



## **Regular Board of Directors Meeting**

Thursday, December 8, 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](http://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. **ANNUAL ORGANIZATIONAL MEETING** [Action-item]  
Certificate of Appointment and Oath of Office for J. Colomy and J. Witmer, Election of the Board President and other Officers, Appointment of Committees, and other organizational decisions to be made by the Board.
- IV. **APPROVAL OF THE AGENDA** [Action-item]  
The Board President will ask the Board, public, staff, and legal counsel if there are any additions or modifications to the Agenda.
- V. **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](mailto:info@summerlandsd.org) at least 30 minutes before the meeting begins or give a telephone number to (805) 969-4344 for the Clerk of the Board to call during the meeting and provide an opportunity for comment.
- VI. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF NOVEMBER 10, 2022 AND THE SPECIAL BOARD MEETING OF NOVEMBER 28, 2022** [Action Item]

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

- VII. **APPROVAL OF THE MONTHLY EXPENSES FOR NOVEMBER 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. **Discussion and Consideration of Approval of the Following Agreements** [Action Item]  
Employment Agreement—Operations Manager  
B. **Report from President Pro Tempore on the Outreach to the CSD Board President**  
Description: The Board President Pro Tempore J. Colomy will report on the Zoom meeting that was held on November 16, 2022, with the CSD Board President and District Management.  
C. **Request to Approve the Quote from Parkson Corporation for the Purchase of One (1) Belt Press Roller and Authorization to the Operations Manager to Sign the Proposal** [Action Item]  
Description: The Board is requested to approve the cost for the replacement of one of two belt press rollers. A staff report is included for more info.  
Recommendation: To approve the quote as provided by Parkson Corporation.  
D. **Financial Plan: Residential User Classifications** [Action Item]  
Description: The Board is requested to provide the Financial Consultant with input on which type of residential user classification to include in the approved Financial Study for the computation of the suggested annual residential sewer fees. The Board will discuss and decide what type of classifications to include in the study.
- X. **FINANCIAL STATUS REPORT NOVEMBER 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**



BOARD OF DIRECTORS

December 8, 2022

III. ANNUAL ORGANIZATIONAL MEETING

1. Certificate of Appointment and Oath of Office

Pursuant to Elections Code §10515, at a special scheduled meeting held on Tuesday, November 22, 2022, the County of Santa Barbara Board of Supervisors appointed in lieu of election the following qualified candidates to the district's board:

James L. Witmer	Full term (4 years)	December 2, 2022, to December 4, 2026
Jolene M. Colomy	Full term (4 years)	December 2, 2022, to December 4, 2026

The District received the Certificates of Appointment and Oath of Office Forms.

The Clerk of the Board will administer the Oath of Office.

2. Election Temporary Chairperson

The Clerk of the Board will request a motion and a second for the election of a temporary Chairperson, thereafter, roll call will be taken.

3. Temporary Chair will ask the Clerk of the Board to verify the following:

- That the Oath(s) of Office have been taken pursuant to the requirements of Section 3, of the California Constitution, Elections Code section 10554, and Government Code section 1360, and;
- Compliance with campaign statement filing requirements, and;
- Compliance with the Political Reform Act (Statement of Economic Interest Report, Form 700) for all newly elected or appointed officials, and those leaving office. (Government Code § 87202, 87203)

4. Temporary Chair Announces that:

"Pursuant to law, this is the time and place for the meeting to organize the members as a Governing Board."

5. Election of Board President

(Current App. Vacant)

Nominee:

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Motion to Approve:

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Seconded By:

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Roll Call:

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**Newly Elected President Presides**

6. **Election of the Following Officers**

- a) **Vice President** (Current App. Jolene Colomy)  
Appointee(s): \_\_\_\_\_  
Motion to Approve: \_\_\_\_\_  
Seconded By: \_\_\_\_\_
- b) **Secretary** (Current App. Jim Witmer)  
Appointee(s): \_\_\_\_\_  
Motion to Approve: \_\_\_\_\_  
Seconded By: \_\_\_\_\_
- c) **Secretary Pro Tempore** (Current App. Martin Tucker)  
Appointee(s): \_\_\_\_\_  
Motion to Approve: \_\_\_\_\_  
Seconded By: \_\_\_\_\_

Roll Call for the Newly Proposed Officers

**Appointment of Committee members by the Newly Elected President:**

**Finance Committee** (Current App. John Franklin & Jolene Colomy)  
Appointee(s): \_\_\_\_\_

**Administration & Operations & Personnel Committee**  
(Current App. Jim Witmer & Martin Tucker)  
Appointee(s): \_\_\_\_\_

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

- a. Designate the dates, times, and place for holding regular meetings, pursuant to the requirements of Government Code section 54954(a) and Health and Safety Code section 6488  
Dates: \_\_\_\_\_  
Time: \_\_\_\_\_  
Place: \_\_\_\_\_

8. **President Announces:**

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

# Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA,

County of Santa Barbara

} SS.

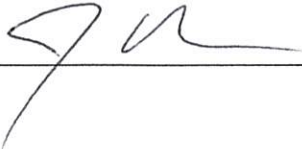
I, Joseph E. Holland, County Clerk, Recorder and Assessor in and for the County of Santa Barbara in the State of California, do hereby certify that at a special scheduled meeting of the Santa Barbara County Board of Supervisors held in and for said County, on the 22<sup>nd</sup> day of November 2022, as provided for in Elections Code Section 10515, **James L. Witmer** was appointed in lieu of election, to the office of **Director**, for the **Summerland Sanitary District**, for the term expiring **December 4, 2026**, as appears in the official records of said Board of Supervisors.

In Witness Whereof, I have hereunto affixed my hand and official seal



This 28<sup>th</sup> day of November, 2022.

JOSEPH E. HOLLAND, County Clerk, Recorder and Assessor

By , Deputy.

STATE OF CALIFORNIA

County of Santa Barbara

} SS.

I, **James L. Witmer**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
(Candidate Signature)

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Person Administering Oath)

Seal

\_\_\_\_\_  
(Title)



# Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA,

County of Santa Barbara

} SS.

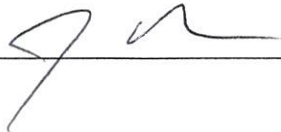
I, Joseph E. Holland, County Clerk, Recorder and Assessor in and for the County of Santa Barbara in the State of California, do hereby certify that at a special scheduled meeting of the Santa Barbara County Board of Supervisors held in and for said County, on the 22<sup>nd</sup> day of November 2022, as provided for in Elections Code Section 10515, **Jolene M Colomy** was appointed in lieu of election, to the office of **Director**, for the **Summerland Sanitary District**, for the term expiring **December 4, 2026**, as appears in the official records of said Board of Supervisors.

