



## **Regular Board of Directors Meeting**

Thursday, February 15, 2024, at 3:00 p.m.  
2435 Wallace Avenue, Summerland CA 93067

### **NOTES**

This meeting will be held at the District's office at 2435 Wallace Avenue in Summerland. The public may listen to the meeting telephonically by calling +1 669 900 6833 (San Jose) Meeting Code ID: 983 226 8568 or through the internet at <https://us02web.zoom.us/j/9832268568>. The public may also attend the meeting. Should you wish to participate by offering comments on either non-agenda or agenda-related items, please follow the instructions set forth in Item IV of the agenda.

Materials related to an item on this agenda, which are part of the agenda packet, are available for public inspection on the District's website at [www.summerlandsd.org](http://www.summerlandsd.org), or during normal business hours (8:00 a.m. - 4:00 p.m. weekdays) 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 JANUARY 11, 2024**  
[Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENDITURES FOR JANUARY 2024, INCLUDING PAYROLL AND PETTY CASH** [Action Item]
- VII. **COMMITTEE REPORTS**
  - A. Finance Committee Report
  - B. Administrative, Operations & Personnel Committee Report
  - C. Ad-Hoc Strategic Committee Report

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

- VIII. **FINANCIAL STATUS REPORT JANUARY 2024** [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.
- IX. **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.
- X. **ADMINISTRATIVE MANAGER REPORT**  
The Administrative Manager will provide a written report on the District's administrative affairs and will provide explanations as requested.
- XI. **BOARD COMMUNICATIONS**  
    A. Board Communications  
    B. Items for future Board meetings  
    C. Next Board meeting date
- XII. **ADJOURNMENT**



V

## Minutes of the Regular Board of Directors Meeting

Thursday, January 11, 2024, 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.

PRESIDENT J. WITMER 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  
JAMES WITMER  
MARTIN TUCKER

ABSENT

-

OTHERS PRESENT

DAVID LEWIS	Operations Manager
MARJON (MAR) SOUZA	Administrative Manager
TRACEY SOLOMON	CPA, Bartlett & Pringle Wolf, LLP

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

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]

No public comments were submitted in advance. No members of the public were present at the meeting location or via Zoom.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF DECEMBER 14, 2023

[Action Item]

Director J. Colomy made a motion to approve the minutes of the Regular Board Meeting of December 14, 2023. The motion was seconded by Director J. Franklin 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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VI. APPROVAL OF THE MONTHLY EXPENSES FOR DECEMBER 2023, INCLUDING PAYROLL AND PETTY CASH [Action Item]

District Management answered the Board's questions and clarified information about the payout of bills. Director J. Franklin made a motion to approve the monthly expenses, including payroll and petty cash totaling \$83,631 for Fund 5215. The motion was seconded by Director J. Witmer, and was carried by the following roll call vote:

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

VII. COMMITTEE REPORTS

A. Finance Committee Report

Did not meet.

B. Administration, Operations & Personnel (AOP) Committee

Did not meet.

C. Ad-Hoc Strategic Committee

The Ad-Hoc Strategic Committee did not meet and is scheduled to meet on January 16<sup>th</sup>.

VIII. NEW BUSINESS ITEMS

A. Financial Statements FY2022-23 and Management Report June 30, 2023 [Action Item]

The Board received a presentation of the Annual Financial Report and Management Report FY 2022-23 presented by Tracey Solomon, CPA of Bartlett, Pringle & Wolf, LLP. The Board will be requested to accept the Draft Financial Statements and Management Report as presented.

A motion was made by Director J. Franklin to accept the Draft Financial Statements and Management Report as presented. The motion was seconded by Director J. Colomy, and was carried by the following roll call vote:

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

The Board and staff thanked Ms. Tracey Solomon for the excellent presentation. At this point, Ms. Solomon left the board meeting.

