

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

**MINUTES**

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 **January 10, 2012**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

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

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

Legal Counsel  
Present: Anthony Trembley

Public Present: None

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

**Board Approval of Agenda** - President Graf asked if there were any modifications and/or changes to the agenda. Hearing none, President Graf said the Agenda was approved as submitted.

**Board Approval of Minutes of the Meeting of December 20, 2011** - Mr. Trembley noted one correction, p. 3, 12<sup>th</sup> line from bottom--Change “Legal Council” to “Legal Counsel”. Director Horwitz made a motion that the Minutes of the December 20, 2011 Board meeting be approved as modified; Director Damron seconded the motion, and the motion was approved by a 4-0-1 vote with Director Modugno abstaining from voting.

Director Modugno would like it noted for the record that he is dismayed by the decision of the Board to alter his committee assignment from the Finance Committee to the Public Relations Committee.

**Public Forum** – None.

**General Manager's Status Report** – General Manager reported on the following: **Quarterly Incident Report** - General Manager said at the request of the board attached to the General Manager report is a Quarterly Summary Incident Report for October 1, 2011 – December 31, 2011 detailing incidents, complaints and other customer interactions. **Bluffs Sewer Relocation Project Update** – General Manager said pipeline installation continues to progress on schedule. No work was done the last week in 2011 as the Contractor took December 27<sup>th</sup>-December 30<sup>th</sup> off, which coordinated with the City of Carpinteria furlough schedule. General Manager said the District will pursue an updated schedule for subcontracted trenchless portions of the project at the weekly progress meeting on January 12<sup>th</sup> and an update will follow. General Manager said the subcontractor who had been selected to perform the trenchless boring portion of the project is continuing to be delayed on a project in Los Angeles, the Contractor may proceed with the selection of an alternate subcontractor. There is some contract code compliance that will need to be addressed if an alternate is selected. **Sand Point Road Septic to Sewer Project Update** – General Manager said installation of grinder pumps continues. The contractor elected to delay startup of the installed pumping systems until after the first of the year to avoid potential failures during the holidays that would impair homeowners. General Manager said representatives from E-One will be returning to the site the week of January 9<sup>th</sup> to oversee the startup. **Sandyland Cove Septic to Sewer Project Update** – General Manager said preliminary activities are underway, including submittal review and USA DigAlert markouts. A pre-construction conference with MGE Underground and all interested parties is scheduled for January 12<sup>th</sup> and work is expected to commence shortly thereafter. General Manager said the easement from the City of Carpinteria was executed and recorded. **Operations Update** – General Manager said the WWTP experienced an upset to the biological treatment process that culminated in an exceedence of our NPDES permit standards for settleable solids. The daily maximum concentration was exceeded on Tuesday, December 27, 2011 and violations of the weekly and monthly average limitations also resulted. Notifications were made to the RWQCB and the plant's activated sludge treatment process rebounded quickly. On January 4<sup>th</sup> and 5<sup>th</sup> abnormal odors associated with solids wasting from the primary clarifier were generated at the plant's aerobic digester. The District maintained a log of odor complaints received from four area residents. The Board requested a follow up report from staff following a final review of the incident. General Manager said the collection system experienced a minor overflow January 5, 2012 on Cameo Road due to root intrusion into the main sewer. The overflow was contained and did not make it to the storm drain. General Manager said replacement of the pump controller at Lift Station No. 5 remedied the problems the District was experiencing with intermittent radio communication failures. Staff ordered a refurbished controller to keep in inventory as a spare and to facilitate troubleshooting in the future.

**LAFCO – Special District Appointments** – General Manager said a meeting of the Independent Special Districts Selection Committee will be held on January 23, 2012 in Buellton for the purpose of electing a regular and an alternate commissioner to sit on the Santa Barbara Local Agency Formation Commission (LAFCO). Attached to the staff report are nomination forms and supporting information which introduce the nominees who have applied to fill the open seats.

President Graf said he will be attending the meeting as the representative for the District or would designate an alternate voting member. Director Damron said he will also be attending as the chair of the Independent Special Districts Selection Nominating Committee.

