



## **Regular Board of Directors Meeting**

Thursday, May 12, 2022, at 3:00 p.m.

2435 Wallace Avenue, Summerland CA 93067

### **NOTES**

This meeting will be held at the District's office at 2435 Wallace Avenue in Summerland. 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 (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](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 an opportunity for comment.
- V. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF APRIL 14, 2022** [Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR APRIL 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. Administrative, Operations Personnel-Committee Report

**VIII. 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.

**IX. FINANCIAL STATUS REPORT APRIL 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.

**X. 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.

**XI. 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.

**XII. BOARD COMMUNICATIONS**

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

**XIII. ADJOURNMENT**



## Minutes of the Regular Board of Directors Meeting

Thursday, April 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 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 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 (DAVE) NOVIS  
JOHN FRANKLIN  
JAMES (JIM) WITMER  
MARTIN TUCKER

(via Zoom)

ABSENT

-

#### ALSO, PRESENT

NOE AGUILAR VEGA  
MARJON (MAR) SOUZA  
JANET MCGINNIS

Operations Manager  
Administrative Manager  
District Legal Counsel (via Zoom)

### II. PLEDGE OF ALLEGIANCE

### III. APPROVAL OF THE AGENDA

President D. Novis asked if there were any modifications and/or changes. President D. Novis said that under new Business Item A: Rate Study 2021-22 the word "for" should read "during" in the following sentence *"That rates adopted by Ordinance 19 remain in effect while the District waits for the CASA Flow & Loading Study to be completed for analyzing future annual sewer fee rates or consider a new Rate Study **for (=during)** the fiscal year 2022/23."* Hearing no objections, the agenda was approved as submitted.

### IV. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public comments were submitted. Mr. Stefan Morton from CSDA financing joined the meeting via Zoom.

### V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF MARCH 10, 2022 [Action Item]

A motion was made by Director J. Colomy to approve the minutes of the Regular Board Meeting of March 10, 2022. 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

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ABSENT: 0 None  
ABSTAIN: 0 None

VI. APPROVAL OF THE MONTHLY EXPENSES FOR MARCH 2022, INCLUDING PAYROLL AND PETTY CASH [Action Item]

District Management answered the Board's questions and clarified information about the payout of bills. A motion was made by Director J. Colomy to approve the monthly expenses, including payroll and petty cash totaling \$95,904 for Fund 5215. 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. COMMITTEE REPORTS

A. Finance Committee Report

The Finance Committee did not meet.

B. Administration, Operations & Personnel (AOP) Committee

The AOP Committee did meet April 6<sup>th</sup> with Management and will report under closed session item B.

C. Ad hoc Committee for Grants & Financial Aid

The Ad Hoc Committee for Grants & Financial Aid did not meet.

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

At 3:06 p.m., Board President D. Novis announced the commencement of the closed session item A.

At 3:35 p.m., President D. Novis announced that the Board had reconvened in open session and that the following reportable action was taken during the closed session: the board gave approval for a per diem compensation amount of \$175, per day of service, for the Board members mediation team. At this point Legal Counsel Ms. J. McGinnis left the meeting.

B. Public Employee Performance Evaluation – AOP Committee Report

Government Code, § 54957(b)(1)

Titles: Operations Manager and District Administrative Manager

At 3:40 p.m., Board President D. Novis announced the commencement of the closed session item B. Staff left the room during the closed session item.

At 3:45 p.m., President D. Novis announced that the Board had reconvened into open session and that there was no reportable action 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 there is a delay in the shipping of the Variable Frequency Drives, these are a crucial component of the Blowers. Instead of the projected install date of May, it is now expected that the installation will take place in July of this year. Until the completion of the installation, the emergency condition, as described in Resolution 2021-08, still exists.

- 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 said that the first phase of the Ocean Outfall Pipeline Maintenance is still scheduled on or around June 15, 2022 and that the emergency condition, as described in Resolution 2021-09, still exists.