B. Election of Regular Special District Member for Santa Barbara LAFCO [Action Item]

Description: The Board of Directors are requested to elect one of the presented candidates for the Santa Barbara LAFCO Regular Special District Member Seat.

The candidates were discussed.

A motion was made by Director J. Franklin to vote for Dorinne Johnston for the LAFCO Regular Special District Member Seat. The motion was seconded by Director J. Colomy, and was carried by the following roll call vote:

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

President J. Witmer signed the ballot to be submitted to LAFCO.

IX. FINANCIAL STATUS REPORT – DECEMBER 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 J. Colomy to accept the financial status report for December 2023. The motion was seconded by Director J. Franklin, and was carried by the following roll call vote:

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

X. OPERATIONS MANAGER REPORT

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

XI. ADMINISTRATIVE MANAGER REPORT

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

IX. BOARD COMMUNICATIONS

A. None.

B. Items for future Board meetings: Casmalia.

C. The next regular board meeting is Thursday, February 15, 2024.

X. ADJOURNMENT

President J. Witmer adjourned the meeting at 3:55 p.m.

Respectfully submitted:

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Jolene Colomy  
Secretary

Date: February 15, 2024

Minutes prepared by M. Souza



# Expenditure Transactions

For the month of January 2024

From 1/1/2024 to 1/31/2024

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 - 0259437	1/2/2024		6475	HRA Administrative Fee - DEC 2023	13.50			
CLM - 0766078	1/3/2024		7731	Gasoline December 2023	111.36	522736	McComix Corporation	
CLM - 0766079	1/3/2024		7516	Dig alert ticket cost December 2023	19.25	828128	UNDERGROUND SERVICE ALERT	
CLM - 0766137	1/3/2024		7362	Waste ABOP Payment Reimb. CB	35.40	790180	Summerland Sanitary District	
CLM - 0766137	1/3/2024		7450	Stop Payment Order MB&T	23.00	790180	Summerland Sanitary District	
CLM - 0766137	1/3/2024		7510	Intuit Payroll Program Nov & Dec 2023	150.00	790180	Summerland Sanitary District	Petty Cash Exp.
CLM - 0766137	1/3/2024		7653	Grade I Exam Fee V.A.	120.00	790180	Summerland Sanitary District	
CLM - 0766137	1/3/2024		7653	Technical Certification Fee Collection Syst. DL	428.00	790180	Summerland Sanitary District	
CLM - 0766137	1/3/2024		7730	Reimb. Mileage Training Santa Maria E.N.	110.70	790180	Summerland Sanitary District	
CLM - 0766192	1/3/2024		7761	Electric Bill 10-31 to 11-30-2023	5,125.58	767200	SOUTHERN CALIFORNIA EDISON	
CLM - 0766201	1/3/2024		7510	Call Center Service - January 2024	72.95	106048	CENTRAL COMMUNICATIONS	
CLM - 0766205	1/3/2024		7053	Monthly Charge LS Alarm Phones 12-13-2023	264.24	075391	FRONTIER	
CLM - 0766207	1/3/2024		7053	Monthly Charge Plant/Office Phone 12-13-2023	263.68	075391	FRONTIER	
MIC - 0189918	1/3/2024		7460	Cl2 and BS analyzer service and calibration. 9-20	805.00	226497	ELECTRICAL INSTRUMENTATION SERVICES	
MIC - 0189918	1/3/2024		7460	Resizing Cl2 pump-reprograming 11-8-2023	920.00	226497	ELECTRICAL INSTRUMENTATION SERVICES	
MIC - 0189918	1/3/2024		7460	SCADA and PLC communication. 12-17-2023	690.00	226497	ELECTRICAL INSTRUMENTATION SERVICES	
MIC - 0189918	1/3/2024		7460	Annual instruments calibrations. 12-27-2023	1,265.00	226497	ELECTRICAL INSTRUMENTATION SERVICES	
CLM - 0767101	1/9/2024		7362	Ice Maker Repair Kit, Door Knob	75.19	151096	CARPINTERIA VALLEY LUMBER CO	
CLM - 0767107	1/9/2024		7110	Comp. Agenda Setting Meeting 1-4-2024	175.00	091927	JAMES WITMER	
CLM - 0767110	1/9/2024		7763	Drinking water 12-19-2023	23.81	067307	CULLIGAN OF VENTURA COUNTY	
CLM - 0767121	1/9/2024		7763	Drinking water December 2023	31.80	067307	CULLIGAN OF VENTURA COUNTY	
CLM - 0767129	1/9/2024		7053	Internet December, 2023	84.38	776537	COX COMMUNICATIONS - BUSINESS	
CLM - 0767140	1/9/2024		6600	Medical Benefits February 2024	5,996.47	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY	
CLM - 0767178	1/9/2024		7764	Trash Service December, 2023	362.61	509950	MARBORG INDUSTRIES	
CLM - 0767256	1/10/2024		7121	500 Gallons of Sodium Bisulfite	1,969.47	214614	UNIVAR SOLUTIONS USA INC	
CLM - 0767264	1/10/2024		7053	Phone Wireless December 2023	183.34	297454	VERIZON WIRELESS	
JE - 0260113	1/15/2024		6400	Retirement Contr. Employer & EE Payroll 01-15-2024	5,941.93			

