



Regular Board of Directors Meeting

Thursday, October 12, 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 SEPTEMBER 14, 2023**
[Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENSES FOR SEPTEMBER 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 ITEM

- A. Request from the Montecito Water District to Approve Funding up to \$30,000 for a Cost Proposal for a Summerland Sanitary District (SSD) Collection System and Flow Equalization Analysis to the Montecito Sanitary District (MSD) [Action Item]**

Description: The Board received an SSD Collection System and Flow Equalization Analysis towards MSD Cost Proposal with a total of \$136,347. This proposal will provide an expansion of the current feasibility study of the SSD wastewater system connection toward Carpinteria and will mirror the study toward the Montecito Sanitary District. The Board is requested to approve funding of this cost proposal up to \$30,000.

IX. FINANCIAL STATUS REPORT SEPTEMBER 2023 [Action Item]

The Board will receive Financial Status and Cash Balance 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



Minutes of the Regular Board of Directors Meeting

Thursday, September 14, 2023, at 3:00 p.m.

These are the minutes of the Summerland Sanitary District Governing Board meeting 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.

VICE-PRESIDENT J. WITMER CALLED THE REGULAR BOARD MEETING TO ORDER AT 3:01 P.M.

I. CALL TO ORDER/ROLL CALL

DIRECTORS PRESENT

JOHN FRANKLIN
GARY ROBINSON
JAMES WITMER

ABSENT

JOLENE COLOMY
MARTIN TUCKER

OTHERS PRESENT

DAVID LEWIS
MARJON (MAR) SOUZA

Operations Manager
Administrative Manager

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

Vice-President J. Witmer asked if there were any other modifications and/or changes. Hearing no objections, the agenda was approved.

IV. PUBLIC COMMENT [Non-Agenda Items]

- V. No public comments were submitted in advance and no members of the public were present at the meeting location, or via Zoom.

VI. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF AUGUST 10, 2023 [Action Item]

A motion was made by Director G. Robinson to approve the minutes of the Regular Board Meeting of August 10, 2023. The motion was seconded as amended by Director J. Franklin and was carried by the following roll call vote:

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

VII. APPROVAL OF THE MONTHLY EXPENSES FOR AUGUST 2023, INCLUDING PAYROLL AND PETTY CASH [Action Item]

Summerland Sanitary District
Minutes Regular Board Meeting 09/14/2023

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 \$40,284 for Fund 5215. The motion was seconded by Director G. Robinson, and was carried by the following roll call vote:

AYES:	3	J. Franklin, G. Robinson, J. Witmer
NOES:	0	None
ABSENT:	2	J. Colomy, M. Tucker
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 Committee Annexation and Dissolution
Did not meet.

IX. FINANCIAL STATUS REPORT – AUGUST 2023 [Action Item]

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

A motion was made by Director G. Robinson to accept the financial status report for August 2023. The motion was seconded by Director J. Franklin, and was carried by the following roll call vote:

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

X. OPERATIONS MANAGER REPORT

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

XI. ADMINISTRATIVE MANAGER REPORT

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

IX. BOARD COMMUNICATIONS

- A. Board communications: Submittal of the letter in support of the Assembly California Assembly Constitutional Amendment 13.
- B. Items for future Board meetings: none
- C. The next regular board meeting is Thursday, October 12, 2023.

X. ADJOURNMENT

Vice-President J. Witmer adjourned the meeting at 3:46 p.m.

Respectfully submitted:

