



Regular Board of Directors Meeting

Thursday, February 10, 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, or during normal business hours (8:00 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 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 MEETING OF JANUARY 14, 2022**
[Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR JANUARY 2022, 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
- D. Ad-Hoc- Grant/Financial Aid 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.

- C. Discussion of Board Directors’ Compensation [Non-Action Item]**

Description: The Board will receive a staff report regarding Board Directors Compensation from surrounding Special Districts.

X. FINANCIAL STATUS REPORT JANUARY 2022 [Action Item]

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

XI. 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.

XII. DISTRICT ADMINISTRATIVE MANAGER REPORT

The District Administrative Manager will provide a written report on the District’s administrative 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



V

Minutes of the Regular Board of Directors Meeting

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

These are the minutes of the regular meeting of the Governing Board of the Summerland Sanitary District held outdoors at the District's Wastewater Treatment Plant 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 3:01 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
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 no objections, 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 AND ORGANIZATIONAL MEETINGS OF DECEMBER 9, 2021 [Action Item]

A motion was made by Director M. Tucker to approve the minutes of the Regular Board and Organizational Meeting of December 9, 2021. The motion was seconded by Director J. Colomy, and was carried by the following roll call vote:

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

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

Summerland Sanitary District
Minutes Regular Board Meeting 01/14/2022

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 \$89,501 for Fund 5215 and \$32,545 for Fund 5217. The motion was seconded by Director M. Tucker, 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 Ad Hoc Committee and staff did meet on January 13, 2022. The Committee will report under Item B, New Business.

VIII. 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 3:08 p.m., Board President D. Novis announced the commencement of the closed session.

At 3:40 p.m., Board President D. Novis announced that the Board reconvened in open session and that no reportable action was taken during the closed session.

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]

The Board reviewed the submitted staff report. Operations Manager N. Aguilar Vega said that an agreement was reached on replacing two of the blowers. Director Franklin asked why the third blower replacement would not receive the same discount. Operations Manager N. Aguilar Vega said that the replacement of the third blower would be more labor-intensive due to its location and therefore more labor would be charged. The proposal increased from \$122,125 to \$128,300 due to increased materials costs. The blowers should arrive in April 2022 and the installment is expected to be completed by May 2022.

B. Emergency Repair Report for the Maintenance on the District's Outfall Pipeline as Authorized by Resolution 2021-09 [Non-Action Item]

The Board reviewed the submitted staff report. Operations Manager N. Aguilar Vega met with Steve Simpson from MPM. Mr. Simpson recommended moving the project date from January 2022 to June 2022, since winter and spring are not good times to perform marine

work due to sand erosion, the diffuser's burial, storms, and sea state. All those conditions can impact the project with the weather downtime and substantially raise project cost, and even lead to project failure. Operations Manager N. Aguilar Vega and the Board expressed confidence in this decision to move the project date. An update was given for the detailed cost estimate which was included in the Board's meeting packet. The original cost estimate of \$193,000 went up to \$362,000 due to an expected two extra operation days.

X. NEW BUSINESS ITEMS

A. Formation of Ad Hoc Committee for Help With Outfall Expense [Action Item]

Board President Novis announced a formation of an Ad Hoc Committee for Grants/Financial Aid. President Novis said that after the last board meeting, he contacted Salud Carbajal regarding possible grants, who responded positively. A grant request meeting was set up in the District office with Salud Carbajal's staff member Wendy Motto, who is well-versed in grants. President Novis and N. Aguilar Vega worked on the presentation and conducted the grant request meeting on January 11th, which Director Colomy attended. District staff is also in touch with Jane Grey from Dudek who facilitates the process of finding government and state grants. The Ad Hoc Committee and staff should research financial aid options as well.

A motion was made by Director J. Franklin to approve the formation of the Ad Hoc Committee for Grants/Financial Aid. The motion 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

B. Rate Study FY2021/2022 [Non-Action Item]

The Board received an update from the Rate Study Committee and staff regarding January 13, 2022, Ad Hoc/Rate Study Committee meeting. Director J. Franklin said that a draft report was received and discussed. The Rate study consultant Mr. Clumpner is updating his draft with directions received and his next draft will be discussed within the next couple of weeks. The timetable of the rate study process, including the adoption of new rates was reviewed by the Board.

