



## Minutes of the Regular Board of Directors Meeting

Thursday October 8, 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]

None

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING SEPTEMBER 10, 2020 AND THE REGULAR BOARD MEETING SEPTEMBER 24, 2020 [Action-item]

A motion was made by Director J. Franklin to approve the minutes of the Regular Board meeting of September 10, 2020 and the Special Board meeting of September 24, 2020. The motion was seconded by Director J. Colomy. The motion was carried by the following roll call vote:

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

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

District Management 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 \$65,285 for Fund 5215 and \$1,000 for fund 5216. 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 Item]

A. Resolution No. 2020-09 Board Bylaws and Rules of Procedure

The Board was requested to adopt Resolution No. 2020-09. The Resolution included the changes as discussed and approved during the regular board meeting of September 10, 2020.

A brief discussion took place about the language listed under the Quorum on page 3. A motion was made by Director J. Colomy adopt Resolution No. 2020-09 Board Bylaws and Rules of Procedure as presented. 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

X. FINANCIAL STATUS REPORT SEPTEMBER 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 informed the board that the blower #2 was showing problems. The District had an electrical technician trouble shoot the blower, but so far, the problem has not been resolved. Blower # 1 has not been working properly for many years as well. Treatment Plant Operations Supervisor N. Aguilar Vega will report to the board further findings at next board meeting. 2560 Whitney Avenue Main Extension: status of the project. The homeowner has been requested to stake out the easement at the proposed job site by a certified surveyor and is required to resubmit the main extension as-build plans showing the easement. Both requests are expected to be completed before the next board meeting. President D. Novis asked some questions about the District Outfall pipeline and recommended performing some research regarding funding, including grant research, for future replacement of the outfall pipeline.

XII. DISTRICT ADMINISTRATIVE MANAGER REPORT

District Administrative Manager M. Souza provided a written report and in addition she informed the board that she would like to convert the current customer database into a data base system that upgrades the functionality and can integrate several administrative tasks, like inspection forms, property history and can provide a more detailed overview with reporting functions. After researching several options, M. Souza recommended Caselle Software, which is used by many other special districts. M. Souza asked if she can provide the Board with a presentation next month and a cost overview. The Board agreed to put this on the Agenda.

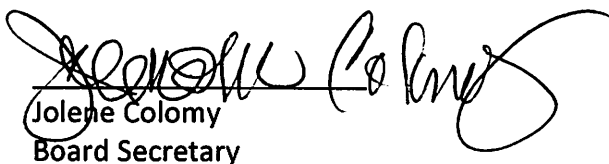
XIII. BOARD COMMUNICATIONS

- A. Board communications: none.
- B. Items for future Board meetings: Presentation and cost overview Caselle Software
- C. Next Board meeting date:  
Regular Board Meeting November 12, 2020

XIV. ADJOURNMENT

A motion was made by Director J. Colomy to adjourn the Regular meeting at 3:47 p.m. The motion was seconded by Director J. Witmer and passed with five ayes.

Respectfully submitted:

  
Jolene Colomy  
Board Secretary

Date: November 12, 2020

Minutes prepared by M. Souza