



Minutes of the Regular Board of Directors Meeting

Thursday December 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 3:01 P.M.

I. ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY
DAVID NOVIS
JOHN FRANKLIN
JAMES WITMER

ABSENT

MARTIN TUCKER

STAFF PRESENT

NOE AGUILAR VEGA Treatment Plant Operations Supervisor
MARJON SOUZA District Administrative Manager
ANTHONY TREMBLEY District Legal Counsel

II. PLEDGE OF ALLEGIANCE

III. ORGANIZATIONAL MEETING

See separate minutes.

IV. 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.

V. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public comments were submitted, and no public was present via telephone, or Zoom.

VIII. CLOSED SESSION ITEM

Conference with Legal Counsel- Existing Litigation (Subdivision (d) of Section §54956.9)

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Title of Case: Santa Barbara Superior Court Case Number: 18CV01923/Court of Appeal Case No. B298730. Lucinda Malott Successor Trustee versus Summerland Sanitary District

Board President, D. Novis, announced that the Board entered into a closed session with legal counsel and district staff at 3:16 p.m.

President D. Novis announced that the Board reconvened into open session at 3:52 p.m. and reported that no action was taken.

VI. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF NOVEMBER 12, 2020
[Action-item]

A motion was made by Director J. Colomy to approve the minutes of the Regular Board Meeting of November 12, 2020. The motion was seconded by Director J. Witmer. The motion was carried by the following roll call vote:

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

VII. APPROVAL OF THE MONTHLY EXPENSES FOR NOVEMBER 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. Franklin to approve the monthly expenses, including payroll and petty cash totaling \$86,326 for Fund 5215. The motion was seconded by Director J. Witmer. The motion was carried by the following roll call vote:

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

VIII. 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.

C. Ad-hoc Committee

No Report.

IX. NEW BUSINESS [Action Items]

A. **Outfall Hydraulic Study Proposal**

The Board of the Summerland Sanitary District received a proposal for a Hydraulic Study and was requested to approve the proposal and to authorize to the Treatment Plant Operations Supervisor to sign. Operations Supervisor N. Aguilar Vega informed the Board

that the study will determine if slip lining the outfall will be a valid option. If the outfall can be slip lined the cost is estimated around \$800,000. If the Outfall needs to be replaced, then the District should expect to double this amount. The process for permits can take a couple of years to be completed.

A motion was made by Director J. Franklin to approve the Study Proposal as presented and to authorize the Treatment Plant Operations Supervisor to sign the proposal. 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, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSENT:	1	M. Tucker

B. Disposal of 2001 Chevrolet Company Truck

The Board of the Summerland Sanitary District was requested to approve the disposal of the 2001 Chevrolet Company Truck through J.J. Kane Auctioneers.

A motion was made by Director J. Witmer to approve the disposal of the 2001 Chevrolet Truck through J.J. Kane Auctioneers. The motion was seconded by Director J. Franklin. The motion was carried by the following roll call vote:

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

C. Resolution No. 2020-11: A Resolution by the Governing Board of the Summerland Sanitary District Adopting Regulations for Purchasing of Goods, Supplies and Services

The Board was requested to adopt Resolution 2020-11

A motion was made by Director J. Franklin to adopt Resolution 2020-11 with the amendment to remove the following sentence under Section 1: "All previously adopted regulations governing purchasing are amended in their entirety to read as follows:". The amended 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, J. Witmer
NOES:	0	None
ABSENT:	0	None
ABSENT:	1	M. Tucker

Resolution 2020-11 was signed and sealed.

D. Discussion with the Board of Directors to either elect, or decline, to become subject to the Uniform Public Construction Cost Accounting Act for bidding requirements for Public Works Contracts

The Board was requested to discuss becoming subject to the Uniform Public Construction (UCP) Cost Accounting Act for bidding requirements for Public Works Contract with the staff recommendation to decline.

The Board discussed the subject and opted to decline becoming subject to the UPC Cost Accounting Act.

X. FINANCIAL STATUS REPORT NOVEMBER 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 repair of blower #1 will be included in the capital project request for next fiscal year. 2560 Whitney Avenue Main Extension Project is going to plan, and the construction is almost completed.

XII. DISTRICT ADMINISTRATIVE MANAGER REPORT

District Administrative Manager M. Souza provided a written report and answered questions the board had regarding the report. M. Souza will work with a database developer on a small project to update of the District's customer database and will request additional funding for next FY if the project is successful to integrate additional property related information like district reporting and inspection data in the customer database.