C. Discussion of Raising Directors' Per Diem Compensation to \$185 [Non-Action Item]

President Novis said that this item is for discussion only. The Board discussed that the \$175 compensation for meetings has not been raised in many years. The Board directed M. Souza to obtain total board director compensation for surrounding sanitary and water districts and to report at the next board meeting.

D. Discussion of Increased Duties of Board President if One or Both Managers are Incapacitated [Non-Action Item]

President Novis reiterated his previous concern that the Board should be more involved because of the new staffing formation, which eliminated the general manager position. District Administrator M. Souza had to extend her trip due to several matters. President Novis thanked N. Aguilar Vega for doing a great job covering the absence. President Novis

said that he and Noe went through the District Administrator's absence without any disasters. President Novis proposed that the Board President could receive signatory status for signing payroll checks and be compensated for taking on additional staff tasks if staff is absent for a longer period or incapacitated. Some of the Board Directors expressed concern that there could be legal ramifications if an elected official takes on staff tasks. Legal Counsel J. McGinnis will investigate this proposal and will report back at the next board meeting.

X. FINANCIAL STATUS REPORT – DECEMBER 2021

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

A motion was made by Director M. Tucker to accept the Financial Status Report of December 2021. 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

VIII. OPERATIONS MANAGER REPORT

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

- N. Aguilar informed the board that he and staff created a catch basin and installed plumbing. When it rains the stormwater is redirected away from the plant with the help of a submersible pump. This catch basin will reduce the amount of unwanted stormwater that flows into the treatment plant's headworks.
- Last month Operations Manager N. Aguilar was called out for a lateral sewer spill at 2280 Varley Street. 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 have the lateral cleaned annually to remedy the lateral root intrusion.

XI. BOARD COMMUNICATIONS

- A. Board communications: None
- B. Items for future Board meetings
- C. The next Regular Board Meeting date is Thursday, February 10, 2022, at 3:00 p.m.

XII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular Board meeting at 4:32 p.m. and was seconded by Director J. Franklin and carried by five ayes.

Respectfully submitted:

Jim Witmer
Board Secretary

Date: February 10, 2022

Minutes prepared by M. Souza

Expenditure Transactions

Disbursement Report January 2022

From 1/1/2022 to 1/31/2022

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LI Acct	Description	Amount	Vendor	Vendor Name
CLM - 0664935	1/5/2022		7460	Annual Instrument Calibration Part 1	825.00	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0664936	1/5/2022		7761	Electric Bill Nov 2 through December 2, 2021	3,513.34	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0664937	1/5/2022		7363	Safety eyewear dispenser's, Qty 3	154.70	094089	GRAINGER
CLM - 0664940	1/5/2022		7363	File Cabinet - 4 Drawer	374.94	004980	ULINE INC
CLM - 0664941	1/5/2022		7363	25 feet of electrical wire	20.87	130600	CALIFORNIA ELECTRIC SUPPLY
CLM - 0665039	1/5/2022		7460	Part 2 of annual instrument calibration	550.00	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0665049	1/5/2022		7362	Plumbing parts- LS1,RAS Syst.,New rain catch basin	1,011.95	116421	SITE ONE LANDSCAPE SUPPLY LLC
CLM - 0665076	1/5/2022		7363	Lift station #1, pump check valve rubber flappers	612.98	569122	Multi W Systems
CLM - 0665080	1/5/2022		7516	Dig alert ticket cost December 2021	16.50	828128	UNDERGROUND SERVICE ALERT
CLM - 0665156	1/5/2022		7763	Drinking water December 2021	37.96	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0665374	1/5/2022		7510	Call Center Service - Dec 2021	68.85	106048	CENTRAL COMMUNICATIONS
CLM - 0665394	1/6/2022		7510	Rate Study 2021/2022 1st invoice	1,750.00	148245	NBS
JE - 0229020	1/11/2022		6475	HRA Administrative Fee - DEC 2021	9.00		
JE - 0229241	1/15/2022		6400	Retirement Contr. Payroll 01-15-2022	7,522.98		
JE - 0229241	1/15/2022		6475	Retirement Healthcare Contr. retirees 01-15-2022	241.67		
CLM - 0667168	1/19/2022		7516	SWRCB WWTP Annual Billing 07/01/21 -06/30/22	4,815.00	795330	SWRCB/AFRS FEES
CLM - 0667171	1/19/2022		7763	Water December 2021	156.98	556712	MONTECITO WATER DISTRICT
CLM - 0667181	1/19/2022		7510	Annual Fire Extinguishers serv. new 10lb Can	343.33	424150	JOY EQUIPMENT PROTECTION INC
CLM - 0667183	1/19/2022		7053	Phone Wireless Dec 2021 + new standby phone	310.38	297454	VERIZON WIRELESS
CLM - 0667187	1/19/2022		7764	Trash Service Dec 2021	342.28	509950	MARBORG INDUSTRIES
CLM - 0667189	1/19/2022		7404	FGL Lab testing 09/20-12/20/21	3,848.00	270150	FGL ENVIRONMENTAL INC
CLM - 0667160	1/20/2022		7460	Rate Study 2021/2022 3rd invoice	7,250.00	148245	NBS
CLM - 0667320	1/20/2022		6100	Regular Salaries January 1-15, 2022	16,352.16	790178	Summerland Sanitary District
CLM - 0667320	1/20/2022		6270	Standby January 1-15, 2022	391.46	790178	Summerland Sanitary District
CLM - 0667320	1/20/2022		6300	Overtime January 1-15, 2022	278.56	790178	Summerland Sanitary District
CLM - 0667320	1/20/2022		6500	Medicare and Fica January 1-15, 2022	1,373.19	790178	Summerland Sanitary District
CLM - 0667338	1/20/2022		7460	Rate Study 2021/2022 2nd invoice	1,750.00	148245	NBS
CLM - 0667365	1/20/2022		7110	Compensation Regular Board Meeting 01/14/2022	175.00	009934	JOLENE M COLOMY
CLM - 0667368	1/20/2022		7110	Comp. Ad Hoc/ Rate Study Com. 01/13/2022	175.00	009934	JOLENE M COLOMY