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# Expenditure Transactions

From 1/1/2024 to 1/31/2024

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 - 0260113	1/15/2024		6475	Healthcare Contr. 401(h) Retirees 01-15-2024	300.19		
CLM - 0767794	1/17/2024		6100	Regular Salaries January 1-15, 2024	16,981.06	790178	Summerland Sanitary District
CLM - 0767794	1/17/2024		6270	Standby January 1-15, 2024	909.36	790178	Summerland Sanitary District
CLM - 0767794	1/17/2024		6300	Overtime January 1-15, 2024	271.12	790178	Summerland Sanitary District
CLM - 0767794	1/17/2024		6500	Medicare and Fica January 1-15, 2024	1,451.92	790178	Summerland Sanitary District
CLM - 0768084	1/17/2024		7763	Water December 2023	108.47	556712	MONTECITO WATER DISTRICT
CLM - 0768086	1/17/2024		7508	Legal Serv. 12/7/23 to 1/11/24 Document Review	600.00	146937	LAW OFFICE OF JANET K MCGINNIS
CLM - 0768088	1/17/2024		7510	Annual Fire Extinguishers inspection 1/15/2024	306.16	424150	JOY EQUIPMENT PROTECTION INC
CLM - 0768089	1/17/2024		7363	Coast Auto, Tail light for Jetter Trailer 12-11-23	10.89	178358	COAST AUTO PARTS
CLM - 0768093	1/17/2024		7363	Parkson Beltpress Air Bellows	730.65	619926	PARKSON CORPORATION
CLM - 0768110	1/17/2024		7510	Biosolids Hauling and Testing	2,694.60	164600	SYNAGRO WEST LLC
CLM - 0768278	1/18/2024		7121	Ice Cubs for water test samples	2.68	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7362	Tarp 24x36 for Sludge Hold Area	107.74	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7363	1/3 HP Utility Pump	102.35	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7363	1.2 GPM Water Pressure Washer	149.77	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7363	Vacuum Cleaner	135.85	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7450	Office Supplies and mailing	149.56	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7450	Board members Appreciation Gifts Holiday	81.75	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7450	Office Supplies	54.35	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7454	Zoom and MS Office Monthly Subscription	24.24	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7459	Annual Renewal Website Security	83.88	790180	Summerland Sanitary District
CLM - 0768278	1/18/2024		7653	Annual Safety Lunch	82.36	790180	Summerland Sanitary District
CLM - 0768287	1/18/2024		7110	Comp. Reg. Board Meeting 1-11-2024	175.00	009934	JOLENE M COLOMY
CLM - 0768288	1/18/2024		7110	Comp. Regular Board Meeting 01/11/2024	175.00	009758	MARTIN TUCKER
CLM - 0768289	1/18/2024		7110	Comp. Regular Board Meeting 1/11/2024	175.00	167410	GARY W ROBINSON
CLM - 0768291	1/18/2024		7110	Comp. Regular Board Meeting 1/11/2024	175.00	091927	JAMES WITMER
CLM - 0768297	1/18/2024		7110	Comp. Regular Board Meeting 1/11/2024	175.00	765907	John Franklin
CLM - 0768354	1/18/2024		7404	FGL Lab testing 11/17/2023 to 12/11/2023	1,560.00	270150	FGL ENVIRONMENTAL INC
DJE - 0174244	1/18/2024		7450	Reimb. Expense paid with District Credit Card DL	-4.50		
CLM - 0768999	1/23/2024		7110	Comp. Ad Hoc Committee Meeting 1-18-2024	175.00	765907	John Franklin

