



Regular Board of Directors Meeting

Thursday, November 7, 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=nlt8jNgA5D0kwx950nKL4h0nmahQbj.1&omn=86049252946>

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.

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 OCTOBER 9, 2024**
[Action Item]
- VI. **APPROVAL OF THE MONTHLY EXPENDITURES FOR OCTOBER 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
 - D. Ad-Hoc Rate Study Committee Report

SUMMERLAND SANITARY DISTRICT
Regular Board of Directors Meeting
AGENDA

VIII. OLD BUSINESS ITEM

- A. Ordinance No. 21: An Ordinance and Order of the Governing Board of the Summerland Sanitary District Adopting an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments. [Action-Item]**

Description: The Board is requested to consider adopting Ordinance No. 21 An Ordinance and Order of the Governing Board of the Summerland Sanitary District Adopting an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments.

Staff Recommendation: Adopt Ordinance No. 21.

IX. NEW BUSINESS ITEMS

- A. Update on Outfall Pipeline Rehabilitation and Replacement Information Gathering [Non-Action Item]**

Description: Management will provide written and oral status reports.

- B. Proposal from ESA for conducting a Summerland Sanitary District Climate Change Adaptation Plan, Phase 1: Coastal Hazards Monitoring Plan \$49,893, and Phase 2: Life Expectancy Analysis \$17,673 [Action-Item]**

Description: The District is required by its NPDES operating license to conduct a Coastal Hazards Monitoring Plan by May 1, 2025, and a Life Expectancy Analysis by May 1, 2026. The Board will consider the presented proposal.

Staff Recommendation: The Board is advised to approve the presented proposal and authorize the District Administrative Manager to enter a Professional Agreement Contract with ESA.

- C. CSDA Bylaws Update Approval Request. [Action Item]**

Description: The Board of Directors is requested to vote “yes” or “no” to the CSDA Bylaws Update by November 20, 2024, as explained in the staff report.

Staff Recommendation: Vote “yes” to the CSDA Bylaws Update.

X. FINANCIAL STATUS REPORT OCTOBER 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.

XI. 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.

XII. 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.

XIII. BOARD COMMUNICATIONS

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

XIV. ADJOURNMENT



Minutes of the Regular Board of Directors Meeting

Wednesday, October 9, 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

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. Hearing no objections, the agenda was approved.

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 SEPTEMBER 12, 2024 [Action Item]

Director J. Franklin made a motion to approve the regular board meeting minutes of September 12, 2024. 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

VI. APPROVAL OF THE MONTHLY EXPENDITURES FOR SEPTEMBER 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 expenditures, including payroll and petty cash totaling \$84,499 for Operations 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 met earlier today to discuss a Rough Order of Magnitude (ROM) proposal to clean and line the Ocean Outfall Pipeline. One ROM came in at \$2.3M. Two other ROMs for cleaning and lining are expected to come in before the next board meeting date.

D. Ad-Hoc Rate Study Committee
The committee met on September 30, 2024, and shall provide a report under New Business Items A.

VIII. NEW BUSINESS ITEMS

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

The Board received two proposals from consultant firms for a rate study to be conducted during FY2024-25. Ad Hoc Rate Study Committee member J. Franklin said that both proposals were reviewed and discussed with Legal Consultant Mr. Colantuono and the Administrative Manager M. Souza.

The Ad Hoc Committee recommended that the board accept the Lechowicz & Tseng Municipal Consultant Proposal. This proposal was tailored to the District, Board, and Management has a good report with the Consultant, consultant rates are lower and there are more hours included in the study for the principal rate consultant. Mr. Colantuono will provide the Rate Consultant with legal advice throughout the study and recommended entering into a 3-party consultant agreement in which an attorney-client privilege will be created. This was considered as good advice by the board members. Raftelis' Proposal was also acceptable, but was less customized to the district, with higher consultant rates.

After a short discussion, Director G. Robinson made a motion to accept the Lechowicz & Tseng Municipal Consultants’ Rate Study Proposal that was submitted on September 13, 2024, with a total of not-to-exceed fee of \$31,850 and to authorize Administrative Manager M. Souza to sign the Consultant Agreement Contract. 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
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NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

B. Climate Change Adaptation Plan, Coastal Hazards Monitoring Plan, First Phase [Non-Action Item]

The District is required by its NPDES/SWRCB operating license to conduct a Coastal Hazards Monitoring Plan by May 1, 2025. A one year extension was granted due to the District's efforts to explore connecting the facilities to a neighboring facility. Management was informed in August 2024 by the EPA and the State Water Control Board (SWCB) that a second one-year extension would not be granted.

Management has held several meetings with the EPA and SWCB regarding this topic and Operations Manager D. Lewis applied for an assistance grant for the Coastal Hazard Monitoring Plan. In addition, management and Board President J. Witmer had a meeting with Nick Panofsky from MSN on September 18, 2024, who introduced ESA lead staff. ESA has completed Coastal Hazards Monitoring Plans for neighboring districts. ESA can provide the District with proposals for phase 1 and for the phase 2 Life Expectancy Analysis. Administrative Manager M. Souza contacted Mr. Holloway from Maritime & Coastal, who was also recommended by Dudek to perform the study. Mr. Holloway advised contacting ESA.

The Board directed Management to request a proposal from ESA for the Coastal Hazard Monitoring Plan (phase 1) and for the Life Expectancy Analysis (phase 2).

C. Ordinance No. 21: An Ordinance and Order of the Governing Board of the Summerland Sanitary District Adopting an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments. [Action-Item]

The Board was requested to review Ordinance No. 21 which will provide the Summerland Sanitary District with a policy for an administrative remedies procedure for challenges to fees, charges, and assessments after the adoption and publication date. The Board was asked to consider instructing the Clerk of the Board to publish and post a summary of Ordinance No. 21 as instructed and explained in the Staff Report.

At this point Director M. Tucker left the meeting.

Director G. Robinson made a motion to instruct M. Souza to publish a Summary of Ordinance No. 21 and to include Ordinance No. 21 for final adoption in the next regular board meeting. The motion was seconded by Director J. Franklin, and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, G. Robinson, J. Witmer
NOES:	0	None
ABSENT:	1	M. Tucker
ABSTAIN:	0	None

D. License Agreement with licensee with the Regents of the University of California for the Placement and Operations of the UCSB Radar System at the District's Property [Action Item]

The Board was requested to consider approving the presented license agreement for the installation and operation of the UCSB Radar System. The Radar System measures the speed

Summerland Sanitary District
Minutes Regular Board Meeting 10/9/2024

and direction of ocean surfaces in real-time. The system has been operated onsite for the last eight years without an agreement. The agreement was reviewed and approved by the District's legal counsel.

Director G. Robinson made a motion to approve the license agreement as presented. The motion was seconded by Director J. Franklin, and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, G. Robinson, J. Witmer
NOES:	0	None
ABSENT:	1	M. Tucker
ABSTAIN:	0	None

At this point Director M. Tucker joined the meeting again.

X. FINANCIAL STATUS REPORT – SEPTEMBER 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 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

XI. OPERATIONS MANAGER REPORT

Operations Manager D. Lewis informed the Board that the Jetter was returned due to a faulty gasket and was repaired under warranty. E.N. was approved to start working part-time again and his recovery process is going well.