**Cash Contract No. 393 – AIA Automation, Inc - PLC Programming and SCADA Integration** – General Manager said the District’s FY 2011/2012 Operating Budget included funds to initiate a phased effort to replace the programmable logic controllers (PLC’s) throughout the wastewater treatment plant. The existing PLCs are approaching 20 years in age and are reaching the point of obsolescence with respect to hardware and software.

General Manager said AIA Automation, Inc. of Woodland Hills, has been providing SCADA engineering and support services to the District for over a decade. Mr. Nadir Vakilian has a breadth of first-hand knowledge of the District’s control and telemetry system that is unrivaled, making competitive bidding of this work impractical. General Manager said a negotiated procurement approach is proposed pursuant to Section 302 of District Resolution No. R-91.

General Manager said at the request of the District, AIA Automation, Inc. has developed, in close coordination with District staff, an outline of proposed services attached as exhibit “A” to Cash Contract No.393. The work would be completed on a per task lump sum basis with a total contract amount not to exceed \$20,000.

General Manager said it was staff’s recommendation that the Board approve Cash Contract No. 393 between the District and AIA Automation, Inc for the SCADA System Software Upgrade Project.

Director Damron made a motion that based on the staff report accompanying this item, the Board: (1) find that pursuant to Section 302 of District Resolution No. R-91, there exists compelling administrative considerations, including AIA Automation’s superior expertise in relation to the District’s operational requirements, such that a negotiated procurement of PLC Programming and SCADA Integration services with AIA Automation is appropriate; and (2) approve Cash Contract No. 393 between the District and AIA Automation, Inc. for the SCADA System Software Upgrade Project. Director Moorhouse seconded the motion. Director Horwitz asked if this project is within the District budget. General Manager said it was but the line item budget for this account may be exceeded slightly for this fiscal year. Legal Counsel suggested that the motion be modified to include approval of minor modifications to Cash Contract No. 393 in paragraph 6a and paragraph 8 reflected in updated pages provided for consideration. Director Damron accepted the amendment, Director Moorhouse seconded the amendment and the amended motion was approved by a 5-0 vote.

**California Sanitation Risk Management Authority Findings** – General Manager said the District participates in a pooled insurance program, the California Sanitation Risk Management Authority (CSRMA), for Workers Compensation and Liability coverage. A loss control specialist provides risk control services on behalf of the pool. Our risk control advisor, David Patzer, visits the District on a biennial basis to conduct a thorough inspection of our facility using guidelines established by CSRMA to detect risk exposures.

General Manager said during Mr. Patzer’s visit on September 19, 2011 a review of Workers Compensation, Physical Conditions, Miscellaneous Items and Pooled Liability was conducted. Attached to the Board packet, for review, are reports dated December 5, 2011 which summarize his findings.

General Manager said the District Safety Specialist is preparing a comprehensive review of each finding and will be consulting with Mr. Patzer on any items which require response or corrective measures.

**2011 Chaptered Legislation Report from Counsel** – General Manager presented a letter dated December 28, 2011 from District Legal Counsel which provides an overview of California legislation adopted in 2011 that may have an impact of the District going forward.

Legal counsel reviewed each bill as presented and the Board was given opportunity to comment and discuss.

**Finance Committee** – Did not meet

**Personnel Committee** – Did not meet.

**Public Relations Committee** – Did not meet.

**CASA Legislative Committee Report** – Director Moorhouse said he will be attending the CASA Conference, January 17 – 20, 2012.

**SBCSDA Report** – Director Moorhouse said the SBCSDA Selection Committee meeting will be held January 23, 2012.

**LAFCO Report** – Director Moorhouse said he will be attending the meeting to be held on February 2, 2012, where he will be assuming the role of chairperson.

**Board Member Vacation Dates** – Director Modugno reported he would be on vacation January 24, 2012 – February 15, 2012.

**Future Agenda Items** – Director Modugno suggested a review of LAIF. Legal Counsel would like to report and provide information on the Attorney General’s new opinion of the Brown Act.

**Adjournment.** There being no further items to discuss, President Graf adjourned the meeting at 6:37 p.m.

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Lin Graf  
President

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Mike Modugno  
Secretary

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Jeff Moorhouse  
President Pro-Tem

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Michael Damron  
Secretary Pro-Tem

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Pat Horwitz  
Treasurer