Gary Robinson
Secretary

Date: October 12, 2023

Minutes prepared by M. Souza

Expenditure Transactions

From September 1-30, 2023

From 9/1/2023 to 9/30/2023

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	LI Acct	Description	Amount	Vendor	Vendor Name
JE - 0254677	9/4/2023		6475	HRA Administrative Fee - AUG 2023	13.50		
CLM - 0747835	9/5/2023		7324	B, P & Wolf Accountants Invoice 7-31-2023	1,004.50	067460	BARTLETT PRINGLE & WOLF
CLM - 0748052	9/5/2023		7761	Electric Bill 6-30 to 8-9-2023	6,577.91	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0748207	9/5/2023		7053	Monthly Charge LS phone Lines 08/13 - 09/12	245.74	075391	FRONTIER
CLM - 0748853	9/5/2023		7053	Monthly Charge Plant/Office Phone 8-13-2023	245.81	075391	FRONTIER
CLM - 0749557	9/5/2023		7731	Gasoline August 2023	156.82	522736	McCormix Corporation
CLM - 0749559	9/5/2023		7516	Dig alert ticket cost August 2023	19.25	828128	UNDERGROUND SERVICE ALERT
CLM - 0749589	9/5/2023		7362	Deck Refinishing Project August 2023	280.08	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0749591	9/5/2023		7510	Call Center Service - August 2023	52.52	106048	CENTRAL COMMUNICATIONS
CLM - 0749630	9/5/2023		7404	Annual Chronic Toxicity testing 2023	4,430.00	037980	Aquatic Bioassay & Counseling Lab Inc
CLM - 0749639	9/5/2023		7763	Drinking water 8-11-2023	62.31	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0749722	9/5/2023		6100	Regular Salaries Aug 16-31, 2023	18,701.41	790178	Summerland Sanitary District
CLM - 0749722	9/5/2023		6270	Standby Aug 16-31, 2023	973.98	790178	Summerland Sanitary District
CLM - 0749722	9/5/2023		6500	Medicare and Fica Aug 16-31, 2023	1,572.74	790178	Summerland Sanitary District
JE - 0254737	9/5/2023		7430	ProRata Share of LAFCO 23-24 Budget: Summerland SD	1,162.00		
CLM - 0747426	9/6/2023		7404	FGL Lab testing 6/19 to 7/7/2023	1,328.00	270150	FGL ENVIRONMENTAL INC
CLM - 0749633	9/6/2023		7763	Drinking water August 8/25/2023	31.51	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0749682	9/6/2023		7363	Aerzen Blower PM Parts	1,173.41	531754	AERZEN USA CORP
CLM - 0749982	9/6/2023		7053	Internet September, 2023	84.38	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0750164	9/7/2023		6600	Medical Benefits October 2023	5,240.54	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0750167	9/7/2023		7110	Comp. Agenda Setting Meeting 9/7/2023	175.00	009934	JOLENE M COLOMY
CLM - 0750173	9/7/2023		7730	Reimburse mileage SAMA Meeting Lompoc- DL	81.74	790180	Summerland Sanitary District
CLM - 0750173	9/7/2023		7510	Monthly Payroll Program August 2023	75.00	790180	Summerland Sanitary District
MIC - 0185189	9/10/2023		7363	Quinn E. Generator Service (Plant) 9-6-2023	785.57	003863	QUINN POWER SYSTEMS
MIC - 0185189	9/10/2023		7363	Quinn E. Generator Service (LS #3) 9-6-2023	809.53	003863	QUINN POWER SYSTEMS
MIC - 0185189	9/10/2023		7363	Quinn E. Generator Service (LS #1) 9-6-2023	631.71	003863	QUINN POWER SYSTEMS
MIC - 0185189	9/10/2023		7363	Quinn E. Generator Service (LS#2) 9-6-2023 #2	631.71	003863	QUINN POWER SYSTEMS
CLM - 0750763	9/12/2023		7362	Staff Lunch (3) collection system repair work	35.29	790180	Summerland Sanitary District
CLM - 0750763	9/12/2023		7362	Exhaust Fans (2) for Blower Room	381.42	790180	Summerland Sanitary District



Petty
Cash
Exp.

Credit
Card
Exp.