XII. ADMINISTRATIVE MANAGER REPORT

Administrative Manager M. Souza provided a written and oral report and answered Board questions. Due to a scheduled trip abroad, M. Souza requested to move the regular board meeting date from November 14th to November 7th. No scheduling issues were identified and the meeting date was moved.

IX. BOARD COMMUNICATIONS

- A. Board Communications: none
- B. Items for future Board meetings: Climate Change Adaptation Plan Proposal Phase 1 & 2
- C. Next regular board meeting: Thursday, November 7, 2027

X. ADJOURNMENT

President J. Witmer adjourned the meeting at 3:59 p.m.

Respectfully submitted:

Jolene Colomy
Secretary

Date: November 7, 2024

Minutes prepared by M. Souza

Expenditure Transactions

From October 1 through 31, 2024

From 10/1/2024 to 10/31/2024

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
JE - 0272550	10/2/2024		6475	HRA Administrative Fee - SEP 2024	13.50		
AUT - R200610	10/9/2024		7460	USED WRONG VENDOR Paid by Check instead	-100.00	200610	COUNTY SANITATION COMPANY
CLM - 0805626	10/10/2024		7363	Tank lid for Jetter	80.55	027043	ALL AMERICAN SEWER TOOLS HARBEN CALIFORNIA
CLM - 0805629	10/10/2024		7764	Trash Service Sep 2024	385.11	509950	MARBORG INDUSTRIES
CLM - 0805630	10/10/2024		7363	Anti Slip Tape -10 gallon tank for oil waste	216.56	004980	ULINE INC
CLM - 0805631	10/10/2024		7053	Internet Sep 27- Oct 26, 2024	107.54	776537	COX COMMUNICATIONS - BUSINESS
CLM - 0805632	10/10/2024		7731	Gasoline Sep 2024- Extra Gasoline Jetter Repair	317.71	522736	McCormix Corporation
CLM - 0805634	10/10/2024		7516	Dig Alert Ticket Charges/Service Sep 2024	22.95	828128	UNDERGROUND SERVICE ALERT
CLM - 0805636	10/10/2024		7362	Rat traps, WD-40, Ant Baits, Soap	91.67	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0805640	10/10/2024		7763	Water Usage Sep 2024	134.45	556712	MONTECITO WATER DISTRICT
CLM - 0805642	10/10/2024		7363	Company Truck Brake part cleaner, WD40 spray	22.00	178358	COAST AUTO PARTS
CLM - 0805643	10/10/2024		7110	Comp. Ad Hoc Rate Study Com. Meeting 9/30/2024	175.00	009934	JOLENE M COLOMY
CLM - 0805644	10/10/2024		7110	Comp. Ad Hoc Rate Study Com. Meeting 9/30/2024	175.00	765907	John Franklin
CLM - 0805645	10/10/2024		7110	Comp. Agenda Setting Meeting 10/3/2024	175.00	091927	JAMES WITMER
CLM - 0805649	10/10/2024		6600	Medical Benefits November 2024	5,997.70	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
MIC - 0201409	10/10/2024		7763	Water Delivery September 3, 2024	24.56	067307	CULLIGAN OF VENTURA COUNTY
MIC - 0201409	10/10/2024		7763	Water Delivery September 17, 2024	16.61	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0805845	10/15/2024		6100	Regular Salaries October 1-15, 2024	17,065.96	790178	Summerland Sanitary District
CLM - 0805845	10/15/2024		6270	Standby October 1-15, 2024	1,083.80	790178	Summerland Sanitary District
CLM - 0805845	10/15/2024		6300	Overtime October 1-15, 2024	289.60	790178	Summerland Sanitary District
CLM - 0805845	10/15/2024		6500	Medicare and FicaOctober 1-15, 2024	1,486.91	790178	Summerland Sanitary District
CLM - 0805845	10/15/2024		6600	Healthcare Contr. D.L. October 1-15, 2024	300.00	790178	Summerland Sanitary District
JE - 0273059	10/15/2024		6400	Retirement Contr. Employer & EE Payroll 10-15-2024	5,495.82		
JE - 0273059	10/15/2024		6475	Healthcare Contr. 401(h) Retirees 10-15-2024	300.19		
CLM - 0806481	10/16/2024		7731	Gasoline September 2024	148.97	522736	McCormix Corporation
JE - 0273208	10/16/2024		7671	Annual Ocean Outfall Insp. & Collect Water Samples	7,220.00		
JE - 0273208	10/16/2024		7510	Relocate Ocean Outfall Insp. & Water samp. to 7671	-7,220.00		
CLM - 0806763	10/17/2024		7030	Safety Boots D.L.	206.61	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7070	Household supplies September 2024	95.31	790180	Summerland Sanitary District

Petty
Cash
Exp.

Expenditure Transactions

From 10/1/2024 to 10/31/2024

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 - 0806763	10/17/2024		7363	2800 Lumens flashlight & mirror for Collection Sys	152.70	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7450	Frames for Certification	69.82	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7450	Desk (Uplift) Office	794.12	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7450	Comp. Mouse for Operations	19.92	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7450	Phone Chargers, Staples, sticky notes, legal pads	42.13	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7454	Monthly Subscriptions Zoom & MS Office 365	24.24	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7459	ASUS Access point for Internet Op. Room	209.02	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7459	IT Prof for Installation Accesspoint and boosters	112.50	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7459	AX1800 Internet Booster Device for Comp. Room	108.74	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7459	Return Cisco-Linksys Accesspoint (outdated)	-84.05	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7459	Linksys Booster for Workshop Area	107.74	790180	Summerland Sanitary District
CLM - 0806763	10/17/2024		7730	Hotel 2 nights for CSDA Conference M.S. Booked under wrong Line Item #	525.08	790180	Summerland Sanitary District
CLM - 0806769	10/17/2024		7510	Payroll Program September 2024	75.00	790180	Summerland Sanitary District
CLM - 0806769	10/17/2024		7730	Reimburse Mileage Conf. Attendance M.S.	281.40	790180	Summerland Sanitary District
CLM - 0806769	10/17/2024		7030	Caps with District Logo	261.00	790180	Summerland Sanitary District
CLM - 0806774	10/17/2024		7053	Phone Wireless September 2024	168.83	297454	VERIZON WIRELESS
CLM - 0806776	10/17/2024		7121	912 Gallons of Sodium Hypochlorite	3,675.73	214614	UNIVAR SOLUTIONS USA INC
CLM - 0806777	10/17/2024		7121	545 Gallons of Sodium Bisulfite	2,568.69	214614	UNIVAR SOLUTIONS USA INC
CLM - 0806782	10/17/2024		7363	Tubing, male elbow, adapter Belt Press	72.74	094089	GRAINGER
CLM - 0806784	10/17/2024		7630	Socket wrench set	141.52	094089	GRAINGER
JE - 0273260	10/17/2024		7430	ProRata Share of LAFCO 24-25 Budget: Summerland SD	1,129.00		
CLM - 0806915	10/21/2024		7110	Comp. Regular Ad Hoc Com. Meeting & RBM 10/9/24	350.00	167410	GARY W ROBINSON
CLM - 0806919	10/21/2024		7110	Comp. Regular Ad Hoc Com. Meeting & RBM 10/9/24	350.00	765907	John Franklin
CLM - 0806923	10/21/2024		7110	Comp. Regular Board Meeting 10/9/2024	175.00	009934	JOLENE M COLOMY
CLM - 0806925	10/21/2024		7110	Comp. Regular Board Meeting 10/9/2024	175.00	009758	MARTIN TUCKER
CLM - 0806926	10/21/2024		7110	Comp. Regular Board Meeting 10/9/2024	175.00	091927	JAMES WITMER
CLM - 0807269	10/22/2024		7404	FGL Lab testing 8/12/2024 to 9/20/2024	2,220.00	270150	FGL ENVIRONMENTAL INC
CLM - 0807274	10/22/2024		7121	HACH CL2 Accuvac (5 boxes) 10-22-2024	243.44	835122	USA BLUEBOOK
CLM - 0807757	10/24/2024		7362	welding: repair of broken aluminum hand rail	120.00	020525	JOE GONZALEZ WELDING
CLM - 0807761	10/24/2024		7324	Audit Work/ 2nd bill	4,905.00	067460	BARTLETT PRINGLE & WOLF

Credit Card Exp.

