracting as back up in the event that the blower #2 check valve would not close, Cushman would temporarily isolate blower #2. The electrical Technician succeeded in getting the check valve to close. Blower #3 with the stuck valve in the blower #2 was unable to operate correctly, since there was no isolation valve installed on this blower #2. This isolation valve should have been installed when the unit were bought and installed. Mr. N. Aguilar Vega had Cushman Contracting install an isolation valve at blower #2 last week and said that he explained and showed the project to President Novis during the agenda setting meeting.

- Outfall Project Management Proposals. Mr. Aguilar Vega had meetings with the engineering firm Longitude 123, who advised after several meetings that they would be better suited to do the engineering of the outfall. Mr. Aguilar Vega is researching and contacting other engineering firms to receive Outfall Project Management Proposals.

XII. DISTRICT ADMINISTRATIVE MANAGER REPORT

District Administrative Manager M. Souza provided a written report and answered Board questions.

Ms. M. Souza reported that she spent considerable time last month to prepare information for the rate study. She had to finish adding the water usage information provided by Montecito Water District (MWD) to the District's parcel information. This database needed to be updated with the prior year's water usage and earlier MWD water usage information was either incomplete, inaccurate, or district parcels were not included; when eventually provided, the flow water usage database was updated and completed.

For current and proposed new user classifications, the District will analyze each parcel in its customer database to determine what is located at a property, *e.g.*, if it is an apartment, what are the sizes and number of apartments? This information is needed to assess sewer fees correctly. Often, visual inspections are needed. When there are questions, the property owners are contacted, and staff performs a property inspection. As a result of the auditing, so far two property owners have submitted a request for a refund of fees charged for a mischaracterized parcel.

Ms. Souza also discussed that Ordinance 18 gives the General Manager authorization to refund two additional years of overpaid fees whereas the District no longer has a General Manager. She requested that the language in Ordinance 18 to be changed from General Manager to District Management; the Board agreed with this.

Ms. Souza will bring any refund requests to the Board during the next regular board meeting. Legal counsel asked if Ms. Souza is getting property information through the County of Santa Barbara and the assessor's office. Ms. Souza explained that she had, but often only square footage size information of buildings is available and that some parcels have illegal residential units which are charged with a sewer service fee according to the district's authority. For such illegal units, no documentation is available at the County of Santa Barbara.

XIII. BOARD COMMUNICATIONS

A. Board communications:

- President D. Novis said that he, M. Souza, N. Aguilar and girlfriend, and anyone else from the Board who wishes, are attending the Santa Barbara District Association-local chapter dinner meeting on October 18th. During this meeting the President's Award will be presented to Mr. N. Aguilar Vega.
- The Board members discussed the date for the upcoming safety award lunch (with staff) and settled on Thursday November 18 at 12:00 p.m. at the Nugget.
- President D. Novis thanked Legal Counsel J. McGinnis for her excellent legal services received during the last couple of weeks.

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- President D. Novis noticed an advertisement that Goleta Sanitary District was expanding their District and requested Operations Manager N. Aguilar Vega to find out more information about this.
- B. Items for future Board meetings: None discussed.
- C. The next Regular Board meeting date is Wednesday, November 10, 2021, at 3:00 p.m. due to Veterans Day falling on November 11, 2021.

XIV. ADJOURNMENT

A motion made by Director J. Witmer to adjourn the Regular Board meeting at 4:20 p.m. was seconded by Director J. Franklin and carried by five ayes.

Respectfully submitted:

Jolene Colomy
Board Secretary

Date: November 10, 2021

Minutes prepared by M. Souza

Expenditure Transactions

October 2021

From 10/1/2021 to 10/31/2021

Selection Criteria: Fund = 5215

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

Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LI Acct	Description	Amount	Vendor	Vendor Name
JE - 0225351	10/11/2021		6475	HRA Administrative Fee - SEP 2021	9.00		
CLM - 0655205	10/12/2021		7731	Gasoline September 2021	80.86	522736	McCormix Corporation
CLM - 0655194	10/13/2021		7362	Gasket, High flow valve brass, mat. for sprinklers	108.37	116421	SITE ONE LANDSCAPE SUPPLY LLC
CLM - 0655195	10/13/2021		7362	Stain seal for office deck	95.90	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0655197	10/13/2021		7516	Dig alert ticket cost September 2021	8.25	828128	UNDERGROUND SERVICE ALERT
CLM - 0655198	10/13/2021		7053	Internet and phone (partial monthly serv) Oct. 21	203.05	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0655210	10/13/2021		7363	ISCO Pump Tubing for Composite Sampler	191.80	078209	MCR TECHNOLOGIES
CLM - 0655218	10/13/2021		7362	Fabrication of safety chain for rails	225.00	020525	JOE GONZALEZ WELDING
CLM - 0655220	10/13/2021		6600	Dental, Vision and Life Ins. Nov 2021	411.40	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0655222	10/13/2021		7363	Blades (6") for Sawzall	53.88	252171	Burbank Supply Co
CLM - 0655223	10/13/2021		7363	stainless steel washers & screws	276.92	252171	Burbank Supply Co
CLM - 0655225	10/13/2021		7363	Replacement check valves for LS1/LS2 pumps	2,448.83	569122	Multi W Systems
CLM - 0655228	10/13/2021		7053	Phone Wireless September 2021	204.01	297454	VERIZON WIRELESS
CLM - 0655231	10/13/2021		7510	Call Center Service - September 2021 minus credit	22.35	106048	CENTRAL COMMUNICATIONS
CLM - 0655234	10/13/2021		7761	Electric Bill 09/01/21 to 10/03/21	4,299.94	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0655236	10/13/2021		7763	Water September 2021	167.86	556712	MONTECITO WATER DISTRICT
JE - 0225516	10/15/2021		6400	Retirement Contr. Payroll 10-15-2021	7,625.33		
JE - 0225516	10/15/2021		6475	Retirement Healthcare Contr. retirees 10-15-2021	241.67		
CLM - 0655609	10/18/2021		6100	Regular Salaries Oct 1-15, 2021	16,563.12	790178	Summerland Sanitary District
CLM - 0655609	10/18/2021		6270	Standby Oct 1-15, 2021	646.76	790178	Summerland Sanitary District
CLM - 0655609	10/18/2021		6300	Overtime Oct 1-15, 2021	272.32	790178	Summerland Sanitary District
CLM - 0655609	10/18/2021		6500	Medicare and Fica Oct 1-15, 2021	1,410.10	790178	Summerland Sanitary District
CLM - 0655620	10/18/2021		7363	Break fluid for CCTV Van	41.41	178358	COAST AUTO PARTS
CLM - 0655621	10/18/2021		6600	Medical Benefits November 2021	6,106.87	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0656541	10/25/2021		7761	Electric Bill Lifstations 1,3 Sep 7-Oct 6	142.06	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0656544	10/25/2021		7761	Electric Bill Lift station II Closing Cycle	49.76	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0656645	10/25/2021		7404	FGL Lab testing 08/02 -09/17 (incl annual)	4,305.00	270150	FGL ENVIRONMENTAL INC
CLM - 0656647	10/25/2021		7731	Gasoline October 5, 2021	107.86	522736	McCormix Corporation