Handwritten signature/initials

Expenditure Transactions

From 1/1/2022 to 1/31/2022

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	LI Acct	Description	Amount	Vendor	Vendor Name
CLM - 0667370	1/20/2022		7110	Comp. Ad Hoc/ Rate Study Com. 01/13/2022	175.00	765907	John Franklin
CLM - 0667374	1/20/2022		7110	Comp. Agenda Setting Meeting 01/10/2022	175.00	026964	DAVID NOVIS
CLM - 0667376	1/20/2022		7110	Compensation Regular Board Meeting 01/14/2022	175.00	026964	DAVID NOVIS
CLM - 0667377	1/20/2022		7110	Compensation Regular Board Meeting 01/14/2022	175.00	009758	MARTIN TUCKER
CLM - 0667379	1/20/2022		7110	Compensation Regular Board Meeting 01/14/2022	175.00	091927	JAMES WITMER
CLM - 0667154	1/24/2022		7508	Legal Serv. Dec 21 -Jan 10, 2022 SSD adv Mallot	2,825.94	146937	LAW OFFICE OF JANET K MCGINNIS
CLM - 0667174	1/24/2022		6600	Dental, Vision and Life Ins. February 2022	413.90	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0667511	1/24/2022		7110	Comp. Ad Hoc/Grants Comm Meeting 01/11/22	175.00	026964	DAVID NOVIS
CLM - 0667512	1/24/2022		7110	Comp. Ad Hoc/ Grants Com. 01/11/2022	175.00	009934	JOLENE M COLOMY
CLM - 0667609	1/24/2022		7362	Paint, Brushes, Christmas lights (outdoors)	67.17	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7363	Air Matrass & Sleeping Bag staff -emergency use	76.38	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7363	Black Bird Nets (2) digester	134.74	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7363	Door Curtain PVC Clear Break Room	115.15	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7363	Replacement of Vacuum Hose CCTV Van	92.39	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7450	Power strip, Pointsetta's, Ink for office & suppl.	587.35	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7450	Household supplies	114.19	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7450	Monthly subscription Zoom, Office, Docusign	38.24	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7459	1 yr SSD Website security software, Godaddy	83.88	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7653	CASA winter conference hotel & registration	717.18	790180	Summerland Sanitary District
CLM - 0667609	1/24/2022		7653	Christmas/Holiday Lunch Staff	98.03	790180	Summerland Sanitary District
CLM - 0667792	1/24/2022		6600	Medical Benefits February 2022	6,308.75	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0667891	1/24/2022		7110	Comp. Regular Board Meeting 01/14/2022	175.00	765907	John Franklin
CLM - 0667901	1/24/2022		7110	Comp. Grant Prep Meeting 12/29/21	175.00	026964	DAVID NOVIS
CLM - 0667901	1/24/2022		7450	Reimb. D. Novis for purchase binders (Office Max)	9.78	026964	DAVID NOVIS
CLM - 0667961	1/26/2022		7362	County PW Road Encl. Permit Wallace Ave Repair	296.00	790180	Summerland Sanitary District
CLM - 0667961	1/26/2022		7510	Monthly Subscription Payroll Program	65.00	790180	Summerland Sanitary District
CLM - 0668608	1/31/2022		6100	Regular Salaries January 16-31, 2022	17,266.27	790178	Summerland Sanitary District
CLM - 0668608	1/31/2022		6270	Standby January 16-31, 2022	442.52	790178	Summerland Sanitary District
CLM - 0668608	1/31/2022		6300	Overtime January 16-31, 2022	272.32	790178	Summerland Sanitary District