Expenditure Transactions

From 10/1/2024 to 10/31/2024

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 - 0807764	10/24/2024		7053	Monthly Charge Plant/Office Phone 10/13-11/12	265.82	075391	FRONTIER
JE - 0273534	10/24/2024		7901	Op. Trf (Out)	2,052.73	Relocated to Capital fund 5217 Equipment	
JE - 0273534	10/24/2024		7363	Relocate Exp. 5HP Motor & Drive Belts to 5217-8300	-2,052.73		
JE - 0273552	10/24/2024		6100	Relocate EE Contr. SBCERS 1st Q to 6100 Payroll	4,533.50		
JE - 0273552	10/24/2024		6400	Relocate EE Contr. SBCERS 1st Q to 6100 Payroll	-4,533.50		
DJE - 0184129	10/30/2024		7653	Scholarship funds for CSDA Annual Conference M.S.	-775.00		
JE - 0273758	10/30/2024		7653	Transfer Hotel 2 Nights CSDA Conf. M.S. to LI 7730	525.08	Relocating wrong booking	
JE - 0273758	10/30/2024		7730	Hotel 2 Nights CSDA Conf. M.S.	-525.08		
CLM - 0808649	10/31/2024		6100	Regular Salaries October 16-31, 2024	19,418.55	790178	Summerland Sanitary District
CLM - 0808649	10/31/2024		6270	Standby October 16-31, 2024	1,396.50	790178	Summerland Sanitary District
CLM - 0808649	10/31/2024		6300	Overtime October 16-31, 2024	210.60	790178	Summerland Sanitary District
CLM - 0808649	10/31/2024		6500	Medicare and FicaOctober 16-31, 2024	1,698.78	790178	Summerland Sanitary District
CLM - 0808649	10/31/2024		6600	Healthcare Contr. D.L. October 16-31, 2024	300.00	790178	Summerland Sanitary District
CLM - 0808674	10/31/2024		7761	Electric Bill Sep 3 - Oct 1, 2024	4,957.40	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0808677	10/31/2024		7053	Monthly Charge LS Alarm Phones 10/13-11/12	313.95	075391	FRONTIER
JE - 0273821	10/31/2024		6400	Retirement Contr. Employer & EE Payroll 10-31-2024	6,318.87		
JE - 0273821	10/31/2024		6475	Healthcare Contr. 401(h) Retirees 10-31-2024	300.19		
Total SummerInd San Dist Running Exp					87,904.05		

Expenditure Transactions

From 10/1/2024 to 10/31/2024

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
JE - 0273534	10/24/2024		8300	5HP Motor & Drive Belts for RAS Pump #1 from 7363	2,052.73		relocation of pump expense
				Total SummerInd San Dist-Capital Rep	2,052.73		



VIII
A.

ORDINANCE NO. 21

**AN ORDINANCE AND ORDER OF THE GOVERNING BOARD OF THE SUMMERLAND
SANITARY DISTRICT ADOPTING AN ADMINISTRATIVE REMEDIES PROCEDURE FOR
CHALLENGES TO FEES, CHARGES, AND ASSESSMENTS**

BE IT ORDAINED by the Board of Directors of the Summerland Sanitary District as follows:

Section 1. AUTHORITY. This Ordinance is authorized by the District's statutory authority to adopt fees and charges for its services, to impose assessments on real property, and to establish rules and regulations governing such fees, charges, and assessments, Government Code section 53759.1, and other applicable law.

Section 2. Exhaustion of Administrative Remedies for Challenges to Fees, Charges, and Assessments on Real Property

A. Scope. The duty to exhaust administrative remedies imposed by this section extends to:

- a. any fee or charge subject to articles XIII C or XIII D of the California Constitution,
- b. any assessment on real property levied by the District, and
- c. the methodology used to develop and levy such a fee, charge, or assessment.

B. "Hearing" as used in this section means the hearing referenced in paragraph 4 of subsection D of this Ordinance.

C. Duty to Exhaust Issues. No person may bring a judicial action or proceeding alleging noncompliance with the California Constitution or other applicable law for any new, increased, or extended fee, charge, or assessment levied by the District, unless that person submitted to the Clerk of the Board a timely, written objection to that fee, charge, or assessment specifying the grounds for alleging noncompliance. The issues raised in any such action or proceeding shall be limited to those raised in such an objection unless a court finds the issue could not have been raised in such an objection by those exercising reasonable diligence.

D. Procedures. The District shall:

(1) Make available to the public any proposed fee, charge, or assessment to which this section is to apply no less than 45 days before the deadline for a ratepayer or assessed property owner to submit an objection pursuant to paragraph 4 of this subsection D.

(2) Post on its internet website a written basis for the fee, charge, or assessment, such as a cost of service analysis or an engineer's report, and include a link to the internet website in the written notice of the Hearing, including, but not limited to, a notice pursuant to subdivision (c) of Section 4 or paragraph (1) of subdivision (a) of Section 6 of Article XIII D of the California Constitution.

(3) Mail the written basis described in paragraph 2 of this subsection D to a ratepayer or property owner on request.

(4) Provide at least 45 days for a ratepayer or assessed property owner to review the proposed fee or assessment and to timely submit to the Clerk of the Board a written objection to that fee, charge, or assessment that specifies the grounds for alleging noncompliance. Any objection shall be submitted before the end of the public comment portion of a Hearing on the rate, charge or assessment.

(5) Include in a written notice of the Hearing, a statement in bold-faced type of 12 points or larger that:

(A) All written objections must be submitted to the Clerk of the Board by the end of public comment period at the Hearing and that a failure to timely object in writing bars any right to challenge that fee, charge, or assessment in court and that any such action will be limited to issues identified in such objections.

(B) All substantive and procedural requirements for submitting an objection to the proposed fee, charge, or assessment such as those specified for a property-related fee under California Constitution, article XIII D, section 6(a) or for an assessment on real property under California Constitution, article XIII D, section 4(e).

E. Board Consideration; District Responses. Before or during the Hearing, the Board of Directors shall consider and the District shall respond in writing to, any timely written objections. The Board may adjourn the Hearing to another date if necessary to respond to comments received after the agenda is posted for the meeting at which the Hearing occurs. The District's responses shall explain the substantive basis for retaining or altering the proposed fee, charge, or assessment in response to written objections, including any reasons to reject requested amendments.