In Witness Whereof, I have hereunto affixed my hand and official seal



This 28<sup>th</sup> day of November, 2022.

JOSEPH E. HOLLAND, County Clerk, Recorder and Assessor

By , Deputy.

STATE OF CALIFORNIA

County of Santa Barbara

} SS.

I, **Jolene M Colomy**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
(Candidate Signature)

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Person Administering Oath)

Seal

\_\_\_\_\_  
(Title)



VI

## Minutes of the Regular Board of Directors Meeting

Thursday, November 10, 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 PRO TEMPORE COLOMY CALLED THE REGULAR BOARD MEETING TO ORDER AT 3:00 p.m.

### I. CALL TO ORDER/ROLL CALL

#### DIRECTORS PRESENT

JOLENE COLOMY  
JOHN FRANKLIN  
MARTIN TUCKER  
JAMES WITMER

#### ABSENT

-

#### OTHERS PRESENT

NOE AGUILAR VEGA  
MARJON (MAR) SOUZA  
JANET MCGINNIS

Operations Manager  
Administrative Manager  
Legal Counsel (via Zoom)

### II. PLEDGE OF ALLEGIANCE

### III. APPROVAL OF THE AGENDA

President Pro Tempore J. Colomy asked if there were any modifications and/or changes. Hearing no objections, the agenda was approved as submitted.

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

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

### VIII. BOARD VACANCY APPOINTMENT HEARING [Action Item]

- Affidavit of Posting.

An Affidavit of Posting for the "Notice of Vacancy in Office" was included in the Board meeting packet.

- The Board conducted an interview with the candidate, Mr. Gary W. Robinson. The interview included questions regarding the legal requirements for the position. Mr. Robinson confirmed that he was a registered voter and that he is a resident within the Summerland Sanitary District Boundary.

After the interview was conducted President Pro Tempore J. Colomy asked if there were any Public comments; there were none. President Pro Tempore Colomy asked the Board

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members to bring out their vote to elect Mr. Gary Robinson as a new Director. A roll call was taken:

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

Mr. Gary Robinson was voted in as a new Director and President Pro Tempore J. Colomy administered the Oath of Office.

Mr. Robinson was thereafter congratulated by the Board members and invited to join the meeting as a board member.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF OCTOBER 13, 2022 [Action Item]

A motion was made by Director M. Tucker to approve the minutes of the Regular Board Meeting of October 13, 2022. The motion was seconded by Director J. Colomy, and was carried by the following roll call vote:

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

VI. APPROVAL OF THE MONTHLY EXPENSES FOR OCTOBER 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. Franklin to approve the monthly expenses, including payroll and petty cash totaling \$124,302 for Fund 5215 and \$17,765 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, G. Robinson, 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.

IX. NEW BUSINESS ITEMS

A. Review of the LAFCO Municipal Service Review (MSR) October 2022 draft [Action Item]

*District staff received a draft MSR to be discussed with the Board. The Board was requested to accept the MSR as presented and included in the board meeting packet.*



Staff revisited the important items that were highlighted in the staff report: LAFCO encouraged the exploration of finding a successor agency if this is the most feasible option for providing services. SSD 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 are also included in the request. LAFCO agreed with this change in the Sphere of Influence request.

The MSR document can be updated up to January 2023 and staff recommended accepting the MSR as presented.

A motion was made by Director M. Tucker to accept the LAFCO's Municipal Service Review Document final draft of November 2, 2022. The motion was seconded by Director J. Franklin and passed with the following roll call:

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

**B. Board Discussion: District's Future [Action Item]**

*The Board held a discussion on the District's future predicated on cost/revenues, personnel challenges, and climate change and considered reaching out to Carpinteria Sanitary District to request interim services.*

The Board discussed that the district should examine the District's cost/revenues, the impact of requirements for the new NPDES permit, the expected upcoming capital expenditures, the legal commitments, and the impact on the future proposed annual user fees.

The District Administrative Manager Souza had an informal meeting with Carpinteria Sanitary District's (CSD) General Manager Mr. Craig Murray to provide an update on the SSD District's personnel challenges and to discuss if interim services could be provided by CSD. General Manager C. Murray was also updated on a possible future exploration of the SSD Board toward dissolution and annexation. Mr. Murray advised M. Souza to request the SSD Board to inform CSD Board of Directors of this development.

The Board agreed on setting up an informal phone call between President Pro Tempore J. Colomy and the CSD Board President. President Pro Tempore Colomy will inform the CSD Board President about a possible future exploration of SSD towards dissolution and annexation and will request feedback if a possible annexation request would be welcomed by the CSD Board.

**C. Financial Proposal- Rate Study, First Phase [Action Item]**

*The Board of Directors received an updated Financial Proposal from L&T Municipal Consultants. The Board was requested to approve or disapprove the proposal.*

The Board reviewed the staff report provided by District Administrative Manager M. Souza and held a discussion. The Board agreed that the Financial Plan Proposal would provide crucial information for deciding if the board should pursue implementing new user fee rates per July 2023. The report will provide a financial overview and a calculation of the new

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annual user fees with the expected upcoming capital expenditures and new user classifications. If the report shows that the annual user fees are proportionally unacceptably high compared to other districts, dissolution and annexation could be further explored. The report is expected to be completed by January 12, 2022.

A motion was made by Director M. Tucker to approve the Financial Plan Proposal from Lechowicz & Tseng Municipal Consultants with a total of \$10,540. The motion was seconded by Director J. Franklin and passed with the following roll call:

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

President Pro Tempore J. Colomy appointed the Finance Committee to work with the Financial Consultants.

**D. Discussion of Operations Manager Vacancy Position [Action Item]**

*The Board received 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.*

The Board was informed about the applications received. Prospective candidates on a part-time basis were also provided by a temporary agency. The temporary agencies are tapping into the retired workforce from the industry and this workforce often does not want to work on a full-time basis. District staff Aguilar and Souza informed the Board that the qualified applicant pool for the Operations Manager vacancy is very meager, and a solution could be to fill the position on a part-time basis with a minimum of 24 hours.

