



# **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

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## **Action Minutes of the Regular Meeting of Wednesday, February 21, 2018**

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### **1. CALL TO ORDER AND ROLL CALL**

Chair Austin called the meeting to order and recognized a quorum.

Present: Linda Austin, Chair, Oceano Community Services District  
Jim Hill, Director, City of Arroyo Grande  
Barbara Nicolls, Director, City of Grover Beach

District Staff: Gilbert Trujillo, District Legal Counsel  
Amy Simpson, District Bookkeeper/Secretary

### **2. PLEDGE OF ALLEGIANCE**

Chair Austin led the Pledge of Allegiance.

### **3. AGENDA REVIEW**

Approved as presented.

### **4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA**

Chair Austin opened the Public Comment period.

Julie Tacker requested the Board rescind the censure of Director Hill, an investigation of Chair Shoals and increasing the Board to five members.

Kris Victorine commented on the Glenn Burdette contract for the fiscal year 15/16 audit.

Coleen Kubel asked the Board to be courteous to the speakers.

Patricia Price commented on the application process for the recruitment of a District Administrator.

Mary Lucey commented on a Fair Political Practices Commission complaint.

Chair Austin closed the Public Comment period.

**5. CONSENT AGENDA:**

- 5A. Approval of Warrants**
- 5B. Approval of Minutes of February 7, 2018**
- 5C. Award of Contract for Environmental Services in Support of Funding Opportunities for Redundancy Project**
- 5D. Designation of Authority to Sign for District**

Chair Austin opened the Public Comment period.

Julie Tacker and Kris Victorine commented on the consent agenda.

Chair Austin closed the Public Comment period.

The Board members provided their comments.

**Motion:** Director Nicolls made a motion to approve the consent agenda as presented.

**Second:** Director Hill

**Action:** Approved unanimously.

**6. ACTION ITEMS:**

**6A. ANNUAL REVIEW OF BYLAWS FOR REVISION / APPROVAL  
(Continued from Board Meeting of February 7, 2018)**

Legal Counsel Trujillo introduced this item.

Chair Austin opened the Public Comment period.

Patricia Price and Julie Tacker commented on the Bylaws.

Chair Austin closed the Public Comment period.

The Board discussed Item 1.4 of the Bylaws.

**Motion:** Director Nicolls made a motion to change Item 1.4 to the following:  
*The Chair and Vice Chair of the Board shall be elected annually at the second meeting in January of each calendar year.*

**Second:** Chair Austin

**Action:** Approved unanimously by roll call vote.

**Motion:** Director Nicolls made a motion to approve the February 2018 Update of the Bylaws and adopt Resolution No. 2018-388 as revised.

**Second:** Director Hill

**Action:** Approved unanimously.

**6B. DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES**

Legal Counsel Trujillo introduced this item.

Chair Austin opened the Public Comment period.

Kris Victorine, Julie Tacker, Mary Lucey, Patricia Price, Ron Arnoldsen and Coleen Kubel commented on the Personnel Policy Manual.

Chair Austin closed the Public Comment period.

The Board then discussed the Personnel Policy Manual, provided comments, and asked staff to correct the grammatical errors.

**Motion:** Director Hill made a motion to incorporate the changes that he recommended in the document.

**Second:** None

**Action:** Motion died for lack of a second.

**Motion:** Director Hill made a motion to bring back the Personnel Policy Manual to the next meeting and continue the discussion beginning with Section 2030.

**Second:** Director Nicolls.

**Action:** Approved unanimously.

**6C. REALLOCATION OF DISTRICT FUNDS WITHIN COUNTY**

Bookkeeper Amy Simpson presented this item.

Chair Austin opened the Public Comment period.

Julie Tacker provided comment.

Chair Austin closed the Public Comment period.

**Motion:** Director Nicolls made a motion to direct the Chair to sign a letter authorizing an appropriation in Fund 612, County designation for South San Luis Obispo County Sanitation District, to reallocate \$386,300 currently residing in Capital Outlay and \$100,000 residing in Contingencies. The reallocation will be distributed as follows: \$448,800 to Service and Supplies and \$37,500 to Other Charges.

**Second:** Chair Austin

**Action:** Approved 2-1 by roll call vote.

Yes: Director Nicolls and Chair Austin

No: Director Hill

**6D. TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT**

The Board members provided comments on the Technical Consultants and Plant Operations Report.

Chair Austin opened the Public Comment period.

Julie Tacker and Ron Arnoldsen commented on the report.

Chair Austin closed the Public Comment period.

**Action:** The Board received and filed the report.

**7. MISCELLANEOUS ITEMS**

**7A. Written Communications. None.**

**8. BOARD MEMBER COMMUNICATIONS**

Director Hill requested that the Board agendaize for the next meeting a discussion to contact Jim Erb, San Luis Obispo County Auditor Controller, and pursue the offer to provide audit assistance. He also requested that the Board agendaize a discussion on expanding to a five member board.

The entire Board did not provide direction to place any item on the agenda.

**9. CLOSED SESSION:**

**PUBLIC EMPLOYEE APPOINTMENT**

**Title: District Administrator**

Legal Counsel Trujillo announced Closed Session.

Chair Austin opened the Public Comment period.

Julie Tacker commented on Closed Session.

Chair Austin closed the Public Comment period.

The Board went into Closed Session at 8:25 p.m.

The Board returned from Closed Session at 8:56 p.m. District Legal Counsel Trujillo announced that there were no reportable actions.

**10. ADJOURN MEETING**

The meeting was adjourned at 8:56 p.m.

***THESE MINUTES ARE WERE APPROVED BY THE BOARD OF DIRECTORS AT  
THE MEETING OF MARCH 07, 2018.***