



V

**SUMMERLAND SANITARY DISTRICT**

2435 Wallace Avenue  
Regular Board of Directors Meeting  
Thursday November 8, 2018 at 5:00 p.m.

**MINUTES**

THE MEETING WAS CALLED TO ORDER AT 5:03 P.M. BY PRESIDENT TUCKER.

I. ROLL CALL

DIRECTORS PRESENT      JOLENE COLOMY  
   JOHN FRANKLIN  
   DAVID NOVIS  
   JAMES WITMER  
   MARTIN TUCKER

ALSO, PRESENT              MICHAEL SULLIVAN              General Manager  
   MARJON SOUZA                      Office Manager/Clerk to the Board

II. PLEDGE OF ALLEGIANCE

III. CLOSED SESSION

Title: Pending Litigation (§54956.9)  
Santa Barbara Superior Court Case No. 18CV01923.  
Lucinda Malott Successor Trustee versus Summerland Sanitary District

The Board went into closed session at 5:05 p.m. The board reconvened into open session at 5:37 p.m. President Tucker announced that there was nothing to report and no action was taken.

IV. APPROVAL OF THE AGENDA

A motion was made by Director D. Novis to approve the agenda. The motion was seconded by Director J. Colomy and passed with five ayes.

V. PUBLIC COMMENT

None.

VI. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 11, 2018

A motion was made by Director J. Franklin to approve the minutes for the regular board meeting. The motion was seconded by Director D. Novis and passed with five ayes.

VII. APPROVAL OF THE MONTHLY EXPENSES FOR THE MONTH OF OCTOBER 2018, INCLUDING PAYROLL AND PETTY CASH

General Manager M. Sullivan answered and clarified questions the Board had about pay out of bills. A motion was made by Director D. Novis to approve the monthly bills, including payroll and petty cash totaling \$73,603. The motion was seconded by Director J. Franklin and passed with five ayes.

VIII. COMMITTEE REPORTS

A. *Finance Committee Report*

The committee did not meet.

B. *Administration, Operations & Personnel (AOP) Committee Report*

The committee did not meet

IX. NEW BUSINESS

A. Certificates of Appointment and Oath of Offices.

*The District received the Certificates of Appointments for the following candidates:*

*Jim Witmer - 4-year term: December 7, 2018 through December 2, 2022*

*Jolene Colomy - 4-year term: December 7, 2018 through December 2, 2022*

The Clerk of the Board Souza administered the Oath of Office for Jim Witmer and Jolene Colomy. The Certificates of Appointment were signed and sealed.

B. Resolution No. 2018-09 Resolution of the Board of Directors adopting a records retention schedule and authorizing destruction of certain districts records.

A motion to adopt Resolution No. 2018-09 was made by Director J. Colomy. The motion was seconded by Director D. Novis and passed with following roll call: Director J. Colomy; Aye, Director J. Franklin; Aye, Director D. Novis; Aye, Director M. Tucker: Aye, Director J. Witmer; Aye.

Resolution 2018-09 was signed and sealed.

C. Financial Status Report October 2018

The General Manager submitted Financial Status and Cash Balances Reports for Funds 5215, 5216 & 5217 and gave explanation where requested.

X. OPERATIONS FACILITY AND COLLECTION REPORT

General Manager Sullivan provided a written report on operations, facility and collection maintenance.

XI. ITEMS FOR FUTURE CONSIDERATION BY THE BOARD

- The next Board meeting is December 13, 2018 at 5:00 p.m.
- Audit presentation FY2017/18 by Tracey Solomon of Bartlett Pringle & Wolf LLP.

XII. ADJOURNMENT

A motion was made by Director J. Franklin to adjourn the meeting at 6:07 p.m. The motion was seconded by D. Novis and passed with five ayes.

Respectfully submitted:

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Jolene Colomy  
Secretary

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