



Regular Board of Directors Meeting

Thursday April 9, 2020 at 5:00 P.M.

MINUTES

This meeting of the Board of Directors was conducted by teleconference in accordance with the Governor's March 17, 2020 Executive Order N-29-20 ("Executive Order").

Members of the public were able to observe, offer public comment and address the Board of Directors by joining via Zoom teleconference: 1-669-900-6833, meeting ID: 701 943 182

THE MEETING WAS CALLED TO ORDER AT 5:02 P.M. BY PRESIDENT D. NOVIS

I. ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY
DAVID NOVIS
JOHN FRANKLIN (5:04 P.M.)
MARTIN TUCKER
JAMES WITMER

ABSENT

-

ALSO, PRESENT

NOE AGUILAR VEGA Operations Supervisor
MARJON SOUZA District Administrative Manager
MICHAEL SULLIVAN Interim General Manager
ANTHONY TREMBLEY Legal Counsel

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

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

IV. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public was present.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING MARCH 12, 2020 AND THE SPECIAL BOARD MEETING OF MARCH 26, 2020 [Action-item]

A motion was made by Director J. Colomy to approve the minutes of the Regular Board meeting of March 12, 2020 and the Special Board Meeting of March 26, 2020. The motion was seconded by Director M. Tucker. The motion was carried by the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

VI. APPROVAL OF THE MONTHLY EXPENSES FOR MARCH 2020, INCLUDING PAYROLL AND PETTY CASH [Action-item]

A motion was made by Director J. Franklin to approve the monthly expenses, including payroll and petty cash totaling \$111,535. The motion was seconded by Director M. Tucker. The motion was carried by the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

VII. COMMITTEE REPORTS

A. Finance Committee Report

The Finance Committee did not meet.

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

The AOP Committee did not meet.

VIII. OLD BUSINESS [Action item]

A. Ratification of Actions Taken by the Board of Directors at its March 26, 2020 Special Meeting

The Board will consider ratification of its prior approval of the following:

- 1. Employment Agreement-District Administrative Manager*
- 2. Employment Agreement—Treatment Plant Operations Supervisor*
- 3. Agreement for Services of Independent Contractor—General Manager*
- 4. Updated District Salary Schedule*

After review of the agreements, the Board directed Legal Counsel, Mr. Trembley, to make a minor changes to the agreement for Service of Independent Contractor. Legal Counsel Mr. Trembley also will propose some changes to the Job Descriptions.

A motion was made by Director M. Tucker to approve the agreements for the following:

1. Employment Agreement- District Administrative Manager
2. Employment Agreement- Treatment Plant Operations Supervisor
3. Agreement for Services of Independent Contractor- General Manager
4. Updated District Salary Schedule

The motion was seconded by Director J. Colomy was carried by the following roll call vote:

AYES :	5	J. Colomy, J. Franklin, D. Novis, M. Tucker, J. Witmer
NOES :	0	None
ABSENT:	0	None
ABSTAIN:	0	None

IX. NEW BUSINESS [Action Item]

A. District's Employee Vacancies

5. Treatment Plant Operator II—*The Board will discuss recruitment for this existing position*

Operations Supervisor, N. Aguilar Vega, informed the Board that the position has been posted at the District's Website, the California Water Association (CWEA) website, Indeed, and will be published in a local newspaper. The closing date is set at May 31st and N. Aguilar Vega said that he planned on holding some phone interviews with candidates to screen some potential candidates beforehand. If they State of Emergency is not lifted by May 31st a social distance interview can be organized.