credit
card
exp

Petty
cash

Expenditure Transactions

From 1/1/2022 to 1/31/2022

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0668608	1/31/2022		6500	Medicare and Fica January 16-31, 2022	1,454.01	790178	Summerland Sanitary District
CLM - 0668614	1/31/2022		7430	CASA Annual Membership 2022	1,700.00	124540	CA ASSOC OF SANITATION AGENCIES
CLM - 0668617	1/31/2022		7121	770 Gallons of Sodium Hypochlorite	2,099.20	214614	UNIVAR SOLUTIONS USA INC
CLM - 0668618	1/31/2022		7053	Monthly Charge Plant/Office Phone 01/13-02/12	199.57	075391	FRONTIER
CLM - 0668619	1/31/2022		7053	Monthly Charge LS Alarm Phones 01/13-02/12	177.03	075391	FRONTIER
CLM - 0668633	1/31/2022		7761	Electric Bill12/03/21 through 01/03/22	3,755.05	767200	SOUTHERN CALIFORNIA EDISON
DJE - 0150024	1/31/2022		7761	Codor Installation Electric Reimb. UCSB FY2021/22	-960.00		
JE - 0229575	1/31/2022		6400	Retirement Contr. Payroll 01-31-2022	7,966.52		
JE - 0229575	1/31/2022		6475	Retirement Healthcare Contr. retirees 01-31-2022	241.67		
Total SummerInd San Dist Running Exp					102,505.31		

Expenditure Transactions

From 1/1/2022 to 1/31/2022

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
CLM - 0662869	1/1/2022		8400	Internal Inspection of Outfall Pipeline CIP proj	11,450.00	072301	GLOBAL DIVING & SALVAGE INC
CLM - 0668616	1/31/2022		8400	Soil Compaction testing/ Wallace Ave Repair 2021	1,860.00	613070	Pacific Materials Lab Inc
Total SummerInd San Dist-Capital Rep					13,310.00		



IX A

**Board of Directors Meeting
STAFF REPORT**

TO : Board of Directors

FROM : Operations Manager, Noe Aguilar Vega

DATE : February 10, 2022

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

INFORMATION: On November 10, 2021, the Board declared an emergency for the replacement of two of the district's faulty blowers, per my request.

On January 14, 2022, the Board was informed that Cushman Contracting was unable to provide the district with the same discount that was applied for two blower replacements for the third blower replacement. Cushman Contracting was authorized to replace only two blowers.

The order for the two new blowers has been placed. Cushman Contracting is expecting to receive the blowers by April 2022 and plans to start the blower replacement within April or May of 2022.

RECOMMENDATION: Keep emergency as described in Resolution 2021-08.



IX B

**Board of Directors Meeting
STAFF REPORT**

TO : Board of Directors
FROM : Operations Manager, Noe Aguilar Vega
DATE : February 10, 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.

On January 14, 2022, the Board was informed that the outfall maintenance was deferred from January 2022 to June 15, 2022. The maintenance was deferred per MPM's recommendation that winter and spring are not good seasons to perform marine work in the designated area that can negatively impact the outfall maintenance operation. This was recommended due to the following possible conditions: poor underwater visibility, sand erosion/diffuser burial, storms/sea state. The outfall maintenance will commence on or after June 15, 2022, when a better oceanic state has been observed to exist by MPM for a better project outcome.

