



Regular Board of Directors Meeting

Thursday, May 11, 2023, 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) in the District's office.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (805) 969-4344. Notification 24 hours prior to the meeting will help the Clerk make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPROVAL OF THE AGENDA** [Action-item]
The Board President will ask the Board, public, and staff if there are any additions or modifications to the Agenda.
- IV. **PUBLIC COMMENT** [Non-Agenda Items]
The public may address the Governing Board on items of interest to the public that are not already on the agenda and are within the subject matter jurisdiction of the Board.
The three-minute time limit is pursuant to District regulation.
- V. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF APRIL 13, 2023, AND THE SPECIAL BOARD MEETING OF APRIL 26, 2023**[Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR APRIL 2023, INCLUDING PAYROLL AND PETTY CASH** [Action Item]
- VII. **COMMITTEE REPORTS**
 - A. Finance Committee Report
 - B. Administrative, Operations & Personnel Committee Report
 - C. Ad-Hoc Dissolution and Annexation Committee Report

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

VIII. NEW BUSINESS ITEMS

A. FINANCIAL SERVICES AND AUDIT FY2022-23 BID PROPOSALS [Action Item]

Description: The Board will review the bids received from Bartlett Pringle & Wolf LLC and Fechter & Company Certified Public Accountants and will approve one of the bids.

Staff recommendation: To approve the BP&W LLC bid proposal.

IX. FINANCIAL STATUS REPORT APRIL 2023 [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.

X. OPERATIONS MANAGER REPORT

The Operations Manager will provide a written report on operations, facility, and collection system maintenance and affairs and will provide explanations as requested.

XI. ADMINISTRATIVE MANAGER REPORT

The Administrative Manager will provide a written report on the District's administrative affairs and will provide explanations as requested.

XII. BOARD COMMUNICATIONS

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

XIII. ADJOURNMENT



IV

Minutes of the Regular Board of Directors Meeting

Thursday, April 13, 2023, at 3:00 p.m.

These are the minutes of the regular meeting of the Summerland Sanitary District Governing Board 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 invited to attend the meeting in person.

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 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
GARY ROBINSON
MARTIN TUCKER
JAMES WITMER

ABSENT

-

OTHERS PRESENT

DAVID LEWIS	Operations Manager
JANET MCGINNIS	Legal Counsel
MARJON (MAR) SOUZA	Administrative Manager
ALISON LECHOWICZ	Rate Study Consultant via Zoom

II. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE AGENDA

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

V. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public comments were submitted in advance, and members of the public were present at the meeting location.

VI. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF MARCH 9, 2023, AND THE SPECIAL BOARD MEETING OF APRIL 3, 2023 [Action Item]

A motion was made by Director M. Tucker to approve the minutes of the Regular Board Meeting of March 9, 2023, and the Special Board Meeting of April 3, 2023. 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

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Minutes Regular Board Meeting 04/13/2023

VII. APPROVAL OF THE MONTHLY EXPENSES FOR JANUARY, 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 G. Robinson to approve the monthly expenses, including payroll and petty cash totaling \$78,348 for Fund 5215 and \$4,391.93. 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. CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation – Government Code, § 54956.9(d)(2)
(Number of matters) [1]

At 3:07 p.m., President J. Colomy announced the commencement of the closed session.

At 3:40 p.m., President J. Colomy announced that the Board reconvened in an open session and reported that information was exchanged, and no reportable action was taken. President J. Colomy advanced New Business Item A for discussion.

A. Rate Study Report [Action Item]

Public Speakers were Mr. J. Malott, Mr. L. Malott, and Mr. B. Anderson.

President J. Colomy thanked the public for their comments.

A motion was made by Director M. Tucker to accept the March 9, 2023, Rate Study Report. The motion was seconded by Director G. Robinson.

The Board held a discussion. As there is no clear industry standard for structuring the sewer charges, the board decided to take additional time to look at alternatives and to consider the public comments. The Board discussed deferring a vote on the rate study.

The motion was amended by Director M. Tucker to table the Rate Study item to the next board meeting. 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

The Board directed Ms. Alison Lechowicz to prepare Alternate Sewer Rate Charges options to be discussed with the Finance Committee and staff. A Special Board meeting may be scheduled before the next regular board meeting of May 11, 2023, to stay within the Proposition 218 timeframe to adopt new rates.

President J. Colomy advanced New Business Item B for discussion.

B. Portable Reuse Analysis for SSD as part of the SB Countywide Potable Reuse Evaluation
[Action Item]

The Board discussed the approval of Summerland Sanitary District's (SSD) participation in a study examining how to incorporate SSD's raw wastewater into the Carpinteria Sanitary District (CSD) collection system. Sewer flow into the CSD treatment plant would be treated to secondary standards and then subsequently injected into the groundwater basin. The Study will be funded by the County of Santa Barbara and Carollo Engineering will lead the project.

Mr. Andrew Salveson, Vice President of Carollo Engineering and Project Lead was available by Zoom and was introduced by Operations Manager D. Lewis. Mr. Salveson explained the proposed project and the County of Santa Barbara's desire to promote the potable reuse of water. The study is already approved and funded by the County and may start if the SSD Board approves participation. If the connection is made with CSD, a flow equalization basin would most likely be needed, but the treatment plant and outfall would no longer be needed. CSD is not recycling its water currently and will be part of the CAPP project and the proposed Advanced Water Purification Facility. The study would be completed by the end of October 2023.

A motion was made by Director J. Witmer to accept the Potable Reuse Evaluation Project as presented. The motion was seconded by Director G. Robinson, 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

VIII. COMMITTEE REPORTS

A. Finance Committee Report
Did not meet.

B. Administration, Operations & Personnel (AOP) Committee
Did not meet.

C. Ad-Hoc Annexation and Dissolution Committee

The Ad-Hoc Committee met on March 23, 2023, and will meet with Carpinteria's Ad-Hoc Committee on Monday, April 17, 2023, for a preliminary discussion regarding possible annexation and dissolution.

VIII. NEW BUSINESS ITEMS

C. *Town Hall Meeting Review* [Non-Action Item]

The Board decided that no discussion was needed.

D. Discussion and Consideration of Approval of the Following Agreements [Action Item]
Employment Agreement—Administrative Manager

A motion was made by Director G. Robinson to accept the Employment Agreement with the amendment to include the cost-of-living adjustments to which other District employees may

Summerland Sanitary District
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become entitled. The motion was seconded by Director M. Tucker, 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

X. FINANCIAL STATUS REPORT – March 2023 [Action Item]

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

The report was accepted as submitted.

IX. OPERATIONS MANAGER REPORT

Operations Manager D. Lewis provided a written report and answered Board questions.

In addition to the report, Mr. Lewis reported that unsuccessful attempts to clear the storm drain were made this week, and the County of Santa Barbara will return for another attempt at a later date.

X. ADMINISTRATIVE MANAGER REPORT

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

In addition to the report, Ms. Souza reported that she contacted audit firms for proposals.

XI. BOARD COMMUNICATIONS

A. Board communications: None

B. Items for future Board meetings: Audit Firm Bid Proposals

C. The next regular board meeting is Thursday, May 11, 2023

XII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular Board Meeting at 5:07 p.m. and was seconded by Director J. Franklin and carried by five ayes.

Respectfully submitted:

Gary Robinson
Board Secretary

Date: May 11, 2023

Minutes prepared by M. Souza



Minutes of the Special Board of Directors Meeting

Wednesday, April 26, 2023, at 3:00 p.m.

NOTES

These are the minutes of the special board meeting of the Governing Board of the Summerland Sanitary District held at 2435 Wallace Avenue, Summerland, CA.

The public was able to listen to the meeting telephonically by calling +1 669 900 6833 (San Jose) 983 226 8568, access code 123, or through internet at <https://us02web.zoom.us/j/9832268568>. The public was also invited to attend the meeting in person.

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 J. COLOMY CALLED THE SPECIAL BOARD MEETING TO ORDER AT 3:00 P.M.

I. ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY
JOHN FRANKLIN
GARY ROBINSON
MARTIN TUCKER
JAMES WITMER

ABSENT

-

OTHERS PRESENT

DAVID LEWIS	Operations Manager
JANET MCGINNIS	Legal Counsel
MARJON (Mar) SOUZA	Administrative Manager
ALISON LECHOWICZ	Rate Study Consultant by Zoom

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

President 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 in advance. Members of the public were present at the meeting location and via Zoom.

V. ITEMS DISCUSSED

A. *Discussion of Alternate Sewer Service Charge Scenarios [Action-item]*

The Board will receive a report from the Finance Committee about its meeting on April 20, 2023, and will discuss the Memo Alternate Sewer Services Charges. The Board will consider taking one of the following actions:

- *Move forward with the Draft Rate Study Report of March 9, 2023;*
- *Instruct the Rate Consultant to adjust the Rate Study Report with one of the Alternate Sewer Service Charge Scenarios; or*

- *Defer the Rate Study because of recent developments that may affect the District and its ratepayers.*

Public Speakers were Mr. B. Anderson and Mr. J. Malott.

