

**MINUTES OF THE REGULAR MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
February 2, 2021**

These are the **minutes** of the **regular** meeting of the Governing Board of the Carpinteria Sanitary District in the City of Carpinteria, County of Santa Barbara, and State of California.

The Governing Board of the Carpinteria Sanitary District held a regular meeting on **February 2, 2021**, at 5:30 p.m. at its District administrative office located at 1110 Eugenia Place, Carpinteria, California.

In accordance with the provisions of the Governor's Executive Order Nos. N-29-20 and N-33-20 and orders from the Santa Barbara County Health Officer, Board members participated in the meeting remotely using an electronic online meeting platform (Zoom). The agenda notice for this meeting, including instructions for the public to provide comments and/or participate in the electronic meeting, was posted in the front window of the administrative office of the Carpinteria Sanitary District and on the District's website at least 72 hours in advance of the meeting. District staff were present at the District administrative office for this meeting, in the event public members wished to participate or provide comments in person.

I. CALL TO ORDER

President Murphy called the meeting to order at 5:30 p.m. and noted that Director Graf was not present but expected and that all other Directors were present via ZOOM at tonight's meeting.

Directors Present: Debbie Murphy– President (by Zoom video-conference)
 Lin Graf – President Pro-Tem (by Zoom video conference)
 Gerald Velasco – Treasurer (by Zoom video-conference)
 Mike Modugno – Secretary (by Zoom video-conference)
 Michael Damron – Secretary Pro-Tem (by Zoom video-conference)

Staff Present: Craig Murray – General Manager (by Zoom video-conference)
 Kim Garcia – Board Clerk (by Zoom video-conference)

Legal Counsel
Present: Tony Trembley – Law Office of Anthony H. Trembley (by Zoom video-conference)

Public Present: None

II. PLEDGE OF ALLEGIANCE

President Murphy led the Pledge of Allegiance.

III. BOARD APPROVAL OF AGENDA

President Murphy asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

IV. BOARD APPROVAL OF MINUTES OF THE MEETING OF January 5, 2021

Director Damron made a motion, seconded by Director Modugno that the Board approve the minutes of the January 5, 2021 regular Board meetings as presented. The motion carried by the following roll call vote:

AYES: 4 Damron, Modugno, Velasco, Murphy

NOES:	0	None
ABSENT:	1	Graf
ABSTAIN:	0	None

V. PUBLIC FORUM

None

I. MATTERS BEFORE THE BOARD

A. GENERAL REPORTS:

1. General Manager’s Status Report

General Manager reviewed his written report regarding the following items:

- Quarterly Incident Report
- COVID-19 Pandemic Status Update
- Emergency Floodwall Repair Project
- Administration Building Replacement Project Update
- CASA 2021 Winter Conference – Virtual
- CSRMA Board Meeting Report
- Operations Update

President Murphy noted that Director Graf arrived to the meeting, via ZOOM.

2. Cash Contract No. 485: Smith Mechanical-Electrical-Plumbing – Main Switchgear Replacement Project

General Manager reviewed his staff report related to Cash Contract No. 485 with Smith Mechanical for replacement of the main electrical switchgear serving the wastewater treatment facility. An informal bid request was distributed to the electrical contractors on the District’s CUPCCA contractor list. Two bids were received prior to the December 17, 2020 deadline. The bid from Smith Mechanical was the lowest bid.

If approved, Cash Contract No. 485 would engage Smith Mechanical to perform the work on a time and materials basis in close coordination with District operations staff with a not to exceed amount of \$137,449 with a 120 work day period after issuance of a Notice to Proceed.

Director Modugno made a motion, seconded by Director Graf that the Board approve Cash Contract No. 485 between the Carpinteria Sanitary District and Smith Mechanical-Electrical-Plumbing dated February 2, 2021 as presented. The motion carried by the following roll call vote:

AYES:	5	Murphy, Damron, Graf, Velasco, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

3. Cash Contract No. 486: Cushman Contracting Corporation – Mechanical Bar Screen Equipment Installation

General Manager reviewed his staff report related to Cash Contract No. 486 with Cushman Contracting for installation of a mechanical bar screen and two slide gate valves in the treatment facility headworks.

If approved, Cash Contract No. 486 would engage Cushman Contracting to perform the work on a time and materials with a not to exceed amount of \$22,175.

Director Velasco made a motion, seconded by Director Graf that the Board approve Cash Contract No. 486 between the Carpinteria Sanitary District and Cushman Contracting Corporation, Inc. for the Mechanical Bar Screen Equipment Installation Project dated February 2, 2021 as presented. The motion carried by the following roll call vote:

AYES:	5	Murphy, Damron, Graf, Velasco, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

4. General Counsel Retirement Notice – Process for Recruitment of New General Counsel Services

General Manager reviewed his staff report related General Counsel's retirement and process for recruitment of new general counsel services. Tony Trembley has served as general counsel to the District since 1991 and has indicated his intent to retire from law practice on April 1, 2021.

President Murphy and the Board of Directors thanked General Counsel for his dedication to the District.

General Manager said that the Board may consider conducting an Request for Proposals (RFP) process to solicit responses from qualified firms or individuals. A draft RFP was attached for consideration.

After discussion the Board agreed that an RFP solicitation should be undertaken, and provided direction on selection of firms. The Board also determined a basic schedule which dictated canceling the February 16, 2021 regular meeting in favor of a February 23, 2021 Special Meeting.

5. Carpinteria Advanced Purification Project

There was no verbal report provided on this item and no Board action was taken.

II. BOARD ITEMS

A. COMMITTEE REPORTS

Standing Finance Committee

Director Velasco reported on the meeting held January 21, 2021

Standing Personnel Committee

None.

Standing Public Relations Committee

None.

Standing Utilities Committee

None.

B. GENERAL ITEMS

SBCSDA (Santa Barbara California Special Districts Association) Report
Director Modugno reported on the ZOOM meeting held January 25, 2021

CSRMA Report

None.

Board Member Vacation Dates

None.

Future Agenda Items

None.

III. ADJOURNMENT

There being no further items to discuss, President Murphy adjourned the meeting at 6:27 p.m.

Debbie Murphy
President

Lin Graf
President Pro-Tem

Mike Modugno
Secretary

Michael Damron
Secretary Pro-Tem

Gerald Velasco
Treasurer