

# Minutes of the Regular Board of Directors Meeting

Thursday, January 11, 2024, at 3:00 p.m.

These are the minutes of the Summerland Sanitary District Governing Board meeting 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 <a href="https://us02web.zoom.us/j/9832268568">https://us02web.zoom.us/j/9832268568</a>. The public was also invited to attend the meeting in person.

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 J. WITMER CALLED THE REGULAR BOARD MEETING TO ORDER AT 3:00 P.M.

#### I. CALL TO ORDER/ROLL CALL

DIRECTORS PRESENT JOLENE COLOMY

JOHN FRANKLIN GARY ROBINSON JAMES WITMER MARTIN TUCKER

ABSENT

OTHERS PRESENT

**DAVID LEWIS** 

Operations Manager

MARJON (MAR) SOUZA

Administrative Manager

TRACEY SOLOMON

CPA, Bartlett & Pringle Wolf, LLP

#### II. PLEDGE OF ALLEGIANCE

#### III. APPROVAL OF THE AGENDA

President J. Witmer asked if there were any other modifications and/or changes. Hearing no objections, the agenda was approved.

#### IV. PUBLIC COMMENT [Non-Agenda Items]

No public comments were submitted in advance. No members of the public were present at the meeting location or via Zoom.

# V. <u>APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF DECEMBER 14, 2023</u> [Action Item]

Director J. Colomy made a motion to approve the minutes of the Regular Board Meeting of December 14, 2023. The motion was seconded by Director J. Franklin and was carried by the following roll call vote:

AYES:

5 0 J. Colomy, J. Franklin, G. Robinson, M. Tucker, J. Witmer

NOES: ABSENT: None

None

ADCTAIN

0 None

ABSTAIN:

0

#### VI. APPROVAL OF THE MONTHLY EXPENSES FOR DECEMBER 2023, INCLUDING PAYROLL AND PETTY CASH [Action Item]

District Management answered the Board's questions and clarified information about the payout of bills. Director J. Franklin made a motion to approve the monthly expenses, including payroll and petty cash totaling \$83,631 for Fund 5215. The motion was seconded by Director J. Witmer, and was carried by the following roll call vote:

AYES:

0

0

J. Colomy, J. Franklin, G. Robinson, M. Tucker, J. Witmer

NOES:

0 None

ABSENT:

None

None

ABSTAIN:

#### VII. **COMMITTEE REPORTS**

A. Finance Committee Report

Did not meet.

- B. Administration, Operations & Personnel (AOP) Committee Did not meet.
- C. Ad-Hoc Strategic Committee The Ad-Hoc Strategic Committee did not meet and is scheduled to meet on January 16th.

#### VIII. NEW BUSINESS ITEMS

A. Financial Statements FY2022-23 and Management Report June 30, 2023 [Action Item] The Board received a presentation of the Annual Financial Report and Management Report FY 2022-23 presented by Tracey Solomon, CPA of Bartlett, Pringle & Wolf, LLP. The Board will be requested to accept the Draft Financial Statements and Management Report as presented.

A motion was made by Director J. Franklin to accept the Draft Financial Statements and Management Report as presented. The motion was seconded by Director J. Colomy, and was carried by the following roll call vote:

AYES:

J. Colomy, J. Franklin, G. Robinson, J. Witmer, M. Tucker 5 0

NOES:

None

ABSENT:

0 None

ABSTAIN:

0 None

The Board and staff thanked Ms. Tracey Solomon for the excellent presentation. At this point, Ms. Solomon left the board meeting.

B. Election of Regular Special District Member for Santa Barbara LAFCO [Action Item]

<u>Description</u>: The Board of Directors are requested to elect one of the presented candidates for the Santa Barbara LAFCO Regular Special District Member Seat.

The candidates were discussed.

A motion was made by Director J. Franklin to vote for Dorinne Johnston for the LAFCO Regular Special District Member Seat. The motion was seconded by Director J. Colomy, and was carried by the following roll call vote:

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AYES: 5 J. Colomy, J. Franklin, G. Robinson, J. Witmer, M. Tucker

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

President J. Witmer signed the ballot to be submitted to LAFCO.

# IX. <u>FINANCIAL STATUS REPORT – DECEMBER 2023</u> [Action Item]

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

A motion was made by Director J. Colomy to accept the financial status report for December 2023. The motion was seconded by Director J. Franklin, and was carried by the following roll call vote:

AYES: 5 J. Colomy, J. Franklin, G. Robinson, J. Witmer, M. Tucker

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

#### X. OPERATIONS MANAGER REPORT

Operations Manager D. Lewis provided a written and oral report and answered Board questions.

#### XI. ADMINISTRATIVE MANAGER REPORT

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

# IX. BOARD COMMUNICATIONS

- A. None.
- B. Items for future Board meetings: Casmalia.
- C. The next regular board meeting is Thursday, February 15, 2024.

#### X. ADJOURNMENT

President J. Witmer adjourned the meeting at 3:55 p.m.

Respectfully submitted:

Date: February 15, 2024

Minutes prepared by M. Souza