The Board decided to schedule an interview with the applicant, Mr. David Lewis, who is available part-time (24 hours per week) for the position of Operations Manager. Administrative Manager M. Souza will reach out to the Board and Mr. Lewis to set up a date for a Special Board Meeting to conduct an interview with Mr. Lewis.

**X. FINANCIAL STATUS REPORT – OCTOBER 2022 [Action Item]**

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

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

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

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VIII. OPERATIONS MANAGER REPORT

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

- Operations Manager N. Aguilar Vega was happy to report that two conditional job offers were made for the two Operator vacancies that existed in the district. Mr. V. Aguilar will start as an Operator-In-Training on November 21<sup>st</sup>. Mr. C. Bennett will start on November 28<sup>th</sup> as Operator II.

IX. ADMINISTRATIVE MANAGER REPORT

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

XI. BOARD COMMUNICATIONS

- A. Board communications: -
- B. Items for future Board meetings. Organizational Meeting
- C. The next regular board meeting is Thursday, December 8, 2022.

XII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular Board Meeting at 4:35 p.m. and was seconded by Director J. Franklin and carried by five ayes.

Respectfully submitted:

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Date: December 8, 2022

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Board Secretary

Minutes prepared by M. Souza



## Minutes of the Special Board of Directors Meeting

Monday, November 28, 2022, at 11:00 a.m.

These are the minutes of the special board meeting of the Governing Board of the Summerland Sanitary District. The Governing Board of the Summerland Sanitary District held a special meeting at the District's office, located at 2435 Wallace Avenue, Summerland CA.

Public was able to listen to the meeting telephonically by calling +1 669 900 6833 (San Jose) 983 226 8568 or through the internet at <https://us02web.zoom.us/j/9832268568>. Public was also permitted at 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, bulletin board, and at the post office at least 24-hours in advance of the meeting.

PRESIDENT PRO TEMPORE J. COLOMY CALLED THE REGULAR BOARD MEETING TO ORDER AT 11:00 A.M.

I. ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY  
JOHN FRANKLIN  
MARTIN TUCKER  
JAMES WITMER

ABSENT

GARY ROBINSON

OTHERS PRESENT

NOE AGUILAR VEGA  
MARJON (Mar) SOUZA

Operations Manager  
Administrative Manager

DAVID LEWIS

Candidate for Operations Manager  
Vacancy

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

President Pro Tempore J. Colomy asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

IV. PUBLIC COMMENT

No public comments were submitted, and no public was present via telephone, Zoom, or at the meeting location.

V. CLOSED SESSION ITEMS

At 11:04 a.m., Board President Pro Tempore J. Colomy announced the board commencement of the closed session item A.



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A. PUBLIC EMPLOYMENT Government Code section 54957  
Title: OPERATIONS MANAGER

At 12:10 p.m., Board President Pro Tempore announced that the Board reconvened into open session and that the following reportable action was taken during the closed session:  
The Board provided a conditional job offer to Mr. David Lewis and Mr. Lewis accepted the conditional job offer.

At 12:11 p.m., Board President Pro Tempore J. Colomy announced the board commencement of the closed session item B.

B. CONFERENCE WITH LABOR NEGOTIATORS Government Code section 54957.6  
Unrepresented employee: OPERATIONS MANAGER

At 12:17 p.m., Board President Pro Tempore announced that the Board reconvened into open session and that the following reportable action was taken during the closed session:  
The Board of Directors directed the Administrative Manager M. Souza to prepare a contract for legal counsel's review and approval with its recommended work hours, and compensation and/or benefits package. The contract will be discussed and reported at the Regular Board Meeting of December 8, 2022, for discussion and final action.

VI. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Special Board Meeting at 12:20 p.m. The motion was seconded by Director J. Franklin and passed with four ayes and one absent vote.

Respectfully submitted:

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December 8, 2022

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Board Secretary

Minutes prepared by M. Souza

# Expenditure Transactions

For the Month of November 2022

From 11/1/2022 to 11/30/2022

Selection Criteria: Fund = 5215, 5216, 5217

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

## Fund 5215 -- Summerland San Dist Running Exp

Document	Post On	Dept	LI Acct	Description	Amount	Vendor	Vendor Name
CLM - 0704504	11/3/2022		7510	46.76 Tons Biosolids Hauling and Tittle 22 test	3,162.08	164600	SYNAGRO WEST LLC
CLM - 0706899	11/3/2022		7763	Drinking water Oct 2022 minus credit	44.87	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0706976	11/3/2022		7363	Nuts and Bolts	256.98	252171	Burbank Supply Co
CLM - 0706977	11/3/2022		7430	CASA Annual Membership 2022	1,800.00	124540	CA ASSOC OF SANITATION AGENCIES
CLM - 0706979	11/3/2022		7362	Pipe & fittings EQ Basin discharge plumbing	1,143.74	116421	SITE ONE LANDSCAPE SUPPLY LLC
CLM - 0706980	11/3/2022		7510	Call Center Service - October 2022	42.00	106048	CENTRAL COMMUNICATIONS
JE - 0241409	11/3/2022		6475	HRA Administrative Fee - OCT 2022	9.00		
CLM - 0708146	11/9/2022		7363	H2S Sensor for Ops Room Gas Meter	743.90	184987	DRAEGER INC
CLM - 0708131	11/10/2022		6600	Medical Benefits Dec 2022	6,722.65	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0708136	11/10/2022		7053	Internet November 2022	100.00	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0708138	11/10/2022		7110	Compensation Agenda Setting Meeting 11/03/2022	175.00	009934	JOLENE M COLOMY
CLM - 0708139	11/10/2022		7430	Regular Member Dues 2023	4,358.00	004908	CALIFORNIA SPECIAL DISTRICTS ASSOC CSDA
CLM - 0708142	11/10/2022		7404	FGL Lab testing 08/03/22- 09/19/22	2,427.00	270150	FGL ENVIRONMENTAL INC
JE - 0241811	11/16/2022		6400	Retirement Contr. Payroll 11-15-2022	6,423.80		
JE - 0241811	11/16/2022		6475	Retirement Healthcare Contr. retirees 11-15-2022	241.67		
CLM - 0708666	11/17/2022		6100	Regular Salaries Nov 1-15, 2022	14,369.06	790178	Summerland Sanitary District
CLM - 0708666	11/17/2022		6270	Standby Nov 1-15, 2022	755.83	790178	Summerland Sanitary District
CLM - 0708666	11/17/2022		6500	Medicare and Fica Nov 1-15, 2022	1,234.47	790178	Summerland Sanitary District
CLM - 0708702	11/17/2022		7121	Safety Glasses, wipes, Distilled Water	43.54	790180	Summerland Sanitary District
CLM - 0708702	11/17/2022		7363	Hex Bolt, bolts, Fuel cap, mailing cost CCTV-CAM	71.58	790180	Summerland Sanitary District
CLM - 0708702	11/17/2022		7450	Household supplies	166.10	790180	Summerland Sanitary District
CLM - 0708702	11/17/2022		7450	Wire to connect Speaker	8.73	790180	Summerland Sanitary District
CLM - 0708702	11/17/2022		7450	Brother Toner Cartridge Magenta	117.84	790180	Summerland Sanitary District
CLM - 0708702	11/17/2022		7450	Label Tape for Brother machine	18.75	790180	Summerland Sanitary District
CLM - 0708702	11/17/2022		7454	Monthly Subscription Zoom and Microsoft Office	23.24	790180	Summerland Sanitary District
CLM - 0708702	11/17/2022		7653	Retirement Presents S. Aguilar (Album and plaque)	177.73	790180	Summerland Sanitary District
CLM - 0708702	11/17/2022		7653	Job Listing OM and OP II	610.00	790180	Summerland Sanitary District
CLM - 0709144	11/17/2022		7110	Comp. Regular Board Meeting 11/10/2022	175.00	765907	John Franklin

