



**Regular Board of Directors Meeting**  
Thursday, July 11, 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, Passcode 123 or through the internet at <https://us02web.zoom.us/j/9832268568?pwd=nlt8jNgA5DOkwx950nKL4h0nmahQbj.1&omn=85964199693>.

The public may also attend the meeting in person. 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.

**CALL TO ORDER/ROLL CALL**

- I. **PLEDGE OF ALLEGIANCE**
- II. **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.
- III. **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.
- IV. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JUNE 13, 2024**  
[Action Item]
- V. **APPROVAL OF THE MONTHLY EXPENDITURES FOR JUNE 2024, INCLUDING PAYROLL AND PETTY CASH** [Action Item]
- VI. **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**

**VII. BUSINESS ITEMS**

**A. Sewer Service Charges Rate Study. [Action Item]**

Description: The Board requested staff to prepare a proposed timeline for the Rate Study to be conducted during the FY2024-25. This timetable will be reviewed. The Board will consider the preparation of a Request for Proposal (RFP) to be sent to Rate Study Consultants Firms. This RFP will be reviewed at the next board meeting.

Staff Recommendation: To instruct the Administrative Manager to prepare the RFP.

**B. Resolution 2024-05, Resolution of the Board of Summerland Sanitary District Ordering the Filing with the County Auditor of a Report of Sewer Service Charges for the Fiscal Year 2024-25 to be Placed on and Collected by Means of the County Tax Roll [Action Item]**

Description: The Board will review and consider adopting Resolution No. 2024-05.

Staff Recommendation: Staff recommends that the Board adopt Resolution No. 2024-05.

**VIII. FINANCIAL STATUS REPORT JUNE 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, collection system maintenance, and regulatory affairs and will provide explanations as requested.

**X. ADMINISTRATIVE MANAGER REPORT**

The Administrative Manager will provide a written report on the District's administrative and financial 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**



## Minutes of the Regular Board of Directors Meeting

Tuesday, June 13, 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) Meeting Code ID: 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
	MARTIN TUCKER
	JAMES WITMER

ABSENT -

OTHERS PRESENT	DAVID LEWIS	Operations Manager
	MARJON (MAR) SOUZA	Administrative Manager

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 in person or via Zoom videoconference.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF MAY 9, 2024 [Action Item]

Director J. Franklin made a motion to approve the minutes of the Regular Board Meeting of May 9, 2024. The motion was seconded by Director J. Colomy and was carried by the following roll call vote:

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

VI. APPROVAL OF THE MONTHLY EXPENSES FOR MAY 2024, INCLUDING PAYROLL AND PETTY CASH

[Action Item]

District Management answered the Board's questions and clarified information about the payout of bills. Director J. Colomy made a motion to approve the monthly expenses, including payroll and petty cash totaling \$81,407 for Fund 5215. 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

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 Committee traveled with staff to the Montecito Sanitary District (MSD) to attend their regular board meeting on May 15th. The Committee met with the Board of Directors to discuss the future possibilities for connection of the facilities, discussion of a possible fiscal analysis and to answer any questions the MSD Board of Directors had. The Committee and staff agreed that the MSD board was very divided on the topic and agreed to hold off with any additional studies until the current Carollo Engineering Study to connect the SSD facilities towards MSD is completed in October 2024.

VIII. OLD BUSINESS

A. Sewer Service Charges Rate Study for Fiscal Year 2025-26. [Action Item]

The Board continued the discussion on whether to begin a Sewer Service Charges Rate Study to be completed during fiscal year 2024-25 for sewer charges that will be assessed on and after July 1, 2025.

The District is entering its second year without a sewer rate increase. At this point, it has been clear that the connection of the facilities to the Carpinteria Sanitary District is cost-prohibitive. The engineering study to connect the facilities to the Montecito Sanitary District (MSD) will be completed in October 2024. Thereafter a decision will need to be made to either pursue a financial and technical exploration to connect the facilities to MSD or to rehabilitate/replace the ocean outfall pipeline. The Directors agree to begin a Sewer Service Charges Rate study during the upcoming fiscal year no matter what direction the district will need to go. A review of the rates needs to be completed to find out if any adjustments need to be made for future operations and capital project and replacement needs.

The Board directed the Administrative Manager M. Souza to present a rate study timeline at the next regular board meeting. Agreed was to include the expertise of the attorney Mr. Michael Colantuono in the rate-making process who has provided a retainer for consideration. Administrative Manager Ms. Souza said that Mr. Colantuono is seen in the industry as perhaps the leading expert on Prop. 218 rate making.

IX. NEW BUSINESS ITEMS

- A. Budget Review & Resolution No. 2024-02: Adopting of Operations Budget Fund 5215, Capital Facilities Budget Fund 5216, and Capital Replacement and Repair Budget Fund 5217 for FY2024-25 [Action Item]

The Board reviewed the proposed FY2024-25 annual budget for consideration with a 4% cost-of-living-adjustment (COLA). The Finance Committee discussed the proposed budget during its May 8th meeting and provided input regarding the presented budget to the Board of Directors. Staff also answered questions about the budget and a short discussion was held.

