

SUMMERLAND SANITARY DISTRICT
2435 Wallace Avenue
Regular Board Meeting
Thursday May 11, 2017, at 5:00 p.m.

MEETING MINUTES

THE MEETING WAS CALLED TO ORDER AT 5:00 P.M. BY PRESIDENT TUCKER

I. ROLL CALL

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

ABSENT: -

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

PUBLIC: NONE

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

Director Novis moved to approve the agenda. President Tucker requested a date correction. The amended motion was seconded by Director J. Franklin and passed with five ayes.

IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 13, 2017

Director J. Franklin moved to approve the minutes. President Tucker requested date corrections. The amended motion was seconded by Director Colomy and passed with five ayes.

V. APPROVAL OF THE MONTHLY BILLS FOR APRIL 2017, 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 April 2017, including payroll and petty cash, totaling \$63,295. The motion was seconded by Director B. Franklin and passed with five ayes.

VI. PUBLIC COMMENT

None

VII. COMMITTEE REPORTS

A. Finance Committee Report

The Committee met April 27, 2017, and a report will be given under New Business, item C, Preliminary Budget FY2017/18.

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

VIII. NEW BUSINESS

- A. Public Records Information Request Policy.

A Public Record Information Request Policy was approved by the Board on April 13, 2017. A revised version of the Public Records Information Request Policy was presented for approval. The following sentence was removed: *“Before electronic copies are made and sent, the ROA will inform the person making the request, if the response is estimated to require more than two hours of employee time. If so, an hourly fee of \$25 dollars will be charged.”*

Director Colomy moved to approved the revised Public Records Information Policy. The motion was seconded by Director B. Franklin and passed with five ayes.

- B. Proposed Treatment Plant Operator I Full-time Position as of July 1, 2017

The General Manager requested board approval for the additional staff position as of July 1, 2017, and went over the cost and budget information for the position. The AOP Committee reviewed the proposed new position at the April 13, 2017, Committee meeting and recommended approval. The vacancy will be listed on the District’s website and will be published in the local newspaper.

Director J. Franklin moved to approved the new full-time staff position of Treatment Plant Operator I. The motion was seconded by Director Colomy and passed with five ayes.

- C. Preliminary Budget FY 2017-18

The Board discussed the current budget and preliminary budget FY 2017-18 for adoption. The Finance Committee met on April 27, 2017 with staff and went over the proposed budget. Questions were answered. The proposed budget includes the rate study cost and the new proposed full-time position. The budget included a 3% merit increase for General Manager and Office Manager and a salary-step increase for Operator II and no COLA increase. The Finance Committee recommended to adopt the preliminary budget of fund 5215 and 5216 as presented.

Director Novis made a motion to adopt the presented preliminary budgets of fund 5215 and 5216. The Board members agreed on transferring \$200,000 from Operational Fund 5215 to Capital Facilities Fund 5216 before the end of FY2016/17. The amended motion was seconded by Director B. Franklin and passed with fives ayes.

IX. OPERATIONS FACILITY AND COLLECTION REPORT

General Manager Sullivan provided a written report on operations, facility and collection maintenance. The Summerland Sanitary District participated at the Carpinteria Canalino Elementary School’s Techsploration event. School children received hands-on experience and instruction by Alfonso and Noe.

Rusty's Pizza contacted the District regarding a new grease interceptor/trap that needs to be installed before they can start operating. District staff properly disposed of the mainline transit pipe that contained asbestos at the Santa Barbara Community Hazardous Waste Collection Center.

X ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- Next Board meeting date: June 8, 2017
- Closed session pursuant to California Government Code Section 54956.6
Pending Litigation
Santa Barbara Superior Court Case No.17CV01699
Cecelia Lord v. Summerland Sanitary District

XI ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

Respectfully submitted:

Betty Franklin
Board Secretary

Date: _____

Minutes prepared by M. Souza