

SUMMERLAND SANITARY DISTRICT

2435 Wallace Avenue
Regular Board Meeting
Thursday December 11, 2014, at 5:00 p.m.

MEETING MINUTES

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

I. ROLL CALL

DIRECTORS PRESENT: JOLENE COLOMY
JOHN FRANKLIN
DAVID NOVIS
MARTIN TUCKER

ABSENT: BETTY FRANKLIN

ALSO PRESENT: MARJON SOUZA Clerk to the Board
MIKE SULLIVAN General Manager

PUBLIC: NONE

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

Secretary Novis moved to approve the agenda with the following change: item VIII, B: Certificate of Appointment and Oath of Office will be discussed as first item after approval of the agenda. The motion was seconded by Director Tucker and passed with the following roll call: President J. Franklin; Aye, Director D. Novis; Aye, Director Tucker; Aye. Director B. Franklin was absent.

VIII NEW BUSINESS

A. Certificate of Appointment and Oath of Office

Administration of Certificate of Appointment and Oath of Office for Jolene Colomy; Board of Directors position, term expiring December 7, 2018.

Certificate of Appointment and Oath of Office was administrated by the President of the Board J. Franklin for Jolene Colomy.

IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 8, 2014

Director Colomy moved to approve the minutes of October 8, 2014. The motion was seconded by Director Tucker. The motion passed with the following roll call: Director Colomy; Aye, President J. Franklin; Aye, Secretary Novis; Aye, Director Tucker; Aye. Director B. Franklin; Absent.

V. APPROVAL OF THE MONTHLY BILLS OCTOBER AND NOVEMBER 2014, INCLUDING PAYROLL AND PETTY CASH

General Manager Sullivan answered and clarified questions the Board asked about pay out of the bills.. Director Colomy moved to approve the bills for October and November, 2014, including payroll and

petty cash, totaling \$161,313. The motion was seconded by Secretary Novis and passed with the following roll call: Director Colomy; Aye, President J. Franklin; Aye, Secretary Novis; Aye, Director Tucker; Aye. Director B. Franklin was absent.

VI. PUBLIC COMMENT

None

VII. COMMITTEE REPORTS

A. Finance Committee Report

The Finance Committee met October 29 and discussed the pumping fees. A second meeting will be planned and the committee will give a report at the next regular board meeting.

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

The committee did not meet

C. Ad Hoc Committee - Effluent Water Reclamation

The committee did not meet

VIII. NEW BUSINESS

A. Financial Report FY2013-14 and Management Report June 30, 2014.

The Board received a presentation of the Annual Financial Report and Management Report FY 2013-14 presented by Tracey Solomon, CPA of Bartlett, Pringle & Wolf, LLP.

Ms. Solomon introduced and explained the contents of the Auditor and Management letters and noted that there were no significant disagreements found during the audit. Ms. Solomon answered questions asked by the Directors. The Financial Statements were then explained, and questions were answered by Ms. Solomon.

One of the upcoming changes that was discussed was the GASB Statement No. 65 that will be added next year and will be recorded on the books as future obligations. The district could opt to create a reserve fund. The reserve fund would still be recorded as a liability.

This option will be discussed during a finance committee meeting and reported back to the Board.

The Board requested to approve the Financial Statements as presented. Director Colomy moved to approve the Financial Statements FY2013/14 as presented. The motion was seconded by Director Tucker and passed with the following roll call: Director Colomy; Aye, President J. Franklin; Aye, Secretary Novis; Aye, Director Tucker; Aye. Director B. Franklin was absent.

IX. MANAGER'S REPORT: OPERATIONS FACILITY AND COLLECTION REPORT

General Manager Sullivan provided a written report on operations, facility and collection maintenance and gave an oral explanation. After performing inspections in town, some of the user fee classifications for commercial properties were adjusted. The "Big Yellow House" has a partial occupancy. General Manager will look into the classification of the sewer fees. General Manager Sullivan also mentioned that he had a meeting with Pacifica to request changes to their grease trap and is inspecting other restaurants as well in regards to the fats, oils and grease program.

General Manager Sullivan wished everyone happy holidays and thanked the Directors for their service to the District.

X ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- Next Board meeting is January 8, 2015 at 5.00pm.
- Lift Station Charge

ADJOURNMENT

The meeting was adjourned at 6:20 pm.

Respectfully submitted:

David Novis
Board Secretary

Date: _____

Minutes prepared by M. Souza