



VI

## Minutes of the Regular Board of Directors Meeting

Thursday, November 10, 2022, at 3:00 p.m.

These are the minutes of the regular meeting of the Governing Board of the Summerland Sanitary District held at the District's Office at 2435 Wallace Avenue, Summerland, California.

The public was able to listen to the meeting telephonically by calling +1 669 900 6833 (San Jose), code 983 226 8568, or through the internet at <https://us02web.zoom.us/j/9832268568>. The public was also allowed to attend the meeting.

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

PRESIDENT PRO TEMPORE COLOMY CALLED THE REGULAR BOARD MEETING TO ORDER AT 3:00 p.m.

I. CALL TO ORDER/ROLL CALL

DIRECTORS PRESENT	JOLENE COLOMY JOHN FRANKLIN MARTIN TUCKER JAMES WITMER
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ABSENT -

OTHERS PRESENT	NOE AGUILAR VEGA MARJON (MAR) SOUZA JANET MCGINNIS	Operations Manager Administrative Manager Legal Counsel (via Zoom)
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II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

President Pro Tempore J. Colomy asked if there were any modifications and/or changes. Hearing no objections, the agenda was approved as submitted.

IV. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public comments were submitted, and one member of the public was present via zoom.

VIII. BOARD VACANCY APPOINTMENT HEARING [Action Item]

- Affidavit of Posting.  
An Affidavit of Posting for the "Notice of Vacancy in Office" was included in the Board meeting packet.
- The Board conducted an interview with the candidate, Mr. Gary W. Robinson. The interview included questions regarding the legal requirements for the position. Mr. Robinson confirmed that he was a registered voter and that he is a resident within the Summerland Sanitary District Boundary.

After the interview was conducted President Pro Tempore J. Colomy asked if there were any Public comments; there were none. President Pro Tempore Colomy asked the Board

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members to bring out their vote to elect Mr. Gary Robinson as a new Director. A roll call was taken:

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

Mr. Gary Robinson was voted in as a new Director and President Pro Tempore J. Colomy administered the Oath of Office.

Mr. Robinson was thereafter congratulated by the Board members and invited to join the meeting as a board member.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF OCTOBER 13, 2022 [Action Item]

A motion was made by Director M. Tucker to approve the minutes of the Regular Board Meeting of October 13, 2022. The motion was seconded by Director J. Colomy, and was carried by the following roll call vote:

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

VI. APPROVAL OF THE MONTHLY EXPENSES FOR OCTOBER 2022, INCLUDING PAYROLL AND PETTY CASH [Action Item]

District Management answered the Board's questions and clarified information about the payout of bills. A motion was made by Director J. Franklin to approve the monthly expenses, including payroll and petty cash totaling \$124,302 for Fund 5215 and \$17,765 for Fund 5217. The motion was seconded by Director J. Witmer, and was carried by the following roll call vote:

AYES:	5	J. Colomy, J. Franklin, G. Robinson, 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

The AOP- Committee did not meet.

IX. NEW BUSINESS ITEMS

A. Review of the LAFCO Municipal Service Review (MSR) October 2022 draft [Action Item]

*District staff received a draft MSR to be discussed with the Board. The Board was requested to accept the MSR as presented and included in the board meeting packet.*

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Staff revisited the important items that were highlighted in the staff report: LAFCO encouraged the exploration of finding a successor agency if this is the most feasible option for providing services. SSD management also requested LAFCO to change the Sphere of Influence since the Summerland Heights area was not annexed into the District in 1999. Two Parcels on Ortega Ridge Road are also included in the request. LAFCO agreed with this change in the Sphere of Influence request.

The MSR document can be updated up to January 2023 and staff recommended accepting the MSR as presented.

A motion was made by Director M. Tucker to accept the LAFCO's Municipal Service Review Document final draft of November 2, 2022. The motion was seconded by Director J. Franklin and passed with the following roll call:

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

**B. Board Discussion: District's Future [Action Item]**

*The Board held a discussion on the District's future predicated on cost/revenues, personnel challenges, and climate change and considered reaching out to Carpinteria Sanitary District to request interim services.*

The Board discussed that the district should examine the District's cost/revenues, the impact of requirements for the new NPDES permit, the expected upcoming capital expenditures, the legal commitments, and the impact on the future proposed annual user fees.