Director G. Robinson made a motion to adopt Resolution No. 2024-02: Adopting of Operations Budget Fund 5215, including a 4% COLA, Capital Facilities Budget Fund 5216, and Capital Replacement and Repair Budget Fund 5217 for FY2024-25 Study FY24-25 to the next regular board meeting date. The motion was seconded by Director J. Colomy and was carried by the following roll call vote:

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

Resolution No. 2024-02 was signed and sealed.

- B. Resolution No. 2024-03 Setting the Date for a Hearing and Giving Notice Thereof of Election to Collect Sewer Serves Charges on the County Tax Roll [Action Item]

The Board reviewed Resolution No. 2024-03. The Notice of Hearing announcement for publication was included for review.

Director J. Colomy made a motion to adopt Resolution No. 2024-03: 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

Resolution No. 2024-03 was signed and sealed.

- C. Resolution No. 2024-04 Agreeing that the Alternate Method of Distribution of Property Tax Levies & Assessments is Applicable to Tax Levies Made by the County of Santa Barbara, State of California [Action Item]

The Board reviewed Resolution No. 2024-04.

Director J. Franklin made a motion to adopt Resolution No. 2024-04: The motion was seconded by Director J. Colomy and was carried by the following roll call vote:

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

Resolution No. 2024-04 was signed and sealed.

Summerland Sanitary District  
Minutes Regular Board Meeting 6/13/2024

D. Cost Sharing Agreement for a Feasibility Study of the Summerland Sanitary District (SSD) and the Montecito Sanitary District (MSD) Collection Systems and Flow Equalization for Montecito Water District (MWD) Reuse [Action Item]

The Summerland Sanitary District Board approved during its Regular Board meeting on December 14, 2023, the allocation of a maximum of \$30,000 to the feasibility study. The Board President was requested to sign the cost-sharing agreement. The agreement was reviewed by the District Administrative Manager and reviewed by the legal counsel of Montecito Sanitary District (due to the absence of the District's legal counsel).

Director J. Franklin made a motion to approve the cost-sharing agreement. 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

The Cost Sharing Agreement was signed by the Board President.

E. CSDA Board of Elections Ballot- Term 2025- 2027; Seat A- Coastal Network

The Board of Directors was requested to cast their vote for the upcoming Seat A, term 2025 through 2027 for the California Special District Association.

The Board considered and discussed the candidates.

Director G. Robinson made a motion to vote for Elaine Magner for Seat A. 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

X. FINANCIAL STATUS REPORT – MAY 2024 [Action Item]

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

Director J. Franklin made a motion to accept the financial status 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, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

XI. OPERATIONS MANAGER REPORT

Operations Manager D. Lewis provided a written and oral report and answered Board questions. In addition, Operations Manager Mr. Lewis said that he was approached by Mr. Dan Holmes from the Pacific Maritines Group, Inc., and arranged a meeting with him. Mr. Holmes feels confident regarding the possibility of slip-lining the ocean outfall pipeline. Mr. Lewis has provided Mr. Holmes with reports and other pertinent information and Mr. Holmes will provide a quote for cleaning and slip-lining the ocean outfall pipeline for consideration.

Summerland Sanitary District  
Minutes Regular Board Meeting 6/13/2024

XII. ADMINISTRATIVE MANAGER REPORT

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

IX. BOARD COMMUNICATIONS

A. Board Communications: None.

B. Items for future Board meetings:

- Sewer Service Charges Timeline discussion

C. Next regular board meeting: Thursday, July 11, 2024

X. ADJOURNMENT

President J. Witmer adjourned the meeting at 4:21 p.m.

Respectfully submitted:

