



Regular Board of Directors Meeting

Thursday, September 12, 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, 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.

I. **CALL TO ORDER/ROLL CALL**

II. **PLEDGE OF ALLEGIANCE**

I. **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.

II. **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.

III. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF AUGUST 8, 2024**
[Action Item]

IV. **APPROVAL OF THE MONTHLY EXPENDITURES FOR AUGUST 2024, INCLUDING PAYROLL AND PETTY CASH** [Action Item]

V. **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

VI. BUSINESS ITEMS

A. Proposal for Outfall Pipeline Cleaning [Non-Action Item]

Description: The Operations Manager received an Outfall Lining Project- SGS ROM Proposal on August 8, 2024, from Subsea Global Solutions for Outfall Cleaning from Subsea Global Solutions. A Staff Report explains that the proposal only provides offshore cleaning efforts.

B. Progress Report MSD-SSD Collection System and Flow Equalization Study [Non-Action Item]

Description: The Board requested the Operations Manager to provide a Progress Report for the MSD-SSD Collection System and Flow Equalization Study.

VII. FINANCIAL STATUS REPORT AUGUST 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.

VIII. 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.

IX. 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.

X. BOARD COMMUNICATIONS

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

XI. ADJOURNMENT



Minutes of the Regular Board of Directors Meeting

Tuesday, August 8, 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 Passcode 123 or through the internet at <https://us02web.zoom.us/j/9832268568?pwd=nlT8jNgA5DOkwx950nKL4h0nmahQbj.1&omn=85964199693>.

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
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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 modifications or changes. Director J. Franklin requested to discuss items VI and VII after this item, because he had to leave the meeting at 4:00 p.m..

IV. PUBLIC COMMENT [Non-Agenda Items]

President J. Witmer asked the Clerk of the Board M. Souza if there were any public comments. No public comments were submitted in advance and no member of the public was present in person or via Zoom videoconference.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JULY 11, 2024 [Action Item]

Director G. Robinson made a motion to approve the regular board meeting minutes of July 11, 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 EXPENDITURES FOR JULY 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. Franklin made a motion to approve the monthly expenditures, including payroll and petty cash totaling \$165,389 for Operations Fund 5215 and \$6,776 for Capital Expenditures and Emergency Fund 5217. 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

VII. COMMITTEE REPORTS

- A. Finance Committee Report
Did not meet.
- B. Administration, Operations & Personnel (AOP) Committee
Did not meet.
- C. Ad-Hoc Strategic Committee
Did not meet.

VIII. NEW BUSINESS ITEMS

A. Request for Proposals for Rate Study. [Action Item]

The Board requested the Administrative Manager to prepare a Request for Proposal (RFP) to be sent to rate study consultant firms. This RFP was reviewed by Legal Counsel. Director J. Colomy requested some immaterial changes to the RFP.

Director G. Robinson made a motion to approve the Request for Proposal and to distribute it to rate study firms. The motion was seconded by Director M. Tucker, and was carried by the following roll call vote:

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

President J. Witmer appointed Directors Colomy and Franklin to the Ad-Hoc Rate Study Committee. The Rate Study Committee will review the Proposals with legal counsel and staff and will provide a recommendation to the Board at the next Regular Board Meeting.

B. Retention Agreement for Representation of Colantuono, Highsmith & Whatley, PC to Provide Legal Services for Rate Making Issues. [Action Item]

The Board of Directors considered approving the retention agreement for legal services for rate-making issues.

Director G. Robinson requested the following amendments: Page 2, second paragraph change "we understand that those proposals are not currently active" into "are very early in the formative stage". Page 5, second paragraph, change "15 days" into "30 days" and "1% a month" into "0.5% a month". The board agreed on the amendments.

Summerland Sanitary District
Minutes Regular Board Meeting 8/8/2024

Director J. Franklin made a motion to approve the Retention Agreement as presented with the amendments. 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

X. FINANCIAL STATUS REPORT – JULY 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. Colomy made a motion to accept the financial status report as presented. 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

XI. OPERATIONS MANAGER REPORT

Operations Manager D. Lewis provided a written and oral report and answered Board questions. In addition to the report, Operations Manager Mr. Lewis said that he expects to receive a ROM for the Ocean Outfall Sliplining within the next couple of days. Staff also received a joint-agency presentation from Carollo and WSC with the first analysis results. Mr. Lewis was happy with the work done so far, which is a more in-depth analysis than the report for the connection with CSD. An Ad Hoc Strategic Committee will be organized to discuss this ROM and the Carollo Study Report. Mr. Alfonso Aguilar, who was scheduled to return part-time, temporarily, let the District know earlier this week that he was not able to accept this position due to personal reasons. O.M. Lewis will be Operating the plant at least one day a week and will take the on-call duty until E. Nava returns to work from sick leave.

