

SUMMERLAND SANITARY DISTRICT

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

MEETING MINUTES

THE MEETING WAS CALLED TO ORDER AT 5:04 P.M. BY PRESIDENT COLOMY

I. ROLL CALL

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

ABSENT: -

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

PUBLIC: NONE

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

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

IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 7, 2016

Director Tucker moved to approve the minutes of the regular meeting of April 7, 2016. The motion was seconded by Director J. Franklin and passed with five ayes.

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

General Manager Sullivan answered and clarified questions the Board asked about pay out of the bills. Director Novis moved to approve the bills for February 2016, including payroll and petty cash, totaling \$56,240. The motion was seconded by Director J. Franklin and passed with five ayes.

VI. PUBLIC COMMENT

None

VII. COMMITTEE REPORTS

A. Finance Committee Report

The committee did meet for budget preparation. The committee was very pleased with the detail of preparation, and the results will be discussed under New Business Items B and C.

- B. Administration, Operations & Personnel (AOP) Committee Report
The committee did not meet.

VIII. NEW BUSINESS

- A. Employee Evaluation Form

The Board considered the Employee Evaluation Form for acceptance.

Director B. Franklin asked if the form needed to be translated in Spanish.

General Manager Sullivan said that all employees read English at a sufficient level.

The Board of Directors agreed on distributing the Employee Evaluation Form to all employees every year.

Director J. Franklin made a motion to accept Employee Evaluation Form as presented. The motion was seconded by Director Novis and passed with five ayes.

- B. Cost of Living Adjustment FY 2016-17

The Board considered a cost-of-living pay adjustment according to Resolution 2007-09.

The Finance Committee reviewed the COLA calculation and other related info and recommended a 2% COLA increase.

Director B. Franklin moved to approve a COLA of 2% per July 1, 2016. The motion was seconded by Director Novis and passed with five ayes.

- C. Budget FY 2016-17

The Board discussed preliminary budget FY2016-17 for adoption.

Draft budget was reviewed by the Finance Committee and an explanation of the draft budget was given by General Manager Sullivan.

Proposed budget FY2016-17

Budget 5215: Income is \$1,086,000 and expenses \$930,103.

Director B. Franklin made a motion to approve the presented draft budget for budget 5215 which includes a deposit of \$75,000 into the 5216 Capital Recovery Fund. The motion was seconded by Director J. Franklin and passed with five ayes.

- D. Summerland Sanitary District Salary Table

The Board considered a 9-step salary table for adoption which will replace the 5-step salary table.

The Finance Committee recommended the 9-step table which will include an average of 2.5% step-increase, instead of the previous 5-step table which included a 5% step increase.

The new salary table will provide a longer period of step increases and therefore will be a good retaining tool.

Director B. Franklin moved to approve the proposed 9-step salary table as presented. The motion was seconded by Director Tucker and passed with five ayes.

IX OPERATIONS FACILITY AND COLLECTION REPORT

The General Manager provided a written report on operations, facility and collection maintenance. Blower #3 motor burned out and was replaced. This 40hp motor pumped air to the aeration flow basin. Repairs started by McClellan on Shelby Street to correct the offset of the main sewer pipeline. A letter was sent in support of funding for abandonment of the Becker Onshore Well at Summerland Beach.

At this point in time M. Souza left the meeting.

X CLOSED SESSION

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

President Colomy announced that the Board went into closed session at 5:47 p.m.

The Board reconvened into open session at 6:25 p.m.

President Colomy reported that the following action was taken:

Employment Contract with General Manager Mr. Michael J. Sullivan will be extended two years.

As a result of the Employee Performance Evaluation, the Board awarded a 5% merit-increase, retro-active per contract date of March 16, 2016.

X ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- Next Board meeting date: June 2, 2016 or June 16, 2016.
The exact date will be determined at a later time.

XI ADJOURNMENT

The meeting was adjourned at 6:31 p.m.

Respectfully submitted:

Betty Franklin
Board Secretary

Date: _____

Minutes prepared by M. Souza