X. NEW BUSINESS ITEMS

- A. Rate Study 2021-22 [Action Item]

The Board considered approving the following recommendation from the Ad Hoc Rate Study Committee: *That rates adopted by Ordinance 19 remain in effect while the District waits for the CASA Flow & Loading Study to be completed for analyzing future annual sewer fee rates or consider a new Rate Study during the fiscal year 2022/23.*

A motion was made by Director J. Witmer to approve the recommendation by the Rate Study Committee that the rates adopted by Ordinance 19 remain in effect while the District waits for the CASA Flow & Loading Study to be completed for analyzing future annual sewer fee rates or consider a new Rate Study during the fiscal year 2022/23. 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

- B. Resolution 2022-01: A Resolution of the Board of Directors of the Summerland Sanitary District Adopting Debt Issuance and Management Policies [Action Item]

The Board considered adopting debt issuance and management policies Resolution 2022-01. This Resolution complies with the requirements of section 8855 of the Government Code and is required for the Installment Sale Agreement proposed for execution for the Outfall Pipeline Repair Project's (partial) financing.

A motion was made by Director J. Colomy to adopt Resolution 2022-01 Adopting Debt Issuance and Management Policies. The motion was seconded by Director J. Franklin, and was carried by the following roll call vote:

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

Resolution 2022-01 was signed and sealed.

- C. Resolution 2022-02: Authorizing the Execution and Delivery of An Installment Sale Agreement, and Authorizing and Directing Certain Actions in Connection with the Acquisition and Construction of Pipeline Improvements [Action Item]

The Board will consider adopting Resolution 2022-02.

A motion was made by Director J. Colomy to adopt Resolution 2022-02 Authorizing the Execution and Delivery of an Installment Sale Agreement and Authorizing and Directing Certain Actions in Connection with the Acquisition and Construction of Pipeline Improvements. 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

Resolution 2022-02 was signed and sealed.

- D. Installment Sale Agreement for the Financing of the District's Ocean Outfall Pipeline Repair Project [Action Item]

The District was offered an Installment Sale Agreement for (partial) financing of the Ocean Outfall Pipeline Repair Project with a \$500,000, 10-year term loan with a 3.1% interest rate.

The Board considered approving and entering the offered Installment Sale Agreement and authorizing President D. Novis to execute the Agreement. The Installment Sale Agreement has been reviewed and approved by Legal Counsel.

A motion was made by Director J. Witmer to approve and enter the offered Installment Sale Agreement for (partial) financing of the Ocean Outfall Pipeline Repair Project with a \$500,000, 10-year term loan with a 3.1% interest rate and to authorize President D. Novis to execute the Agreement. 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

The Installment Sale Agreement was signed by President D. Novis.

- E. Banner Avenue Sewer Mainline Offset Repair between manhole R8031 and R8030 [Action Item]

The Board reviewed the submitted staff report and the pipeline inspection report with detailed information regarding the sewer mainline offset on Banner Avenue. The Board was requested to give Operations Manager N. Aguilar Vega signature authorization for the most competitive repair proposal not to exceed \$15,000.



Operations Manager N. Aguilar Vega said that a couple of weeks ago staff performed routine mainline cleaning on Banner Ave. While cleaning a certain section of the mainline, staff observed roots coming out of the mainline downstream near a manhole. Staff tried clearing the roots but were not successful. Thereafter, staff used a special cleaning head referred to as a chain flail. Staff was unable to drive the chain flail into the mainline. Staff subsequently conducted a video inspection of the mentioned section of the mainline to determine the cause of the chain flail not being able to travel into the pipe. The video inspection showed a severe offset that reduced the mainline capacity by 50%, prompting immediate action for repair to prevent the section of pipe from collapsing and creating a sanitary sewer overflow.

Both Tierra Contracting and Toro Enterprise Inc. were contacted and taken to the job site to receive a repair proposal. Both companies submitted proposals, which are included in the board meeting package.

Operations Manager N. Aguilar Vega requested the Board to approve the lowest proposal received from Tierra Contracting with \$11,375 and to be authorized to sign the proposal.

