



## Regular Board of Directors Meeting

Friday, January 14 , 2022 at 3:00 p.m.

2435 Wallace Avenue, Summerland CA 93067

### NOTES

This meeting will be held outdoors at the District's Wastewater Treatment Plant. The 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 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](http://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 help the Clerk 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 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. Public comment is limited to three minutes per speaker.  
  
If the public is participating remotely, please email comments to [info@summerlandsd.org](mailto:info@summerlandsd.org) at least 30 minutes before the meeting begins or give a telephone number to (805) 969-4344 for the Clerk of the Board to call during the meeting and provide opportunity for comment.
- V. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD AND ORGANIZATIONAL MEETING OF DECEMBER 9, 2021** [Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR DECEMBER 2021, INCLUDING PAYROLL AND PETTY CASH** [Action Item]

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

**VII. COMMITTEE REPORTS UPDATES**

- A. Finance Committee Report
- B. Administration, Operations & Personnel (AOP) Committee Report
- C. Ad Hoc/Rate Study Committee Report

**VIII. CLOSED SESSION ITEM**

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

**IX. OLD BUSINESS ITEMS**

- A. **Emergency Repair Report for the Replacement of Treatment Plant's Blowers as Authorized by Resolution 2021-08 [Non-Action Item]**  
Description: The Board will review the submitted staff report.
- B. **Emergency Repair Report for the Maintenance on the District's Outfall Pipeline as Authorized by Resolution 2021-09 [Non-Action Item]**  
Description: The Board will review the submitted staff report.

**X. NEW BUSINESS ITEMS**

- A. **Formation of Ad Hoc Committee for Help With Outfall Expense [Action Item]**  
Description: The Board shall consider establishing an ad hoc committee to assess and pursue one or more grants from federal and state governments for full or partial compensation of the cost for a new outfall.  
Staff Recommendation: Staff recommends establishing an ad hoc grant committee.
- B. **Rate Study FY2021/2022 [Non-Action Item]**  
Description: The Board will receive an update from the Rate Study Committee and staff regarding the January 13, 2022, Ad Hoc/Rate Study Committee meeting. The Board will discuss preliminary findings as presented by the Rate Study Consultant Mr. Clumpner. The timetable of the rate study process, including adopting of new rates, will be reviewed by the Board.
- C. **Discussion of Raising Directors' Per Diem Compensation to \$185. [Non-Action Item]**
- D. **Discussion of Increased Duties of Board President if One of Both Managers are incapacitated [Non-Action Item]**

**XI. FINANCIAL STATUS REPORT DECEMBER 2021 [Action Item]**

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

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

**XII.      OPERATIONS MANAGER REPORT**

The Operations Manager will provide a written report on operations, facility and collection system maintenance and affairs and will provide explanations as 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

Thursday, December 9, 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 the District's Office 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 3:00 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 (3:45 p.m.)  
TRACEY SOLOMON Bartlett Pringle Wolf, LLP (3:20 p.m.)

### II. PLEDGE OF ALLEGIANCE

### III. ORGANIZATIONAL MEETING

Director D. Novis requested Director J. Franklin to proceed with the organizational meeting. Director J. Franklin announced the following: "Pursuant to law, this is the time and place for the meeting to organize the members as a Governing Board."

#### **Election of a Board President**

Nominee: David Novis  
Motion to Approve: Jolene Colomy  
Seconded By: Jim Witmer

The newly elected President D. Novis presided from this point

#### Appointment of the Following Officers and Committees

##### **Vice-President**

Appointee(s): Jolene Colomy  
Motion to Approve: David Novis  
Seconded By: John Franklin

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**Secretary**

Appointee(s): Jim Witmer  
Motion to Approve: David Novis  
Seconded By: Jolene Colomy

**Secretary Pro Term**

Appointee(s): Martin Tucker  
Motion to Approve: David Novis  
Seconded By: Jim Witmer

**Finance Committee**

Appointee(s): Jolene Colomy and John Franklin  
Motion to Approve: David Novis  
Seconded By: Jim Witmer

**Administration & Operations & Personnel Committee**

Appointee(s): Martin Tucker and Jim Witmer  
Motion to Approve: David Novis  
Seconded By: Jolene Colomy

The above listed motions and seconds were 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

**Other Organizational Decisions to be made by the Board**

Designate the dates, time and place for holding regular meetings, pursuant to the requirements of Government Code section 54954(a) and Health and Safety Code section 6488.