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Expenditure Transactions

From 10/1/2021 to 10/31/2021

Selection Criteria: Fund = 5215

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

Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0656651	10/25/2021		7363	5A 600VAC 300VDC Fuses for Aerzen blowers	123.98	130600	CALIFORNIA ELECTRIC SUPPLY
CLM - 0656652	10/25/2021		7430	CSDA Annual Membership 2022	4,054.00	004908	CALIFORNIA SPECIAL DISTRICTS ASSOC CSDA
CLM - 0656654	10/25/2021		7460	Electrical Tech. Trouble shoot Primary Clar. VFD	216.00	798153	Taft Electric Company
CLM - 0656655	10/25/2021		7764	Trash Service Sep 2021	342.28	509950	MARBORG INDUSTRIES
CLM - 0656659	10/25/2021		7053	Phone line liftstations 10/13-11/12	178.19	075391	FRONTIER
CLM - 0656660	10/25/2021		7121	790 Gallons of Sodium Hypochlorite	1,880.55	214614	UNIVAR SOLUTIONS USA INC
CLM - 0656662	10/25/2021		7460	Electr. Tech labor Inst. 3HP VFD for Primary Clar.	1,475.60	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0656680	10/25/2021		7362	Home Depot: Mortar,concrete, bucket manhole repai	130.10	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7363	Home Depot: Wet Dry Vac, Duct & Caution tape	222.59	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7363	John Hurley Automotive: EGR Sensor Rep. CCTV van	334.10	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7363	Zoro Tools: Control transformer Blower #2	295.24	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7363	Buena Tools: Grinder Wheel & Tool Mixer	81.31	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7363	John Hurley Automotive: Brake Repair CCTV van	222.68	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7450	Postage	4.15	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7450	Household supplies	141.93	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7450	Batteries & Toner Cartr. Office Printer	92.05	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7450	Monthly Subscription Zoom & Office MS	23.24	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7459	Anti Virus Software all computers	122.48	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7653	HR Bootcamp Seminar 2 morning N.A.	100.00	790180	Summerland Sanitary District
CLM - 0656680	10/25/2021		7730	Annual Injury Lunch Staff -IIPP	120.48	790180	Summerland Sanitary District
CLM - 0652883	10/26/2021		7508	General Counsel Legal Serv. August 2021	210.00	048258	MUSICK PEELER & GARRETT LLP
CLM - 0657056	10/26/2021		7110	Compensation Regular Board Meeting 10/14/2021	175.00	009934	JOLENE M COLOMY
CLM - 0657059	10/26/2021		7110	Comp. Agenda Setting Meeting 10/07/2021	175.00	026964	DAVID NOVIS
CLM - 0657067	10/26/2021		7110	Compensation Regular Board Meeting 10/14/2021	175.00	026964	DAVID NOVIS
CLM - 0657136	10/27/2021		7110	Compensation Regular Board Meeting 10/14/2021	175.00	091927	JAMES WITMER
CLM - 0657137	10/27/2021		7110	Compensation Regular Board Meeting 10/14/2021	175.00	765907	John Franklin
CLM - 0657139	10/27/2021		7110	Compensation Regular Board Meeting 10/14/2021	175.00	009758	MARTIN TUCKER
CLM - 0657414	10/29/2021		6100	Regular Salaries Oct 31, 2021	16,319.69	790178	Summerland Sanitary District
CLM - 0657414	10/29/2021		6270	Standby Oct 31, 2021	442.52	790178	Summerland Sanitary District

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Expenditure Transactions

From 10/1/2021 to 10/31/2021

Selection Criteria: Fund = 5215

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

Fund 5215 -- Summerlnd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0657414	10/29/2021		6500	Medicare and Fica Oct 31, 2021	1,355.31	790178	Summerland Sanitary District
CLM - 0657425	10/29/2021		7363	1/2 HP Cast Iron Sewage Pump (2)	278.82	350975	HARBOR FREIGHT TOOLS
JE - 0226060	10/31/2021		6400	Retirement Contr. Payroll 10-31-2021	7,521.67		
JE - 0226060	10/31/2021		6475	Retirement Healthcare Contr. retirees 10-31-2021	241.67		
Total Summerlnd San Dist Running Exp					83,900.31		



IX
A

Board of Directors Meeting STAFF REPORT

TO : Board of Directors
FROM : Operations Manager, Noe Aguilar Vega
DATE : November 10, 2021
RE : **Emergency Replacement Blowers # 1 and 2**

REQUESTED ACTION: For the board to declare an emergency with regard to the replacement of blowers #1 and 2, and authorize remedial work to be performed without competitive bidding.

INFORMATION: Summerland Sanitary District has three blower units at the treatment plant. The blowers supply air to the aeration basins # 1 and 2 and to digesters # 1 and 2 to promote aerobic digestion. This aeration keeps alive the bacteria and microorganisms that break down the organic matter, which is necessary for the proper biological treatment of wastewater. It is critical that the supply of air is not interrupted for more than three hours to prevent violations and to stay in compliance with the District's NPDES permit requirements.

The treatment plant has a total of three blower units (see flow diagram). Only one of the blowers operates 24-7 to supply air into the aeration basins and digesters. Usage is rotated between blower #2 and #3 because blower #1 has been out of commission for several years. As with other treatment plants, three blowers allow there to always be two back up units for the critical function of the blower.

The blower units were purchased and installed in 1992 and have been showing serious electrical and mechanical failures due to their usage and old age. The plant's blower units are no longer for sale on the market and almost all the replacement parts are not available.

On September 24, 2021, the treatment plant's blower #2 failed, leaving the treatment plant with only one operational blower, blower #3. The blower # 2 has been temporarily repaired, but it will be only a matter of time before this unit will fail again. All three blowers are the same age and were installed at the same time; therefore, blower #3 may also start failing.

The Board approved for fiscal budget year 2021-22 the replacement of blower #1 out of Fund 5217 Capital Replacement with a total amount of \$110,000.

RECOMMENDATION: With the failure of the treatment plant blower #2 on September 24, 2021, staff recommends expediting the blower replacement process and include replacing blower #2 with blower #1, to prevent interruptions of air supply within the treatment plant's biological treatment process, due to failing blowers. Staff recommends that the Board declare an emergency with regard to the replacement of blowers # 1 and 2, and authorize remedial work to be performed without competitive bidding by adopting resolution no. 2021-08.

RECOMMENDATION: To approve Resolution 2021-08 to declare an emergency with regard to the replacement of blowers #1 and 2.

Attachments: Resolution 2021-08

Flow Diagram

Approved CIP project Blower #1

Bids from Cushman Contracting and Spiess Construction

RESOLUTION NO. 2021-08

**RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
SUMMERLAND SANITARY DISTRICT
DECLARING AN EMERGENCY REQUIRING REPLACEMENT OF THE TREATMENT PLANT'S
BLOWERS NUMBERED 1 AND 2, 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 THEREFOR**

WHEREAS, the Summerland Sanitary District ("District") owns and operates its treatment facility ("treatment plant") at 2435 Wallace Avenue, Summerland, California; and

WHEREAS, the Treatment Plant Operations Manager has noted that a non-operational blower #1 and specific failure conditions at blower #2 create an unreliable backup blower for critical air supply to the aeration basins and digesters, which constitutes a possible public health and safety hazard, warranting immediate repair; and

WHEREAS, these existing conditions affect the public interest and necessity demands the immediate expenditure of District funds to safeguard life, health, and property for this "emergency" under section 20806 of the Public Contract Code; and

WHEREAS, these existing emergency conditions will not permit a delay resulting from a competitive solicitation for bids for the corrective action ("Project"), and immediate action is necessary to respond and allowed under section 22050 of the Public Contract Code; and

NOW, THEREFORE, the Board of Directors hereby resolves and finds as follows:

1. An "emergency" exists within the meaning of section 20806 of the Public Contract Code and public interest and necessity demand the immediate expenditure of District funds for the Project to safeguard life, health, and property.
2. Under subsection 22050(a)(2) of the Public Contract Code, the emergency cannot be redressed properly if delayed by competitive bidding and solicitation and immediate Project commencement is necessary.
3. Pursuant to subsection 22050(b)(1) of the Public Contract Code, the Board directs the Operations Manager to immediately proceed with and expend funds for the Project, without giving notice for competitive bids.
4. This Resolution's recitals are incorporated herein by reference and adopted as findings.

