



Regular Board of Directors Meeting

Thursday, November 10, 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. **BOARD VACANCY APPOINTMENT HEARING** [Action Item]
 - Affidavit of Posting.
 - The Board will conduct interviews with interested candidates and will consider the appointment of a new Director to fill the vacancy created by the resignation of D. Novis.
- VI. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF OCTOBER 13, 2022**
[Action Item]

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AGENDA

- VII. **APPROVAL OF THE MONTHLY EXPENSES FOR OCTOBER 2022, INCLUDING PAYROLL AND PETTY CASH** [Action Item]
- VIII. **COMMITTEE REPORTS UPDATES**
- A. Finance Committee Report
 - B. Administrative, Operations Personnel Committee Report
- IX. **NEW BUSINESS ITEMS**
- A. **Review of the LAFCO Municipal Service Review (MSR) October 2022 draft** [Action Item]
Description: District staff received a draft MSR to be discussed with the Board. The Board will be requested to accept the MSR as presented.
Recommendation: Staff recommends that the Board accept the MSR as presented. (See staff report).
 - B. **Board Discussion: District's Future** [Action Item]
Description: The Board will hold a discussion on the District's future predicated on cost/revenues, personnel challenges, and climate change and will consider reaching out to Carpinteria Sanitary District to request interim services.
 - C. **Financial Proposal- Rate Study, First Phase** [Action Item]
Description: The Board of Directors received an updated Financial Proposal from L&T Municipal Consultants. The Board will be requested to approve or disapprove the proposal.
Recommendation: Staff recommends approving the Proposal (see staff report).
 - D. **Discussion of Operations Manager Vacancy Position** [Action Item]
The Board will receive an update on the status, applicants, and scheduled interview dates.
The Board will review the position description and requirements and may elect to change the job description, responsibilities, pay range, and contracting or recruiting method.
- X. **FINANCIAL STATUS REPORT OCTOBER 2022** [Action Item]
The Board will receive Financial Status and Cash Balances Reports for Funds 5215, 5216, and 5217 and may ask 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**

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AFFIDAVIT OF POSTING

NOTICE OF VACANCY IN OFFICE


The undersigned Administrative Manager of the Summerland Sanitary District hereby certifies that a vacancy exists in the office of the Board of Directors effective October 13, 2022.

On October 21, 2022, the undersigned Administrative Manager of the Summerland Sanitary District caused to be posted a notice of such vacancy in office in three conspicuous locations in the district, said conspicuous places being:

- 1) The Public Announcement board of the SUMMERLAND SANITARY DISTRICT, 2434 Wallace Avenue, Summerland, California.
- 2) The station of SUMMERLAND- CARPINTERIA FIRE PROTECTION DISTRICT, 2375 Lillie Avenue, Summerland, California.
- 4) The Public Announcement Board of the SUMMERLAND POST OFFICE, 2245 Lillie Avenue, Summerland, California.

A true copy of the said notice so posted is attached hereto.

Date: November 3, 2022



Mar Souza, District Administrative Manager



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Notice of Vacancy Summerland Sanitary District Board Member Seat

NOTICE IS HEREBY GIVEN pursuant to California Government Code Section 1780 that a vacancy exists on the Summerland Sanitary District Governing Board for a term ending December 6, 2024.

NOTICE IS FURTHER GIVEN that the District Board will consider filling the vacancy by appointment at the regular District Board meeting at 3:00 p.m. on Thursday, November 10, 2022.

The appointed Board member will serve until the general election in November 2024. The appointed Board member may then put his/her name on the November 2024 general election ballot.

Serving on the board will require a commitment to attend monthly in-person Board Meetings on the second Thursday of each month at 3:00 p.m. (holiday schedules may apply) and Committee Meetings. Compensation is \$175 per meeting.

Requirements for Board eligibility and membership include:

- Residence in the District
- Being a registered voter

The newly appointed Director will be required to complete the following training modules after taking office:

- Ethics Training, per CA AB1234
- Sexual Harassment Training, per CA AB1825

Once a year the Board Directors are required to fill out the Annual Statement of Economic Interests (Form 700) reporting per the California Fair Political Practices Commission.

To apply for this position, interested candidates must submit the Application for Appointment Form by **Thursday, November 3, 2022, no later than 5:00 p.m.**, delivered by mail, personal delivery, or e-mail to:

Summerland Sanitary District Board of Directors
2435 Wallace Avenue
P.O. Box 417
Summerland, CA 93067-0417
info@summerlandsd.org

Visit www.summerlandsd.org for more information and to download the **Application for Appointment Form**. You may also contact the Summerland Sanitary District at 805-969-4344, or info@summerlandsd.org to request a copy of the **Application for Appointment Form**.

Thank you!



V

APPLICATION FOR APPOINTMENT TO THE SUMMERLAND SANITARY DISTRICT BOARD OF DIRECTORS

Instructions:

If you are interested in serving on the Summerland Sanitary District Board of Directors, please complete this application and send it to Summerland Sanitary District P.O. Box 417, Summerland CA 93067, or email via info@summerlandsd.org

Full Name:	Gary W. Robinson
Residence Address:	[Redacted]
Mailing Address:	[Redacted]
Phone Number:	[Redacted]
Email Address:	[Redacted]
Registered Voter:	[Redacted]

Education

Institution	Completed	Major /Degree
UCSB	1971	B.A. Political Science
UCSB	1976	MA Education Administration
Loyola of Los Angeles Law School	1979	Juris Doctor - Law Degree

Work/Volunteer Experience

Organization	Position	From	To
Montecito Union School District	Trustee — Board of Trustees	9 years 1990's — 2000's	

Organization	Position	From	To
Santa Barbara Botanic Garden	Trustee - Board of Trustees	1995	2001
		2008	2014
Santa Barbara County Drug Program Board	Member	4 yrs	?

Statement of Qualifications

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

I am a resident of Summerland and care about our community and its organizations. As a resident, I feel we each have a responsibility to give back to our community in whatever way we can. I feel that I have the background and experience to bring added value to this Board and the District.

CERTIFICATION:

I certify that the information contained in this application is true and correct. I authorize the verification of the information contained in this application.


Signature

Nov 2, 2022
Date



Minutes of the Regular Board of Directors Meeting

Thursday, October 13, 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
JOHN FRANKLIN (Via Zoom)
DAVID NOVIS
MARTIN TUCKER
JAMES WITMER

ABSENT

-

OTHERS PRESENT

NOE AGUILAR VEGA	Operations Manager
MARJON (MAR) SOUZA	Administrative Manager

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

President D. Novis said he proposed a minor change under the agenda item "Discussion of Replacing the Operation Manager Position". This item is listed as a non-action item, and it should be listed as an action item. President D. Novis asked if there were any objections to this. Hearing no objections, the agenda was approved with the proposed change.

IV. PUBLIC COMMENT [NON-AGENDA ITEMS]

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

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF SEPTEMBER 8, 2022 [Action Item]

A motion was made by Director M. Tucker to approve the minutes of the Regular Board Meeting of September 8, 2022. 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

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VI. APPROVAL OF THE MONTHLY EXPENSES FOR SEPTEMBER 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 \$70,112 for Fund 5215 and \$2,627 for Fund 5217. 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

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.

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]

The Board reviewed the submitted staff report. Operations Manager N. Aguilar Vega said that the new blower units were installed and tested. Staff has been trained on the operation and maintenance of the Blowers by an Aerzen technician. The old blower parts from blowers 1 and 2 will be used to rebuild the 3rd blower that hasn't been replaced. With the completion of the installation, the emergency condition, as described in Resolution 2021-08 is terminated.

A motion was made by Director J. Colomy to terminate the emergency condition as described in Resolution 2021-08, as required per Public Contract Code, Chapter 2.5 Emergency Contracting Procedures, Section 22050. 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. NEW BUSINESS ITEMS

A. Acceptance of Resignation of Operations Manager

The Operations Manager submitted his resignation on October 6, 2022, with his last day of work to be December 31, 2022, or sooner if replacement is found and services are no longer required.

Operations Manager N. Aguilar Vega explained his reasoning for leaving the district and his position; he is going to work in the private sector by taking over the family business and he will further his education.

Director Colomy, Franklin, Witmer, and Tucker wished Mr. Aguilar Vega good luck with his new endeavors and thanked him for the years of service with the District, he will be greatly missed. President Novis said that he wanted to be on record that he is very disappointed in Mr. Aguilar Vega. He appreciated that the Directors wished him well, but it puts the District in a difficult situation now that half of the Management team is leaving in a couple of months and the position might be hard to fill with the personnel shortage.

B. Discussion of Replacing the Operation Manager Position [Action Item]

The Board will discuss the replacement and advertisement of the Operation Manager Position, and, or possible restructuring of the district.

Operations Manager Noe Aguilar Vega said that he is flexible to work part-time if needed after December until the right person has been found. President Novis said that the action item is to go ahead and advertise the position. President Novis said that the position could be called Operations Supervisor and the salary range will be predicated on the level of experience. Administrative Manager Souza recommended that the Job position title should be Operations Manager and not Operations Supervisor since the job responsibilities that are currently listed are that of a manager. If the Board would like to hire a supervisor, then there should be a reorganization and a change in the job description and responsibilities. President Novis disagreed. Operations Manager Aguilar Vega said that in his role previously as an Operations Supervisor he did have the managers' responsibilities, but not the job title. Working in this industry with peers and vendors it's important to have a job title that fits with the given responsibilities. President Novis disagreed with this statement. Director Franklin said the board should look at what the needs are for the district. President Novis said that if the Board believes that the District should go search for an Operations Manager then the Board should move ahead with the search for this and he requested to tally for a vote on the position title. Director Witmer asked for clarification regarding the job title. President Novis said that Mr. Aguilar Vega worked himself up to the position and that it's different. Mr. Aguilar Vega said that there is a certain degree of responsibility that he carried. President Novis started a conversation with Mr. Aguilar Vega. At this point, President Novis was requested to return to the agenda item by District Administrative Manager Souza, and President Novis said that he did not want to be interrupted by Ms. Souza. Then President Novis was also requested by Director Colomy to return to the discussion of the agenda item and to the discussion of the job title and she said that she strongly preferred the job title Operations Manager. President Novis said that with everything he has done for the District, it was obvious that right up to this point he was no longer effective as President. District Manager Souza said that that was untrue. President Novis said that "as of now I resign, I'm through, I'm through". At this point, Mr. Novis exited the room. Vice-President Colomy took over the meeting as President Pro-term. A motion was made by Director M. Tucker to accept Director D. Novis's resignation as Board President, the motion was seconded by Director Franklin and passed with the following roll call:

AYES:	4	J. Colomy, J. Franklin, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	D. Novis

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ABSTAIN: 0 None

Administrative Manager Souza will follow up with a phone call to Mr. Novis.

Pro-term President Colomy said that the Board will return to the agenda item Discussion of the replacement of the Operations Manager Position. The position that will be advertised is for an Operations Manager and the salary range that was discussed was \$105,000 – to \$130,000 depending on experience. Operations Manager N. Aguilar will be available until a replacement is found and staff have been trained for some of the reporting tasks as well. The posting will be done through CWEA, Indeed, and through distribution in the surrounding Districts.

A motion was made by Director Witmer that the Board will be advertising for an Operations Manager position according to the job description that was handed out, with a salary range of \$105,000 - \$130,000, depending on experience. The motion was seconded by Director J. Franklin. The motion was passed with the following roll call:

AYES:	4	J. Colomy, J. Franklin, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	D. Novis
ABSTAIN:	0	None

C. Proposals for Professional Services- WWTP Ocean Outfall Replacement Cost [Action Item]
The Board will discuss and approve one of the proposals received from MNS and MPM for Professional (Engineering) Services for the Replacement Cost of the Ocean Outfall.

Operations Manager N. Aguilar Vega said that both proposals have the same objective of providing a cost estimate for the replacement of the outfall pipeline. The firm MNS also provides a plan and profile map in detail with a total cost of \$36,131. Both proposals will include the permitting and designing cost estimates for the replacement of the Outfall. Since the District is only interested in the receipt of a detailed cost estimate Operations Manager N. Aguilar Vega recommends approving the proposal from MPM with a total cost of \$6,500.

A motion was made by Director Franklin to approve the MPM proposal with a total cost of \$6,500. The motion was seconded by Director J. Witmer with the following roll call:

AYES:	4	J. Colomy, J. Franklin, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	D. Novis
ABSTAIN:	0	None

B. Rate Study Proposals [Action Item]

The Board of Directors received a Rate Study Proposal from L&T Municipal Consultants. The Board will be requested to approve or disapprove the proposal.

A motion was made by Director Witmer that the Board accepts the Rate Study Proposal from L&T Municipal Consultants. The motion was seconded by Director M. Tucker.

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District Administrative Manager Souza said that a Request for Proposal was sent out to eight firms and three of them responded; Raftelis and HF&H responded that they did not have the resources to take on the project at such short notice. L&T Municipal Consultants submitted a proposal. Pro-term President J. Colomy said that this firm's consultant also gave the Board Workshop last month. The Administrative Manager said that she called the references that were listed in the proposal, and they all shared that they had a very positive experience working with the firm and Ms. Lechowicz. The firm seems to work with smaller Districts.