RECOMMENDATION: Keep the emergency condition as described in Resolution 2021-09.

Survey of Other Special District's Board Member Compensation and Benefits, February 2022

Agency	Stipend/Max. Compensable Mtgs	<u>Dental/Vision</u> Board Member/ Spouse/Family	Car / Mileage	Cell Phone	Computers /iPads
Carpinteria Sanitary District	\$100 per meeting Conference/Seminar/Other \$100/day	Yes: not to exceed \$210 monthly	No	No	iPads for District business
Goleta Sanitary District	\$225 per meeting (Day/Max) Max 6 meetings per month	No	Travel Expense Reimbursement IRS Rate	No	No
Ojai Valley Sanitary District	\$175 per meeting 6 meetings per month (not to exceed \$1,050)	No	No	No	iPads for District business
Montecito Sanitary District	Board/Committee meetings \$200/each - max 6/month Conference/Seminar/Other \$125/day - max 8 days/year	No	No	No	No
Montecito Water District	Board/Committee meetings \$170/each - max 6/month Conference/Seminar/Other \$125/day - max 8 days/year	No	No	No	No
Summerland Sanitary District	Board/Committee meetings \$175/each - max 6/month Conference/Seminar/ Training \$175	No	Travel Expense Reimbursement IRS Rate	No	No

CHC

Financial Status (Real-Time)

As of January 31, 2022

As of: 1/31/2022 (59% Elapsed)
Accounting Period: CLOSED

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	1/31/2022 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	147,666.86	-92,333.14	61.53 %
3011 -- Property Tax-Unitary	0.00	1,856.88	1,856.88	--
3015 -- PT PY Corr/Escapes Secured	0.00	-22.07	-22.07	--
3020 -- Property Tax-Current Unsecd	9,500.00	9,069.62	-430.38	95.47 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	220.82	220.82	--
3040 -- Property Tax-Prior Secured	0.00	-76.79	-76.79	--
3050 -- Property Tax-Prior Unsecured	0.00	136.69	136.69	--
3054 -- Supplemental Pty Tax-Current	3,500.00	3,127.21	-372.79	89.35 %
3056 -- Supplemental Pty Tax-Prior	0.00	-104.23	-104.23	--
Taxes	253,000.00	161,874.99	-91,125.01	63.98 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	2.73	2.73	--
Fines, Forfeitures, and Penalties	0.00	2.73	2.73	--
Use of Money and Property				
3380 -- Interest Income	7,500.00	894.04	-6,605.96	11.92 %
3381 -- Unrealized Gain/Loss Invstmnts	787.00	-4,448.52	-5,235.52	-565.25 %
Use of Money and Property	8,287.00	-3,554.48	-11,841.48	-42.89 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	543.18	-456.82	54.32 %
Intergovernmental Revenue-State	1,000.00	543.18	-456.82	54.32 %
Charges for Services				
5091 -- Planning & Engrng-Plan Ck Fes	2,800.00	0.00	-2,800.00	0.00 %
5430 -- Sanitation Services	1,047,721.00	572,366.69	-475,354.31	54.63 %
5433 -- Inspection Fees	4,800.00	123.00	-4,677.00	2.56 %



Financial Status (Real-Time)