PASSED AND ADOPTED at the regular board meeting of the Board of Directors of the Summerland Sanitary District held November 10, 2021, carried by the following roll call vote:

AYES : _____

NAYS : _____

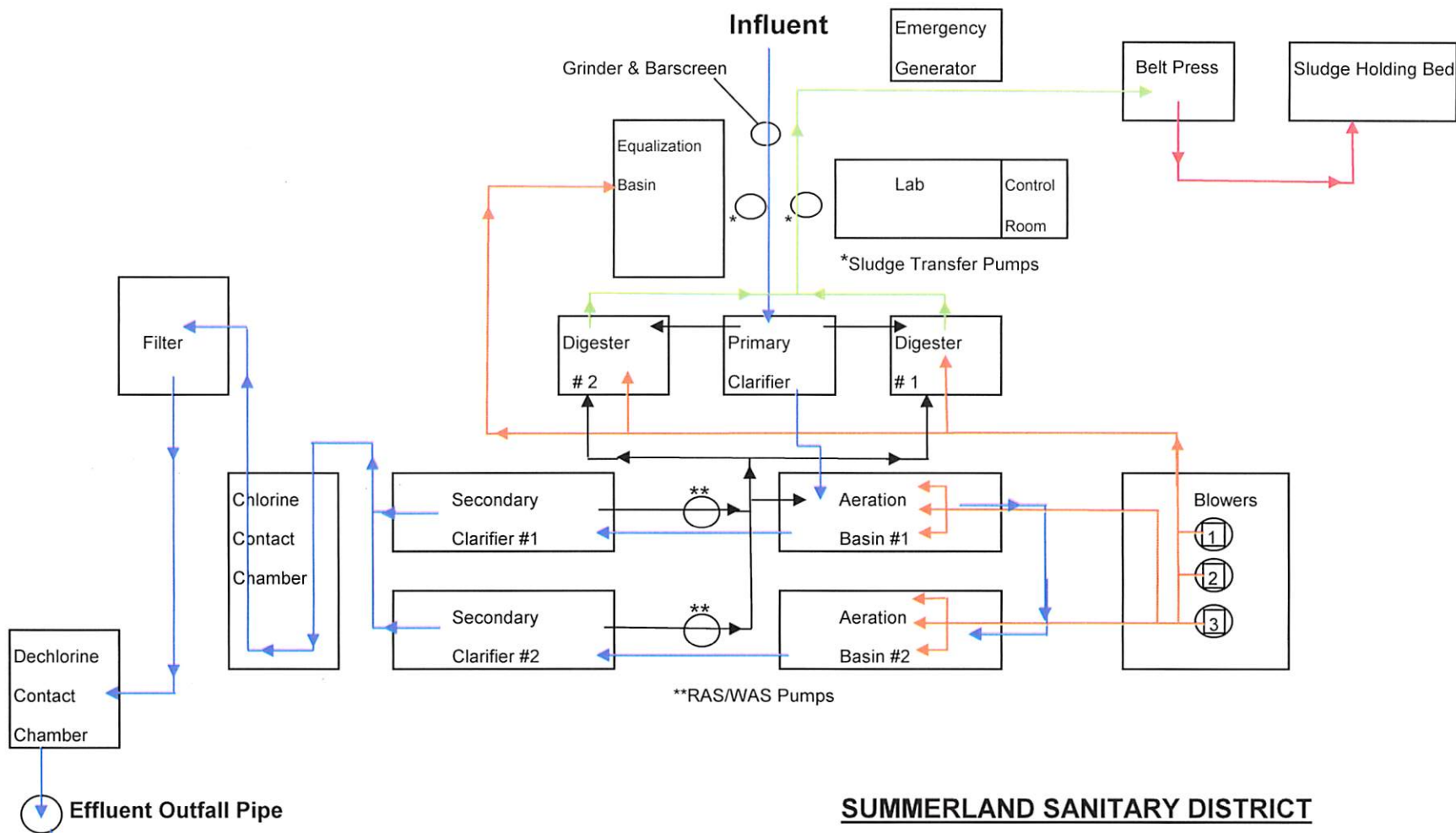
ABSENT : _____

ABSTENTIONS : _____

David Novis, President
Board of Directors
SUMMERLAND SANITARY DISTRICT

(SEAL)

ATTEST: _____
Jolene Colomy, Secretary
Board of Directors
SUMMERLAND SANITARY DISTRICT



SUMMERLAND SANITARY DISTRICT

Treatment Plant Flow Diagram

Design Flow .3 MGD

Average Daily Flow .065 MGD

Legend:

Blue	→	Wastewater Flow
Orange	→	Air Flow
Black	→	RAS/WAS Flow
Green	→	Sludge Flow to Dewatering
Red	→	Biosolids Handling

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.





AZ #119975 • CA #333989 • NV #0038929

Spiess Construction Co., Inc.

P.O. Box 2849
Santa Maria, CA 93457-2849
(805) 937-5859
Fax (805) 934-4432

26 October 2021

Attn: Noe Aguilar Vega, Ops Manager
Summerland Sanitary District
2435 Wallace Ave.
Summerland, CA 93067

Re: Summerland Sanitary District – Install of Two Aerzen Blowers

Dear Noe;

Per your request Spiess Construction is quoting the installation of two (2) new Aerzen Blowers. This includes removal of two (2) existing blowers.

LUMP SUM PRICE - \$137,487.00 (One Hundred Thirty Seven Thousand Four Hundred Eighty Seven).

All work to be included is as follows:

- Removal of existing two blowers.
- Install of two new Aerzen blowers.
- Install of VFD for each blower.
- All misc. materials for install (epoxy / anchors / nuts bolts gaskets)
- Transition Piping from new blower outlet to existing header (fabricated SST304)
- Electrical Work Associated
 - Includes disconnection of existing, connection of new equipment with new flex conduit and wiring as needed. Please note specific electrical exclusions below.
 - Wiring and Install of packaged equipment provided by Aerzen.
 - All existing conduit to be utilized.
- Travel as applicable (subsistence for each man per day)
- Truck and Tools

EXCLUSIONS:

- Disposal of existing blowers (we will place it in a location on site as directed by plant staff).
- Bypass of any kind.
- Modifications to existing structures.
- Does not include any overtime or special shutdown work hours if required.
- Electrical Exclusions
 - Modifications to existing control panels.
 - Programming of existing PLC and / or SCADA to incorporate new equipment.
 - Upgrades to existing power distribution for added loads (existing and proposed loads are unknown).
- Costs for factory witness testing (if required)
- Permits, licenses, and fees
- Engineering / Testing of any kind

All permits required for our work shall be secured by others. We specifically exclude the cost of such permits, fees and city/county licenses.

Although care will be taken to preserve the site in its present condition, Spiess Construction exempts itself from the cost of repairs of any damage as a result of our operations.

Spiess Construction is a non-union, merit shop contractor.

The above prices are firm if accepted within a period of thirty days from the proposal date.

Full payment including retainage must be made within 30 days after the completion of our items of work. A finance charge of 2% or portion thereof will be added to all outstanding balances in excess of 30 days.

If any part of this proposal is unclear, please do not hesitate to call.

Sincerely,

Spiess Construction Co., Inc.

 10.26.21
Jamie Jones
Project Manager / Estimator

SPIESS CONSTRUCTION COMPANY, INC.

PROJECT: Summerland WWTP
BLOWER INSTALL (2)

DATE: 26-Oct-21

PTC/SUB: **SCCI**

SCCI COST PROPOSAL #: N/A

PROPOSAL REQUEST #: N/A

COST PROPOSAL

DESCRIPTION OF CHANGE: Summerland - Installation of 2 new blowers. Removal of old blowers. Old Blowers to be left with owner.
No concrete modifications are included. Use of all existing conduit, no new conduit included. Flex conduit from new blower to existing is included.