credit  
card  
exp.



# Expenditure Transactions

From 1/1/2024 to 1/31/2024

Selection Criteria: Fund = 5215, 5216, 5217

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

## Fund 5215 -- Summerlnd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
CLM - 0769005	1/23/2024		7110	Comp. Ad Hoc Committee Meeting 1-18-2024	175.00	167410	GARY W ROBINSON
CLM - 0769009	1/23/2024		7761	Electric Bill December 1, 2023 to January 9, 2024	5,349.76	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0769054	1/24/2024		7516	APCD Permit to operate LS #3 Generator (3 year)	535.00	010698	AIR POLLUTION CONTROL DISTRICT
CLM - 0769094	1/24/2024		7516	APCD Permit to operate WWTP Generator (3 year)	535.00	010698	AIR POLLUTION CONTROL DISTRICT
CLM - 0769632	1/29/2024		7053	Frontier-Plant/Office Phone 1-13 to 2-12-2024	264.24	075391	FRONTIER
CLM - 0769636	1/29/2024		7121	Gloves 4 cases 1-29-2024	793.56	069965	WINEMA INDUSTRIAL & SAFETY SUPPLY
CLM - 0769664	1/29/2024		7053	Monthly Charge LS Alarm Phones 1-13 to 2-12-2024	265.16	075391	FRONTIER
CLM - 0769927	1/30/2024		6100	Regular Salaries January 16-31, 2024	19,016.00	790178	Summerland Sanitary District
CLM - 0769927	1/30/2024		6270	Standby January 16-31, 2024	947.85	790178	Summerland Sanitary District
CLM - 0769927	1/30/2024		6300	Overtime January 16-31, 2024	307.92	790178	Summerland Sanitary District
CLM - 0769927	1/30/2024		6500	Medicare and Fica January 16-31, 2024	1,617.08	790178	Summerland Sanitary District
JE - 0260769	1/31/2024		6400	Retirement Contr. Employer & EE Payroll 1-31-2024	6,158.83		
JE - 0260769	1/31/2024		6475	Healthcare Contr. 401(h) Retirees 1-31-2024	300.19		
MIC - 0191186	1/31/2024		7121	HACH Cl2 Reagent, Wipes, Log Book	419.52	835122	USA BLUEBOOK
MIC - 0191186	1/31/2024		7363	Fire Extinguisher Signs	140.85	835122	USA BLUEBOOK
MIC - 0191186	1/31/2024		7363	Collections Debris Basket	339.36	835122	USA BLUEBOOK
Total Summerlnd San Dist Running Exp					90,371.43		