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: Rate Study Proposals
Progress Report Carollo Study MSD-SSD
ROM Ocean Outfall Sliplining
- C. Next regular board meeting: Thursday, September 12, 2024

X. ADJOURNMENT

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

Respectfully submitted:

Jolene Colomy
Secretary

Date: September 12, 2024

Minutes prepared by M. Souza

Expenditure Transactions

From August 1 through August 31, 2024

From 8/1/2024 to 8/31/2024

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 - 0270034	8/2/2024		6475	HRA Administrative Fee - JUL 2024	13.50		
CLM - 0796693	8/5/2024		7363	CCTV Van Battery, Cleaning Suplies, July 2024	270.98	178358	COAST AUTO PARTS
CLM - 0796688	8/7/2024		7053	Cox Internet 7-27 to 8-26-2024	96.21	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0796689	8/7/2024		7516	Dig Alert ticket cost July 2024	30.35	828128	UNDERGROUND SERVICE ALERT
CLM - 0796691	8/7/2024		7731	Gasoline June 2024 (added use for jetter delivey)	418.01	522736	McCormix Corporation
CLM - 0796692	8/8/2024		7510	Call Center Service August 2024	74.20	106048	CENTRAL COMMUNICATIONS
CLM - 0797236	8/8/2024		7110	Comp. Agenda Setting Meeting 7/30/2024	175.00	091927	JAMES WITMER
CLM - 0797443	8/11/2024		7110	Comp. Regular Board Meeting 8-8-2024	175.00	167410	GARY W ROBINSON
CLM - 0797444	8/11/2024		7110	Comp. Regular Board Meeting 8-8-2024	175.00	091927	JAMES WITMER
CLM - 0797445	8/11/2024		7110	Comp. Regular Board Meeting 8-8-2024	175.00	765907	John Franklin
CLM - 0797446	8/11/2024		7110	Comp. Reg. Board Meeting 8-8-2024	175.00	009934	JOLENE M COLOMY
CLM - 0797447	8/11/2024		7110	Comp. Regular Board Meeting 8-8-2024	175.00	009758	MARTIN TUCKER
CLM - 0797766	8/15/2024		7030	Safety Shoes (E.N.) & Staff Safety Glasses	509.65	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7070	Household Supplies	247.07	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7362	2 Faux Wooden Custom Blinds for Office Windows	281.49	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7363	Air Hose & Jack for Truck	300.28	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7450	Wall Calendar, Tab divider, Copy Papers 8 Reams	58.54	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7450	Black High Yield Toner Cart. for Office Printer	198.14	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7450	Binders different sizes (30)	172.85	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7454	Monthly Zoom & MS Office 365 Subscription	24.24	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7454	Manual for Collection System Maint.	130.25	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7459	HD Monitor for Office Computer (D.L.)	177.39	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7459	SanDisk 128 GB Flash Drive and USB Extens. Cable	66.93	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7459	HP Laser Jet Printer & High Yield toner Set- Lab	578.50	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7653	Staff Injury Free Lunch Annual IIPP	130.47	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7653	Safety Programs (2)	57.33	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7653	CASA Conference Registration Fee (D.L.)	695.00	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7653	Special District Conference Reg. Fee (M.S.)	775.00	790180	Summerland Sanitary District
CLM - 0797766	8/15/2024		7730	Lunch Staff during travel -work	17.93	790180	Summerland Sanitary District
CLM - 0797873	8/15/2024		6100	Regular Salaries Aug 1-15, 2024	19,094.45	790178	Summerland Sanitary District

Credit Card Exp.