credit  
card  
exp.

TH

# Expenditure Transactions

From 11/1/2022 to 11/30/2022

Selection Criteria: Fund = 5215, 5216, 5217

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

## Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0709147	11/17/2022		7053	Phone Wireless November 2022	174.78	297454	VERIZON WIRELESS
CLM - 0709143	11/18/2022		7110	Comp. Regular Board Meeting 11/10/2022	175.00	009758	MARTIN TUCKER
CLM - 0709145	11/18/2022		7110	Comp. Regular Board Meeting 11/10/2022	175.00	091927	JAMES WITMER
CLM - 0709146	11/18/2022		7110	Comp. Regular Board Meeting 11/10/2022	175.00	009934	JOLENE M COLOMY
CLM - 0709148	11/18/2022		7764	Trash Service October 2022	348.09	509950	MARBORG INDUSTRIES
CLM - 0709151	11/18/2022		7763	Water Oct 2022	150.24	556712	MONTECITO WATER DISTRICT
CLM - 0709183	11/18/2022		7763	Water Usage Lines Cleaning 3rd Q 22/23	40.39	790180	Summerland Sanitary District
CLM - 0709183	11/18/2022		7653	Credit Incentive Program Award R.P	350.00	790180	Summerland Sanitary District
CLM - 0709183	11/18/2022		7510	Monthly Payroll Program	65.00	790180	Summerland Sanitary District
CLM - 0710983	11/30/2022		6100	Regular Salaries November 16-30, 2022	16,754.45	790178	Summerland Sanitary District
CLM - 0710983	11/30/2022		6270	Standby November 16-30, 2022	784.24	790178	Summerland Sanitary District
CLM - 0710983	11/30/2022		6300	Overtime November 16-30, 2022	678.43	790178	Summerland Sanitary District
CLM - 0710983	11/30/2022		6500	Medicare and Fica November 16-30, 2022	1,477.28	790178	Summerland Sanitary District
CLM - 0710992	11/30/2022		7731	Gasoline November 2022	107.96	522736	McCormix Corporation
CLM - 0710993	11/30/2022		7508	Legal Serv. October 2022	502.20	146937	LAW OFFICE OF JANET K MCGINNIS
CLM - 0711007	11/30/2022		7516	Dig alert ticket cost October 2022	14.00	828128	UNDERGROUND SERVICE ALERT
CLM - 0711008	11/30/2022		7121	800 Gallons of Sodium Hypochlorite	2,974.58	214614	UNIVAR SOLUTIONS USA INC
CLM - 0711009	11/30/2022		7761	Electric Bill 10/06-11/09/2022	4,646.65	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0711011	11/30/2022		7404	FGL Lab testing 09/19 - 10/21	3,554.00	270150	FGL ENVIRONMENTAL INC
Total SummerInd San Dist Running Exp					78,569.85		

Petty  
Cash  
Exp.

# Expenditure Transactions

From 11/1/2022 to 11/30/2022

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	LI Acct	Description	Amount	Vendor	Vendor Name
CLM - 0706983	11/2/2022		8300	Primary Clarifier Bearings (6)	2,208.45	053806	EVOQUA WATER TECHNOLOGIES LLC
Total Summerland San Cap Facilities					2,208.45		



## **EMPLOYMENT AGREEMENT**

This Employment Agreement (“Agreement”) is entered into on December 8, 2022, with an effective date of December 12, 2022, between SUMMERLAND SANITARY DISTRICT (“District”), and DAVID W. LEWIS (“Employee”).

### **RECITALS**

- A. District is authorized to employ Employee as its Operations Manager (“Operations Manager” or “Employee”) pursuant to Section 6517 of the California Health and Safety Code.
- B. Employee possesses a Grade 3 Wastewater Treatment Plant certification, or higher, from the State of California and is qualified to operate the District’s wastewater treatment plant and collection system.
- C. District desires to employ Employee as its Operations Manager, a non-exempt position, in accordance with the job description attached as Exhibit “A”.
- D. Employee desires to be the District’s Operations Manager.
- E. The parties wish to enter into the Agreement setting forth the terms and conditions governing the Employee’s employment with the District.

**NOW, THEREFORE**, in consideration of the mutual covenants set forth below, the parties agree as follows:

### **SECTION 1. EMPLOYMENT TERM.**

As of December 12, 2022, Employee shall be the Operations Manager for the District and Employee accepts such employment from the District. The term of this Agreement commences on December 12, 2022, and expires at midnight on December 11, 2023, unless

earlier terminated with or without cause in accordance with Section 7 herein.

Unless otherwise earlier terminated, the parties will begin negotiations on a renewal of this Agreement or new employment agreement three (3) months prior to the expiration of its term. Should negotiations not be concluded by December 11, 2023, the term of this Agreement shall be extended by three (3) months and shall terminate on March 11, 2024. Nothing herein, however, shall be construed as requiring either party to ultimately agree to such renewal of this Agreement or a new agreement.

