



Minutes of the Regular Board of Directors Meeting

Thursday September 10, 2020 at 3:00 P.M.

These are the minutes of the regular meeting of the Governing Board of the Summerland Sanitary District. The Governing Board of the Summerland Sanitary District held a regular meeting outdoors at the district premises located at 2435 Wallace Ave, Summerland, California with social distancing protocols. The meeting was conducted in accordance with the Governor’s Executive Order No. N-29-20. To minimize the potential spread of the Covid-19 virus, the District did not permit public access to the meeting location. The public was able to listen to the meeting telephonically by calling +1 669 900 6833 (San Jose) Meeting Code ID: 983 226 8568 or through the internet at <https://us02web.zoom.us/j/9832268568>.

The agenda notice for this meeting, including instructions for the public to provide comments and/or participate in the electronic meeting, was posted at the district’s website, bulletin board and at the post office at least 72-hours in advance of the meeting.

PRESIDENT D. NOVIS CALLED THE REGULAR BOARD MEETING TO ORDER AT 3:00 P.M.

I. ROLL CALL

- | | |
|-------------------|--|
| DIRECTORS PRESENT | JOLENE COLOMY
DAVID NOVIS
JOHN FRANKLIN
MARTIN TUCKER
JAMES WITMER |
| ABSENT | - |
| STAFF 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 AUGUST 13, 2020 [Action-item]

A motion was made by Director J. Franklin to approve the minutes of the Regular Board meeting of August 13, 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, J. Witmer, M. Tucker

Summerland Sanitary District
Minutes Regular Board Meeting 09/10/2020

NOES: 0 None
ABSENT: 0 None
ABSTAIN: 0 None

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

The District Administrative Manager Souza answered and clarified questions the Board had about pay out of bills. A motion was made by Director J. Colomy to approve the monthly expenses, including payroll and petty cash totaling \$87,909 for Fund 5215. 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

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 Items]

A. Board Bylaws and Rules of Procedure

The Board received an administrative report on the Board Bylaws and Rules of Procedures with a request to review the proposed changes and provide staff with direction on Item I.

The Directors reviewed and discussed the administrative report and agreed that section I should be removed from the Board Bylaws, as advised by legal counsel, since public can request an item to be placed on the Board’s agenda through other means. Other immaterial changes to the Board Bylaws and Rules of Procedures were approved.

A motion was made by Director J. Colomy to remove Item I from the Board’s Bylaws and Rules of Procedures and to approve other proposed changes as indicated in the Draft Resolution 2020-09. 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

Resolution 2020-09 Board Bylaws and Rules of Procedure will be placed on the October 8th regular board meeting agenda in its final form.

B. Sick Leave Pay Out Policy and Legal Review of Personnel Handbook

The Board received an updated administrative report on the proposed sick leave pay out policy and request for approval of legal review of the Personnel Handbook to ensure that the personnel handbook is in compliance with current employment laws.

A motion was made by Director J. Franklin to approve the sick leave pay out policy as presented in the updated administrative report: for all District employees a pay-out of accrued sick leave up to a maximum of 80-hours, upon retirement from the District. Any accrued sick leave above 80-hours will be rolled into the retirement system for service time credit. The motion was amended by Director J. Franklin to include approval of legal review of the Personnel Handbook. The amended motion was seconded by Director J. Witmer and 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 Items]

A. Ocean Outfall Repair Request

The Board received a request for the Outfall Repair from the Treatment Plant Operations Supervisor N. Aguilar Vega. President D. Novis said that he would like to find out what the cost/procedure would be to replace the complete outfall pipeline. Mr. Aguilar Vega said that he would investigate this but urged that the repair needs be completed as soon as possible, to prevent an increase in the size of the small crack. After speaking with Carpinteria and Montecito Sanitary District, Cushman Contracting and Harbor Offshore provided a repair plan. Cushman Contracting proposal was substantially more expensive than Harbor Offshore. The proposal of Harbor Offshore was submitted to the Board in the board package and they are basically proposing to install a repair clamp around the small crack in the outfall pipe and will provide support to the outfall pipeline with jetting back sand/debris and placing sandbags to sure up the pipeline. After a short discussion the Board agreed that the repair needed to be done as soon as possible.

A motion was made by Director J. Colomy to approve outfall repair as outlined in the request with a total of \$18,627. The motion was seconded by Director J. Franklin and 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. Staff Procedures with Board Directors

President Novis said that the Board receives a monthly Treatment Plant Supervisor Report and that he would like to see a same sort of reporting from the District Administrative

Manager. The District Administrative Manager M. Souza said that she would be happy provide this. After a short discussion the Board also agreed that they would like to receive an update email every Friday on business matters/or weekly events. Staff will start doing so, with the reporting email send to the directors in BCC mode, to prevent a possible serial meeting from happening.

X. FINANCIAL STATUS REPORT AUGUST 2020

The Board received a Financial Status and Cash Balances Reports for Funds 5215, 5216 & 5217 and staff provided explanation where requested. The Board accepted the report as presented.

XI. TREATMENT PLANT OPERATIONS SUPERVISOR REPORT

Treatment Plant Operations Supervisor N. Aguilar Vega provided a written report and in addition to the report he spoke to Craig Murray of Carpinteria Sanitary District (CSD) and they approved to assist during an emergency. CSD's Operations Manager Mark Bennet and staff will visit SSD next week for information exchange and a plant tour. The Board was very pleased with this confirmation. The property owner of 2560 Whitney Avenue submitted plans for a main extension. The plans were reviewed by an engineer, Mr. D. Rundle, who was contracted by the District. A dedication agreement was drafted, but the public utility easement needs to be reviewed and deemed to be in good order, before presenting the dedication agreement for approval to the Board.

XII. BOARD COMMUNICATIONS

- A. Board communications: President D. Novis showed the press release article "SSD Board Appoints New Management" that was published in the SB Newshawk and Coastal View. President D. Novis also showed an advertisement of endorsement of certain directors to the MSD Board. The advertisement seems a bit misleading, since it seemed like the endorsement advertisement was provided by MSD, but that was not the case. A friendly reminder was given for the Special Board meeting on Thursday September 24, 2020 at Noon: Meet & Greet District Staff. Pizza orders were taken.
- B. Items for future Board meetings: Resolution 2020-09 Board Bylaws and Procedures
- C. Next Board meeting date:
 - SBM Thursday September 24, 2020 at 12:00 p.m.
 - RBM Thursday October 8, 2020 at 3:00 p.m.

XIII. ADJOURNMENT

A motion was made by Director J. Colomy to adjourn the Regular meeting at 4:02 p.m. The motion was seconded by Director J. Witmer and passed with five ayes.

Respectfully submitted:


Jolene Colomy
Board Secretary

Date: October 8, 2020

Minutes prepared by M. Souza