



Regular Board of Directors Meeting
Tuesday, August 9, 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 also attend the meeting. 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) on 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 public participates 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 an opportunity for comment.
- V. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JULY 14, 2022** [Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR JULY 2022, INCLUDING PAYROLL AND PETTY CASH** [Action Item]
- VII. **COMMITTEE REPORTS UPDATES**
 - A. Finance Committee Report
 - B. Administrative, Operations Personnel Committee Report
 - C. Ad Hoc, Rate Study Committee Report

SUMMERLAND SANITARY DISTRICT
Regular Board of Directors Meeting
AGENDA

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. Rate Study FY 2022-23 [Non-Action Item]

Description: The Board will discuss the Request for Proposals Sewer Rate Study.

C. Board Discussion: District's Future [Non-Action Item]

Description: The Board will hold a discussion on the District's future predicated on cost/revenues and climate change.

IX. NEW BUSINESS ITEMS

A. Conflict of Interest Biennial Review Pursuant to Government Code Section 87306.5. [Action Item]

Description: The Board will review the Adopted Conflict of Interest Code; Resolution 2020-10, for completeness and accuracy and will determine if amendment is necessary.

Staff Recommendation: The District Administrative Manager reviewed the County Clerk notice and instructions and determined that the District's Adopted Conflict of Interest Code is up to date and no amendment is necessary.

X. FINANCIAL STATUS REPORT JULY 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. ADMINISTRATIVE MANAGER REPORT

The 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

Thursday, July 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.

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 3:00 p.m.

I. CALL TO ORDER/ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY
DAVID NOVIS
JOHN FRANKLIN
JAMES WITMER
MARTIN TUCKER

ABSENT

-

OTHERS PRESENT

NOE AGUILAR VEGA	Operations Manager
MARJON (MAR) SOUZA	Administrative Manager
JANET MCGINNIS	Legal Counsel

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

IV. President D. Novis asked if there were any modifications and/or changes. Hearing no objections, the agenda was approved as submitted.

V. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public comments were submitted, and one member of the public was present via telephone.

VI. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JUNE 9, 2022, AND THE SPECIAL BOARD MEETING OF JUNE 23, 2022 [Action Item]

A motion was made by Director J. Franklin to approve the minutes of the Regular Board Meeting of June 9, 2022, and the Special Board Meeting of June 23, 2022. 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. APPROVAL OF THE MONTHLY EXPENSES FOR JUNE 2022, INCLUDING PAYROLL AND PETTY CASH [Action Item]

Summerland Sanitary District
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District Management answered the Board's questions and clarified information about the payout of bills. A motion was made by Director J. Franklin to approve the monthly expenses, including payroll and petty cash totaling \$301,130 for Fund 5215 (this includes an interfund transfer of \$214,213 to Capital Fund 5217) and \$208,580 for Fund 5217. 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

VIII. PRESENTATION BY MR. PRATER, EXECUTIVE OFFICER OF LAFCO [Non-Action Item]

The Board received a presentation from Mr. Mike Prater (LAFCO) regarding the role of LAFCO if a Special District requests dissolution and subsequent annexation into a neighboring Sanitary District and received information regarding the process in the board package. Board and staff had the opportunity to ask questions and thanked Mr. Prater for a very informative presentation.

At this point Mr. Prater left the meeting.

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-Rate Study Committee did not meet due to cancelation by the Board President.

IX. 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

At 3:50 p.m., Board President D. Novis announced the commencement of the closed session.

At 4:10 p.m., Board President D. Novis announced that the Board had reconvened into open session and that there was no reportable action taken during the closed session.

X. 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 the installation of the Blowers is still scheduled to be completed by the end of August 2022.

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 that included a detailed timeline. The emergency condition, as described in Resolution 2021-09, was declared terminated as required per Public Contract Code, Chapter 2.5 Emergency Contracting Procedures, Section 22050.