Dates:	Every second Thursday of the month
Time:	3:00 p.m. for Regular and Special Board Meetings 5:00 p.m. for Public Hearings
Place:	The District's office at 2435 Wallace Ave. Summerland CA

**President D. Novis announced**

"The organizational procedures are complete. The Statement of Facts shall be filed with the Secretary of State and the Santa Barbara County Clerk, pursuant to Government Code section 53051(a) and (b). "The Board will now proceed with the regular meeting for District business as set forth in the agenda."

**IV. APPROVAL OF THE AGENDA**

President D. Novis asked if there were any modifications and/or changes. Closed Session item will be discussed after New Business items due to late arrival of Legal Counsel. Hearing no objections, the agenda was approved as submitted.

**V. PUBLIC COMMENT [NON-AGENDA ITEMS]**

One member of the public joined the meeting via Zoom, no public comments were given during the meeting, or submitted.

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- VI. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF NOVEMBER 10, 2021 AND THE SPECIAL BOARD MEETINGS OF NOVEMBER 17, 2021 AND NOVEMBER 23, 2021 [Action Item]  
Director J. Witmer requested to list Eduardo Nava as present at the November 17, 2021 special board meeting.

A motion was made by Director M. Tucker to approve the minutes of the Regular Board Meeting of November 10, 2021 and the Special Board Meetings of November 17, 2021 (with minor correction) and November 23, 2021. The motion 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. APPROVAL OF THE MONTHLY EXPENSES FOR NOVEMBER 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 was made by Director J. Colomy to approve the monthly expenses, including payroll and petty cash totaling \$82,000 for Fund 5215, \$6,140 for Fund 5216 and \$6,682 for Fund 5217. The motion 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

VIII. 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 Ad Hoc Committee did not meet. Director J. Franklin said he had researched the residential classification groups of surrounding sanitary districts which he will discuss during the next committee meeting. President D. Novis said that he was concerned about the imminent cost of living increase that will need to be reflected in the rate study. Director J. Colomy said that she will bring this up with the rate study consultant during the next committee meeting. President D. Novis expressed concern about creating many multiple residential user classifications. Director J. Franklin said that diverse user classifications will not automatically result in a change in sewer user fee allocations. The user classifications and analysis will be discussed during the next committee meeting. The proposed user classifications and timetable will be discussed in the next regular board meeting.

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

**A. Emergency Repair Report for the Replacement of Treatment Plant's Blowers as Authorized by Resolution 2021-08 [Action Item]**

The Board reviewed the submitted staff report and the December 9, 2021 agreement with the proposal for the replacement of the Treatment Plant Blowers. The Board was requested to approve the proposal and to give Operations Manager N. Aguilar Vega signature authorization to sign the contract.

The Board discussed the proposal and decided that the discount that was provided for the installation and purchase of the third blower was less than the discount that was given for the second blower. Director J. Franklin suggested to only approve the proposal if same discount was applied.

A motion was made by Director J. Franklin to approve giving signature authorization to the Operations Manager N. Aguilar Vega to sign the contract and to approve the previous proposal of the purchase and installation of two blowers, or three blowers at a cost no more than \$165,000. The motion was seconded by Director J. Colomy 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

**B. Emergency Repair Report for the Maintenance on the District's Outfall Pipeline as Authorized by Resolution No. 2021-09 [Non-Action Item]**

The Board reviewed the submitted staff report. Operation Manager N. Aguilar Vega said that the emergency still exists as described in Resolution No. 2021-09. MPM is working on phase one; planning and regulatory work. MPM will schedule a kick-off meeting with staff in the upcoming weeks. The Danny C. Vessel is available January 15<sup>th</sup>; the maintenance work is expected to start at that time. President D. Novis said that he will reach out to Hillary Hauser of Heal the Ocean and Salud Carbajal to explore grants for the Outfall Pipeline Slip lining.

**C. Repair of section of Main Sewer Line as Authorized by Resolution No. 2021-10 [Action Item]**

The Board reviewed the report of completion as submitted by staff of the emergency repair as authorized by Resolution 2021-10 on November 23, 2021. Operations Manager N. Aguilar Vega said that Tierra finished the repair on Thursday December 9, 2021 and staff inspected, tested, and videoed the completed work. Tierra has done a great job.



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A motion was made by Director J. Colomy to declare that the emergency as existed in Resolution No. 2021-10 is terminated. The motion was seconded by Director J. Franklin 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

**D. LAFCO: Call for Nominations for and Notice of Election for LAFCO Regular Special District Member; Election Date is January 24, 2022 [Action Item]**

The Board received a call for nominations and a notice of elections of a special district member to serve as the special regular member on LAFCO. None of the Directors expressed interest to be nominated at this time.