President J. Colomy thanked the Public for their comments and reported that the Finance Committee met on April 20th with Ms. Lechowicz and staff. Director J. Franklin said the Finance Committee reviewed and discussed the alternate sewer rates scenarios. He reported that he is also a member of the Ad-Hoc Dissolution and Annexation Committee with Director G. Robinson, which had met with the Carpinteria Board's Ad-Hoc Committee regarding dissolving into Carpinteria's Sanitary District and that the Carpinteria board committee's initial response was favorable. Director J. Franklin said that possible dissolution adds complexity to rate setting. If SSD dissolves into Carpinteria Sanitary District (CSD), there may be no need to replace the outfall pipeline. The Finance Committee and Ad Hoc Committee agree that it is not in the District's best interest to change the rate structure currently. The Potable Reuse Study will be completed in October 2023 and may also provide answers because it is studying feasibility of connecting SSD infrastructure to CSD's. If the raw sewage is transported to CSD, there will be no need for SSD's treatment plant and outfall.

A discussion was held with the Rate Study Consultant Ms. Alison Lechowicz regarding her Alternate Sewer Charge Scenarios and the Finance Committee's recommendation to defer the Rate Study for a year. She agreed the District can absorb the overall five percent increase that was proposed for new sewer rates because the increase was largely to be set aside for future capital expenditures. Legal Counsel advised that the settlement agreement is not violated if the Rate Study is deferred. If a new Rate Study is done next year, Ms. Lechowicz recommended that water flow data be updated. Director J. Colomy said the Board could also review bond options at that time, as suggested by Mr. Malott.

A motion was made by Director J. Franklin to defer the Rate Study until next fiscal year with more clarity and information about potential annexation and dissolution into the Carpinteria Sanitary District. 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

VI. ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

Respectfully submitted:

Gary Robinson
Board Secretary

Date: May 11, 2023

Minutes prepared by M. Souza

Expenditure Transactions

From April 1, 2023 through April 30, 2023

From 4/1/2023 to 4/30/2023

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 - 0727335	4/5/2023		7363	Paint and Supplies- Workbench Workshop	132.39	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0727335	4/5/2023		7362	Plumbing material for Kitchen Plumbing Repair	35.73	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0727335	4/5/2023		7362	Belt Press Building: Material for Wall Repair	296.48	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0727338	4/5/2023		7516	Dig alert ticket cost March 2023	12.25	828128	UNDERGROUND SERVICE ALERT
CLM - 0727340	4/5/2023		7731	Gasoline March 2023	90.07	522736	McCormix Corporation
MIC - 0178462	4/5/2023		7763	Water delivery 03/10/2023	16.11	067307	CULLIGAN OF VENTURA COUNTY
MIC - 0178462	4/5/2023		7763	Water delivery 03/24/2023	23.81	067307	CULLIGAN OF VENTURA COUNTY
JE - 0247292	4/6/2023		6475	HRA Administrative Fee - MAR 2023	13.50		
JE - 0247379	4/12/2023		7546	SB2557 Property Tax Admin Fee 2022/23 (7546)	3,094.76		
CLM - 0728551	4/13/2023		7110	Comp. Agenda Setting Meeting 04/06/2023	175.00	009934	JOLENE M COLOMY
CLM - 0728553	4/13/2023		7110	Comp. Special Board Meeting 04/03/2023	175.00	009934	JOLENE M COLOMY
CLM - 0728554	4/13/2023		7110	Comp. Special Board Meeting 04/03/2023	175.00	167410	GARY W ROBINSON
CLM - 0728555	4/13/2023		7110	Comp. Special Board Meeting 04/03/2023	175.00	091927	JAMES WITMER
CLM - 0728556	4/13/2023		7110	Comp. Special Board Meeting 04/03/2023	175.00	765907	John Franklin
CLM - 0728557	4/13/2023		7110	Comp. Special Board Meeting 04/03/2023	175.00	009758	MARTIN TUCKER
CLM - 0728558	4/13/2023		7363	Anti-Slip Mats (4)	113.65	790180	Summerland Sanitary District
CLM - 0728558	4/13/2023		7363	Reusable Long Sleeve Gloves (3)	48.45	790180	Summerland Sanitary District
CLM - 0728558	4/13/2023		7430	Collection System Maint. Grade II Renewal Fee E.N.	100.00	790180	Summerland Sanitary District
CLM - 0728558	4/13/2023		7450	Coffee & other household supplies	145.62	790180	Summerland Sanitary District
CLM - 0728558	4/13/2023		7450	Office Toner Set, Calendar, Pens, Pencil Sharpener	403.87	790180	Summerland Sanitary District
CLM - 0728558	4/13/2023		7454	Monthly Zoom & Office 365 Subscription	23.24	790180	Summerland Sanitary District
CLM - 0728558	4/13/2023		7459	IT Consult (outlook problems) and Comp. cable	91.14	790180	Summerland Sanitary District
CLM - 0728558	4/13/2023		7460	Printing and sending Post Cards Town Hall Announc.	257.69	790180	Summerland Sanitary District
CLM - 0728563	4/13/2023		7053	Phone Wireless April 2023	180.15	297454	VERIZON WIRELESS
CLM - 0728565	4/13/2023		7764	Trash Service March 2023	348.09	509950	MARBORG INDUSTRIES
CLM - 0728567	4/13/2023		7053	Internet April 2023	102.43	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0728569	4/13/2023		7510	Call Center Service - April 2023	44.65	106048	CENTRAL COMMUNICATIONS
CLM - 0728571	4/13/2023		7363	Alternator for Compressor	392.05	493284	Coastline Equipment
CLM - 0728572	4/13/2023		6600	Medical Benefits May 2023	5,237.75	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

credit
card
expenses

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Expenditure Transactions

From 4/1/2023 to 4/30/2023

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 - 0728574	4/13/2023		7460	Rate Study Phase 2 Invoice #2	4,575.00	169424	LECHOWICZ & TSENG MUNICIPAL CONSULTANTS
CLM - 0728717	4/13/2023		7362	String for weed mower	4.33	000250	A-OK MOWER SHOP INC
CLM - 0728718	4/13/2023		7404	FGL Lab testing 02/01-3/17/2023	2,265.00	270150	FGL ENVIRONMENTAL INC
CLM - 0728730	4/13/2023		6100	Regular Salaries April 1-15, 2023	15,382.44	790178	Summerland Sanitary District
CLM - 0728730	4/13/2023		6270	Standby April 1-15, 2023	835.02	790178	Summerland Sanitary District
CLM - 0728730	4/13/2023		6300	Overtime April 1-15, 2023	364.60	790178	Summerland Sanitary District
CLM - 0728730	4/13/2023		6500	Medicare and Fica April 1-15, 2023	1,324.44	790178	Summerland Sanitary District
CLM - 0728737	4/13/2023		7121	826 gallons of Sodium Hypochlorite	3,070.27	214614	UNIVAR SOLUTIONS USA INC
JE - 0247492	4/15/2023		6400	Retirement Contr. Payroll 04-15-2023	5,183.17		
JE - 0247492	4/15/2023		6475	Retirement Healthcare Contr. retirees 04-15-2023	241.67		
CLM - 0729587	4/20/2023		7110	Comp. Ad Hoc D&A Committee Meeting 4-17-2023	175.00	167410	GARY W ROBINSON
CLM - 0729589	4/20/2023		7110	Comp. Ad Hoc D&A Committee Meeting 4-17-2023	175.00	765907	John Franklin
CLM - 0729590	4/20/2023		7763	Water March 2023	228.57	556712	MONTECITO WATER DISTRICT
CLM - 0729593	4/20/2023		7516	Annual Utility & Encroachment Permit	95.00	790180	Summerland Sanitary District
CLM - 0729593	4/20/2023		7653	CWEA-TC Workshop attendance March 2023 (3 staff)	165.00	790180	Summerland Sanitary District
CLM - 0729593	4/20/2023		7730	Reimburse mileage driven CWEA-TC workshop (E.N.)	20.57	790180	Summerland Sanitary District
CLM - 0729593	4/20/2023		7510	Monthly Payroll Program	70.00	790180	Summerland Sanitary District
CLM - 0730608	4/27/2023		7110	Comp. Finance Committee Meeting 04/20/2023	175.00	009934	JOLENE M COLOMY
CLM - 0730611	4/27/2023		7110	Comp. Finance Committee Meeting 04/20/2023	175.00	765907	John Franklin
CLM - 0730612	4/27/2023		7761	Electric Bill March 3 through April 2, 2023	5,214.81	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0730618	4/27/2023		7121	Hach total Chlorine Accuvac (5), Wipers -4 pack	282.93	835122	USA BLUEBOOK
CLM - 0730622	4/27/2023		7053	Monthly Charge Plant/Office Phone 4/13- 5/12	244.91	075391	FRONTIER
CLM - 0730626	4/27/2023		7053	Monthly Charge LS Alarm Phones 04/13-5/12	231.16	075391	FRONTIER
CLM - 0730669	4/28/2023		6100	Regular Salaries April 16-30, 2023	15,403.29	790178	Summerland Sanitary District
CLM - 0730669	4/28/2023		6270	Standby April 16-30, 2023	853.08	790178	Summerland Sanitary District
CLM - 0730669	4/28/2023		6300	Overtime April 16-30, 2023	190.76	790178	Summerland Sanitary District
CLM - 0730669	4/28/2023		6500	Medicare and Fica April 16-30, 2023	1,314.38	790178	Summerland Sanitary District
CLM - 0730692	4/28/2023		6100	Salary Adjustment - Lump Sum M.S. -7 pay-periods	4,739.56	790178	Summerland Sanitary District
CLM - 0730692	4/28/2023		6500	Medicare and Fica M.S. Salary Adjustment	362.57	790178	Summerland Sanitary District
JE - 0248178	4/30/2023		6400	Retirement Contr. Payroll 04-30-2023	7,154.18		

Petty
Cash
Exp.