- C. **Rate Study Fiscal Year 2022-23** [Non-Action Item]

The Board discussed initiating a Rate Study during the fiscal year 2022-23 at the last board meeting and will revisit this topic.

The Board discussed entering into a new rate study during fiscal year 2022-23 and instructed staff to research possible rate study firms. On the next agenda for the regular board meeting of August the agenda item "request for proposals for a rate study" will be included.

XI. NEW BUSINESS ITEMS

- A. Board Discussion: District's Future [Non-Action Item]

The Board will hold a discussion on the District's future predicated on cost/revenues and climate change.

This agenda item was rescheduled to be discussed during the Board meeting of August.

- B. Resolution 2022-06: Resolution of the Board of Summerland Sanitary District Ordering the Filing with the County Auditor of a Report of Sewer Service Charges for the Fiscal Year 2022-23 to be Placed on and Collected by Means of the County Tax Roll [Action Item]

The Board reviewed and considered adopting Resolution No. 2022-06.

A motion was made by Director J. Colomy to adopt Resolution No. 2022-06 A Resolution of the Board of Summerland Sanitary District Ordering the Filing with the County Auditor of a Report of Sewer Service Charges for the Fiscal Year 2022-23 to be Placed on and Collected by Means of the County Tax Roll. 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 2022-06 was signed and sealed.

- C. **Board Members Compensation** [Action Item]

The Board reviewed the Compensation Schedule of Board members from surrounding Districts and the staff report and considered increasing the Board member's compensation.

Summerland Sanitary District
Minutes Regular Board Meeting 07/14/2022

A motion was made by Director J. Franklin to not increase the Board members compensation at this time. 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

X. FINANCIAL STATUS REPORT – JUNE 2022 [Action Item]

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. Franklin to accept the Financial Status Report of June 2022. 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

IX. OPERATIONS MANAGER REPORT

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

- Staff discovered that there was a water leak within the treatment plants plumbing system and had a company come out to detect the location of the break. The waterline has been repaired and a report will be made to MWD to request reimbursement for the extra water usage.

X. ADMINISTRATIVE MANAGER REPORT

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

XI. BOARD COMMUNICATIONS

- A. Board communications: None
- B. Items for future Board meetings: request for proposals for Rate Study FY2022-23
- C. The next regular board meeting is Thursday, August 11, 2022, at 3:00 p.m.

XII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular Board Meeting at 4:55 p.m. and was seconded by Director J. Franklin and carried by five ayes.

Respectfully submitted:

Jim Witmer
Board Secretary

Date: August 9, 2022

Minutes prepared by M. Souza

Expenditure Transactions

For the month of July 2022

From 7/1/2022 to 7/31/2022

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 - 0690507	7/1/2022		7090	Property Liability FY2022/23	53,168.41	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0690508	7/1/2022		6900	Workers' Compensation Estimated Annual Contr.	14,600.29	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0690510	7/1/2022		6600	Medical Benefits July 2022	6,308.75	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0690514	7/1/2022		6600	Dental, Vision and Life Ins. July 2022	413.90	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0690517	7/1/2022		7324	Accounting Serv. FY22-23 1st billing	1,375.00	067460	BARTLETT PRINGLE & WOLF
JE - 0237141	7/7/2022		6475	HRA Administrative Fee - JUN 2022	9.00		
CLM - 0691707	7/13/2022		7110	Comp. Agenda Setting Meeting 07/05/2022	175.00	026964	DAVID NOVIS
CLM - 0691712	7/13/2022		6600	Medical Benefits August 2022	6,308.75	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0691709	7/14/2022		7363	Ford Truck Oil, filter, w.wiper fluid minus credit	77.31	178358	COAST AUTO PARTS
CLM - 0691716	7/14/2022		6600	Dental, Vision and Life Ins. Aug 2022	413.90	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0692331	7/14/2022		7110	Compensation Regular Board Meeting 07/14/2022	175.00	765907	John Franklin
CLM - 0692334	7/15/2022		6100	Regular Salaries July 1-15, 2022	17,279.18	790178	Summerland Sanitary District
CLM - 0692334	7/15/2022		6270	Standby July 1-15, 2022	791.97	790178	Summerland Sanitary District
CLM - 0692334	7/15/2022		6300	Overtime July 1-15, 2022	288.88	790178	Summerland Sanitary District
CLM - 0692334	7/15/2022		6500	Medicare and Fica July 1-15, 2022	1,479.86	790178	Summerland Sanitary District
JE - 0237597	7/15/2022		6400	Retirement Contr. Payroll 07-15-2022	7,621.88		
JE - 0237597	7/15/2022		6475	Retirement Healthcare Contr. retirees 07-15-2022	241.67		
CLM - 0692327	7/18/2022		7110	Compensation Regular Board Meeting 07/14/2022	175.00	009934	JOLENE M COLOMY
CLM - 0692330	7/18/2022		7110	Compensation Regular Board Meeting 07/14/2022	175.00	091927	JAMES WITMER
CLM - 0692332	7/18/2022		7110	Compensation Regular Board Meeting 07/14/2022	175.00	026964	DAVID NOVIS
CLM - 0692333	7/18/2022		7450	Black toner for Office Printer, Coffee, Pens	181.82	790180	Summerland Sanitary District
CLM - 0692333	7/18/2022		7450	Postage, Carbon Copies Permit, Copies Maps	42.93	790180	Summerland Sanitary District
CLM - 0692333	7/18/2022		7450	Household supplies June 2022	95.74	790180	Summerland Sanitary District
CLM - 0692333	7/18/2022		7450	Monthly Subscription MS Office & Zoom	23.24	790180	Summerland Sanitary District
CLM - 0692337	7/18/2022		7363	Coolant for Generator (Quinn)	67.03	651603	QUINN CO
CLM - 0692338	7/18/2022		7530	Advertisement of Notice of Hearing (2x)	250.00	010099	SANTA BARBARA NEWS PRESS
CLM - 0692342	7/18/2022		7053	Phone Wireless June 2022	221.20	297454	VERIZON WIRELESS

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Expenditure Transactions

From 7/1/2022 to 7/31/2022

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 - 0692343	7/18/2022		7362	Leak detection service break in waterline	420.00	023607	AMERICAN LEAK DETECTION
CLM - 0692345	7/18/2022		7763	Water June 2022	189.62	556712	MONTECITO WATER DISTRICT
CLM - 0692346	7/18/2022		7764	Trash Service June 2022	342.28	509950	MARBORG INDUSTRIES
CLM - 0692347	7/18/2022		7121	Gloves 3 cases	568.92	069965	WINEMA INDUSTRIAL & SAFETY SUPPLY
CLM - 0692351	7/18/2022		7110	Compensation Regular Board Meeting 07/14/2022	175.00	009758	MARTIN TUCKER
CLM - 0694026	7/28/2022		7761	Electric Bill 06/03 through 7/4/22	4,855.87	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0694027	7/28/2022		7053	Monthly Charge Plant/Office Phone 7/13 to 8/12/22	208.97	075391	FRONTIER
CLM - 0694036	7/28/2022		7404	FGL Lab testing 04/18 -05/31	1,133.00	270150	FGL ENVIRONMENTAL INC
CLM - 0693986	7/29/2022		7363	Hose Guide Rollers for Harben Jetter	143.09	027043	ALL AMERICAN SEWER TOOLS HARBEN CALIFORNIA
CLM - 0694009	7/29/2022		6100	Regular Salaries July 16-31, 2022	17,028.14	790178	Summerland Sanitary District
CLM - 0694009	7/29/2022		6270	Standby July 16-31, 2022	802.27	790178	Summerland Sanitary District
CLM - 0694009	7/29/2022		6500	Medicare and Fica July 16-31, 2022	1,439.67	790178	Summerland Sanitary District
CLM - 0694023	7/29/2022		7731	Gasoline July 2022	200.03	522736	McCormix Corporation
CLM - 0694030	7/29/2022		7053	Monthly Charge LS Alarm Phones 7/13 to 8/12/22	193.47	075391	FRONTIER
CLM - 0694035	7/29/2022		7510	Call Center Service - July 2022	42.00	106048	CENTRAL COMMUNICATIONS
Total SummerInd San Dist Running Exp					139,878.04		