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Expenditure Transactions

From 9/1/2023 to 9/30/2023

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 - 0750763	9/12/2023		7363	Misting System for Waste Basin (odor control)	66.56	790180	Summerland Sanitary District	Credit Card Exp.
CLM - 0750763	9/12/2023		7450	Coffee, household supplies	230.66	790180	Summerland Sanitary District	
CLM - 0750763	9/12/2023		7450	Office Supplies	91.46	790180	Summerland Sanitary District	
CLM - 0750763	9/12/2023		7450	LaserJet Toner Set XL	883.50	790180	Summerland Sanitary District	
CLM - 0750763	9/12/2023		7454	Monthly Subscription Office MS 365 and Zoom	24.24	790180	Summerland Sanitary District	
CLM - 0750763	9/12/2023		7459	Fix Outlook & Install Print Drives D.L.	75.00	790180	Summerland Sanitary District	
CLM - 0750763	9/12/2023		7459	HP Laser Jet Printer- Office	646.49	790180	Summerland Sanitary District	
CLM - 0750841	9/13/2023		7121	820 Gallons of Sodium Hypochlorite 9-6-2023	3,380.41	214614	UNIVAR SOLUTIONS USA INC	
CLM - 0750846	9/13/2023		7764	Trash Service August 2023	362.61	509950	MARBORG INDUSTRIES	
CLM - 0750863	9/13/2023		7363	Timer Switch Box	123.56	130600	CALIFORNIA ELECTRIC SUPPLY	
CLM - 0750856	9/14/2023		7053	Phone Wireless August 2023	184.91	297454	VERIZON WIRELESS	
CLM - 0751066	9/14/2023		7121	420 Gallons of Sodium Bisulfite	1,659.16	214614	UNIVAR SOLUTIONS USA INC	
CLM - 0751067	9/15/2023		6100	Regular Salaries September 1-15, 2023	16,229.76	790178	Summerland Sanitary District	
CLM - 0751067	9/15/2023		6270	Standby September 1-15, 2023	909.35	790178	Summerland Sanitary District	
CLM - 0751067	9/15/2023		6300	Overtime September 1-15, 2023	742.24	790178	Summerland Sanitary District	
CLM - 0751067	9/15/2023		6500	Medicare and Fica September 1-15, 2023	1,434.70	790178	Summerland Sanitary District	
JE - 0255074	9/15/2023		6400	Retirement Contr. Employer & EE Payroll 09-15-2023	5,812.47			
JE - 0255074	9/15/2023		6475	Healthcare Contr. 401(h) Retirees 09-15-2023	300.19			
CLM - 0751827	9/19/2023		7763	Water August 2023	143.00	556712	MONTECITO WATER DISTRICT	
CLM - 0751830	9/19/2023		7121	Gloves 2 cases 9/19/2023	414.28	069965	WINEMA INDUSTRIAL & SAFETY SUPPLY	
JE - 0241077	9/19/2023		7324	FIN Billing Q2 FY22-23: Summerland Sanitary Dist	1,033.75			
JE - 0241077	9/19/2023		7324	FIN Billing Q3 FY22-23: Summerland Sanitary Dist	1,033.75			
CLM - 0752262	9/21/2023		7110	Comp. Regular Board Meeting 9/14/2023	175.00	765907	John Franklin	
CLM - 0752273	9/21/2023		7110	Comp. Regular Board Meeting 9/14/2023	175.00	091927	JAMES WITMER	
CLM - 0752275	9/21/2023		7110	Comp. Regular Board Meeting 9/14/2023	175.00	167410	GARY W ROBINSON	
CLM - 0752285	9/21/2023		7761	Electric Bill August 2 through September 10, 2023	6,056.71	767200	SOUTHERN CALIFORNIA EDISON	
CLM - 0753160	9/27/2023		7053	Monthly Charge Plant/Office Phone 9/13-10/12/2023	257.45	075391	FRONTIER	
CLM - 0753163	9/27/2023		7053	Monthly Charge LS Alarm Phones 9-13 to 10-12-2023	257.35	075391	FRONTIER	
CLM - 0753169	9/27/2023		7121	Gloves 2 cases XXL 9-27-2023	414.28	069965	WINEMA INDUSTRIAL & SAFETY SUPPLY	

Expenditure Transactions

From 9/1/2023 to 9/30/2023

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 - 0753349	9/29/2023		6100	Regular Salaries Sep 16-30, 2023	16,097.17	790178	Summerland Sanitary District
CLM - 0753349	9/29/2023		6270	Standby Sep 16-30, 2023	909.36	790178	Summerland Sanitary District
CLM - 0753349	9/29/2023		6500	Medicare and Fica Sep 16-30, 2023	1,362.03	790178	Summerland Sanitary District
Total SummerInd San Dist Running Exp					108,624.78		



VIII
A/1

Board of Directors Meeting STAFF REPORT

TO : Board of Directors

FROM : SSD Management

DATE : October 6, 2023

RE : **Request from the Montecito Water District to Approve Funding up to \$30,000 for a Cost Proposal for a Summerland Sanitary District (SSD) Collection System and Flow Equalization Analysis to the Montecito Sanitary District (MSD)**

Background: The Montecito Water District's (MWD) Board's Strategic Committee requested to meet with the Summerland Sanitary District's (SSD) Ad Hoc Committee regarding the topic of recycled water. A meeting took place on August 8, 2023, between the two Ad-Hoc Committees and staff. The Montecito Water District's committee received an update on the Potable Reuse Analysis Study for connecting the Summerland Sanitary facilities to the Carpinteria Sanitary District. The MWD Committee and staff asked if SSD would be interested in extending the feasibility study to connect to the Montecito Sanitary District. SSD's committee said that they would not be opposed to this, since they want to pursue the best possible option for the Summerland Constituents, but that such a study would be expensive and there is only a small budget available, and that most likely the Board would like to wait until the results are in from the current feasibility study.

After the August 8, 2023, joined committee meeting, Montecito Water District reached out to Carollo Engineering to request a cost proposal to perform a feasibility study for the connection of the SSD facilities to the Montecito Sanitary District. This was done without informing SSD. The cost proposal was shared with SSD District's staff later by request of SSD. SSD feedback was provided for 1st draft cost proposal. A new cost proposal was negotiated and some of the comments from SSD staff were accepted (see attachment 1). SSD staff is of the opinion that this cost proposal should be reviewed and analyzed by the Montecito Sanitary District, before being approved. The reason for this is:

- For this feasibility study to be successful the Sanitary Districts must agree on the scope of work that is proposed. Montecito Sanitary District was not involved in this process by MWD.
- For task 3.2 the MSD WWTP impact and Cost Analysis proposed efforts are not due to an increase of wastewater coming from the SSD wastewater if the connection would be successful. These efforts are needed regardless of whether additional wastewater will come into the MSD plant. During the SSD and MSD MT conversation on Tuesday, October 3rd it was questioned if this work was already included in MSD engineering plant upgrade plans that are currently being developed.