**E. Financial Statements FY2020-21 and Management Report June 30, 2021 [Action Item]**

The Board received a presentation of the Annual Financial Report and Management Report FY 2020-21 presented by Tracey Solomon, CPA of Bartlett, Pringle & Wolf, LLP. The Board was requested to accept the Financial Statements as presented.

Ms. T. Solomon went over the submitted letter with the Board of Directors regarding significant matters and reported that none was found. Thereafter, the Financial Statements were discussed and explained. The District's net cash position increased at FY 2020-21 year-end by \$89, 000.

A motion was made by Director J. Franklin to accept the financial statements as presented. The motion was seconded by Director D. Novis 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

**IX. CLOSED SESSION**

**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**

At 4:30 p.m., Board President D. Novis announced the commencement of the closed session item A.

At 5:10 p.m., Board President D. Novis reported the following action taken:

Legal Counsel has been authorized to further negotiate with Ms. Mallot regarding settlement.



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X. FINANCIAL STATUS REPORT – NOVEMBER 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.

IX. OPERATIONS MANAGER REPORT

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

XI. DISTRICT ADMINISTRATIVE MANAGER REPORT

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

XII. BOARD COMMUNICATIONS

A. Board communications:

President D. Novis would like staff to start working on a newsletter to be published in January 2022. Staff and district awards, capital projects and rate study should be included.

B. Items for future Board meetings: Rate Study: User Classifications and timeline.

C. The next Regular Board Meeting date is January 13, 2022, at 3:00 p.m.

XIII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular Board meeting at 5:15 p.m. and was seconded by Director J. Franklin and carried by five ayes.

Respectfully submitted:

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Jim Witmer  
Board Secretary

Date: January 14, 2022

Minutes prepared by M. Souza

# Expenditure Transactions

From 12/1/2021 to 12/31/2021

Selection Criteria: Fund = 5215, 5216, 5217

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

## Fund 5215 -- Summerlnd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0661872	12/6/2021		7110	Comp. Agenda Setting Meeting 12/02/2021	175.00	026964	DAVID NOVIS
CLM - 0661874	12/6/2021		7516	Dig alert ticket cost November 2021	21.45	828128	UNDERGROUND SERVICE ALERT
CLM - 0661875	12/6/2021		7731	Gasoline November 2021	49.11	522736	McCormix Corporation
CLM - 0661876	12/6/2021		7763	Drinking water Nov 2021	15.61	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0661877	12/6/2021		7430	Annual dues Summerland S.D. 2022	150.00	710327	SANTA BARBARA COUNTY SPECIAL DISTRICTS ASSOC
CLM - 0661879	12/6/2021		7363	Plumbing for LS1 Air relief valve	29.27	116421	SITE ONE LANDSCAPE SUPPLY LLC
CLM - 0661880	12/6/2021		7508	Legal Services Sep 16 through Dec 1, 2021	12,262.98	146937	LAW OFFICE OF JANET K MCGINNIS
CLM - 0662902	12/10/2021		7110	Compensation Regular Board Meeting 12/09/21	175.00	765907	John Franklin
CLM - 0662874	12/13/2021		7510	Call Center Service - Nov 2021	62.75	106048	CENTRAL COMMUNICATIONS
CLM - 0662876	12/13/2021		6600	Medical Benefits January 2022	6,308.75	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0662878	12/13/2021		7363	4000 PSI Piranha Hose Jetter and pressure disk	1,773.50	027043	ALL AMERICAN SEWER TOOLS HARBEN CALIFORNIA
CLM - 0662882	12/13/2021		7510	Monthly Payroll Program (3 months)	195.00	790180	Summerland Sanitary District
CLM - 0662882	12/13/2021		7763	Water Usage Lines Cleaning 2 Quarters	189.66	790180	Summerland Sanitary District
CLM - 0662882	12/13/2021		7653	Reimburse Staff memb. Covid Test September 7, 2021	129.00	790180	Summerland Sanitary District
CLM - 0662886	12/13/2021		6600	Dental, Vision and Life Ins. January 2022	413.90	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0662888	12/13/2021		7121	800 Gallons of Sodium Hypochlorite	2,007.42	214614	UNIVAR SOLUTIONS USA INC
CLM - 0662901	12/13/2021		7110	Compensation Regular Board Meeting 12/09/21	175.00	009934	JOLENE M COLOMY
CLM - 0662903	12/13/2021		7110	Compensation Regular Board Meeting 12/09/21	175.00	009758	MARTIN TUCKER
CLM - 0662904	12/13/2021		7110	Comp. RBM 12/09/2021	175.00	091927	JAMES WITMER
CLM - 0662905	12/13/2021		7110	Compensation Regular Board Meeting 12/09/21	175.00	026964	DAVID NOVIS
CLM - 0662891	12/15/2021		7460	Electr. Tech labor Troubleshoot Blower Unit 2 9/24	393.75	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0662980	12/15/2021		6100	Regular Salaries Dec 1-15, 2021	16,809.21	790178	Summerland Sanitary District
CLM - 0662980	12/15/2021		6270	Standby Dec 1-15, 2021	391.46	790178	Summerland Sanitary District
CLM - 0662980	12/15/2021		6500	Medicare and Fica Dec 1-15, 2021	1,390.58	790178	Summerland Sanitary District
JE - 0227913	12/15/2021		6400	Retirement Contr. Payroll 12-15-2021	7,744.73		
JE - 0227913	12/15/2021		6475	Retirement Healthcare Contr. retirees 12-15-2021	241.67		
JE - 0228129	12/17/2021		6475	HRA Administrative Fee - NOV 2021	9.00		