# Financial Status (Real-Time) As of January 31, 2024

As of: 1/31/2024 (59% 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	1/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Taxes</b>				
3010 -- Property Tax-Current Secured	303,380.00	187,289.14	-116,090.86	61.73 %
3011 -- Property Tax-Unitary	0.00	2,280.61	2,280.61	--
3015 -- PT PY Corr/Escapes Secured	0.00	510.52	510.52	--
3020 -- Property Tax-Current Unsecd	10,700.00	12,472.60	1,772.60	116.57 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	337.10	337.10	--
3040 -- Property Tax-Prior Secured	0.00	-53.20	-53.20	--
3050 -- Property Tax-Prior Unsecured	0.00	345.58	345.58	--
3054 -- Supplemental Pty Tax-Current	4,000.00	3,362.05	-637.95	84.05 %
3056 -- Supplemental Pty Tax-Prior	0.00	63.25	63.25	--
Taxes	318,080.00	206,607.65	-111,472.35	64.95 %
<b>Fines, Forfeitures, and Penalties</b>				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	23.41	23.41	--
Fines, Forfeitures, and Penalties	0.00	23.41	23.41	--
<b>Use of Money and Property</b>				
3380 -- Interest Income	6,000.00	6,199.65	199.65	103.33 %
Use of Money and Property	6,000.00	6,199.65	199.65	103.33 %
<b>Intergovernmental Revenue-State</b>				
4220 -- Homeowners Property Tax Relief	1,000.00	588.07	-411.93	58.81 %
Intergovernmental Revenue-State	1,000.00	588.07	-411.93	58.81 %
<b>Charges for Services</b>				
5091 -- Planning & Engnrg-Plan Ck Fes	2,100.00	1,256.00	-844.00	59.81 %
5430 -- Sanitation Services	1,065,078.00	599,481.84	-465,596.16	56.29 %
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 %



# Financial Status (Real-Time)

As of: 1/31/2024 (59% 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	1/31/2024 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	603,851.84	-469,526.16	56.26 %
Revenues	1,398,458.00	817,270.62	-581,187.38	58.44 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	429,879.00	249,219.05	180,659.95	57.97 %
6270 -- Stand-by Pay	21,642.00	12,802.95	8,839.05	59.16 %
6300 -- Overtime	9,500.00	3,734.62	5,765.38	39.31 %
6400 -- Retirement Contribution	125,069.00	73,523.83	51,545.17	58.79 %
6475 -- Retiree Medical OPEB	9,000.00	4,430.69	4,569.31	49.23 %
6500 -- FICA Contribution	34,541.00	20,459.23	14,081.77	59.23 %
6600 -- Health Insurance Contrib	64,365.00	43,436.18	20,928.82	67.48 %
6900 -- Workers Compensation	16,473.00	12,613.56	3,859.44	76.57 %
Salaries and Employee Benefits	710,469.00	420,220.11	290,248.89	59.15 %
<b>Services and Supplies</b>				
7030 -- Clothing and Personal	2,550.00	3,275.63	-725.63	128.46 %
7053 -- Telephone Service Local	9,560.00	5,426.30	4,133.70	56.76 %
7090 -- Insurance	60,000.00	62,913.49	-2,913.49	104.86 %
7110 -- Directors Fees	22,050.00	9,975.00	12,075.00	45.24 %
7121 -- Operating Supplies	41,544.00	26,482.99	15,061.01	63.75 %
7324 -- Audit and Accounting Fees	27,500.00	17,707.50	9,792.50	64.39 %
7362 -- Building Maintenance	10,700.00	3,094.36	7,605.64	28.92 %
7363 -- Equipment Maintenance	16,275.00	9,666.72	6,608.28	59.40 %
7404 -- Public Health Lab Serv	26,091.00	22,025.00	4,066.00	84.42 %
7430 -- Memberships	8,801.00	7,712.00	1,089.00	87.63 %
7450 -- Office Expense	4,400.00	3,088.13	1,311.87	70.18 %
7454 -- Books & Subscriptions	550.00	145.44	404.56	26.44 %
7459 -- IT Professional Services	4,000.00	1,595.48	2,404.52	39.89 %