Expenditure Transactions

From 7/1/2022 to 7/31/2022

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund 5216 -- Summerland San Cap Facilities

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0692340	7/18/2022		8300	Valves for Blower Replacement Project	2,223.41	151774	BPS SUPPLY GROUP
				Total Summerland San Cap Facilities	2,223.41		

Expenditure Transactions

From 7/1/2022 to 7/31/2022

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 - 0690681	7/1/2022		8300	Aerzen Blower Units # 1 & 2	69,978.00	143884	CUSHMAN CONTRACTING CORPORATION
CLM - 0694111	7/30/2022		8400	Outfall Pipeline Rehab Project Inv. #2- Final	343,540.65	131815	MARINE PROJECT MANAGEMENT INC
Total SummerInd San Dist-Capital Rep					413,518.65		



Board of Directors Meeting
STAFF REPORT

TO : Board of Directors
FROM : Operations Manager, Noe Aguilar Vega
DATE : August 9, 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.

Cushman Contracting has received the blower units. Cushman is now waiting on receiving the variable frequency drives (VFD) that are necessary for the operation of the blower units. The VFD's control the frequency of the blowers. Cushman is expecting to replace the blowers by the end of August or the beginning of September.

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

FAIR POLITICAL PRACTICES COMMISSION

2022 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2022**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 3, 2022**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](https://www.fppc.ca.gov).

RESOLUTION NO. 2020-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUMMERLAND SANITARY DISTRICT IN THE MATTER OF THE ADOPTION OF A CONFLICT OF INTEREST CODE REPEALING RESOLUTION NO. 2020-03

WHEREAS, the Political Reform Act, California Government Code Section 81000 et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Code; and

WHEREAS, a state regulation has been adopted, at Code of California Regulations section 18730, which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference herein, including any future amendments thereto.

THEREFORE, the Board of Directors of the Summerland Sanitary District ("District") resolves:

1. The terms of California Code of Regulations section 18730, as it presently exists or as it may be amended from time to time in the future, are hereby incorporated by this reference as the Summerland Sanitary District Conflict of Interest Code. Exhibit "A" hereto contains the complete provisions of the aforementioned section as they exist on the date of adoption hereof.
2. Exhibits "B" (Designated Positions) and "C" (Standard Disclosure Categories) are hereby incorporated by this reference, and, along with section 18730, shall constitute the Conflict of Interest Code of District.
3. Designated employees may file their statements online using eDisclosure, which will submit the Form 700 to the County Clerk, Recorder and Assessor. Statements will be made available for public inspection and reproduction (Government Code Section 81008). Your Department/Agency's filing official can give you access.

Designated employees who file using a paper Form 700 shall file with the Code Agency. Upon receipt of the Statement filed by the designated employee, a copy shall be retained with the Code Agency and the original shall be forwarded to the County Clerk, Recorder and Assessor.

PASSED AND ADOPTED by the Governing Board of the Summerland Sanitary District on the 12th day of November 2020 by the following votes:

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

NAYS: 0

ABSENT: 0

ABSTENTIONS: 0

Resolution No. 2020- 10 was thereupon declared, carried, and adopted.



APPROVED:

A handwritten signature in blue ink, appearing to read "David Novis", written over a horizontal line.

David Novis
President of the Governing Board of
SUMMERLAND SANITARY DISTRICT

ATTEST:

A handwritten signature in blue ink, appearing to read "Jolene Colomy", written over a horizontal line.