# Expenditure Transactions

From 12/1/2021 to 12/31/2021

Selection Criteria: Fund = 5215, 5216, 5217

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

## Fund 5215 -- Summerlnd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0663821	12/20/2021		7363	New drinking water dispenser	225.20	790180	Summerland Sanitary District
CLM - 0663821	12/20/2021		7363	Lock System Replacement CCTV-Van	77.97	790180	Summerland Sanitary District
CLM - 0663821	12/20/2021		7653	Staff/Board Luncheon	259.31	790180	Summerland Sanitary District
CLM - 0663821	12/20/2021		7362	Credit CA FLAG	-21.54	790180	Summerland Sanitary District
CLM - 0663821	12/20/2021		7450	Monthly subscription Office 365, Zoom, DocuSign	38.24	790180	Summerland Sanitary District
CLM - 0663821	12/20/2021		7450	Household supplies Nov 2021	107.97	790180	Summerland Sanitary District
CLM - 0663821	12/20/2021		7450	Black Ink Brother Cartridge Office	80.79	790180	Summerland Sanitary District
CLM - 0663821	12/20/2021		7450	Mailing and Printing	9.67	790180	Summerland Sanitary District
CLM - 0663830	12/20/2021		7363	Dodge Bearing for Belt Press	139.77	437835	APPLIED INDUSTRIAL TECHNOLOGIES
CLM - 0663831	12/20/2021		7516	SWRCB SSO Annual Billing 07/01/21 -06/30/22	3,326.00	795330	SWRCB/AFRS FEES
CLM - 0663833	12/20/2021		7053	Phone Wireless November 2021	203.77	297454	VERIZON WIRELESS
CLM - 0664442	12/22/2021		7053	Phone line alarm lift stations 12/13/21 - 01/12/22	178.16	075391	FRONTIER
CLM - 0664440	12/23/2021		7121	500 Gallons of Sodium Bisulfite	1,587.34	214614	UNIVAR SOLUTIONS USA INC
CLM - 0664457	12/23/2021		7121	Lab supplies	337.73	835122	USA BLUEBOOK
CLM - 0664460	12/23/2021		7121	Hach total Chlorine Accuvac Ampules 25/pk	134.26	835122	USA BLUEBOOK
CLM - 0664465	12/23/2021		7053	Phone lines plant/office 12/13/21 -01/12/22	201.90	075391	FRONTIER
CLM - 0664467	12/23/2021		7324	Audit FY20-21 final invoice	3,000.00	067460	BARTLETT PRINGLE & WOLF
CLM - 0664468	12/23/2021		7763	Water November 2021	146.10	556712	MONTECITO WATER DISTRICT
CLM - 0664471	12/23/2021		7731	Gasoline December 2021	185.77	522736	McCormix Corporation
CLM - 0664472	12/23/2021		7053	Cox Bill Nov 27- Dec 26, 2021	141.23	776537	COX COMMUNICATIONS - BUSINESS
JE - 0228344	12/24/2021		6100	Relocate EE Contr. SBCERS 2ndQ 21 to 6100 Payroll	5,856.63		
JE - 0228344	12/24/2021		6400	Relocate EE Contr. SBCERS 2ndQ 21 to 6100 Payroll	-5,856.63		
CLM - 0663832	12/30/2021		7764	Trash Service Nov 2021	342.28	509950	MARBORG INDUSTRIES
CLM - 0664403	12/31/2021		6100	Regular Salaries December 16-31, 2021	17,020.17	790178	Summerland Sanitary District
CLM - 0664403	12/31/2021		6270	Standby December 16-31, 2021	391.46	790178	Summerland Sanitary District
CLM - 0664403	12/31/2021		6300	Overtime December 16-31, 2021	233.44	790178	Summerland Sanitary District
CLM - 0664403	12/31/2021		6500	Medicare and Fica December 16-31, 2021	1,426.29	790178	Summerland Sanitary District
JE - 0228276	12/31/2021		6400	Retirement Contr. Payroll 12-31-2021	7,847.10		
JE - 0228276	12/31/2021		6475	Retirement Healthcare Contr. retirees 12-31-2021	241.67		