District Administrative Manager M. Souza said that now that there is an upcoming change in Management, perhaps the Board does want to contemplate waiting to commence with a Rate Study until new management is hired. A discussion was held.

In light of the personnel change and the unknown cost of the replacement of the Outfall pipeline, which might push the District towards the direction of exploring dissolution further, the Board was of the opinion to table the motion of accepting the Proposal for a Rate Study until a cost estimate is received for the replacement of the outfall pipeline.

Director J. Franklin moved to table the Motion until the Board receives the detailed cost estimate of the outfall pipeline replacement. The motion was seconded by Director Tucker and passed with the following roll call:

AYES:	4	J. Colomy, J. Franklin, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	D. Novis
ABSTAIN:	0	None

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

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

Director J. Franklin announced that he had to leave the meeting and left the meeting by signing off through the Zoom videoconferencing.

A motion was made by Director J. Witmer to accept the Financial Status Report of September 2022. The motion was seconded by Director J. Colomy, and was approved by the following roll call vote:

AYES:	3	J. Colomy, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	2	J. Franklin, D. Novis
ABSTAIN:	0	None

VIII. OPERATIONS MANAGER REPORT

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

- Operations Manager N. Aguilar Vega announced the retirement of Alfonso Aguilar and said that his last day of work will be October 21st. A retirement luncheon will be organized at Delgado's restaurant in November. The Board members checked their calendars and November 3rd was tentatively agreed on.

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- The new NPDES Permit requires electronic recording of the incoming values of influent flow. The meters are ordered and the plumbing and rerouting and installation for this has been completed by staff. The project should be completed by November 1st.

IX. ADMINISTRATIVE MANAGER REPORT

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

XI. BOARD COMMUNICATIONS

- A. Board communications: Retirement Lunch for Alfonso Aguilar is tentatively set for November 3rd at Noon at Delgado's restaurant.
- B. Items for future Board meetings. -
- C. The next regular board meeting is Thursday, November 10, 2022.

XII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular Board Meeting at 4:17 p.m. and was seconded by Director J. Colomy and carried by three ayes and 2 absent votes.

Respectfully submitted:

Jim Witmer
Board Secretary

Date: November 10, 2022

Minutes prepared by M. Souza

Expenditure Transactions

For the Month of October 2022 (includes Payroll 9/30/2022)

From 10/1/2022 to 10/31/2022

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
JE - 0239824	10/1/2022		7324	FIN Billing Q1 FY 22-23: Summerland Sanitary Dist	1,003.75		
JE - 0240445	10/1/2022		6400	Retirement Contr. Payroll 09-30-2022	7,621.88		
JE - 0240445	10/1/2022		6475	Retirement Healthcare Contr. retirees 09-30-2022	241.67		
JE - 0240403	10/5/2022		6475	HRA Administrative Fee - SEP 2022	9.00		
CLM - 0703269	10/6/2022		6100	Regular Salaries Sep 16-30, 2022	17,279.18	790178	Summerland Sanitary District
CLM - 0703269	10/6/2022		6270	Standby Sep 16-30, 2022	846.10	790178	Summerland Sanitary District
CLM - 0703269	10/6/2022		6300	Overtime Sep 16-30, 2022	0.00	790178	Summerland Sanitary District
CLM - 0703269	10/6/2022		6500	Medicare and Fica Sep 16-30, 2022	1,461.94	790178	Summerland Sanitary District
CLM - 0703307	10/6/2022		7053	Internet October 2022	100.00	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0703309	10/6/2022		7363	PH Electrode for PH Meter	277.71	835122	USA BLUEBOOK
CLM - 0703315	10/6/2022		7121	850 Gallons of Sod Hypo	2,929.65	214614	UNIVAR SOLUTIONS USA INC
CLM - 0703318	10/6/2022		7731	Gasoline September	73.20	522736	McCormix Corporation
CLM - 0703311	10/7/2022		7362	Electr. Fittings & Conduit for new influent meter	237.93	130600	CALIFORNIA ELECTRIC SUPPLY
CLM - 0703312	10/7/2022		7404	FGL Lab testing 07/01-8/17	1,708.00	270150	FGL ENVIRONMENTAL INC
CLM - 0703314	10/7/2022		7363	CCTV Van Camera Connectors	319.02	103872	ARIES INDUSTRIES INC
CLM - 0703317	10/7/2022		7362	Fittings for plumbing electr. wire infl. meter	14.68	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0703320	10/7/2022		7121	525 Gallons of Sodium Bisulfite	2,066.44	214614	UNIVAR SOLUTIONS USA INC
CLM - 0703321	10/7/2022		7363	Meter for new DO Sample Requirement	853.38	835122	USA BLUEBOOK
CLM - 0703322	10/7/2022		7110	Comp. Agenda Setting Meeting 10/06/2022	175.00	026964	DAVID NOVIS
CLM - 0703326	10/7/2022		6600	Medical Benefits Nov 2022	6,722.65	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0703388	10/7/2022		7763	Drinking water June 2022	54.11	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0703313	10/8/2022		7516	Dig alert ticket cost October 2022	8.75	828128	UNDERGROUND SERVICE ALERT
CLM - 0704283	10/14/2022		7362	Unistrut for clamping influent meter	99.42	130600	CALIFORNIA ELECTRIC SUPPLY
CLM - 0704284	10/14/2022		7763	Water September 2022	139.05	556712	MONTECITO WATER DISTRICT
CLM - 0704285	10/14/2022		7508	Legal Serv. September 2022	150.00	146937	LAW OFFICE OF JANET K MCGINNIS
CLM - 0704286	10/14/2022		7053	Phone Wireless September 2022	219.12	297454	VERIZON WIRELESS
CLM - 0704288	10/14/2022		7764	Trash Service September 2022	348.09	509950	MARBORG INDUSTRIES
CLM - 0704289	10/14/2022		7363	Carrying Case for CCTV Camera Tractor	560.12	103872	ARIES INDUSTRIES INC
CLM - 0704290	10/14/2022		7510	Call Center Service - September 2022	70.07	106048	CENTRAL COMMUNICATIONS

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Expenditure Transactions

From 10/1/2022 to 10/31/2022

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 - 0704291	10/14/2022		7324	Accounting Serv. FY22-23 4th billing	935.00	067460	BARTLETT PRINGLE & WOLF
JE - 0240711	10/15/2022		6400	Retirement Contr. Payroll 10-15-2022	7,397.98		
JE - 0240711	10/15/2022		6475	Retirement Healthcare Contr. retirees 10-15-2022	241.67		
CLM - 0704499	10/17/2022		7653	L&T Municipal Consultants Workshop Board	1,955.00	790180	Summerland Sanitary District
CLM - 0704499	10/17/2022		7653	Grade III Certification R.Perez	170.00	790180	Summerland Sanitary District
CLM - 0704499	10/17/2022		7510	Monthly Payroll Program	70.00	790180	Summerland Sanitary District
CLM - 0704499	10/17/2022		7763	Water Usage Lines Cleaning 2nd Q. 22-23	113.37	790180	Summerland Sanitary District
CLM - 0704752	10/17/2022		6100	Regular Salaries October 1-15, 2022	16,766.74	790178	Summerland Sanitary District
CLM - 0704752	10/17/2022		6270	Standby October 1-15, 2022	820.65	790178	Summerland Sanitary District
CLM - 0704752	10/17/2022		6300	Overtime October 1-15, 2022	288.88	790178	Summerland Sanitary District
CLM - 0704752	10/17/2022		6500	Medicare and Fica October 1-15, 2022	1,441.06	790178	Summerland Sanitary District
CLM - 0705196	10/20/2022		7653	Comp. Ethics Training 10/11/2022	175.00	009934	JOLENE M COLOMY
CLM - 0705197	10/20/2022		7653	Comp. Ethics Training 10/11/2022	175.00	765907	John Franklin
CLM - 0705198	10/20/2022		7653	Comp. Ethics Training 10/11/2022	175.00	026964	DAVID NOVIS
CLM - 0705199	10/20/2022		7653	Comp. Ethics Training 10/11/2022	175.00	009758	MARTIN TUCKER
CLM - 0705202	10/20/2022		7653	Comp. Ethics Training 9/27/2022	175.00	091927	JAMES WITMER
CLM - 0705206	10/20/2022		7110	Compensation Regular Board Meeting 10/13/2022	175.00	765907	John Franklin
CLM - 0705208	10/20/2022		7110	Compensation Regular Board Meeting 10/13/2022	175.00	009758	MARTIN TUCKER
CLM - 0705209	10/20/2022		7110	Compensation Regular Board Meeting 10/13/2022	175.00	026964	DAVID NOVIS
CLM - 0705211	10/20/2022		7110	Compensation Regular Board Meeting 10/13/2022	175.00	009934	JOLENE M COLOMY
CLM - 0705212	10/20/2022		7110	Compensation Regular Board Meeting 10/13/2022	175.00	091927	JAMES WITMER
CLM - 0705285	10/20/2022		7761	Electric Bill August 2022	4,677.32	767200	SOUTHERN CALIFORNIA EDISON
DJE - 0159008	10/20/2022		7404	FGL reimburse overpayment Lab testing	-259.00		
DJE - 0159008	10/20/2022		7404	FGL reimburse overpayment Lab testing	-29.00		
CLM - 0705475	10/24/2022		7450	Household supplies	94.05	790180	Summerland Sanitary District
CLM - 0705475	10/24/2022		7450	Batteries	57.89	790180	Summerland Sanitary District
CLM - 0705475	10/24/2022		7454	Monthly Subscription Zoom and Office 365	23.24	790180	Summerland Sanitary District
CLM - 0705475	10/24/2022		7460	Digital Scanning of Treatment Plant Maps	285.00	790180	Summerland Sanitary District
CLM - 0705475	10/24/2022		7363	2 Safety Calendars Pre-order 2023	25.90	790180	Summerland Sanitary District
CLM - 0705475	10/24/2022		7630	Digital Caliper (Husky)	37.68	790180	Summerland Sanitary District



Expenditure Transactions

From 10/1/2022 to 10/31/2022

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 - 0705477	10/24/2022		7121	Graduated Cylinder (2) 1000 ml	157.10	835122	USA BLUEBOOK
CLM - 0705478	10/24/2022		7761	Electric Bill September 2022	4,990.26	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0705482	10/24/2022		7731	Gasoline October 2022	145.80	522736	McCormix Corporation
CLM - 0705484	10/24/2022		7460	Electr. Tech soldered Amphenol cable connector	330.00	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0705487	10/24/2022		7460	Electr. Tech labor New Blower Installation work	935.00	226497	ELECTRICAL INSTRUMENTATION SERVICES
CLM - 0705597	10/24/2022		7764	Trash Service May 2022 and September 2022	690.37	509950	MARBORG INDUSTRIES
CLM - 0705999	10/27/2022		6100	Final Paycheck S.A.A. Oct 22, 2022	9,003.87	790178	Summerland Sanitary District
CLM - 0705999	10/27/2022		6500	Medicare and Fica Final Paycheck S.A.A. Oct 22, 22	688.79	790178	Summerland Sanitary District
CLM - 0706359	10/28/2022		6100	Regular Salaries Oct 16-31, 2022	14,630.47	790178	Summerland Sanitary District
CLM - 0706359	10/28/2022		6270	Standby Sep Oct 16-31, 2022	871.91	790178	Summerland Sanitary District
CLM - 0706359	10/28/2022		6500	Medicare and Fica Oct 16-31, 2022	1,265.43	790178	Summerland Sanitary District
CLM - 0706364	10/28/2022		7653	Advertisement Cost Operations Manager & Operator I	270.00	835590	COASTAL VIEW
CLM - 0706372	10/28/2022		7053	Monthly Charge LS Alarm Phones 10/13-11/12	197.88	075391	FRONTIER
CLM - 0706379	10/28/2022		7053	Monthly Charge Plant/Office Phone 10/13-11/12	285.35	075391	FRONTIER
JE - 0241197	10/31/2022		6400	Retirement Contr. Payroll 10-31-2022	7,144.77		
JE - 0241197	10/31/2022		6475	Retirement Healthcare Contr. retirees 10-31-2022	241.67		
JE - 0241344	10/31/2022		6100	Relocate EE Contr. SBCERS 1st Q 22 to 6100 Payroll	6,068.17		
JE - 0241344	10/31/2022		6400	Relocate EE Contr. SBCERS 1st Q 22 to 6100 Payroll	-6,068.17		
Total SummerInd San Dist Running Exp					124,302.01		



Expenditure Transactions

From 10/1/2022 to 10/31/2022

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 - 0704508	10/17/2022		8300	Primary Clarifier Sprockets 1st shipment	9,994.10	053806	EVOQUA WATER TECHNOLOGIES LLC
CLM - 0704510	10/17/2022		8300	Primary Clarifier Sprockets 1st shipment & chain	7,770.98	053806	EVOQUA WATER TECHNOLOGIES LLC
Total Summerland San Cap Facilities					17,765.08		

Expenditure Transactions

From 10/1/2022 to 10/31/2022

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 - 0704282	10/14/2022		8300	Aerzen Blower Installation Cushman Final Inv.	58,322.00	143884	CUSHMAN CONTRACTING CORPORATION
Total SummerInd San Dist-Capital Rep					58,322.00		



IX
A

Board of Directors Meeting STAFF REPORT

TO : Board of Directors
FROM : District Management
DATE : November 10, 2022
RE : **LAFCO DRAFT MUNICIPAL SERVICE REVIEW (MSR)**

INFORMATION: In March 2022 Staff received a questionnaire to be filled out for the LAFCO's Municipal Service Review 2022. MSRs are typically done every five years by LAFCO.