H

Expenditure Transactions

From 8/1/2024 to 8/31/2024

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
CLM - 0797873	8/15/2024		6270	Standby Aug 1-15, 2024	1,263.70	790178	Summerland Sanitary District
CLM - 0797873	8/15/2024		6500	Medicare and Fica Aug 1-15, 2024	1,644.97	790178	Summerland Sanitary District
CLM - 0797873	8/15/2024		6600	Healthcare Contr. D.L. Aug 1-15, 2024	300.00	790178	Summerland Sanitary District
CLM - 0797965	8/15/2024		6600	Medical Benefits September 2024	5,997.70	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0798178	8/15/2024		7053	Phone Wireless July 2024	164.29	297454	VERIZON WIRELESS
CLM - 0798182	8/15/2024		7763	Water July 2024	146.21	556712	MONTECITO WATER DISTRICT
JE - 0270509	8/15/2024		6400	Retirement Contr. Employer & EE Payroll 08-15-2024	6,156.32		
JE - 0270509	8/15/2024		6475	Healthcare Contr. 401(h) Retirees 08-15-2024	300.19		
CLM - 0798499	8/18/2024		7764	MarBorg Trash Service July 2024	385.11	509950	MARBORG INDUSTRIES
CLM - 0798500	8/18/2024		7404	FGL Lab testing 6/19 to 7/22/2024	4,888.00	270150	FGL ENVIRONMENTAL INC
CLM - 0798521	8/19/2024		7362	Lateral Inspection & Estimates, 121 Hollister St.	1,536.50	160928	GOOD LAND PLUMBING AND CONSTRUCTION
CLM - 0799015	8/21/2024		7761	Electric Bill 7-2 to 8-11-2024	5,545.22	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0799021	8/21/2024		7053	Plant/Office Phone Lines 8/13 to 9/12/2024	264.24	075391	FRONTIER
CLM - 0799038	8/21/2024		7053	LS Alarm Phones 8/13 to 9/12/2024	265.29	075391	FRONTIER
CLM - 0799049	8/21/2024		7363	Quinn LS #3 Generator Annual PM Service	865.19	003863	QUINN POWER SYSTEMS
CLM - 0799052	8/21/2024		7363	Quinn Plant Generator Annual PM Service 8-12-2024	859.86	003863	QUINN POWER SYSTEMS
CLM - 0799177	8/22/2024		7121	824 Gallons of Sodium Hypochloride	3,323.95	214614	UNIVAR SOLUTIONS USA INC
CLM - 0799188	8/22/2024		7510	Payroll Program July 2024	75.00	790180	Summerland Sanitary District
CLM - 0799188	8/22/2024		7763	Water usage lines cleaning 4th Q.23/24 MWD	50.78	790180	Summerland Sanitary District
CLM - 0799188	8/22/2024		7730	Mileage Reimb. to Goleta CWEA Workshop (Carpool)VA	26.13	790180	Summerland Sanitary District
CLM - 0799188	8/22/2024		7730	Mileage Reimb. to Santa Paula drop off sample VA	24.79	790180	Summerland Sanitary District
CLM - 0799188	8/22/2024		7730	Mileage Reimb. Los Osos CWEA Worksh. (carpool) DL	131.99	790180	Summerland Sanitary District
CLM - 0799474	8/25/2024		7363	5 HP Motor and Drive Belts for RAS Pump #1	2,052.73	569122	Multi W Systems
CLM - 0799475	8/25/2024		7404	Annual Chronic Toxicity testing 2024	4,660.00	037980	Aquatic Bioassay & Counseling Lab Inc
CLM - 0799600	8/27/2024		7110	Comp. Ad Hoc Strategic Comm. Meeting 8/19/2024	175.00	765907	John Franklin
CLM - 0799601	8/27/2024		7110	Comp. Ad Hoc Strategic Comm. Meeting 8/19/2024	175.00	167410	GARY W ROBINSON
CLM - 0799823	8/28/2024		7121	545 Gallons of Sodium Bisulfite	2,568.69	214614	UNIVAR SOLUTIONS USA INC
CLM - 0799827	8/28/2024		7363	Quinn LS#1 Annual PM Service 8-15-2024	730.27	003863	QUINN POWER SYSTEMS
CLM - 0799834	8/28/2024		7363	Quinn LS #2 Generator Annual PM Service	881.68	003863	QUINN POWER SYSTEMS

Petty Cash Exp.

Expenditure Transactions

From 8/1/2024 to 8/31/2024

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
MIC - 0199742	8/29/2024		7763	Water delivery July 8, 2024	24.56	067307	CULLIGAN OF VENTURA COUNTY
MIC - 0199742	8/29/2024		7763	Water delivery July 22, 2024	32.51	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0800091	8/30/2024		6100	Regular Salaries August 16-31, 2024	18,965.23	790178	Summerland Sanitary District
CLM - 0800091	8/30/2024		6270	Standby August 16-31, 2024	1,464.10	790178	Summerland Sanitary District
CLM - 0800091	8/30/2024		6500	Medicare and Fica August 16-31, 2024	1,650.18	790178	Summerland Sanitary District
CLM - 0800091	8/30/2024		6600	Healthcare Contr. D.L. August 16-31, 2024	300.00	790178	Summerland Sanitary District
JE - 0271060	8/31/2024		6400	Retirement Contr. Employer & EE Payroll 08-31-2024	6,143.66		
JE - 0271060	8/31/2024		6475	Healthcare Contr. 401(h) Retirees 08-31-2024	300.19		
Total SummerInd San Dist Running Exp					99,807.99		





VI
A/1

**Board of Directors Meeting
STAFF REPORT**

TO : Board of Directors
FROM : District Operations Manager, David Lewis
DATE : September 12, 2024
RE : **Proposal for Outfall Pipe Cleaning**

Subsea Global Solutions submitted a proposal on August 8, 2024 for the cleaning of the district's 12-inch, 740-foot ocean outfall pipeline. This proposal outlines the scope of work, methodologies, and cost estimates for the project.

INFORMATION:

This proposal includes only the offshore component of the intended project of Cleaning and Relining Ocean Outfall Pipeline. The flushing and relining of the pipeline were not included.

Pacific Maritime Group, Inc. notified us that they will not be able to assist with the outfall rehabilitation project due to other project commitments.

Efforts are underway to get a proposal that is inclusive of all elements of the project.