As of: 1/31/2022 (59% Elapsed)
Accounting Period: CLOSED

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	1/31/2022 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	572,953.69	-486,567.31	54.08 %
Revenues	1,321,808.00	731,820.11	-589,987.89	55.37 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	423,718.00	242,540.43	181,177.57	57.24 %
6270 -- Stand-by Pay	12,500.00	6,042.10	6,457.90	48.34 %
6300 -- Overtime	4,200.00	2,391.84	1,808.16	56.95 %
6400 -- Retirement Contribution	161,254.00	95,208.58	66,045.42	59.04 %
6475 -- Retiree Medical OPEB	6,000.00	3,527.49	2,472.51	58.79 %
6500 -- FICA Contribution	33,371.00	19,348.99	14,022.01	57.98 %
6600 -- Health Insurance Contrib	80,095.00	50,263.54	29,831.46	62.75 %
6900 -- Workers Compensation	17,304.00	12,661.75	4,642.25	73.17 %
Salaries and Employee Benefits	738,442.00	431,984.72	306,457.28	58.50 %
Services and Supplies				
7030 -- Clothing and Personal	2,100.00	2,218.29	-118.29	105.63 %
7053 -- Telephone Service Local	8,440.00	5,898.11	2,541.89	69.88 %
7090 -- Insurance	42,554.00	42,481.46	72.54	99.83 %
7110 -- Directors Fees	15,000.00	12,075.00	2,925.00	80.50 %
7121 -- Operating Supplies	32,800.00	17,748.79	15,051.21	54.11 %
7324 -- Audit and Accounting Fees	24,000.00	20,978.25	3,021.75	87.41 %
7362 -- Building Maintenance	8,000.00	4,289.05	3,710.95	53.61 %
7363 -- Equipment Maintenance	30,000.00	12,418.50	17,581.50	41.40 %
7404 -- Public Health Lab Serv	24,200.00	12,569.16	11,630.84	51.94 %
7430 -- Memberships	8,530.00	6,165.00	2,365.00	72.27 %
7450 -- Office Expense	4,000.00	2,403.14	1,596.86	60.08 %

Financial Status (Real-Time)

As of: 1/31/2022 (59% Elapsed)
Accounting Period: CLOSED

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	1/31/2022 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	884.74	3,115.26	22.12 %
7460 -- Professional & Special Service	44,400.00	13,892.44	30,507.56	31.29 %
7508 -- Legal Fees	45,000.00	17,209.07	27,790.93	38.24 %
7510 -- Contractual Services	8,240.00	2,864.26	5,375.74	34.76 %
7516 -- Permitting Services	9,560.00	8,729.10	830.90	91.31 %
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	1,506.02	4,793.98	23.91 %
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	26,653.37	14,346.63	65.01 %
7763 -- Water	2,560.00	1,414.56	1,145.44	55.26 %
7764 -- Refuse	4,200.00	2,387.35	1,812.65	56.84 %
Services and Supplies	382,497.00	225,871.19	156,625.81	59.05 %
Expenditures	1,120,939.00	657,855.91	463,083.09	58.69 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	213.00	212.33	-0.67	99.69 %
Decrease to Restricted	213.00	212.33	-0.67	99.69 %
Changes to Fund Balances	213.00	212.33	-0.67	99.69 %
SummerInd San Dist Running Exp	201,082.00	74,176.53	-126,905.47	36.89 %

Financial Status (Real-Time)

As of: 1/31/2022 (59% Elapsed)
Accounting Period: CLOSED

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	1/31/2022 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	423.44	-1,576.56	21.17 %
3381 -- Unrealized Gain/Loss Invstmnts	-76.00	-1,191.01	-1,115.01	1,567.12 %
Use of Money and Property	1,924.00	-767.57	-2,691.57	-39.89 %
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	14,241.00	-767.57	-15,008.57	-5.39 %
Expenditures				
Capital Assets				
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 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	76.00	74.67	-1.33	98.25 %
Decrease to Restricted	76.00	74.67	-1.33	98.25 %
Changes to Fund Balances	76.00	74.67	-1.33	98.25 %
Summerland San Cap Facilities	-15,683.00	-19,722.50	-4,039.50	125.76 %

Financial Status (Real-Time)

As of: 1/31/2022 (59% Elapsed)
Accounting Period: CLOSED

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	1/31/2022 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	2,303.35	-696.65	76.78 %
3381 -- Unrealized Gain/Loss Invstmnts	-404.00	-6,584.07	-6,180.07	1,629.72 %
Use of Money and Property	2,596.00	-4,280.72	-6,876.72	-164.90 %
Revenues	2,596.00	-4,280.72	-6,876.72	-164.90 %
Expenditures				
Capital Assets				
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	64,570.00	-49,570.00	430.47 %
Capital Assets	145,000.00	83,133.10	61,866.90	57.33 %
Expenditures	145,000.00	83,133.10	61,866.90	57.33 %
Changes to Fund Balances				
Decrease to Restricted				
9797 -- Unrealized Gains	404.00	403.00	-1.00	99.75 %
Decrease to Restricted	404.00	403.00	-1.00	99.75 %
Changes to Fund Balances	404.00	403.00	-1.00	99.75 %
SummerInd San Dist-Capital Rep	-142,000.00	-87,010.82	54,989.18	61.28 %
Net Financial Impact	43,399.00	-32,556.79	-75,955.79	-75.02 %