# Expenditure Transactions

From 12/1/2021 to 12/31/2021

Selection Criteria: Fund = 5215, 5216, 5217

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

## Fund 5217 -- SummerInd San Dist-Capital Rep

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
				Total SummerInd San Dist Running Exp	89,500.85		
CLM - 0663826	12/20/2021		8400	Wallace Ave Mainline Emergency Repair	32,545.00	813262	TIERRA CONTRACTING INC
				Total SummerInd San Dist-Capital Rep	32,545.00		



## Board of Directors Meeting STAFF REPORT

TO : Board of Directors

FROM : Operations Manager, Noe Aguilar Vega

DATE : January 14, 2022

RE : **EMERGENCY REPLACEMENT OF THE TREATMENT PLANTS BLOWERS**

**INFORMATION:** At the board meeting of Wednesday, November 10, 2021, the board declared an emergency for the replacement of two of the district's faulty blowers, per my request. I was requested by the board to get pricing for the replacement of all three of the treatment plants blowers and if a reasonable discount was provided the board would approve the replacement of all three of the treatment plants blowers. The reason for requesting a price for the replacement of the third blower was to be cost effective since the third blower will soon need to be replaced.

At the previous board meeting of Thursday December 9, the price for the replacement of all three of the districts blowers was presented to the board. It was determined by the board that the discount given for the second blower replacement was not applied to the third blower replacement. Therefore, I was given direction to negotiate the replacement of three blowers for no more than \$165,000, or to authorize the replacement of two blowers if the negotiation for the three blowers was not obtainable.

I contacted Blair from Cushman Contracting and informed him of the board's decision. Negotiation for no more than \$165,000 for the replacement of the three blowers was not obtainable, therefore I authorized Cushman Contracting to commence the replacement of two blowers.

The replacement of the two blowers is expected to take place in April 2022 since it will take approximately four months for Cushman Contracting to receive the blowers from the manufacture.

Since the two blower replacements were authorized in December 2021 and the original proposal for the replacement of two blowers was issued in October 2021 that was only valid for only 30 days, the cost went up. The increase in cost is due to an increase in electrical labor costs and materials from the time that the two-blower replacement quote was originally issued to the time I authorized the two blower replacements.



**Board of Directors Meeting  
STAFF REPORT**

TO : Board of Directors  
FROM : Operations Manager, Noe Aguilar Vega  
DATE : January 14, 2022  
RE : **EMERGENCY OUTFALL MAINTENANCE**

**INFORMATION:** On November 16, 2021, the Board declared an emergency requiring maintenance to be performed on the district's ocean outfall due to heavy internal corrosion that restricts the effluent from flowing through the pipeline. The emergency still exists. The maintenance was planned to start on the week of January 17, 2022, but the maintenance has been deferred to June 2022 for the following reason.

On December 30, 2021, MPM and district management had a meeting to go over the pipeline maintenance schedule. During that meeting MPM recommended that the district defer the maintenance to June 2022 since winter and spring are not good seasons to perform marine work in the designated area due to poor underwater visibility, sand erosion/diffuser burial, storms/sea state.

All those conditions can highly impact the project with weather down time and substantially raise the cost of the project by \$52,500 per day if ocean conditions delay the project that can even lead to project failure. Therefore, the outfall maintenance was deferred to June 2022. MPM will monitor the sea characteristics in May 2022, since that month is close to June, and will advise if the Maintenance could be done in that month if the sea displays good working conditions.