FYI: Municipal Service Reviews (MSR) were added to LAFCO's mandate with the passage of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. A service review is a comprehensive study designed to better inform LAFCO, local agencies, and the community about the provision of municipal services. Service reviews attempt to capture and analyze information about the governance structures and efficiencies of service providers, and to identify opportunities for greater coordination and cooperation between providers. The service review is a prerequisite to a sphere of influence determination and may also lead a LAFCO to take other actions under its authority.

In October 2022 District Management received the first draft of the MSR from Mr. Mike Prater to be reviewed and it was requested to present the document to the Board. Management reviewed, edited, and requested changes in the draft document. Mr. Prater incorporated the requested changes.

The final draft was sent on November 2, 2022 (See Exhibit B).

Two important items to highlight from the document is that LAFCO encourages the exploration of finding a successor agency if this is the most feasible option for providing services. Management also requested LAFCO to change the Sphere of Influence since the Summerland Heights area was not annexed into the District in 1999. Two Parcels on Ortega Ridge Road also have been included in the request (See pages 64-66). LAFCO agrees with this request.

RECOMMENDATION: To review the draft Municipal Service Review and approve the document as presented.

SUGGESTED MOTION: To accept the draft MSR as presented.

Exhibit B: MSR F. Summerland Sanitary District (Page 61-85)

F. Summerland Sanitary District

Administrative Office: 2435 Wallace Avenue, Summerland, CA 93067-0417
 Mailing Address: P.O. Box 417, Summerland, CA 93067
 Phone: 805/969-4344
 Fax: 805/969-5794
 Email: msouza@summerlandsd.org
 Website: www.summerlandsd.org
 Administrative Manager: Marjon (Mar) Souza
 Operations Manager: Noe Aguilar Vega

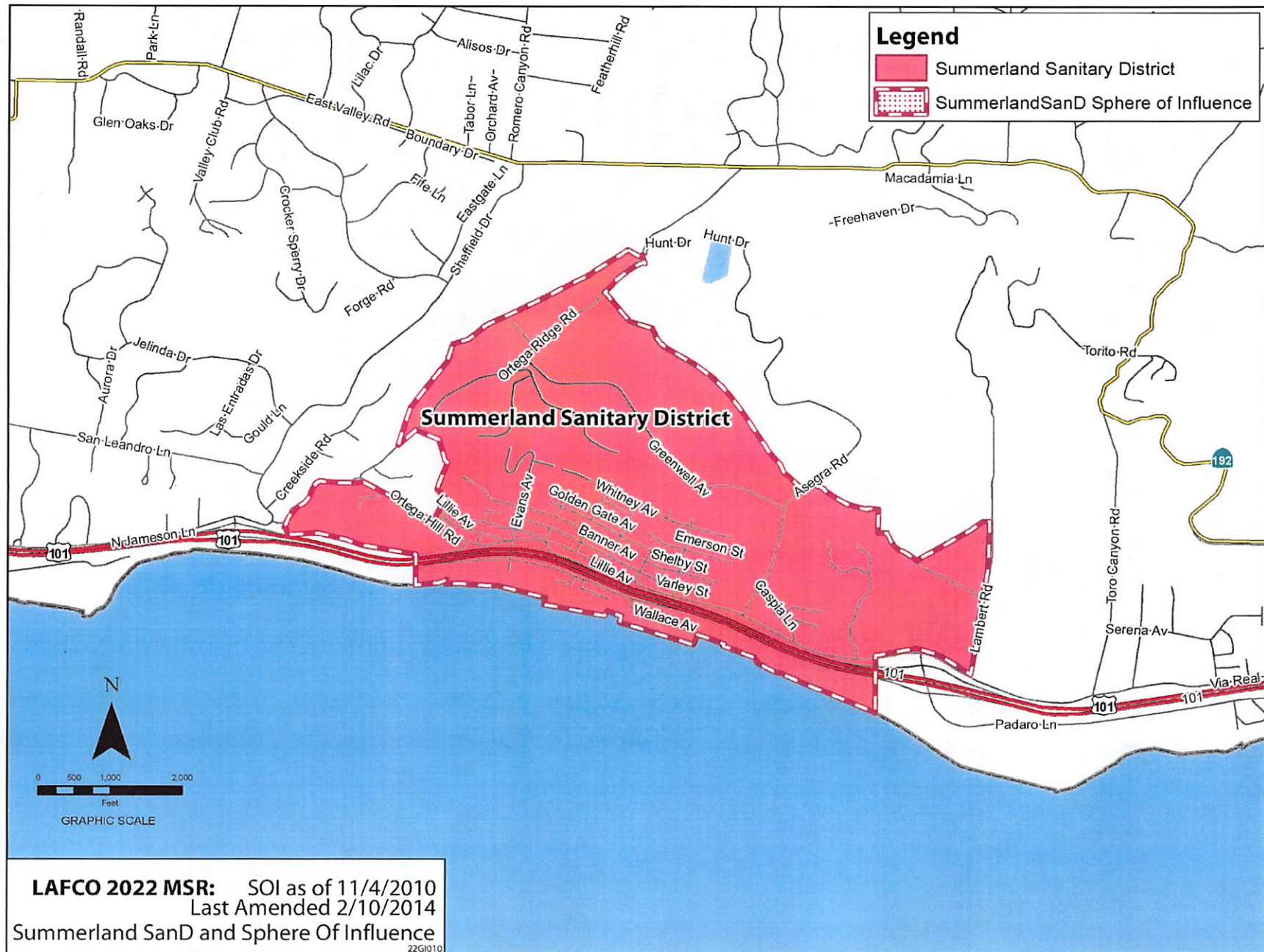
SUMMARY

The Summerland Sanitary District provides wastewater collection, treatment and disposal services to the residents and businesses within surrounding unincorporated areas in Summerland to approximately 1,505 people throughout 2.0 square miles in southern Santa Barbara County that lies 6.2 miles east of Santa Barbara and 7 miles northwest of Ventura County line. The District is located on both sides of State Highway 101, and extends from Ortega Hill Road on the east to Lambert Road on the west. The District's boundary and Sphere of Influence are coterminous. The District has requested a Study Area for expansion. The District receives financial support at a rate of approximately \$872 per resident and maintains a fund balance to meet future needs. The District has financial procedures in place to ensure the preparation of timely agency audits.

BACKGROUND

The Summerland Sanitary District was formed in 1957. It was formed to provide sewage collection and treatment for residents within the District's geographical boundaries under the provisions of the Sanitary District Act of 1923 Health and Safety Code, State of California, Section 6400, et seq.

The Summerland Sanitary overlaps the Carpinteria/Summerland FPD, Montecito Water District, County Service Areas 11 (Parks) and 32 (Law Enforcement), Santa Barbara Metropolitan Transit District, Santa Barbara Mosquito and Vector Control District, Cachuma RCD, County Flood Control & Water Agency, and Carpinteria Cemetery District.



The District serves an estimated population of 1,505 people. The District anticipates a growth rate of less than one (1) percent a year within its boundaries in the coming years. In 2020, it was estimated that the District serves 611 parcels, 50 on septic systems not available to sewer, 84 on septic but sewer is available, and 175 are either agriculture/vacant/or other. The District serves approximately 480 connections.

OPERATIONS

Summerland Sanitary is composed of four (4) operators and collection staff, including an Operations Manager, Plant Operator II, Operator I, Lead Collections/Operator II, and a District Administrator. All Operators are certified through the Operator's Certification Program of the State Water Resources Control Board. Two staff members are Certified through the California Water Environment Association (CWEA) Technical Certification Program.

The District serves approximately 480 connections, of which 703 EDUs are residential and 172 are non-residential. The District is primarily comprised of residential development with limited commercial land uses intermixed throughout its service area. The wastewater collection system consists of 150 manholes and cleanouts, and three (3) lift stations. These facilities convey wastewater to the District's The wastewater treatment plant is designed to treat 0.3 MGD. Gravity pipelines range in size from 6 to 12 inches in diameter, with the majority being 8 inches in diameter. The predominant pipe material is vitrified clay pipe (VCP). The average age of the collection system is approximately 60-70 years.

OPPORTUNITIES & CHALLENGES

The Summerland Sanitary District currently approved a proposal in October 2022 to receive a detailed cost estimate for the replacement of their ocean outfall pipeline. This is expected to be a major financial project, which might drain the district's financial reserves. Financial recuperation of the replacement of ocean outfall pipeline might be challenging since the District has a small customer base with no growth expectancy. The District has sought information from LAFCO regarding a possible dissolution and annexation into a neighboring sanitary district. If a successor agency can be identified, and the Board considers dissolution to provide the best solution for its customers then further exploration will commence.

Annual Sewer Rates: The last rate study was completed and presented to the Board of Directors on December 14, 2017, that adjusted rates until the fiscal year 2023.

LAFCO of Santa Barbara County encourages the District and the neighboring District to consider options for becoming a successor agency if that becomes the most feasible option for providing services. A collaborative effort of the Districts to identify financial issues and solutions facing the District, level of service issues and solutions if transferring the service, reliable solution for long-

term collection, treatment, and disposal for the community, and reasonable rates established moving forward.

Governance Structure Options

The District has not identified any government structure options however consolidation has been considered, but only in an informal setting. The District does see value in evaluating the benefits to the District and its citizens. The need for structural governance changes should be studied and a successor agency identified that can provide efficient and effective sanitary services. The enabling legislation indicates a multipurpose governmental agency, especially in urban areas, may be the best mechanism to account for community needs, financial resources and service priorities. It may be that a legal or functional consolidation with other surrounding based local agencies such as Montecito Sanitary District or Carpinteria Sanitary District may result in greater overall economy or efficiency in providing services to the community. Montecito Agencies are currently evaluating consolidation options and expanding the service area of Summerland may be beneficial to both communities. Alternatively, Carpinteria Sanitary District could be another provider adjacent to Summerland. A study consolidating Summerland and Carpinteria has not been conducted or considered to date. The study of dissolution and annexation identifying the Carpinteria Sanitary District as the successor agency could be a feasible solution.

LAFCO staff sees value in local agencies collaborating and exploring opportunities to improve the delivery of municipal services. It is still unknown whether it is feasible for another local service provider to assume responsibilities within this area. Therefore, LAFCO staff recommends that the District continue to discuss possible partnerships with other neighboring agencies. If an agreement is made, in which all affected parties agree on the transfer of responsibilities, a change of organization may be considered at that point.

Regional Collaboration

The Sanitary District participates in the Integrated Regional Water Management Plan process. The District participates in the California Association of Sanitation Agencies, Santa Barbara County Sanitation Agency Managers Association (SAMA), Special Districts Risk Management Authority, and California Association of Special Districts.

SPHERE OF INFLUENCE & BOUNDARIES

The Sphere of Influence for the Summerland Sanitary District's boundary is coterminous with the District service area. The District currently has no Sphere of Influence beyond this boundary, but provides services outside of its service area. A map of the District's Sphere of Influence and boundaries can be seen at the beginning of this profile.

