

SUMMERLAND SANITARY DISTRICT

2435 Wallace Avenue
Regular Board Meeting
Thursday June 12, 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: DAVID NOVIS
 BETTY FRANKLIN
 JOHN FRANKLIN
 MARTIN TUCKER

ABSENT: JOLENE COLOMY

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

PUBLIC: NONE

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

Clerk to the Board Souza requested approval to add an agenda item:

Resolution 2014-03 Candidate's Statement and Notice of Elective Offices to be filled for the Summerland Sanitary District

The Board is required to adopt certain policies in regards to statement of candidates who run for office as members of the governing board of the district. The Board will consider adopting Resolution 2014-03.

Explained was that the District received the information after the agenda was posted. Adding this agenda item qualifies as an emergency item according to the Brown Act: "*Action can be taken on an item that is not on the agenda if the board determines by a 2/3rds vote that there is a need for immediate action that can't reasonably wait until the next meeting. (§54954.2(b)(2))*"

Director Tucker moved to approve the agenda as presented with the proposed additional agenda item. The motion was seconded by Secretary Novis and passed with the following roll call: Secretary Novis; Aye, Director B. Franklin; Aye, President J. Franklin; Aye, Director Tucker; Aye. Director Colomy was absent.

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

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

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

General Manager Sullivan answered and clarified questions the Board asked about pay out of the bills. Secretary Novis moved to approve the bills for May 2014, including payroll and petty cash, totaling \$53,460. The motion was seconded by Director Tucker and passed with the following roll call: Secretary Novis; Aye, Director B. Franklin: Aye, President J. Franklin: Aye, Director Tucker: Aye. Director Colomy was absent.

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 not meet

C. Ad Hoc Committee - Effluent Water Reclamation
The committee had a meeting on May 15, 2014. A report of what was discussed will be giving under Manager's Report.

VIII. NEW BUSINESS

A. Resolution 2014-02

The Board will consider adoption of Resolution 2014-02 for setting the date for a hearing in giving notice of election to collect sewer service charges.

Director Tucker moved to adopt Resolution 2014-02 for setting the date for a hearing in giving notice of election to collect sewer service charges for July 8, 2014 at 5:00 p.m. The motion was seconded by Secretary Novis and was passed with the following roll call: Secretary Novis; Aye, Director B. Franklin: Aye, President J. Franklin: Aye, Director Tucker: Aye. Director Colomy was absent.

Resolution 2014-02 was signed and sealed.

B. Notice of Hearing on report to collect Summerland Sanitary District Sewer Service Charges on County Tax Roll.

The Board will consider adoption of the announcement of a hearing held on July 8, 2014 in connection with the collection of sewer service rates on the County Tax Roll.

Director Tucker moved to adopt the announcement of the hearing held on July 8, 2014. The motion was seconded by Director B. Franklin and passed with the following roll call: Secretary Novis; Aye, Director B. Franklin: Aye, President J. Franklin: Aye, Director Tucker: Aye. Director Colomy was absent.

The notice was signed by Secretary Novis.

C. Proposed Title Change

General Manager Sullivan is requesting the Board of Directors to approve a title change of Plant Operator I into Plant Operator I & Maintenance and Collections Supervisor.

General Manager Sullivan explained to the Board that Alfonso Aguilar is a Grade I Plant Operator, but Alfonso also works collections and he is very skilled in maintenance and repair work. Other Districts have separate departments in which employees are trained to work solely in collections or maintenance. At SSD employees have to work in collections, plant operations and repair and maintenance and have to be trained and skilled in all of these areas. Currently the job descriptions only reflect plant operation work and a reflection of the requirements should be included in the job descriptions. President Franklin is requesting that the AOP meets to review the current job descriptions and expand job descriptions were necessary.

Director B. Franklin moved to approve a title change for Alfonso Aguilar from Plant Operator I into Plant Operator I & Maintenance and Collections Supervisor. The motion was seconded by Director Tucker and passed with the following roll call: Secretary Novis; Aye, Director B. Franklin: Aye, President J. Franklin: Aye, Director Tucker: Aye. Director Colomy was absent.

D. Letter of Engagement of the Audit of the Financial Statements for FY 2013-14

Summerland Sanitary District received a letter of Engagement from Bartle Pringle & Wolf LLP for Audit services FY 2013-14 with outline of proposed work and fees.

Director Tucker moved to approve the letter of engagement for audit services 2013-14. The motion was seconded by Secretary Novis and passed with the following roll call: Secretary Novis; Aye, Director B. Franklin: Aye, President J. Franklin: Aye, Director Tucker: Aye. Director Colomy was absent.

President Franklin requested that the District goes out to bid for next fiscal year. Staff will contact reputable audit companies for this starting February 2015.

E. Community outreach; water shortage information affects on sewer facilities.

General Manager Sullivan compiled a letter for the community of Summerland informing them about the impact of water shortage for the overall sewer facilities.

The Directors complimented General Manager Sullivan with the context of the letter. Director B. Franklin requested a copy of the letter for proof reading. The letter will be send out next week with the attachments.

Resolution 2014-03 Candidate's Statement and Notice of Elective Offices to be filled for the Summerland Sanitary District

The Board is required to adopt certain policies in regard to statement of candidates who run for office as members of the governing board of the district. The Board will consider adopting Resolution 2014-03.

Director Tucker moved to approve Resolution 2014-03: Candidate's Statement and the Notice of Elective Offices to be filled for the Summerland Sanitary District. The motion was seconded by

Secretary Novis and passed with the following role call: Secretary Novis; Aye, Director B. Franklin: Aye, President J. Franklin: Aye, Director Tucker: Aye. Director Colomy was absent.

Resolution 2014-03 and the Notice of Elective Offices were signed and sealed.

IV MANAGER'S REPORT: OPERATIONS FACILITY AND COLLECTION REPORT

General Manager provided a written report on operations, facility and collection maintenance. General Manager Sullivan met with the Ad Hoc Reclamation Committee and informed them with the following: GM had a meeting with Karl Meier of Montecito Water District to discuss possible engineering plans for recycled water. The District qualifies to apply for a recycle water permit under our new NPDES operations permit. Mr. Meier did some calculations for installation cost of a recycled water pipe to the Look Out Park that includes a storage facility on Districts property (holding tank) and pumping facility. The total conservative cost estimation was 1.6 million. The amount of water needed by the park and possible the Summerland Beautification plant/flower borders is only 10% of the total water flow. General Manager Sullivan said that he does not see the cost benefit. The Directors agreed with this. General Manager Sullivan said that many other districts experience the same problem of high cost to distribute the recycled/reclaimed water and some of them choose to inject the water into aquifers for this reason. General Manager Sullivan is suggesting to apply for the recycled water permit and to give the water to pumping trucks that will use it for construction purposes.

X CLOSED SESSION:

Closed session pursuant to Govt. Code section 54957: Public Employment – General Manager; Public Employee Discipline. President J. Franklin announced that the Board went into closed session at 5:42 pm. The meeting was reconvened at 5:52 pm. At this time President Franklin reported that information was exchanged, but no action was taken.

XII ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- Next Board meeting is July 8, 2014 at 5pm.
- Closed Session

ADJOURNMENT

A motion to adjourn was made by Secretary Novis and seconded by Director Tucker. The meeting was adjourned at 5:57 pm.

Respectfully submitted:

David Novis
Board Secretary

Date: _____

Minutes prepared by M. Souza