

**SUMMERLAND SANITARY DISTRICT**

2435 Wallace Avenue  
Regular Board Meeting  
Thursday, December 8, 2016, at 5:00 p.m.

**MEETING MINUTES**

I. ORGANIZATIONAL MEETING

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

Director Novis moved to approve the agenda. The motion was seconded by Director Colomy and passed with five ayes.

IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 10, 2016

Director Colomy moved to approve the minutes of the regular meeting of November 10, 2016. The motion was seconded by Director J. Franklin and passed with five ayes.

V. APPROVAL OF THE MONTHLY BILLS FOR NOVEMBER 10, 2016, INCLUDING PAYROLL AND PETTY CASH

General Manager Sullivan handed out the disbursement report to the Directors and answered and clarified questions the Board asked about pay out of the bills. Director J. Franklin moved to approve the bills for November 2016, including payroll and petty cash, totaling \$60,858. The motion was seconded by Director Novis and passed with five ayes.

VI. PUBLIC COMMENT

None

VII. COMMITTEE REPORTS

A. Finance Committee Report

The committee did not meet.

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

The committee did meet November 23, 2016. Discussed was the Operator-In-Training (OIT) compensation and proposed is a compensation increase from \$11 to \$16 dollars an hour starting January 1, 2017. This compensation increase will cost the District an additional \$3,359 for the current fiscal year. The Board agreed on the compensation increase. The General Manager will be working together with the AOP committee on succession planning, another meeting with the AOP committee will be held before the end of the year to research the possibility of creating a job-position per July 1, 2017.

VIII. NEW BUSINESS

A. Financial Report FY2015-16 and Management Report June 30, 2016

The Board received a presentation of the Annual Financial Report and Management Report FY 2015-16 presented by Tracey Solomon, CPA of Bartlett, Pringle & Wolf, LLP.

Mrs. Solomon informed the Board that the audit went well and that the financial status of the District was positive again this year. Mrs. Solomon answered questions in regards to the management letter and the financial statements. The Board and General Manager Sullivan thanked Mrs. Solomon for a clear and pertinent presentation.

Director Colomy moved to approve the financial statements of FY2015/16 as presented. The motion was seconded by Director J. Franklin and passed with five ayes.

B. Wastewater Rate Study proposal

The District received two proposals for Wastewater Rate Study Review from Bartle Wells Associates and Raftelis Financials Consultants, Inc. General Manager Sullivan spoke to both advisors. Bartle Wells has performed the District's Rate Study several times in the past. The experience with this firm was satisfactory, but improvements could be made. Raftelis Financial Consultants performed rate studies for surrounding Districts and received high accolades. The quotes are comparable. The proposal includes calculation for miscellaneous fees, like inspection fees. General Manager feels very comfortable with having the study performed by Raftelis Financial Consultants.

Director J. Franklin moved to accept the Wastewater Rate Study proposal from Raftelis Financial Consultants for FY2017-18 with a total of \$16,500. The motion was seconded by Director Colomy and passed with five ayes.

C. Financial Status Report

The General Manager submitted a Financial Status and Cash Balances Reports for Fund 5215 & 5216 and gave explanation where requested. President Tucker thanked General Manager Sullivan for the reports.

IX OPERATIONS FACILITY AND COLLECTION REPORT

General Manager Sullivan provided a written report on operations, facility and collection maintenance. In addition to the report, General Manager Sullivan informed the Board that he expects to receive the first deposit of the District's annual user fees and property taxes in the next couple of weeks.

X ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- Next Board meeting date: January 12, 2017

XI ADJOURNMENT

The meeting was adjourned at 6:24 p.m.

Respectfully submitted:

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

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

Minutes prepared by M. Souza