Sphere of Influence Study Areas

For study purposes, LAFCO staff has prepared the following table and map that included subdivision tract within the Ortega Ridge and Summerland Heights neighborhood to be considered as the Study Areas for the Sphere of Influence. The Study Areas are used to help analyze and identify which properties should be added or excluded from the Sphere of Influence. A summary of the Study Areas is listed in the table below:

Table F-1: Summerland Sanitary Study Areas

Study Area	Description	Acres	Existing Zoning	Prime AG Land	Constraints
1	Ortega Ridge/Summerland Heights	21.1	Single-Family Residential Res-1.0	No	Unknown, Existing connections
	Totals	21.1			

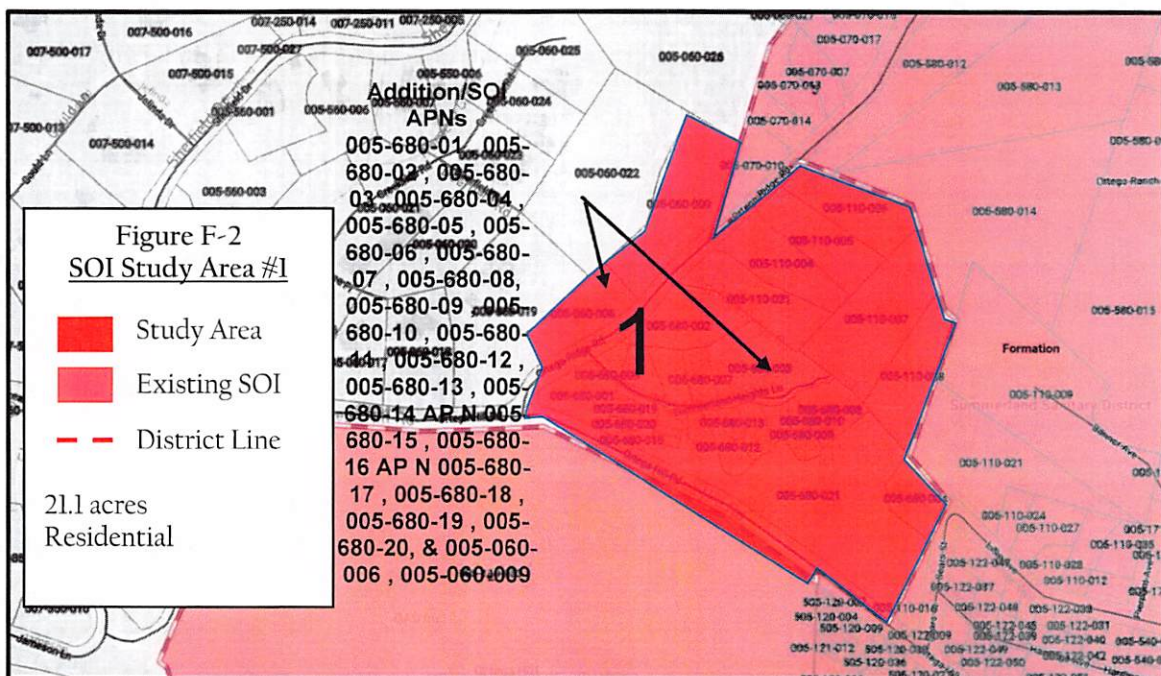
The Study Areas are described in more detail below and include: a map that focuses on the particular area and the recommendation made by LAFCO Staff. The discussion addresses the size and location of the area, current zoning, and other relevant information. The staff recommendation for each area is based upon the information in the Municipal Service Review and information provided by the District.

SOI Study Area #1 – Ortega Ridge & Summerland Heights (Located in SB County; Not Within SOI). The 22 parcels total 21.1 acres located south of East Valley Road (Hwy 192) to Freehaven Drive at the end of Macadamia Lane. A total of 20 parcels within the Summerland Heights were connected to the District in 2000. The District currently operates and maintains the sewer mainline to this area. The Summerland Heights Tract 14,390 was approved in 1998, and the sewer collection system was installed under an agreement with the developer (Summerland Heights LLC) dated February 17, 1998. The sewer collection system construction was completed in 2000 and was dedicated to the Summerland Sanitary District (District) in the same year. Since the development, the connection fees have been paid and sewer service charges have been levied annually since 2000. The two Ortega Ridge properties do not currently receive sewer services yet. In 2019, an Informal agreement was made between Ms. Gabriel, former General Manager of Montecito Sanitary District (MSD), and Mr. Sullivan, former General Manager of Summerland Sanitary District regarding the following:

- Summerland and the Property Owner of 239 Ortega Ridge Road will reach an agreement for the construction and dedication of sewer facilities to the District.
- That the property 239 Ortega Ridge Road will be served for sewer collection by the Summerland Sanitary District.
- That the 239 Ortega Ridge Road property will pay a connection fee and annual sewer

fees to Montecito Sanitary District and thereafter, the Montecito Sanitary District will submit all such fees to the Summerland Sanitary District.

The property owner of 239 Ortega Ridge Road reached an agreement with the property owner of 229 Ortega Ridge Road to join in the mainline extension project which provided an opportunity to collect sewer service by SSD for both properties. However, both properties are not connected to the main sewer collection system to date. No connection fee has been paid and no request for connection has been made by the property owner. Both Mr. Rahrer, General Manager of MSD, and SSD Management are of the opinion that the properties would be better served if they are included in the service boundary and Sphere of Influence of the Summerland Sanitary District.



LAFCO Staff Recommendation. The SOI and eventual annexation should be cleaned up at some point in Study Area One. Staff recommendation is to extend the existing Sphere of Influence to include these existing areas either already being served by the District or under the agreement and note the annexation clean-up actions necessary at some point in the future. Because the Summerland Sanitary District is already serving the Summerland Heights parcels, the need to adjust this boundary makes sense, however, the need to annex is not urgent. Similar to the Ortega Road properties, although no connection request has been made to date, both Sanitary Districts agree Summerland Sanitary is best to serve the area.

BOUNDARIES

Jurisdictional Boundary

Summerland Sanitary's existing boundary spans approximately 2.0 square miles in size and covers 505 acres (parcels and excluding public rights-of-ways) of contiguous areas. All of the area or 100% of the jurisdictional service boundary is unincorporated and under the land use authority of the County of Santa Barbara. The District serves two areas outside of its jurisdictional service area under flow-exchange agreements. Overall, there are 940 registered voters within the jurisdictional boundary.

Summerland Sanitary jurisdictional boundary spans 2.0 square miles with 100% being unincorporated and under the land use authority of the County of Santa Barbara.

Summerland Sanitary Boundary Breakdown By Service Area				
Service Area	Total Assessor Parcel Acres	% of Total Assessor Parcel Acres	Total Assessor Parcels	Number of Registered Voters
Summerland SD	505	61.9%	611	940
Other unincorporated	202.9	34.4%	238	TBD
Summerland Heights Tract	18.37	3.1%	29	TBD
Totals	726.27	100.0%	878	940

Summerland Sanitary Boundary Breakdown By Land Use Authority				
Land Use Authority	Total Assessor Parcel Acres	% of Total Assessor Parcel Acres	Total Assessor Parcels	Number of Registered Voters
County of Santa Barbara	505	100.0%	611	940
Totals	505	100.0%	611	940

Total assessed value (land and structure) is set at \$793.8 million as of April 2022 and translates to a per acre value ratio of \$1.5 million. The former amount further represents a per capita value of \$527,477 based on the estimated service population of 1,505. Summerland Sanitary District receives \$1 million dollars in annual charges for services revenue generated within its jurisdictional boundary.

The jurisdictional boundary is currently divided into 611 legal parcels and spans 505 acres. The remaining jurisdictional acreage consists of public right-of-ways. Approximately 85% of the parcel acreage is under private ownership with 84% having already been developed and/or improved to date, albeit not necessarily at the highest density as allowed under zoning. The remainder of private acreage is entirely undeveloped and consists of 41 vacant parcels that collectively total 66 acres.

Close to seven-eighths of the jurisdictional boundary is under private ownership, and of this amount approximately 84% has been developed.

Summerland Sanitary District Formation, Revenues, Attributes, Types of Service, and Resources

District Formation and Duties	
Formation Date	1957
Legal Authority	Sanitary District Act of 1923, Health & Safety Code, section 6400-6830 et seq.
Board of Directors	Five Directors elected to four-year terms through at-large elections.
Agency Duties	Wastewater collection, treatment, and disposal services.

POPULATION AND GROWTH

Population

The U.S. Census Bureau estimated the 2020 population of Summerland to be 745. Santa Barbara County Association of Governments prepared a Regional Growth Forecast for 2010-2040 in 2012. The Forecast for 2050 in 2019 forecasted projects for the Cities while the 2012 report included unincorporated communities by sub regions. That report used a conservative trend-base allocation methodology estimating Summerland unincorporated population as 4,700 by 2020. Summerland's population is estimated at 1,505 persons and 409 households. Between 2010 and 2020, the population of the Carpinteria/Summerland area increased by 11 people (less than 1 percent per year). In contrast, the County's population increased by 11.6 percent between 2000 and 2020.

Demographics for Summerland are based on an age characteristics report prepared by SBCAG in 2017 and American Community Survey. These statistics are cited herein, which identified the largest age group represented in Summerland as 18 to 64 group at 53.3 percent. Approximately 41.3 percent of the population was in the 65 or older years age group and 5.4 percent in the under the age of 18.

According to the 2020 U.S. Census, approximately 100 percent of the total population identified themselves as non-Hispanic white.

Projected Growth and Development

The County's General Plan/Coastal land Use Plan covers the Summerland and surrounding hillside areas. The County's General Plan/Coastal land Use Plan and Summerland Community Plan serves as the vision for long-term land use, development, and growth within the Planning

Area. The County's General Plan/Coastal land Use Plan was adopted in 1982 and the Community Plan was adopted in 2014, and certified in 2016, although the Housing Element is updated every 8 years in accordance with state regulations and spans the 2023-2031 planning period.

The current County Housing Element (2023-2031) identifies an estimated growth rate of less than one percent growth in the surrounding unincorporated Summerland areas, which faces several constraints. The following population projections within Summerland are based on the Department of Finance Table E4 estimate and SBCAG regional forecast.

Table F-2. Population Growth and Projections (2010–2040)					
	2010	2015	2020	2035*	2040*
Summerland Sanitary District	1,448	1,500	745	1,200	1,300
County	423,895	441,963	451,840	501,500	513,300

* Assumes trend-based land use capacity within the City. SBCAG regional forecast model.

** DOF Table E4 projections.

Disadvantaged Unincorporated Communities

Senate Bill (SB) 244 of 2011 requires LAFCO to identify and consider disadvantaged unincorporated communities (DUCs) when preparing MSRs and Sphere updates for Cities and Special Districts that provide sewer, water, or structural fire protection services. A DUC is defined by the Water Code as one in which the median annual household income (MHI) is 80 percent of the statewide average. Incorporated communities also are defined as disadvantaged when the MHI falls below 80 percent. In 2022, the statewide MHI was \$80,440, 80 percent of that is \$64,352. The MHI for Summerland was \$108,633 in 2022, which does not qualify the community as a disadvantaged community. In addition, a review of the State DAC Mapping Tool and CalEnviroScreen 4.0 was used to verify disadvantaged status with other applications of the definition. CalEnviroScreen is a screening tool used to help identify communities disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution. The County prepared an update to its Integrated Regional Water Management Plan in 2019. This was in part for the purposes of grants for the Central Coast Funding Area for which a disadvantaged communities' assessment was conducted based on requirements for water and wastewater needs or deficiencies within a service area. The Environmental Protection Agency (EPA) has developed an Environmental Justice Screening and Mapping Tool Version 2.0 (EJScreen) that provides nationally consistent data combining environmental and demographic data related to the protection of public health and the environment. This Mapping Tool was evaluated for indicators to assist in identifying a disadvantaged community. Lastly, EPA has also developed an EnviroAtlas Interactive Map Tool in collaboration with EJScreen that overlays geospatial data and other resources related to ecosystem services, their chemical and non-chemical stressors, and human health to better understand human health and well-being, since these are closely tied to the environment,

which provides benefits such as clean water, clean air, and protection from natural hazards. In combination a stronger representation of underserved communities can be identified that may be a leading indicator to health and well-being or a precursor to DUC. In all cases, the Summerland Sanitary District's Sphere of Influence does not qualify under the definition of disadvantaged community for the present and probable need for public facilities and services nor are the areas contiguous to the Sphere of Influence qualify as a disadvantaged community.

Summerland Sanitary District Formation, Revenues, Attributes, Types of Service, and Resources

Attributes	
District area (est. square miles): • Entire District	2.0
Population (2020 Census): • Entire District	1,505
Assessed Valuation (FY 21-22: District portion)	\$793,853,507
Number of Treatment Plants	1
Regular Financial Audits	Annual
Annual Revenue Per Capita, Entire District (FY 20-21)	\$872
Average Portion of County 1% Property Tax Received	5¢/\$1
Ending Total Fund Balance (June 2021)	\$3,800,655
Change in Total Fund Balance (from June 2016 to June 2021)	14.1%
Total Fund Balance/Annual Revenue Total (FY 20-21)	282%

Source: District area estimated utilizing County of Santa Barbara GIS Data; Population estimated utilizing 2020 US Census Data; Assessed Valuation and Portion of County Property Tax Received are from County of Santa Barbara Auditor-Controller's Office; Fund Balance Information from District Audit; Other information from District.

SERVICES

Overview

Summerland Sanitary District provides wastewater collection, treatment, and disposal services. The District is staffed by five (5) full-time staff. The District owns and operates a wastewater collection, and treatment, and disposal facility, which provides service to the community of Summerland. The Facility receives domestic and commercial wastewater (what is commercial wastewater? There are no commercial industries in our Service Boundary? and currently serves approximately 480 connections.

WASTEWATER INFRASTRUCTURE AND PUBLIC FACILITIES

Collection System

The Sanitation system is comprised of approximately nine (9) miles of sewer collection system pipelines of varying sizes and ages, 150 manholes, and three (3) lift stations.