RECOMMENDATION:

Consider this proposal as informational only and retain on file for future reference.

Attachment:

Subsea Global Solutions, Scope of Work and Proposal



SUBSEA GLOBAL

S O L U T I O N S

A/2

Client: **Summerland Sanitary District**
2435 Wallace Avenue
Summerland, CA 93067

Date: 2024-08-08

Attn: David Lewis
Operations Manager

Subject: Summerland Sanitary District Outfall Lining Project - SGS ROM Proposal

Hi David,

Subsea Global Solutions (SGS) US West Coast LLC is pleased to provide the following proposal for the diving services requested for the above subject referenced project.

Proposal provided is based on the following *scope of work*:

Introduction

SGS is pleased to have the opportunity to coordinate with the Summerland Sanitary District (SSD) for the comprehensive cleaning, internal preparation, and installation of an 8-inch HDPE sleeve within the existing 12-inch nominal diameter cast-iron outfall pipeline. This proposal outlines the scope of work, methodologies, and cost estimate for the project.

SGS Understanding of Previously Performed Work Summary

In 2022, SSD engaged Marine Project Management, Inc. (MPM) to assess the condition of the Summerland Sanitary Outfall and to explore long-term repair options. The outfall, which was installed around 1959, extends 860 feet offshore and is crucial for the discharge of treated effluent into the Pacific Ocean. A defect discovered during previous inspections necessitated the review of repair options, leading to the recommendation of installing a High-Density Polyethylene (HDPE) liner inside the existing cast-iron pipe.

As part of the assessment, a hydraulic study was conducted to evaluate the feasibility of various HDPE liner sizes. The study confirmed that an 8-inch liner would maintain sufficient flow rates for the system, while smaller diameters would risk becoming ineffective due to potential marine growth or sediment buildup. Following this study, an internal visual inspection was carried out, revealing significant corrosion byproduct buildup starting approximately 90 feet seaward from the manhole. This buildup drastically reduced the internal diameter of the pipe, rendering further inspection challenging without prior cleaning.

To address these findings, MPM performed a series of offshore and onshore operations. Divers were deployed to clean the external sections of the pipeline and to inspect the diffuser at the offshore end. Despite using high-pressure water blasting to clean the interior of the pipeline, the material dislodged was found to be in large chunks, which posed a significant risk of plugging the outfall if flushed out from the shore. Consequently, it was determined that further cleaning operations should be approached with caution to avoid damaging the functional outfall.



SGS US WEST COAST, LLC
1725 W. Pier D Street
Long Beach, CA 90802

longbeach@sgsdiving.com
Tel: +1-562-436-2701 (24 hr)

SUBSEA GLOBAL SOLUTIONS
www.subseaglobalsolutions.com

Based on the results of these operations, MPM recommended routine flushing of the outfall to prevent future blockages and maintain flow efficiency. Additionally, it was advised that any further cleaning or repair work should be conducted with a thorough understanding of the outfall's condition to avoid exacerbating existing issues. The work outlined in this proposal builds on these recommendations, ensuring that the outfall is properly cleaned and prepared for the installation of an 8" diameter HDPE liner, thus extending its operational life.

Initial Scope of Work & Additional Considerations

1. Mobilization

- SGS will mobilize aboard a vessel positioned offshore above the diffuser section of the outfall.
- The project will involve a vessel-based dive station to support the operation.

2. Diffuser Removal and Pipeline Access

- SGS Divers will remove the existing diffuser tee to gain access to the pipeline.
- The removed diffuser will be stored onshore temporarily during the cleaning and liner installation.

3. Internal Pipeline Cleaning

- SGS proposes using a high-pressure water blaster (Hydro blaster) with a rotating cleaning head ("pineapple") to remove marine growth, sediment, and corrosion byproduct from the pipeline's interior.
- Because the outfall is being HDPE lined, the need to completely and fully clean the outfall is unnecessary. Only enough for liner installation will be required.
- Cleaning will be performed in predetermined sections, working from offshore toward the landside. The length of each cleaned section will be evaluated on-site, but initial estimates suggest 20 to 30-foot increments.
- After cleaning each section, debris will be flushed out to the ocean to prevent recontamination of the cleaned sections.

4. Inspection and Verification

- Once the pipeline section is cleaned, it will be inspected with a video camera to verify the effectiveness of the cleaning process.
- SGS understands that SSD has observed that sediment accumulation is heaviest near the diffuser section, which will be given particular attention during the cleaning process

5. Installation of HDPE Sleeve Sections

- After thorough cleaning, the 8-inch HDPE liner will be inserted into the existing pipeline from the onshore side and extended to the offshore end.
- The installation will begin from the landside, pushing the liner outward toward the ocean.
- Water and/or effluent may be run through the pipeline during the installation process to assist in flushing out any remaining debris.

6. Reinstallation of Diffuser

- Upon completion of the lining installation, the diffuser will be reattached to the end of the pipeline. Additional coordination will be required for this item.
- All offshore and onshore equipment will be demobilized following the completion of the project.