Jolene Colomy
Secretary of the Governing Board of
SUMMERLAND SANITARY DISTRICT

Exhibit "B"

Designated Positions

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Directors	1,2,3 and 4
Management Positions	1,2,3 and 4
Consultants**	1,2,3 and 4

**Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The District Administrative Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Management Positions determinations is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Financial Status (Real-Time)

As of July 31, 2022

As of: 7/31/2022 (8% 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	6/30/2023 Fiscal Year Adjusted Budget	7/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Taxes				
3010 -- Property Tax-Current Secured	260,000.00	0.00	-260,000.00	0.00 %
3020 -- Property Tax-Current Unsecd	10,000.00	0.00	-10,000.00	0.00 %
3054 -- Supplemental Pty Tax-Current	3,500.00	0.00	-3,500.00	0.00 %
Taxes	273,500.00	0.00	-273,500.00	0.00 %
Use of Money and Property				
3380 -- Interest Income	2,000.00	0.00	-2,000.00	0.00 %
Use of Money and Property	2,000.00	0.00	-2,000.00	0.00 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	0.00	-1,000.00	0.00 %
Intergovernmental Revenue-State	1,000.00	0.00	-1,000.00	0.00 %
Charges for Services				
5091 -- Planning & Engrng-Plan Ck Fes	1,960.00	314.00	-1,646.00	16.02 %
5430 -- Sanitation Services	1,065,078.00	0.00	-1,065,078.00	0.00 %
5433 -- Inspection Fees	3,360.00	534.00	-2,826.00	15.89 %
5746 -- Administrative Revenue	2,940.00	464.00	-2,476.00	15.78 %
Charges for Services	1,073,338.00	1,312.00	-1,072,026.00	0.12 %
Revenues	1,349,838.00	1,312.00	-1,348,526.00	0.10 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	441,950.00	34,307.32	407,642.68	7.76 %
6270 -- Stand-by Pay	19,000.00	1,594.24	17,405.76	8.39 %
6300 -- Overtime	4,500.00	288.88	4,211.12	6.42 %
6400 -- Retirement Contribution	160,358.00	15,141.13	145,216.87	9.44 %
6475 -- Retiree Medical OPEB	6,000.00	492.34	5,507.66	8.21 %

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Financial Status (Real-Time)

As of: 7/31/2022 (8% 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	6/30/2023 Fiscal Year Adjusted Budget	7/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
6500 -- FICA Contribution	35,263.00	2,919.53	32,343.47	8.28 %
6600 -- Health Insurance Contrib	82,563.00	13,445.30	69,117.70	16.28 %
6900 -- Workers Compensation	16,264.00	14,600.29	1,663.71	89.77 %
Salaries and Employee Benefits	765,898.00	82,789.03	683,108.97	10.81 %
Services and Supplies				
7030 -- Clothing and Personal	2,550.00	0.00	2,550.00	0.00 %
7053 -- Telephone Service Local	8,420.00	623.64	7,796.36	7.41 %
7090 -- Insurance	54,000.00	53,168.41	831.59	98.46 %
7110 -- Directors Fees	15,000.00	1,050.00	13,950.00	7.00 %
7121 -- Operating Supplies	35,400.00	862.46	34,537.54	2.44 %
7324 -- Audit and Accounting Fees	25,200.00	1,375.00	23,825.00	5.46 %
7362 -- Building Maintenance	8,000.00	420.00	7,580.00	5.25 %
7363 -- Equipment Maintenance	15,500.00	596.74	14,903.26	3.85 %
7404 -- Public Health Lab Serv	24,370.00	1,133.00	23,237.00	4.65 %
7430 -- Memberships	8,675.00	0.00	8,675.00	0.00 %
7450 -- Office Expense	3,800.00	343.73	3,456.27	9.05 %
7454 -- Books & Subscriptions	530.00	0.00	530.00	0.00 %
7459 -- IT Professional Services	4,000.00	0.00	4,000.00	0.00 %
7460 -- Professional & Special Service	44,005.00	0.00	44,005.00	0.00 %
7508 -- Legal Fees	35,000.00	0.00	35,000.00	0.00 %
7510 -- Contractual Services	9,475.00	42.00	9,433.00	0.44 %
7516 -- Permitting Services	9,740.00	0.00	9,740.00	0.00 %
7530 -- Publications & Legal Notices	600.00	250.00	350.00	41.67 %
7546 -- Administrative Expense	3,600.00	0.00	3,600.00	0.00 %
7630 -- Small Tools & Instruments	500.00	0.00	500.00	0.00 %
7653 -- Training Fees & Supplies	7,700.00	0.00	7,700.00	0.00 %
7671 -- Special Projects	400.00	0.00	400.00	0.00 %