Treatment System

The WWTP was originally constructed in the 1950's as a conventional activated sludge process on a 0.92-acre site owned by the District. In 1991, the plant was upgraded to a tertiary treatment facility. The District's municipal wastewater treatment plant is capable of treating up to 0.3 million gallons of wastewater per day, on average. Currently, the average dry weather flow (ADWF) is approximately 0.08 million gallons per day (MGD), which represents 27% of the permitted capacity. Treatment processes at the Facility include preliminary treatment, primary treatment, and secondary treatment using activated sludge, tertiary filtration, and chlorine disinfection. Treatment train unit processes consist of one grinder and bar screen in the headworks, one flow equalization basin, one primary clarifier, two activated sludge aeration basins, two secondary clarifiers, one chlorine contact chamber, tertiary filtration with an anthracite bed filter, and dechlorination prior to final discharge through a 12-inch diameter 740-foot ocean outfall line. Storm water at the facility is collected and diverted to the headworks of the facility.

Disposal

Disposal of Biosolids is managed via aerobic digestion (two aerobic digesters), dewatered by a two-meter belt press, and stockpiled in a sludge holding bed. The holding bed contains drains which permit leachate to flow back to the head of the liquid treatment train for treatment. Biosolids are periodically removed and hauled by San Joaquin Composting, Inc. (Bakersfield, CA) to its 162-acre composting facility in Kern County, California. The Discharger composts approximately 80 tons of biosolids per year. Wastewater Treated effluent water is discharged via a 740-foot ocean outfall/diffuser system at a depth of 20 feet in the Santa Barbara Channel of the Pacific Ocean.

Recycled Water

The Summerland Sanitary District treatment plant currently does not have the infrastructure, nor the financial capacity to produce recycled water, the District has indicated that the use of recycled wastewater is under consideration as part of future facility upgrades.

Types of Services	
Collection	X
Treatment	X
Disposal	X
Recycled	-
Other	-

**Summerland Sanitary District
Formation, Revenues, Attributes, Types of Service, and Resources**

Treatment Plant & Booster Stations			
Address	Acquired/Built	Condition	Size
2435 Wallace Ave, Treatment Plant	1958	Fair	0.92 acres
LS #1 Finney Street, Summerland	1992	Good	230 gpm, 3 HP
LS #2 Via Real, Summerland	2004	Good	150 gpm 5 HP
LS #3 Lambert Road, Summerland	2011	Good	150 gpm 7.5 HP

Lift Station #1, Two 230 GPM Gorman Rupp centrifugal pumps with 3HP motors. Both pumps are protected with a fiberglass reinforced plastic enclosure that sits on top of a catch basin/well. The well/basin capacity is 575 gallons.

Lift Station #2, Two 150 GPM Gorman Rupp centrifugal pumps with 5HP motors. Both pumps are protected with a fiberglass reinforced plastic enclosure that sits on top of a catch basin/well. The well/basin capacity is 3,017 gallons.

Lift Station #3, Two 150 GPM Gorman Rupp centrifugal pumps with 7.5 HP motors. Both pumps are protected with a fiberglass reinforced plastic enclosure that sits on top of a catch basin/well. The well/basin capacity is 3,244 gallons.

Treatment Plant Upgrades

FY 16/17 Replaced 12" Effluent Tank Valve, Upgraded Chlorine Chemical Pump, FY 17/18 Upgraded Sodium Bisulfite Chemical Pump, FY 18/19 Replaced Upper & Lower Screens on Belt Press, FY 19/20 Replaced Secondary Clarifier #2 Gear Drive, Replaced Filter Media, FY 20/21 Replaced Return Activated Sludge Valve, Replaced 10 ft. of 4" Main Air Supply Pipeline

Connections		
Type	# of Acct	% of Total
Single-Family	334	69.5%
Multi-Family	104	21.6%
Commercial	42	8.9%
Industrial	0	0%
Agricultural	0	0%
Other	0	0%

Total Staffing		
	Personnel	Per 1,000 population
Full time Operators	4	2.6
Emergency Operators	3	2.0
Administrative Personnel	1	0.6
Other District Staff	0	n/a

Summerland Sanitary has a total of four (4) permanent employees.

Staffing Experience/Tenure (average)		
	Years in Industry	Year w/ District
Administrative Manager (1)	20	20
Operator Manager (1)	8	8
Operator I (1)	29	29
Operator II (1)	1	1
Lead Collection/Operator II (1)	5	5
Administrative Personnel (0)	N/A	N/A

Wastewater Capacity

Summerland Sanitary has a permitted treatment capacity of 0.3 mgd and provides service to 894 equivalent dwelling units (EDUs).

The Summerland Sanitary service area's maximum daily capacity to convey wastewater to the Treatment Facility for treatment and disposal is 0.3 million gallons.

System Demands

Summerland Sanitary service area's average annual wastewater collection demand generated approximately 0.08 million gallons per day. It also translates over the reporting period to an estimated 89.5 gallons per day for each occupied unit; it also translates to 167 gallons for every service connection.

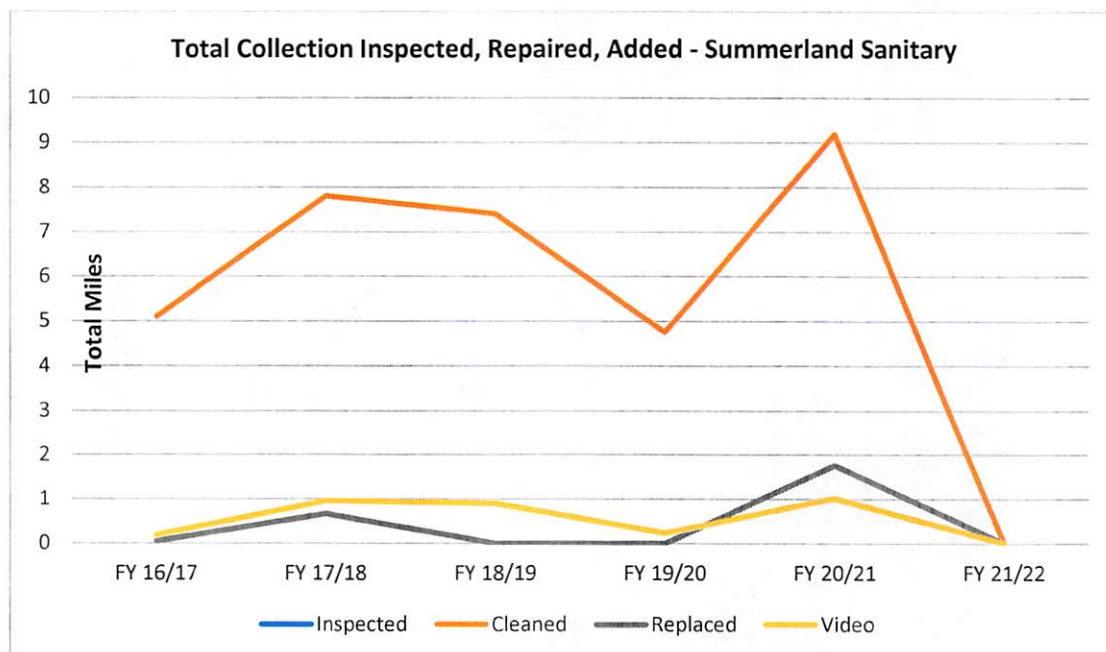
The estimated average annual wastewater flows generated during the report period among Summerland Sanitary users in the service area has been 0.13 million gallons per day.

Service Performance

Summerland Sanitary service area's average annual wastewater collection demand generated for subsequent treatment and disposal at the Treatment Plant Facility has been approximately 0.08 million gallons a day over the last three years. Of this amount, it is estimated by LAFCO that this represents 27% of permitted capacity. The District generally has adequate capacity for anticipated future needs.

LAFCO estimates Summerland Sanitary is presently operating at 43% capacity within its service area. (This estimate includes service agreements outside of its service boundary.

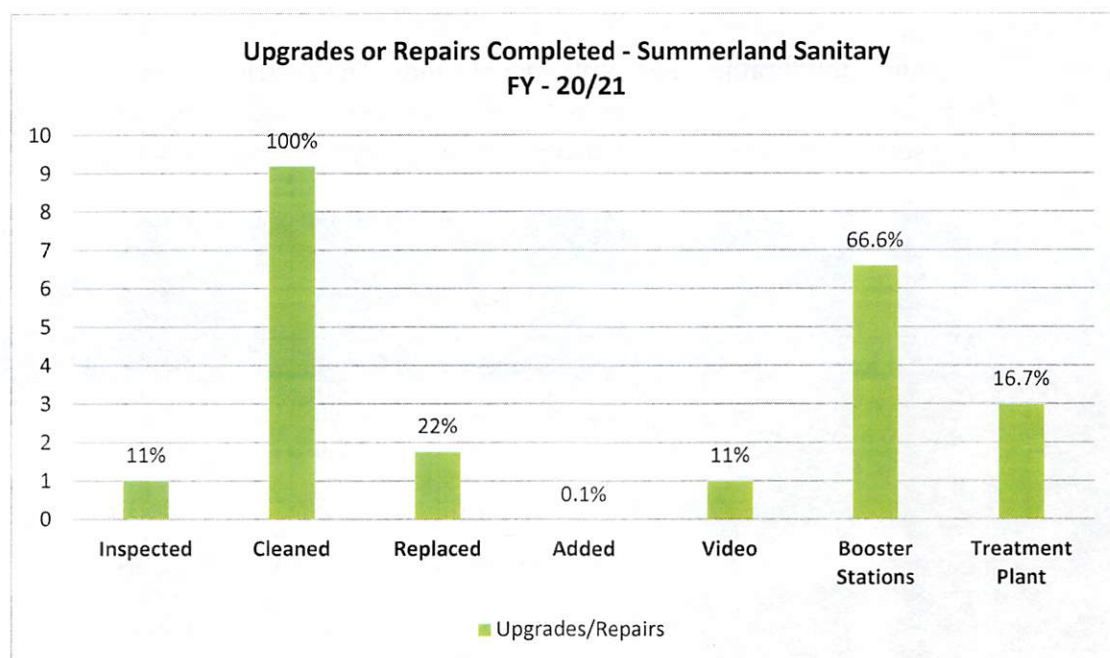
Summerland Sanitary District
Formation, Revenues, Attributes, Types of Service, and Resources



Source: SSD Data.

Note: Information is for the entire District. Also, this table tabulates miles of lines cleaned, replaced, added,

and videoed. Additional upgrades performed regarding lift stations and the treatment plant.



Source: SSD Data.

Note: Information is for the entire District.

The Summerland Sanitary District provides wastewater collection and treatment services to its constituents directly and plans for them in various planning documents, including the Sewer System Management Plan, and Wastewater Master Plan Study of capacity prepared in 2005. The County's Community Plan (Summerland), which was last updated in 2004, contains a Land Use, Public Facility, Resource Constraints, and Emergency Action Plan.

SSD Snapshot: FY2022	
Planning Reports	Year Updated
Community Plan	2016
Sewer System Mgmt. Plan	2022
Master Plan	N/A
Capital Improvement Plan	N/A
Rate Study	2017
Emergency Action Plan	2021
Climate Change Adaptation Program	N/A

The District NPDES Permit will require the District to prepare a Climate Change Adaptation Program by 2027, to describe in detail how the District will identify and address climate change hazards and vulnerabilities at the Facility, including planning to maximize the amount of the facility's treated effluent (either at the current location or a future inland location not subject to coastal hazards) used for beneficial reuse water recycling. The Climate Change Adaptation Program will consist of three separate sections (Coastal Hazards Monitoring Plan, Life Expectancy Analysis, and Climate Change Adaptation Plan).

FINANCES

The District prepares an annual budget and financial statement, which includes details for each of its government and capital project and replacement funds. The District maintains a separate capital fund for replacement needs, meaning that charges for services are intended to pay for the costs of providing such services the District also maintains a separate Emergency Repair Fund.

