



## Regular Board of Directors Meeting

Thursday May 14, 2020 at 3:00 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: 983 226 8568

THE MEETING WAS CALLED TO ORDER AT 3:04 P.M. BY PRESIDENT D. NOVIS

#### I. ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY  
DAVID NOVIS  
JOHN FRANKLIN (3:28 P.M.)  
MARTIN TUCKER  
JAMES WITMER

ABSENT

-

ALSO, PRESENT

NOE AGUILAR VEGA Treatment Plant Operations Supervisor  
MARJON SOUZA District Administrative Manager  
MICHAEL SULLIVAN Interim General Manager

#### II. PLEDGE OF ALLEGIANCE

#### III. APPROVAL OF THE AGENDA

President D. Novis asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

#### IV. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public was present.

#### V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING APRIL 23, 2020 [Action-item]

A motion was made by Director M. Tucker to approve the minutes of the Regular Board meeting of April 23, 2020. The motion was seconded by Director J. Colomy. The motion was carried by the following roll call vote:

AYES:	4	J. Colomy, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	J. Franklin
ABSTAIN:	0	None

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

A motion was made by Director M. Tucker to approve the monthly expenses, including payroll and petty cash totaling \$83,498 for Fund 5215 and \$39,506 for Fund 5217. The motion was seconded by Director J. Witmer. The motion was carried by the following roll call vote:

AYES:	4	J. Colomy, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	J. Franklin
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. NEW BUSINESS [Action Items]

A. Budget Review & Resolution No. 2020-01 Adopting of Operating Budget Fund 5215, Capital Facilities Budget Fund 5216 and Capital Replacement and Repair Budget Fund 5217.

The Board was asked to review the Proposed FY2020/21 Annual Budget and to consider adopting Resolution 2020-01.

After a short discussion the Board agreed on calling for a Finance Committee meeting. The Finance Committee will review the Proposed FY2020/21 and will provide recommendation at the next Regular Board Meeting. M. Souza will reach out to set up a meeting date and time.

A motion was made by Director J. Colomy to move the New Business item VIII, A, to the next Regular Board meeting of May 28, 2020. The motion was seconded by Director M. Tucker. The motion was carried by the following roll call vote:

AYES:	4	J. Colomy, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	J. Franklin
ABSTAIN:	0	None

B. Letter of Engagement from Bartlett, Pringle & Wolf, LLP- Audit of the Financial Statements for FY2019/20

Summerland Sanitary District received a Letter of Engagement from Bartle Pringle & Wolf LLP for consideration and approval with an outline of proposed work and fees.

Summerland Sanitary District  
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A motion was made by Director J. Witmer to approve the proposed work and fees, with a total of \$15,000, from Bartlett, Pringle & Wolf, LLP for the Audit Work FY2019/20. The motion was seconded by Director J. Colomy. The motion was carried by the following roll call vote:

AYES:	4	J. Colomy, D. Novis, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	J. Franklin
ABSTAIN:	0	None

C. Financial Status Report April 2020

The Board received the Financial Status and Cash Balances Reports for Funds 5215, 5216 & 5217 and will receive explanation where requested.

The report was accepted and filled.

X. TREATMENT PLANT OPERATIONS SUPERVISOR REPORT

Operations Supervisor Mr. Aguilar Vega said that he met with Terminix for a Pest Control quote for six buildings. President D. Novis said that he had good experience with O'Connor Pest Control and requested to include them with a request for a quote. Mr. Aguilar Vega also met with Tierra, Clearwater Engineering and Torro Enterprise at the "Golden Gate Ave Mainline Offset" to collect bids and repair proposals. Mr. Aguilar Vega also informed the Board that we did receive many applications for the Operator II position, but not many candidates qualify. There were only two operators with a Grade II license, and both were interviewed by phone. Mr. Aguilar Vega is considering, after discussion with the team, that an Operator-in-training position might be a good option and one candidate might qualify for this position. The Board will be kept updated about the progress.

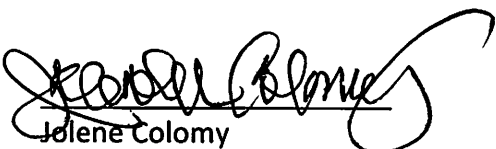
XI. BOARD COMMUNICATIONS

- A. Board communications: None
- B. Items for future Board meetings: Proposed Budget FY2020-21
- C. Next Board meeting date:  
Thursday May 28, 2020 at 3:00 p.m.

XII. ADJOURNMENT

A motion was made by Director M. Tucker to adjourn the meeting at 3:40 pm. The motion was seconded by Director J. Colomy and passed with five ayes.

Respectfully submitted:

  
Jolene Colomy  
Secretary

Date: April 28, 2020

Minutes prepared by M. Souza