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Jolene Colomy  
Secretary

Date: July 11, 2024

Minutes prepared by M. Souza

# Expenditure Transactions

From June 1 through June 30, 2024

From 6/1/2024 to 6/30/2024

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 - 0266447	6/2/2024		6475	HRA Administrative Fee - MAY 2024	13.50			
CLM - 0787418	6/4/2024		7510	Call Center Service June 2024	74.20	106048	CENTRAL COMMUNICATIONS	
CLM - 0787422	6/4/2024		7731	Gasoline May 2024	106.53	522736	McCormix Corporation	
CLM - 0787425	6/4/2024		7362	Rat Traps (8), Safety Yellow Paint	51.68	151096	CARPINTERIA VALLEY LUMBER CO	
CLM - 0787428	6/4/2024		7362	Quinn TP Generator Service Call 6-4-2024	806.25	003863	QUINN POWER SYSTEMS	
CLM - 0787431	6/4/2024		7121	Shop Towels 6-4-2024	71.65	252171	Burbank Supply Co	
CLM - 0787665	6/4/2024		7440	Deposit in Petty Cash Acc. Board Approval 5-9-24	1,000.00	790180	Summerland Sanitary District	
CLM - 0784413	6/5/2024		6100	Deposit in Payroll Acc. Board Approved 5-9-24	10,000.00	790178	Summerland Sanitary District	
CLM - 0788069	6/6/2024		7053	Internet May 2024	147.70	776537	COX COMMUNICATIONS - BUSINESS	
CLM - 0788072	6/6/2024		7763	Water May 2024	154.51	556712	MONTECITO WATER DISTRICT	
CLM - 0788090	6/6/2024		7363	Oil, Filter Change on Truck May 2024	65.33	178358	COAST AUTO PARTS	
JE - 0266601	6/6/2024		7362	Relocate Sensor to Acc. 5217, LI 8300 & Capitalize	-1,553.10*			
JE - 0266697	6/10/2024		7324	FIN Billing Q1-Q4 FY23-24: Summerland Sanitary Dis	3,603.00			
CLM - 0788462	6/11/2024		7510	Payroll Program May 2024	75.00	790180	Summerland Sanitary District	Petty Cash Exp.
CLM - 0788886	6/11/2024		7404	FGL Lab testing 4/3/2024 to 5/20/2024	2,893.00	270150	FGL ENVIRONMENTAL INC	
CLM - 0788899	6/11/2024		7764	Trash Service May 2024	362.61	509950	MARBORG INDUSTRIES	
CLM - 0788902	6/11/2024		7110	Comp. Agenda Setting Meeting 6-6-2024	175.00	091927	JAMES WITMER	
CLM - 0788908	6/11/2024		7763	Drinking water 5-9-2024	24.56	067307	CULLIGAN OF VENTURA COUNTY	
CLM - 0788909	6/11/2024		7763	Drinking water 5-23-2024	16.61	067307	CULLIGAN OF VENTURA COUNTY	
CLM - 0788913	6/11/2024		7053	Phone Wireless May 2024	165.39	297454	VERIZON WIRELESS	
CLM - 0789012	6/11/2024		7362	White Steel Grilles for Blower Room doors	163.80	790180	Summerland Sanitary District	
CLM - 0789012	6/11/2024		7362	Fast Lok Plate System Refund and Purchase New Set	190.03	790180	Summerland Sanitary District	
CLM - 0789012	6/11/2024		7362	Outdoor Security Flood Lights (2)	260.80	790180	Summerland Sanitary District	Credit Card Exp.
CLM - 0789012	6/11/2024		7362	Ergonomic Office Chair M.S.	489.36	790180	Summerland Sanitary District	
CLM - 0789012	6/11/2024		7362	Chemical Supply Tubing	723.51	790180	Summerland Sanitary District	
CLM - 0789012	6/11/2024		7363	Company Truck 2 tires (Replacement)	567.96	790180	Summerland Sanitary District	
CLM - 0789012	6/11/2024		7430	CWEA Annual Membership E.N.	221.00	790180	Summerland Sanitary District	
CLM - 0789012	6/11/2024		7450	Household Supplies May 2023	169.36	790180	Summerland Sanitary District	
CLM - 0789012	6/11/2024		7450	Laserjet Toner Refund wrong set and New Toners	172.22	790180	Summerland Sanitary District	
CLM - 0789012	6/11/2024		7454	Zoom, Office 365 & Cloud Serv. Monthly Subscript.	26.23	790180	Summerland Sanitary District	