Nick Turner, MWD GM communicated the following by email on 10-3-2023.

Funding

The total proposed cost is about \$137k

Note that in my communication with Das' office last week, the County is currently requesting equal contributions from MWD, MSD, and the County with a desire for SSD to contribute as well.

<u>Agency</u>	<u>Requested Amount</u>	<u>Approved Amount (as of 10-3-23)</u>
SSD	\$15-k	TBD
MWD	\$40.6k	\$30k
MSD	\$40.6k	\$30k
County	<u>\$40.6k</u>	<u>TBD</u>
Total	\$137k	TBD

Note that the MWD Board approved a \$30k contribution on Sept 1. If an increase is necessary, it could consider it at its Oct 31 Board meeting.

Note that the MSD Board approved a \$30k contribution on Sept 28. Based on the Board discussion, an increase to \$40.6k seems unlikely.

The County has not yet approved a contribution but expressed support to do so. They are waiting on more firm commitments of funding by MWD, MSD, and SSD. I will communicate with Das' office later this week following the SSD Board meeting.

It would be great if SSD could increase its proposed contribution from \$15k to \$30k in consideration of it being the true beneficiary of the project.

(Please note that SSD MT or the Board has not committed to any funding as of date)

The Ad-Hoc Committee Dissolution & Annexation met to discuss the request and cost proposal on October 5, 2023, and recognized that the findings of this study could provide beneficial information for future decision-making. The study will provide a good comparison to the current reuse feasibility study with the Carpinteria Sanitary District and can discover what would be the best path forward for the Summerland constituents. The Ad Hoc Committee recommended SSD management to reach out to MWD and MSD to fine-tune the cost proposal and to reduce tasks where possible. Based on these efforts, the Ad-Hoc Committee will provide their recommendation at the Regular Board meeting on October 12, 2023

VIII
A/2**TASK 1 – PROJECT MANAGEMENT**

This task will encompass project management/coordination activities, meetings (where not included elsewhere in this SOW). QA/QC for project deliverables is inclusive of each corresponding task.

Task 1.1 – Project Coordination, Invoicing, and Reporting

This subtask includes CONSULTANT's efforts to manage the project internally (the Consultant team of Carollo and WSC) and externally (CLIENT, MSD, and SSD). Project coordination includes regular internal team meetings to drive the project schedule, coordination among project discipline leads, senior advisory review of milestones & approach, review action items and status, resolve issues and maintain communication between the consultant team members. Invoices and progress reports will be released monthly throughout the Project.

Assumptions:

- The overall Project schedule is estimated at 6 months, which is driven by the schedule to complete the MSD sewer model component of the project

Deliverables:

- Monthly invoices and progress reports

Task 1.2 – Meetings

The following meetings are included in this subtask below. Representatives of both WSC and Carollo will be present for all meetings, either remote or in person.

Task 1.2.1-Kickoff Meeting: Re-introduce key staff and responsibilities to CLIENT, MSD, and SSD; review SOW and schedule; discuss coordination and lines of communication. Consensus upon the project scope and deliverables at this kickoff meeting is crucial to maintaining the project budget and schedule. Meeting duration is scheduled for two (2) hours.

Assumptions:

- Meeting is in person.

Deliverables:

- Meeting agenda and minutes

Task 1.2.2 – Progress Review Meetings

Progress Meetings: Three (3) meetings of up to 90-minutes (1.5 hours) each to address project status and issues that may require CLIENT direction or input.

Assumptions:

- Meetings will be hosted virtually by the Consultant on the Microsoft Teams platform. Key team members, such as PM, will attend in person as required.

Deliverables:

- Meeting agendas, presentation, and minutes (PDF format)

Task 1.2.3 – Draft Report Meeting: Meeting with CLIENT, MSD, SSD, CONSULTANT to review the draft results. Meeting duration is scheduled for two (2) hours.

Deliverables:

- Meeting agenda and minutes

Task 1.2.4 – Board Presentations: One meeting with MSD board members, one meeting with MWD board members, and one meeting with SSD board members. Attendance in person is expected.

Deliverables:

- Summary of relevant action items from board meetings

Task 1.3 – Data Sharing

CONSULTANT will develop data request list and sharedrive and maintain data collection log.