F. Board Determinations. The Board of Directors, in exercising its legislative discretion, shall determine whether:

(1) The written objections and the District's response warrant clarifications to the proposed fee, charge, or assessment.

(2) To reduce the proposed fee, charge or assessment.

(3) To further review the proposed fee, charge, or assessment before determining whether clarification or reduction is needed.

(4) To proceed with the Hearing, to continue it, or to abandon the proposal.

SECTION 3. CEQA FINDINGS. The Board of Directors finds that adoption of this Ordinance is exempt from CEQA because: (i) it is not a project within the meaning of Public Resources Code, section 21065 because it has no potential to alter the physical environment; (ii) and pursuant to CEQA Guidelines section 15061(b)(3), the so-called “common sense” exemption, for this same reason.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or its application to any person or circumstance is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons and circumstances. The Board of Directors declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof despite the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect upon its adoption and shall be entered into the minutes of the Board and published as required by section 6490 of the Health and Safety Code.

By Motion of Director _____, Second by Director _____, this ordinance is ADOPTED, SIGNED, AND APPROVED this ____ day of _____, 2024

James Witmer, President
Board of Directors
SUMMERLAND SANITARY DISTRICT

ATTEST:

Jolene Colomy, Secretary
Board of Directors
SUMMERLAND SANITARY DISTRICT

ORDINANCE NO. 21 HAD ITS FIRST READING ON THE REGULAR BOARD MEETING OF OCTOBER 9, 2024.



IX A

Board of Directors Meeting STAFF REPORT

TO : Board of Directors

FROM : Management

DATE : RBM November 7, 2024

RE : **Update on Outfall Pipeline Rehabilitation and Replacement Information Gathering**

Background: The District started an Emergency Rehabilitation Project for the Ocean Outfall Pipeline in June of 2022, to remove internal corrosion and to slipline the pipeline with an 8-inch liner. The rehabilitation project included a replacement of the heavily corroded diffusers. The rehabilitation efforts were halted due to thick-scale corrosion inside the pipeline, in combination with the cleaning and flushing inability. Pipeline spot repair and the diffuser replacement were successful. The life of the Ocean Outfall Pipeline was, in July 2022, estimated at min. 5 to 10 years. A Rough Order of Magnitude (ROM) for the Ocean Replacement was provided by Marine Project Management (MPM) in January of 2023 with an estimated 3.2M.

In December 2022 the District was invited to participate in a County of SB Reuse Study to discover if connecting the collection facilities to Carpinteria Sanitary District would be feasible. This study was paid for by the County of Santa Barbara Water Agency and was completed in October 2023. A second study was conducted to discover the connection cost and reuse of water opportunities SSD to the Montecito Sanitary District. This study was financed by the County of SB Water Agency, MWD, MSD, and SSD. This study is coming to completion and a presentation of the completed study will be provided to the Board of Directors at the December 12, 2024, regular board meeting. Besides the two connection studies the Board has directed management to research if the Ocean Outfall Pipeline could be rehabilitated instead of replaced, due to high cost and foreseen regulatory obstacles.

Outfall Rehabilitation: A proposal for the ocean outfall pipeline cleaning from Subsea Global Solutions was received in August 2024. Efforts to complete this proposal with slip lining the pipeline are still underway and a second meeting is scheduled for November 5th with the Brady Group. A second completed ROM for pipeline rehabilitation was received by Aqueos on October 31st. A third ROM proposal should be received by Friday, November 5th by MPM.

Outfall Replacement: An updated ROM for the Outfall Replacement will be received by November 5th by MPM.

Permit/Regulatory: Management has met several times with Mrs. Sarah Bragg-Flavan, State Water Resources Control/NPDES permit caseworker. For replacement and rehabilitation, a Dilution Study will be required. Management also met with Tom Luster from the Coastal Commission and the Dilution Study and a completed Coastal Hazard Monitoring Plan and Life Expectancy Analysis will be requested at the time of the permit application. The District has an outstanding meeting request with the State Lands Commission. SLC provides the Lease of the "ocean land" to the District.

The Strategic Committee will review the ROMs and other pertinent info before it's provided to the Board, which will be expected to be presented at the December 12th regular board meeting.



115 S. La Cumbre Lane
Suite 300
Santa Barbara, CA 93105
805.880.0922 phone
213.599.4301 fax

esassoc.com

IX B.

November 4, 2024

Board of Directors
Summerland Sanitary District
Cc: Mar Souza, David Lewis

Subject: Proposal for Coastal Hazard Monitoring Plan and Life Expectancy Analysis

Dear Board of Directors of the Summerland Sanitary District:

Introduction

Per Summerland Sanitary District (District) staff request, ESA is providing the following proposal to prepare a Coastal Hazard Monitoring Plan and Life Expectancy Analysis to meet Regional Water Quality Control Board (RWQCB) special provision requirements from the District's NPDES permit number CA0048054, specifically items 6.3.6.1.1 and 6.3.6.1.2, as components of a Climate Change Adaptation Program (item 6.3.6.1).

ESA and our subconsultant team members, MNS and Campbell Geo, will prepare the District's Coastal Hazards Monitoring Plan and Life Expectancy Analysis based on our experience preparing Montecito Sanitary District's Coastal Hazards Monitoring Plan to meet the same requirement in their NPDES permit, as well as our experience completing many similar studies. The ESA team including MNS completed the Goleta Sanitary District's voluntary Climate Adaptation Plan (<https://goletasanitary.org/about-us/news/165-climate>). ESA has also contributed to the County of Santa Barbara Coastal Resiliency Project Sea Level Rise and Coastal Hazards Vulnerability Assessment (<https://cosantabarbara.app.box.com/s/uon3kzbfsviq8xoevcxeeke64c2tk87f>), completed the City of Santa Barbara's Sea Level Rise Adaptation Plan & Vulnerability Assessment (<https://sustainability.santabarbaraca.gov/projects/coastal-adaptation/sea-level-rise-adaptation-vulnerability-assessment>) with Campbell Geo, is currently preparing the City of Santa Barbara's Water/Wastewater System Climate Adaptation Plan and Santa Barbara Airport Climate Change Vulnerability Assessment, and has completed dozens of similar sea level rise and climate change adaptation plans. ESA will also build on the Regional Coastal Adaptation Monitoring Program (RCAMP) we are currently developing for the Santa Barbara-Ventura County coastline with Beaches Erosion Authority for Clean Oceans and Nourishment (BEACON) to align the District's monitoring efforts with the regional efforts.

Project Understanding and Approach

ESA understands that the District needs to prepare and submit a draft Coastal Hazards Monitoring Plan and Life Expectancy Analysis to the Executive Officer of the California Regional Water Quality Control Board Central Coast Region, with the Life Expectancy Analysis due on May 1, 2025. As described in Order No. R3-2022-0014, NPDES No. CA0048054, the District must develop a Climate Change Adaptation Program that provides a long-term plan to ensure that necessary wastewater treatment functions are not vulnerable to coastal hazards and climate change. The Coastal Hazards Monitoring Plan and Life Expectancy Analysis are the first two steps the District will take towards developing a Climate Change Adaptation Program. The Coastal Hazards Monitoring Plan will identify coastal hazards in the District's service area and the risks posed to the existing wastewater treatment system, determine future impact thresholds and potential adaptation measures for the treatment system, and establish a coastal hazards monitoring plan. The Life Expectancy Analysis will determine when the facility



Board of Directors of the Summerland Sanitary District
November 4, 2024
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and associated infrastructure cannot function without substantial investment in new infrastructure and protective measures, at which point it might be appropriate to relocate the existing facility or associated infrastructure.