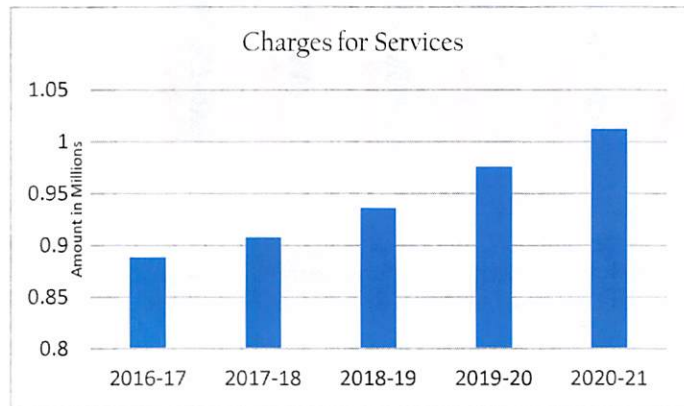
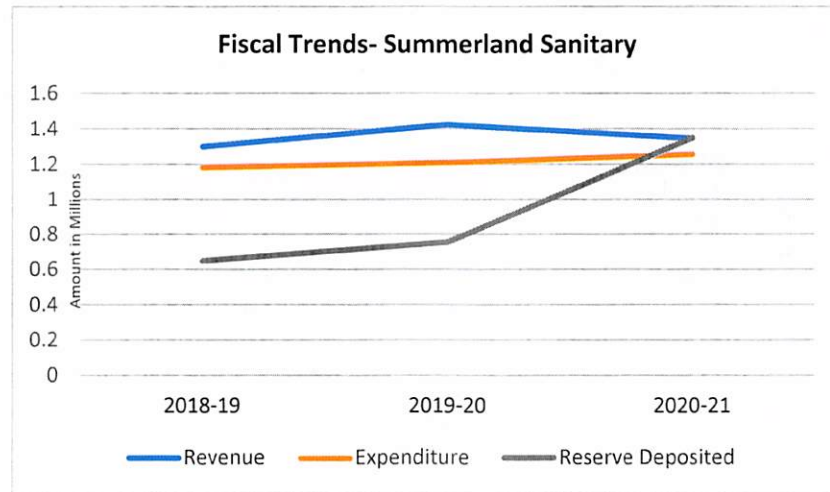
District Revenues				
	2019-2020		2020-2021	
	Amount	% of Total	Amount	% of Total
Charges for services	\$976,035	74.1%	\$1,012,298	77.2%
Connection fees	\$37,880	2.9%	\$28,566	2.2%
Inspection fees	\$3,696	0.3%	\$5,371	0.4%
Administration revenue	\$6,884	0.5%	\$8,300	0.6%
Property Taxes	\$253,513	19.2%	\$261,357	19.9%
Investment income	\$39,441	3.0%	-\$4,037	-0.3%
Revenue total	\$1,317,449	100.0%	\$1,311,855	100.0%

Source: Summerland Sanitary, Financial Statements, June 30, 2020 and 2021, Statement of Revenues, Expenditures and Changes in Fund Balances – All Fund types.

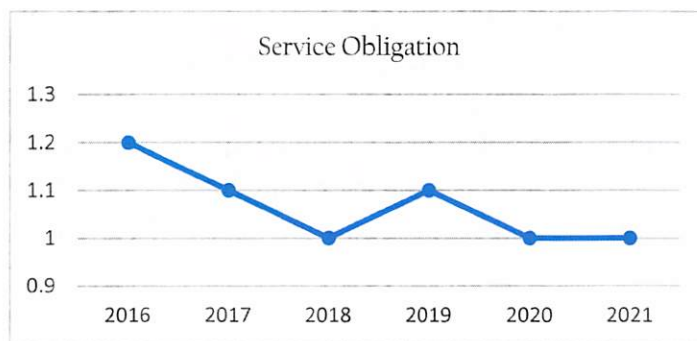
Fiscal Indicators

Select fiscal indicators are shown graphically below. Over the past three fiscal years, the District's expenditures have increased in comparison to its revenues. The slight increase in expenditures was primarily due to Collection System Mainline Repairs. The District's reserve balances have sufficient funds to absorb relatively small revenue imbalances. The line graph below shows the current financial trend in millions. These indicators provide a measurement of the agency's financial condition over time.

SUMMERLAND SANITARY



This indicator addresses the extent to which charges for service covered expenses. Charges for Services is the primary funding source for Sanitary Districts. Represented below a ratio of one or higher indicates that the service is self-supporting.



A Service Obligation ratio of one or more indicates if revenues were sufficient to pay for operations. It is calculated by operating revenues divided by operating expenditures.

Fiscal Year	Operating Revenues	Operating Expenditures	Ratio
2016	\$ 1,139,226	\$ 908,207	1.2
2017	\$ 1,156,255	\$ 972,431	1.1
2018	\$ 1,170,537	\$ 1,116,867	1.0
2019	\$ 1,305,897	\$ 1,184,441	1.1
2020	\$ 1,317,449	\$ 1,210,811	1.0
2021	\$ 1,311,855	\$ 1,258,414	1.0

Post-Employment Liabilities

The two charts below identify the funding status and asset coverage of the pension and OPEB plans.

Pension	2018	2019	2020	2021	Trend
Funded ratio (plan assets as a % of plan liabilities)	74.9%	77.6%	78.9%	75.2%	
Net liability, pension (plan liabilities - plan assets)	\$ 813,766	\$ 848,594	\$ 906,106	\$ 1,043,070	➔

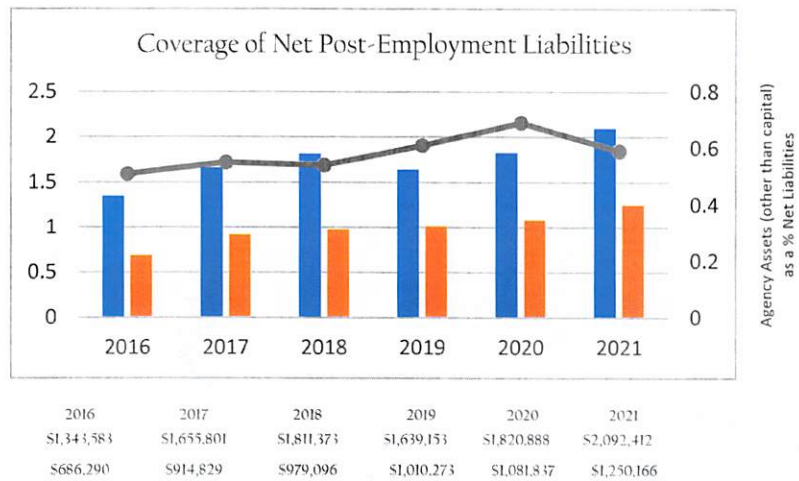
Other Post-Employment Benefits (OPEB)

Funded ratio (plan assets as a % of plan liabilities) Net liability, OPEB (plan liabilities - plan assets)

2021 year of OPEB reporting

0%
\$ 207,096

The net liability amounts are essentially unfunded liabilities of the agency. The figure below shows if the agency has enough assets (other than capital) to cover the liabilities. A declining trend indicates liabilities continuing to exceed agency assets.



Pension Obligations and Payments

The District is part of the Santa Barbara County Employees' Retirement System. General employees are members of General Plan 5B for employees who started prior to January 1, 2013 and PEPRA Plan 8 for employees who started after this date. All plans benefit of members are based upon a combination of age, years of service, final average salary (generally the 12 highest paid consecutive months), and the benefit options selected. Cost-of-living adjustments after retirement are provided in these plans. The District maintains sufficient liquidity to ensure its ability to meet short-term obligations, while also providing for long-term needs of the District.

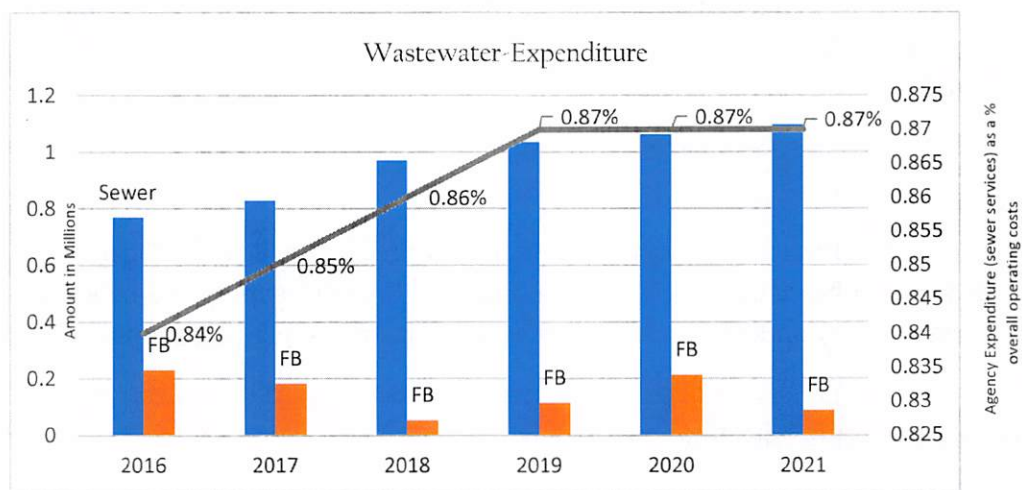
OPEB Obligations and Payments

The District has adopted a pay-as-you-go basis for funding retiree medical benefits. The District's plan for its OPEB obligations offers retirees the same health plans as active District employees, as well as enhanced senior plans for retirees on Medicare. Retiree premiums are rated separately from active District employees; as such, the District does not have a retiree premium implicit rate subsidy.

The District provides a monthly insurance premium subsidy of \$15 (whole dollars) per year of credit service from the 401(h) account for Eligible Retired Participants participating in a District-sponsored health insurance plan. If an Eligible Retired Participant does not participate in the District-sponsored health then the maximum monthly amount paid is \$4 (whole dollars) per year of credited service. a member is eligible for a disability retirement benefit and can receive a monthly health plan subsidy of \$187 (whole dollars) per month or a subsidy of \$15 (whole dollar) per month per year of service, whichever is greater. Survivors of Eligible Retired Participants (Spouses and Dependents) continue to receive a subsidy proportionate to their percentage of the retiree's pension benefit (if any). And its employees have not negotiated changes to OPEB benefits for new employees, significantly reducing the District's liability going forward.

Enterprise Funding

The District budget includes operational and capital expenditures for Funds #5215, #5216, & #5217. In FY 2020/2021, the District's actual budget expense was \$1,210,811 and increased that to \$1,258,414 for FY 2021/2022. The following chart shows a six-year trend. The graph below shows the current financial trend in millions. This indicator provides a measurement of the agency's expenditure over time.



Asset Maintenance and Repair

The District's budget includes improvement budgeting through its Capital Replacement and Repair Fund 5216 and Fund 5217. In FY 2020/2021, the District budgeted \$151,000 and reduced that to \$145,000 for FY 2021/2022 and in FY 2202-2023 total budgeted expenditures for equipment capital replacement were \$928,300.

Capital Improvements

The District does not have a capital improvement plan (CIP) at this time. The District routinely adopts Capital Improvements through its budget that identifies and prioritizes improvements and costs. The FY 2022/2023 include equipment cost of \$153,300 which include emergency replacement of the treatment plant's blowers #1 & #2 and infrastructure costs of \$800,000 to include emergency outfall rehabilitation.

Long-term Liabilities and Debts

The District entered into a loan agreement in March 2022 with CSDA financing to purchase a loan for \$500,000, with a 10-year term and a 3.1% interest rate. The principal and interest payments for the fiscal year 2022-23 are budgeted at \$58,915. The District also has long-term liabilities towards the pension and OPEB benefits.

Opportunities for Shared Facilities

The District does not currently share facilities with other agencies. It has been identified by staff or in the preparation of this report that Summerland Sanitary does not have any opportunities to do so. Due to relative distance between the District's infrastructure and other communities, opportunities for shared facilities are limited. It is unlikely that a proposal would be feasible in the near future. If dissolution is continued to be studied, options for shared facilities could also be evaluated.

Rate Structure

Sewer rates for the District were last updated and adopted by the Board of Directors in December 2017. The rates are based on a 2017 Financial Plan and Rate Study prepared by Raftelis Financial Consultants, Inc. and undergo periodic review and adjustment, per District policy.

Wastewater Fees (Effective July 1, 2022)

A. Connection Fees (represents share of capital costs)

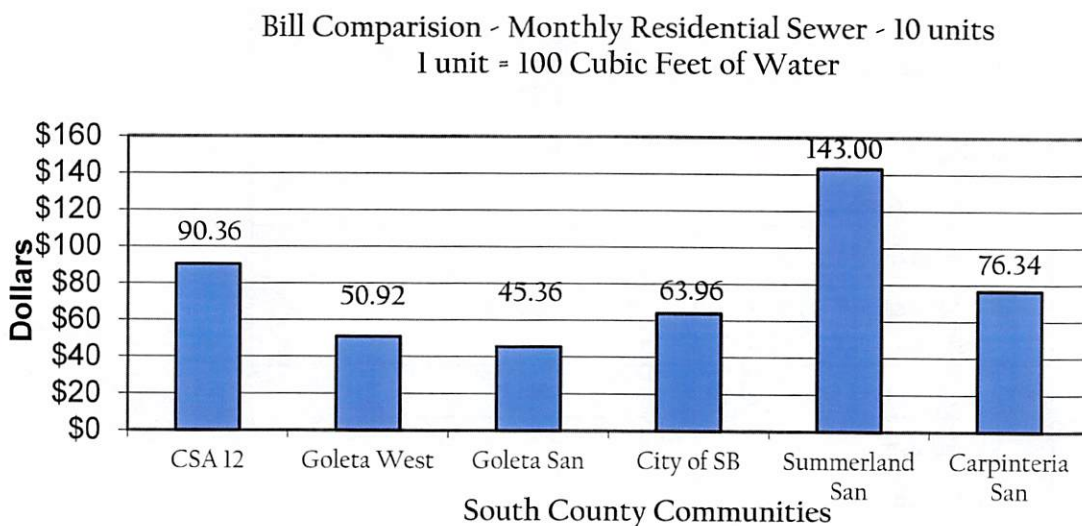
Residential Baseline Capital Recovery Fee – \$12,317 per new equivalent dwelling unit

B. User Fee per Year

Base Rates*

Residential Users – Per EDU	\$1,219
Meeting hall/church w/o kitchen	\$1,950
with kitchen	\$6,583
Food market Less than 5,000 sq. ft. Over 5,000 sq. ft.	\$2,828 \$4,254
w/food service	\$8,655
w/food grinder	\$8,655
Bar – no food service	\$2,438
Barber/beauty w/less than 3 operators	\$2,255
Bed and breakfast – per 10 rooms	\$3,657
Mixed use: One unit per dwell. + other assignable units. Sum the various uses	
Offices – per 10 employees / no kitchen	\$1,219
Offices – per 10 employees / with food service	\$2,840
Offices – per 10 employees - medical/dental	\$2,840
Retail – per 1,000 sq. ft.	\$1,219
Small retail – no kitchen – under 400 sq. ft.	\$853
Restaurants – per 1000 sq. ft.	\$8,411
Schools – per 40 students	\$1,219
Fire station	\$2,438
Park w/restrooms + residence	\$2,438
Coffee shop - per 1,000 sq. ft.	\$1,219
Health club - per 1,000 sq. ft	\$2,438

Figures F-3 shows a rate comparison for four South County Communities. The following charts show the comparison of one City, four sanitary Districts, and one CSA. Overall, Summerland Sanitary sewer rates for residential customers are higher than other communities in the South County area. The charts are based upon a sample billing using “10 units” as a basis.



