

**CARPINTERIA SANITARY DISTRICT
IN THE
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

MINUTES

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 **January 7, 2014**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

Directors Present: Mike Modugno – President
Michael Damron – President Pro-Tem
Jeff Moorhouse – Treasurer
Gerald Velasco – Secretary
Lin Graf – Secretary Pro-Tem

Staff Present: Craig Murray – General Manager
Hamid Hosseini – Finance Director
Kim Garcia – Office Manager

Legal Counsel
Present: None

Public Present: Steve Mimiaga – Mimiaga Engineering Group
Carlos Sanchez – Mimiaga Engineering Group
Peter Brennan – MNS Engineers

President Modugno called the meeting to order and asked Director Graf to lead those present in the Pledge of Allegiance.

Board Approval of Agenda - President Modugno asked if there were any modifications and/or changes to the agenda. General Manager asked if General Item 4 could be heard after General Item 1. President Modugno said the agenda was approved as modified.

President Modugno noted for the record that Legal Counsel, Anthony Trembley, would be absent from tonight's meeting and that Legal Counsel, Bill Carter, would be telephoned for the closed session items.

Public Forum – None.

General Manager's Status Report – General Manager reported on the following:
Quarterly Incident Report – The Quarterly Incident Report for the period October – December 2013 was presented to the Board. This report detailed incidents, complaints and other customer interactions received during this period. **Rincon Point Septic to Sewer Project Update** – General Manager said work continued sporadically through the two-week holiday period. The CalTrans encroachment permit prohibited work on Christmas Eve and New Year's Eve. Tierra has made good progress, the long bore from the pump station to the bridge has been completed, all bridge attachment work has been completed and one of two boring shots from the bridge to the top of the off ramp have also been successfully completed without incident. A pre-construction meeting for the on-site portion of the project was held on December 19th at the District offices. Travis Ag and their subcontractors were in attendance with permitting agencies, and the Rincon Point Property Owners Association. An archeological orientation meeting will take place the first part of next week. Notice to Proceed was issued to Travis Ag, with a start date of January 6th. General Manager said on December 18th he gave a tour of the project to officials from the SWRCB Division of Financial Assistance. They were very impressed and pleased that this grant funded project was nearing completion. **Operations Update** – General Manager said the treatment plant is operating well and in full compliance with our NPDES discharge permit. Staff is dealing with some foaming in the aerobic digester. This is unsightly and a nuisance but doesn't pose any problems for plant operation or compliance status. The collection system is functioning well with no problems to report. During the week before Christmas, collections staff responded two sewer overflows emanating from private lateral sewers serving the Casitas Pass Plaza and Shepards Plaza. District staff responded to aid in the prevention of and water quality impacts. The district will seek to recover costs from the private property owners resulting from our response efforts.

New Brown Act Legislation – General Manager said a letter from Legal Counsel was included in the Board packet for review. The information contained in the letter pertains mainly to legislated changes to meeting by teleconferences. There are some new requirements that legal counsel felt applied to our regular meetings. Specifically, if a roll call vote is not used in voting on items, it now shall be required that the clerk validate and record the vote of each member on all action items.

General Manager said it has been the practice of the District to record a split vote and the member specifically who gave the nay vote. In addition to this practice the clerk should now orate the vote at the end of each action item.

Cash Contract No. 418 – MNS Engineers, Inc., Construction Management and Inspection Services – General Manager said he'd like to introduce Peter Brennan from MNS Engineers, Carlos Sanchez with Mimiaga and Steve Mimiaga also with Mimiaga Engineering Group.

General Manager said this important capital project is nearing the bidding phase. The target date for advertisement of bids is next Monday, January 13th, with a bid due date of February 19th. To ensure that this significant project is constructed in accordance with the Contract Documents and in a manner that maintains continuous plant operations and permit compliance, staff recommends engagement of a third party construction management firm and use of a contract full-time construction inspector, experienced in large scale wastewater treatment plant construction.

General Manger District staff implemented a consultant selection process attempted to leverage the efforts of the City of Santa Barbara. They have a project is on a similar time schedule to make significant improvements to their El Estero Wastewater Treatment Facility.

The City invited, through an RFP process, a significant number of local and regional construction management firms. Two highly qualified firms were selected for interviews. General Manager said he was asked to participate as a panelist for those interviews.

General Manager said two firms considered were Mimiaga Engineering Group and MNS Engineers. Ultimately, the City selected MNS Engineers for their project. It was the District's intent to then negotiate a contract for construction management and inspection services for our tank project directly with Mimiaga. However, this process was complicated with the City offered Mimiaga, specifically Carlos Sanchez, a separate on-call engineering contract.

General Manager said District staff prepared a RFP package to both firms. Proposals were received from both firms on November 1, 2013. During the review process, representatives from both firms suggested that a partnership between the two may offer the District the best overall team. District asked for a consolidated proposal outlining the proposed joint approach. This proposal is attached to Cash contract No. 418 as exhibit "a". The proposal includes basic approach, scope of services and fee estimate and project organization chart.

General Manager said if authorized the work would be performed on a time and material basis, with a not to exceed contract amount of \$587,130.

General Manager said it was staff's recommendation that the Board approve Cash Contract No. 418 between the District and MNS Engineers, Inc. for construction period management and inspection services for the aerated sludge holding tank replacement project.

Mr. Brennan, Mr. Sanchez and Mr. Mimiaga each provided the Board with oral summaries of their qualifications and related experience.

Director Damron made a motion that the Board approve and execute Cash Contract No. 418 between the District and MNS Engineers, Inc. for the Aerated Sludge Holding Tank Replacement Project; Director Graf seconded the motion and the motion was approved by a 5-0 vote. Board Clerk noted for the record the vote was unanimous.

President Modungo thanked Mr. Brennan, Mr. Sanchez and Mr. Mimiaga for their attendance at tonight's meeting.

2014 CASA Washington D.C. Conference – President Moduno said this item was on the agenda as an informational item for any Board member who might want to attend the 2014 CASA Washington D.C. Conference to be held in Washington D.C. on February 24-26, 2014. President Modugno suggested that any Board member who was interested to contact the Office Manager/Board Clerk.

Finance Committee – Did not meet.

Personnel Committee – Did not meet.

Public Relations Committee – Did not meet.

Ad Hoc Utilities Committee – Did not meet.

CASA Legislative Committee Report – Director Moorhouse reported on several bills being watched by CASA.

LAFCO Report – Director Moorhouse said that the next LAFCO meeting will be held in Santa Barbara.

SBCSDA Report – None.

CSRMA Report – None.

Board Member Vacation Dates – None.

Future Agenda Items – None.

CLOSED SESSION – 6:15 p.m.

Legal counsel, Bill Carter, was contacted via telephone. Mr. Carter led the Board in to closed session on the following agenda items:

CONFERENCE WITH LEGAL COUNSEL — ANITICIPATED LITIGATION: Pursuant to Government Code Section 54956.9(d)(2): one case. December 10, 2013 Notice of Violation from Central Coast Regional Water Quality Control Board.

RECONVENE OPEN SESSION – 6:25 p.m. President Modugno reconvened the open session and stated that there was no action taken on the closed session items.

Adjournment There being no further items to discuss, President Modugno adjourned the meeting at 6:25 p.m.

Mike Modugno
President

Michael Damron
President Pro-Tem

Gerald Velasco
Secretary

Lin Graf
Secretary Pro-Tem

Jeff Moorhouse
Treasurer