



Regular Board of Directors Meeting

2435 Wallace Avenue

Summerland

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

MINUTES

PRESIDENT D. NOVIS CALLED THE REGULAR AND SPECIAL BOARD MEETING TO ORDER AT 5:00 P.M.

I. ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY

DAVID NOVIS

JOHN FRANKLIN

MARTIN TUCKER

JAMES WITMER (5:04 p.m.)

ABSENT

-

ALSO, PRESENT

NOE AGUILAR VEGA Treatment Plant Operations Supervisor
MARJON SOUZA District Administrative 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 JUNE 25, 2020 AND THE SPECIAL MEETING JUNE 30, 2020 [Action-item]

A motion was made by Director J. Franklin to approve the minutes of the Regular Board meeting of June 25, 2020 and the Special Board Meeting of June 30, 2020. The motion was seconded by Director J. Colomy. The motion was carried by the following roll call vote:

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

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

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A motion was made by Director J. Franklin to approve the monthly expenses, including payroll and petty cash totaling \$209,668 (includes transfer of Fund 5215 to Fund 5217 with a total of \$130,998). The motion was seconded by Director Colomy. 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. NEW BUSINESS [Action Items]

- A. Resolution 2020-06 Resolution of the Board of Summerland Sanitary District Ordering the Filing with the County Auditor of a Report of Sewer Service Charges for the Fiscal Year 2020-21 to be Placed on and Collected by Means of the County Tax Roll.

A procedure text was provided to the Board President for conducting the hearing. President D. Novis opened the hearing and asked the Clerk to the Board to call the roll. Answering "here" were Directors J. Colomy, J. Franklin, D. Novis, M. Tucker and J. Witmer. The Clerk of the Board announced that there were five Board members present, and that the Summerland Sanitary District met the 2/3's quorum required by State law to adopt the resolution setting rates on the County Assessor's Rolls. President D. Novis asked the Clerk of the Board to file the Notice of Hearing and Proof of Publication of the hearing with the Secretary. The Clerk of the Board delivered Proof of Publishing of the Notice of Hearing to Board Secretary, J. Colomy. President D. Novis noted for the record there were no members of the public present who wished to speak on the item and no comments had been submitted electronically prior to the deadline. President D. Novis declared the hearing was closed and requested a motion to adopt Resolution 2020-06.

A motion was made by Director J. Colomy to adopt resolution 2020-06. 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

- B. Resolution 2020-07 Resolution of the Board of Summerland Sanitary District Declaring An Emergency With Regard To A Certain Section of the Main Sewer Line, Authorizing

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Remedial Work to be Performed Without Competitive Bidding, Declaring the Project to be Exempt from the Requirements of the California Environmental Quality Act, and Making Necessary Findings Thereof [Action Item]

Treatment Plant Operator Supervisor N. Aguilar Vega informed the Board that the Golden Gate Offset repair is scheduled for July 20, 2020 if the Board approves the Emergency Resolution.

A motion was made by Director J. Colomy to adopt resolution 2020-07 Declaring An Emergency With Regard To A Certain Section of the Main Sewer Line, Authorizing Remedial Work to be Performed Without Competitive Bidding, Declaring the Project to be Exempt from the Requirements of the California Environmental Quality Act, and Making Necessary Findings Thereof. 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

C. Draft Emergency Response Plan [Non-Action Item]

Treatment Plant Operations Supervisor N. Aguilar Vega updated the Board with the following: Lone Operator Status Approval Request for A. Diosdado will be sent to the State Water Resources Control Board as soon as Mr. Diosdado receives his Operator I certification, expected to receive in a couple of months. A proposal will be created for Emergency Assistance from Montecito Water District and Carpinteria Sanitary District. Both District's responded positively for assisting during an emergency situation if SSD Operators are unable to reach the Plant after eight hours.

D. CASA Form: Consent to Electronic Transmission Request [Action Item]

The Board received a consent form for approval to receive/and send official communication from the California Association of Sanitation Agencies (CASA) by electronic transmission.

A motion was made by Director J. Colomy to approve the Consent to Electronic Transmission Request. 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. CASA Official Ballot and Approval of Member Dues [Action Item]

The Board received a ballot of the California Association of Sanitation Agencies (CASA) to approve the slate of Directors and to approve the Dues Resolution.

A motion was made by Director J. Colomy to approve the slate of Directors and the Dues Resolution. 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

F. Request for Approval of Partial Refund ADU [Action Item]

The Board received a report from the District Administrative Manager with a request for partial refund for the new received development plans "Conversion Guesthouse to Accessory Dwelling Unit", 2740 Montecito Ranch Lane. The Board is requested to approve the refund with a total of \$10,094.

A motion was made by Director J. Witmer to approve the refund as indicated on the report dated July 3, 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

G. Financial Status Report June 2020 [Non-Action Item]

The Board received an updated Financial Status and Cash Balances Reports for Funds 5215, 5216 & 5217.

Fund 5215: Revenues came in a little higher than budgeted for (1.75%). Expenditures also came in higher than budgeted (1.26%). Transfer to Emergency Fund 5217 was completed on June 30, 2020 with a total of \$130,998 which resulted in an overall net financial impact of \$101,023 for fund 5215. Fund 5216: The District had 4 new connections during the FY which resulted in a net financial impact of \$17,201. Fund 5217 had a recordation of a net financial impact of \$100,042, which was mostly due to transfer of \$130,998 revenues from fund 5215 and an expense of \$39,506 for a new company truck. Combined cash balance for the funds 5215, 5216 and 5217 was a total of \$2,113,042.

Financial Status Report June 2020 was accepted and filed.

I. DISTRICT ADMINISTRATIVE MANAGER REPORT

Commercial inspections were completed last month. The District Administrative Manager would like to call the AOP-Committee together to discuss setting up mutually agreed-upon goals, objectives, and standards for future evaluation of Job performance of the Management positions. The AOP-Committee will also be requested to review the District Personnel Handbook with proposed changes. A meeting date and time will be set-up by email.

X. TREATMENT PLANT OPERATIONS SUPERVISOR REPORT

Treatment Plant Operations Supervisor Mr. Aguilar Vega said that all is going well at the plant and he signed up for an Introduction to Business Class through Ventura City College. Our new employee started, and all is going well. In addition to the report, Mr. Aguilar Vega met with a plumber to video the pipeline on Golden Gate Avenue to locate the exact location of the offset.

President D. Novis announced that the Board would discuss the item listed under the Special Board Meeting of July 9, 2020 and thereafter will return to the Regular Board Meeting to discuss item XI. Board Communications.

XI. BOARD COMMUNICATIONS

- A. Board communications:
- B. Items for future Board meetings: Board Bylaws, Board meeting time
- C. Next Board meeting date:
Thursday August 13, 2020 at 5:00 p.m.

XII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular and Special Board meeting at 5:57 p.m. The motion was seconded by Director J. Colomy and passed with five ayes.

Respectfully submitted:


Jolene Colomy
Secretary

Date: August 13, 2020

Minutes prepared by M. Souza