ESA and MNS are prepared to support the District with this first and second phase of the Climate Change Adaptation Program. If requested by the District, the ESA team also has the capability and experience to complete the work needed for the District's Climate Change Adaptation Program in the third phase identified in the NPDES permit.

Scope of Work

Task 1. Coastal Hazards Monitoring Plan

As required by the NPDES permit, ESA will develop a Coastal Hazards Monitoring Plan (Coastal Hazards Monitoring Plan) that establishes the framework and parameters for: (1) regularly monitoring bluff erosion, tidal inundation, and other coastal hazards for vulnerable District assets; (2) identifying the level of threat those hazards present to the District Wastewater Treatment Plant (WWTP) facility, collection system, and associated infrastructure; (3) identifying control measures necessary to protect and accommodate the existing location and facility to allow uninterrupted function of wastewater treatment; and (4) identifying tidal inundation/bluff erosion 'thresholds' to establish when facility changes (including potential plant relocation) need to be pursued in order to ensure continued function of the wastewater treatment facility in a manner that will be protective of human health and the environment. ESA will develop a Coastal Hazards Monitoring Plan through the following process.

Sea Level Rise (SLR) Scenarios. ESA will define the planning horizons and SLR scenarios for the District's Coastal Hazards Monitoring Plan following the best available science as well as recently released draft guidance from the State of California. ESA will use the same SLR scenarios as used for the MSD Coastal Hazards Monitoring Plan, which the RWQCB has accepted and are based on the newest California Ocean Protection Council's (OPC) State of Californian SLR Guidance (OPC 2024 Update) and NOAA 2022 updated SLR scenarios. In addition to existing conditions, ESA will use up to three (3) future SLR scenarios to evaluate the District's facilities in the near-, mid- and long-term planning timeframes. ESA will document the scenarios in the Coastal Hazards Monitoring Plan.

Coastal Bluff Evaluation. ESA team member, Campbell Geo, will conduct a site investigation, without subsurface exploration, to provide an estimated projection of bluff top retreat and a setback recommendation for the WWTP. Our proposed work will not include geotechnical parameters for a foundation plan or grading plan for a new or remodeled facility. The setback from the top of bluff will be determined in accordance with guidelines (Johnsson, 2002) recognized by the City and County of Santa Barbara as essential for coastal bluff investigations. Bluff retreat projected for the next 100 years will be evaluated. The geotechnical stability of the bluff face will be qualitatively evaluated without excavation of test pits or soil borings. Campbell Geo will include projected sea level rise scenarios in the bluff retreat analysis.

Campbell Geo will conduct geologic mapping of the parcel on the County of Santa Barbara topographic map or equivalent base map. Campbell Geo will review aerial photographs (stereo pair) to evaluate the presence of unmapped landslides affecting the site and to evaluate bluff retreat.



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Campbell Geo will coordinate with our subcontracting licensed land surveyor (Prober Land Surveying) to obtain historical topographic maps and survey data available at the county assessor's office. If features are identified on old survey sheets, with adequate survey control shown, Campbell Geo will prepare a scaled partial survey sheet to show these historical features. If the survey data and photogrammetry is adequate, a detailed evaluation and calculation of historical bluff retreat will be made for the property.

The coastal bluff evaluation will include sea level rise projections, analysis of bluff retreat, and recommendations for the project. Since the existing bluff edge ranges from 30 to 40 feet above sea level, a detailed analysis of wave run-up, or an analysis of the tsunami run-up hazard is not planned. Instead, ESA will use available data for wave runup and tsunami hazards as described for Coastal Hazards Mapping below. Campbell Geo will provide profile drawings to accompany the evaluation, which will show bluff erosion (retreat) with projected sea level rise and the current and projected shoreline profile in the vicinity of the existing facility.

Coastal Hazards Mapping. ESA will gather available data on coastal flood and erosion hazards with SLR for the extent of the District's coastal assets. Available data will be presented and compared with the coastal bluff retreat projections described above. Hazards will be assembled for existing conditions and future SLR scenarios determined as described above. ESA will gather these data as follows:

- ➔ *Coastal inundation, flooding, and erosion:* ESA will gather tidal inundation, coastal storm flooding, beach and bluff erosion, and groundwater hazard data with SLR from the USGS' Coastal Storm Modeling System (CoSMoS) 3.0. CoSMoS erosion projections include increased erosion rates with SLR.
- ➔ *Coastal storm wave runup:* ESA will gather wave runup hazard data from the Santa Barbara County Coastal Resilience data prepared by ESA. This information is useful to supplement CoSMoS hazard mapping to identify areas with high velocity wave hazards (similar to FEMA VE zones).

ESA has successfully applied this same method and the above data sets for the MSD Coastal Hazards Monitoring Plan and the City of Santa Barbara SLR Vulnerability Assessment Update and Adaptation Plan. ESA will compile and map the above hazard data in GIS. Hazard maps will be included in the Coastal Hazards Monitoring Plan.

Precipitation Changes. ESA will use the estimated increased precipitation associated with climate change that ESA prepared for the MSD Coastal Hazards Monitoring Plan to inform the potential associated increases in infiltration and inflow.

Asset Inventory. This scope of work assumes that the District will provide as-built and other information for the District WWTP, ocean outfall pipeline, Lift Station 1, and portions of the wastewater collection system that are vulnerable to sea level rise, which ESA will require to characterize asset exposure and vulnerability. If effort by ESA and MNS is needed to obtain and/or compile this information, ESA and MNS can develop a plan to provide these as an optional task. ESA will use the as-built and other information provided by the District to characterize exposures from coastal hazards.

Impact Thresholds. Based on the hazard exposure characterization above, the ESA team will characterize the vulnerability of District assets to coastal hazards with SLR and climate change to identify important thresholds of



Board of Directors of the Summerland Sanitary District
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impact to the District. Based on professional judgement, ESA will document impact thresholds (e.g., bluff erosion distances/offsets, SLR amounts) that may warrant adaptation (i.e., modifications or re-location) of facilities.

Monitoring Plan. ESA will develop a coastal hazards monitoring plan that establishes a framework and parameters for monitoring relevant coastal hazards including coastal erosion. The District's Monitoring Plan will identify relevant metrics that may include:

- ➔ Long-term beach and bluff shoreline change: the Coastal Hazards Monitoring Plan will consider surveys as well as available data to monitor beach and bluff shoreline change. The Coastal Hazards Monitoring Plan will consider leveraging the USGS' ongoing shoreline profile surveys, which include biannual shoreline transect surveys.
- ➔ Storm event documentation: the Coastal Hazards Monitoring Plan will consider surveys before the winter storm season and after major storm events to document storm erosion; cameras to monitor wave runup and storm conditions at locations of potentially vulnerable infrastructure; and documentation of plant flows and operations during storm events. The Coastal Hazards Monitoring Plan will also consider tracking and documenting available tide gage readings from Santa Barbara Harbor, wave buoy readings, precipitation gage measurements, and storm frequency.

Adaptation measures: ESA will develop a list of potential adaptation measures that could be implemented to protect and/or accommodate vulnerable facilities to allow uninterrupted function of wastewater treatment for the District. ESA anticipates the list of adaptation measures will include options to protect and accommodate in the near-term and to relocate vulnerable infrastructure.