ORGANIZATION

Governance

Summerland Sanitary governance authority is established under the Sanitary District Act of 1923, (“principal act”) and codified under Health & Safety Code, section 6400-6830 et seq. This principal act empowers Summerland Sanitary to provide a moderate range of municipal services. A list comparing active and latent powers follows.

Active Service Powers	Latent Service Powers
- Wastewater	Operate & Collect Garbage/Refuse Dumpsites
- Recycled Water	Storm Drains
- Disposal	Water Service
- Compost or byproducts	Street Sweeping-Cleaning

Governance of Summerland Sanitary District is independently provided through its five-member Board of Directors that are elected at-large to staggered four-year terms. Summerland Sanitary District holds meetings on the second Thursday of the month. The meetings are held at the District’s Office on 2435 Wallace Avenue, Summerland, California at 3:00 p.m. A current listing of Board of Directors along with respective backgrounds follows.

Summerland Sanitary Current Governing Board Roster			
Member	Position	Background	Years on District
David Novis	President	News Owner/Editor	10
Jolene Colomy	Vice President	Administrator	13
James Witmer	Secretary	Real Estate	4
John Franklin	Director	Finance	26
Martin Tucker	Director	Public Services	14

Website Transparency

The table, below and on the next page, is not an exhaustive inventory of website criteria required under current law. Rather, it identifies key components, required by the Government Code and/or recommended by the California Special Districts Association and other organizations, for websites to enhance transparency and accountability.

Government Code Sections 54954.2 and 54957.5 require agencies to post all agendas 72 hours in advance on their websites. Government Code Section 6253 requires that agencies post content most requested by constituents and most often requested via Public Record Act requests. Because of the difficulty for LAFCO staff to verify this information, these criteria are not included in the website checklist. However, agencies should address these criteria to comply with current website requirements.

Summerland Sanitary District Website Checklist website accessed 7/25/22 http://summerlandsd.org/			
Required			
		Yes	No
Government Code §53087.8	Agency maintains a website with current contact information? (required for independent Special Districts by 1/1/2020)	X	
Government Code §6270.5	Agency has created an Enterprise System Catalog and posted it to website?	X	
Government Code §54954.2	Agency has current agenda posted to website homepage and is accessible through a prominent, direct link?	X	
Government Code §53908	Agency's website provides information on compensation of elected officials, officers and employees or has link to State Controller's Government Compensation website?	X	

<i>The following criteria are recommended for agency websites by a number of governance associations and organizations.</i>		
	<i>Yes</i>	<i>No</i>
Description of services?	X	
Service area map?	X	
Board meeting schedule?	X	
Budgets (past 3 years)?	X	
Audits (past 3 years)?	X	
List of elected officials and terms of office?	X	
List of key agency staff with contact information?	X	
Meeting agendas/minutes (last six months)?	X	
<i>Notes: Summerland Sanitary is an independent board-governed District. Refer to http://summerlandsd.org for the required checklist items.</i>		

Survey Results

The table below includes a list of questions asked of area residents by LAFCO to assess if satisfactory water, wastewater, and stormwater services met their needs and/or identify any unmet needs. The questions identify key components recommended by LAFCO staff.

Summerland Sanitary District Questionnaire Revenues, Types of Service, and Resources

Summerland Sanitary Responses by Response			
Questions	Satisfactory	Unsatisfactory	Undecided
1. Overall, are you satisfied with the level of water, wastewater, or stormwater services?	-	-	-
2. Overall, are adequate staffing and equipment provided with the level of water, wastewater, or stormwater service?	-	-	-
3. Do you feel an adequate level of funding is provided given the level of service?	-	-	-
4. Personnel arrived in a timely manner and were professional?	-	-	-
5. Personnel was knowledgeable, answer questions, and were informative?	-	-	-

No responses were provided by the public related to Summerland Sanitary District at this time.

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IX
C.

Board of Directors Meeting STAFF REPORT

TO : Board of Directors
FROM : District Administrative Manager, Mar Souza
DATE : November 10, 2022
RE : **Rate Study, Financial Plan Proposal**

INFORMATION: During the Regular Board meeting of October 2022 the Board passed a motion to re-table the agenda item “the Proposal of a Rate study” until a cost estimate was received for the replacement of the outfall pipeline. This decision was made considering the personnel change and the unknown cost of the replacement of the Outfall pipeline, which might push the district towards the direction of exploring dissolution further. During this same board meeting, a proposal of the cost estimate for the replacement of the Ocean Outfall was accepted. Staff is anticipating to receive the cost estimate for the replacement of the Ocean Outfall by November 25th.

Staff is of opinion that the Board of Directors can already start the process of calculating new annual sewer rates to find out what the financial overview is (with the newly agreed) multi-residential rates and the upcoming expected capital expenditure (ocean outfall replacement cost).

The Board has only a short amount of time if they decide that implementing the new rates by July 1, 2023, would be the preferred direction. Staff contacted L&T Municipal Consultants and asked if the Rate Study Proposal could be broken up in two phases. One for the calculation of the new rates and one for the Proposition 218 procedures that could follow thereafter. L&T Municipal Consultant provided the District Administrative Manager with a new Proposal (see exhibit A).

L&T Municipal Consultants communicated that the target date for finalizing the project, as presented in the new proposal, can be completed, and presented at the January 12, 2023, Board meeting. A second phase could start shortly thereafter. This second phase would follow Proposition 218 procedures to allow for the adoption of new rates before July 1, 2023.

However, if it is concluded that the newly proposed annual sewer rates would be proportionally high, compared to other districts, and the financial feasibility of maintaining and operating the District is unlikely then the Board can use the financial document to be included in the dissolution & annexation process. The information would be used to communicate findings to the LAFCO commission and the ratepayers.

Staff discussed this information with the Board President Pro-term during the Agenda setting meeting and it was decided to list the item on the Agenda for consideration by the full Board.

RECOMMENDATION: Staff recommends accepting the new proposal of L&T Municipal Consultant, since the information will provide invaluable information for either moving forward with adopting new rates per July 2022, or with using the information for a yet-to-be-determined dissolution & annexation process.

SUGGESTED MOTION: To adopt the Financial Plan Proposal by L&T Municipal Consultants with a total of \$10,540.

Exhibit A: Financial Plan Proposal L&T Municipal Consultants



Lechowicz & Tseng Municipal Consultants
(510) 545-3182
LTmuniconsultants.com

FINANCIAL PLAN PROPOSAL

SCOPE

Lechowicz & Tseng Municipal Consultants (L&T) proposes to provide a Financial Plan to the Summerland Sanitary District (District). L&T's scope of services includes:

- 1) Data Gathering: Assemble data necessary to complete the study. The goal is to understand the District's revenues, expenses, capital expenses, and reserves. A data needs list will be provided to the District and L&T will hold a kickoff meeting with staff via Zoom.
- 2) Financial Plan: Develop a 5-year cash flow analysis that determines sewer rate revenue requirements. Evaluate the District's capital improvement needs and provide funding options potentially including grants, loans, bonds, and use of reserves. Incorporate capital funding needs into the cash flows and provide debt coverage calculations as appropriate. This task will include several options for the Board to consider.
- 3) High-level Cost Allocation & Rate Design: Provide a high-level review of the District's fixed and variable costs that could serve as the basis of future rate design proposals. Review the District's legal obligations regarding discounted rates for multi-family customers. Evaluate the impacts of potential cost shifts from multi-family customers to the rest of the District's customer base. Provide % rate increases by year for the next 5-year period incorporating the financial plan revenue requirements and multi-family rate adjustment.
- 4) Summary Memorandum: Provide a brief memorandum summarizing the prior tasks. The memo will include tables with background calculations and document key considerations for the Board.
- 5) Meetings & Presentations: Provide two presentations to District Committees/Board of Directors. One meeting will be in-person at District offices and one will be virtual to present findings and recommendations. Provide powerpoint files in advance for staff review. The in-person meeting is in addition to virtual progress meetings with staff.

PROJECT BUDGET

Lechowicz & Tseng Municipal Consultants' budget for the Summerland Sanitary District's Financial Plan including direct expenses for one (1) in-person meeting is \$10,540. L&T will invoice the District monthly for time and materials.

PROJECT TASKS	Lechowicz Consultant \$195/hour	TRAVEL EXPENSES	BUDGET
1. Kickoff & Data Gathering	6		\$1,170
2. Financial Plan	22		\$4,290
3. Cost Allocation & Rate Design	6		\$1,170
4. Summary Memorandum	10		\$1,950
5. Meetings (1 in-person) & Presentations	8	\$400	\$1,960
TOTAL	52	\$400	\$10,540

Travel expenses are estimated at \$400 per meeting potentially consisting of airfare, ground transportation to District offices, and reasonably priced meals while in transit. Flights will be booked as much in advance as possible to reduce cost. Travel to the District will be combined with other personal and business travel when feasible to lower expenses.

BILLING RATE SCHEDULE 2022-2023

Lechowicz & Tseng's hourly rate is \$195 for principals and \$120 for staff analysts. Principal Alison Lechowicz will serve as project manager and be the primary consultant for the assignment. Ms. Lechowicz may be assisted by analyst Sophia Mills, if needed. No subconsultants are needed for this assignment. The professional time rate includes all overhead and indirect costs. Direct expenses incurred on behalf of the client will be billed at cost. Direct expenses include, but are not limited to:

- Travel, meals, lodging
- Printing and report binding
- Outside computer services or software development
- Automobile mileage
- Courier services and mailing costs
- Special legal services

L&T's hourly rate schedule is part of the quote for use in invoicing for progress payments and for any work that is requested by the District in addition to this scope of services.

DISCLOSURE

Lechowicz & Tseng Municipal Consultants has no conflicts of interest related to this assignment. L&T intends to provide general market data regarding potential debt options to the District. L&T is not being engaged by the District as its municipal financial advisor as regulated by the Securities and Exchange Commission or Municipal Securities Rulemaking Board and will not provide detailed advice regarding the structure or timing of specific debt issuances.

K
D.

EMPLOYMENT OPPORTUNITY



OPERATIONS MANAGER

Compensation Range: \$8,750 to \$10,833 Monthly

Final Filing Date: **November 11, 2022, by 2:00 p.m.**

SUMMERLAND SANITARY DISTRICT

The Summerland Sanitary District provides sanitary sewer services for approximately 894 equivalent dwelling units in the community of Summerland. The District's 300,000 GPD treatment plant was originally built in 1957, and it was upgraded in 1991. The treated effluent is discharged to the Pacific Ocean, under an NPDES permit issued by the Central Coast Regional Water Quality Control Board. Summerland's collection system consists of approximately ten miles of main sewer lines and three lift stations. The District's operating budget for 2022-23 is \$1,136,733, and the staff is comprised of an Operations Manager, an Administrative Manager, and three Wastewater Treatment Plant Operators.

THE POSITION

The Operations Manager organizes, directs, and coordinates the operations and maintenance functions of the Summerland Sanitary District operates and maintains an advanced wastewater treatment plant, the collection system, and laboratory to ensure compliance with all federal, state, and local regulatory agency requirements; supervises the work of operators, monitors and adjusts the treatment processes, compiling of the operations and maintenance budget and performs a wide variety of skilled technical duties including process control decisions, laboratory analyses, collections, and facility maintenance.

The successful candidate for Operations Manager will possess a professional history that demonstrates the following necessary skills and qualities:

- A thorough understanding of and the ability to operate and maintain the District's wastewater treatment plant.
- The ability to manage the District's operations, including financial management, capital funding, personnel, planning, and public relations.
- Knowledge of the state and federal legislative process and its impact on wastewater issues.
- The ability to work closely with the Board of Directors to implement policy directives.
- The ability to provide sound, innovative, well-thought-out, professional recommendations to the Board that are presented in a clear and understandable fashion.
- At least three years of demonstrated experience performing the functions of a lead operator in a wastewater treatment plant.