# Financial Status (Real-Time)

As of: 1/31/2024 (59% 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	1/31/2024 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	5,825.00	43,525.00	11.80 %
7508 -- Legal Fees	35,000.00	8,746.20	26,253.80	24.99 %
7510 -- Contractual Services	9,654.00	3,935.05	5,718.95	40.76 %
7516 -- Permitting Services	11,385.00	11,118.06	266.94	97.66 %
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	1,924.41	4,300.59	30.91 %
7671 -- Special Projects	6,670.00	6,670.00	0.00	100.00 %
7730 -- Transportation and Travel	750.00	293.99	456.01	39.20 %
7731 -- Gasoline-Oil-Fuel	3,500.00	1,007.49	2,492.51	28.79 %
7761 -- Electricity	58,000.00	39,664.11	18,335.89	68.39 %
7763 -- Water	2,717.00	1,451.16	1,265.84	53.41 %
7764 -- Refuse	4,302.00	2,523.75	1,778.25	58.66 %
Services and Supplies	426,274.00	256,499.76	169,774.24	60.17 %
Expenditures	1,136,743.00	676,719.87	460,023.13	59.53 %
SummerInd San Dist Running Exp	261,715.00	140,550.75	-121,164.25	53.70 %

# Financial Status (Real-Time)

As of: 1/31/2024 (59% 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	1/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
3380 -- Interest Income	2,250.00	2,545.18	295.18	113.12 %
Use of Money and Property	2,250.00	2,545.18	295.18	113.12 %
<b>Charges for Services</b>				
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	14,930.18	295.18	102.02 %
Summerland San Cap Facilities	14,635.00	14,930.18	295.18	102.02 %



# Financial Status (Real-Time)

As of: 1/31/2024 (59% 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	1/31/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
<b>Revenues</b>				
<b>Use of Money and Property</b>				
3380 -- Interest Income	10,000.00	16,012.76	6,012.76	160.13 %
Use of Money and Property	10,000.00	16,012.76	6,012.76	160.13 %
Revenues	10,000.00	16,012.76	6,012.76	160.13 %
<b>Expenditures</b>				
<b>Services and Supplies</b>				
7362 -- Building Maintenance	0.00	0.00	0.00	--
7671 -- Special Projects Loan payment	58,915.00	0.00	58,915.00	0.00 %
Services and Supplies	58,915.00	0.00	58,915.00	0.00 %
<b>Capital Assets</b>				
8200 -- Structures&Struct Improvements	15,000.00	0.00	15,000.00	0.00 %
8300 -- Equipment	20,000.00	10,431.49	9,568.51	52.16 %
8400 -- Infrastructure	45,000.00	0.00	45,000.00	0.00 %
Capital Assets	80,000.00	10,431.49	69,568.51	13.04 %
Expenditures	138,915.00	10,431.49	128,483.51	7.51 %
SummerInd San Dist-Capital Rep	-128,915.00	5,581.27	134,496.27	-4.33 %
Net Financial Impact	147,435.00	161,062.20	13,627.20	109.24 %

# Cash Balances

As of January 31, 2024

As of: 1/31/2024  
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	1/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	1/31/2024 Ending Balance
5215 -- SummerInd San Dist Running Exp	1,007,825.55	4.50	796,473.06	0.00	897,729.00	906,574.11
5216 -- Summerland San Cap Facilities	229,937.29	0.00	1,330.68	0.00	0.00	231,267.97
5217 -- SummerInd San Dist-Capital Rep	1,416,183.87	0.00	8,196.11	0.00	3,372.20	1,421,007.78
Total Report	2,653,946.71	4.50	805,999.85	0.00	901,101.20	2,558,849.86

