



## Minutes of the Regular Board of Directors Meeting

Tuesday, July 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) Meeting Code ID: 983 226 8568 Passcode 123 or through the internet at

<https://us02web.zoom.us/j/9832268568?pwd=nl8jNgA5DOkwx950nKL4h0nmahQbj.1&omn=85964199693>.

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

JOHN FRANKLIN  
GARY ROBINSON  
MARTIN TUCKER  
JAMES WITMER

ABSENT

JOLENE COLOMY

OTHERS PRESENT

DAVID LEWIS                      Operations Manager  
MARJON (MAR) SOUZA            Administrative Manager

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 in person or via Zoom videoconference.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JUNE 13, 2024 [Action Item]

Director J. Franklin made a motion to approve the regular board meeting minutes of June 13, 2024. The motion was seconded by Director G. Robinson and was carried by the following roll call vote:

AYES:	4	J. Franklin, G. Robinson, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	J. Colomy
ABSTAIN:	0	None

VI. APPROVAL OF THE MONTHLY EXPENSES FOR JUNE 2024, INCLUDING PAYROLL AND PETTY CASH  
[Action Item]

District Management answered the Board’s questions and clarified information about the payout of bills. Director G. Robinson made a motion to approve the monthly expenses, including payroll and petty cash totaling \$84,450 for Operations Fund 5215 and \$4,693 for Capital Expenditures and Emergency Fund 5217. The motion was seconded by Director J. Franklin, and was carried by the following roll call vote:

AYES:	4	J. Franklin, G. Robinson, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	J. Colomy
ABSTAIN:	0	None

VII. COMMITTEE REPORTS

- A. Finance Committee Report  
Did not meet.
- B. Administration, Operations & Personnel (AOP) Committee  
Did not meet.
- C. Ad-Hoc Strategic Committee  
Did not meet.

VIII. NEW BUSINESS ITEMS

A. Sewer Service Charges Rate Study. [Action Item]

The Board requested the District Administrative Manager to prepare a proposed timeline for the rate study to be conducted during the FY2024-25. This timetable was reviewed. The Board requested the preparation of a Request for Proposal (RFP) to be sent to identified rate study consultant firms. This RFP will be reviewed at the next board meeting. The retention agreement provided by Mr. Colantuono, Esq. for rate-making issues under Proposition 218 and related laws, was requested to be added to next month’s agenda for consideration and board approval.

B. Resolution 2024-05, Resolution of the Board of Summerland Sanitary District Ordering the Filing with the County Auditor of a Report of Sewer Service Charges for the Fiscal Year 2024-25 to be Placed on and Collected by Means of the County Tax Roll [Action Item]

The procedural text for the Notice of Hearing was read aloud. Board President J. Witmer requested the Clerk for a roll call: Director J. Franklin, Director G. Robinson, Director J. Witmer, and Director M. Tucker were present; Director J. Colomy was absent. The Clerk announced that a two-thirds quorum was present as required to adopt Resolution 2024-05. The Notice of Hearing Announcement and Proof of Publication were received by the Board Secretary Pro-Tem M. Tucker. Board President J. Witmer asked if anyone present had any objections or protests to the report. There was none and the Clerk announced that no protests to the sewer service charges report were received.

President J. Witmer said, “There being no majority protests, the hearing is now declared closed and a resolution ordering the filing of the report with the Auditor is ordered”.

Director G. Robinson made a motion to adopt Resolution No. 2024-05. Resolution of the Board of Summerland Sanitary District Ordering the Filing with the County Auditor of a

Report of Sewer Service Charges for the Fiscal Year 2024-25 to be Placed on and Collected by Means of the County Tax Roll. The motion was seconded by Director J. Franklin and was carried by the following roll call vote:

AYES:	4	J. Franklin, G. Robinson, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	1	J. Colomy
ABSTAIN:	0	None

Resolution No. 2024-05 was signed and sealed.

X. FINANCIAL STATUS REPORT – JUNE 2024 [Action Item]

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

Director J. Franklin made a motion to accept the financial status report as presented. The motion was seconded by Director M. Tucker and was carried by the following roll call vote:

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

XI. OPERATIONS MANAGER REPORT

Operations Manager D. Lewis provided a written and oral report and answered Board questions. In addition to the report, Operations Manager Mr. Lewis said that he registered for the annual CASA conference in Monterey from July 31<sup>st</sup> through August 2<sup>nd</sup>.

Director J. Franklin requested a board report as soon as there is further news about rehabilitation possibilities for the ocean outfall.

XII. ADMINISTRATIVE MANAGER REPORT

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

IX. BOARD COMMUNICATIONS

A. Board Communications: None

B. Items for future Board meetings: Draft of Request for Proposal for Rate Study  
Retention Agreement M. Colantuono Esq. for Legal  
Services for Rate Making Issues

C. Next regular board meeting: Thursday, August 8, 2024

X. ADJOURNMENT

President J. Witmer adjourned the meeting at 3:59 p.m.

Respectfully submitted:



Martin Tucker  
Secretary, Pro Tem

Date: August 8, 2024

Minutes prepared by M. Souza