B. Modification of Board meeting schedule and meeting time:

The Board considered modifying its current schedule of holding regular Board meetings, including the option of holding meetings twice per month and at a different meeting time. [Government Code Section 54954(a); Health & Safety Code 6488]

President Novis proposed to change the following: Holding regular Board meetings the 2nd and 4th Thursday of the month until June 30, 2020 at 3:00 p.m. After a short discussion a motion was made by Director J. Colomy to approve modifying its current schedule to holding regular Board meetings on the 2nd and 4th Thursday of the month at 3:00 p.m. until June 30, 2020. The motion was seconded by Director J. Franklin. The motion was carried by the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

C. Letter to Montecito Bank & Trust Board of Directors requesting adding of account signature holders.

The Board of Directors reviewed and considered approval of a letter directed to Montecito Bank & Trust for adding signature holders to District petty cash and payroll accounts.

A motion was made by Director J. Franklin to approve adding the account signature holders. The motion was seconded by Director J. Witmer. The motion was carried by the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

D. Credit Card Policy April 2020

The Board of Directors reviewed the updated credit card policy and was requested to approve the policy with the following proposed changes:

Authorize use of the District's credit card policy for the Treatment Plant Operations Supervisor and the District's Administrative Manager with a credit limit of \$5,000 each.

After a brief discussion Director M. Tucker made a motion to approve the credit policy for the Treatment Plant Operations Supervisor and the District's Administrative Manager with a credit limit of \$5,000 each. The motion was seconded by Director J. Franklin. The motion was carried by the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

E. Financial Status Report March 2020

The Board received a Financial Status and Cash Balances Reports for Funds 5215, 5216 & 5217. Interim General Manager M. Sullivan gave a brief explanation where needed. The report was filled and accepted.

X. TREATMENT PLANT OPERATIONS SUPERVISOR REPORT

Operations Supervisor Mr. Aguilar Vega said that the District received plans for a Single-Family Dwelling and ADU on Golden Gate Street. The property owner will have to extend the main sewer line and install a manhole before the property can be served by the District. Legal Counsel T. Trembley said that the District will have to enter into a sewer dedication agreement with the property owner. Mr. Aguilar Vega and Mr. Nava were on location with the final test inspection of the main sewer line extension of Ortega Ridge Road. The main sewer line was video-ed and passed all the tests that are required by the District.

XI. COVID-19 CORONAVIRUS

The Board may discuss issues pertaining to the current public health emergency, including implementation of the District's current Emergency Response Plan, and provide any direction to staff.

Staff is still working on a staggered schedule and all is going well so far.

XII. BOARD COMMUNICATIONS

A. Board communications:

President Novis requested Interim General Manager Sullivan to submit an evaluation report during every upcoming regular board meeting and would like to receive a list of proposed projects.

B. Items for future Board meetings:

Evaluation Report from Interim General Manager

C. Next Board meeting date:

Thursday March 23, 2020 at 3:00 p.m.

Summerland Sanitary District
Minutes Regular Board Meeting 04/9/2020

XIII. CLOSED SESSION

Conference with Legal Counsel- Existing Litigation (Subdivision (d) of Section §54956.9)
Title of Case: Santa Barbara Superior Court Case Number: 18CV01923/ Court of Appeal Case
No. B298730
Lucinda Malott Successor Trustee versus Summerland Sanitary District

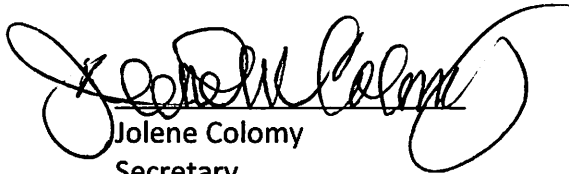
President D. Novis announced that the Board went into closed session with the Board members and Legal Counsel and staff, at 6:01 p.m.

President D. Novis announced that the Board reconvened into open session at 6:12 p.m. Legal Counsel Mr. Trembley announced that no action was taken.

XIV. ADJOURNMENT

A motion was made by Director M. Tucker to adjourn the meeting at 6:13 pm. The motion was seconded by Director J. Colomy and passed with five ayes.

Respectfully submitted:


Jolene Colomy
Secretary

Date: April 23, 2020

Minutes prepared by M. Souza