Attachments: Ocean Outfall Maintenance Deferral Recommendation





December 30, 2021

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

Subject: **Summerland Sanitary District - Ocean Outfall Maintenance Internal Cleaning and Drifting Deferral Recommendation**

Dear Mr. Aguilar Vega,

Thank you for organizing the meeting yesterday to review the outfall maintenance project schedule, updated cost estimate, and discussion of MPM's concerns regarding potential cost impact for the marine operations as currently scheduled. I have attached a copy of the updated preliminary schedule, along with the updated cost estimate for your records.

As discussed, the schedule and cost estimate do not include time or cost contingencies for either probable sand burial at the diffuser worksite or project weather impacts. As scheduled, the project will be performed in January, and it is highly likely that delays will impact costs. We recommend deferring the project, and have outlined our concerns, potential cost impacts, and our recommendation as follows:

**Underwater Visibility** – In our area underwater visibility is impacted by storm water runoff, high surf, and plankton blooms. Presently, storm water runoff and winter surf have impacted (reduced) underwater visibility. Diver efficiency (with little to no visibility) is reduced dramatically for all tasks, and is reduced further when performing non-repetitive tasks as anticipated for our project. The present lack of visibility at the site could impact operations by a day or more costing an estimated \$ 52,500.00, per day of delay.

**Sand Erosion / Diffuser Burial** – As typical of sand beaches in our area, moderate to high surf experienced in the winter and spring does and has eroded the sand from Summerland's Beach. The eroded sand is transported offshore, well beyond the low tide / high surf zone, and is likely causing burial at SSD's diffuser. Through extensive experience at nearby facilities MPM would expect the sand to be deposited offshore in water depths between 15 and 25-feet. Sand burial of the outfall end and diffuser will impact the project in both time and cost depending on the depth of the sand burial. Two potential scenarios are presented as follows:

- Assuming sand is 6-inches deep (middle of outfall pipe), it could be managed with additional time expended each day exposing the pipeline and performing "cleanup" throughout the day. This scenario could impact the project by an additional day costing an estimated \$52,500.00.
- Assuming 1-foot or more of burial (top of outfall pipe or deeper) the sand removal and cleanup throughout the day could be so time consuming that the project is a failure (spend too much time). This scenario's potential impact varies from additional work at \$52,500 per day to project failure.

**Storms / Sea State** – The project duration and costs could be extended due to storms and sea-state. As always, MPM would utilize weather forecasts to time the project with a favorable weather forecast; however, a forecast of more than five (5) days in the future is not particularly reliable. Since the forecast will be required three (3) days before mobilization, and the project mobilization and field operations are five (5) days in duration this is a risk, particularly during the winter and spring. Impact could range from zero to \$100,000, or more.



**Recommendation** – We recommend deferral until June, based on our experience at nearby facilities, and SSD's summer underwater inspection findings for reasons as follows:

- Visibility risks, other than plankton blooms, are minimized after the storm season.
- Sand is typically redeposited from the diffuser work area depth back onto the beach between June 1<sup>st</sup> and 10<sup>th</sup> (tracked by MPM Casitas Pier, Carpinteria CA), which coincides with SSD's reported underwater inspection findings indicating that the outfall is exposed.
- Mild sea states are typically prevalent after mid-May.

We trust that this information meets your requirements, and please contact me if you have comments, questions, or require additional information via cell at 805-701-8176.

Regards,

*Steve Simpson*

Steve Simpson  
President  
805-640-0799 (ext 4)  
[steves@mpmi.com](mailto:steves@mpmi.com)

**DRAFT Timetable for Rate Study Summerland Sanitary District**

DATE	ACTION	Parties involved
Oct 2021- January 2022	Assist with Rate Study	Staff/Board/Legal/consultant
January, 2022	Discuss Rate Study Model Findings with Rate Study Committee to be reported at regular Board meeting	
February, or March 2022	Review of 1st Draft Rate Study Report at Regular Board meeting.	
March 2022	Prepare Draft Ordinance	Staff/Legal Counsel
March 2022	(Review of Second Draft Rate Study Report by Board if needed . Call for Town Hall Meeting to meet with public.	
March 2022	"Town Hall Meeting" at the Summerland Church to discuss Rate Study Report/Findings	Staff/Board/Legal
April 2022	Prepare Draft Notice to each "record owner"	Staff/Board/Legal C.
April 14, 2022	Regular Board Meeting to discuss Final Rate Study/Ordinance and to call for a Notice of Hearing	Staff/Board/legal C.
April 15-30, 2022	District mails written Notice to "record owners" of each parcel	Staff
April 15-30, 2022	Publish Notice of Hearing in Local Newspaper	Staff
May 2022	File Notice of Exemption with County Clerk	Staff
May 12, or June 9, 2022	Conduct a Public of Hearing to consider protests after 45 days, If no Majority Protest, Adoption of Ordinance	Staff/Board/Legal C.
June 13, 2022	Publication of Ordinance in Newspaper one week before the new Fiscal Year July 1, 2022	Staff