DIRECT TIME IMPACT - 0 Calendar Days

PTC ITEM DESCRIPTION	MATERIAL			LABOR			EQUIPMENT		
	QUANTITY	UNIT COST	EXTENSION	QUANTITY	RATE	EXTENSION	QUANTITY	UNIT COST	EXTENSION
LABOR									
- Laborer			0.00	128	62.53	8003.84			0.00
- Cement Mason			0.00	0	0.00	0.00			0.00
- Operator (Superintendent)			0.00	64	80.13	5128.32			0.00
- Carpenter			0.00	0	78.03	0.00			0.00
- Subsistence			0.00	0	150.00	0.00			0.00
			0.00			0.00			0.00
EQUIPMENT			0.00						0.00
- Truck & Tools			0.00			0.00	128	40.16	5140.48
- Crane / Grove RT600E			0.00			0.00	0	126.86	0.00
- Mini Reach Rental			0.00			0.00	2	1250.00	2500.00
- Skid Steer			0.00			0.00	0	35.00	0.00
- Hilti Breaker			0.00			0.00	0	30.00	0.00
- Water Buffalo			0.00			0.00	0	18.75	0.00
			0.00			0.00			0.00
MATERIALS			0.00			0.00			0.00
- Blower	1	56528.00	56528.00			0.00			0.00
- Startup / Training Services	1	3500.00	3500.00			0.00			0.00
- Freight on Blower	1	3450.00	3450.00			0.00			0.00
- Anchors / Epoxy	2	500.00	1000.00			0.00			0.00
- Fabricated SST connection	2	2000.00	4000.00			0.00			0.00
			0.00			0.00			0.00
Contract Admin Fee			0.00			0.00	1	250.00	250.00
PM - Field Engineer			0.00			0.00	8	120.00	960.00
			0.00			0.00			0.00
SUBTOTALS:			\$68,478.00			\$13,132.16			\$8,850.48

MATERIAL \$68,478.00
SALES TAX 8.75% \$5,991.83
LABOR \$13,132.16
LABOR SURCHARGE 23.00% \$3,020.40
EQUIPMENT \$8,850.48

SUBTOTAL DIRECT COSTS \$99,472.86
DIRECT COSTS OVERHEAD 10.00% \$9,947.29

LABOR MARKUP 15.00% \$2,422.88
MATERIAL / EQUIPMENT MARKUP 15.00% \$12,498.05

SUBTOTAL COST \$124,341.08

SUBCONTRACTOR ITEM DESCRIPTION	MATERIAL			LABOR			EQUIPMENT		
	QUANTITY	UNIT COST	EXTENSION	QUANTITY	RATE	EXTENSION	QUANTITY	UNIT COST	EXTENSION
Electrician	1	9500.00	9500.00			0.00			0.00
			0.00			0.00			0.00
			0.00			0.00			0.00
SUBTOTALS:			\$9,500.00			\$0.00			\$0.00

SUB MATERIAL \$9,500.00
SUB SALES TAX 0.00% \$0.00
SUB LABOR \$0.00
SUB EQUIPMENT \$0.00

SUB SUBTOTAL DIRECT COSTS \$9,500.00
SUB FEE ON DIRECT COSTS 0.00% \$0.00

SUBTOTAL SUBCONTRACTOR COST \$9,500.00

FEE ON SUB'S COSTS 10.00% **\$950.00**

TOTAL COST BEFORE BONDS / INS. \$134,791.08

BONDS / INS. 2.00% **\$2,695.82**

TOTAL COST PROPOSAL \$137,486.90

PREPARED & SUBMITTED BY: Jamie Jones

TITLE/COMPANY: PM / SCCI

10.26.21

AERZEN USA CORPORATION

108 Independence Way
Coatesville, PA 19320

Tel. (610) 380-0244 ♦ Fax. (610) 380-0278



AERZEN

Confidential & Proprietary - this document shall not be distributed to anyone other than the intended recipients.

AERZEN Reference Number: E09-103160

25-Oct-21

Re: Aerzen Blower Replacement

Page 1 of 2

To: Jamie Jones
Firm - Spiess Construction Company, Inc.
email - jjones@sccitanks.com
phone - 805-710-6509
AERZEN Representative Info:
Name - Jeremy Neill, P.E. of Coombs-Hopkins
e-mail - jeremy@chcwater.com
phone - (760) 931-0555

AERZEN Proposal Prepared By:
Name - Tom McCurdy
email - tmccurdy@aerzen.us
phone - (610) 656-1683
AERZEN Regional Manager:
Name - Tom McCurdy
e-mail - tmccurdy@aerzen.us
phone - (610) 656-1683

Thank you for the opportunity to bid this project for (2) Positive Displacement Blower Packages. Quantity was increased based on conversations with Noe Aquilar Vega.

The Aerzen Blower Package Performance and Scope of Supply is a direct replacement of the existing blower. Noise levels are considerably lower than what they are currently experiencing. Belt tensioning is automatic, with no operator adjustment needed. Note that there is additional upward capacity on this model.

This scope of supply does NOT include the following items: External Controls, Isolation Valves, Anchor Bolts and Installation Hardware. VFD is included, contractor installed.

Instrumentation as specified below, is part of this scope of supply.

Replacement Package for GMA13.f7

Model: GM 25S

Performance Data:

		Design	Min	Design2	Design3
Intake volume, handled at intake condition	icfm	635	137	423	232
Volume handled at normal condition	scfm	594	128	396	217
Relative humidity	Φ	60%	60%	60%	60%
Intake pressure (abs.)	psia	14.62	14.62	14.62	14.62
Discharge pressure	psig	9.01	9.01	9.01	9.01
Intake temperature	°F	90	90	90	90
Discharge temperature	°F	203	259	210	230
Main rotor speed	rpm	3,714	1,200	2,642	1,678
Motor Speed	rpm	1,770	572	1,259	800
Power consumption at coupling	bHp	32.1	9.8	21.9	13.6
Motor Rating	HP	40			
Tolerance on flow & power	± 5 %				
Sound pressure level w/ enclosure	dB(A)	75			

*Measured in free field at 3ft. distance from the outline of the unit

*does not include system piping noise (tol. ± 2 dB(A)).

Weights & Dimensions:

Discharge connection	EPDM ANSI	6"
Blower pkg weight	lbs.	1,722
Envelope dim.*	L x W x H in.	53 x 50 x 59
Cooling Fan	shaft driven	shaft driven

* non binding dimensions includes, inlet filter silencer, relief valve, check valve, and flex connector

AERZEN USA CORPORATION

108 Independence Way
Coatesville, PA 19320
Tel. (610) 380-0244 ♦ Fax. (610) 380-0278

**AERZEN**

Confidential & Proprietary - this document shall not be distributed to anyone other than the intended recipients.

AERZEN Reference Number: E09-103160

25-Oct-21

Re: Aerzen Blower Replacement

Page 2 of 2

Replacement Package for GMa13.f7**GM 25S**

Aerzen Generation 5 Delta Blower Package consists of the following components, assembled in our factory.

- Aerzen Rotary Lobe Blower GM Series
- base frame with integrated reactive type, discharge silencer
- hinged motor support as automatic belt tensioning device
- set of vibration isolating mounts
- intake filter-silencer
- narrow V-belt drive with guard
- spring loaded pressure relief valve
- discharge manifold with externally accessible integrated check valve
- flexible connector with clamps for schedule 40 pipe, discharge

Scope of Supply

- 2 compact blower package as listed above
- 2 motor 40 HP, 4-pole, NEMA, TEFC, 208-230/460 V / 60 Hz, prm-eff, 324T, T-Stat, AEGIS ring
- 2 sound enclosure with integral shaft driven cooling fan
- 2 set of instrumentation (4" gauges: P1, P2, T2 with High Temp Switch)
- 2 VFD, NEMA 12 enclosure, 40 HP, w/ DC choke, (100 A) fused disconnect
- VFD ships loose, installed by others

Factory Services

- 2 Simplified ISO-1217, Annex B test report(s)
- 2 O&M manual, hard copy
- 2 factory set PRV to 10.9 psig
- 2 Seismic calculations (CA licensed engineer)

Onsite Manufacturer Services

- 1 trip(s), 2 day(s) total installation inspection, startup, & training **for additional \$3,500.00**
- additional mfg services beyond what is listed herein and/or resulting from delays will be invoiced separately

Freight & Packaging

- 1 freight to jobsite
- 2 domestic packaging

TOTAL for	2	unit(s)	\$56,528	Price does not include CA sales tax. Pricing reflects discounts discussed 10/22/21.
		Add to total:	\$3,500	Startup services (1 trip, 2 days, as noted above)
			\$3,450	Freight (DAP Jobsite)

Confidential & Proprietary - this document shall not be distributed to anyone other than the intended recipients.