Expenditure Transactions

From 4/1/2023 to 4/30/2023

Selection Criteria: Fund = 5215, 5216, 5217

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

Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
JE - 0248178	4/30/2023		6475	Retirement Healthcare Contr. retirees 04-30-2023	241.67		
Total SummerInd San Dist Running Exp					83,012.26		

Expenditure Transactions

From 4/1/2023 to 4/30/2023

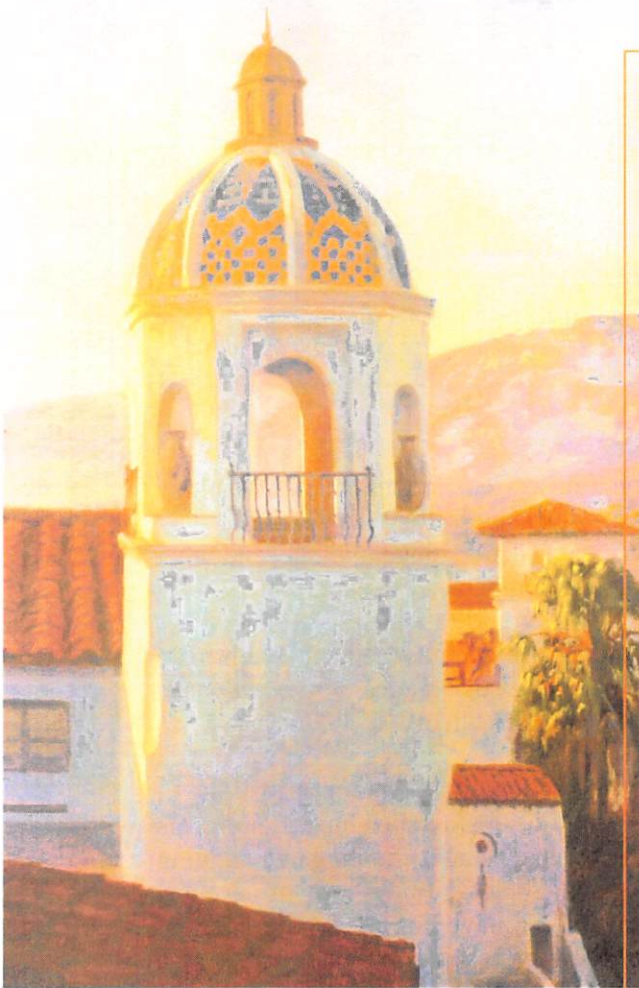
Selection Criteria: Fund = 5215, 5216, 5217

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 - 0728598	4/12/2023		7671	Payment to Principal	43,414.78	156851	WESTAMERICA BANK
CLM - 0728598	4/12/2023		7671	Payment to Interest	15,500.00	156851	WESTAMERICA BANK
Total SummerInd San Dist-Capital Rep					58,914.78		

VIII
A/1



PROPOSAL FOR

PROFESSIONAL SERVICES

CREATED FOR

SUMMERLAND SANITARY DISTRICT



04.04.2023



BARTLETT, PRINGLE & WOLF, LLP
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

April 4, 2023

Summerland Sanitary District
c/o Marjon Souza
P.O. Box 417
Summerland, CA 93067

Re: Proposal for Professional Services

Dear Marjon:

We appreciate the opportunity to present this proposal to provide accounting services to Summerland Sanitary District.

Firm History and Organization

Bartlett, Pringle & Wolf, LLP (BPW) is a 70-person, full service accounting and consulting firm, located in Santa Barbara. The firm has been in business for over 70 years. Our experienced professionals provide a range of sophisticated accounting, audit, tax and other business advisory services to publicly traded and private companies. BPW currently serves as auditors and consultants for various organizations that provide a wide range of services. Approximately 55% of the firm's audit practice is nonprofit and government. We bring a great deal of technical expertise to each of our engagements, using a team of experienced professionals able to work efficiently and effectively with our clients.

BPW is a member of the Private Companies Practice Section of the American Institute of Certified Public Accountant's Division of Firms. As part of the membership requirements of the Division of Firms, the firm undergoes a peer review of our accounting and auditing practice quality control system every three years. Attached please find a copy of our most recent peer review report. We are proud to report that we have not received a letter of comments as a result of our peer reviews over a twelve year period.

BPW is a member of the RSM Alliance, a nationwide affiliation of independent accounting and consulting firms. The RSM Alliance's mission is to provide services and resources to its member firms that will help them further meet the needs of their clients. We utilize the RSM Alliance's resources to assist with complex accounting and tax situations as well as to provide access to additional professional training options. Our affiliation with the RSM Alliance affords us the depth and resources of a global accounting firm while maintaining the personalized service and autonomy of a local firm.

Description of Approach and Engagement Staffing

We bring a great deal of technical expertise to our government clients. Our firm is an active member in good standing of the American Institute of Certified Public Accountants (AICPA) and the California Society of CPAs.

BPW has a dedicated audit department, which consists of fourteen members of our professional staff who devote the majority of their time to servicing our audit and accounting clients. Our audit approach includes continuous involvement of both the partner and manager from the planning stages of the engagement to conclusion.

We would staff the audit with auditors who are highly experienced in government auditing and accounting. We strive to maintain consistency of our audit team members from year to year to maximize our efficiency and understanding of your organization. The following is a brief resume of the partners who would be associated with your organization. Staffing will be dependent upon timing of the engagement.

Tracey Solomon, CPA

Partner in Charge of Audit and Accounting

Tracey Solomon has twenty years of experience in coordinating, managing and executing audits. She has been involved in all aspects of financial statement reporting with government audits. Her experience includes providing consulting over complex accounting transactions. She attends National AICPA Accounting and Auditing Conferences, annual CalCPA conferences, as well as other relevant accounting seminars. Tracey would have responsibility for the conduct of the engagement and review of the work and would directly supervise accountants working on the job.

Michael Shaner

Audit Supervisor

Michael Shaner completed his undergraduate work at California Polytechnic State University in Business Administration with an emphasis in Accounting. Michael is part of our governmental team and works extensively on governmental and nonprofit audits. His expertise includes GASB implementations, ERISA and pension auditing, and governmental financial reporting requirements.

BPW's audit approach is to maximize the use of technology. Several years ago we adopted a paperless process and perform our audits accordingly. The primary emphasis of the audit will be on the areas that are most significant to the financial statements. This would include but not be limited to cash, investments, liabilities and expenses. We would also test a sample of revenue sources to determine that donor restrictions are being properly recorded and tracked in accordance with the donor's instructions, if applicable.

Our review and testing of the internal control structure would be to the extent necessary to evaluate internal controls and how they might affect our other auditing procedures. It would include interviewing various members of your organization to the extent necessary to document our understanding of your procedures and evaluate the strengths and weaknesses of your system, and testing a sample of individual transactions. At the conclusion of the

audit, we would also issue a management letter of comments and recommendations involving ideas for improving internal controls, operating efficiency or other general matters.

Audit Methodology

Our audit approach places a strong emphasis on obtaining an understanding of how your organization functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations.

We will obtain an understanding of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts or other agreements to assess the impact of internal control on determining the nature, timing, and extent of audit procedures, and we will establish an overall materiality limit for audit purposes.

We will use this understanding to determine the nature, timing, and extent of tests of controls and substantive procedures necessary.

Qualifications and Experience

Since our inception, the core philosophy of the Firm's leadership has been to provide outstanding service to our clients. As BPW experienced success over many decades, the Firm has had the good fortune to be able to dedicate practice segments of professionals enabling the individual practitioner to specialize in various areas. This focus requires us to work as a team, resulting in attracting more complex engagements and allowing us to provide high quality services of similar complexity to larger, national firms.