# Expenditure Transactions

From 1/1/2024 to 1/31/2024

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
MIC - 0189955	1/3/2024		8300	Radiator for Emergency Generator 1-3-2024	3,032.19	003863	QUINN POWER SYSTEMS
MIC - 0189955	1/3/2024		8300	Radiator Hoses for Emergency Generator 1-3-2024	340.01	003863	QUINN POWER SYSTEMS
Total SummerInd San Dist-Capital Rep					3,372.20		

**SUMMERLAND SANITARY DISTRICT**

Regular Board of Directors Meeting February 15, 2024

**Operations Manager Report****OPERATIONS AND FACILITY MAINTENANCE:**

- Instrumentation technician replaced the faulty Dissolved Oxygen Meter with a new unit. The probes in each aeration basin were serviced and calibrated.
- Each of the three aeration blowers got preventative maintenance service, including oil filter changes.
- Belt Press was upgraded with a new belt and a new roller. The old roller will be refurbished and retained as a backup.
- One of the two drive belts on #1 RAS pump broke. Staff replaced both belts and ordered replacements to be kept in stock.
- Staff replaced the ice maker unit inside the refrigerator. The ice is used for sample preservation during transport to the environmental laboratory.
- Staff completed weekly ground maintenance and landscape work including mowing, weed whacking, blowing, edging, and raking.
- Rainstorm preparations and staffing for the forecasted weather was a major focus this month.

**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.
- Each of the three lift stations got checked and test ran daily. Each lift station performed without issue during the rain storms this month.

**REGULATORY COMPLIANCE:**

- Daily meter readings and sample collection being performed by staff for regulatory compliance and process control.
- The monthly Self-Monitoring Report (SMR) for January 2024 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 Annual Report "Standard Provisions" for 2023 was submitted in CWIQS.
- The Annual Report "Biosolids" for 2023 was submitted in CWIQS.
- The Annual "Ocean Outfall Inspection Report" 2023 was submitted in CWIQS.
- Submitted the bi-annual "Volumetric Effluent" Report in GeoTracker as well as CIWQS.
- Reviewed and revised the WWTP Operations & Maintenance Manual.
- CARB report was submitted for the John Deer backhoe. Attended a CARB webinar on reporting requirements.
- Received the APCD permit renewals for the emergency generators at the WWTP and Lift Station #3.



## SUMMERLAND SANITARY DISTRICT

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Regular Board of Directors Meeting February 15, 2023

### District Administrative Manager Report

- The local Government Special District State Controllers Report for Fiscal Year 2022-23 was submitted.
- Matt Young, County Water Agency Manager, communicated that the SSD-MSD Collection System and Flow Equalization Analysis has been approved and a cost-sharing agreement will be sent to all parties within the next couple of weeks.
- Attended the Employment Law Update online seminar on January 30, 2024.
- Posted the Required OSHA 300/A form.
- Scheduled and held a videoconference meeting with Adam Link, Executive Director of the California Association of Sanitary Agencies (CASA) regarding sanitary district sewer charges/ industry standards and the CASA wastewater flow study.
- Scheduled and held a phone meeting with Michael Colantuono Esq. from Colantuono, Highsmith & Whatley, PC regarding Prop. 218.
- Scheduled and held a phone meeting (together with the Operations Manager) with Jane Grey, Chair of the SWRCB Central Coast for an update on the efforts of SSD.
- Form 700 filing requests for the year 2023 have been sent out by the County of Santa Barbara, please contact me if you need to retrieve/reset your password.
- Ordered a new MyCloud data storage device for intranet usage between the computers for the District's data files. A computer technician came to set up the new MyCloud, serviced all computers, and checked firewall protections. Per the IT recommendations, a new monitor screen for one of the lab computers was ordered, and an air dehumidifying machine for the computers in the electrical room to prevent accelerated corrosion due to weather conditions at our location.
- Compensation for the Anti-Harassment Training has been provided to the Directors who completed the 2 hours of mandatory training.

#### Scheduled Days Off:

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