

**MINUTES OF THE REGULAR MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
December 20, 2022**

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 **December 20, 2022**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

The agenda notice for this meeting, including instructions for the public to provide comments, 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.

I. CALL TO ORDER

President Graf called the meeting to order at 5:30 p.m. and noted that Director Modugno was absent and all other Directors were present at tonight's meeting.

Directors Present: Lin Graf – President
 Michael Damron – Secretary
 Gerald Velasco – Secretary Pro-Tem
 Debbie Murphy – Treasurer

Staff Present: Craig Murray – General Manager
 Kim Garcia – Board Clerk

Legal Counsel
Present: Karl H Berger – Hensley Law Group

Public Present: Scott German – Fechter and Company
 Marjon Souza – Summerland Sanitary District

II. PLEDGE OF ALLEGIANCE

President Graf led the Pledge of Allegiance.

III. BOARD APPROVAL OF AGENDA

President Graf asked if there were any modifications and/or changes to the agenda. There was consensus to move Board item VI. A. 8 to position VI. A. 2 on the agenda. President Graf approved the agenda as modified.

IV. BOARD APPROVAL OF MINUTES OF THE MEETING OF November 15, 2022

Director Damron made a motion, seconded by Director Murphy that the Board approve the minutes of the November 15, 2022 Regular Board meeting as presented. The motion carried by the following vote:

AYES:	3	Graf, Murphy, Damron,
NOES:	0	None
ABSENT:	1	Modugno
ABSTAIN:	1	Velasco

V. PUBLIC FORUM

None

VI. MATTERS BEFORE THE BOARD

A. GENERAL REPORTS:

1. General Manager's Status Report

General Manager reviewed his written report regarding the following items:

- RWQCB Climate Change Readiness Assessment
- Summerland Sanitary District Meeting Report
- LAFCO Draft Municipal Service Review
- SSS WDR Adoption
- Clean Water SoCal Meeting Report
- Public Outreach Update
- Operations Update

2. Annual Comprehensive Finance Report and Audited Financial Statements – Fiscal Year 2021/22

District Administrator introduced Scott German of Fechter and Company, Certified Public Accountants.

Mr. German provided the Board and staff with an oral summary of the Annual Comprehensive Finance Report contents. He indicated that the District received an unqualified opinion.

District Administrator reviewed her staff report and related supplemental financial reports.

Director Murphy made a motion, seconded by Director Damron that the Board adopt the Annual Comprehensive Financial Report for the years ended June 30, 2022 and June 30, 2021 and that the District Administrator be authorized to distribute the necessary reports and file the State Controller's Report with the State of California. The motion carried by the following vote:

AYES:	4	Graf, Damron, Murphy, Velasco
NOES:	0	None
ABSENT:	1	Modugno
ABSTAIN:	0	None

3. Amendment No. 1 – Cash Contract No. 502 – West Yost; Treatment Process Engineering Support

General Manager reviewed his staff report related to Amendment No. 1 to Cash Contract No. 502 with West Yost. If approved, Amendment No. 1 would authorize optional tasks included in West Yost's original proposal and would result in a net cost increase totaling \$32,312.80 increasing the contract price to \$65,283.56 and extend the term through June 30, 2023.

Director Damron made a motion, seconded by Director Velasco that the Board approve Amendment No. 1 to Cash Contract No. 502 between the District and West Yost as presented. The motion carried by the following vote:

AYES:	4	Graf, Damron, Murphy, Velasco
NOES:	0	None

ABSENT: 1 Modugno
ABSTAIN: 0 None

4. Agreement for General Counsel Legal Services with Burke, Williams and Sorenson LLP

General Manager reviewed his staff report related to an agreement for general counsel legal services with Burke, Williams and Sorenson, LLP. If approved, the new agreement would assume the current terms and condition of the existing retainer agreement between the District and Hensley Law Group, including the rate structure, and retain Karl H. Berger as General Counsel for the District following his transition to the new firm.

Director Damron made a motion, seconded by Director Murphy that the Board (1) Authorize the General Manager to execute the attached Agreement for Legal Services with Burke, Williams & Sorensen, LLP effective January 1, 2023; and (2) Authorize the General Manager to provide notice of termination of the existing Agreement for Legal Services with Hensley Law Group effective on or before December 31, 2022 and (3) Reappoint Mr. Berger as General Counsel upon the effective date of the Agreement with Burke, Williams & Sorensen, LLP. The motion carried by the following vote:

AYES: 4 Graf, Damron, Murphy, Velasco
NOES: 0 None
ABSENT: 1 Modugno
ABSTAIN: 0 None

5. Agreement for Construction and Dedication of a Sewer Main Extension in Santa Claus Lane Between the District and the County of Santa Barbara

General Manager reviewed his staff report related to an agreement for construction and dedication for a sewer main extension in Santa Claus Lane. A copy of the agreement was attached for review. If approved, the County Board of Supervisors will consider the agreement in early 2023.