Pricing: DAP Jobsite

Terms: This offer is subject to Aerzen Standard Terms and Conditions (A2-001-USA January 2009)

Submittals: 4 weeks after receipt of Purchase Order

Delivery: presently approx. 4 months upon technical release by customer

Payment: 20% upon receipt of approved submittal, 75% upon shipment Net 30 and 5% retention not to exceed 180 days from shipment.

Warranty: 24 months after start up or 30 months after delivery, which ever comes first on Aerzen package*

*Maintenance must be performed per the Instruction Manual using Aerzen spare parts.

*Equipment not manufactured by Aerzen will carry the manufacturer's standard warranty.

Quote Validity: All prices quoted are valid for 30 days from the date stated on the quotation.

Cushman Contracting Corporation
P.O. Box 147
Goleta, CA 93116-0147

October 28, 2021

Summerland Sanitary District
Attn: Mr. Noe Aguilar Vega
Via email:naguilarvega@summerlandsd.org

Re: AERZEN BLOWER

Noe,

Thank you for offering Cushman Contracting Corporation the opportunity to submit a proposal for your upcoming project. Per your phone calls and site visit on 1-8-21 CCC will perform the following work for a lump sum amount of \$ 122,125

- Set up / Mobilize
 1. Site visits
 2. P/O'S , Contracts and Submittals
 3. Order 2ea blowers
- Demo old blowers
 1. Disconnect and Safe off power
 2. Remove 2ea blowers and sound enclosure save for district to use.
- Install new blowers
 1. Make up blower mechanical connection to existing header pipe
 2. Drill and epoxy anchors
 3. Install new vfd and disconnect box to existing power supply.
 4. Land and terminate existing power supply to equipment
- Startup and testing
 1. Onsite rep will inspect installation and sign off blowers for startup
 2. Onsite rep will perform startup and testing of units
 3. Onsite rep will train plant staff and deliver O&M manual
- Demobilize
 1. Clean up site

Note: In the event that additional work is needed outside this scope of work cost will be billed on a T&M basis. Proposal good for 30 days

Please feel free to call me at (805) 964-8661 if you have any questions
Sincerely,

Cushman Contracting Corporation

Blair Cushman



IX B

Board of Directors Meeting STAFF REPORT

TO : Board of Directors

FROM : District Administrative Manager

DATE : November 10, 2021

RE : **Request for Refund of Sewer Service Fee Overcharges from Property Owners
125 Colby Street and 2298 Whitney Ave**

The Board of Directors received an email request for refund of sewer service fee overcharges from Ms. Bongaerts, property owner of 125 Colby Street (see attachment A), and Ms. Conant property owner of 2298 Whitney Avenue (see attachment B). Both properties were classified in the district database as a multi-unit property and assessed with two sewer service fees. Upon an onsite inspection both properties were reclassified as one single family dwelling.

BACKGROUND INFORMATION: Staff is in the process of analyzing the district multi-unit customer database in preparation for the rate study. For two multi-unit properties, 125 Colby Street and 2298 Whitney Avenue, the property lay-out was unclear. Staff initiated contact with property owners. Both owners informed staff that there was only one Single Family Dwelling on their property. The Operations Manager performed an onsite inspection on October 12, 2021 and confirmed that these properties should be reclassified as a Single Family Dwelling.

District staff reclassified both properties in the district's database and processed a sewer service fee refund of \$1,177 for each property through the County of Santa Barbara Assessor's office. The refunds are for the overcharge of one residential unit for the current fiscal year July 1, 2021, through June 30, 2022. The corrected property tax bills will be sent by the County of Santa Barbara to the property owners in the upcoming month. Both property owners requested consideration for additional refunds. Staff refers to the District Refund Policy in Ordinance 18, Section 3.7:

3.7 Refund Policy

Under Government Code Section 52082 :

53082. (a) By July 1, 1991, local agencies shall refund any sewer service fees collected for which no services were delivered.

(b) Any sewer service fees collected by a local agency from any person for which no service has been provided shall be refunded in accordance with subdivisions (c) and (d).

(c) In cases where a person paid fees as described in subdivision (a) and is still residing at the same location, it shall be the responsibility of the local agency, upon determination that the premises is not connected to the sewer system, to return fees in their entirety, regardless of the amount of time the fees were wrongly collected. For the purposes of this section, if the exact

refund may be calculated by averaging the rates paid by payers in the same classification during the time period in which the fees were collected.

(d) In cases where a person paid fees as described in subdivision (a) but is not still residing at the same location, the payer of the fees may make a claim for a refund to the agency collecting the fees.

(e) No statute of limitations shall apply to claims for fees paid before January 1, 1992. For fees paid on or after January 1, 1992, claims shall be filed within 180 days of the date of payment.

(f) As used in this section, "sewer service fees" means periodic fees, tolls, rates, rentals, or other charges imposed by local agencies for the purpose of covering the cost to provide sewer service or to operate, maintain, repair, and replace sewer systems and facilities, but do not include any of the following:

(1) Sewer standby or availability charges or assessments.

(2) Special assessments levied in accordance with one or a combination of the Improvement Act of 1911 (Division 7 (commencing with Section 5000) of the Streets and Highways Code), the Municipal Improvement Act of 1913 (Division 12 (commencing with Section 10000) of the Streets and Highways Code), or the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500) of the Streets and Highways Code).

(3) Sewer connection charges or sewer capacity charges paid in conjunction with or as a condition of approving an application for sewer service.

If sufficient evidence is submitted to the satisfaction of the General Manager that incorrect service charges have been collected by the District, the overcharge shall be refunded to the owner at the time of the General Manager's determination, subject to the following limitations:

A. In no event shall an owner be eligible for a refund of service charges for a period of time in excess of two years from the date of the General Manager's determination.

B. Owner is only eligible to receive a refund for the amount overpaid by that owner and not for any amount overpaid by a previous owner. Documentation of the date of title transfer must be submitted by the owner to the District with any request for consideration."

Ordinance 18 gives the General Manager authorization to refund two additional years of overpaid fees. Since the District no longer has a General Manager staff requested the property owners to address their refund request to the Board of Directors.

STAFF RECOMMENDATION

Staff recommends that the Board of Directors approve refunds of the previous two years overcharge to the property owners of 125 Colby Street and 2298 Whitney Ave as described in Ordinance 18, Section 3.7 with a total of \$2,473.69. These refunds include the overcharge of one Residential Unit sewer service fees for fiscal year 2019 (\$1,098) and fiscal year 2020 (\$1,137). A seven percent per annum interest is included as directed by Legal Counsel.

In addition:

Ms. Conant, property owner of 2298 Whitney Ave, requested the Board for equitable relief under Article VI, section 4 of Ordinance 8. Ms. Conant did not submit the \$25 required appeal fee. Ms. Conant requested that staff calculated the overcharge amounts from the date that she

took ownership of the property 2298 Whitney Avenue in 1987 date. Staff discussed the refund request with legal counsel and completed the following:

1. Staff requested and received property tax bill information from the County of Santa Barbara with the Summerland Sanitary District sewer service fees from January 1, 1987, through December 31, 1991 (see attachment C). Staff calculated and sewer service overcharge of \$1,546. The total refund amount was then calculated with the seven percent per annum interest which came to be \$13,944.93. See attachment C for detailed information.
2. Staff verified ownership of 2298 Whitney Avenue by Ms. Conant between 1987 and 1992 with the County of Santa Barbara Assessor's office.

Staff recommendation: refund \$13,944.93 to property owner Ms. Conant of 2298 Whitney Avenue in addition to the \$2,473.69 with a total of \$16,418.62.

Attachments:

- A. Request for refund additional sewer service fee 125 Colby Street
- B. Request for refund additional sewer service fee 2298 Whitney Avenue
- C. Calculation for 2298 Whitney Ave
- D. Calculation for 125 Colby Street

125 Colby Street

"alexandra bongaerts" [penut41@me.com]

Sent: 10/13/2021 8:48 AM

To: ""msouza@summerlandsd.org"" <msouza@summerlandsd.org>

Cc: ""Alexandra Bongaerts"" <penut41@me.com>

To The Board of Directors, Summerland Sanitary District -

I would like to request a two year refund for overpayment of services for our home at 125 Colby Street. My husband and I did not know that our home in Summerland has been taxed since we bought it in 2001 as having an ADU. The inspection performed by your staff this week determined this was not the case and so I respectfully request a refund. Your fee is listed on our SB County property tax bill as a flat fee and does not indicate an extra charge for the ADU, therefore I did not know we were paying for something we did not have. We assumed the Sanitary District fee was for a single family home but now understand we have been paying an extra fee. Thank you for your consideration!