A motion was made by Director J. Colomy to approve the Tierra proposal and to authorize Operations Manager N. Aguilar to sign the proposal. 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

X. FINANCIAL STATUS REPORT – MARCH 2022

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 J. Colomy to accept the Financial Status Report of March 2022. The motion was seconded by Director J. Witmer, 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. OPERATIONS MANAGER REPORT

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

- Water leaked inside the operations room a couple of weeks ago when it rained, and it was discovered an existing toilet roof vent was corroded. Staff replaced the vent on top of the building.
- Staff was called out for a lateral sewer spill on Golden Gate Ave. Initially, staff believed that the spill belonged to the sewer lateral of 2435 Whitney Avenue, but upon close video inspection the spill was due to root intrusion of an abandoned lateral. Staff cleared the root intrusion and properly capped off the abandoned lateral. The homeowners of 2435 Whitney Avenue will be reimbursed for the plumber expense.

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IX. ADMINISTRATIVE MANAGER REPORT

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

- 108 Pierpont received a final inspection of the three vacation rentals that are located on the top floor of the building. 2235 Calle Culebra submitted plans to convert the upper-level floor into an ADU.

XI. BOARD COMMUNICATIONS

- A. Board communications: District staff and the Board will be invited in July 2022 to a luncheon at the District property to celebrate the 20-year work anniversary of the District Administrative Manager.
- B. Items for future Board meetings: -
- C. The next Regular Board Meeting date is Thursday, May 12, 2022, at 3:00 p.m.

XII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular Board Meeting at 4:22 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: May 12, 2022

Minutes prepared by M. Souza



# Expenditure Transactions

From April 1, 2022 to April 30, 2022

From 4/1/2022 to 4/30/2022

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
JE - 0232291	4/1/2022		7324	FIN Billing Q2 21-22: Summerland Sanitary Dist	824.75		
JE - 0232291	4/1/2022		7324	FIN Billing Q3 21-22: Summerland Sanitary Dist	824.75		
CLM - 0677291	4/4/2022		7363	Elbow Fitting for Air Valves	78.51	094089	GRAINGER
JE - 0232577	4/8/2022		6475	HRA Administrative Fee - MAR 2022	9.00		
CLM - 0678047	4/11/2022		7731	Gasoline March 2022	172.71	522736	McCormix Corporation
CLM - 0678055	4/11/2022		7516	Dig alert ticket cost March 2022	9.90	828128	UNDERGROUND SERVICE ALERT
CLM - 0678059	4/11/2022		7763	Drinking water March 2022	37.96	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0678062	4/11/2022		7460	Electr. Tech labor Inst. VFD for Polymer Mixer	660.00	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0678064	4/11/2022		6600	Medical Benefits May 2022	6,308.75	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0678066	4/11/2022		7510	Call Center Service - March 2022	47.70	106048	CENTRAL COMMUNICATIONS
CLM - 0678069	4/11/2022		7362	Concrete mix for manhole repair, electrical plug	258.88	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0678069	4/11/2022		7362	Vent Pipe for restroom, painting supplies	115.64	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0678073	4/11/2022		7110	Comp. AOP-Committee Meeting 04/06/2022	175.00	091927	JAMES WITMER
CLM - 0678075	4/11/2022		7110	Comp. AOP-Committee Meeting 04/06/2022	175.00	026964	DAVID NOVIS
CLM - 0679175	4/15/2022		7110	Comp. Agenda Setting Meeting 04/07/2022	175.00	026964	DAVID NOVIS
CLM - 0679176	4/15/2022		7053	Phone Wireless March 2022	191.48	297454	VERIZON WIRELESS
CLM - 0679200	4/15/2022		6600	Dental, Vision and Life Ins. May 2022	413.90	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0679203	4/15/2022		6100	Regular Salaries April 1-15, 2022	16,563.12	790178	Summerland Sanitary District
CLM - 0679203	4/15/2022		6270	Standby April 1-15, 2022	815.11	790178	Summerland Sanitary District
CLM - 0679203	4/15/2022		6300	Overtime April 1-15, 2022	102.12	790178	Summerland Sanitary District
CLM - 0679203	4/15/2022		6500	Medicare and Fica April 1-15, 2022	1,409.95	790178	Summerland Sanitary District
JE - 0232453	4/15/2022		7546	SB2557 Property Tax Admin Fee 2021/22 (7546)	3,421.26		
JE - 0232751	4/15/2022		6400	Retirement Contr. Payroll 04-15-2022	7,625.33		
JE - 0232751	4/15/2022		6475	Retirement Healthcare Contr. retirees 04-15-2022	241.67		
MIC - 0164112	4/15/2022		7363	ATS maintenance service lift station 3	1,290.38	651603	QUINN CO
MIC - 0164112	4/15/2022		7363	ATS maintenance service lift station 2	1,290.38	651603	QUINN CO
MIC - 0164112	4/15/2022		7363	ATS maintenance service lift station 1	1,290.38	651603	QUINN CO
MIC - 0164112	4/15/2022		7363	ATS maintenance service plant generator	1,290.38	651603	QUINN CO
CLM - 0679783	4/20/2022		7362	Paint for Roof Vent	18.30	790180	Summerland Sanitary District

