

**SUMMERLAND SANITARY DISTRICT**

2435 Wallace Avenue  
Regular Board of Directors Meeting  
Thursday March 21, 2013 at 5:00 p.m.

**MINUTES**

THE MEETING WAS CALLED TO ORDER AT 5:02 P.M. BY PRESIDENT COLOMY.

**I. ROLL CALL**

**DIRECTORS PRESENT:** JOLENE COLOMY  
BETTY FRANKLIN  
JOHN FRANKLIN  
DAVID NOVIS  
MARTIN TUCKER

**ABSENT:** -

<b>ALSO PRESENT</b>	JIM McMANUS	General Manager
	MARJON SOUZA	Office Manager/ Clerk to the Board
	MIKE SULLIVAN	Operations Supervisor

**II. APPROVAL OF THE AGENDA**

Secretary B. Franklin made a motion to approve the agenda. The motion was seconded by Director Tucker and passed with five ayes.

**III. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING FEBRUARY 14, 2013 AND THE ORGANIZATIONAL MEETING.** Director Tucker moved to approve the minutes of the board meeting. The motion was seconded by Director J. Franklin and passed with five ayes.

**IV. APPROVAL OF THE MONTHLY BILLS FOR THE MONTH OF FEBRUARY 2013, INCLUDING PAYROLL AND PETTY CASH** General Manager McManus answered and clarified questions the Board asked about pay out of the bills. A request was made by the Board to draft a policy for training and educational expenses. Director J. Franklin moved to approve the monthly bills, including payroll and petty cash, totaling \$48,457. The motion was seconded by Director Tucker and passed with five ayes.

**V. PUBLIC COMMENT**  
No public present.

**VI. OLD BUSINESS**

**A. Finance Committee Report**

The committee met twice during the last month to discuss the 2013 rate study findings. A schedule was handed out to the Board members with the proposed increases based on calculations provided by Tom Gaffney of Bartle Wells & Associates. The calculations for operating the three lift stations showed that these costs are significant. It was advised to relay some of those calculated costs to the fifteen property owners that are using the lift stations. An additional pumping charge of \$1,100 is proposed for these properties with a three-year implementation fee increase. The Finance Committee reviewed several rate increase options for all properties and made a compromise by recommending a 10% rate increase for FY 2013-14 and a four-year increase of 3% thereafter. The

schedule of procedures was discussed which included that the property owners will be notified of the Notice of Hearing by mail and will have 45 days to protest from the time of mailing. During the next Board meeting of April 11, 2013, an action item will be put on the agenda to vote on the proposed rate increase and set the date for Notice of Hearing.

B. Administration, Operations & Personnel (AOP) Committee Report

A meeting will be set up for evaluating employees' salaries and benefits.

C. Ad Hoc Committee Report

The committee did not meet. Requested is to remove this item from the agenda.

D. 108 Pierpont Avenue

General Manager McManus distributed his recommendation to the Board.

Director J. Franklin made a motion to approve the following: recommended by the General Manager is to reduce the 2012-2013 user fee to 62.7% of the \$11,414.94. This would make the 2012-13 user fee \$7,157.16. If during this calendar year the building does start using sewer service, then the annual sewer service fee for this property should be revisited so the proper fees are established. The 62.7% fee base should stay in place until such time the property has had the final inspection signed by District personnel for the remodel currently being conducted. This is not to be confused by the final inspection sign-off by Santa Barbara County personnel. The motion was seconded by Secretary B. Franklin and passed with five ayes.

VII. NEW BUSINESS

A. PRESENTATION ANNUAL REPORT 2012 AND CCTV CAMERA VAN

The General Manager gave a presentation of the NPDES Annual Report 2012 submitted to the Regional Water Quality Control Board. The Board was very pleased with the results of the report. Plant Supervisor Sullivan showed a map of the line cleaning performed this year by District staff compared to line cleaning performed by VRSD the previous year. Significant savings were made by performing the line cleaning in-house. With the recent purchase of the CCTV van, most camera work can be performed in-house as well. The Board members were invited to the CCTV van for a demonstration. After the demonstration, the Board thanked Plant Supervisor Sullivan for his time and the presentation, and he left the meeting..

VIII. MANAGERS REPORT

The General Manager provided a written report on operations, facility and collection maintenance. At this point, Clerk of the Board Souza left the Board meeting.

B. CLOSED SESSION

Closed Session in accordance with Government Code Section 54957  
Public Employee Performance Evaluation  
Title: District Manager

Director J. Franklin excused himself at 6:35 p.m.

The Board went into closed session at 6:25 p.m. and returned back into open session at 6:40. President Colomy reported that no action was taken during the closed session.

IX. ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- Next Board meeting date: April 11, 2013.
- Closed session in accordance with Government Code Section 54957  
Public Employee Performance Evaluation  
Title: District Manager

X. ADJOURNMENT

The meeting was adjourned at 6:41 p.m. by unanimous consent of the Board Members present.

Respectfully submitted:

\_\_\_\_\_  
Betty Franklin  
Board Secretary

Date: \_\_\_\_\_

Minutes prepared by M. Souza