Deliverables:

- No deliverables

TASK 2 – SSD/MSD COLLECTION SYSTEM ANALYSIS

Task 2 is necessary to understand how and where SSD raw and unequalized wastewater flows will connect into the MSD collection system.

Task 2.1 – SSD and MSD Flows

CONSULTANT will compile SSD flow data during dry and wet weather periods. The SSD flow data has already been collected and summarized as part of other efforts. This flow information will be used to understand (a) the MSD collection system impacts and (b) the MSD WWTP impacts, including the need for equalization at MSD.

CONSULTANT will compile the latest MSD flows at the MSD WWTP. This information will be used to re-examine the need for equalization and MSD WWTP capacity, in particular based upon the winter storms of 2023.

Assumptions:

- SSD and MSD will provide additional flow data as needed by the CONSULTANT.

Deliverables:

- SSD and MSD flow summary memo.

Task 2.2 – SSD Flow Injection Location Determination

CONSULTANT will evaluate an existing MSD sewer collection system model to determine 1 location where raw and unequalized peak wet weather flow (PWWF) wastewater flows from SSD could be injected into the MSD collection system.

To identify a single location, CONSULTANT will use the hydraulic model to evaluate potential injection locations where unequalized SSD flows can be injected into the MSD collection system. Up to three injection locations are assumed to accommodate unequalized SSD flows. CONSULTANT will perform model simulations for up to three injection locations to identify downstream impacts of SSD flow being injected into the MSD collection system. For up to three injection locations, CONSULTANT will summarize potential capacity constraints that are identified in the model simulations and identify potential mitigation measures, such as replacing gravity mains with larger diameter pipes. For up to three injection locations, CONSULTANT will estimate define SSD infrastructure required to convey SSD flows to the MSD injection location (pump station, force main, major crossings, and interconnection station) and estimated cost using unit costs for alternatives comparison. CONSULTANT will present cost comparison for up to three alternative injection locations. CLIENT will select preferred injection location to use in Task 2.3.

Assumptions:

- MSD will complete development of a collection system hydraulic model as part of a separate effort.
- A preferred injection location will be selected based on the alternatives evaluation

Deliverables:

- SSD/MSD modeling results and connection points memo.

Task 2.3 – Pipeline and Pump Station Infrastructure Analysis

CONSULTANT develop one pipeline alignment to connect SSD flows from the existing SSD wastewater treatment plant to the single injection location selected in Task 2.2. CONSULTANT will also evaluate a pipeline alignment to transfer all SSD PWWF flows from the SSD WWTP site to the MSD WWTP, bypassing all of the MSD collection system.

CONSULTANT will evaluate the pump station requirements associated with new or existing pump stations to transfer the PWWF from SSD to MSD for the two pipeline alignments: 1) to MSD Collection System Injection location; and 2) to MSD WWTP. Pumps will be preliminarily sized to be used for development of cost estimates.

CONSULTANT will develop level 5 cost estimates for implementation of the infrastructure options above, including both construction costs and operations costs (for the pump stations).

Assumptions:

- Alignments will be developed using mapping software such as but not limited to GIS.
- No surveys will be completed, elevations used in hydraulic calculations will be estimated from readily available information.
- Consultant will utilize previous alignment research from the Montecito-Carpinteria alternatives to develop the two alignments considering utilities, creek crossings, highway crossings, and railroad crossings. It is not expected that significant alignment research in areas outside of those investigated previously will occur.

Deliverables:

- Pipeline and pump station infrastructure memo.

TASK 3 – MSD WWTP AND AWWP ANALYSIS

Task 3 is to determine what level of equalization is needed at MSD that minimizes impact from the additional PWWF from the SSD system as well as equalizes average dry weather flow (ADWF) of the combined MSD and SSD flows. The equalized flow must go through new preliminary treatment odor control must be part of the project. Influent pump station upgrades are also anticipated.

TASK 3.1 – COMBINED FLOW TO MSD

CONSULTANT will utilize the flows developed above to document the anticipated combined flows at MSD after addition of SSD flows.

Assumptions:

- No assumptions

Deliverables:

- MSD combined flow summarized in Task 3.2.

TASK 3.2 – MSD WWTP IMPACT AND COST ANALYSIS

CONSULTANT will evaluate impacts to the MSD WWTP capacity due to the addition of SSD flows. Included in this effort are the following components:

- New screening facility
- New screening materials handling
- New grit treatment facility
- New grit handling facility
- Upgraded influent pump station
- New equalization basin
- Odor control (for screenings, grit, and equalization)

For this analysis, the project team will:

- Perform a site visit of the MSD WWTP to meet with staff and review options for preliminary treatment
- Develop Level 5 cost estimates for all components of work.
- Develop site layouts for all components of work.

Assumptions:

- One viable technology will be examined for each project component. Multiple suppliers will not be evaluated.