Alexandra Bongaerts
125 Colby Street
Summerland, CA 93067
Cell 203-807-1214
Home 805-969-3556

Alexandra Bongaerts
Cell 203-807-1214
Home 805-969-3556

On Oct 13, 2021, at 8:22 AM, msouza@summerlandsd.org wrote:

Good morning Alexandra,

In response to your question "who should I contact to receive some credit": Please see the Districts Ordinance 18, which has been published at our website:
[www.summerlandsd.org](http://summerlandsd.org)

<http://summerlandsd.org/ordinance-18/>

To apply for a two year refund (since Statue of Limitations apply), please sent a request to the District by mail, or email. You can direct this to the Board of Directors, or to me.

Ordinance 18 article 3.7 Refund Policy

Under Government Code Section 52082 the following is stated: 53082.

- (a) By July 1, 1991, local agencies shall refund any sewer service fees collected for which no services were delivered.
- (b) Any sewer service fees collected by a local agency from any person for which no service has been provided shall be refunded in accordance with subdivisions (c) and (d).
- (c) In cases where a person paid fees as described in subdivision (a) and is still residing at the same location, it shall be the responsibility of the local agency, upon determination that the premises is not connected to the sewer system, to return fees in their entirety, regardless of the amount of time the fees were wrongly collected. For the purposes of this section, if the exact amount of the charges is not readily available, the amount of the refund may be calculated by averaging the rates paid by payers in the same classification during the time period in which the fees were collected.
- (d) In cases where a person paid fees as described in subdivision (a) but is not still residing at the same location, the payer of the fees may make a claim for a refund to the agency collecting the fees.
- (e) No statute of limitations shall apply to claims for fees paid before January 1, 1992. For fees paid on or after January 1, 1992, claims shall be filed within 180 days of the date of payment.
- (f) As used in this section, "sewer service fees" means periodic fees, tolls, rates, rentals, or other charges imposed by local agencies for the purpose of covering the cost to provide sewer service or to operate, maintain, repair, and replace sewer systems and facilities, but do not include any of the following:

- (1) Sewer standby or availability charges or assessments.
- (2) Special assessments levied in accordance with one or a combination of the Improvement Act of 1911 (Division 7 (commencing with Section 5000) of the Streets and Highways Code), the Municipal Improvement Act of 1913 (Division 12 (commencing with Section 10000) of the Streets and Highways Code), or the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500) of the Streets and Highways Code).
- (3) Sewer connection charges or sewer capacity charges paid in conjunction with or as a condition of approving an application for sewer service.

If sufficient evidence is submitted to the satisfaction of the General Manager that incorrect service charges have been collected by the District, the overcharge shall be refunded to the owner at the time of the General Manager's

Fwd: 2298 Whitney Ave

"Catherine Conant" [cate.conant@gmail.com]

Attachment B

Sent: 10/20/2021 2:29 PM

To: ""msouza@summerlandsd.org"" <msouza@summerlandsd.org>, ""info@summerlandsb.org"" <info@summerlandsb.org>

Sent from my iPhone

Begin forwarded message:

Subject: 2298 Whitney Ave

Ms. Souza,

This email relates to our home located at 2298 Whitney Avenue (the "Property"). Summerland Sanitary District provides sewer services to the Property. You recently informed us that the District has been over-charging the Property for those sewer services. Please consider this our request for refund of all over-charged amounts by the District for the Property.

As you know, the District is conducting its rate study and has been confirming property information with customers. You contacted us by email on October 5, 2021, to confirm District records that list the Property as a duplex. The Property was built in 1987, and is now and always has been a single-family residence. The District's Mr. Noe Aguilar Vega inspected the Property on October 12, 2021, and confirmed that it is in fact a single-family residence. By email on October 12, 2021, you confirmed that the additional charge would be removed from our property tax bill in the future. You also confirmed that the District had been charging the Property as a duplex since at least 2000. Our email correspondence is below.

Currently, the annual service charge for an additional residential unit is \$1,177. We understand that charge is modified annually, as adopted by the Board. We calculate that the District has over-charged the Property by more than \$16,250 since 2000. We request that staff calculate the total over-charged amounts dating back to 1987, and refund those amounts to us. We are not, at this time, seeking interests or penalties for the over-charged amounts.

We appreciate that the District readily admits its mistake. But your October 12, 2021 email states that it is the property owner's responsibility to check the charges. This is not true. First, the property tax bill does not provide the reader with the District's internal property coding information--all that is provided is a line item with the general description of "Summerland San Svc Chrg." Second, and most importantly, it is the District's constitutionally-imposed mandate to only impose a charge for service that is actually provided to and used by the property owner. See Cal. Const., Art. XIII D, Sec. 6(b)(4).

If necessary, please also consider this our appeal to the District Board for equitable relief under District Ordinance No. 8, Article VI, Section 4. Please forward this

communication to each of the Directors. The Board is, undoubtedly, concerned that customers are appropriately billed for District services.

Please respond with how the District intends to proceed.

Thank you,

Tax Year	Period	Sewer Serv. Fees 2 Residential Unit	Sewer Serv. Fees 1 Residential Unit	Including 7% annual compounded interest
1986	Jan. 1, 1987 - June 30, 1987	\$298.53	\$ 149.27	\$ 1,593.69
1987	July 1, 1987 - June 30, 1988	\$597.06	\$ 298.53	\$ 2,978.77
1988	July 1, 1988 - June 30, 1989	\$597.06	\$ 298.53	\$ 2,783.89
1989	July 1, 1989 - June 30, 1990	\$597.06	\$ 298.53	\$ 2,601.77
1990	July 1, 1990 - June 30, 1991	\$656.72	\$ 328.36	\$ 2,674.53
1991	July 1, 1991- Dec 31, 1991	\$344.77	\$ 172.39	\$ 1,312.28
2019	July 1, 2019- June 30, 2020	\$2,196.00	\$ 1,098.00	\$ 1,257.10
2020	July 1, 2020- June 30, 2021	\$2,274.00	\$ 1,137.00	\$ 1,216.59
		Total	\$ 3,780.60	total \$ 16,418.62

7% annual compounded interest calculation sewer fee overcharge 2298 Whitney Avenue

1989	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
149.27	159.72	170.90	182.86	195.66	209.36	224.01	239.70	256.47	274.43	293.64	314.19	336.18	359.72	384.90	411.84	440.67	471.52
	298.53	319.43	341.79	365.71	391.31	418.70	448.01	479.37	512.93	548.84	587.25	628.36	672.35	719.41	769.77	823.65	881.31
		298.53	319.43	341.79	365.71	391.31	418.70	448.01	479.37	512.93	548.84	587.25	628.36	672.35	719.41	769.77	823.65
			298.53	319.43	341.79	365.71	391.31	418.70	448.01	479.37	512.93	548.84	587.25	628.36	672.35	719.41	769.77
				328.36	351.35	375.94	402.26	430.41	460.54	492.78	527.27	564.18	603.68	645.93	691.15	739.53	791.30
					172.39	184.46	197.37	211.19	225.97	241.79	258.71	276.82	296.20	316.93	339.12	362.86	388.26