The District Administrative Manager Souza had an informal meeting with Carpinteria Sanitary District's (CSD) General Manager Mr. Craig Murray to provide an update on the SSD District's personnel challenges and to discuss if interim services could be provided by CSD. General Manager C. Murray was also updated on a possible future exploration of the SSD Board toward dissolution and annexation. Mr. Murray advised M. Souza to request the SSD Board to inform CSD Board of Directors of this development.

The Board agreed on setting up an informal phone call between President Pro Tempore J. Colomy and the CSD Board President. President Pro Tempore Colomy will inform the CSD Board President about a possible future exploration of SSD towards dissolution and annexation and will request feedback if a possible annexation request would be welcomed by the CSD Board.

**C. Financial Proposal- Rate Study, First Phase [Action Item]**

*The Board of Directors received an updated Financial Proposal from L&T Municipal Consultants. The Board was requested to approve or disapprove the proposal.*

The Board reviewed the staff report provided by District Administrative Manager M. Souza and held a discussion. The Board agreed that the Financial Plan Proposal would provide crucial information for deciding if the board should pursue implementing new user fee rates per July 2023. The report will provide a financial overview and a calculation of the new

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annual user fees with the expected upcoming capital expenditures and new user classifications. If the report shows that the annual user fees are proportionally unacceptably high compared to other districts, dissolution and annexation could be further explored. The report is expected to be completed by January 12, 2022.

A motion was made by Director M. Tucker to approve the Financial Plan Proposal from Lechowicz & Tseng Municipal Consultants with a total of \$10,540. The motion was seconded by Director J. Franklin and passed with the following roll call:

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

President Pro Tempore J. Colomy appointed the Finance Committee to work with the Financial Consultants.

**D. Discussion of Operations Manager Vacancy Position [Action Item]**

*The Board received an update on the status, applicants, and scheduled interview dates.*

*The Board will review the position description and requirements and may elect to change the job description, responsibilities, pay range, and contracting or recruiting method.*

The Board was informed about the applications received. Prospective candidates on a part-time basis were also provided by a temporary agency. The temporary agencies are tapping into the retired workforce from the industry and this workforce often does not want to work on a full-time basis. District staff Aguilar and Souza informed the Board that the qualified applicant pool for the Operations Manager vacancy is very meager, and a solution could be to fill the position on a part-time basis with a minimum of 24 hours.

The Board decided to schedule an interview with the applicant, Mr. David Lewis, who is available part-time (24 hours per week) for the position of Operations Manager. Administrative Manager M. Souza will reach out to the Board and Mr. Lewis to set up a date for a Special Board Meeting to conduct an interview with Mr. Lewis.

**X. FINANCIAL STATUS REPORT – OCTOBER 2022 [Action Item]**

The Board received Financial Status and Cash Balances Reports for Funds 5215, 5216, and 5217, and staff provided explanations as requested.

A motion was made by Director J. Franklin to accept the Financial Status Report of October 2022. The motion was seconded by Director J. Witmer, and was approved by the following roll call vote:

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

VIII. OPERATIONS MANAGER REPORT

Operations Manager N. Aguilar Vega provided a written report and answered Board questions.

- Operations Manager N. Aguilar Vega was happy to report that two conditional job offers were made for the two Operator vacancies that existed in the district. Mr. V. Aguilar will start as an Operator-In-Training on November 21<sup>st</sup>. Mr. C. Bennett will start on November 28<sup>th</sup> as Operator II.

IX. ADMINISTRATIVE MANAGER REPORT

Administrative Manager M. Souza provided a written report and answered Board questions.

XI. BOARD COMMUNICATIONS

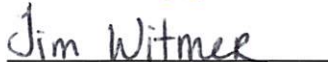
- A. Board communications: -
- B. Items for future Board meetings. Organizational Meeting
- C. The next regular board meeting is Thursday, December 8, 2022.

XII. ADJOURNMENT

A motion was made by Director J. Witmer to adjourn the Regular Board Meeting at 4:35 p.m. and was seconded by Director J. Franklin and carried by five ayes.

Respectfully submitted:





Board Secretary

Date: December 8, 2022

Minutes prepared by M. Souza