Financial Status (Real-Time)

As of: 7/31/2022 (8% 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	6/30/2023 Fiscal Year Adjusted Budget	7/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
7730 -- Transportation and Travel	1,000.00	0.00	1,000.00	0.00 %
7731 -- Gasoline-Oil-Fuel	3,500.00	200.03	3,299.97	5.72 %
7761 -- Electricity	43,000.00	4,855.87	38,144.13	11.29 %
7763 -- Water	2,620.00	189.62	2,430.38	7.24 %
7764 -- Refuse	4,250.00	342.28	3,907.72	8.05 %
Services and Supplies	370,835.00	65,452.78	305,382.22	17.65 %
Expenditures	1,136,733.00	148,241.81	988,491.19	13.04 %
SummerInd San Dist Running Exp	213,105.00	-146,929.81	-360,034.81	-68.95 %

Financial Status (Real-Time)

As of: 7/31/2022 (8% 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	6/30/2023 Fiscal Year Adjusted Budget	7/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	1,500.00	0.00	-1,500.00	0.00 %
Use of Money and Property	1,500.00	0.00	-1,500.00	0.00 %
Charges for Services				
5432 -- Connection Fees	12,385.00	4,690.00	-7,695.00	37.87 %
Charges for Services	12,385.00	4,690.00	-7,695.00	37.87 %
Revenues	13,885.00	4,690.00	-9,195.00	33.78 %
Expenditures				
Capital Assets				
8300 -- Equipment	25,000.00	2,223.41	22,776.59	8.89 %
Capital Assets	25,000.00	2,223.41	22,776.59	8.89 %
Expenditures	25,000.00	2,223.41	22,776.59	8.89 %
Summerland San Cap Facilities	-11,115.00	2,466.59	13,581.59	-22.19 %

Financial Status (Real-Time)

As of: 7/31/2022 (8% 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	6/30/2023 Fiscal Year Adjusted Budget	7/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	3,000.00	0.00	-3,000.00	0.00 %
Use of Money and Property	3,000.00	0.00	-3,000.00	0.00 %
Revenues	3,000.00	0.00	-3,000.00	0.00 %
Expenditures				
Capital Assets				
8300 -- Equipment	128,300.00	69,978.00	58,322.00	54.54 %
8400 -- Infrastructure	800,000.00	343,540.65	456,459.35	42.94 %
Capital Assets	928,300.00	413,518.65	514,781.35	44.55 %
Expenditures	928,300.00	413,518.65	514,781.35	44.55 %
Other Financing Sources & Uses				
Other Financing Sources				
5920 -- Gain/Loss Sale Capital Assets	0.00	20,000.00	20,000.00	--
Other Financing Sources	0.00	20,000.00	20,000.00	--
Other Financing Sources & Uses	0.00	20,000.00	20,000.00	--
SummerInd San Dist-Capital Rep	-925,300.00	-393,518.65	531,781.35	42.53 %
Net Financial Impact	-723,310.00	-537,981.87	185,328.13	74.38 %

Cash Balances (Real-Time)