# Expenditure Transactions

From 6/1/2024 to 6/30/2024

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	
CLM - 0789012	6/11/2024		7460	SSD Domain Name Renewal 2 yrs.	46.34	790180	Summerland Sanitary District	Credit Card Exp.
CLM - 0789012	6/11/2024		7653	Lunch with staff and consultant	81.07	790180	Summerland Sanitary District	
JE - 0266689	6/11/2024		7362	Relocate Sensor to Acc. 5217,LI 8300 & Capitalize	1,553.10*			
CLM - 0789540	6/14/2024		6100	Regular Salaries June 1-15, 2024	16,603.63	790178	Summerland Sanitary District	
CLM - 0789540	6/14/2024		6270	Standby June 1-15, 2024	942.06	790178	Summerland Sanitary District	
CLM - 0789540	6/14/2024		6500	Medicare and Fica June 1-15, 2024	1,401.07	790178	Summerland Sanitary District	
JE - 0266853	6/15/2024		6400	Retirement Contr. Employer & EE Payroll 06-15-2024	5,758.66			
JE - 0266853	6/15/2024		6475	Healthcare Contr. 401(h) Retirees 06-15-2024	300.19			
CLM - 0790194	6/18/2024		7731	Gasoline June 2024	156.72	522736	McCormix Corporation	
CLM - 0790197	6/18/2024		7510	Biosolids Hauling and Testing May 2024	2,504.94	164600	SYNAGRO WEST LLC	
CLM - 0790209	6/18/2024		7630	ULINE Earmuffs, Ear Plugs 6-18-2024	112.74	004980	ULINE INC	
JE - 0267111	6/18/2024		7363	Relocate Sensor to Acc. 5217,LI 8300 & Capitalize	-1,553.10			
CLM - 0790505	6/19/2024		7110	Comp. Regular Board Meeting 6/13/2024	175.00	009934	JOLENE M COLOMY	
CLM - 0790506	6/19/2024		7110	Comp. Regular Board Meeting 6-13-2024	175.00	167410	GARY W ROBINSON	
CLM - 0790508	6/19/2024		7110	Comp. J. Witmer Regular Board Meeting 6-13-2024	175.00	091927	JAMES WITMER	
CLM - 0790510	6/19/2024		7110	Comp. Regular Board Meeting 6-13-2024	175.00	765907	John Franklin	
CLM - 0790511	6/19/2024		7110	Comp. Regular Board Meeting 6-13-2024	175.00	009758	MARTIN TUCKER	
CLM - 0790543	6/19/2024		7121	Gloves 4 cases 6-19-2024	793.56	069965	WINEMA INDUSTRIAL & SAFETY SUPPLY	
CLM - 0790544	6/19/2024		7362	Cam-Loc Hose Fitting	25.29	328964	GRAINGER INC	
JE - 0267137	6/19/2024		7901	Transfer out Fund 5215	321,447.00			
CLM - 0791112	6/24/2024		7530	Publication of Notice of Hearing June 13 & 20	208.00	835590	COASTAL VIEW	
CLM - 0791121	6/24/2024		7761	Electric Bill 5-2-24 to 6-10-2024	4,946.58	767200	SOUTHERN CALIFORNIA EDISON	
CLM - 0791324	6/25/2024		7460	Reprogramming/Installation Instr./Calibrations	1,560.00	226497	ELECTRICAL INSTRUMENTATION SERVICES	
CLM - 0791730	6/27/2024		6100	Regular Salaries June 16-30, 2024	16,539.49	790178	Summerland Sanitary District	
CLM - 0791730	6/27/2024		6270	Standby June 16-30, 2024	840.96	790178	Summerland Sanitary District	
CLM - 0791730	6/27/2024		6500	Medicare and Fica June 16-30, 2024	1,388.67	790178	Summerland Sanitary District	
CLM - 0791986	6/27/2024		7053	Monthly Charge Plant/Office Phone 6-13 to 7-12-24	262.55	075391	FRONTIER	
CLM - 0791992	6/27/2024		7053	Monthly Charge LS Alarm Phones 6-13 to 7-12-2024	263.46	075391	FRONTIER	
CLM - 0792065	6/27/2024		7508	Legal Serv. 4/22-6/24/2024	1,050.00	146937	LAW OFFICE OF JANET K MCGINNIS	



# Expenditure Transactions

From 6/1/2024 to 6/30/2024

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
CLM - 0788081	6/6/2024		8300	Parkson Beltpress Pneumatic Ram / Doctor Blades	1,061.31	619926	PARKSON CORPORATION
JE - 0266601	6/6/2024		8300	Draeger Sensor for Gas Detection	1,553.10		
JE - 0266689	6/11/2024		8300	Draeger Sensor for Gas Detection	-1,553.10		
JE - 0267111	6/18/2024		8300	Draeger Sensor for Gas Detection	1,553.10		
CLM - 0791115	6/24/2024		8300	Parkson Beltpress Air Bellows	2,078.95	619926	PARKSON CORPORATION
Total SummerInd San Dist-Capital Rep					4,693.36		

**Timetable for Rate Study to be conducted during FY2024-25**

DATE	ACTION	RESPONSIBLE PARTY
<b>Board meeting August 8, 2024</b>	1. The Board reviews and approves the Request for Proposal (RFP) for a Rate Study Technical Report to be sent out to Rate Study Consultant Firms. 2. The Board President appoints a committee to provide input to the technical rate study report. 3. Consideration Retainer approval for Legal Representation for Rate Making, Mr. M. Colantuono Esq.	Board
September 1-8, 2024	Staff, Legal, and Finance Committee will review the received Proposals and prepare a recommendation to the Board.	Staff/Legal/FC
<b>Board Meeting September 12, 2024</b>	The Board will award one of the submitted Rate Study Proposals.	Board
October, November 2024	Rate Study Technical Report will be prepared by a registered professional engineer. The engineer will receive input from the District's legal representative and administrative manager. At least two meetings will be held with District Management, Legal Counsel, and the Finance Committee to review progress and discuss the rate-making methodology.	Staff/Legal/FC
<b>Board Meeting October 10, 2024</b>	Discussion of the final technical report of Carollo Engineering Re: Connection of the facilities to MSD and the possible implementations for the Rate Study.	
<b>Board Meeting December 12, 2024</b>	The first draft of the Rate Study Technical Report will be presented to the Board.	Board
December 13, 2024- January 2, 2025	Is any changes are requested to the Technical Report then the proposed changes will be discussed with staff, the Finance Committee, and the district legal representative.	Staff/Legal/FC
<b>Board Meeting January 9, 2025</b>	Presentation of the Final Rate Study Technical Report for Approval by the Board. Instruction from the Board to District Administrative Manager and Legal Counsel to Prepare Draft Ordinance, in addition, the Board considers setting a date for a Town Hall Meeting to meet with constituents.	Board
January 10, - February 7, 2025	Prepare Rate Ordinance.	Legal Counsel/Staff/FC
January 30, 2025	Publish Town Hall Meeting Announcement in Coastal View, send out email blast announcement for Town Hall Meeting & use SCA platform for the announcement.	
Between February 15-28, 2025	"Town Hall Meeting" at the Summerland Church to discuss the Rate Study Report/Findings with constituents.	Board/Staff/Legal/FC
February 2025	Prepare/Draft Notice to each "record owner" .	Staff/Board/Legal Counsel
<b>Board Meeting March 13, 2025</b>	The Board will be requested to accept Rate Study and call for a Notice of Hearing for Rate Setting.	Board
March 20, 2025	District mails written Notice to "record owners" of each parcel- waiting period of 45 days.	Staff
March 20 & 27, 2025	Publish Notice of Hearing in Local Newspaper.	Staff
March 2025	File Notice of Exemption with County Clerk.	Staff
<b>Board Meeting May 8, 2025</b>	Conduct a Public of Hearing to consider protests after the 45 days, If no Majority Protest, Adoption of Ordinance.	Staff/Board/Legal Counsel
May 22, 2025	Publication of Ordinance in Newspaper one week before the new Fiscal Year July 1, 2025.	Staff