2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
504.52	539.84	577.63	618.06	661.33	707.62	757.15	810.15	866.86	927.54	992.47	1,061.95	1,136.28	1,215.82	1,300.93	1,391.99	1,489.43	1,593.69
943.00	1,009.01	1,079.64	1,155.22	1,236.08	1,322.61	1,415.19	1,514.25	1,620.25	1,733.67	1,855.03	1,984.88	2,123.82	2,272.49	2,431.56	2,601.77	2,783.89	2,978.77
881.31	943.00	1,009.01	1,079.64	1,155.22	1,236.08	1,322.61	1,415.19	1,514.25	1,620.25	1,733.67	1,855.03	1,984.88	2,123.82	2,272.49	2,431.56	2,601.77	2,783.89
823.65	881.31	943.00	1,009.01	1,079.64	1,155.22	1,236.08	1,322.61	1,415.19	1,514.25	1,620.25	1,733.67	1,855.03	1,984.88	2,123.82	2,272.49	2,431.56	2,601.77
846.69	905.96	969.37	1,037.23	1,109.83	1,187.52	1,270.65	1,359.60	1,454.77	1,556.60	1,665.56	1,782.15	1,906.90	2,040.39	2,183.21	2,336.04	2,499.56	2,674.53
415.43	444.51	475.63	508.92	544.55	582.67	623.45	667.09	713.79	763.76	817.22	874.43	935.64	1,001.13	1,071.21	1,146.19	1,226.43	1,312.28

13,944.93

2019	2020	2021
1,098.00	1,174.86	1,257.10
	1,137.00	1,216.59
		2,473.69

Tax Year	Period	Sewer Serv. Fees 2 Residential Unit	Sewer Serv. Fees 1 Residential Unit	Including 7% annual compounded interest
2019	July 1, 2019- June 30, 2020	\$2,196.00	\$ 1,098.00	\$ 1,257.10
2020	July 1, 2020- June 30, 2021	\$2,274.00	\$ 1,137.00	\$ 1,216.59
		Total	\$ 2,235.00	total \$ 2,473.69

7% compounded interest calculation sewer fee overcharge 125 Colby Street

2019	2020	2021
1,098.00	1,174.86	1,257.10
	1,137.00	1,216.59
		<u>2,473.69</u>

Subject: Reminder: CSDA 2021 Bylaw Vote
From: CSDA <vote@simplyvoting.com>
Date: Mon, Oct 18, 2021 9:06 am
To: Marjon Souza <msouza@summerlandsd.org>

Dear CSDA Regular Voting Member:

The last CSDA bylaws updates were made in 2016 with the primary change being the addition of electronic voting for elections and other matters that require Regular Member approval.

Following receipt of feedback and suggestions over the last few years from members, CSDA has conducted a review of the CSDA Bylaws making the necessary updates as well as additions or improvements. There are numerous minor verbiage and grammar updates as well as more significant proposed updates that are listed in summary below and in detail in the mark-up form via the link provided below:

- Revised Rights of Regular Membership;
- A new category for Retired Non-Voting Individual Membership;
- A new section on the use of "member" in reference to Associate Members and Business Affiliate Members;
- Updates to the Termination of Membership section and adds a section regarding Procedure for Termination of Membership;
- Clarification on the process for handling a vacancy on the Board of Directors outside of nomination period;
- New Annual Report section added; and
- A new section prohibiting dual directorships with CSDA's Alliance partner, Special District Risk Management Authority (SDRMA)

[A full copy of the CSDA Bylaws, including the tracked changes are attached.](#)

A link to an electronic CSDA Bylaws Update Approval is below. Please vote "yes" or "no".

To vote, please visit: <https://CSDA.simplyvoting.com/>

Then enter your specific voting credentials as listed below:

Elector ID - D3881

Password - YPV2Y

Or follow this link to access the ballot directly: <https://CSDA.simplyvoting.com/auth.php?e=D3881&mac=9b67ff4a2bfacc6071d4>

The deadline to complete your voting through the system is November 12, 2021 at 5:00 pm.

If you have any questions please contact Amber Phelen at 916.442.7887 or amberp@cda.net

Thank you!

[Unsubscribe](#)

Financial Status

As of October 31, 2021

As of: 10/31/2021 (34% 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	6/30/2022 Fiscal Year Adjusted Budget	10/31/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
Revenues				
Taxes				
3010 -- Property Tax-Current Secured	240,000.00	-378.31	-240,378.31	-0.16 %
3011 -- Property Tax-Unitary	0.00	0.01	0.01	--
3015 -- PT PY Corr/Escapes Secured	0.00	195.02	195.02	--
3020 -- Property Tax-Current Unsecd	9,500.00	8,976.65	-523.35	94.49 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	98.98	98.98	--
3040 -- Property Tax-Prior Secured	0.00	-28.85	-28.85	--
3050 -- Property Tax-Prior Unsecured	0.00	89.41	89.41	--
3054 -- Supplemental Pty Tax-Current	3,500.00	1,307.00	-2,193.00	37.34 %
3056 -- Supplemental Pty Tax-Prior	0.00	-142.79	-142.79	--
Taxes	253,000.00	10,117.12	-242,882.88	4.00 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	1.14	1.14	--
Fines, Forfeitures, and Penalties	0.00	1.14	1.14	--
Use of Money and Property				
3380 -- Interest Income	7,500.00	536.53	-6,963.47	7.15 %
3381 -- Unrealized Gain/Loss Invstmnts	872.00	-127.35	-999.35	-14.60 %
Use of Money and Property	8,372.00	409.18	-7,962.82	4.89 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	0.00	-1,000.00	0.00 %
Intergovernmental Revenue-State	1,000.00	0.00	-1,000.00	0.00 %
Charges for Services				
5091 -- Planning & Engnrg-Plan Ck Fes	2,800.00	0.00	-2,800.00	0.00 %
5430 -- Sanitation Services	1,047,721.00	-18.00	-1,047,739.00	0.00 %
5433 -- Inspection Fees	4,800.00	123.00	-4,677.00	2.56 %

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Financial Status

As of: 10/31/2021 (34% 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	6/30/2022 Fiscal Year Adjusted Budget	10/31/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
5746 -- Administrative Revenue	4,200.00	464.00	-3,736.00	11.05 %
Charges for Services	1,059,521.00	569.00	-1,058,952.00	0.05 %
Revenues	1,321,893.00	11,096.44	-1,310,796.56	0.84 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	423,718.00	135,640.05	288,077.95	32.01 %
6270 -- Stand-by Pay	12,500.00	3,557.18	8,942.82	28.46 %
6300 -- Overtime	4,200.00	823.20	3,376.80	19.60 %
6400 -- Retirement Contribution	161,254.00	54,494.42	106,759.58	33.79 %
6475 -- Retiree Medical OPEB	6,000.00	1,969.36	4,030.64	32.82 %
6500 -- FICA Contribution	33,371.00	10,857.27	22,513.73	32.54 %
6600 -- Health Insurance Contrib	80,095.00	30,711.37	49,383.63	38.34 %
6900 -- Workers Compensation	17,304.00	12,661.75	4,642.25	73.17 %
Salaries and Employee Benefits	738,442.00	250,714.60	487,727.40	33.95 %
Services and Supplies				
7030 -- Clothing and Personal	2,100.00	2,218.29	-118.29	105.63 %
7053 -- Telephone Service Local	8,440.00	3,417.42	5,022.58	40.49 %
7090 -- Insurance	42,554.00	42,481.46	72.54	99.83 %
7110 -- Directors Fees	15,000.00	5,950.00	9,050.00	39.67 %
7121 -- Operating Supplies	32,800.00	9,995.50	22,804.50	30.47 %
7324 -- Audit and Accounting Fees	24,000.00	7,358.25	16,641.75	30.66 %
7362 -- Building Maintenance	8,000.00	2,452.30	5,547.70	30.65 %
7363 -- Equipment Maintenance	30,000.00	8,047.51	21,952.49	26.83 %
7404 -- Public Health Lab Serv	24,200.00	8,721.16	15,478.84	36.04 %
7430 -- Memberships	8,530.00	4,315.00	4,215.00	50.59 %
7450 -- Office Expense	4,000.00	787.47	3,212.53	19.69 %