Deliverables:

- One tech memo provided in draft form, that will later be incorporated into the project report.

TASK 3.3 – AWPf COST ANALYSIS

CONSULTANT will evaluate the cost impact of the addition of SSD ADWF to the previously developed AWPf that would be located at MSD. Analysis will consider both capital and operational cost impacts as well as footprint impacts.

Assumptions:

- Cost estimate and footprint will be scaled from prior efforts.

Deliverables:

- No deliverables. Results will be provided in the Summary Report.

TASK 4 – SUMMARY REPORT

Information evaluated and compiled in the above tasks will be summarized in a draft and final report.

Assumptions:

- No assumptions

Deliverables:

- Draft and Final Summary Report

BUDGET

The project budget is presented in the table below.

Tasks	Carollo Labor						Outside Services		Total	
	Andrew Salveson	Various	Cora LeMar	Graphics and Document Support	Project Assistant	Total Hours	Total Labor Costs (1)	WSC	Sub Consultant Total Cost	Total Fee
	PM	Infrastructure and Wastewater Leads	Project Engineer	TBD	Admin.			Pumping and Pipeline Infrastructure		
Task 1: Project Management										
1.1 General Project Coordination, Invoicing, and Reporting										
Monthly Reporting	4				4	8	\$1,887	\$4,650	\$5,115	\$7,002
Subconsultant Coordination	6				3	9	\$2,381			\$2,381
1.2 Project Meetings										
1.2.1 Kick-Off Meeting (1)	4	8				12	\$3,116	\$10,768	\$11,845	\$14,961
1.2.2 Monthly Meetings (3)	5	5	5			15	\$3,502			\$3,502
1.2.3 Summary Meeting (1)	3	3	3			9	\$2,101			\$2,101
1.2.4 Board Presentations (1)	6	2	4			12	\$2,988			\$2,988
1.3 Data Sharing	4					4	\$1,287	\$2,930	\$3,223	\$4,510
Subtotal Task 1:	32	18	12		7	69	\$17,262	\$18,348	\$20,183	\$37,445
Task 2: SSD/MSD COLLECTION SYSTEM ANALYSIS										
2.1 SSD and MSD Flows	4		4			8	\$1,887			\$1,887
2.2 SSD Flow Injection Location Determination	4	4	4			12	\$2,802	\$23,900	\$26,290	\$29,092
2.3 Pipeline and Pump Station Infrastructure Analysis	4	4	4			12	\$2,802	\$9,590	\$10,549	\$13,351
Subtotal Task 2:	12	8	12	0	0	32	\$7,490	\$33,490	\$36,839	\$44,329
Task 3: MSD WWTP ANALYSIS										
3.1 Combined Flow to MSD	4	8	4			16	\$3,716			\$3,716
3.2 MSD WWTP Impact and Cost Analysis	12	32	60	12		116	\$21,976			\$21,976
3.2 AWPFC Cost Analysis	4	4	8			16	\$3,402			\$3,402
Subtotal Task 3:	20	44	72	12	0	148	\$29,094	\$0	\$0	\$29,094
Task 4: Summary Report										
Draft and Final Report	16	16	40	16		88	\$17,206	\$7,520	\$8,272	\$25,478
Subtotal Task 4:	16	16	40	16	0	88	\$17,206	\$7,520	\$8,272	\$25,478
Total Hours	80	86	136	28	7					\$136,347

Financial Status

As of September 30, 2023

As of: 9/30/2023 (25% 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	6/30/2024 Fiscal Year Adjusted Budget	9/30/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Taxes				
3010 -- Property Tax-Current Secured	303,380.00	-552.69	-303,932.69	-0.18 %
3011 -- Property Tax-Unitary	0.00	3.11	3.11	--
3015 -- PT PY Corr/Escapes Secured	0.00	413.73	413.73	--
3020 -- Property Tax-Current Unsecd	10,700.00	-31.39	-10,731.39	-0.29 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	86.72	86.72	--
3040 -- Property Tax-Prior Secured	0.00	0.25	0.25	--
3050 -- Property Tax-Prior Unsecured	0.00	43.67	43.67	--
3054 -- Supplemental Pty Tax-Current	4,000.00	1,617.93	-2,382.07	40.45 %
3056 -- Supplemental Pty Tax-Prior	0.00	-1.05	-1.05	--
Taxes	318,080.00	1,580.28	-316,499.72	0.50 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	4.79	4.79	--
Fines, Forfeitures, and Penalties	0.00	4.79	4.79	--
Use of Money and Property				
3380 -- Interest Income	6,000.00	0.00	-6,000.00	0.00 %
Use of Money and Property	6,000.00	0.00	-6,000.00	0.00 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	0.00	-1,000.00	0.00 %
Intergovernmental Revenue-State	1,000.00	0.00	-1,000.00	0.00 %
Charges for Services				
5091 -- Planning & Engng-Plan Ck Fes	2,100.00	1,256.00	-844.00	59.81 %
5430 -- Sanitation Services	1,065,078.00	-622.50	-1,065,700.50	-0.06 %
5433 -- Inspection Fees	2,500.00	1,258.00	-1,242.00	50.32 %
5746 -- Administrative Revenue	3,700.00	1,856.00	-1,844.00	50.16 %