- Possession of an SWRCB Grade III Operator's Certification or higher- required
- Valid CA Driver's License – required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is regularly required to see, hear and speak. The employee is frequently required to stand, walk, sit, reach with hands and arms, and use hands and fingers to handle or feel. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EMPLOYEE BENEFITS

- Health Insurance: Fully paid for employee
- Dental Insurance: Fully paid for employee
- Life Insurance: \$20,000 policy
- Vacation Leave: 80 hrs. (1- 5 yrs.), 120 hrs (6-10 yrs.), 160 hrs (11-15 yrs), 200 hrs (15+ yrs.)
- Sick Leave: 13 days per year
- Holidays: 12 days per year (includes 1 Floating Holiday)
- Retirement Program: Santa Barbara County Retirement System (reciprocity with PERS)

APPLICATION PROCESS

Final Filing Date; November 11, 2022

To be considered for this career opportunity, please forward a letter of interest and your resume with three work-related references to info@summerlandsd.org

Board of Directors, Summerland Sanitary District
P.O. Box 417, Summerland, CA 93067

Selection Procedure:

After the final filing date, applications will be reviewed. Candidates with qualifications that best meet the needs of SSD will be invited to participate in an interview process. The SSD Board of Directors will make the final decision regarding a candidate's eligibility. All applicants will be notified by email regarding further participation in the selection process. Travel costs are at the applicant's expense. Applicants considered for appointment will be required to undergo a post-job offer, pre-employment medical examination including drug testing and a thorough background investigation.

D/2



Exhibit A
Task Order

Task Order# 2022-11-01

Client Information

Name: Summerland Sanitation District Contact: Marjon Souza

Address: 2435 Wallace Avenue Phone: 805-969-4344

Summerland, CA 93067 Email: msouza@summerlandsd.org

Position Job Name: Operations Manager

Department: Wastewater Reports To: Board of Directors

Location: 2435 Wallace Avenue, Summerland, CA 93067

Assigned Facility (s): Wastewater Treatment Plant & Collections System

Duration of Placement: Nov 2022 to Nov 2023

Work Schedule: Start Time TBD End Time: TBD Days of the week: TBD

Scope of placement: Please see attached job description – Operations Manager

WaterWorkforce Fee Schedule	
Local Regular Rate	Travel Regular Rate
\$98.85 - \$115.56	\$124.16 - \$140.88

WaterWorkforce Inc.

Client: Summerland

Signature

Signature

Bret Kadel

Printed Name

Printed Name

CEO

Title

Title

Date

Date



Financial Status (Real-Time)

As of October 31, 2022

As of: 10/31/2022 (34% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	10/31/2022 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	-646.83	-260,646.83	-0.25 %
3011 -- Property Tax-Unitary	0.00	0.01	0.01	--
3015 -- PT PY Corr/Escapes Secured	0.00	750.67	750.67	--
3020 -- Property Tax-Current Unsecd	10,000.00	9,832.41	-167.59	98.32 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	55.49	55.49	--
3040 -- Property Tax-Prior Secured	0.00	-7.40	-7.40	--
3050 -- Property Tax-Prior Unsecured	0.00	124.14	124.14	--
3054 -- Supplemental Pty Tax-Current	3,500.00	1,694.30	-1,805.70	48.41 %
3056 -- Supplemental Pty Tax-Prior	0.00	115.77	115.77	--
Taxes	273,500.00	11,918.56	-261,581.44	4.36 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	3.18	3.18	--
Fines, Forfeitures, and Penalties	0.00	3.18	3.18	--
Use of Money and Property				
3380 -- Interest Income	2,000.00	888.60	-1,111.40	44.43 %
Use of Money and Property	2,000.00	888.60	-1,111.40	44.43 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	0.00	-1,000.00	0.00 %
Intergovernmental Revenue-State	1,000.00	0.00	-1,000.00	0.00 %
Charges for Services				
5091 -- Planning & Engnrg-Plan Ck Fes	1,960.00	942.00	-1,018.00	48.06 %
5430 -- Sanitation Services	1,065,078.00	-13.00	-1,065,091.00	0.00 %
5433 -- Inspection Fees	3,360.00	1,191.00	-2,169.00	35.45 %
5746 -- Administrative Revenue	2,940.00	1,392.00	-1,548.00	47.35 %



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Financial Status (Real-Time)

As of: 10/31/2022 (34% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	10/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Charges for Services	1,073,338.00	3,512.00	-1,069,826.00	0.33 %
Revenues	1,349,838.00	16,322.34	-1,333,515.66	1.21 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	441,950.00	151,427.80	290,522.20	34.26 %
6270 -- Stand-by Pay	19,000.00	6,653.18	12,346.82	35.02 %
6300 -- Overtime	4,500.00	825.44	3,674.56	18.34 %
6400 -- Retirement Contribution	160,358.00	54,812.24	105,545.76	34.18 %
6475 -- Retiree Medical OPEB	6,000.00	1,969.36	4,030.64	32.82 %
6500 -- FICA Contribution	35,263.00	12,309.37	22,953.63	34.91 %
6600 -- Health Insurance Contrib	82,563.00	33,613.25	48,949.75	40.71 %
6900 -- Workers Compensation	16,264.00	11,472.82	4,791.18	70.54 %
Salaries and Employee Benefits	765,898.00	273,083.46	492,814.54	35.66 %
Services and Supplies				
7030 -- Clothing and Personal	2,550.00	1,194.51	1,355.49	46.84 %
7053 -- Telephone Service Local	8,420.00	3,035.66	5,384.34	36.05 %
7090 -- Insurance	54,000.00	53,168.41	831.59	98.46 %
7110 -- Directors Fees	15,000.00	4,375.00	10,625.00	29.17 %
7121 -- Operating Supplies	35,400.00	10,796.53	24,603.47	30.50 %
7324 -- Audit and Accounting Fees	25,200.00	6,438.75	18,761.25	25.55 %
7362 -- Building Maintenance	8,000.00	2,295.17	5,704.83	28.69 %
7363 -- Equipment Maintenance	15,500.00	12,613.45	2,886.55	81.38 %
7404 -- Public Health Lab Serv	24,370.00	8,013.00	16,357.00	32.88 %
7430 -- Memberships	8,675.00	95.00	8,580.00	1.10 %
7450 -- Office Expense	3,800.00	1,425.49	2,374.51	37.51 %
7454 -- Books & Subscriptions	530.00	69.72	460.28	13.15 %
7459 -- IT Professional Services	4,000.00	1,061.91	2,938.09	26.55 %



Financial Status (Real-Time)

As of: 10/31/2022 (34% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	10/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
7460 -- Professional & Special Service	44,005.00	1,550.00	42,455.00	3.52 %
7508 -- Legal Fees	35,000.00	750.00	34,250.00	2.14 %
7510 -- Contractual Services	9,475.00	422.67	9,052.33	4.46 %
7516 -- Permitting Services	9,740.00	541.00	9,199.00	5.55 %
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	37.68	462.32	7.54 %
7653 -- Training Fees & Supplies	7,700.00	3,385.00	4,315.00	43.96 %
7671 -- Special Projects	400.00	400.00	0.00	100.00 %
7730 -- Transportation and Travel	1,000.00	261.32	738.68	26.13 %
7731 -- Gasoline-Oil-Fuel	3,500.00	829.69	2,670.31	23.71 %
7761 -- Electricity	43,000.00	19,177.71	23,822.29	44.60 %
7763 -- Water	2,620.00	1,002.13	1,617.87	38.25 %
7764 -- Refuse	4,250.00	2,076.92	2,173.08	48.87 %
Services and Supplies	370,835.00	135,266.72	235,568.28	36.48 %
Expenditures	1,136,733.00	408,350.18	728,382.82	35.92 %
SummerInd San Dist Running Exp	213,105.00	-392,027.84	-605,132.84	-183.96 %

Financial Status (Real-Time)

As of: 10/31/2022 (34% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund 5216 -- Summerland San Cap Facilities

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	10/31/2022 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	458.15	-1,041.85	30.54 %
Use of Money and Property	1,500.00	458.15	-1,041.85	30.54 %
Charges for Services				
5432 -- Connection Fees	12,385.00	16,773.00	4,388.00	135.43 %
Charges for Services	12,385.00	16,773.00	4,388.00	135.43 %
Revenues	13,885.00	17,231.15	3,346.15	124.10 %
Expenditures				
Capital Assets				
8300 -- Equipment	25,000.00	19,988.49	5,011.51	79.95 %
Capital Assets	25,000.00	19,988.49	5,011.51	79.95 %
Expenditures	25,000.00	19,988.49	5,011.51	79.95 %
Summerland San Cap Facilities	-11,115.00	-2,757.34	8,357.66	24.81 %

Financial Status (Real-Time)

As of: 10/31/2022 (34% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund 5217 -- SummerInd San Dist-Capital Rep

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	10/31/2022 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	2,695.52	-304.48	89.85 %
Use of Money and Property	3,000.00	2,695.52	-304.48	89.85 %
Revenues	3,000.00	2,695.52	-304.48	89.85 %
Expenditures				
Capital Assets				
8300 -- Equipment	128,300.00	128,300.00	0.00	100.00 %
8400 -- Infrastructure	800,000.00	346,168.49	453,831.51	43.27 %
Capital Assets	928,300.00	474,468.49	453,831.51	51.11 %
Expenditures	928,300.00	474,468.49	453,831.51	51.11 %
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	-451,772.97	473,527.03	48.82 %
Net Financial Impact	-723,310.00	-846,558.15	-123,248.15	117.04 %

Cash Balances

As of: 10/31/2022
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	10/1/2022 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	10/31/2022 Ending Balance
5215 -- SummerInd San Dist Running Exp	457,881.75	1,189.00	13,263.63	0.00	109,233.31	363,101.07
5216 -- Summerland San Cap Facilities	241,994.60	0.00	458.15	0.00	17,765.08	224,687.67
5217 -- SummerInd San Dist-Capital Rep	1,232,173.42	0.00	2,695.52	0.00	58,322.00	1,176,546.94
Total Report	1,932,049.77	1,189.00	16,417.30	0.00	185,320.39	1,764,335.68

SUMMERLAND SANITARY DISTRICT

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

Administration (Tasks Completed Out of the Ordinary)

- Posted the Operations Manager Position on the CWEA website, Coastal View, LinkedIn, Indeed, and the District Website.
- Placed the advertisement for Operator I in the Coastal View Newspaper, Indeed, CWEA and District website (installed the Job Boards Plugin).
- Posted the Board member vacancy in town and on the website, created an application form. Provided a write-up for the SCA to be distributed to their members and reached out to constituents in town by phone (and bike 🚲) to see if there was an interest in the Board Vacancy Position.
- Completed off-boarding for S.A. Aguilar and created the final paycheck on the last day of work October 21, 2022.
- Posted the District Board Directors renewed Ethics Training Certifications on the website.
- Reviewed and edited the draft LAFCO Municipal Service Review together with the Operations Manager.
- Completed online training Fire Prevention Training

Scheduled days off:

-

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting November 10, 2022

Operations Manager Report

OPERATIONS AND FACILITY MAINTENANCE:

- Daily water meter readings being performed by staff.
- On October 18, 2022, the monthly waste discharge report for September 2022 was submitted in CIWQS, an automated online program on a timely basis with no violations.
- A new influent meter was installed to meet the new influent flow monitoring requirements required by the district's new NPDES permit.
- Fruit Growers Laboratory was contacted to arrange the addition of enterococcus sampling to begin on November 1, 2022. The additional sampling is required to be performed three days out of the week per the district's new NPDES permit effluent testing requirements.
- On November 3, 2022, Ronnie Perez gave his 3-week resignation notice. Ronnies last day of work will be November 26, 2022. Mr. Perez said that he took the opportunity of applying for an Operator 3 vacancy at Carpinteria Sanitary District so that he can be involved in their advanced water purification project which he has much interest in learning about.
- The district's sewer mainline inspection tractor camera was sent to its manufacturer to be rebuilt. The tractor was no longer functioning properly, only half of its wheels would spin. The internal drive components will be replaced with the newest version.
- Staff has begun to use a new portable dissolved oxygen (D.O.) meter that was purchased to meet the district's new NPDES permit effluent testing requirements. Once a week effluent D.O. testing is now required.
- Staff rebuilt the primary clarifier by replacing all its worn sprockets and chain that were more than 30 years old. The original sprockets were severely cracked, and one sprocket had recently lost four teeth which caused the primary chain to become misaligned. The original chain was also discovered to be severely worn after replacing it.
- Staff replaced the treatment plant's 15-year-old water heater due to it leaking and no longer working.
- 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 1,309 feet of sewer mainline.
- Staff identified every drop manhole within the district's collection system by physically opening every manhole in town. This information will be incorporated into the district's collection system atlas.
- 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.