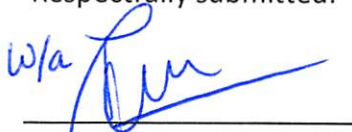
XIII. BOARD COMMUNICATIONS

- A. Board communications: Holiday gathering that was planned for December 17th was canceled. President Novis thanked everyone for their service to the District. Noe Aguilar Vega and Marjon Souza thanked the Board for their time and service this past year and handed out chocolate bonbons as a token of appreciation.
- B. Items for future Board meetings: Presentation of Financial Statement FY19/20 by T. Solomon of Bartlett Pringle & Wolf, LLP.
- C. Next Board meeting date:
Regular Board Meeting January 14, 2021 at 3:00 p.m.

XIV. ADJOURNMENT

A motion was made by Director J. Colomy to adjourn the Regular meeting at 4:25 p.m. The motion was seconded by Director J. Witmer and passed with four ayes and one absent vote.

Respectfully submitted:



Jolene Colomy
Board Secretary

Date: January 14, 2020

Minutes prepared by M. Souza

SUMMERLAND SANITARY DISTRICT
BOARD OF DIRECTOR'S ORGANIZATIONAL MEETING

MINUTES

December 10, 2020

1. Certificates of Appointment and Oath of Offices

The Summerland Sanitary District received the Certificates of Appointments for the following candidates:

John W. Franklin	-	4-year term: December 4, 2020 through December 6, 2024
David Novis	-	4-year term: December 4, 2020 through December 6, 2024
Martin E. Tucker	-	4-year term: December 4, 2020 through December 6, 2024

The Clerk of the Board administered the Oath of Office for John W. Franklin and David Novis. Martin E. Tucker was absent.

2. The Clerk of the Board Announced that:

"Pursuant to law, this is the time and place for the meeting to organize the members as a Governing Board."

3. Election of a Board President

Nominee:	David Novis
Motion to Approve:	Jolene Colomy
Seconded By:	John Franklin

Election of David Novis as the Board President was approved by the following roll call:

AYES:	Jolene Colomy, John Franklin, David Novis, James Witmer
ABSENT:	Martin Tucker

The Newly Elected President D. Novis Presided

4. Appointment of the Following Officers and Committees

Vice-President

Appointee(s):	James Witmer
Motion to Approve:	John Franklin
Seconded By:	Jolene Colomy

Appointment of the Vice-President James Witmer was approved by the following roll call:

AYES:	Jolene Colomy, John Franklin, David Novis, James Witmer
ABSENT:	Martin Tucker

Organizational Minutes
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Secretary

Appointee(s): Jolene Colomy

Motion to Approve: David Novis

Seconded By: James Witmer

Appointment of the Secretary Jolene Colomy was approved by the following roll call:

AYES: Jolene Colomy, John Franklin, David Novis, James Witmer

ABSENT: Martin Tucker

Secretary Pro Term

Appointee(s): Martin Tucker

Motion to Approve: David Novis

Seconded By: Jolene Colomy

Appointment of the Secretary Pro Term Martin Tucker was approved by the following roll call:

AYES: Jolene Colomy, John Franklin, David Novis, James Witmer

ABSENT: Martin Tucker

Finance Committee

Appointee(s): Jolene Colomy and John Franklin

Motion to Approve: David Novis

Seconded By: Jim Witmer

Appointment of Finance Committee was approved by the following roll call:

AYES: Jolene Colomy, John Franklin, David Novis, James Witmer

ABSENT: Martin Tucker

Administration, Operations & Personnel (AOP) Committee

Appointee(s): David Novis and Martin Tucker

Motion to Approve: Jolene Colomy

Seconded By: Jim Witmer

Appointment of the AOP Committee was approved by the following roll call:

AYES: Jolene Colomy, John Franklin, David Novis, James Witmer

ABSENT: Martin Tucker

- 5. **Other Organizational Decisions to be made by the Board**
 - a. Designate the dates, time and place for holding regular meetings, pursuant to the requirements of Government Code section 54954(a) and Health and Safety Code section 6488.

Dates: Second Thursday of Each Month

Time: 3:00 P.M.

Place: District Premises

- 6. President Announced:
"The organizational procedures are complete. The Statement of Facts shall be filed with the Secretary of State and the Santa Barbara County Clerk, pursuant to Government Code section 53051(a) and (b). "The Board will now proceed with the regular meeting for District business as set forth in the agenda."