Unlike other local firms, often comprised of a group of independent, general practitioners sharing the same name and office resources, BPW operates its business, shares its success, and provides high quality service as a team. The benefits we gain by operating in this way have provided us the ability to persevere through three generations of partners, to continue as the leading professional services firm of Certified Public Accountants and advisors on the Central Coast, and to enjoy better-than-average employee satisfaction and staff retention.

While we have professionals who have worked with national and international firms, and clients who have been previously serviced by such firms, we are decidedly local and autonomous. Our clients appreciate the attention they receive and the accessibility to experts at BPW.

We proudly provide our team members more than the required professional education for certification as a public accountant, many times even before they have achieved certification. Our core curriculum of training is enhanced by courses through the RSM Alliance, the American Institute of Certified Public Accountants, and the California Society of Certified Public Accountants. Members of our professional staff attend various annual AICPA national conferences of government agencies and fraud detection, among others.

Our experience is supported by the loyalty of many clients who have been with the Firm for decades and by our relatively low staff turnover and high tenure of our professionals.

Firm Recognition

BPW was named one of the 2022 Best Accounting Firms to Work for by *Accounting Today*, as well as one of the 2022 Best Places to Work on the Central Coast by the *Pacific Coast Business Times*. In 2011 BPW was awarded the Firm Public Service Award by the CalCPA. BPW is committed to community service and our firm's longstanding culture of giving back to the local community that has been supporting us for so long.

Additionally, our partners have received recognitions by the *Pacific Coast Business Times* for various honors, including the 40 Under 40, Who's Who in Professional Services, and Women in Business awards, and by the *California Special District Association* for Accountant of the Year.

Professional Fees

The fees to perform the annual financial statement audit, financial statement preparation services and the State Controller's Financial Transaction Report as of and for the year ended June 30, 2023 would be **\$18,000**.

Accounting consulting fees would be **\$5,000**. The consulting services would include year-end assistance for maintaining fixed assets and depreciation schedules, and proposing year end journal entries for depreciation, accrued expenses and accounts payable, OPEB and pension plan activity.

Your responsibilities would include designating qualified individuals with suitable skill, knowledge, and/or experience to oversee the services, make all significant judgments that are the proper responsibility of management, evaluate the adequacy of the services, make an informed judgment about the results of the services, and accept responsibility for them.

The fees included in the proposal cover the estimated costs to complete the audit and are intended to be all-inclusive within the defined scope. That estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Any additional non-attest work, such as implementation of accounting standards in conformity with accounting principles generally accepted in the United States of America will be based on the actual time spent at our standard hourly rate. Invoices for fees will be rendered each month as work progresses.

Periodic consultations throughout the year would not result in additional costs, provided the time requirement is reasonable. Significant consultations would be billed at our standard hourly rates. An estimate of the fees would be provided prior to the services being rendered.


Summerland Sanitary District
April 4, 2023
Page 5

Conclusion

Thank you for the opportunity to submit this proposal. We strongly believe our experience and commitment to outstanding service will serve you well. Thank you for considering Bartlett, Pringle & Wolf, LLP.

Sincerely,

BARTLETT, PRINGLE & WOLF, LLP
Certified Public Accountants and Consultants

A handwritten signature in cursive script that reads "Tracey Solomon".

Tracey Solomon
Partner

TAS/jf
Attachments



Fechter & Company
Certified Public Accountants

3445 American River Drive, Suite A
Sacramento, California 95864
(T) 916.333.5360 (F) 916.333-5370

Company Representative:
Michael Fink, CPA
mfink@FechterCPA.com
www.FechterCPA.com

VIII
A/2

Summerland Sanitary District

May 4, 2023

Proposal for Financial Audit Services

For the Fiscal Year Ending
June 30, 2023

with option to extend

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary business information of Fechter & Company. These materials may be printed or photocopied for use in evaluating the proposed project but are not to be shared with other parties.

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May 4, 2023

Marjon Souza
Administrative Manager

Summerland Sanitary District
2435 Wallace Avenue
Summerland, CA 93067

(805) 969-4344

msouza@summerlandsd.org

Dear Mr. Souza,

Fechter & Company, Certified Public Accountants, is pleased to present our proposal to provide audit and tax preparation services to the Summerland Sanitary District (the District). The Statement of Firm Qualifications and the credentials listed in the resumes of our team will demonstrate our qualifications, competence, and capacity to perform the audit services requested within the time frame required by the District.

We believe we are best qualified to perform this engagement because we have gained efficiencies and an intimate understanding of the needs of similar special districts, and maintain a small dedicated staff of experienced auditors and accountants familiar with government audits. We are able to promise the staff on your engagement will have experience that is directly applicable to your entity.

This proposal is an irrevocable offer valid for 90 days after the date of the proposal. I am authorized to represent and to obligate the firm contractually to Summerland Sanitary District. I am located 3445 American River Drive, Suite A, Sacramento, California 95864, and you can contact me by telephone at (916) 333-5360.

Thank-you for considering our proposal. We look forward to a long and successful working relationship with you and your management team.

Very truly yours,



Michael Fink, CPA, Shareholder
Fechter & Company,
Certified Public Accountants

3445 American River Drive, Suite A
Sacramento, California 95864
(T) 916.333.5360 (F) 916.333.5370
MFink@FechterCPA.com

Firm Qualifications and Experience

Fechter & Company, Certified Public Accountants is a professional corporation based in Sacramento, California. All resources dedicated to the audit and tax services will be based from this location. Since April 2005, we have built a practice providing audit, tax, and business consulting to government agencies, non-profit organizations, and small businesses with annual budgets of less than \$25 million.

3445 American River Drive, Suite A, Sacramento, California 95864



EXPERIENCED AUDITORS

From our staff of 8 CPA's and seasoned staff, 3-4 will be assigned to perform all audit procedures. From initial planning through fieldwork to financial statement preparation, our depth of experience will be evident.



PERSONAL SERVICE

You receive a high level of personal service with easy access to professionals who can answer your questions and facilitate the audit process.








EFFICIENT PROCESSES

Our staff turnover is very low. As a result, you will have the same staff from year to year, resulting in a more efficient and effective use of your staff.

Firm Qualifications and Experience, Continued Quality Control Review

Our peer review, including a review of a specific governmental engagement, is provided below. Fechter & Company has never failed a peer review and has fully implemented all required quality control procedures. Our next peer review is due in 2023.

<p>Grant Bennett Associates A PROFESSIONAL CORPORATION</p> <p> Proud Member of Allott Global Alliance</p> <p>Report on the Firm's System of Quality Control</p> <p>September 8, 2021</p> <p>To the Owner of Fechter & Company, CPAs and the Peer Review Committee of the California Society of Certified Public Accountants</p> <p>We have reviewed the system of quality control for the accounting and auditing practice of Fechter & Company, CPAs (the firm) in effect for the year ended March 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).</p> <p>A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/pis/summary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.</p> <p>Firm's Responsibility</p> <p>The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.</p> <p>Peer Reviewer's Responsibility</p> <p>Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.</p> <p>Required Selections and Considerations</p> <p>Engagements selected for review included an engagement performed under <i>Government Auditing Standards</i>, including a compliance audit under the Single Audit Act.</p> <p>As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.</p> <p> 10850 Gold Center Drive, Suite 260 Rancho Cordova, CA 95670 916/922-5109 FAX 916/641-5200</p> <p> 1970 Broadway, Suite 260 Oakland, CA 94612 510/817-4856</p> <p>Princeton, NJ 888/763-7131</p> <p>Together as One, Grant Bennett Associates is a Member of the Allott Global Alliance of independent professional firms.</p>	<p>Deficiencies Identified in the Firm's System of Quality Control</p> <p>We noted the following deficiencies during our review:</p> <ol style="list-style-type: none"> 1. Compliance with the firm's quality control policies and procedures in reference to leadership responsibilities for quality were not sufficient to provide reasonable assurance that the engagements are performed in accordance with professional standards. The firm did not appear to adequately document the risks of material noncompliance with each major program's compliance requirements occurring due to fraud; audit working papers contained many audit programs, forms, checklists, and memos that were either only partially completed or not completed at all, and did not document a significant risk to the firm's independence, nor require that suitable client safeguards are in place when performing non-attest services for an audit client under Generally Accepted Government Auditing Standards. In our opinion, these contributed to a single audit engagement under the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards that did not conform to professional standards in all material respects. <p>Opinion</p> <p>In our opinion, except for the deficiencies previously described, the system of quality control for the accounting and auditing practice of Fechter & Company, CPAs in effect for the year ended March 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of <i>pass</i>, <i>pass with deficiencies</i>, or <i>fail</i>. Fechter & Company, CPAs has received a peer review rating of <i>pass with deficiencies</i>.</p> <p><i>Grant Bennett Associates</i> GRANT BENNETT ASSOCIATES A PROFESSIONAL CORPORATION Certified Public Accountants</p> <p> 10850 Gold Center Drive, Suite 260 Rancho Cordova, CA 95670 916/922-5109 FAX 916/641-5200</p> <p> 1970 Broadway, Suite 260 Oakland, CA 94612 510/817-4856</p> <p>Princeton, NJ 888/763-7131</p> <p>Together as One, Grant Bennett Associates is a Member of the Allott Global Alliance of independent professional firms.</p>
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Firm Qualification and Experience, Continued

Licensing, Independence, and Insurance

LICENSE TO PRACTICE IN CALIFORNIA AND FIRM STANDING

- Since 2005, our firm has been licensed as a certified public accounting firm by the California State Board of Accountancy.
- All key professional staff are properly licensed in California.
- Our firm has had no disciplinary action taken or pending since its inception in 2005.
- We have no prior substandard audit work or unsatisfactory performance pending with the State Board of Accountancy or other related professional organizations.