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Financial Status

As of: 9/30/2023 (25% 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	6/30/2024 Fiscal Year Adjusted Budget	9/30/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Charges for Services	1,073,378.00	3,747.50	-1,069,630.50	0.35 %
Revenues	1,398,458.00	5,332.57	-1,393,125.43	0.38 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	429,879.00	101,293.66	328,585.34	23.56 %
6270 -- Stand-by Pay	21,642.00	5,483.08	16,158.92	25.34 %
6300 -- Overtime	9,500.00	1,110.86	8,389.14	11.69 %
6400 -- Retirement Contribution	125,069.00	35,732.34	89,336.66	28.57 %
6475 -- Retiree Medical OPEB	9,000.00	1,841.64	7,158.36	20.46 %
6500 -- FICA Contribution	34,541.00	8,633.06	25,907.94	24.99 %
6600 -- Health Insurance Contrib	64,365.00	20,962.16	43,402.84	32.57 %
6900 -- Workers Compensation	16,473.00	15,643.79	829.21	94.97 %
Salaries and Employee Benefits	710,469.00	190,700.59	519,768.41	26.84 %
Services and Supplies				
7030 -- Clothing and Personal	2,550.00	3,139.69	-589.69	123.13 %
7053 -- Telephone Service Local	9,560.00	2,235.80	7,324.20	23.39 %
7090 -- Insurance	60,000.00	62,913.49	-2,913.49	104.86 %
7110 -- Directors Fees	22,050.00	3,325.00	18,725.00	15.08 %
7121 -- Operating Supplies	41,544.00	11,852.69	29,691.31	28.53 %
7324 -- Audit and Accounting Fees	27,500.00	7,067.50	20,432.50	25.70 %
7362 -- Building Maintenance	10,700.00	1,051.10	9,648.90	9.82 %
7363 -- Equipment Maintenance	16,275.00	4,721.59	11,553.41	29.01 %
7404 -- Public Health Lab Serv	26,091.00	8,513.00	17,578.00	32.63 %
7430 -- Memberships	8,801.00	1,457.00	7,344.00	16.55 %
7450 -- Office Expense	4,400.00	1,928.98	2,471.02	43.84 %
7454 -- Books & Subscriptions	550.00	72.72	477.28	13.22 %
7459 -- IT Professional Services	4,000.00	721.49	3,278.51	18.04 %

Financial Status

As of: 9/30/2023 (25% 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	6/30/2024 Fiscal Year Adjusted Budget	9/30/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
7460 -- Professional & Special Service	49,350.00	2,145.00	47,205.00	4.35 %
7508 -- Legal Fees	35,000.00	6,161.50	28,838.50	17.60 %
7510 -- Contractual Services	9,654.00	380.60	9,273.40	3.94 %
7516 -- Permitting Services	11,385.00	261.81	11,123.19	2.30 %
7530 -- Publications & Legal Notices	600.00	232.50	367.50	38.75 %
7546 -- Administrative Expense	3,600.00	0.00	3,600.00	0.00 %
7630 -- Small Tools & Instruments	500.00	0.00	500.00	0.00 %
7653 -- Training Fees & Supplies	6,225.00	549.05	5,675.95	8.82 %
7671 -- Special Projects	6,670.00	0.00	6,670.00	0.00 %
7730 -- Transportation and Travel	750.00	81.74	668.26	10.90 %
7731 -- Gasoline-Oil-Fuel	3,500.00	419.39	3,080.61	11.98 %
7761 -- Electricity	58,000.00	18,454.66	39,545.34	31.82 %
7763 -- Water	2,717.00	559.51	2,157.49	20.59 %
7764 -- Refuse	4,302.00	1,073.31	3,228.69	24.95 %
Services and Supplies	426,274.00	139,319.12	286,954.88	32.68 %
Expenditures	1,136,743.00	330,019.71	806,723.29	29.03 %
SummerInd San Dist Running Exp	261,715.00	-324,687.14	-586,402.14	-124.06 %