## **SECTION 2. DUTIES.**

Employee shall function as the District's Operations Manager. Employee's duties shall include all items set forth in the Operations Manager's job description attached as Exhibit "A" and incorporated by reference herein, and any other duties assigned by the District Board of Directors ("Board") from time to time. Employee expressly acknowledges and agrees that he is a management employee and serves at the will and pleasure of the Board and subject only to the terms and conditions of this Agreement, his employment may be terminated with or without cause at any time.

## **SECTION 3. COMPENSATION.**

(a) Salary. Commencing on December 12, 2022, the District shall pay Employee an hourly salary of Sixty-Two dollars and Fifty Cents (\$62.50), based on a Full-time Annual Salary of One Hundred Thirty Thousand dollars (\$130,000). There shall be no salary adjustments, including merit, cost of living, or any other type of adjustment, to Employee's salary during the term of this Agreement

(b) Payment of Hourly Salary. Hourly Salary shall be paid to the Employee

according to the same pay periods used for other District employees.

(d) Expenses. District shall reimburse Employee for ordinary and necessary expenses incurred on behalf of the District. Employee shall provide appropriate receipts to District for his expense reimbursements.

#### **SECTION 4. HOURS OF WORK; CONFLICTS OF INTEREST.**

During the term of this Agreement, Employee shall devote appropriate and sufficient time, ability, and attention to the services he is to perform for District. It is generally intended that Employee shall perform services on behalf of the District at the agreed hourly salary rate for twenty-four (24) hours a week (Tuesday through Thursday, 7:30 a.m. to 4:00 p.m.), and at other times as necessary in the performance of his duties. Before the start of each calendar month, the Employee shall inform the Board in advance of the days off (*i.e.*, the time away from the District) that he is scheduled to take in that calendar month.

To avoid any actual or potential conflicts of interest, Employee shall not directly or indirectly render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, that competes with the business of the District or interferes with the performance of his duties hereunder.

#### **SECTION 5. EMPLOYEE BENEFITS.**

Unless otherwise specified herein, throughout the term of this Agreement, Employee shall be entitled to receive the same employee benefits as other District employees. All provisions of the District's personnel policies, employee handbook, and other ordinances, rules, and regulations (collectively "District rules") relating to vacation, sick leave, retirement, pension system contributions, holidays, and other benefits, and working

conditions as they now exist or may hereafter be amended, shall also apply to Employee. In the event of a conflict between the terms of this Agreement and District rules, the terms of this Agreement shall control.

#### **SECTION 6. PERFORMANCE EVALUATION.**

The Board of Directors shall evaluate and review Employee's job performance on an annual basis. Evaluations of the Employee's performance may be conducted, however, at any time and more often than on an annual basis, at the discretion of the Board.

The evaluations shall be based upon Employee's job description and any mutually agreed performance goals, objectives, and standards set by the Board and Employee. Unless otherwise directed by the Board, performance evaluations shall be separate from salary reviews. At evaluation sessions, the Board may discuss any performance goals, objectives, and standards that Employee is not meeting, and the Board may establish new and other reasonable performance goals, objectives, and standards that Employee may be required to meet by Employee's next evaluation date. Failure to meet such performance goals, objectives, or standards shall be a basis for the Board to consider termination for cause. The judgment of Employee's job performance shall be at the sole discretion of the Board and shall be final. It shall be Employee's responsibility to place performance evaluation sessions as specified herein on the Board's agenda.

#### **SECTION 7. TERMINATION OF EMPLOYMENT.**

(a) This Agreement shall terminate automatically on Employee's death. The District may in its discretion, and if authorized by law, terminate this Agreement if Employee is permanently disabled. Employee shall be deemed permanently disabled under



this paragraph if he is unable to perform his duties as set forth in this Agreement or as established by District from time to time by reason of illness or disability for a continuous period of ninety (90) days.

(b) This Agreement may be terminated at any time by District in its sole discretion for cause by giving written notice of termination to Employee. The phrase “for cause” shall include, but not be limited to, conduct whereby Employee: (1) willfully breaches or habitually neglects his duties that he is required to perform under the terms of this Agreement; (2) inadequately performs his assigned duties, *i.e.*, fails to meet performance goals, objectives, or standards, or otherwise is evaluated as unsatisfactory pursuant to Section 6; or (3) commits a criminal offense (other than minor traffic infractions), or commits acts of dishonesty, fraud, misrepresentation, or other acts of moral turpitude.

(c) This Agreement may be terminated at any time by the Board in its sole discretion without cause, upon written notice thereof communicated to Employee. Employee agrees that, in such event, he shall be entitled only to the compensation set forth in Section 8(b).

(d) Employee may terminate this Agreement at any time upon sixty (60) days prior written notice to District. If Employee terminates this Agreement, he shall not be entitled to receive any compensation for services to District after the sixty (60) day notice period, or upon his cessation of work for District, whichever is sooner.

#### **SECTION 8. PAYMENT UPON TERMINATION.**

(a) If District terminates Employee’s employment for cause, Employee shall receive no further compensation or benefits after the date of termination, other than such

compensation as may be accrued but unpaid as of such date, or as otherwise required by law.

(b) If District terminates Employee's employment without cause, Employee shall be entitled only to the following:

(1) Upon Employee's execution of the settlement and mutual release agreement offered by District in accordance with applicable law and applicable District rules, Employee shall be entitled to receive a severance amount equal to his monthly salary, less any deductions required by law, multiplied by the number of months left on the unexpired term; except that in no event shall such amount exceed three (3) months' salary. The amount shall be payable in one lump sum on the next date after the date of termination, which is regularly scheduled for the payment of a salary installment.

(2) This Section 8(b) shall be construed and interpreted in accordance with Article 3.5 (commencing with Section 53260) of Chapter 2 of Part 1 of Division 2 of Title 5 of the California Government Code.

(c) For purposes of this Section 8, the "date of termination" shall mean the date District communicates notice of employment termination to Employee.

(d) In accordance with Government Code Section 53243.2, if this Agreement is terminated, any cash settlement (related to the termination) which is received by Employee shall be fully reimbursed to District if Employee is convicted of a crime involving an abuse of his District office or position, as defined in Government Code Section 53243.4.

## **SECTION 9. OWNERSHIP OF MATERIALS; CONFIDENTIALITY.**

Upon termination of this Agreement, Employee agrees to deliver to District all equipment, materials, documents, and other property belonging to District. Employee also

agrees to maintain the confidentiality of information related to the District obtained during the term of his employment and thereafter, to the extent permitted by law.