credit  
card exp.

# Expenditure Transactions

From 4/1/2022 to 4/30/2022

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 - 0679783	4/20/2022		7430	Membership renewal CWEA E.N.	192.00	790180	Summerland Sanitary District	credit card expenses
CLM - 0679783	4/20/2022		7450	Household supplies March 2022	104.10	790180	Summerland Sanitary District	
CLM - 0679783	4/20/2022		7450	Office Expenses March 2022	117.59	790180	Summerland Sanitary District	
CLM - 0679783	4/20/2022		7450	Monthly Subscription Zoom & Office 365	23.24	790180	Summerland Sanitary District	
CLM - 0679783	4/20/2022		7459	New Apple iPhone SE 64GB	498.31	790180	Summerland Sanitary District	
CLM - 0679783	4/20/2022		7653	Grade III math & study program & manual staff (2)	590.04	790180	Summerland Sanitary District	
CLM - 0680251	4/22/2022		7362	Traffic Control manhole repair Lillie Ave S9022	1,200.00	048735	TOTAL BARRICADE SERVICE INC	
CLM - 0680252	4/22/2022		7763	Water March 2022	135.22	556712	MONTECITO WATER DISTRICT	
CLM - 0680253	4/22/2022		7764	Trash Service March 2022	342.28	509950	MARBORG INDUSTRIES	
CLM - 0680254	4/22/2022		7731	Gasoline April 1-15, 2022	171.64	522736	McCormix Corporation	
CLM - 0680256	4/22/2022		7363	Kit for Roller Assembly, connector, valve, tube	1,030.00	080736	FLOMOTION SYSTEMS INC	
CLM - 0680257	4/22/2022		7053	Monthly Charge Plant/Office Phone 04/13-5/12	203.10	075391	FRONTIER	
CLM - 0680258	4/22/2022		7363	Bulbs for pilot light on Motor Control Circuit	18.91	094089	GRAINGER	
CLM - 0680260	4/22/2022		7761	Electric Bill March 4 through April 3, 2022	3,703.79	767200	SOUTHERN CALIFORNIA EDISON	
CLM - 0680262	4/22/2022		7053	Monthly Charge LS Alarm Phones 4/13 - 5/12/22	187.02	075391	FRONTIER	
CLM - 0680263	4/22/2022		7110	Compensation Regular Board Meeting 04/14/2022	175.00	009934	JOLENE M COLOMY	
CLM - 0680264	4/22/2022		7110	Comp. Regular Board Meeting 04/14/2022	175.00	091927	JAMES WITMER	
CLM - 0680265	4/22/2022		7110	Compensation Regular Board Meeting 04/14/2022	175.00	765907	John Franklin	
CLM - 0680267	4/22/2022		7110	Comp. Regular Board Meeting 04/14/2022	175.00	026964	DAVID NOVIS	
CLM - 0680268	4/22/2022		7110	Comp. Regular Board Meeting 04/14/2022	175.00	009758	MARTIN TUCKER	
CLM - 0680282	4/22/2022		7121	517 Gallons of Sodium Bisulfite	1,750.82	214614	UNIVAR SOLUTIONS USA INC	
JE - 0233021	4/25/2022		7730	Relocate refund CASA Conf. LI Acc 7730 to 7653	495.00			
JE - 0233021	4/25/2022		7730	Relocate refund CASA Hotel LI Acc 7730 to 7653	222.18			
JE - 0233021	4/25/2022		7653	Relocate refund CASA Conf. LI Acc 7730 to 7653	-495.00			
JE - 0233021	4/25/2022		7653	Relocate refund CASA Hotel LI Acc 7730 to 7653	-222.18			
AUT - SUTAXJE	4/30/2022		7363	SUTAX JE - April 2022	77.50			
CLM - 0681294	4/30/2022		7363	2B58SDS Pulley (2) and SDS 1 1/2 bushing (2)	356.57	569122	Multi W Systems	
CLM - 0681297	4/30/2022		6100	Regular Salaries April 16-30, 2022	16,073.60	790178	Summerland Sanitary District	
CLM - 0681297	4/30/2022		6270	Standby April 16-30, 2022	700.28	790178	Summerland Sanitary District	
CLM - 0681297	4/30/2022		6500	Medicare and Fica April 16-30, 2022	1,354.21	790178	Summerland Sanitary District	