ESA will document the Coastal Hazards Monitoring Plan in Task 2, Reporting.

Assumption: District will provide as-built and other information for the District WWTP, ocean outfall pipeline, Lift Station 1, and portions of the wastewater collection system that are vulnerable to sea level rise, which ESA will require to characterize asset exposure and vulnerability. If effort by ESA and MNS is needed to obtain and/or compile this information, ESA and MNS can develop a plan to provide these as an optional task. ESA will use the as-built and other information provided by the District to characterize exposures from coastal hazards.

Task 2. Reporting

ESA will provide a brief technical report documenting the Coastal Hazards Monitoring Plan and Life Expectancy Analysis. ESA will provide an Administrative Draft report for the District's review. ESA will perform two rounds of limited response to minor comments and minor report revisions as follows:

1. ESA will respond to one consolidated set of minor comments from the District and provide a revised Final Draft report in response to the District's comments for submission to the RWQCB.
2. ESA will respond to one consolidated set of minor comments from the RWQCB and provide a revised Final Report in response to the RWQCB's comments.



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This scope of work assumes that the Final Draft and Final reports will not require significant or substantive revisions. If comments require significant or substantive revisions and/or effort to respond to, ESA can provide additional effort to respond to comments and revise the report as an optional task.

Deliverables: Draft, Revised Draft, and Final Coastal Hazards Monitoring Plan and Life Expectancy Analysis Report.

Assumption: the Final Draft and Final reports will not require significant or substantive revisions. If comments require significant or substantive revisions and/or effort to respond to, ESA can provide additional effort to respond to comments and revise the report as an optional task.

Task 3. Meetings and Project Management

The ESA team will participate in the following meetings:

1. Combined site visit and kick-off meeting (in person and/or hybrid with one ESA staff and one MNS staff participating)
2. Up to three as-needed meetings (virtual with one ESA staff participating), which may include one meeting during preparation of the Administrative Draft report, one meeting to discuss the District comments on the Admin Draft, and one meeting to discuss RWQCB comments on the Final Draft.

ESA will also perform project management including coordination with the District within the budget allocated for this and tracking scope, budget, and schedule and submitting invoices.

Deliverables: combined site visit and kick-off meeting (in person and/or hybrid) and up to three additional as-needed meetings.

Optional Task 4. Life Expectancy Analysis

As an optional task and as required by the NPDES permit, ESA team member MNS will prepare a Life Expectancy Analysis (Life Expectancy Analysis) to determine when vulnerable the District assets – limited to the District WWTP, Lift Station 1, and portions of the wastewater collection system that are vulnerable to sea level rise – cannot function without substantial investment in new infrastructure and protective measures, at which point it might be appropriate to relocate these existing facilities.

This scope of work assumes that the District will provide as-built and other information that ESA and MNS will require to perform the analysis. If effort by ESA and MNS is needed to obtain and/or compile this information, ESA and MNS can develop a plan to provide these as an optional task. For the WWTP and LS1, this scope assumes that the District will provide as-built and other information that ESA and MNS can readily use to establish the types of existing facilities, installation dates, and dates and types of upgrades. For the collection system, ESA and MNS assume that the District will provide as-built and other information for the collection system that includes sewer line locations, types, materials, and dates of installation.

ESA and MNS will assess the expected lifespan and repair/maintenance and replacement costs of relevant vulnerable components of the WWTP, ocean outfall pipeline, LS1, and collection system mains based on industry



accepted sources, manufacturers' information, engineering judgement, or the reports of other municipalities with similarly sized facilities. ESA and MNS will also assess the expected remaining years of use for each component and for vulnerable portions of the overall facility and associated vulnerable infrastructure.

ESA and MNS will document the Life Expectancy Analysis in Task 3, Reporting.

***Assumption:** The District will provide as-built and other information that ESA and MNS will require to perform the analysis. If effort by ESA and MNS is needed to obtain and/or compile this information, ESA and MNS can develop a plan to provide these as an optional task. For the WWTP, ocean outfall pipeline, and LS1, this scope assumes that the District will provide as-built and other information that ESA and MNS can readily use to establish the types of existing facilities, installation dates, and dates and types of upgrades. For the collection system, ESA and MNS assume that the District will provide as-built and other information for the collection system that includes sewer line locations, types, materials, and dates of installation.*

Optional Task 5. Optional As-needed Services

The ESA team will provide additional as-needed services if authorized by the District. For example,

- If effort by ESA and MNS is needed to obtain and/or compile as-builts and other information for the WWTP and LS1 and GIS data for the collection system, ESA and MNS will develop a plan to provide these. Based on this plan, ESA and MNS can compile and prepare required data and support the District to obtain other required data.
- For reporting, if additional effort or rounds of response to comments and revisions are needed beyond the scope and budget for Task 3, Reporting, ESA will provide additional responses and revisions.
- The ESA team can participate in additional meetings.

ESA will provide a scope and budget for additional as-needed services for the District's authorization before proceeding with additional services. Budget for this task is not included in ESA's fee estimate because the potential as-needed scope of work is not yet defined.

Fee Estimate

A summary of the estimated fee per task is provided in Table 1 below based on estimated labor and ESA's standard billing rates. ESA's fee estimate for the above scope of work, including Optional Task 4, Life Expectancy Analysis, but excluding Optional Task 5, Optional As-needed Services, is \$67,566. ESA's fee estimate excluding both Optional Task 4, Life Expectancy Analysis and Optional Task 5, Optional As-needed Services, is \$49,893.

Charges will be billed monthly. This cost estimate is provided on the basis of time and materials with a "not-to-exceed" budget. ESA retains the option to transfer fees among line items. Labor hours not expended will not be invoiced. Conversely, should the effort required to provide these services be greater than assumed, or if additional professional services beyond those set forth in this Scope of Work are required, ESA will notify the District and a resolution will be sought.



Board of Directors of the Summerland Sanitary District
November 4, 2024
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Closing

ESA and MNS look forward to the opportunity to support the District by completing the Coastal Hazards Monitoring Plan and Life Expectancy Analysis Report to the District's and RWQCB's satisfaction and to assist the District to successfully adapt to sea level rise and climate change.