**SECTION 10. NON-ASSIGNMENT.**

This is an agreement for personal services and may not be assigned by Employee to any third party.

**SECTION 11. NOTICES.**

(a) Any notices to be given under this Agreement by either party to the other shall be in writing and may be transmitted by personal delivery or by mail, registered or certified, postage paid, with return receipt requested. Mailed notices shall be addressed as follows:

If to District: SUMMERLAND SANITARY DISTRICT  
Attention: President, Board of Directors  
P.O. Box 417  
Summerland, California 93067

If to Employee

DAVID W. LEWIS  
20304 Ranch Drive  
P.O. Box 1000  
Summerland, CA 93067

(b) Each party may change that party's address by written notice in accordance with this paragraph.

(c) Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of the date of mailing.

**SECTION 12. MODIFICATION.**

This Agreement may not be modified or amended in any way unless such modification or amendment is in writing and signed by Employee and District.

**SECTION 13. ENTIRE AGREEMENT.**

This Agreement supersedes any and all other agreements, either oral or in writing,

between the parties hereto with respect to the employment of Employee by District, and contains all of the covenants and agreements between the parties with respect to that employment.. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, that are not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party.

#### **SECTION 14. PARTIAL INVALIDITY.**

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

#### **SECTION 15. GOVERNING LAW.**

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

#### **SECTION 16. DEATH.**

If Employee dies prior to the expiration of the term of his employment, any sums that may be due him by District under this Agreement as of the date of death shall be paid to Employee's executors, administrators, heirs, personal representatives, successors, and assigns.

#### **SECTION 17. BINDING EFFECT.**

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their heirs, legatees, representatives, and successors.



**SECTION 18. RECITALS.**

The foregoing recitals are incorporated herein as if set forth in full.

**SECTION 19. ACKNOWLEDGMENT.**

Employee acknowledges that he has carefully read this Agreement and understands its contents; that he has been given the opportunity to consult with an attorney of his choice regarding this Agreement; that he has had sufficient time to review this Agreement; that he is executing this Agreement knowingly and voluntarily, without any coercion or duress; and that he has not relied on any representations or promises of any kind made to him in connection with his decision to execute this Agreement, except for those set forth herein. Executed in Summerland, California, on December 8, 2022, with an effective date of December 12, 2022.

SUMMERLAND SANITARY DISTRICT

By: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
David W. Lewis  
"Employee"

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
Secretary, Board of Directors

## **EXHIBIT A**

### **SUMMERLAND SANITARY DISTRICT**

#### **JOB DESCRIPTION AND QUALIFICATION**

**Job Title:** Operations Manager

**Date Approved:** December 8, 2022

**Job Purpose:**

The Operations Manager operates and maintains an advanced wastewater treatment plant, 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 and performs a wide variety of skilled technical duties including process control decisions, laboratory analyses, and facility maintenance.

**Essential Functions:**

1. Evaluates process control data and determines process control adjustments for optimum plant performance.
2. Maintains, compiles, and updates plant operations logs and reports; performs & records mathematical calculations related to plant operations.
3. Responsible for maintaining accurate and adequate records, including required reports, operating logs, flow rates, PH levels, chlorine residuals, dissolved oxygen levels, temperature, chemical usage, e-coli levels, liquid level readings, electric power consumption, fuel usage, sludge wasting, and disposal site records, daily diary and equipment maintenance records.
4. Performs and schedules treatment plant inspections, including monitoring and documenting plant operations by reading gauges, dials, level indicators, recorder, meters, digital readouts, SCADA information, and other instruments.
5. Monitors control panels and adjusts valves, gates, pumps, and blowers manually or by remote control to regulate process flows.
6. Provides lead supervision, training, and safety instructions to assigned treatment plant personnel.
7. Provides the Board of Directors with accurate and succinct information and presentations on matters of operational practices.
8. Compiles the plant operations and maintenance budget.
9. Performs and schedules preventive maintenance on all plant facilities, including observation, lubrication, adjustment, cleaning, and painting.
10. Performs and schedules routine replacement and/or repair of treatment processes and laboratory equipment and facilities.
11. Adjusts SCADA system and process control software.
12. Collects and schedules wastewater samples, laboratory tests, and calibrates laboratory equipment.

13. Selects, trains, motivates, and evaluates all assigned District employees; works with employees to improve performance and increase efficiency, and when required corrects deficiencies, and implements discipline and termination procedures.
14. Conducts and schedules inspections of new sewer system facilities to ensure compliance with District's standards.
15. Prepares, signs, and submits all required reports to the Regional Water Quality Control Board-Central Coast Region and to any other agencies with jurisdiction over District operations.
16. Provides assistance in emergency situations.
17. Performs other duties as assigned by the Board of Directors.

**Experience, Training & Education:**

- high school diploma;
- the ability to read and speak English commensurate with the actual functions of the position;
- possession of Grade III Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board; and
- at least three years of demonstrated experience performing the functions of a lead operator of a class III wastewater treatment plant.

**Certificates, Licenses, Registration:**

Possession of a valid Class C California Driver's License and a driving record that is acceptable to the District's insurance carrier.

**Knowledge & Ability:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. When possible, reasonable accommodations shall be made to enable individuals with disabilities to perform essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Qualified individual must have a thorough knowledge of:

1. principles and practices of wastewater collection and treatment plant operations and maintenance;
2. federal, state, and local laws and regulations affecting wastewater collection and treatment;
3. principles, practices, and procedures of basic laboratory procedures;

4. principles of supervision, such as communication, human relations, motivation, training;
5. occupational hazards and standard safety procedures and policies; and
6. standard principles of biology, chemistry, and mathematics as related to wastewater treatment.

Qualified individual must have the ability to:

1. plan, organize, direct, and supervise the construction, maintenance, and operation of the District's wastewater collection, treatment, and disposal functions;
2. oversee training and safety of assigned personnel;
3. solve practical problems and deal with a variety of variables in situations where only limited standardization exists;
4. prepare and present information in verbal and written communications;
5. analyze work activities and operational problems, and institute improved methods of accomplishing required functions;
6. interpret a variety of instructions in written, oral, diagram, or schedule form;
7. analyze problems, identify an alternate solution, project consequences of proposed actions, and implement recommendations in support of assigned duties; and
8. use computer programs for word processing, data storage, organization, and spreadsheet development.

**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. When possible, reasonable accommodations shall 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.