\* If the process needs to be expedited a special board meeting can be added to the timetable.

VII B.1

**RESOLUTION NO. 2024-05**

**RESOLUTION OF THE GOVERNING BOARD OF SUMMERLAND SANITARY DISTRICT  
ORDERING THE FILING WITH THE COUNTY AUDITOR OF A REPORT OF  
SEWER SERVICE CHARGES FOR THE FISCAL YEAR 2024-25 TO BE PLACED  
ON AND COLLECTED BY MEANS OF THE COUNTY TAX ROLL**

**WHEREAS**, the Governing Board by its Ordinance No. 8 dated June 21, 1979, elected to collect certain of its sanitary sewer service charges by means of the County tax roll for each fiscal year;

and

**WHEREAS**, pursuant to Section 5473 of the Health and Safety Code, a written report was filed with the District, which report contains a description of each parcel of real property receiving sewer services and the charge for each parcel of said fiscal year; and

**WHEREAS**, pursuant to Section 5473.1 of the Health and Safety Code a hearing on said report was set for 3:00 p.m. on the 11th day of July 2024 at 2435 Wallace Avenue, Summerland, California; and

**WHEREAS** notice of said hearing was given by publication and mailing as required by Section 5473.1 and Proof of Publication and Affidavit are on file with the District; and

**WHEREAS**, at said time and place said hearing was held; and

**WHEREAS**, at said hearing the Governing Board of Summerland Sanitary District heard and considered all objections or protests to said report;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That all of the recitals contained in the preamble to this Resolution are true;
2. That said written report shall be and it hereby is adopted and determined that each charge as set forth in said report is proper;
3. That the Clerk of this Governing Board of this District shall, on or before the 31st day of July 2024, file or cause to be filed with the Auditor of the County of Santa Barbara a copy of said report, together with the statement endorsed thereon that said written report has been adopted by the Governing Board of Summerland Sanitary District;

4. That pursuant to Section 5473.4 of the Health and Safety Code, the Auditor of the County of Santa Barbara, State of California, shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll;

5. That the amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first day of the immediately preceding date of levy; and

6. That the hearing is hereby concluded.

PASSED AND ADOPTED by the Governing Board of Summerland Sanitary District on the 11th day of July 2024 by the following vote, to wit:

AYES : \_\_\_\_\_

NAYS : \_\_\_\_\_

ABSENT : \_\_\_\_\_

ABSTENTIONS : \_\_\_\_\_

\_\_\_\_\_  
JAMES WITMER, President  
Board of Directors

(SEAL)

ATTEST: MARTIN TUCKER, Secretary Pro-Term  
Board of Directors

**PROCEDURE TEXT  
FOR PLACING SEWER CHARGES ON THE ASSESSOR ROLLS PUBLIC HEARING**

- President:** "This is the time and place for a public hearing on the written report on file with the Summerland Sanitary District as to whether or not the sewer charges set forth in said report shall be placed on and collected by means of the County Tax Roll for the Fiscal Year 2024-25."
- President:** "Clerk of the Board, please call the roll."
- Clerk of the Board:** Roll Call will be performed by the Clerk of the Board.
- Clerk of the Board:** "President Witmer - there are (announce the number) board members present. This meets the 2/3's quorum required by state law to adopt the resolution setting rates on the County Assessor's Roll."
- President:** "Clerk of the Board, please file the **Notice of Hearing** and **Proof of Publication** with Pro-Term Secretary Tucker." *(Please pause and allow the Clerk of the Board to deliver the documents to Pro-Term Secretary Tucker).*
- President:** "The **written report** may be examined by anyone at this time. Clerk of the Board please identify the written report."
- President:** "Is there anyone present who desires to make any objections or protests to the report?"