INSURANCE

- We carry the requisite insurance coverage.
- A copy of our current Liability Insurance Certificate is included as Attachment A.

INDEPENDENCE

- Our firm is independent of the District as defined by generally accepted auditing standards and the US General Accounting Office's Government Auditing Standards.
- All professional staff in our firm meet the independence requirements of the American Institute of Certified Public Accountants and the Government Auditing Standards, 2003 revision, published by the U.S. General Accounting Office.
- Our firm has no history or professional relationships with the District or its personnel that would compromise our independence.

CONTINUING EDUCATION

All of our staff are required to maintain their continuing education at levels necessary to provide services to governmental clients.

Firm Qualifications and Experience, Continued

TECHNOLOGY AND SECURITY

- Microsoft Office Suite: Since most of our clients use Microsoft applications, we likewise use the programs, which enable us to collaborate on projects.
- Engagement Processing: We use Thomson Reuter's GoFileRoom and AdvanceFlow paperless auditing software to provide for efficient audit workflow. Your staff will not be required to provide significant amounts of hardcopies, we offer a secure portal for document processing or simply provide access to the document and we will scan and upload what we need.
- All laptop computers are secured with passwords, changed frequently, along with advanced cyber security software.
- Our firm subscribes to Thomson Reuters research tools and other newsletters to help us proactively inform our clients about potential changes in accounting legislation and standards.

OTHER AFFIRMATIONS

- We know of no conflicts of interest with The District or any of its personnel.
- We will notify you with any changes that occur with our peer review or license status.

ENGAGEMENT PARTNER AND STAFF FOR THIS ASSIGNMENT

Michael Fink, CPA will lead the audit while Mr. Scott German, CPA and Ms. Joanne Berry, CPA will assist with the supervision and review. Complete resumes are attached to this proposal.

We have recognized the District's need for staff consistency. You will deal with the same principals each year.

Michael Fink, CPA is authorized to answer questions and to bind our firm.

Michael Fink, CPA, Shareholder
3445 American River Drive, Suite A
Sacramento, CA 95864
(T) 916.333.5360
(F) 916.333.5370

MFink@FechterCPA.com

Supervisory and Staff Qualifications and Experience



Michael Fink, CPA

Classification: Shareholder; Audit Manager

Years of Experience: 11

BS California State University, Long Beach

RELEVANT EXPERIENCE

Michael Fink started his career in public accounting with Fechter & Company in 2017. Since that time, he has focused on audits of government and non-profit agencies. He previously held successful financial management positions with tax planning, estate planning, and manufacturing firms, focusing on company growth and compliance monitoring.

Mr. Fink graduated in 2012 from California State University, Long Beach with a Bachelor of Science degree in Business Administration, concentration in Finance and Accounting. He obtained his Certified Public Accountant license in 2021 and is actively seeking to expand his knowledge and proficiencies through continuing education.

FINANCIAL STATEMENT AUDITS: **Fechter & Company**

Castroville Community Services District
Banta Carbona Irrigation District
Rancho Rinconada Recreation and Park District
East Contra Costa Irrigation District
El Dorado LAFCO

Carpinteria-Summerland Fire Protection District
East Contra Costa Irrigation District
Rio Alto Water District
South Santa Clara County Fire Protection District
Alpine Fire Protection District

Supervisory and Staff Qualifications and Experience, Continued



Scott German, CPA

Classification: President; Independent Reviewer

Years of Experience: 36

BS California State University, Sacramento

RELEVANT EXPERIENCE

Following his graduation from California State University, Sacramento, Mr. German began his career at Main Hurdman, a predecessor firm of KPMG. While there he was responsible for providing audit to large not-for-profit organizations, construction, auto dealers, and healthcare.

Following KPMG, he moved into the private sector with a large trade association in Sacramento where he served as the Director of Finance for 5 years. He was responsible for managing the entities investment in a for profit subsidiary, information systems and budgeting.

Mr. German continued his career with the California subsidiary of the international drilling company, Major Drilling, Inc. In his capacity as controller, he was responsible for cash management, insurance, bonding, and financial reporting.

In 2022, Mr. German was appointed as acting President following the death of the Firm's Founder, Craig R. Fechter, CPA. In this position, he is responsible for all engagement scheduling, quality control and staffing. Mr. German developed and oversees the Firm's Quality Control program acting as the Independent Review "Partner" on all engagement he does not manage. His extensive experience in the private sector is a great resource for our clients and allows us to focus appropriately on audit risk.

Supervisory and Staff Qualifications and Experience, Continued



Scott German, CPA

Classification: President; Independent Reviewer

Years of Experience: 36

BS California State University, Sacramento

FINANCIAL STATEMENT AUDITS: **Fechter & Company**

Carpinteria Sanitary District
Ojai Sanitary District
Sylvan Cemetery District
Fair Oaks Cemetery District
Syngen

Marys Gone Crackers
Creative Solutions 4 Autism
North Coast County Water District
Sunrise Recreation & Park District
Olivehurst Public Utility District

FINANCIAL STATEMENT AUDITS: **With former firms**

California Dental Association
California Manufacturers Association
United Way Sacramento

Teichert Construction
American Red Cross, Sacramento
The Dentists Company, Insurance Services

INDUSTRY EXPERIENCE

California Optometric Association Director of Finance
PC Exploration, Inc. Controller

Supervisory and Staff Qualifications and Experience, Continued



Joanne Berry, CPA

Classification: Shareholder; Audit Manager

Years of Experience: 23

BS in Business Administration, Accounting from California Polytechnic Institution, 1997

RELEVANT EXPERIENCE

Mrs. Berry began working in public accounting in 1998 with the international accounting firm Ernst & Young, LLP. Mrs. Berry has held successful financial management positions with biotech and energy organizations. Her experience includes the following:

- Month and year-end close and reporting
- Staff training
- Single audit, financial, and regulatory compliance
- Project management including software implementations and internal control overhaul

As Audit Manager at Fechter & Company, Joanne has conducted a variety of audits and serves to keep our staff educated in recent accounting pronouncements affecting not-for-profit organizations.

FINANCIAL STATEMENT AUDITS:

Fechter & Company

Sacramento Public Library
East Side Mosquito Abatement District
Turlock Mosquito Abatement District
Suisun Resource Conservation District
Foresthill Public Utilities District
North County Recreation and Park District
Bonita-Sunnyside Fire Protection District
Carmichael Recreation and Park District

Similar Engagements with Local Governments

This is a comprehensive list representing California governmental agencies our firm has served by conducting audits over the last three (3) years. Contacts and email addresses will promptly be provided upon request. Approximately 50% of our audit clients are governmental entities.

Governmental organizations:

- Carpinteria-Summerland Fire Protection District
- Carpinteria Sanitary District
- Ojai Sanitary District
- Montecito Fire Protection District
- Clarksburg Fire Protection District
- El Dorado LAFCO
- Placer County Resource Conservation District
- Rio Alto Water District
- Rural North Vacaville Water District
- Alpine Fire Protection District
- East Contra Costa Irrigation District
- East Side Mosquito Abatement District
- South Lake County Fire Protection District
- Sylvan Cemetery District
- Bayshore Sanitary District
- Town of Loomis
- Turlock Mosquito Abatement District
- Fair Oaks Cemetery District

Similar Engagements with Other Government Entities, Continued - References



Carpinteria Sanitary District

Carpinteria, CA

Contact information:
Kim Garcia, District
Administrator

5300 6th Street,
Carpinteria, CA 93013

(805) 684-7214

Scope of audit work:

Annual audit of the financial
statements.

Hours Annually: 200

Partner: Scott German, CPA
2022



Carpinteria-Summerland Fire Protection District

Carpinteria, CA

Contact information:
Grace Rampton,
Executive Assistant

1140 Eugenia Place,
Suite A,
Carpinteria, CA 93013

(805) 684-4591

Scope of audit work:

Annual audit of the financial
statements.

Hours Annually: 150

Partner: Michael Fink, CPA
2011-2022



Ojai Valley Sanitary District

Ojai, CA

Contact information:
Brenda Krout,
Administrative Officer

1072 Tico Road
Ojai, CA 93023

(805) 646-5548

Scope of audit work:

Annual audit of the financial
statements.

