

**SUMMERLAND SANITARY DISTRICT**

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

**MEETING MINUTES**

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

**I. ROLL CALL**

DIRECTORS PRESENT: JOLENE COLOMY  
DAVID NOVIS  
JOHN FRANKLIN  
MARTIN TUCKER

ABSENT: BETTY FRANKLIN

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 Tucker and passed with four ayes and one absent vote.

**IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 2, 2016**

Director Tucker moved to approve the minutes of the regular meeting of July 14, 2016. The motion was seconded by Director Novis and passed with four ayes and one absent vote.

**V. APPROVAL OF THE MONTHLY BILLS FOR JUNE 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 July and August 2016, including payroll and petty cash, totaling \$153,118. The motion was seconded by Director Novis and passed with four ayes and one absent vote.

**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.

VIII. NEW BUSINESS

A. Review Conflict of Interest Code

The Board reviewed the Conflict of Interest Code Resolution No. 2004-04 pursuant to Government Code § 87306.5. An amendment to the code is that prohibition of receipts of gifts in excess of \$420 been raised to \$460. The Resolution No. 2004-04 Conflict of Interest Code is over 12 years old (2004), therefore General Manager Sullivan suggested adopting a new Conflict of Interest Code Resolution that will list current officers. This was agreed upon.

Director J. Franklin moved to approve signing the 2016 Local Agency Biennial Notice and that the Board of Directors of Summerland Sanitary District determined that the code is currently under review by the code reviewing body. The motion was seconded by Director Novis and passed with four ayes and one absent vote.

The 2016 Local Agency Biennial Notice was signed and dated by President Colomy.

B. Review of Fee Structure

The General Manager informed the Board Members about the Summerland Sanitary District's current fee structure.

General Manager Sullivan reviewed Proposition 218 rules and found that following a Proposition 218 procedure for setting District's fees is not necessary. This includes; inspection fees, permit fees, sewer atlas fees. This is because these fees are set at an amount to reimburse the agency for administrative and labor cost and are not property tax-related fees. The current fees at Summerland Sanitary District are outdated and in need of an update to reflect current administrative and labor cost. The fees also need to be updated to reflect new additional costs that are now associated with new sewer connection, for example, a sewer atlas (GIS) update fee. General Manager Sullivan will compile a list with updated fee structure and will present this to the Board in the upcoming months.

In anticipation of the upcoming rate study next year and the Proposition 218 procedure General Manager Sullivan mentioned that some of the user classifications are outdated and need attention. For example, the District has several health clubs and these are all different in size. Yet, they are all charged the same. A fairer allocation would be if the user classification health club was based on square footage.

C. Financial Reports July & August 2016

The General Manager submitted the monthly Financial Status and Cash Balances Reports for Fund 5215 & 5216 and gave explanation where requested.

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 a new fence was installed by staff and a new lock was installed at the front gate.

X ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- Next Board meeting date: October 13, 2016
- Conflict of Interest Code
- Summerland Sanitary District Fee Structure

XI ADJOURNMENT

The meeting was adjourned at 5:55 p.m.

Respectfully submitted:

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

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

Minutes prepared by M. Souza