# Expenditure Transactions

From 4/1/2022 to 4/30/2022

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 - 0681299	4/30/2022		7404	FGL Lab testing 01/03-03/18	1,581.00	270150	FGL ENVIRONMENTAL INC
CLM - 0681505	4/30/2022		7110	Comp. Mediation Meeting 4/27/2022	175.00	026964	DAVID NOVIS
CLM - 0681514	4/30/2022		7110	Comp. Mediation Meeting 4/27/2022	175.00	009934	JOLENE M COLOMY
CLM - 0681515	4/30/2022		7763	Drinking water & bottled water	76.63	067307	CULLIGAN OF VENTURA COUNTY
JE - 0233331	4/30/2022		6400	Retirement Contr. Payroll 04-30-2022	7,402.27		
JE - 0233331	4/30/2022		6475	Retirement Healthcare Contr. retirees 04-30-2022	241.67		
Total SummerInd San Dist Running Exp					85,194.10		

# Expenditure Transactions

From 4/1/2022 to 4/30/2022

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 - 0678063	4/11/2022		8300	310L Backhoe Loader	80,766.72	493284	Coastline Equipment
Total SummerInd San Dist-Capital Rep					80,766.72		





**Board of Directors Meeting  
STAFF REPORT**

TO : Board of Directors

FROM : Operations Manager, Noe Aguilar Vega

DATE : May 12, 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. Originally Cushman Contracting was expecting to receive the blowers in April of 2022. Due to a delay in parts production, Cushman Contracting is now expecting to receive the blowers by July 2022 and plans to start the blower replacement within that month or the following month of August 2022.

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



**Board of Directors Meeting  
STAFF REPORT**

TO : Board of Directors  
FROM : Operations Manager, Noe Aguilar Vega  
DATE : May 12, 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 due to oceanic conditions 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.