Financial Status

As of: 9/30/2023 (25% 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	6/30/2024 Fiscal Year Adjusted Budget	9/30/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	2,250.00	0.00	-2,250.00	0.00 %
Use of Money and Property	2,250.00	0.00	-2,250.00	0.00 %
Charges for Services				
5432 -- Connection Fees	12,385.00	12,385.00	0.00	100.00 %
Charges for Services	12,385.00	12,385.00	0.00	100.00 %
Revenues	14,635.00	12,385.00	-2,250.00	84.63 %
Summerland San Cap Facilities	14,635.00	12,385.00	-2,250.00	84.63 %

Financial Status

As of: 9/30/2023 (25% 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	6/30/2024 Fiscal Year Adjusted Budget	9/30/2023 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	10,000.00	0.00	-10,000.00	0.00 %
Use of Money and Property	10,000.00	0.00	-10,000.00	0.00 %
Revenues	10,000.00	0.00	-10,000.00	0.00 %
Expenditures				
Services and Supplies				
7362 -- Building Maintenance	0.00	2,587.08	-2,587.08	--
7671 -- Special Projects	58,915.00	0.00	58,915.00	0.00 %
Services and Supplies	58,915.00	2,587.08	56,327.92	4.39 %
Capital Assets				
8200 -- Structures&Struct Improvements	15,000.00	0.00	15,000.00	0.00 %
8300 -- Equipment	20,000.00	0.00	20,000.00	0.00 %
8400 -- Infrastructure	45,000.00	0.00	45,000.00	0.00 %
Capital Assets	80,000.00	0.00	80,000.00	0.00 %
Expenditures	138,915.00	2,587.08	136,327.92	1.86 %
SummerInd San Dist-Capital Rep	-128,915.00	-2,587.08	126,327.92	2.01 %
Net Financial Impact	147,435.00	-314,889.22	-462,324.22	-213.58 %

Cash Balances

As of: 9/30/2023
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	9/1/2023 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	9/30/2023 Ending Balance
5215 – SummerInd San Dist Running Exp	551,617.49	3,469.00	0.00	0.00	96,281.44	458,805.05
5216 – Summerland San Cap Facilities	216,337.79	12,385.00	0.00	0.00	0.00	228,722.79
5217 – SummerInd San Dist-Capital Rep	1,412,839.43	0.00	0.00	0.00	0.00	1,412,839.43
Total Report	2,180,794.71	15,854.00	0.00	0.00	96,281.44	2,100,367.27

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SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting October 12, 2023

Operations Manager Report

OPERATIONS AND FACILITY MAINTENANCE:

- Staff completed weekly ground maintenance and landscape work including mowing, weed whacking, blowing, edging, and raking.
- Quinn Power Systems performed preventative maintenance on the plant emergency generator, as well as each of the three lift station generators.
- District staff attended a safety training meeting on Ergonomics for Remote Workstations.
- Staff checked and recalibrated the chlorine analyzer probes.
- Beltpress was operated on 8/15 and 9/7/2023 dewatering each Digester for biosolids removal.
- Instrumentation technician serviced the chlorine analyzer probe for effluent disinfection control on 9/20/2023. Recommendations are being made for upgrades to the chlorination system equipment to improve efficiency and reliability.
- Staff viewed a safety video on "Slips, Trips, and Falls" on 10/3/2023.
- Non-slip safety tape is being applied to the steps on two stairways for improved traction and safety.
- Belt Press was operated on 9/19 and 10/3/2023, dewatering solids from each digester.
- Provided an oral report on current business affairs to the LAFCO Commission on October 5, 2023, together with the Administrative Manager.

COLLECTION SYSTEM / LIFT STATIONS:

- 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. September total line cleaning was 4,937 ft.
- Rust was removed and fresh paint was applied to areas on the Jetter trailer and the CCTV van.

REGULATORY COMPLIANCE:

- Daily meter readings and sample collection being performed by staff for regulatory compliance and process control.
- On 9/19/2023, the monthly Self-Monitoring Report (SMR) for August 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 submitted to CIWQS.
- The ocean outfall pipeline received the annual dive inspection on 10/4/2023 by Salty Dog Dive Service. The outfall marker buoy and chain were also inspected, and adjustments were made to keep the buoy in the proper position.

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting October 12, 2023

District Administrative Manager Report

Administration (tasks completed outside the regular scope of work)

- Assisted with Audit Field Work.
- Compiled and submitted the 2022 District Compensation Report for Transparent California.
- Completed online webinar Computer Security
- Received the Workers' Compensation Reconciliation Report for the FY2022-23 from SDRMA and due to a new classification approval a \$3,030 credit check was received on October 3, 2023.
- Attended introduction training into the new financial system "Workday".
- Attended the Santa Barbara County Employment Retirement System Plan Sponsor Summit in Goleta on September 27, 2023.
- Presented an oral report on current business affairs to the LAFCO Commission on October 5, 2023, together with the Operations Manager.