Director Murphy made a motion, seconded by Director Velasco that the Board approve the Agreement for Construction and Dedication of a Sewer Main Extension in Santa Claus Lane between the District and the County of Santa Barbara as presented. The motion carried by the following vote:

AYES: 4 Graf, Damron, Murphy, Velasco
NOES: 0 None
ABSENT: 1 Modugno
ABSTAIN: 0 None

6. Lift Station No. 2 Rehabilitation Project

General Manager reviewed his staff report related to the Lift Station No. 2 Rehabilitation Project. This project was advertised for public bids, but no bids were received by the submittal deadline. Staff will evaluate and consider options for moving the project forward.

No Board action was taken on this item.

7. CCTV Inspection Van Purchase – Ford E-Transit Purchase Proposal; Haaker Equipment Company

General Manager reviewed his staff report related to an expedited direct purchase of an all-electric inspection vehicle. The Board authorized this capital purchase in FY 2022/23 with a total budget of \$110,000.

Director Damron made a motion, seconded by Director Velasco that the Board approve direct purchase of a Ford E-Transit CCTC Van from Haaker Equipment Company based on their December 9, 2022 price proposal and increase the approved CIP budget for this project from \$110,000 to \$145,000. The motion carried by the following vote:

AYES:	4	Graf, Damron, Murphy, Velasco
NOES:	0	None
ABSENT:	1	Modugno
ABSTAIN:	0	None

8. Carpinteria Advanced Purification Project

General Manager provided an update related to the Carpinteria Advanced Purification Project.

No Board action was taken on this item.

9. Annual Board Reorganization

President Graf said this was the time the Board established officers, meeting place, meeting time and other housekeeping functions required annually by law. President Graf called for nominations for the positions of the Board.

After Board discussion, the following determinations were made:

BOARD AND COMMITTEE DETERMINATIONS:

Director Modugno as President.

Director Damron as President Pro-Tem.

Director Velasco as Secretary.

Director Murphy as Secretary Pro-Tem.

Director Graf as Treasurer.

Finance Committee: **Chair** - Director Graf; **Member** – Director Damron

Personnel Committee: **Chair** - Director Velasco; **Member** – Director Damron

Public Relations Committee: **Chair** - Director Murphy; **Member** – Director Graf

Local Utilities Committee: **Member** - Director Graf; **Member** – Director Murphy

Coastal Districts Financing Authority: **Member** - Director Modugno; **Member** – Director Damron

A new standing committee was established:

Recycled Water Committee: **Chair** - Director Velasco; **Member** – Director Modugno

The Board discussed and affirmed/reaffirmed the following:

- The Board reaffirms Karl H. Berger as Legal Counsel.
- The Board reaffirms Craig Murray, P.E. as General Manager.
- The Board affirms 5300 Sixth Street as the place of regular meetings of the Board.
- The Board affirms the first and third Tuesday of each month as the days of the regular meetings of the Board, unless the first and third Tuesday falls on a national holiday.
- The Board affirms 5:30 p.m. as the time of the regular meetings of the Board.
- The Board reaffirms that Section 54956 and 54956.5 of the Government Code are designated as the manner by which special and emergency meetings respectively shall be called.
- The Board reaffirms compensation to Directors as established by Board Resolution for attendance at regular, special or adjourned meetings of the Board of Directors, for committee meetings, seminars, conferences and other meetings as established by Board Resolution.

Director Damron made a motion, seconded by Director Murphy that the Board approve the Board and Committee determinations and that the Board approve and adopt the organizational provisions as presented in this staff report and orders the Secretary to file a Statement of Facts with the Secretary of State and the County Clerk Recorder's Office. The motion carried by the following vote:

AYES:	4	Graf, Damron, Murphy, Velasco
NOES:	0	None
ABSENT:	1	Modugno
ABSTAIN:	0	None

VII. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Per Government Code Section 54957. Title: General Manager

Legal Counsel led the Board into the above referenced closed session item at 6:41 p.m.

VIII. RECONVENE OPEN SESSION

A. CLOSED SESSION REPORT

Legal Counsel reconvened the open session at 6:54 p.m. and said that there was no action to report on the closed session item.

IX. BOARD ITEMS

A. COMMITTEE REPORTS

Standing Finance Committee

Director Murphy reported on the meeting held 12/9/2022.

Standing Personnel Committee

Director Damron reported on the meeting held 12/14/2022.

Standing Public Relations Committee

None.

Standing Utilities Committee

None

B. GENERAL ITEMS

SBCSDA (Santa Barbara California Special Districts Association) Report

None

CSRMA Report

None.

Board Member Vacation Dates

None.

Future Agenda Items

None

X. ADJOURNMENT

There being no further items to discuss, the meeting adjourned at 6:59 p.m.

Lin Graf

Mike Modugno

Michael Damron

Gerald Velasco

Debbie Murphy