

SUMMERLAND SANITARY DISTRICT

2435 Wallace Avenue
Regular Board Meeting
Thursday June 11, 2015 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
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 Tucker moved to approve the agenda. The motion was seconded by Director Novis and passed with five ayes.

IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 7, 2015

Director Colomy moved to approve the minutes of the regular meeting of May 7, 2015. The motion was seconded by Director Tucker and passed with five ayes.

V. APPROVAL OF THE MONTHLY BILLS FOR MAY 2015, 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 May 2015, including payroll and petty cash, totaling \$48,832. The motion was seconded by B. Franklin and passed with five ayes.

VI. PUBLIC COMMENT

None

VII. COMMITTEE REPORTS

A. Finance Committee Report

Director Colomy said that during the last meeting only three directors were present discussing the COLA & financial budget. The items were tabled to today's meeting and the finance committee will give recommendation under Old Business items A and B.

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

VIII. OLD BUSINESS

- A. Cost of Living Adjustment FY 2015-16

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

President J. Franklin said that during the last meeting the Finance Committee recommended a 1% COLA increase for all staff and a 4% merit raise for Office Manager and General Manager.

Director Tucker moved to accept the Finance Committee's recommendation of a 1% COLA increase for all staff and a 4% merit raise for Office Manager and General Manager. The motion was seconded by Director Colomy and passed with five ayes.

- B. Budget FY 2015-16

The Board discussed the preliminary budget FY2015-16 for acceptance.

President J. Franklin said that the proposed budget balances and includes the 1% COLA for all staff and 4% merit increase.

Director Colomy said that the Finance Committee discussed the proposed budget with staff and found that the budget reflects numbers that are a realistic expectation of upcoming year. No major projects are scheduled for next year.

Director Colomy moved to accept the presented Financial Budget FY2015-16 with a total of \$913,539. The motions was seconded by Director Novis and passed with five ayes.

President J. Franklin thanked staff for preparing the budget and its oversight with managing the budget well last year. President Franklin said that at one time, as emergency reserves were so low, that there was talk of merging with another special district. Board also mentioned that management is more transparent in reaching out to the community with news letters.

IX. NEW BUSINESS

- A. Resolution 2015-02

The Board considered adoption of Resolution 2015-02 for setting the date for a hearing in giving notice of election to collect sewer service charges.

Director B. Franklin moved to adopt Resolution 2015-02 for setting the date for a hearing in giving notice of election to collect sewer service charges for July 9, 2015 at 5:00 p.m. The motion was seconded by Director Colomy and was passed with the following roll call: Director Novis; Aye, Director J. Colomy, Director B. Franklin: Aye, Director J. Franklin: Aye, Director Tucker: Aye.

Resolution 2015-02 was signed and sealed.

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

The Board considered adoption of the announcement of a hearing held on July 9, 2015 in connection with the collection of sewer service rates on the County Tax Roll.

Director Colomy moved to adopt the announcement for setting the date of a hearing in giving notice of election to collect sewer service charges for July 9, 2015 at 5:00 p.m. The motion was seconded by Director Tucker and was passed with the following roll call: Director Novis; Aye, Director J. Colomy, Director B. Franklin: Aye, Director J. Franklin: Aye, Director Tucker: Aye.

The Notice of Hearing was signed by Secretary Novis.

- C. Resolution 2015-03: A Resolution of the Governing Body of Summerland Sanitary District for the Election of Directors to the Special District Risk Management Authority Board of Directors.

The Board will be requested to vote for three (3) candidates by Resolution 2015-03.

General Manager Sullivan recommended the two candidates that are the current incumbents, Ed Gray and Sandy Seifert-Raffelson. The third candidate that was recommended is Michael Wright, who has 30 years of experience in the insurance business and is currently a Board member at Los Osos Sanitary District, which is a small Special District. President Franklin asked if anybody else want to make a recommendation or make a motion to accept the slate as presented by General Manager Sullivan.

Director B. Franklin moved to vote for the recommended (3) candidates: Ed Gray, R. Michael Wright and Sandy Seifert-Raffelson. The motion was seconded by Director Tucker and was passed with the following roll call: Director Novis; Aye, Director J. Colomy, Director B. Franklin: Aye, Director J. Franklin: Aye, Director Tucker: Aye.

Resolution 2015-03 was signed and sealed.

- D. Letter of Engagement/Cost Proposal of the Audit of the Financial Statements for FY 2014-15
Summerland Sanitary District received a Letter of Engagement from Bartlett Pringle & Wolf LLP and a Cost Proposal of Charles Z. Fedak & Company for Audit services FY 2014-15 with outline of proposed work and fees.

Charles Z. Fedak & Company proposal shows a lesser basic charge by for audit services then current auditors Bartlett Pringle & Wolf LLP. Charles Z. Fedak & Company, who are located in Orange County, was invited to submit a proposal since they specialize in auditing Special Districts. On top of the basic charge there will be additional fees and those fees can vary. General Manager Sullivan said that he enjoys working with Bartlett Pringle & Wolf and that they have done work in the past without charging the District. President Franklin said that it was prudent to request bids from other agencies. Work experience with Bartlett Pringle & Wolf LLP has been pleasant and the company is located in Santa Barbara; staff recommends staying with Bartlett Pringle & Wolf LLP.

Director Franklin moved to engage with Bartlett Pringle & Wolf LLP. 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.

- Board Chairs are replaced!
- Much cleaning inside the buildings and grounds was accomplished.
- Operator In-Training (OIT) internship will be continued starting in July 2015.
- Noe Aguilar Vega passed his grade II test.
- Vehicles condition report was given.

X. ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- Next Board meeting date is July 9, 2015.
- Board Meeting attendance.

XI ADJOURNMENT

The meeting was adjourned at 6:03 pm.

Respectfully submitted:

David Novis
Board Secretary

Date: _____

Minutes prepared by M. Souza