7. Permitting and Regulatory Compliance



- SGS recognizes the permitting and regulatory concerns associated with this type of work. We understand that some of these challenges may be mitigated by classifying the work as a repair activity rather than new construction.

8. Additional Coordination

- **SGS** understands that significant additional coordination will be required with the SSD to ensure the project's success. Typically, a project of this nature would be completed through a design-bid-build process or under the direction of the client or a licensed professional engineer. **SGS** is pleased to assist under any of these contracting vehicles and is prepared to engage fully in this coordination to meet all project requirements.

9. Scope of Responsibility

- While **SGS** is prepared to perform all offshore cleaning and HDPE pipe installation activities, it is important to note that much of the work scope will be carried out from the landside. This includes tasks such as flushing out the pipe, installing the HDPE liner, and managing the regularly scheduled effluent discharge requirements associated with this facility. These landside activities fall under the responsibility of parties other than **SGS**.

Estimated Project Duration

SGS anticipates that the entire cleaning and sleeving process can be completed within five (5) weeks, weather permitting. This timeline includes contingencies for unexpected delays or challenges while working offshore. Please note that this estimate excludes costs for the HDPE pipe liner sections, HDPE pipe liner landside installation effort, additional flushing of water, and permitting efforts.

Proposal ROM Cost Estimate

Please note that the final cost of services will be adjusted according to the unit rates listed below. This is a ROM cost associated with a yet-to-be-defined work scope. In an effort to be fully transparent, **SGS** has not included any lump sum contingency costs in our proposal, but we strongly recommend that the SSD consider doing so as part of their calculations and budgeting efforts.

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
1	<i>SGS 6-man team, 4-divers, 12-hour day Monday – Friday</i>	25	DY	\$24,350.00	\$608,750.00
2	<i>SGS Vessel Based Diving Spread to include diving inspection vehicle, all surface supplied life safety equipment, underwater HD video system, HD handheld still camera hydraulic & pneumatic tools, Hydroblaster and Pineapple</i>	25	DY	\$5,850.00	\$146,250.00
3	<i>SGS Diving Vessel</i>	25	DY	\$12,950.00	\$323,750.00
4	<i>SGS Mobilization & Demobilization Team, Vessels & Equipment</i>	1	LS	\$69,850.00	\$69,850.00
SGS Proposal ROM Total:					\$1,148,600.00

Conditions

- Rates are CA prevailing wage, MEL, and USL&H compliant; **SGS** is signatory to the Southwest Carpenters Union.
- If any in-water dive work is performed during a working day, all dive team members shall receive a minimum of 8 hours pay per Southwest Carpenters Union.
- Diving Wage Day Rates are in accordance with Southwest Carpenters Union.
- **SGS** dive stations are fully equipped with surface supplied air (SSA), and real-time two-way video communication systems for live monitoring of diving operations.
- **SGS** shall provide daily logs and reports, including underwater photo and video documentation as required.

- Proposal based on shallow water diving, not to exceed 50 ft. For depths in excess of 50 ft. additional depth pay shall apply.
- Proposal based on anticipated start / completion in **Q3/Q4 2025**.
- Should the work scope extend beyond July 1st, 2026 a 5% cost escalation will apply to each of the above items.
- **Contractor's License:** 971032 A – General Engineering, Expiration Date: 03/31/2026
- **DIR Registration No.:** 1000024432, Expiration Date: 06/30/2026
- Pricing is valid for: **90 days**

SGS brings extensive experience in underwater pipeline inspection, cleaning, and lining, including previous demonstrated work with Orange County Sanitation District (OCSAN) and South Orange County Wastewater Authority (SOCWA). We are excited about the possibility of assisting you and your team on this project and are confident in our ability to deliver successfully for Summerland Sanitary District.

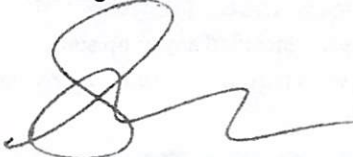
We look forward to discussing this proposal further and tailoring our approach to meet your specific needs. Please feel free to contact us with any questions or requests for additional information.

If the above quotation is acceptable, please fax or e-mail our office with written confirmation. Please issue P.O. / Subcontract to:

SGS US West Coast LLC • 1725 W Pier D St • Long Beach, CA 90802

If you have any questions, please do not hesitate to contact the undersigned.

Best Regards,



Scott Nordholm, PE
Marine Construction Manager
SGS US West Coast, LLC

Office: +1-562-436-2701

Mobile: +1-714-869-7698

Email: Scott.Nordholm@sgsdiving.com

Office Email: LongBeach@sgsdiving.com

www.subseaglobalsolutions.com





VI B.