*Note: At this time, hear all protests to the report. Ask each person to identify him or herself. Ask each one to identify the parcel about which the protest is made. (These protests must be entered in the minutes, including the name and the parcel)*

**President:** "Clerk of the Board", are there sufficient protests to constitute a "majority protest" as specified by law?"

	<b>Should there be a majority protest:</b>	<b>Should there be <u>no</u> majority protest:</b>
	<i>Note: If there are a number of protests (100s), the President should provide a recess to allow staff time to analyze the percentages.</i>	
<b>Clerk to the Board:</b>	"President Witmer, there are sufficient protests to prevent the placement of these charges on the County Rolls."	"President Witmer, there is No Majority Protest."
<b>President:</b>	"Having received sufficient protests, I will entertain a motion to adopt by reference a resolution to terminate actions placing the charges on the Rolls. (Staff would prepare during the recess an appropriate resolution for execution.)"	"There being no majority protest, the hearing is now declared closed and a resolution ordering the filing of the report with the Auditor is ordered. May I have a motion and a second on this resolution?" Motion by _____ Second by _____ "Clerk to the Board may I have a roll call on the adoption of this Resolution?"
<b>Note:</b>	<i>The Board cannot overrule a majority protest.</i>	<i>Even though no majority protest exists, the Board can still change the report and charges (in response to public comment) if it wishes before it adopts the resolution. The Board can overrule any objections to the charges and adopt the report as is and file it.</i>

**[President:** If attendees are present: "Thank you for attending today's meeting."]

# Financial Status (Real-Time)

As of: 6/30/2024 (100% 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	6/30/2024 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	338,840.02	35,460.02	111.69 %
3011 -- Property Tax-Unitary	0.00	4,374.84	4,374.84	--
3015 -- PT PY Corr/Escapes Secured	0.00	733.29	733.29	--
3020 -- Property Tax-Current Unsecd	10,700.00	12,461.84	1,761.84	116.47 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	403.00	403.00	--
3040 -- Property Tax-Prior Secured	0.00	60.05	60.05	--
3050 -- Property Tax-Prior Unsecured	0.00	399.90	399.90	--
3054 -- Supplemental Pty Tax-Current	4,000.00	8,846.94	4,846.94	221.17 %
3056 -- Supplemental Pty Tax-Prior	0.00	88.70	88.70	--
<b>Taxes</b>	<b>318,080.00</b>	<b>366,208.58</b>	<b>48,128.58</b>	<b>115.13 %</b>
<b>Fines, Forfeitures, and Penalties</b>				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	25.37	25.37	--
Fines, Forfeitures, and Penalties	0.00	25.37	25.37	--
<b>Use of Money and Property</b>				
3380 -- Interest Income	6,000.00	13,611.95	7,611.95	226.87 %
<b>Use of Money and Property</b>	<b>6,000.00</b>	<b>13,611.95</b>	<b>7,611.95</b>	<b>226.87 %</b>
<b>Intergovernmental Revenue-State</b>				
4220 -- Homeowners Property Tax Relief	1,000.00	1,176.14	176.14	117.61 %
Intergovernmental Revenue-State	1,000.00	1,176.14	176.14	117.61 %
<b>Charges for Services</b>				
5091 -- Planning & Engrng-Plan Ck Fes	2,100.00	3,140.00	1,040.00	149.52 %
5430 -- Sanitation Services	1,065,078.00	1,068,129.92	3,051.92	100.29 %
5433 -- Inspection Fees	2,500.00	4,132.00	1,632.00	165.28 %
5746 -- Administrative Revenue	3,700.00	5,336.00	1,636.00	144.22 %

