



Minutes of the Regular Board of Directors Meeting

Tuesday, August 8, 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=nlT8jNgA5DOkwx950nKL4h0nmahQbj.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	JOLENE COLOMY	
	JOHN FRANKLIN	
	GARY ROBINSON	
	MARTIN TUCKER	
	JAMES WITMER	
ABSENT	-	
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 modifications or changes. Director J. Franklin requested to discuss items VI and VII after this item, because he had to leave the meeting at 4:00 p.m..

IV. PUBLIC COMMENT [Non-Agenda Items]

President J. Witmer asked the Clerk of the Board M. Souza if there were any public comments. No public comments were submitted in advance and no member of the public was present in person or via Zoom videoconference.

V. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JULY 11, 2024 [Action Item]

Director G. Robinson made a motion to approve the regular board meeting minutes of July 11, 2024. 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 EXPENDITURES FOR JULY 2024, 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 expenditures, including payroll and petty cash totaling \$165,389 for Operations Fund 5215 and \$6,776 for Capital Expenditures and Emergency Fund 5217. 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

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. Request for Proposals for Rate Study. [Action Item]

The Board requested the Administrative Manager to prepare a Request for Proposal (RFP) to be sent to rate study consultant firms. This RFP was reviewed by Legal Counsel. Director J. Colomy requested some immaterial changes to the RFP.

Director G. Robinson made a motion to approve the Request for Proposal and to distribute it to rate study firms. The motion was seconded by Director M. Tucker, 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

President J. Witmer appointed Directors Colomy and Franklin to the Ad-Hoc Rate Study Committee. The Rate Study Committee will review the Proposals with legal counsel and staff and will provide a recommendation to the Board at the next Regular Board Meeting.

B. Retention Agreement for Representation of Colantuono, Highsmith & Whatley, PC to Provide Legal Services for Rate Making Issues. [Action Item]

The Board of Directors considered approving the retention agreement for legal services for rate-making issues.

Director G. Robinson requested the following amendments: Page 2, second paragraph change "we understand that those proposals are not currently active" into "are very early in the formative stage". Page 5, second paragraph, change "15 days" into "30 days" and "1% a month" into "0.5% a month". The board agreed on the amendments.

Director J. Franklin made a motion to approve the Retention Agreement as presented with the amendments. The motion was seconded by Director G. Robinson, 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

X. FINANCIAL STATUS REPORT – JULY 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. Colomy made a motion to accept the financial status report as presented. 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, M. Tucker, J. Witmer
NOES:	0	None
ABSENT:	0	None
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 expects to receive a ROM for the Ocean Outfall Sliplining within the next couple of days. Staff also received a joint-agency presentation from Carollo and WSC with the first analysis results. Mr. Lewis was happy with the work done so far, which is a more in-depth analysis than the report for the connection with CSD. An Ad Hoc Strategic Committee will be organized to discuss this ROM and the Carollo Study Report. Mr. Alfonso Aguilar, who was scheduled to return part-time, temporarily, let the District know earlier this week that he was not able to accept this position due to personal reasons. O.M. Lewis will be Operating the plant at least one day a week and will take the on-call duty until E. Nava returns to work from sick leave.

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: Rate Study Proposals
Progress Report Carollo Study MSD-SSD
ROM Ocean Outfall Sliplining
- C. Next regular board meeting: Thursday, September 12, 2024

X. ADJOURNMENT

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

Respectfully submitted:

Jolene Colomy
Secretary

Date: September 12, 2024

Minutes prepared by M. Souza