Board of Directors Meeting STAFF REPORT

TO : Board of Directors
FROM : District Operations Manager, David Lewis
DATE : September 12, 2024
RE : **Progress Report MSD-SSD Collection System and Flow Equalization Study**

Carollo Engineering held an on-line meeting on August 22, 2024 to present progress on their analysis for the SSD/MSD flows and Flow Equalization (EQ) for MWD reuse. Information was presented on the combined flow analysis to MSD and the proposed Flow Equalization Basin Analysis.

INFORMATION:

The combined flow analysis demonstrated that the daily average dry weather peak flows would not have significant impact the MSD facility. The peak storm flows are still concerning. However, the peak storm flows are already an issue for MSD and efforts are under way to mitigate Infiltration and Inflow (I&I) in their collection system.

Discussions on the scale and intent of the proposed EQ Basin resulted in the need of additional analysis with revised target flows. The site layout and cost estimations will be reviewed and revised.

Carollo requested additional flow data and growth predictions from SSD. The requested information was provided.

RECOMMENDATION:

Consider this proposal as informational only and retain on file for future reference. More refined information is expected in the next presentation as well as Carollo's final report.

Financial Status

As of August 31, 2024

As of: 8/31/2024 (17% 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	6/30/2025 Fiscal Year Adjusted Budget	8/31/2024 Year-To-Date Actual	6/30/2025 Fiscal Year Variance	6/30/2025 Fiscal Year Pct of Budget
Revenues				
Taxes				
3010 -- Property Tax-Current Secured	350,012.00	-799.65	-350,811.65	-0.23 %
3011 -- Property Tax-Unitary	4,299.00	0.03	-4,298.97	0.00 %
3015 -- PT PY Corr/Escapes Secured	0.00	503.69	503.69	--
3020 -- Property Tax-Current Unsecd	12,950.00	7.45	-12,942.55	0.06 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	15.35	15.35	--
3040 -- Property Tax-Prior Secured	0.00	10.14	10.14	--
3050 -- Property Tax-Prior Unsecured	0.00	15.82	15.82	--
3054 -- Supplemental Pty Tax-Current	4,275.00	773.66	-3,501.34	18.10 %
3056 -- Supplemental Pty Tax-Prior	0.00	2.86	2.86	--
Taxes	371,536.00	529.35	-371,006.65	0.14 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	2.39	2.39	--
Fines, Forfeitures, and Penalties	0.00	2.39	2.39	--
Use of Money and Property				
3380 -- Interest Income	11,000.00	0.00	-11,000.00	0.00 %
Use of Money and Property	11,000.00	0.00	-11,000.00	0.00 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,181.00	0.00	-1,181.00	0.00 %
Intergovernmental Revenue-State	1,181.00	0.00	-1,181.00	0.00 %
Charges for Services				
5091 -- Planning & Engrng-Plan Ck Fes	2,100.00	314.00	-1,786.00	14.95 %
5430 -- Sanitation Services	1,067,017.00	-12.50	-1,067,029.50	0.00 %
5433 -- Inspection Fees	2,500.00	1,068.00	-1,432.00	42.72 %
5746 -- Administrative Revenue	3,700.00	1,024.00	-2,676.00	27.68 %

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Financial Status

As of: 8/31/2024 (17% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2025 Fiscal Year Adjusted Budget	8/31/2024 Year-To-Date Actual	6/30/2025 Fiscal Year Variance	6/30/2025 Fiscal Year Pct of Budget
Charges for Services	1,075,317.00	2,393.50	-1,072,923.50	0.22 %
Revenues	1,459,034.00	2,925.24	-1,456,108.76	0.20 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	451,481.00	74,722.78	376,758.22	16.55 %
6270 -- Stand-by Pay	22,000.00	4,641.81	17,358.19	21.10 %
6300 -- Overtime	7,500.00	651.60	6,848.40	8.69 %
6400 -- Retirement Contribution	129,301.00	24,717.88	104,583.12	19.12 %
6475 -- Retiree Medical OPEB	9,000.00	1,227.76	7,772.24	13.64 %
6500 -- FICA Contribution	36,285.00	6,473.04	29,811.96	17.84 %
6600 -- Health Insurance Contrib	79,157.00	19,193.10	59,963.90	24.25 %
6900 -- Workers Compensation	17,101.00	17,888.07	-787.07	104.60 %
Salaries and Employee Benefits	751,825.00	149,516.04	602,308.96	19.89 %
Services and Supplies				
7030 -- Clothing and Personal	3,860.00	509.65	3,350.35	13.20 %
7053 -- Telephone Service Local	10,271.00	1,483.76	8,787.24	14.45 %
7070 -- Household Supplies	1,300.00	416.11	883.89	32.01 %
7090 -- Insurance	67,000.00	64,977.58	2,022.42	96.98 %
7110 -- Directors Fees	22,050.00	2,275.00	19,775.00	10.32 %
7121 -- Operating Supplies	43,626.00	11,772.76	31,853.24	26.99 %
7324 -- Audit and Accounting Fees	29,000.00	738.50	28,261.50	2.55 %
7362 -- Building Maintenance	10,500.00	1,982.13	8,517.87	18.88 %
7363 -- Equipment Maintenance	16,375.00	6,656.53	9,718.47	40.65 %
7404 -- Public Health Lab Serv	27,425.00	11,748.00	15,677.00	42.84 %
7430 -- Memberships	8,660.00	0.00	8,660.00	0.00 %
7450 -- Office Expense	3,300.00	433.66	2,866.34	13.14 %
7454 -- Books & Subscriptions	460.00	180.72	279.28	39.29 %