VII



# Financial Status (Real-Time)

As of: 6/30/2024 (100% 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	6/30/2024 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	1,080,737.92	7,359.92	100.69 %
Revenues	1,398,458.00	1,461,759.96	63,301.96	104.53 %
<b>Expenditures</b>				
<b>Salaries and Employee Benefits</b>				
6100 -- Regular Salaries	429,879.00	438,291.99	-8,412.99	101.96 %
6270 -- Stand-by Pay	21,642.00	21,698.48	-56.48	100.26 %
6300 -- Overtime	9,500.00	6,223.72	3,276.28	65.51 %
6400 -- Retirement Contribution	125,069.00	122,713.76	2,355.24	98.12 %
6475 -- Retiree Medical OPEB	9,000.00	7,500.09	1,499.91	83.33 %
6500 -- FICA Contribution	34,541.00	34,918.76	-377.76	101.09 %
6600 -- Health Insurance Contrib	64,365.00	66,724.26	-2,359.26	103.67 %
6900 -- Workers Compensation	16,473.00	12,613.56	3,859.44	76.57 %
Salaries and Employee Benefits	710,469.00	710,684.62	-215.62	100.03 %
<b>Services and Supplies</b>				
7030 -- Clothing and Personal	2,550.00	3,506.21	-956.21	137.50 %
7053 -- Telephone Service Local	9,560.00	9,574.80	-14.80	100.15 %
7090 -- Insurance	60,000.00	62,913.49	-2,913.49	104.86 %
7110 -- Directors Fees	22,050.00	17,150.00	4,900.00	77.78 %
7121 -- Operating Supplies	41,544.00	44,284.72	-2,740.72	106.60 %
7324 -- Audit and Accounting Fees	27,500.00	30,204.00	-2,704.00	109.83 %
7362 -- Building Maintenance	10,700.00	7,336.36	3,363.64	68.56 %
7363 -- Equipment Maintenance	16,275.00	17,657.53	-1,382.53	108.49 %
7404 -- Public Health Lab Serv	26,091.00	33,268.00	-7,177.00	127.51 %
7430 -- Memberships	8,801.00	7,933.00	868.00	90.14 %
7440 -- Miscellaneous Expense	0.00	1,000.00	-1,000.00	--
7450 -- Office Expense	4,400.00	4,944.76	-544.76	112.38 %
7454 -- Books & Subscriptions	550.00	474.38	75.62	86.25 %



# Financial Status (Real-Time)

As of: 6/30/2024 (100% Elapsed)  
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

## Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2024 Fiscal Year Adjusted Budget	6/30/2024 Year-To-Date Actual	6/30/2024 Fiscal Year Variance	6/30/2024 Fiscal Year Pct of Budget
7459 -- IT Professional Services	4,000.00	3,755.57	244.43	93.89 %
7460 -- Professional & Special Service	49,350.00	7,734.34	41,615.66	15.67 %
7508 -- Legal Fees	35,000.00	11,564.00	23,436.00	33.04 %
7510 -- Contractual Services	9,654.00	7,197.34	2,456.66	74.55 %
7516 -- Permitting Services	11,385.00	12,517.27	-1,132.27	109.95 %
7530 -- Publications & Legal Notices	600.00	208.00	392.00	34.67 %
7546 -- Administrative Expense	3,600.00	3,171.00	429.00	88.08 %
7630 -- Small Tools & Instruments	500.00	489.59	10.41	97.92 %
7653 -- Training Fees & Supplies	6,225.00	2,371.68	3,853.32	38.10 %
7671 -- Special Projects	6,670.00	6,670.00	0.00	100.00 %
7730 -- Transportation and Travel	750.00	582.49	167.51	77.67 %
7731 -- Gasoline-Oil-Fuel	3,500.00	1,863.83	1,636.17	53.25 %
7761 -- Electricity	58,000.00	63,630.07	-5,630.07	109.71 %
7763 -- Water	2,717.00	2,635.98	81.02	97.02 %
7764 -- Refuse	4,302.00	4,336.80	-34.80	100.81 %
<b>Services and Supplies</b>	<b>426,274.00</b>	<b>368,975.21</b>	<b>57,298.79</b>	<b>86.56 %</b>
<b>Expenditures</b>	<b>1,136,743.00</b>	<b>1,079,659.83</b>	<b>57,083.17</b>	<b>94.98 %</b>
<b>Other Financing Sources &amp; Uses</b>				
<b>Other Financing Uses</b>				
7901 -- Oper Trf (Out)	0.00	321,447.00	-321,447.00	--
Other Financing Uses	0.00	321,447.00	-321,447.00	--
Other Financing Sources & Uses	0.00	-321,447.00	-321,447.00	--
SummerInd San Dist Running Exp	261,715.00	60,653.13	-201,061.87	23.18 %
Total Rev. minus Exp. Fund 5215				

# Financial Status (Real-Time)

As of: 6/30/2024 (100% 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	6/30/2024 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	4,049.64	1,799.64	179.98 %
Use of Money and Property	2,250.00	4,049.64	1,799.64	179.98 %
<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	16,434.64	1,799.64	112.30 %
Summerland San Cap Facilities	14,635.00	16,434.64	1,799.64	112.30 %

# Financial Status (Real-Time)

As of: 6/30/2024 (100% 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	6/30/2024 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	25,245.64	15,245.64	252.46 %
Use of Money and Property	10,000.00	25,245.64	15,245.64	252.46 %
<b>Revenues</b>	10,000.00	25,245.64	15,245.64	252.46 %
<b>Expenditures</b>				
<b>Services and Supplies</b>				
7362 -- Building Maintenance	0.00	0.00	0.00	--
7671 -- Special Projects	58,915.00	58,914.78	0.22	100.00 %
<b>Services and Supplies</b>	58,915.00	58,914.78	0.22	100.00 %
<b>Capital Assets</b>				
8200 -- Structures&Struct Improvements	15,000.00	0.00	15,000.00	0.00 %
8300 -- Equipment	20,000.00	19,759.50	240.50	98.80 %
8400 -- Infrastructure	45,000.00	0.00	45,000.00	0.00 %
<b>Capital Assets</b>	80,000.00	19,759.50	60,240.50	24.70 %
<b>Expenditures</b>	138,915.00	78,674.28	60,240.72	56.63 %
<b>Other Financing Sources &amp; Uses</b>				
<b>Other Financing Sources</b>				
5910 -- Oper Trf (In)-General Fund	0.00	321,447.00	321,447.00	--
Other Financing Sources	0.00	321,447.00	321,447.00	--
Other Financing Sources & Uses	0.00	321,447.00	321,447.00	--
SummerInd San Dist-Capital Rep	-128,915.00	268,018.36	396,933.36	-207.90 %
<b>Total Rev. minus Exp Fund 5217.</b>				
<b>Net Financial Impact</b>	147,435.00	345,106.13	197,671.13	234.07 %
<b>Total Rev. minus Exp All Funds Combined</b>				