**Work Environment:**

While performing the duties of this job, the employee is regularly exposed to aerosols or airborne particles, moving mechanical parts, toxic or caustic chemicals and outside weather. The noise level in the work environment is usually moderate.

K  
C/1

## Capital Replacement Project

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**PROJECT TITLE:** PARKSON MAGNUM BELT PRESS ROLLER REPLACEMENT

**DESCRIPTION:** Replacement of one of the treatment plant's belt press rollers.

**BUDGET COST:** \$13,958

**FUND SOURCE:** Capital Replacement and Repair Fund 5217 - Line item 8300 Equipment

**JUSTIFICATION:** The district's Parkson Magnum belt press has been in service since 1989. Throughout its lifetime it has slowly developed rust bumps on its two lower rollers. Due to the rust bumps increasing in size throughout the years, the rust bumps have begun to slowly cut the screens that run against the rollers. Four years ago, the belt press screens were replaced due to ripping caused by the rollers. Those screens have now begun to slowly crease where the rust bumps are located. To prevent the screens from ripping, the defective rollers must be replaced to keep the belt press operational.

The purchase of a roller will allow for one of the two defective rollers to be replaced. The defective roller can then be resurfaced at a machine shop at which the resurfaced roller will then be used to replace the second defective roller on the belt press.

Due to Parkson Corporation being the only manufacturer that produces parts for their equipment, only one quote was obtained.

(Photo of belt press)



(Photo of defective roller)





## Aftermarket Care – Quotation

1401 W. Cypress Creek Rd. – Suite 100, Fort Lauderdale, FL 33309 - HEADQUARTERS  
562 Bunker Court, Vernon Hills, IL 60061  
100 Schreiber Dr., Trussville, AL 35173

C/2

MRI SCHREIBER FilterONE USA HYCOR

1-888-Parkson

\*The Quotation is submitted pursuant to Parkson Corporation Aftermarket Terms and Conditions, which are embedded below

Quote Name	Summerland Sanitation District, CA MP-1467	Created Date	12/2/2022
	CMH 12-02-22	Expiration Date	1/2/2023
Quote Number	00033468		
Prepared By	Ray Coulter	Contact Name	Eduardo Nava
Phone	(954) 917-1879	Phone	(805) 969-4344
Email	rcoulter@parkson.com	Email	enava@summerlandsd.org
Fax	(954) 252-4085	Fax	(805) 969-5794
Bill To Name	Summerland Sanitation District, CA	Ship To Name	Summerland Sanitation District, CA
Project #	MP-1467	Payment Terms	Net 30
Freight	Prepay and Add	Estimated Delivery	14 to 16 Weeks
		FOB:	Shipping Point

Item Number	Product	Line Item Description	Quantity	Sales Price	Total Price
Custom	Customized1	Roll, 5-7/16", Rilsan coated, p/n 1002302	1.00	\$12,350.00	\$12,350.00
Standard	Standard1	7.75% Tax Rate	1.00	\$957.13	\$957.13
0900000-	x- Freight	To Be Determined, actual will be charges at time of shipment	1.00	\$650.00	\$650.00

Line Items	3	Subtotal	\$13,957.13
		Total Price	\$13,957.13

Please complete information below:

BILL TO Name: _____	SHIP TO Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
PO #: _____	SHIP TO Attn of: _____
Bill to - Email: _____	Phone: _____

All amounts expressed in US Dollars

### Quote Acceptance Information

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_





IX  
D.

## Board of Directors Meeting STAFF REPORT

TO : Board of Directors  
FROM : District Administrative Manager  
DATE : December 8, 2022  
RE : **Residential Categories/Rate Design**

The Board approved a Financial Study Proposal during the Board meeting on November 10, 2022.

The Financial Consultant, Mrs. Alison Lechowicz, has been provided with the requested district's financial information. Ms. Lechowicz and the Administrative Manager, Mar Souza, held a "Kick-off" meeting on Tuesday, November 29, 2022.

### Residential user categories

During the "Kick-Off" meeting Ms. Lechowicz requested to receive directions on which types of residential user classifications the board requests to include in the report. Based on the discussion that was held with the Board during the Rate Design Workshop, on September 8, 2022, and previous Board discussions the District Administrative Manager's recommendation is to include the following residential user categories.

1. Single-Family Dwellings & Condominiums
2. Multi-Family Dwellings (SFD + ADU, Duplexes)
3. Apartments
4. Mobile Homes

**Request:** To discuss and decide whether the residential user classifications as listed above should be included in the Financial Study. Alternatively, Apartments and Mobile Homes could be clustered together as one residential user classification.

### Sewer Fee Cost of Service Calculations

During the Rate Design Workshop on September 8, 2022, Ms. Lechowicz also discussed with the Board and staff the proposed sewer rate fee calculations. The sewer rate fee cost of service calculations will consist of two components: Fixed and Variable Costs.

- Assign Fixed Cost Recovery (Likely 70% to 90%)
- Assign Volumetric Cost Recovery (Variable Cost) based on **occupancy or flow estimates**.

The Financial Consultant and District Administrative Manager will work closely together to determine if **occupancy** per residential user classification information is available for the Summerland community occupancy layout. If this information is not available, then the alternative method of **flow estimates** from Montecito Water District will be used.

Mrs. Lechowicz also requested to have a meeting scheduled with staff and the Finance Committee to discuss the initial results of the study at the end of December 2022. The District Administrative Manager will reach out to the Finance Committee to set up this meeting. The target date for the presentation of the financial study is January 12, 2023.

# Financial Status (Real-Time)

As of November 30, 2022

As of: 11/30/2022 (42% 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	11/30/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3010 -- Property Tax-Current Secured	260,000.00	42,471.02	-217,528.98	16.34 %
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	55,036.41	-218,463.59	20.12 %
<b>Fines, Forfeitures, and Penalties</b>				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	3.18	3.18	--
Fines, Forfeitures, and Penalties	0.00	3.18	3.18	--
<b>Use of Money and Property</b>				
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 %
<b>Intergovernmental Revenue-State</b>				
4220 -- Homeowners Property Tax Relief	1,000.00	164.70	-835.30	16.47 %
Intergovernmental Revenue-State	1,000.00	164.70	-835.30	16.47 %
<b>Charges for Services</b>				
5091 -- Planning & Engrng-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 %