Hours Annually: 100

Partner: Scott German, CPA
2019-2022



Montecito Fire Protection District

Santa Barbara, CA

Contact information:
Araceli Nahas, District
Accountant

595 San Ysidro Road,
Santa Barbara, CA
93108

(805) 969-3598

Scope of audit work:

Annual audit of the financial
statements.

Hours Annually: 110

Partner: Scott German, CPA
2013-2022

Total All-Inclusive Maximum Price

Proposed Fee Schedule

PROPOSED FEE SCHEDULE

	Hours	Hourly Rate	2023	Optional 3-Year Contract		
				2023	2024	2025
Partner	25	\$ 225	\$ 5,625	\$ 5,625	\$ 6,019	\$ 6,440
Manager	40	150	6,000	6,000	6,420	6,869
Professional Staff	65	75	4,875	4,875	5,216	5,581
Clerical/Support Staff	10	50	500	500	535	572
Total base audit fees	140		17,000	17,000	18,190	19,462
State Controller's Office Report Preparation			1,000	1,000	1,080	1,166
Total Service Fees			\$ 18,000	\$ 18,000	\$ 19,270	\$ 20,628
Less Multi-Year Discount				(1,000)	(1,420)	(1,778)
Total Discounted Fee				\$ 17,000	\$ 17,850	\$ 18,850

The above includes our fee schedule to audit the fiscal year ended June 30, 2023, as requested. Individual engagement fee increases can range from approximately 7 to 10%. Should the District wish to engage our firm for 3 consecutive years, we offer a professional discount and a reduced annual inflationary adjustment, also presented above.

The above fee quote is a fixed price to be charged for all services rendered in connection with the audit. Direct out-of-pocket expenses may include travel, printing, and administrative costs which will be minimized and billed as incurred.

STANDARD BILLING RATES FOR CLASSES OF PROFESSIONAL PERSONNEL EXPECTED TO WORK ON THE ENGAGEMENT:

	Hourly Rate
Partner	\$225
Manager	150
Professional Staff	75
Clerical/Support Staff	50

Specific Audit Approach

We will perform an onsite interim and fieldwork audit as necessary, using electronic paperless audit software, and will facilitate the collection of source documents through an electronic portal.

The District requests that the auditor express an opinion on Deer Springs Fire Protection District's presentation of its financial statements in accordance with accounting principles generally accepted in the United States of America. We propose that the engagement be divided into the following segments:

PHASE I

Initial planning and preparation

Preliminary analysis, report preparation, cash and other confirmations

Information gathering

Evaluating internal controls

PHASE II

Fieldwork

Post-field-work activities (e.g., follow-up on pending items, collection of confirmation letters, etc.)

PHASE III

Report finalization and final analysis

Report delivery and Board of Directors presentation

ESTIMATED STAFF HOURS BY PHASE

	Phase I Hours	Phase II Hours	Phase III Hours	Total Hours
Partners	12	8	5	25
Managers	20	10	10	40
Professional Staff	10	48	7	65
Clerical/Support Staff	4	2	4	10
Total	46	68	26	140

Specific Audit Approach, Continued

Phase 1

INITIAL PLANNING AND PREPARATION

As the first step in our planning and preparation phase, we will meet with the District's management to establish a working relationship and a general understanding of how each reporting year transpired. We expect this meeting will involve the District Administrator.

We will deliver a Prepared-by-Client listing (PBC), which details the items we will need to perform the audit. We will resolve any ambiguities or questions we or the District might have about the services we are to perform.

We will gather contact information for the District's bankers, attorneys, and other relevant parties, and make inquiries as required by auditing standards generally accepted in the United States of America.

We will examine prior year's financial statements to develop audit plans for each significant balance sheet and income statement account.

PRELIMINARY ANALYSIS

The primary focus of an audit is to develop expectations and compare actual financial results against those expectations. We will compare the current year's results with budgetary expectations to identify any areas of material misstatement.

REPORT PREPARATION

Unlike other firms, we begin preparing financial statements prior to fieldwork. Doing so allows us to focus on the overall financial position of the organization and limits our testing of clearly insignificant areas.

CASH AND OTHER CONFIRMATIONS

We will confirm cash with banks or other institutions holding cash on behalf of the District, any material year-end accounts or grants receivable, grants or donations received during the year, debt outstanding at the end of the year, and any other financial transaction that we consider material to the financial statements as a whole. The decision to confirm a statement item depends on the materiality of the item, the susceptibility of the item to misstatement, or the likelihood of fraud.

Specific Audit Approach, Continued

Phase 1

INFORMATION GATHERING: We will obtain the information requested in the PBC along with any associated report required.

1. Sample sizes and statistical sampling techniques

Depending on the type of testing being performed, we utilize both statistical and non-statistical sampling techniques as described in the AICPA's Audit Sampling Guide. Internal control, substantive, and compliance testing samples are generally selected using nonstatistical techniques. During sample selection, we consider three questions: (1) purpose of the test—attribute or balance testing, (2) susceptibility of the population or process to fraud or misstatement, and (3) size of transactions—small and numerous, or large and infrequent.

2. Testing revenues and disbursements

In testing revenues and disbursements, we determine if any attributes or controls being tested is applied to the transaction as approved by the District's Management and Board. We randomly select an appropriate number of items based on the results of our sample size calculations after gaining an understanding of the controls, risk of error, and determining our objectives. For smaller agencies, we have found our calculations typically result is an overall sample ranging from 20 to 60 transactions to confirm compliance with board-approved procedures. The sample size also depends on the size of the population and whether or not we will be able to properly stratify populations into individually significant and individually insignificant items.

3. Type and extent of analytical procedures

We will use analytical procedures in all areas of the audit. Initially, we will perform analytical procedures to assist us in identifying areas of risk for which substantive procedures will be performed. For certain areas, especially revenues and expenses, we will also utilize analytical procedures as part of our substantive testing. In the final stages of the audit, we will use analytical procedures as part of our final review of the audit.

Specific Audit Approach, Continued

Phase 1

INFORMATION GATHERING: We will obtain the information requested in the PBC along with any associated report required.

4. Examining the District's internal control structure

Among the items included in the PBC is a series of questionnaires requesting information on the District's internal control systems. We will review the completed questionnaires and compare them with procedures the District has established for actions such as purchasing, cash and check collections, inventorying fixed assets, billing, payroll disbursement, and budgeting. We will then audit each area of internal control that will materially affect the audit.

5. Determining pertinent laws and regulations

We will examine items such as grant agreements to determine their effect on the District, and audit them if necessary. We will also examine pertinent ordinances to determine whether the Organization is complying.

6. Assessing risk

Generally accepted auditing standards require that we assess the risks of material misstatement and fraud. After analysing internal controls and evaluating potential weaknesses, we will determine which areas of the audit carry the risk of material misstatement and apply appropriate audit procedures to mitigate that risk.

7. Samples for compliance testing

Compliance testing samples are generally selected using nonstatistical techniques. Sample sizes are determined by risk assessment and nature of the population. For the single audit compliance testing, we will follow the sampling techniques in accordance with those consistent with OMB's Uniform Guidance.

Specific Audit Approach, Continued

Phase 2

FIELDWORK

We anticipate a hybrid model for completing fieldwork where we complete as much as we can remotely and visit the District's administrative offices for approximately two to three days to observe capital assets and inventory, test cash receipts and disbursements, examine contracts, and meet with staff. With the assistance of District personnel, we will perform tests in the following areas:

- Cash deposits
- Internal control of disbursements
- Revenues
- Capital Assets
- Billing and collections
- Unrecorded liabilities

We will also discuss with the Board any specific concerns to address with specific procedures they want performed.

Additionally, we will assist the District with pension and OPEB calculations.

POST-FIELDWORK ACTIVITIES

Once we complete our fieldwork, we will resolve any pending items and ensure that all requested third-party confirmations have been received. After the District's management has reviewed the financial statements and any proposed adjusting journal entries, we will obtain signed representation letters from management and from its counsel that confirm or explain any pending litigation against the District and its effect on the audited financial statements, as applicable.

Phase 3

REPORT FINALIZATION AND FINAL ANALYSIS

Prior to finalizing the financial statements, we will perform a second comparison of current year results with prior year results, and budgetary expectations to actual results. Performing these tests subsequent to the audit work provides additional assurance that the financial statements are free of material misstatement.

REPORT DELIVERY AND BOARD OF DIRECTORS PRESENTATION

We will deliver our report in person or via video conference systems, to the Board of Directors. We will also attend a board meeting as requested to answer questions that the Board may have. Our aim is to create an open line of communication between our firm and your organization so the Board feels comfortable asking for help with any questions or issues that may arise during the year.

Specific Audit Approach

Identification of Anticipated Potential Audit Problems

IDENTIFICATION OF POTENTIAL PROBLEMS

At the present moment, we do not anticipate any major audit problems that will cause delays in issuance of the audit report as evidenced by District's timely audits in the past few years. We will commit to issuing our final reports in a timely and efficient manner, provided we can successfully navigate potential difficulties summarized below:

Based on prior experiences, the following difficulties may cause delays:

- New accounting or GASB standards.
- Confirmations that we repeatedly send to confirmation sources, such as long-term debt, cash, or grant confirmations.
- Failure of client personnel to respond to our questions and needs in a timely manner.
- Books that are not appropriately closed and require numerous adjustments.