# Cash Balances

As of: 6/30/2023  
Accounting Period: CLOSED

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	6/1/2023 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	6/30/2023 Ending Balance
5215 -- SummerInd San Dist Running Exp	1,132,150.44	960.00	41,573.88	0.00	406,573.19	768,111.13
5216 -- Summerland San Cap Facilities	215,190.45	0.00	0.00	0.00	0.00	215,190.45
5217 -- SummerInd San Dist-Capital Rep	1,095,007.61	0.00	314,322.00	0.00	0.00	1,409,329.61
Total Report	2,442,348.50	960.00	355,895.88	0.00	406,573.19	2,392,631.19

# Cash Balances

As of: 6/30/2024  
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	6/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	6/30/2024 Ending Balance
5215 -- SummerInd San Dist Running Exp	1,219,076.30	4,728.00	31,752.00	0.00	427,625.96	827,930.34
5216 -- Summerland San Cap Facilities	232,772.43	0.00	0.00	0.00	0.00	232,772.43
5217 -- SummerInd San Dist-Capital Rep	1,366,691.23	0.00	323,000.10	0.00	6,246.46	1,683,444.87
Total Report	2,818,539.96	4,728.00	354,752.10	0.00	433,872.42	2,744,147.64

**SUMMERLAND SANITARY DISTRICT**  
Regular Board of Directors Meeting July 11, 2024  
Operations Manager Report

**OPERATIONS AND FACILITY MAINTENANCE:**

- Staff completed weekly ground maintenance and landscape work including mowing, weed whacking, blowing, edging, and raking.
- Beltpress was operated on 6/4 and 6/27/2024.
- Attended the CWEA Training Workshop, with two staff members, at the Los Osos WWTP on 6/20/2024.
- A new V-Notch Weir was installed on the inlet to the Flow Equalization (EQ) Basin to improve the flow metering accuracy. Calibration reports were received from the Technician for the influent and EQ meters. 6/18/2024
- Rescaling and calibration of the Effluent Flow Meter was performed on 7/2/2024.
- Gave a plant tour to a group from WSC Engineering on 7/2/2024.

**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 were checked and test ran daily.
- Each of the restaurant grease traps were inspected.
- The Hydro-jetter trailer had both of the tires replaced.
- Attended a preconstruction meeting for upcoming road work on Ortega Hill Road.

**REGULATORY COMPLIANCE:**

- Daily meter readings and sample collection being performed by staff for regulatory compliance and process control.
- The Monthly Discharge Monitoring Report for May was submitted in CWIQS on 6/13/2024. The "No Spill Report" for May was submitted as well.
- 6/25/2024 Inspectors from the EPA and the RWQCB visited and toured the plant. The focus of the meeting was Climate Adaptation report aspects of NPDES permit and a plant tour.

**SUMMERLAND SANITARY DISTRICT**

**Regular Board of Directors Meeting July 11, 2024  
District Administrative Manager Report**

**Monthly administrative and financial items completed outside the regular scope of work:**

- Worked with the Project Leader and Legal Representative from 201 Olive Street and our Legal Counsel regarding the dedication agreement for the force main line that will be constructed on Temple Street towards the District's main sewer line on Whitney Ave. The As-built Sewerage Drawings were approved on June 27, 2024, by the District's Civil Engineer. The dedication agreement will be added as an agenda item to the Agenda of the Regular Board Meeting of August 8, 2024.
- Transferred \$321,447 out of Fund 5215 per the Board's direction and approval and transferred it into Fund 5217 Capital Reserve and Emergency Fund.
- Prepared the capitalization schedule.
- Prepared year-end financial forms and schedules.
- Worked together with accountants from Bartlett Pringle & Wolf for the journal entry adjustments and closing of the fiscal year.
- Uploaded the Board's approved annual budget in the Financial Information System.
- Prepared the sewer service charges report for FY2024-25.
- Implemented the approved salary increases and the County of SB adopted new retirement contribution rates in the payroll system.
- Updated the District's website with the new fiscal year budget information, sewer service rates, and 2024 candidate filing information.

**Scheduled Days Off:**

July 31, August 1-2