# Financial Status (Real-Time)

As of April 30, 2022

As of: 4/30/2022 (83% 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	4/30/2022 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	255,333.35	15,333.35	106.39 %
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	9,045.75	-454.25	95.22 %
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	269,517.61	16,517.61	106.53 %
<b>Fines, Forfeitures, and Penalties</b>				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	2.73	2.73	--
Fines, Forfeitures, and Penalties	0.00	2.73	2.73	--
<b>Use of Money and Property</b>				
3380 -- Interest Income	7,500.00	1,883.22	-5,616.78	25.11 %
3381 -- Unrealized Gain/Loss Invstmnts	787.00	-17,965.27	-18,752.27	-2,282.75 %
Use of Money and Property	8,287.00	-16,082.05	-24,369.05	-194.06 %
<b>Intergovernmental Revenue-State</b>				
4220 -- Homeowners Property Tax Relief	1,000.00	923.41	-76.59	92.34 %
Intergovernmental Revenue-State	1,000.00	923.41	-76.59	92.34 %
<b>Charges for Services</b>				
5091 -- Planning & Engnrg-Plan Ck Fes	2,800.00	314.00	-2,486.00	11.21 %
5430 -- Sanitation Services	1,047,721.00	1,006,822.69	-40,898.31	96.10 %
5433 -- Inspection Fees	4,800.00	780.00	-4,020.00	16.25 %



# Financial Status (Real-Time)

As of: 4/30/2022 (83% 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	4/30/2022 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
5746 -- Administrative Revenue	4,200.00	1,160.00	-3,040.00	27.62 %
Charges for Services	1,059,521.00	1,009,076.69	-50,444.31	95.24 %
Revenues	1,321,808.00	1,263,438.39	-58,369.61	95.58 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	423,718.00	347,371.97	76,346.03	81.98 %
6270 -- Stand-by Pay	12,500.00	9,860.11	2,639.89	78.88 %
6300 -- Overtime	4,200.00	2,829.52	1,370.48	67.37 %
6400 -- Retirement Contribution	161,254.00	134,795.47	26,458.53	83.59 %
6475 -- Retiree Medical OPEB	6,000.00	5,004.51	995.49	83.41 %
6500 -- FICA Contribution	33,371.00	27,666.13	5,704.87	82.90 %
6600 -- Health Insurance Contrib	80,095.00	70,428.99	9,666.01	87.93 %
6900 -- Workers Compensation	17,304.00	12,661.75	4,642.25	73.17 %
Salaries and Employee Benefits	738,442.00	610,618.45	127,823.55	82.69 %
<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	7,616.65	823.35	90.24 %
7090 -- Insurance	42,554.00	42,481.46	72.54	99.83 %
7110 -- Directors Fees	15,000.00	16,625.00	-1,625.00	110.83 %
7121 -- Operating Supplies	32,800.00	26,263.32	6,536.68	80.07 %
7324 -- Audit and Accounting Fees	24,000.00	22,627.75	1,372.25	94.28 %
7362 -- Building Maintenance	8,000.00	7,637.14	362.86	95.46 %
7363 -- Equipment Maintenance	30,000.00	21,223.97	8,776.03	70.75 %
7404 -- Public Health Lab Serv	24,200.00	16,673.16	7,526.84	68.90 %
7430 -- Memberships	8,530.00	7,450.00	1,080.00	87.34 %
7450 -- Office Expense	4,000.00	3,171.36	828.64	79.28 %

# Financial Status (Real-Time)

As of: 4/30/2022 (83% 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	4/30/2022 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	1,383.05	2,616.95	34.58 %
7460 -- Professional & Special Service	44,400.00	25,907.44	18,492.56	58.35 %
7508 -- Legal Fees	45,000.00	24,507.01	20,492.99	54.46 %
7510 -- Contractual Services	8,240.00	3,144.96	5,095.04	38.17 %
7516 -- Permitting Services	9,560.00	10,086.16	-526.16	105.50 %
7530 -- Publications & Legal Notices	600.00	267.50	332.50	44.58 %
7546 -- Administrative Expense	3,600.00	3,421.26	178.74	95.04 %
7630 -- Small Tools & Instruments	500.00	242.17	257.83	48.43 %
7653 -- Training Fees & Supplies	6,300.00	1,378.88	4,921.12	21.89 %
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	1,891.38	1,008.62	65.22 %
7761 -- Electricity	41,000.00	37,445.65	3,554.35	91.33 %
7763 -- Water	2,560.00	1,988.44	571.56	77.67 %
7764 -- Refuse	4,200.00	3,414.19	785.81	81.29 %
Services and Supplies	382,497.00	298,501.36	83,995.64	78.04 %
Expenditures	1,120,939.00	909,119.81	211,819.19	81.10 %
<b>Changes to Fund Balances</b>				
<b>Decrease to Restricted</b>				
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	354,530.91	153,448.91	176.31 %