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# Financial Status

As of: 12/31/2021 (50% 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	12/31/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3010 -- Property Tax-Current Secured	240,000.00	144,600.56	-95,399.44	60.25 %
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	155,095.99	-97,904.01	61.30 %
<b>Fines, Forfeitures, and Penalties</b>				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	1.14	1.14	--
Fines, Forfeitures, and Penalties	0.00	1.14	1.14	--
<b>Use of Money and Property</b>				
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 %
<b>Intergovernmental Revenue-State</b>				
4220 -- Homeowners Property Tax Relief	1,000.00	162.95	-837.05	16.30 %
Intergovernmental Revenue-State	1,000.00	162.95	-837.05	16.30 %
<b>Charges for Services</b>				
5091 -- Planning & Engrng-Plan Ck Fes	2,800.00	0.00	-2,800.00	0.00 %
5430 -- Sanitation Services	1,047,721.00	569,693.19	-478,027.81	54.37 %
5433 -- Inspection Fees	4,800.00	123.00	-4,677.00	2.56 %

# Financial Status

As of: 12/31/2021 (50% 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	12/31/2021 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	570,280.19	-489,240.81	53.82 %
Revenues	1,321,893.00	725,949.45	-595,943.55	54.92 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	423,718.00	208,922.00	214,796.00	49.31 %
6270 -- Stand-by Pay	12,500.00	5,208.12	7,291.88	41.66 %
6300 -- Overtime	4,200.00	1,840.96	2,359.04	43.83 %
6400 -- Retirement Contribution	161,254.00	79,719.08	81,534.92	49.44 %
6475 -- Retiree Medical OPEB	6,000.00	2,954.04	3,045.96	49.23 %
6500 -- FICA Contribution	33,371.00	16,521.79	16,849.21	49.51 %
6600 -- Health Insurance Contrib	80,095.00	43,540.89	36,554.11	54.36 %
6900 -- Workers Compensation	17,304.00	12,661.75	4,642.25	73.17 %
Salaries and Employee Benefits	738,442.00	371,368.63	367,073.37	50.29 %
<b>Services and Supplies</b>				
7030 -- Clothing and Personal	2,100.00	2,218.29	-118.29	105.63 %
7053 -- Telephone Service Local	8,440.00	5,211.13	3,228.87	61.74 %
7090 -- Insurance	42,554.00	42,481.46	72.54	99.83 %
7110 -- Directors Fees	15,000.00	10,150.00	4,850.00	67.67 %
7121 -- Operating Supplies	32,800.00	15,649.59	17,150.41	47.71 %
7324 -- Audit and Accounting Fees	24,000.00	20,978.25	3,021.75	87.41 %
7362 -- Building Maintenance	8,000.00	2,913.93	5,086.07	36.42 %
7363 -- Equipment Maintenance	30,000.00	10,835.05	19,164.95	36.12 %
7404 -- Public Health Lab Serv	24,200.00	8,721.16	15,478.84	36.04 %
7430 -- Memberships	8,530.00	4,465.00	4,065.00	52.34 %
7450 -- Office Expense	4,000.00	1,653.58	2,346.42	41.34 %

# Financial Status

As of: 12/31/2021 (50% 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	12/31/2021 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	3,517.44	40,882.56	7.92 %
7508 -- Legal Fees	45,000.00	14,383.13	30,616.87	31.96 %
7510 -- Contractual Services	8,240.00	637.08	7,602.92	7.73 %
7516 -- Permitting Services	9,560.00	3,897.60	5,662.40	40.77 %
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	217.41	282.59	43.48 %
7653 -- Training Fees & Supplies	6,300.00	690.81	5,609.19	10.97 %
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	1,165.45	1,734.55	40.19 %
7761 -- Electricity	41,000.00	20,344.98	20,655.02	49.62 %
7763 -- Water	2,560.00	1,219.62	1,340.38	47.64 %
7764 -- Refuse	4,200.00	2,045.07	2,154.93	48.69 %
Services and Supplies	382,497.00	183,899.56	198,597.44	48.08 %
Expenditures	1,120,939.00	555,268.19	565,670.81	49.54 %
<b>Changes to Fund Balances</b>				
<b>Decrease to Restricted</b>				
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	170,808.61	-30,273.39	84.94 %