1X

# Financial Status (Real-Time)

As of: 11/30/2022 (42% 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	11/30/2022 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	59,604.89	-1,290,233.11	4.42 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	441,950.00	182,551.31	259,398.69	41.31 %
6270 -- Stand-by Pay	19,000.00	8,193.25	10,806.75	43.12 %
6300 -- Overtime	4,500.00	1,503.87	2,996.13	33.42 %
6400 -- Retirement Contribution	160,358.00	68,019.59	92,338.41	42.42 %
6475 -- Retiree Medical OPEB	6,000.00	2,461.70	3,538.30	41.03 %
6500 -- FICA Contribution	35,263.00	15,021.12	20,241.88	42.60 %
6600 -- Health Insurance Contrib	82,563.00	40,335.90	42,227.10	48.85 %
6900 -- Workers Compensation	16,264.00	11,472.82	4,791.18	70.54 %
Salaries and Employee Benefits	765,898.00	329,559.56	436,338.44	43.03 %
<b>Services and Supplies</b>				
7030 -- Clothing and Personal	2,550.00	1,194.51	1,355.49	46.84 %
7053 -- Telephone Service Local	8,420.00	3,819.43	4,600.57	45.36 %
7090 -- Insurance	54,000.00	53,168.41	831.59	98.46 %
7110 -- Directors Fees	15,000.00	5,250.00	9,750.00	35.00 %
7121 -- Operating Supplies	35,400.00	13,814.65	21,585.35	39.02 %
7324 -- Audit and Accounting Fees	25,200.00	6,438.75	18,761.25	25.55 %
7362 -- Building Maintenance	8,000.00	3,438.91	4,561.09	42.99 %
7363 -- Equipment Maintenance	15,500.00	13,685.91	1,814.09	88.30 %
7404 -- Public Health Lab Serv	24,370.00	13,994.00	10,376.00	57.42 %
7430 -- Memberships	8,675.00	6,253.00	2,422.00	72.08 %
7450 -- Office Expense	3,800.00	1,736.91	2,063.09	45.71 %
7454 -- Books & Subscriptions	530.00	92.96	437.04	17.54 %
7459 -- IT Professional Services	4,000.00	1,061.91	2,938.09	26.55 %





# Financial Status (Real-Time)

As of: 11/30/2022 (42% 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	11/30/2022 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	1,252.20	33,747.80	3.58 %
7510 -- Contractual Services	9,475.00	3,691.75	5,783.25	38.96 %
7516 -- Permitting Services	9,740.00	555.00	9,185.00	5.70 %
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	4,522.73	3,177.27	58.74 %
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	937.65	2,562.35	26.79 %
7761 -- Electricity	43,000.00	23,824.36	19,175.64	55.41 %
7763 -- Water	2,620.00	1,237.63	1,382.37	47.24 %
7764 -- Refuse	4,250.00	2,425.01	1,824.99	57.06 %
Services and Supplies	370,835.00	164,894.68	205,940.32	44.47 %
Expenditures	1,136,733.00	494,454.24	642,278.76	43.50 %
SummerInd San Dist Running Exp	213,105.00	-434,849.35	-647,954.35	-204.05 %

# Financial Status (Real-Time)

As of: 11/30/2022 (42% 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	11/30/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
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 %
<b>Charges for Services</b>				
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 %
<b>Expenditures</b>				
<b>Capital Assets</b>				
8300 -- Equipment	25,000.00	22,196.94	2,803.06	88.79 %
Capital Assets	25,000.00	22,196.94	2,803.06	88.79 %
Expenditures	25,000.00	22,196.94	2,803.06	88.79 %
Summerland San Cap Facilities	-11,115.00	-4,965.79	6,149.21	44.68 %

# Financial Status (Real-Time)

As of: 11/30/2022 (42% 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	11/30/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
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 %
<b>Expenditures</b>				
<b>Capital Assets</b>				
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 %
<b>Other Financing Sources &amp; Uses</b>				
<b>Other Financing Sources</b>				
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	-891,588.11	-168,278.11	123.27 %



**SUMMERLAND SANITARY DISTRICT**

Regular Board of Directors Meeting December 8, 2022

**Operations Manager Report**

**OPERATIONS AND FACILITY MAINTENANCE:**

- Daily water meter readings being performed by staff.
- On November 23, 2022, the monthly waste discharge report for October 2022 was submitted in CIWQS, an automated online program on a timely basis with no violations.
- On November 21, 2022, Victor Aguilar started working for the district as an Operator-In -Training.
- On December 5, 2022, Chris Bennett started working for the district as an Operator II.
- Electrical Instrumentation Services technician finalized the installation and programming of the treatment plant's new influent meter.
- Electrical Instrumentation Services technician performed an annual calibration on all the required treatment plant instrumentation devices.
- The tractor camera that was sent to Aries Industries for repair was returned to the district after repair. Staff tested the unit for proper operation and observed it to be operating properly again.
- Staff operated the belt press for 8 hours.
- Staff completed weekly grounds maintenance and landscape work which consists of, mowing, weed whacking, blowing, edging, and raking. Grounds are watered weekly during dry months with reclaimed water.

**COLLECTION SYSTEM / LIFT STATIONS:**

- Staff continued monthly FOG (Fats, Oils, and Grease) inspections at restaurants in town. All restaurants were in compliance.
- Staff made periodic rounds of the collection system to check for any problems, primarily checking the hot spot manholes to ensure proper flow activity.
- Staff conducted daily rounds at all lift stations to check for proper operation including checking each lift station's emergency generator, filling generators with fuel if necessary, and performing maintenance.

**SUMMERLAND SANITARY DISTRICT****Regular Board of Directors Meeting December 8, 2022  
District Administrative Manager Report****Administration (Tasks Completed Out of the Ordinary)**

- Provided the Financial Study Consultant with the requested district financial information and other pertinent information and participated in the “Kick-off” meeting on November 29, 2022.
- Organized and attended the Zoom meeting with Pro Tempore Board President Jolene Colomy, Carpinteria Board President Lin Graf, and General Manager Craig Murray on Wednesday, November 16, 2022.
- Completed off-boarding for R. Perez and created the final paycheck on December 28, 2022.
- Assisted with the onboarding of new personnel.
- Prepared the Employee Agreement per Board instructions and forwarded it for review and approval to Legal Counsel.
- The Audit Report for the Fiscal Year Ending June 30, 2022, is completed in draft form. Ms. Tracey Solomon from Bartlett, Pringle & Wolf LLP will present the Audit report at the January 12, 2023, Regular Board meeting.

**Scheduled days off:**

Friday, December 30, 2022