Financial Status

As of: 8/31/2024 (17% 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	6/30/2025 Fiscal Year Adjusted Budget	8/31/2024 Year-To-Date Actual	6/30/2025 Fiscal Year Variance	6/30/2025 Fiscal Year Pct of Budget
7459 -- IT Professional Services	4,000.00	822.82	3,177.18	20.57 %
7460 -- Professional & Special Service	59,572.00	3,394.35	56,177.65	5.70 %
7508 -- Legal Fees	35,000.00	0.00	35,000.00	0.00 %
7510 -- Contractual Services	9,825.00	194.85	9,630.15	1.98 %
7516 -- Permitting Services	12,403.00	49.10	12,353.90	0.40 %
7530 -- Publications & Legal Notices	600.00	0.00	600.00	0.00 %
7546 -- Administrative Expense	3,200.00	0.00	3,200.00	0.00 %
7630 -- Small Tools & Instruments	500.00	0.00	500.00	0.00 %
7653 -- Training Fees & Supplies	4,850.00	1,657.80	3,192.20	34.18 %
7671 -- Special Projects	7,220.00	0.00	7,220.00	0.00 %
7730 -- Transportation and Travel	750.00	200.84	549.16	26.78 %
7731 -- Gasoline-Oil-Fuel	3,500.00	418.01	3,081.99	11.94 %
7761 -- Electricity	68,440.00	11,305.33	57,134.67	16.52 %
7763 -- Water	2,720.00	397.06	2,322.94	14.60 %
7764 -- Refuse	4,525.00	747.72	3,777.28	16.52 %
Services and Supplies	460,932.00	122,362.28	338,569.72	26.55 %
Total Expenditures	1,212,757.00	271,878.32	940,878.68	22.42 %
SummerInd San Dist Running Exp	246,277.00 *	-268,953.08 *	-515,230.08 *	-109.21 %

*Expenditures minus Revenues

Financial Status

As of: 8/31/2024 (17% 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	6/30/2025 Fiscal Year Adjusted Budget	8/31/2024 Year-To-Date Actual	6/30/2025 Fiscal Year Variance	6/30/2025 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	4,000.00	0.00	-4,000.00	0.00 %
Use of Money and Property	4,000.00	0.00	-4,000.00	0.00 %
Charges for Services				
5432 -- Connection Fees	12,385.00	14,460.00	2,075.00	116.75 %
Charges for Services	12,385.00	14,460.00	2,075.00	116.75 %
Revenues	16,385.00	14,460.00	-1,925.00	88.25 %
Summerland San Cap Facilities	16,385.00*	14,460.00*	-1,925.00*	88.25 %
	*Expenditures minus Revenues			

Financial Status

As of: 8/31/2024 (17% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund 5217 -- SummerInd San Dist-Capital Rep

Line Item Account	6/30/2025 Fiscal Year Adjusted Budget	8/31/2024 Year-To-Date Actual	6/30/2025 Fiscal Year Variance	6/30/2025 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	25,000.00	0.00	-25,000.00	0.00 %
Use of Money and Property	25,000.00	0.00	-25,000.00	0.00 %
Revenues	25,000.00	0.00	-25,000.00	0.00 %
Expenditures				
Services and Supplies				
7671 -- Special Projects	58,915.00	0.00	58,915.00	0.00 %
Services and Supplies	58,915.00	0.00	58,915.00	0.00 %
Capital Assets				
8200 -- Structures&Struct Improvements	15,000.00	0.00	15,000.00	0.00 %
8300 -- Equipment	20,000.00	6,776.21	13,223.79	33.88 %
8400 -- Infrastructure	45,000.00	0.00	45,000.00	0.00 %
Capital Assets	80,000.00	6,776.21	73,223.79	8.47 %
Expenditures	138,915.00	6,776.21	132,138.79	4.88 %
SummerInd San Dist-Capital Rep	-113,915.00	-6,776.21	107,138.79	5.95 %
Net Financial Impact	148,747.00*	-261,269.29*	-410,016.29*	-175.65 %

*Expenditures minus Revenues

Cash Balances (Real-Time)

As of August 31, 2024

As of: 8/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	8/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	8/31/2024 Ending Balance
5215 -- SummerInd San Dist Running Exp	685,042.40	2,406.00	0.00	0.00	99,653.77	587,794.63
5216 -- Summerland San Cap Facilities	234,431.07	14,460.00	0.00	0.00	0.00	248,891.07
5217 -- SummerInd San Dist-Capital Rep	1,686,773.99	0.00	0.00	0.00	0.00	1,686,773.99
Total Report	2,606,247.46	16,866.00	0.00	0.00	99,653.77	2,523,459.69