Financial Status

As of: 10/31/2021 (34% 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	6/30/2022 Fiscal Year Adjusted Budget	10/31/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
7454 -- Books & Subscriptions	213.00	246.29	-33.29	115.63 %
7459 -- IT Professional Services	4,000.00	800.86	3,199.14	20.02 %
7460 -- Professional & Special Service	44,400.00	2,628.69	41,771.31	5.92 %
7508 -- Legal Fees	45,000.00	2,120.15	42,879.85	4.71 %
7510 -- Contractual Services	8,240.00	339.08	7,900.92	4.12 %
7516 -- Permitting Services	9,560.00	535.30	9,024.70	5.60 %
7530 -- Publications & Legal Notices	600.00	267.50	332.50	44.58 %
7546 -- Administrative Expense	3,600.00	0.00	3,600.00	0.00 %
7630 -- Small Tools & Instruments	500.00	0.00	500.00	0.00 %
7653 -- Training Fees & Supplies	6,300.00	302.50	5,997.50	4.80 %
7671 -- Special Projects	8,800.00	8,800.00	0.00	100.00 %
7730 -- Transportation and Travel	1,000.00	388.88	611.12	38.89 %
7731 -- Gasoline-Oil-Fuel	2,900.00	630.40	2,269.60	21.74 %
7761 -- Electricity	41,000.00	16,931.51	24,068.49	41.30 %
7763 -- Water	2,560.00	706.54	1,853.46	27.60 %
7764 -- Refuse	4,200.00	1,360.51	2,839.49	32.39 %
Services and Supplies	382,497.00	131,802.57	250,694.43	34.46 %
Expenditures	1,120,939.00	382,517.17	738,421.83	34.12 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	128.00	127.35	-0.65	99.49 %
Decrease to Restricted	128.00	127.35	-0.65	99.49 %
Changes to Fund Balances	128.00	127.35	-0.65	99.49 %
SummerInd San Dist Running Exp	201,082.00	-371,293.38	-572,375.38	-184.65 %

Financial Status

As of: 10/31/2021 (34% 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	6/30/2022 Fiscal Year Adjusted Budget	10/31/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	2,000.00	239.99	-1,760.01	12.00 %
3381 -- Unrealized Gain/Loss Invstmnts	-27.00	-26.13	0.87	96.78 %
Use of Money and Property	1,973.00	213.86	-1,759.14	10.84 %
Charges for Services				
5432 -- Connection Fees	12,317.00	0.00	-12,317.00	0.00 %
Charges for Services	12,317.00	0.00	-12,317.00	0.00 %
Revenues	14,290.00	213.86	-14,076.14	1.50 %
Expenditures				
Capital Assets				
8200 -- Structures&Struct Improvements	10,000.00	0.00	10,000.00	0.00 %
8300 -- Equipment	20,000.00	6,245.44	13,754.56	31.23 %
Capital Assets	30,000.00	6,245.44	23,754.56	20.82 %
Expenditures	30,000.00	6,245.44	23,754.56	20.82 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	27.00	26.13	-0.87	96.78 %
Decrease to Restricted	27.00	26.13	-0.87	96.78 %
Changes to Fund Balances	27.00	26.13	-0.87	96.78 %
Summerland San Cap Facilities	-15,683.00	-6,005.45	9,677.55	38.29 %

Financial Status

As of: 10/31/2021 (34% 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	6/30/2022 Fiscal Year Adjusted Budget	10/31/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	3,000.00	1,294.60	-1,705.40	43.15 %
3381 -- Unrealized Gain/Loss Invstmnts	-141.00	-140.32	0.68	99.52 %
Use of Money and Property	2,859.00	1,154.28	-1,704.72	40.37 %
Revenues	2,859.00	1,154.28	-1,704.72	40.37 %
Expenditures				
Capital Assets				
8200 -- Structures&Struct Improvements	10,000.00	9,598.44	401.56	95.98 %
8300 -- Equipment	120,000.00	2,282.66	117,717.34	1.90 %
8400 -- Infrastructure	15,000.00	18,715.00	-3,715.00	124.77 %
Capital Assets	145,000.00	30,596.10	114,403.90	21.10 %
Expenditures	145,000.00	30,596.10	114,403.90	21.10 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	141.00	140.32	-0.68	99.52 %
Decrease to Restricted	141.00	140.32	-0.68	99.52 %
Changes to Fund Balances	141.00	140.32	-0.68	99.52 %
SummerInd San Dist-Capital Rep	-142,000.00	-29,301.50	112,698.50	20.63 %
Net Financial Impact	43,399.00	-406,600.33	-449,999.33	-936.89 %

Cash Balances As of October 31, 2021

As of: 10/31/2021
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund	10/1/2021 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	10/31/2021 Ending Balance
5215 -- SummerInd San Dist Running Exp	429,896.85	0.00	11,101.76	0.00	76,627.87	364,370.74
5216 -- Summerland San Cap Facilities	245,556.37	0.00	239.99	0.00	1,224.63	244,571.73
5217 -- SummerInd San Dist-Capital Rep	1,328,826.03	0.00	1,294.60	0.00	9,598.44	1,320,522.19
Total Report	2,004,279.25	0.00	12,636.35	0.00	87,450.94	1,929,464.66

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting November 10, 2021

Operations Manager Report**OPERATIONS AND FACILITY MAINTENANCE:**

- Daily water meter readings being performed by staff. Water usage normal.
- On October 20, 2021, the monthly reports for September 2021 were sent in via CIWQS an automated online program on a timely basis with no violations to report.
- On November 2, 2021, the outfall internal inspection was performed by the company Global. The inspection commenced at the treatment plants outfall manhole with the objective of completing the inspection at the end of the outfall pipe. The remotely operated vehicle (ROV) that was used to inspect the inside of the outfall pipe was only able to inspect 92 feet of the 800-foot pipeline. At 92 feet inside the pipe, heavy pipe corrosion or buildup was found that reduced the inner diameter of the pipe. Due to how abnormal and narrow the pipe became, it was determined by Global staff and I to terminate the inspection to prevent the ROV from getting stuck in the pipe if it went in any further. A video of the inspection will be presented at the board meeting.
- During the last board meeting David Novis requested that I find out more about an advertisement that he read regarding Goleta Sanitary District (GSD) expanding their district. On October 20, 2021, I contacted Goleta Sanitary District's (GSD) Management Analyst, Laura Romano, and inquired about the advertisement. I was informed by Laura that the ad was regarding GSD's transition of at-large elections to district-based elections.
- Staff replaced the bad rear signal light on the district's CCTV Van and the broken cabin door lock.
- Staff replaced the belt press polymer sludge mixer that failed. The mixer failed due to the mechanical components within the mixer wearing out due to its old age. The mixer is more than 15 years old.
- Staff set up the new effluent composite sampler at effluent building.
- Staff fabricated and mounted a vacuum suction head for aeration basin #1. The suction head is connected to a vacuum that is used to suck all the foam that gets collected in the aeration basins. Aeration basin #2 already has a suction head.
- Staff operated the belt press for 8 hours.
- Staff completed weekly grounds maintenance and landscape work which consists of mowing, weed whacking, blowing, edging, and raking. Grounds are watered weekly during dry months with reclaimed water.

COLLECTION SYSTEM / LIFT STATIONS:

- Staff 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 replaced the discharge check valve for lift station #1, pump #2. The check valve for pump #1 was removed for maintenance and reinstalled.
- Staff cleaned 4,024 feet of sewer mainline.

SUMMERLAND SANITARY DISTRICT**Regular Board of Directors Meeting November 10, 2021
District Administrative Manager Report**

- Assisted Legal Counsel with providing information and material for the discovery.
- Prepared information and material for Rate Study Committee Meeting and Rate Study Project.
- Mr. Nick Turner, General Manager Montecito Water District invited SSD management to “listen in” on a scheduled meeting for the local and regional collaboration project “Maximizing Montecito Water Reuse”. The meeting was held via Zoom on Monday November 1, 2021, at 10:30 a.m. with MWD, CVWD and CSD Staff and Carollo consultants. Carollo consultants led the discussion and collected information on regulatory issues, project objectives and feasibilities. Summerland Sanitary District management attended the meeting.
- Completed additional work for the Audit FY2020-21. Tracey Solomon, CPA of Bartlett Pringle & Wolf, LLP is scheduled to present the Audit Report FY2020-21 at the Regular Board meeting of December 9, 2021.

Proposed scheduled days off:

Friday November 19, 2021