# Financial Status (Real-Time)

As of: 4/30/2022 (83% 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	4/30/2022 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	669.79	-1,330.21	33.49 %
3381 -- Unrealized Gain/Loss Invstmnts	-76.00	-6,273.58	-6,197.58	8,254.71 %
Use of Money and Property	1,924.00	-5,603.79	-7,527.79	-291.26 %
<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	14,241.00	-5,603.79	-19,844.79	-39.35 %
<b>Expenditures</b>				
<b>Capital Assets</b>				
8200 -- Structures&Struct Improvements	10,000.00	3,500.00	6,500.00	35.00 %
8300 -- Equipment	20,000.00	20,274.60	-274.60	101.37 %
Capital Assets	30,000.00	23,774.60	6,225.40	79.25 %
Expenditures	30,000.00	23,774.60	6,225.40	79.25 %
<b>Changes to Fund Balances</b>				
<b>Decrease to Restricted</b>				
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	-29,303.72	-13,620.72	186.85 %

# Financial Status (Real-Time)

As of: 4/30/2022 (83% 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	4/30/2022 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	3,663.21	663.21	122.11 %
3381 -- Unrealized Gain/Loss Invstmnts	-404.00	-34,974.43	-34,570.43	8,657.04 %
Use of Money and Property	2,596.00	-31,311.22	-33,907.22	-1,206.13 %
Revenues	2,596.00	-31,311.22	-33,907.22	-1,206.13 %
<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	89,731.38	30,268.62	74.78 %
8400 -- Infrastructure	15,000.00	68,420.00	-53,420.00	456.13 %
Capital Assets	145,000.00	167,749.82	-22,749.82	115.69 %
Expenditures	145,000.00	167,749.82	-22,749.82	115.69 %
<b>Other Financing Sources &amp; Uses</b>				
<b>Other Financing Sources</b>				
5921 -- Long Term Debt Proc-Bond/Notes	0.00	500,000.00	500,000.00	--
Other Financing Sources	0.00	500,000.00	500,000.00	--
Other Financing Sources & Uses	0.00	500,000.00	500,000.00	--
<b>Changes to Fund Balances</b>				
<b>Decrease to Restricted</b>				
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	301,341.96	443,341.96	-212.21 %



# Financial Status (Real-Time)

As of: 4/30/2022 (83% 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	4/30/2022 Year-To-Date Actual	6/30/2022 Fiscal Year Variance	6/30/2022 Fiscal Year Pct of Budget
Net Financial Impact	43,399.00	626,569.15	583,170.15	1,443.74 %

# Cash Balances

As of April 30, 2022

As of: 4/30/2022  
Accounting Period: CLOSED

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund	4/1/2022 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	4/30/2022 Ending Balance
5215 -- SummerInd San Dist Running Exp	649,670.18	0.00	544,133.23	0.00	93,999.04	1,099,804.37
5216 -- Summerland San Cap Facilities	226,849.56	0.00	246.35	0.00	0.00	227,095.91
5217 -- SummerInd San Dist-Capital Rep	1,265,143.94	500,000.00	1,359.86	0.00	80,766.72	1,685,737.08
Total Report	2,141,663.68	500,000.00	545,739.44	0.00	174,765.76	3,012,637.36