Sincerely,

Nick Garrity, PE
Southern California Environmental Hydrology & Design Director

Amber Inggs, PE
Engineer/Hydrologist

Table 1. Fee Estimate

Project Name Here		N. Garrity	J. Jackson	A. Inggs	A. Roberts	B. Padmos	TOTAL ESA LABOR COST & FEES				TOTAL SUBCONSULTANT & EXPENSE			TOTAL PROJECT COST
		Principal Consultant 3	Senior Consultant 5	Senior Consultant 4	Associate Consultant 4	Consultant 5	ESA Total Hours	ESA Labor Subtotal (\$)	Technology & Data Management Fee	Total ESA Labor Cost	MNS Total (\$ Amount)	Campbell Geo Total (\$ Amount)	Total Subconsultant (\$ Amount)	
1	Task 1 Coastal Hazards Monitoring Plan	16	1	29	2	40	87.00	\$ 16,950	\$ 509	\$ 17,459	\$ 1,150	\$ 16,549	\$ 17,699	\$ 35,157
2	Task 2 Reporting	6		18		20	44.00	\$ 8,526	\$ 256	\$ 8,782	\$ -	\$ -	\$ -	\$ 8,782
3	Task 3 Meetings and Project Management	4		17			21.00	\$ 4,684	\$ 140	\$ 4,804	\$ 1,150	\$ -	\$ 1,150	\$ 5,954
4	Optional Task 4 Life Expectancy Analysis	4		6		2	12.00	\$ 2,644	\$ 79	\$ 2,723	\$ 14,950	\$ -	\$ 14,950	\$ 17,673
	Total Hours	29	1	70	2	62	164.00	\$ 32,784	\$ 984	\$ 33,768	\$ 17,250	\$ 16,549	\$ 33,799	\$ 67,566
	Total (\$ Amount)	\$7,685	\$233	\$14,840	\$354	\$9,672								

PROJECT COST ESTIMATE SUMMARY TABLE - INCLUDING OPTIONAL TASK 4 LIFE EXPECTANCY ANALYSIS

ESA Labor		\$32,784
Technology and Data Management Fee	3%	\$984
ESA Labor Amount		\$33,768
Subconsultant Costs		\$33,799
PROJECT TOTAL		\$67,566

PROJECT COST ESTIMATE SUMMARY TABLE - EXCLUDING OPTIONAL TASK 4 LIFE EXPECTANCY ANALYSIS

ESA Labor		\$30,061
Technology and Data Management Fee	3%	\$984
ESA Labor Amount		\$31,044
Subconsultant Costs		\$18,849
PROJECT TOTAL		\$49,893



IX
C

Board of Directors Meeting STAFF REPORT

TO : Board of Directors
FROM : Administrative Manager M. Souza
DATE : November 7, 2024
RE : **CSDA 2024 Bylaw Vote**

Dear CSDA Regular Voting Member,

The last CSDA bylaws updates were made in 2021 with the primary changes being Rights of Regular Membership, Retiree Membership, use of "member", Procedure for Termination of Membership, Annual Report, and dual directorships with CSDA's Alliance partner, Special District Risk Management Authority (SDRMA).

Following receipt of feedback and suggestions over the last few years from members, CSDA has conducted a review of the CSDA Bylaws making the necessary updates as well as additions or improvements. There are numerous verbiage and grammar updates as well as more significant proposed updates that include:

- Clarification that Retired Members as non-voting members
- Clarification related to termination of membership
- New Section under Article III, Section 2: Early Assumption of Office
- New Section under Article III, Section 2: Change in Regular Voting Member Affiliation
- Update noticing, balloting, and election timeframes to allow some additional flexibility in the Board election process
- New Section under Article III, Section 7: A CSDA director shall be disqualified from serving on the CSDA Board if they are no longer a board member or managerial employee of a Regular Member district in the Network they were elected or appointed
- Committee structure: amend to allow that Committee Vice-Chairs, with the exception of the CSDA Finance Corporation Committee, may be individuals from Regular Members districts in good standing

A full copy of the CSDA Bylaws, including the tracked changes are available at:

<https://static.simplyvoting.com/uploads/csda/election-242898/6a2-csda-bylaws-2024-updates-v4-final-draft-tracked-changes-eac7.pdf>. Or by contacting the administrative manager at msouza@summerlandsd.org.

Vote "yes" or "no" and in the motion authorize the District Administrative Manager to fill out the ballot online with the vote results.

Financial Status

As of October 31, 2024

As of: 10/31/2024 (34% 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	10/31/2024 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	-578.37	-350,590.37	-0.17 %
3011 -- Property Tax-Unitary	4,299.00	0.03	-4,298.97	0.00 %
3015 -- PT PY Corr/Escapes Secured	0.00	586.32	586.32	--
3020 -- Property Tax-Current Unsecd	12,950.00	13,164.59	214.59	101.66 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	191.59	191.59	--
3040 -- Property Tax-Prior Secured	0.00	26.23	26.23	--
3050 -- Property Tax-Prior Unsecured	0.00	148.81	148.81	--
3054 -- Supplemental Pty Tax-Current	4,275.00	987.80	-3,287.20	23.11 %
3056 -- Supplemental Pty Tax-Prior	0.00	5.54	5.54	--
Taxes	371,536.00	14,532.54	-357,003.46	3.91 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	28.04	28.04	--
Fines, Forfeitures, and Penalties	0.00	28.04	28.04	--
Use of Money and Property				
3380 -- Interest Income	11,000.00	4,779.59	-6,220.41	43.45 %
Use of Money and Property	11,000.00	4,779.59	-6,220.41	43.45 %
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	944.00	-1,156.00	44.95 %
5430 -- Sanitation Services	1,067,017.00	-12.50	-1,067,029.50	0.00 %
5433 -- Inspection Fees	2,500.00	2,259.00	-241.00	90.36 %
5746 -- Administrative Revenue	3,700.00	2,184.00	-1,516.00	59.03 %

A

Financial Status

As of: 10/31/2024 (34% 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	10/31/2024 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	5,374.50	-1,069,942.50	0.50 %
Revenues	1,459,034.00	24,714.67	-1,434,319.33	1.69 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	451,481.00	147,311.37	304,169.63	32.63 %
6270 -- Stand-by Pay	22,000.00	9,654.21	12,345.79	43.88 %
6300 -- Overtime	7,500.00	1,441.40	6,058.60	19.22 %
6400 -- Retirement Contribution	129,301.00	41,827.02	87,473.98	32.35 %
6475 -- Retiree Medical OPEB	9,000.00	2,455.52	6,544.48	27.28 %
6500 -- FICA Contribution	36,285.00	12,422.44	23,862.56	34.24 %
6600 -- Health Insurance Contrib	79,157.00	32,388.50	46,768.50	40.92 %
6900 -- Workers Compensation	17,101.00	18,194.37	-1,093.37	106.39 %
Salaries and Employee Benefits	751,825.00	265,694.83	486,130.17	35.34 %
Services and Supplies				
7030 -- Clothing and Personal	3,860.00	1,077.16	2,782.84	27.91 %
7053 -- Telephone Service Local	10,271.00	3,188.18	7,082.82	31.04 %
7070 -- Household Supplies	1,300.00	656.54	643.46	50.50 %
7090 -- Insurance	67,000.00	64,977.58	2,022.42	96.98 %
7110 -- Directors Fees	22,050.00	5,425.00	16,625.00	24.60 %
7121 -- Operating Supplies	43,626.00	18,851.64	24,774.36	43.21 %
7324 -- Audit and Accounting Fees	29,000.00	15,758.50	13,241.50	54.34 %
7362 -- Building Maintenance	10,500.00	2,331.07	8,168.93	22.20 %
7363 -- Equipment Maintenance	16,375.00	10,790.31	5,584.69	65.90 %
7404 -- Public Health Lab Serv	27,425.00	16,848.00	10,577.00	61.43 %
7430 -- Memberships	8,660.00	1,129.00	7,531.00	13.04 %
7450 -- Office Expense	3,300.00	1,591.54	1,708.46	48.23 %
7454 -- Books & Subscriptions	460.00	229.20	230.80	49.83 %