As of: 8/3/2022
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	8/1/2022 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	8/3/2022 Ending Balance
5215 -- SummerInd San Dist Running Exp	637,878.54	0.00	0.00	0.00	45,844.40	592,034.14
5216 -- Summerland San Cap Facilities	229,911.60	0.00	0.00	0.00	0.00	229,911.60
5217 -- SummerInd San Dist-Capital Rep	1,578,341.91	0.00	0.00	0.00	343,540.65	1,234,801.26
Total Report	2,446,132.05	0.00	0.00	0.00	389,385.05	2,056,747.00



SUMMERLAND SANITARY DISTRICT
Regular Board of Directors Meeting August 9, 2022
Operations Manager Report

OPERATIONS AND FACILITY MAINTENANCE:

- Daily water meter readings being performed by staff.
- On July 13, 2022, the monthly waste discharge and no-spill reports for June 2022 were submitted in CIWQS, an automated online program on a timely basis with no violations.
- Completed an online ADA Compliance in Business training provided by SDRMA.
- Filled out and submitted a Water Loss Adjustment Form to the Montecito Water District for a credit of the water that was lost while the water plumbing was leaking.
- Attended an in-person Tri-Counties CWEA workshop with Ronnie and Eduardo at the Ojai wastewater treatment plant.
- On August 1, 2022, all the district's emergency generators were serviced by Quinn Power Systems. All generators are up to standards with two recommendations. The first recommendation is to replace the coolant system's worn gaskets on the treatment plant's generator. The second recommendation is to replace the faulty block heater on the lift station #2 generator. A proposal is being prepared for the mentioned services.
- Staff completed online safety trainings provided by SDRMA. The trainings included "Back Injury Prevention" and "Water Industry Eye Safety."
- Staff fabricated a gate net to filter out debris from the wastewater prior to flowing into the contact chamber.
- Staff removed an airline that was located in the break room. The airline was a hazard.
- Staff replaced the fascia boards of the treatment plant's effluent building due to termite damage that occurred before the termite chemical treatment.
- Staff fabricated a protective sun cover for the lift station #2 automatic transfer switch display.
- Staff painted the treatment plant's personnel protective equipment (PPE) locker, water heater cabinet, and the contact chamber chlorine residual meter box.
- Staff operated the belt press for 8 hours.
- Staff completed weekly grounds maintenance and landscape work which consists of mowing, weed whacking, blowing, edging, and raking. Grounds are watered weekly during dry months with reclaimed water.

COLLECTION SYSTEM / LIFT STATIONS:

- The property owner of 2225 Calle Culebra inquired on the location of his property's sewer lateral connection to the district's sewer mainline. Staff located the connection by performing a tracing dye test and communicated the findings with the property owner.
- Staff cleaned 343 feet of sewer mainline.
- Staff videoed 167 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 checking each lift station's emergency generator, filling generators with fuel if necessary, and performing maintenance.

SUMMERLAND SANITARY DISTRICT**Regular Board of Directors Meeting August 9, 2021
District Administrative Manager Report****New Connection Permit for Construction of a new ADU:**

Connection Permit Application and (Proportional) Capital Recovery fee was paid for by:
173 Evans Avenue

Issuing of Will Serve Letter, Permit and Administration Fees for Construction of new ADU:
173 Evans Avenue

Administration (Tasks Completed Out of the Ordinary)

- Completed Training Cybersecurity Awareness, Law and Global Compliance Standards.
- Researched and contacted several Rate Study Firms.
- Purchased a new HP Office Computer, which was set up by a computer technician.
- Submitted Property Tax Roll Report and Charges for FY2022-2023.
- Updated the Administration Handbook.
- Did some housecleaning: Collected outdated old files/payroll information and destroyed and shredded confidential information according to the District's Retention/ Destruction Policy.
- Reviewed the Conflict of Interest Code Resolution.

Scheduled days off:

August 10th through August 26th.