STEPS TO ADDRESS ANTICIPATED ISSUES

In order to address these frequent issues, the below are steps that we attempt to take with each client:

- Proactively inform you of major GASB standard changes that will take place in future years – a prime example of a GASB standard that will impact every not-for-profit agency is that of GASB 87 and 96, which require capitalization of leases and other subscription-based contractual arrangements and should be effective for the fiscal years ended June 30, 2023 - 2025.
- We attempt to tackle confirmations as early as we can in the audit process. Confirmations are an integral part of every audit and must be pro-actively managed. We attempt to start this process early on and then we automatically follow up with each confirmation source every couple of weeks. If we do not hear back from a source after a couple of attempts, we will follow up with you.
- We understand that nearly every audit results in a set of open items. We also understand that client staff can get busy with their important day-to-day jobs. We attempt to follow up on open items every couple of weeks to make sure requests are fulfilled, and will work to alleviate any unnecessary requests.
- If we encountered serious delays in prior years, we will follow up with District staff well before an audit is scheduled to make sure we are able to assist where necessary to assure proper closing of the books.

Specific Audit Approach


Remote Work Capabilities

We have the capability of performing your audit 100% remotely. However, we believe that there is often value in seeing our client's staff and facilities to place the numbers we audit in context.

Since 2018, our firm has been working to improve our ability to work on audits in a remote environment. Not only has this process been a benefit to our staff by providing them with more flexibility and work/life balance, it has allowed us to be more efficient in how we work with our clients.

- Our audit software, AdvanceFlow is securely accessed through services provided by Thomson Reuters. We have access to your audit file from wherever we are.
- Thomson Reuters GoFileRoom allows us to securely accept files from clients through the ClientFlow portal, place documents directly in our audit file and provide access to documents to all that need them.
- Emphasis on Data Security. All of the systems are protected by strong enforced passwords which follow federal security standards. This is supported by the following security systems:
 - o Strong Password manager – All staff are required to use our password manager for all Firm and Client passwords. This manager allows for random passwords up to 100 characters in length protected in a “vault” that locks each individual entry with a 256-bit encryption key supported by multifactor authentication procedures.
 - o Passwords are changed routinely and changes are monitored by management.
 - o Phishing security prevention and training. All staff are required to take monthly micro-trainings on phishing and other security risks.

Attachment A: Certificate of Liability Coverage

ACORD		FECHT-1	QP ID: RG																																
CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 11/14/2022																																	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>																																			
PRODUCER Coastal Valley Insurance Serv. Lic. CB84546 2941 Sunrise Blvd Ste 140 Rancho Cordova, CA 95742 Anthony R. Telford		CONTACT NAME: Anthony R. Telford PHONE (A/C, No. Ext): 916-436-2600 FAX (A/C, No): 916-436-2610 E-MAIL ADDRESS:																																	
INSURED Fechter & Company Certified Public Accountants Craig Fechter 3445 American River Dr #A Sacramento, CA 95864		INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Property Casualty NAIC # 25674 INSURER B: Amco Insurance Company 19100 INSURER C: INSURER D: INSURER E: INSURER F:																																	
<p>COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:</p> <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>INSR</th> <th>TYPE OF INSURANCE</th> <th>ADOL</th> <th>SUBR</th> <th>POLICY NUMBER</th> <th>POLICY EFF. DATE (MM/DD/YYYY)</th> <th>POLICY EXP. DATE (MM/DD/YYYY)</th> <th>LIMITS</th> </tr> </thead> <tbody> <tr> <td>B</td> <td> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> F201 <input type="checkbox"/> F202 <input type="checkbox"/> LOC <input type="checkbox"/> OTHER </td> <td></td> <td></td> <td>ACP7824583667</td> <td>07/06/2022</td> <td>07/06/2023</td> <td> EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occ/acc/term) \$ 300,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/PROP AGG \$ 2,000,000 </td> </tr> <tr> <td>B</td> <td> <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY </td> <td></td> <td></td> <td>ACP7824583667</td> <td>07/06/2022</td> <td>07/06/2023</td> <td> COMBINED SINGLE LIMIT (Ea accident) \$ Included BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ </td> </tr> <tr> <td>A</td> <td> <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below </td> <td>Y/N</td> <td>N/A</td> <td>UB3J0730802242G</td> <td>07/10/2022</td> <td>07/10/2023</td> <td> <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000 </td> </tr> </tbody> </table> <p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>30 days notice of cancellation. Cancellation exception: 10 days notice of cancellation for non payment of premiums.</p>				INSR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS	B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> F201 <input type="checkbox"/> F202 <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			ACP7824583667	07/06/2022	07/06/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occ/acc/term) \$ 300,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/PROP AGG \$ 2,000,000	B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ACP7824583667	07/06/2022	07/06/2023	COMBINED SINGLE LIMIT (Ea accident) \$ Included BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB3J0730802242G	07/10/2022	07/10/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
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CERTIFICATE HOLDER FORVE-1 For Verification Purposes Only		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 																																	

ACORD 25 (2016/03)

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Financial Status

As of April 30, 2023

As of: 4/30/2023 (83% 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	4/30/2023 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	281,435.48	21,435.48	108.24 %
3011 -- Property Tax-Unitary	0.00	2,164.26	2,164.26	--
3015 -- PT PY Corr/Escapes Secured	0.00	690.26	690.26	--
3020 -- Property Tax-Current Unsecd	10,000.00	10,050.01	50.01	100.50 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	107.66	107.66	--
3040 -- Property Tax-Prior Secured	0.00	56.46	56.46	--
3050 -- Property Tax-Prior Unsecured	0.00	182.13	182.13	--
3054 -- Supplemental Pty Tax-Current	3,500.00	3,751.65	251.65	107.19 %
3056 -- Supplemental Pty Tax-Prior	0.00	107.54	107.54	--
Taxes	273,500.00	298,545.45	25,045.45	109.16 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	7.91	7.91	--
Fines, Forfeitures, and Penalties	0.00	7.91	7.91	--
Use of Money and Property				
3380 -- Interest Income	2,000.00	6,526.46	4,526.46	326.32 %
Use of Money and Property	2,000.00	6,526.46	4,526.46	326.32 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	549.00	-451.00	54.90 %
Intergovernmental Revenue-State	1,000.00	549.00	-451.00	54.90 %
Charges for Services				
5091 -- Planning & Engnrg-Plan Ck Fes	1,960.00	2,007.00	47.00	102.40 %
5430 -- Sanitation Services	1,065,078.00	1,031,408.50	-33,669.50	96.84 %
5433 -- Inspection Fees	3,360.00	1,971.00	-1,389.00	58.66 %
5746 -- Administrative Revenue	2,940.00	3,248.00	308.00	110.48 %

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Financial Status

As of: 4/30/2023 (83% 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	4/30/2023 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	1,038,634.50	-34,703.50	96.77 %
Revenues	1,349,838.00	1,344,263.32	-5,574.68	99.59 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	441,950.00	352,983.74	88,966.26	79.87 %
6270 -- Stand-by Pay	19,000.00	15,860.73	3,139.27	83.48 %
6300 -- Overtime	4,500.00	3,858.04	641.96	85.73 %
6400 -- Retirement Contribution	160,358.00	120,096.57	40,261.43	74.89 %
6475 -- Retiree Medical OPEB	6,000.00	5,048.03	951.97	84.13 %
6500 -- FICA Contribution	35,263.00	28,973.52	6,289.48	82.16 %
6600 -- Health Insurance Contrib	82,563.00	60,671.64	21,891.36	73.49 %
6900 -- Workers Compensation	16,264.00	11,472.82	4,791.18	70.54 %
Salaries and Employee Benefits	765,898.00	598,965.09	166,932.91	78.20 %
Services and Supplies				
7030 -- Clothing and Personal	2,550.00	2,592.20	-42.20	101.65 %
7053 -- Telephone Service Local	8,420.00	7,677.76	742.24	91.18 %
7090 -- Insurance	54,000.00	53,168.41	831.59	98.46 %
7110 -- Directors Fees	15,000.00	12,775.00	2,225.00	85.17 %
7121 -- Operating Supplies	35,400.00	31,011.81	4,388.19	87.60 %
7324 -- Audit and Accounting Fees	25,200.00	21,703.75	3,496.25	86.13 %
7362 -- Building Maintenance	8,000.00	5,746.58	2,253.42	71.83 %
7363 -- Equipment Maintenance	15,500.00	15,626.80	-126.80	100.82 %
7404 -- Public Health Lab Serv	24,370.00	23,472.00	898.00	96.32 %
7430 -- Memberships	8,675.00	6,353.00	2,322.00	73.23 %
7450 -- Office Expense	3,800.00	4,239.82	-439.82	111.57 %
7454 -- Books & Subscriptions	530.00	185.92	344.08	35.08 %
7459 -- IT Professional Services	4,000.00	1,603.05	2,396.95	40.08 %