**SUMMERLAND SANITARY DISTRICT**  
Regular Board of Directors Meeting May 12, 2022  
Operations Manager Report

**OPERATIONS AND FACILITY MAINTENANCE:**

- Daily water meter readings being performed by staff. Water usage normal.
- On April 25, 2022, the monthly waste discharge and no-spill reports for March 2022 were submitted in CIWQS, an automated online program on a timely basis with one sewer spill violation to report.
- On Monday April 25, 2022, Tierra Contracting commenced the mainline offset repair on Banner Avenue. The damaged section of pipe was removed and replaced with a new section of SDR 35 pipe. The repair was completed the same day. Staff performed an internal video inspection of the new section of pipe and found the pipe to meet the district's standards.
- Staff prepared the old 310G John Deere backhoe for auctioning by Ken Porter Auctions. The backhoe preparation included replacing a cracked hydraulic hose and removing its rear accessory bucket and installing its original bucket that it came with when it was purchased. The backhoe was picked up on Monday May 5, 2022 and is expected to be auctioned on June 16, 2022.
- Staff discovered sewage leaking from the property 2547 Whitney Avenue while being out in the field lines cleaning. The property owner was notified of the spill and was required to have their private sewer lateral repaired by a licensed plumber and video inspected thereafter. The property owner promptly completed the district's requirement and provided the district with a copy of the sewer lateral video inspection. Staff reviewed the video inspection and determined that no further action was required from the property owner.
- Staff installed a grab hook on the new 310L John Deere backhoe.
- 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 cleaned 4,854 feet of sewer mainline.
- Staff videoed 83 feet of sewer mainline.
- Staff continued monthly FOG (Fats, Oils and Grease) inspections at restaurants in town. All restaurants were in compliance.
- 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.

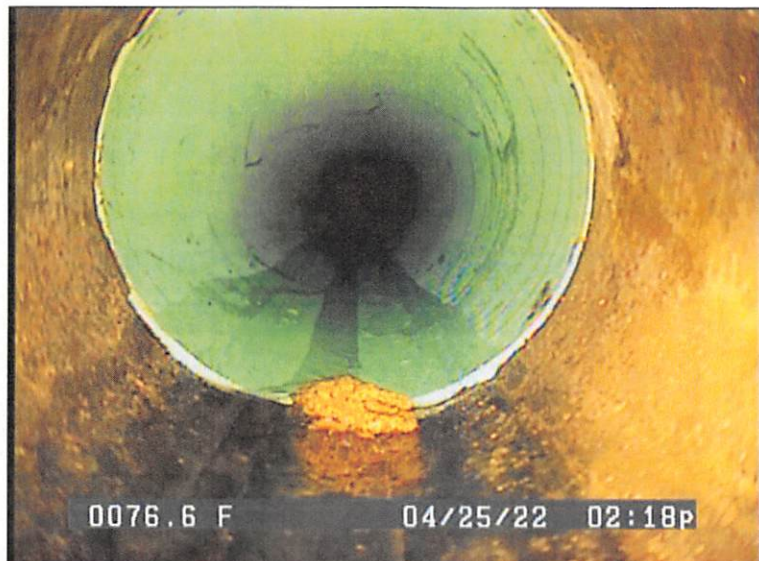
**Scheduled Days Off:**

Thursday, May 19





Snapshot of Offset Mainline on Banner Avenue Before Repair



Snapshot of Offset Mainline on Banner Avenue After Repair

## **SUMMERLAND SANITARY DISTRICT**

### **Regular Board of Directors Meeting May 12, 2022 District Administrative Manager Report**

#### **2173 Ortega Hill Road**

Property Owners submitted plans for the conversion of lower-level commercial lease into two residential dwellings.

#### **Tasks Completed Out of the Ordinary:**

- Received the bond loan from CSDA financing with a total of \$500,000. The loan bond was deposited in fund 5217 and recorded as revenue. The loan is also recorded on the balance sheet of fund 5217.
- Received a check from SDRMA on April 28<sup>th</sup> with a total of \$243.44 for Delta Dental Dividend. The check will be deposited in the Dental & Health Line item account as a credit.
- Completed checking and updating the new addresses from the property tax roll in the customer database.
- Completed updating new user classifications in the database & notifying property owners by mail.
- Started FY2022/23 budget preparations together with the Operations Manager. Finance Committee will be requested to meet in May 2022 to review the first draft of the proposed budget.

#### **Proposed scheduled days off:**

Friday, May 13, 2022