Financial Status

As of: 10/31/2024 (34% 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	10/31/2024 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	1,360.82	2,639.18	34.02 %
7460 -- Professional & Special Service	59,572.00	3,294.35	56,277.65	5.53 %
7508 -- Legal Fees	35,000.00	2,238.00	32,762.00	6.39 %
7510 -- Contractual Services	9,825.00	432.02	9,392.98	4.40 %
7516 -- Permitting Services	12,403.00	598.45	11,804.55	4.83 %
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	141.52	358.48	28.30 %
7653 -- Training Fees & Supplies	4,850.00	2,714.86	2,135.14	55.98 %
7671 -- Special Projects	7,220.00	7,220.00	0.00	100.00 %
7730 -- Transportation and Travel	750.00	844.71	-94.71	112.63 %
7731 -- Gasoline-Oil-Fuel	3,500.00	977.85	2,522.15	27.94 %
7761 -- Electricity	68,440.00	22,000.61	46,439.39	32.15 %
7763 -- Water	2,720.00	768.01	1,951.99	28.24 %
7764 -- Refuse	4,525.00	1,517.94	3,007.06	33.55 %
Services and Supplies	460,932.00	186,962.86	273,969.14	40.56 %
Expenditures	1,212,757.00	452,657.69	760,099.31	37.32 %
Other Financing Sources & Uses				
Other Financing Uses				
7901 -- Oper Trf (Out)	0.00	2,052.73	-2,052.73	--
Other Financing Uses	0.00	2,052.73	-2,052.73	--
Other Financing Sources & Uses	0.00	-2,052.73	-2,052.73	--
SummerInd San Dist Running Exp	246,277.00	-429,995.75	-676,272.75	-174.60 %
	Rev minus Exp.	Actual Rev minus Exp		

Financial Status

As of: 10/31/2024 (34% 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	10/31/2024 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	1,795.50	-2,204.50	44.89 %
Use of Money and Property	4,000.00	1,795.50	-2,204.50	44.89 %
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	16,255.50	-129.50	99.21 %
Summerland San Cap Facilities	16,385.00	16,255.50	-129.50	99.21 %

Financial Status

As of: 10/31/2024 (34% 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	6/30/2025 Fiscal Year Adjusted Budget	10/31/2024 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	12,591.29	-12,408.71	50.37 %
Use of Money and Property	25,000.00	12,591.29	-12,408.71	50.37 %
Revenues	25,000.00	12,591.29	-12,408.71	50.37 %
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	8,828.94	11,171.06	44.14 %
8400 -- Infrastructure	45,000.00	0.00	45,000.00	0.00 %
Capital Assets	80,000.00	8,828.94	71,171.06	11.04 %
Expenditures	138,915.00	8,828.94	130,086.06	6.36 %
Other Financing Sources & Uses				
Other Financing Sources				
5910 -- Oper Trf (In)-General Fund	0.00	2,052.73	2,052.73	--
Other Financing Sources	0.00	2,052.73	2,052.73	--
Other Financing Sources & Uses	0.00	2,052.73	2,052.73	--
SummerInd San Dist-Capital Rep	-113,915.00	5,815.08	119,730.08	-5.10 %
Net Financial Impact	148,747.00	-407,925.17	-556,672.17	-274.24 %
	Rev minus Exp.	Actual Rev minus Exp		

Cash Balances

As of October 31, 2024

As of: 10/31/2024
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

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

Fund	10/1/2024 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	10/31/2024 Ending Balance
5215 -- SummerInd San Dist Running Exp	507,355.21	2,442.00	18,842.84	0.00	96,859.16	431,780.89
5216 -- Summerland San Cap Facilities	248,891.07	0.00	1,795.50	0.00	0.00	250,686.57
5217 -- SummerInd San Dist-Capital Rep	1,686,773.99	0.00	12,591.29	0.00	0.00	1,699,365.28
Total Report	2,443,020.27	2,442.00	33,229.63	0.00	96,859.16	2,381,832.74

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting November 7, 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 10/16 and 10/29/2024. Maintenance/Repairs were performed on the beltpress as well.
- A technician from Aerzen repaired an oil leak on Blower #2. This service was done at no cost under the manufactures warranty. 10/24/2024
- The front access gate was repaired by Santa Barbara Locksmith and Welder.
- Accumulated e-waste was taken the MarBorg Recycling Center.

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 tested daily.
- Mainline hydro-jet cleaning and manhole inspection performed, while testing the Jetter following its recent service and overhaul. 1,728 ft of lines were cleaned. The jetter battery was replaced and the flashing light was repaired.

REGULATORY COMPLIANCE:

- Daily meter readings and sample collection being performed by staff for regulatory compliance and process control.
- The Monthly Discharge Monitoring Report for September was submitted in CWIQS on 10/16/2024. The "No Spill Report" for September was submitted as well.
- The Annual "Onsite Chemical Inventory/Business Plan" was submitted in the California Environmental Reporting System (CERS)
- The Annual Ocean Outfall Inspection was performed by Salty Dog Dive Service on 9/5/2024.
- Meeting on 10/29 with EPA and RWQCB to discuss the NPDES Permit and required reports on Climate Adaptation.
- EPA has selected SSD to participate in "Free Climate Change Risk Assessment Technical Assistance". This program is a part of the EPA's Creating Resilient Water Utilities Initiative (CRWU).
- Meeting on 10/30 with SWRCB and Coastal Commission staff, gathering information on Outfall Projects regulatory requirements.

PROJECT/STUDY UPDATES:

- Carollo Engineering submitted a draft of the SSD to MSD connection analysis for review and comment. Responded on 10/10/2024. The Final Draft was submitted 10/23/2024. Presentation to the Board is scheduled for 12/12/2024.
- Met with the Bradly Group and provided data for a proposal on the Outfall Project.
- Requested and received references of past slip lining projects from Aqueos.

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting November 7, 2024
District Administrative Manager Report

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

- 2534 Whitney Avenue- Construction of a new detached Accessory Dwelling Unit. Sewer plans were approved by the District Operations Manager. A sewer 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:

- Three-party Agreement with the Rate Study Firm and Colantuono, Highsmith & Wheatly LLP was completed and signed.
- Completed a Flow Chart/Procedure for New Construction/Remodel/Sewer Repair Permit Applications.
- Checked with Legal Counsel Ms. J. McGinnis to find out if the EPA has authorized any offers Re Casmalia. No communication from EPA has been received.
- Scheduled and held a meeting, together with David Lewis, with Matt Young from the County of SB Water Agency. The County of SB Water Agency initiated the Water Reuse Studies and contributed to the connection-reuse study SSD-MSD.
- Participated in several meetings with SWRCB-EPA, SWRCB-Coastal Commission, Brady Group.
- Attended the seminar “A legal tune-up to help you stay in peak legal shape” on October 29th. Checked the new legal requirements with the existing District’s policies and procedures.
- Scheduled and prepared for the Ad Hoc Strategic Committee Meeting, November 5th.
- Board members are due for bi-annual mandatory Conflict of Interest/Ethics training. I will reach out in December for scheduling and training opportunities.
- Request to have the Board review and update the Board Compensation Resolution during the next Regular Board meeting.
- Request to schedule a Finance Committee meeting to review the budget status mid-year and to review the Capital Reserve Policy Resolution.
- The Board Organizational Meeting is scheduled for the December 12th regular board meeting as well as the Oath of Office for the three open director positions.

Scheduled Days Off:

November 8 through 18, 2024 for a trip to visit the Netherlands and to celebrate our ten-year anniversary in Copenhagen 😊