Financial Status

As of: 4/30/2023 (83% 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	4/30/2023 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	28,453.33	15,551.67	64.66 %
7508 -- Legal Fees	35,000.00	10,094.40	24,905.60	28.84 %
7510 -- Contractual Services	9,475.00	4,524.37	4,950.63	47.75 %
7516 -- Permitting Services	9,740.00	10,167.99	-427.99	104.39 %
7530 -- Publications & Legal Notices	600.00	250.00	350.00	41.67 %
7546 -- Administrative Expense	3,600.00	3,094.76	505.24	85.97 %
7630 -- Small Tools & Instruments	500.00	333.57	166.43	66.71 %
7653 -- Training Fees & Supplies	7,700.00	6,011.70	1,688.30	78.07 %
7671 -- Special Projects	400.00	400.00	0.00	100.00 %
7730 -- Transportation and Travel	1,000.00	383.02	616.98	38.30 %
7731 -- Gasoline-Oil-Fuel	3,500.00	1,602.49	1,897.51	45.79 %
7761 -- Electricity	43,000.00	48,278.64	-5,278.64	112.28 %
7763 -- Water	2,620.00	2,136.24	483.76	81.54 %
7764 -- Refuse	4,250.00	3,817.37	432.63	89.82 %
Services and Supplies	370,835.00	305,703.98	65,131.02	82.44 %
Expenditures	1,136,733.00	904,669.07	232,063.93	79.59 %
SummerInd San Dist Running Exp	213,105.00	439,594.25	226,489.25	206.28 %

Financial Status

As of: 4/30/2023 (83% 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	4/30/2023 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	2,251.31	751.31	150.09 %
Use of Money and Property	1,500.00	2,251.31	751.31	150.09 %
Charges for Services				
5432 -- Connection Fees	12,385.00	12,083.00	-302.00	97.56 %
Charges for Services	12,385.00	12,083.00	-302.00	97.56 %
Revenues	13,885.00	14,334.31	449.31	103.24 %
Expenditures				
Capital Assets				
8300 -- Equipment	25,000.00	26,588.87	-1,588.87	106.36 %
Capital Assets	25,000.00	26,588.87	-1,588.87	106.36 %
Expenditures	25,000.00	26,588.87	-1,588.87	106.36 %
Summerland San Cap Facilities	-11,115.00	-12,254.56	-1,139.56	110.25 %

Financial Status

As of: 4/30/2023 (83% 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	4/30/2023 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	12,152.10	9,152.10	405.07 %
Use of Money and Property	3,000.00	12,152.10	9,152.10	405.07 %
Revenues	3,000.00	12,152.10	9,152.10	405.07 %
Expenditures				
Services and Supplies				
7671 -- Special Projects <i>CSPT Loan payment</i>	0.00	58,914.78	-58,914.78	--
Services and Supplies	0.00	58,914.78	-58,914.78	--
Capital Assets				
8300 -- Equipment	128,300.00	150,606.13	-22,306.13	117.39 %
8400 -- Infrastructure	800,000.00	352,668.49	447,331.51	44.08 %
Capital Assets	928,300.00	503,274.62	425,025.38	54.21 %
Expenditures	928,300.00	562,189.40	366,110.60	60.56 %
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	-530,037.30	395,262.70	57.28 %
Net Financial Impact	-723,310.00	-102,697.61	620,612.39	14.20 %

Cash Balances

As of April 30, 2023

As of: 4/30/2023
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	4/1/2023 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	4/30/2023 Ending Balance
5215 -- SummerInd San Dist Running Exp	751,878.26	0.00	534,584.32	0.00	79,669.78	1,206,792.80
5216 -- Summerland San Cap Facilities	214,183.25	0.00	1,007.20	0.00	0.00	215,190.45
5217 -- SummerInd San Dist-Capital Rep	1,165,153.78	0.00	5,350.74	0.00	72,221.91	1,098,282.61
Total Report	2,131,215.29	0.00	540,942.26	0.00	151,891.69	2,520,265.86

SUMMERLAND SANITARY DISTRICT
Regular Board of Directors Meeting May 11, 2023
Operations Manager Report

OPERATIONS AND FACILITY MAINTENANCE:

- Daily meter readings and sample collection being performed by staff for regulatory compliance and process control.
- On April 26 the monthly Self-Monitoring Report (SMR) for March 2023 was submitted to the California Regional Water Quality Control Board (CRWQCB) in CIWQS, with no permit violations. The monthly "No Spill Certification" was also generated and submitted to CIWQS.
- All accumulated biosolids were trucked to the Synagro composting facility.
- Staff completed weekly grounds maintenance and landscape work including mowing, weed whacking, blowing, edging, and raking.
- The County of Santa Barbara's cleaning efforts continue the storm drain that runs under the west side of the treatment plant property. The intent of the project is to reduce flooding on Wallace Ave. at the Highway 101 freeway onramp during rain events. Progress was achieved in April; however additional cleaning of the storm drain is still needed.
- Carollo Engineering hosted a progress report meeting with SB County and reuse study participants including SSD.
- Providing collection system, lift station, and plant flow data to Carollo as needed for the study.
- Staff installed a new drive motor on RAS pump #2.
- Operations staff attended safety training on "Electrical Safety"
- Salty Dog Dive Service replaced the refurbished outfall marker buoy.

COLLECTION SYSTEM / LIFT STATIONS:

- Staff continued monthly FOG (Fats, Oils, and Grease) inspections at restaurants in town. All restaurant grease traps inspected were working properly.
- Staff made periodic rounds of the collection system to check for any problems, primarily checking the hot spot manholes to ensure proper flow.
- Scheduled line jetting was performed on potential hot spots. In-house training on the hydro-jetting equipment also took place at the same time.
- Staff replaced the alternator on the portable jetter.

SUMMERLAND SANITARY DISTRICT

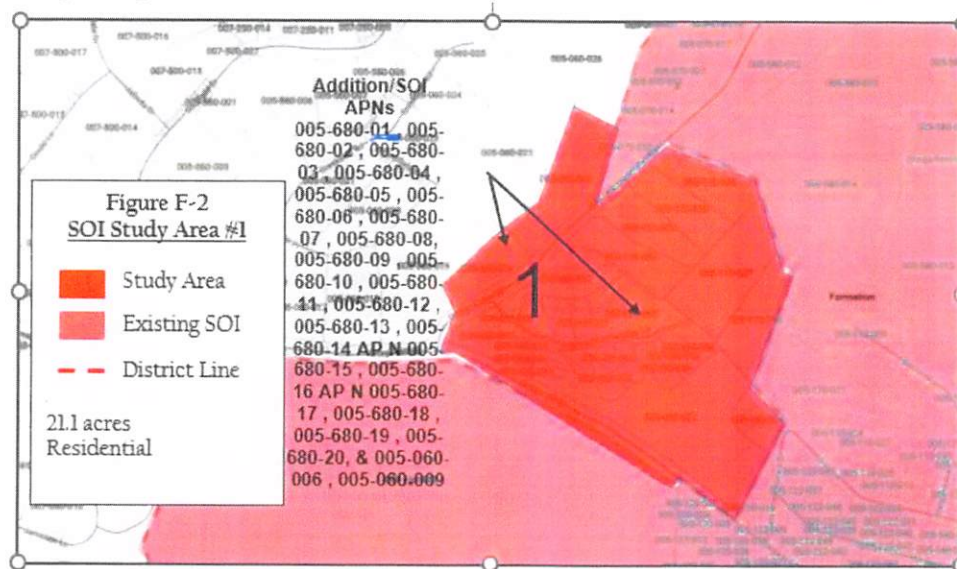
Regular Board of Directors Meeting May 11, 2023 District Administrative Manager Report

New Sewer Permit and Will Serve Letters applications:

2380 Lillie Avenue: proposing to convert two out of the five residential units to a commercial retail space.

Administration Tasks Completed (Out of the Ordinary)

- Submitted the 2022 Government Compensation in California (GCC) Report for the Summerland Sanitary District.
- Assisted the Rate Study Consultant.
- Processed the CSDA loan and interest payment.
- Started, together with the Operations Manager, budget preparations for FY2023-24.
- Requested UCSB to submit their \$960 annual electricity contribution for operating the Codor monitoring equipment on site.
- Received year-end audit and accounting bids from Bartlett Pringle & Wolf LLC, and Fechter & Company.
- Met with Craig Murray from Carpinteria Sanitary District to discuss Annexation & Dissolution administration process.
- The Executive Director of LAFCo, Mr. Mike Prater informed the District that the commission reviewed the District's Draft MSR. The commission approved the requested district's boundary change to include Summerland Heights and two additional parcels on Ortega Ridge Road.



Scheduled days off:
Friday, May 19, 2023