# Financial Status

As of: 12/31/2021 (50% 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	12/31/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
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 %
<b>Charges for Services</b>				
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 %
<b>Expenditures</b>				
<b>Capital Assets</b>				
8200 -- Structures&Struct Improvements	10,000.00	0.00	10,000.00	0.00 %
8300 -- Equipment	20,000.00	19,029.60	970.40	95.15 %
Capital Assets	30,000.00	19,029.60	10,970.40	63.43 %
Expenditures	30,000.00	19,029.60	10,970.40	63.43 %
<b>Changes to Fund Balances</b>				
<b>Decrease to Restricted</b>				
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	-18,789.61	-3,106.61	119.81 %

# Financial Status

As of: 12/31/2021 (50% 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	12/31/2021 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
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 %
<b>Expenditures</b>				
<b>Capital Assets</b>				
8200 -- Structures&Struct Improvements	10,000.00	9,598.44	401.56	95.98 %
8300 -- Equipment	120,000.00	8,964.66	111,035.34	7.47 %
8400 -- Infrastructure	15,000.00	51,260.00	-36,260.00	341.73 %
Capital Assets	145,000.00	69,823.10	75,176.90	48.15 %
Expenditures	145,000.00	69,823.10	75,176.90	48.15 %
<b>Changes to Fund Balances</b>				
<b>Decrease to Restricted</b>				
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	-68,528.50	73,471.50	48.26 %
Net Financial Impact	43,399.00	83,490.50	40,091.50	192.38 %



# Cash Balances

As of: 12/31/2021  
Accounting Period: OPEN

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund	12/1/2021 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	12/31/2021 Ending Balance
5215 -- SummerInd San Dist Running Exp	298,896.65	0.00	1,277,304.70	0.00	698,364.51	877,836.84
5216 -- Summerland San Cap Facilities	238,053.03	0.00	21.12	0.00	6,663.04	231,411.11
5217 -- SummerInd San Dist-Capital Rep	1,313,840.19	0.00	0.00	0.00	32,545.00	1,281,295.19
Total Report	1,850,789.87	0.00	1,277,325.82	0.00	737,572.55	2,390,543.14

**SUMMERLAND SANITARY DISTRICT**

Regular Board of Directors Meeting January 14, 2022

Operations Manager Report

**OPERATIONS AND FACILITY MAINTENANCE:**

- Daily water meter readings being performed by staff. Water usage normal.
- On December 21, 2021, the monthly reports for November 2021 were sent in via CIWQS an automated online program on a timely basis with no violations to report.
- The annual instrument calibrations were performed by Electrical Instrumentation Services technician.
- On rainy days, the treatment plant flow increases due to rain inflow. Therefore, staff saw cut concrete floor near generator building for the installation of a catch basin. The catch basin has been installed to reduce the amount of rain that flows into the treatment plant process. The catch basin will be used to divert the rain that flows into a storm drain that is connected directly to the treatment plant process. The original storm drain will be plugged on rainy days allowing the rainwater to flow into the catch basin and then be pumped out the street via a sump pump.
- Staff installed nets over both aerobic digesters to prevent ducks from landing inside the digesters.
- John Hurley Automotive mechanic replaced cracked fuel line on CCTV Van.
- Liberty Composting hauled two truckloads of biosolids from the treatment plant's sludge holding bed.
- Prepared outfall grant presentation.
- Staff replaced a Dodge ball bearing on the belt press.
- 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:**

- Responded to sewage spill at 2280 Varley Street. Sewage was spilling from the property's cleanout. The property owner was required to hire a licensed plumber to clear the blockage and video inspect their private lateral. The hired plumber determined the cause of the blockage to be root intrusion. The video inspection was provided to district staff for review. No further action was required by the district after reviewing the inspection video. A formal letter was mailed to the property owner with the recommendation to clean their lateral annually to remedy the lateral's root intrusion. The letter stated that if a sewage spill was to occur again the district would require lateral repairs where necessary to prevent further sewage spills.
- Staff conducted various onsite inspections of the emergency mainline repair on Wallace Avenue.
- 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.