

RESOLUTION NO. 2018-386

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT BOARD OF DIRECTORS APPROVING
THE HIRING OF PAUL J. KARP AND RICHARD SWEET TO
PROVIDE SPECIALIZED TECHNICAL SERVICES TO THE
DISTRICT FOR UP TO FOUR MONTHS, AND AUTHORIZING
AND DIRECTING THE BOARD CHAIR TO EXECUTE
CONTRACTS FOR SUCH SERVICES**

WHEREAS, the District is involved in implementing a capital maintenance and improvement program at its wastewater treatment facility; and

WHEREAS, the full-time Administrator for the District retired in August, 2017; and

WHEREAS, the District Board of Directors contracted with Technical Consultants Paul J. Karp and Richard Sweet for a term of six months to coordinate the capital program and assign the daily duties of the full-time District workforce while analyzing the organizational structure in preparation of a recommendation for the long term management of the District; and

WHEREAS, upon recommendation by the Technical Consultants, the Board of Directors elected to recruit for a replacement, full-time District Administrator, using the services of an interim District Administrator during the recruitment process; and

WHEREAS, the District contracted with CPS HR to solicit applications for satisfactory candidates to interview for the position of District Administrator, as well as to provide a list of interested professionals for consideration by the Board to hire to fill a position of Interim District Administrator during the recruitment process; and

WHEREAS, the list of potential candidates for Interim District Administrator provided by the contractor did not include a candidate with the qualifications deemed adequate by the Board of Directors for District employment during the period of time after the expiration of the contract between the Board and their Technical Consultants; and

WHEREAS, the District has an immediate, short-term need for specialized technical services and advise in order to continue coordination of the capital maintenance and construction projects at its wastewater plant and continue its operations until completion of the selection process and the employment of the permanent, full-time District Administrator; and

WHEREAS, Paul J. Karp and Richard Sweet have had extensive experience in public wastewater treatment plant and public-sector operations and are familiar with District operations; consequently, hiring them appears to be in the District's best interest; and

WHEREAS, Technical Consultants Paul J. Karp and Richard Sweet have a short-term, limited availability to help the District during the current staffing shortfall; and

WHEREAS, the District recruitment contractor plans to complete the process within the next three months; and

WHEREAS, funds are available in Fund 19 to pay for technical services and advice.

NOW, THEREFORE, BE IT RESOLVED by the South San Luis Obispo County Sanitation District Board of Directors as follows:

RESOLUTION NO. 2018-386

Page 2

1. Paul J. Karp and Richard Sweet are hired to provide specialized technical advice and services to the District for a period of up to four months, subject to terms similar to the Technical and Administrative Services Agreement approved by the Board on August 16, 2017 and in a form acceptable to District Counsel;
2. The Board Chair or his/her designee is authorized and directed to execute the contracts on the District's behalf bearing an effective date of January 27, 2018.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board of Directors held this 7th day of February, 2018.

On the motion of Director Nicolls, seconded by Director Austin, and by the following roll call vote:

AYES: Directors Nicolls & Austin

NOES: Director Hill

ABSENT:

CONFLICTS:

CERTIFICATION:

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the South San Luis Obispo County Sanitation District held this 7th day of February, 2018.

Linda M Austin
CHAIR, BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

ATTEST:

Tracy Simpson
DISTRICT SECRETARY

APPROVED AS TO FORM:

Gilbert A. Trujillo
GILBERT A. TRUJILLO
DISTRICT COUNSEL

CONTENTS:

Paul J. Karp or Richard Sweet
PAUL J. KARP OR RICHARD SWEET
TECHNICAL CONSULTANTS

Attachment 1 to Resolution No. 2018-386

Proposal

Interim Technical and Administrative Consulting Services

For

South San Luis Obispo County Sanitation District

Submitted by:

Paul J. Karp, PE and Richard Sweet, PE

January 20, 2018

Proposal

Paul J. Karp and Richard Sweet are pleased to provide the South San Luis Obispo County Sanitation District (District) this proposal for technical and administrative consulting services.

Both Mr. Karp and Mr. Sweet have extensive experience in management of public assets including past terms in management of the District.

Mr. Karp has over thirty years in public service. Mr. Karp has served as the Public Works Director for both the City of Arroyo Grande and the City of Santa Maria. During Mr. Karp's term as Director of Public Works, the management of the City's wastewater services was under Mr. Karp's purview. Mr. Karp also served as the District Manager for a period during the 1980's; as Interim District Administrator for six months in 2014, and as well as Technical Consultant for six months in 2017-18. During Mr. Karp's terms in 2014 and 2017-18 significant improvements in operation and management were achieved.

Mr. Sweet also has over thirty years in public service. Mr. Sweet served as City Engineer for the City of Santa Maria for fifteen years. In addition, Mr. Sweet served as the Director of Utilities for the City of Santa Maria for ten years. As Director of Utilities, Mr. Sweet was responsible for the management of the City's wastewater services. Mr. Sweet served as manager of the District for a twenty-month period in 2014 and 2015 and as Technical Consultant for six months in 2017-18. Budget management and control highlighted efforts during those periods.

Proposed services provided to the District are:

- Operations Support – Define and provide for operational needs.
- Budget Management and Control – Allocate revenue and expenditures to achieve District goals and objectives.
- Management of District Capital and Maintenance Projects – Utilize Project Management skills to manage projects for maintenance and capital needs of the District.
- District Board Meetings – Under Direction of the Board Chair, prepare Board agenda and items for Board consideration.
- Personnel – Coordinating with District Counsel and personnel services, implement District personnel policy as defined by the Board.
- Coordinate Recruitment of New Manager – Under direction of the Board, coordinate recruitment of a new district manager.

Terms

Mr. Karp and Mr. Sweet are proposing to provide these services for a fee of \$150.00 per hour. Mr. Sweet and Mr. Karp also request that the District provide indemnification for the period for which services are provided the District.