Cash Balances

As of: 1/31/2022
Accounting Period: CLOSED

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund	1/1/2022 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	1/31/2022 Ending Balance
5215 -- SummerInd San Dist Running Exp	878,134.66	960.00	744,018.57	0.00	803,997.56	819,115.67
5216 -- Summerland San Cap Facilities	231,411.11	0.00	183.45	0.00	0.00	231,594.56
5217 -- SummerInd San Dist-Capital Rep	1,281,295.19	0.00	1,008.75	0.00	11,450.00	1,270,853.94
Total Report	2,390,840.96	960.00	745,210.77	0.00	815,447.56	2,321,564.17

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting February 10, 2022

Operations Manager Report

OPERATIONS AND FACILITY MAINTENANCE:

- Daily water meter readings being performed by staff. Water usage normal.
- On January 23, 2022, the monthly reports for December 2021 were sent in via CIWQS an automated online program on a timely basis with no violations to report.
- Submitted the following reports: 2021 Annual Summary Report in CIWQS on 1/27/22, 2021 Annual Outfall Inspection Report in CIWQS on 1/25/22, 2021 Annual Biosolids Report in CIWQS on 2/1/22, 2021 Annual Generator Runtime Report to the APCD on 2/1/22. No violations were reported.
- Staff replaced flat tire on company truck with spare tire. The flat tire was not fixable; therefore, a new tire was purchased.
- Staff completed filling in the excavated walkway that leads to the records room with new weed preventing mesh, sand, and gravel.
- Staff rebuilt the pneumatic actuator on the Return Activated Sludge Valve #2 due to it leaking air.
- Staff painted new sludge hauling boundary line on sludge holding bed floor. The painted line will indicate when it is time to haul the stored sludge whenever the sludge reaches the boundary line.
- Staff sanded and painted the traffic control sign stands.
- 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.
- Robotic Sewer solutions installed three sectional liners within the collection system on Wallace Avenue. Two liners were installed between manhole's R9054 and R9055 where two unusual holes were identified on the pipeline. The third liner was installed between manhole's R9052 and R9053 where a slight crack was identified on the pipeline. The sectional liners will provide structural support.
- Staff cleaned 3,700 feet of sewer mainline.

Proposed scheduled days off:

Saturday, February 19, 2022

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting February 10, 2022 District Administrative Manager Report

- Received by email on December 10, 2021, the 2021 Santa Barbara County Grand Jury report titled: Cybersecurity for Special Districts and County Service Areas in SB County. The Jury has proposed a list of best practices for Special Districts to consider identifying and, if necessary, upgrading their cybersecurity activities to advance the best interests of their customers. This report was approved by County Counsel and the Presiding Judge and was an informational copy only.
- Held a Grant Research and Funding meeting with Jane Grey (Dudek), Claudia Flores (Dudek) and Wendy Motto (Salud Carbajal Rep.) and O.M. Noe Aguilar Vega by Zoom on Monday January 24th. Information and findings were shared with the Ad-Hoc Grant/Financial Aid Committee.
- Filled Statement of Facts to Secretary of State with information of the newly elected officers.
- Submitted the Annual Financial Transaction Report to State Controller.
- Submitted W-2 Information to IRS, EDD and handed out W-2 forms and Form 1095-B to employees. Completed other annual payroll reporting.
- Created a request for payment of \$960 to UCSB for the Codar Installation Electric Reimbursement (\$80 a month) for the fiscal year. A check was received and deposited on January 31, 2022
- The District received a rebate of \$178.12 for the Umpqua Bank Credit Card expenditure 2021. The 1% spending rebate will be applied electronically on January 31, 2022.
- Received correspondence from SDRMA regarding:
 - Worker's Compensation Experience Modification Factor is set at 87% for FY2022-23, compared to 88% of this fiscal year (1% decrease).
 - Property Liability Estimate Contribution for the next fiscal year is estimated at \$56,230 compared to this year's \$54,112 contribution. This results in a 3.9% increase.

The District is required to submit a "Notice of Withdraw" by April 1, 2022, if the District wishes to discontinue participation.

Proposed scheduled days off:

Friday, February 25, 2022