SUMMERLAND SANITARY DISTRICT**Regular Board of Directors Meeting August 8, 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 8/16 and 9/5/2024.
- Replaced the motor on the aeration tank foam removal vacuum system.
- Quinn Power Systems serviced the plant generator and each of the three emergency generators on 8/8/2024. The Automatic Transfer Switches for each generator were tested and serviced by a Quinn Electrical Technician on 8/28/2024.
- Attended a project meeting (via zoom) presented by Carollo Engineering on the SSD connection to MSD study on 8/22/2024. Provided up to date plant flow data to Carollo Engineering for their analysis. On 8/31/2024.
- Photo documenting the cliffs and beach area in front of the WWTP with a drone. Photos will be needed for the Coastal Hazard Monitoring Report.
- Ed Nava remains off work, on disability, while recovering from a non-work-related injury.

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.
- Met with Goodland Plumbing and the 121 Hollister Street property owners on 8/26/2024. Reviewing their private sewer lateral line replacement options.
- Mainline hydro-jet cleaning and manhole inspection performed, while testing the Jetter following its recent service and overhaul.

REGULATORY COMPLIANCE:

- Daily meter readings and sample collection being performed by staff for regulatory compliance and process control.
- The Monthly Discharge Monitoring Report for July was submitted in CWIQS on 8/28/2024. The "No Spill Report" for July was submitted as well.
- Attended SAMA meeting in Solvang on 8/14/2024. RWQCB staff presented on regional issues.
- The Annual Oil and Grease report was submitted in CWIQS on 8/22/2024.
- The Annual Chronic Toxicity Report was submitted in CWIQS 8/29/2024.
- Received the Compliance Inspection Report from the Environmental Protection Agency (EPA) on 8/14/2024 for the inspection that was conducted on 6/25/2024 by the EPA and RWQCB.
- Staff is taking online safety training on Heat Illness Prevention.
- I took and passed the CWEA Collections Grade I Certification Exam on. 8/27/2024.
- The Annual Ocean Outfall Inspection was performed by Salty Dog Dive Service on 9/5/2024.

Note: Operations Manager has scheduled time off Sept. 23rd through Oct. 4th

SUMMERLAND SANITARY DISTRICTRegular Board of Directors Meeting September 12, 2024
District Administrative Manager Report

The District received building plans and requests for will-serve letters from the following properties:

- 22380 Lillie Avenue (New ADU and additional bathroom to existing ADU). Plans were approved by the District Operations Manager. A permit and will-serve letter were issued after payment of the administrative fees.

New Connection:

- 110 Montecito Ranch Lane: SFD and ADU. Plans were reviewed and approved by Operations. A Capital Recovery Fee for a Single Family Dwelling and ADU has been paid. A permit and will-serve letter were issued after payment of the administrative fees.

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

- Sent the Request for Proposal for Rate Study Services to Lechowicz+Cheng, HF&H, Raftelis, and Bartle Wells. The proposal submittal date has been extended to September 13, 2024.
- Attended two progress status meetings regarding the Carollo Study.
- Organized an MT online meeting with MSN Nick Panofsky, PE.
- Contacted the Business Manager of Montecito Water District with a request for a water usage data report for Summerland ratepayers from January 2023 to June 2024. The data has been provided by MWD.
- Legal Counsel spoke to Ms. Fellers, who is the designated attorney for "The Tolling Agreement Steering Group". Ms. Feller informed legal counsel that the EPA has a meeting scheduled for the 17th of September in which they might consider starting a new round of settlements. If the EPA accepts settlement offers and after legal counsel has an estimated financial exposure amount then a closed session will be scheduled to discuss a settlement offer.
- 121 Hollister Street. Homeowners were out of compliance with faulty sewer lateral. Sent an administrative/procedural letter, with the assistance of legal counsel. The letter requests that the homeowners comply with District rules and regulations regarding the sewer repair with a reporting and requested repair date.
- Received a request from Lot 6, Vista Oceana Lane to be annexed into the District. Lafco has been contacted and email communications about the procedure have been communicated with the property owner.
- Started Audit preparation work for FYE June 30, 2024.
- Scheduled to attend the CSDA Conference on September 10 & 11. There will be legislative updates, keynote speakers, and a total of 30 breakout sessions with a variety of topics offered. The ones that spark my interest are investment policy best practices, public land use act updates, case law in rate-setting, and securing LAFCO representation.
- Attended an agenda-setting meeting with MSD General Manager, Board President, and the Business Manager. Provided an agenda template and advice on the facilitation of their board meetings.

Scheduled Days Off: -

Has anyone seen the new Summerland photo poster printed at the kiosk near the Post Office? 😊