

**MINUTES OF THE SPECIAL MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
June 5, 2024**

These are the **minutes** of the **special** 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 special meeting on **June 5, 2024**, 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 24 hours in advance of the meeting.

I. CALL TO ORDER

President Damron called the meeting to order at 5:30 p.m. and noted all Directors were present at tonight's meeting.

Directors Present: Michael Damron – President
Gerry Velasco – President Pro-Term
Debbie Murphy – Secretary
Lin Graf – Secretary Pro-Tem
Mike Modugno – Treasurer

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

Legal Counsel
Present: None

Public Present: None.

II. PLEDGE OF ALLEGIANCE

President Damron led the Pledge of Allegiance.

III. BOARD APPROVAL OF MINUTES OF THE MEETING OF May 7, 2024

Director Murphy made a motion, seconded by Director Graf that the Board approve the minutes of the May 7, 2024 Regular Board meeting as presented. The motion carried by the following vote:

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

IV. PUBLIC FORUM

None

V. MATTERS BEFORE THE BOARD

A. GENERAL REPORTS:

1. General Manager's Status Report

General Manager reviewed his written report regarding the following items:

- Staffing Updates
- Lift Station No. 1 Roof Replacement
- Partnering for Impact Event
- Manhole Rehabilitation Project
- Aeration Blower Control Panel
- Coastal Nutrient modeling Survey
- Operations Update

2. Financial Status and Transaction Report

District Administrator reviewed her staff report related to Financial Status and Transaction Reports.

No Board action was taken on this item.

3. Update to District Personnel Rules and Regulations; Chapter 3 of the District Code

The District Administrator reviewed the staff report related to the Update to District Personnel Rules and Regulations and highlighted proposed edits which are intended to incorporate recent changes in State employment law as recommended by the District's labor counsel and well as some employee benefit provisions. Specifically, the standby duty pay formula was modified and additional vacation accrual was added for employees after 15 years and 20 years of service. District staff was provided an opportunity to review and comment on the proposed changes and to suggest any other modifications to the personnel rules and regulations.

If approved the benefit provisions would become effective July 1, 2024.

Director Graf made a motion, seconded by Director Modugno that the Board approve the updated version of Chapter 3 of the District Code, Personnel Rules and Regulations as presented, with the benefit modifications becoming effective on July 1, 2024. The motion carried by the following call vote:

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

4. Technical Certification Incentive Program

General Manager reviewed his staff report related to an amendment of the Technical Certification Incentive Program. If approved, the program would provide an increase to the one-time incentive value from \$750 per incentive to \$1,250 capping at \$2,500 per fiscal year. The modification to the program has been reviewed by the Board Personnel Committee and costs have been programmed into the FY 2024/25 preliminary budget.

Director Murphy made a motion, seconded by Director Graf that the Board approve the revised Technical Certification Incentive Program as presented. The motion carried by the following vote:

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

5. Cash Contract No. 520 – Sam Hill & Sons, Inc. – Manhole Rehabilitation Project – Manhole Raising

General Manager reviewed his staff report related to Cash Contract No. 520 with Sam Hill & Sons, Inc. for services related to the manhole rehabilitation project. If approved Cash Contract No. 520 would engage Sam Hill & Sons, Inc. to provide construction services with a not to exceed contract amount of \$15,045.

Director Velasco made a motion, seconded by Director Modugno that the Board approve Cash Contract No. 520 between the District and Sam Hill & Sons, Inc. dated June 5, 2024. The motion carried by the following vote:

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

6. CalPERS Unfunded Actuarial Liability – Draft Pension Liability Management Plan

General Manager provided an overview of the District's CalPERS retirement program and associated unfunded actuarial liability. After discussion, there was consensus to revisit this item after the District receives the next published CalPERS Actuarial Report.

No Board action was taken on this item.

7. Carpinteria Advanced Purification Project

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

No Board action was taken on this item.

VI. BOARD ITEMS

A. COMMITTEE REPORTS

Standing Finance Committee

Director Modugno reported on the meeting held 4/20/24

Standing Personnel Committee

Director Velasco reported on the meeting held 5/30/2024.

Standing Public Relations Committee

None.

Standing Utilities Committee

None.

Standing Recycled Water Committee

None.

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B. GENERAL ITEMS

SBCSDA (Santa Barbara California Special Districts Association) Report

CSRMA Report

None.

Board Member Vacation Dates

None

Future Agenda Items

None.

VII. ADJOURNMENT

There being no further items to discuss, the meeting adjourned at 6:29 p.m.

Mike Damron
President

Gerald Velasco
President Pro-Tem

Debbie Murphy
Secretary

Lin Graf
Secretary Pro-Tem

Mike Modugno
Treasurer