

**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 15, 2008**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

Directors Present: Lin Graf – President – **Absent**  
Michael Damron – President Pro-Tem  
Jeff Moorhouse – Secretary  
Pat Horwitz – Secretary Pro-Tem  
Doug Treloar – Treasurer

Staff Present: Craig Murray – General Manager  
Judy Kirkman – Board Secretary  
Hamid Hosseini – Finance Director

Legal Counsel  
Present: Anthony H. Trembley

President Pro-Tem Damron called the meeting to order and led the Board, staff and public in the Pledge of Allegiance.

Director Damron said for the record, President Lin Graf was out of town, so he would be presiding over the meeting.

Director Damron asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda stood as submitted.

**Approval of Minutes of December 18, 2008.** Director Treloar made a motion that the Board approve the December 18, 2007 minutes as submitted; Director Horwitz seconded the motion, and the motion was approved by a 4-0 vote.

**Public Forum.** None

**Cash Contract No. 350 – Tierra Contracting Corporation**

**Concha Loma Manhole Construction** – General Manager said this was Cash Contract No. 350 between the District and Tierra Contracting, Inc. General Manager said this item was within the District’s budget and under the District’s mainline repair budget for the Collection System. General Manager said the District had an existing 12-inch sewer pipeline in Concha Loma west of Arbol Verde, and a cleanout existed in the middle of a line segment where there should be a standard manhole. General Manager said the cleanout did not allow the District to properly maintain the line. General Manager said a manhole was

required for maintenance and emergency access. General Manager said Tierra Contracting Corporation provided a proposal for a cost not to exceed \$8,900. General Manager said Tierra had an existing construction contract with the District underway and they had the experience and the availability to complete the work in an effective and efficient manner. General Manager said a forty-five day construction period had been allowed, but they would probably complete the work in a week's time once they start the project. General Manager said it was staff's recommendation that the Board approve and execute Cash Contract No. 350 with Tierra contracting, Inc. for the Concha Loma Manhole Construction project with a contract amount not to exceed \$8,900. General Manager said this contract had been reviewed by District Counsel.

Director Treloar asked what was the size of the cleanout. General Manager said the size was likely to be six inches.

Director Horwitz made a motion that the Board approve Cash Contract No. 350 with Tierra Contracting, Inc. for the Concha Loma Manhole construction project with a contract amount not to exceed \$8,900; Director Treloar seconded the motion, and the motion was approved by a 4-0 vote.

**Resolution No. R-204 – A Resolution of Application of the Carpinteria Sanitary District Initiating Proceedings for the Bruun-Andersen (005-670-010) Property Annexation.** General Manager said this was a single parcel annexation at the top of Toro Canyon Road. General Manager said it was a typical single parcel annexation and included in the Board packet was a map and legal description that were appended to the proposal justification questionnaire. General Manager said in addition to the justification questionnaire that described the project, there was a certificate of ownership and the necessary agreement and petitions submitted by the property owners to initiate the annexation process. General Manager said this proposal had been conveyed to LAFCO for processing. General Manager said Resolution No. R-204 was a resolution of application for the District to initiate the LAFCO proceedings. General Manager said the annexation was categorically exempt from CEQA under Class 19. General Manager said there was an existing easement that this parcel would have a lateral that would run through to connect to the District's main sewer that was already in place. General Manager said it was staff's recommendation that the Board approve Resolution No. R-204 requesting that Santa Barbara LAFCO approve the Bruun-Andersen annexation to the Carpinteria Sanitary District.

Director Treloar asked how many parcels in that area were on sewer. General Manager said for the most part, most of the parcels in that area were connected.

Director Treloar made a motion that the Board approve Resolution No. R-204 requesting that Santa Barbara LAFCO approve the Bruun-Andersen annexation to the Carpinteria Sanitary District; Director Horwitz seconded the motion, and the motion was approved by the following 4-0 roll call vote: Director Treloar voted aye; Director Horwitz voted aye; Director Moorhouse voted aye, and Director Damron voted aye.

**FY 2007/08 Mid-Year Budget Adjustments** – General Manager said this was the District's mid-year budget adjustment item. General Manager said the modifications to the District's current authorized FY 2007/08 budget had been prepared based upon careful analysis by District staff with oversight and input from the Board Finance Committee. General Manager said the Staff Report contained recommendations to change or modify particular revenue and operating accounts and one capital project addition for the current budget year. General Manager said he'd like to thank Hamid, the District's Finance Director, for his efforts on keeping track of the District's budget and making the mid-year process simple and straight forward.

General Manager said on the revenue side staff was proposing an increase of \$10,000 based on actual property tax revenue from Santa Barbara County that would be realized this fiscal year. General Manager said Account Number 3380, Safety Officer Contributions, reflected projected contributions from the other four cooperating agencies for the Safety Officer. General Manager said the Safety Officer started at a later date than anticipated, and this was a reduction to reflect the actual contributions that were made by the four agencies. General Manager said this was an \$18,415 decrease in revenue.

General Manager said in looking at the expense side: **Account Number 5241**, Uniform Expenses - There was a cost to replace uniforms in the current year budget, but was underestimated by approximately \$500; **Account Number 5510**, General Supplies - This was an administrative oversight in the current year budget, and a net increase of \$4,000 was necessary to cover the cost of replacing the high pressure hose for the District's Vac-Con sewer cleaning machine; **Account No. 5610**, Equipment Maintenance - A net increase of \$3,300 was necessary to replace the telephone message module on the current phone system. General Manager said the message module was malfunctioning for a period of time and replacement of the module was opted in lieu of a total system replacement, and this amount had been approved by the Board at their November 6, 2007 Board meeting; **Account Number 5680**, Pump Station Maintenance - Funds were allocated in the current year budget for replacement of the blower at Lift Station No. 1. General Manager said the cost of a replacement blower was underestimated and the proposed increase of \$5,000 would allow for procurement of a high-quality, corrosion resistant blower that would have a long service life; **Account Number 6030**, BNY & LAFCO Fees - General Manager said the Board approved a \$20,000 increase to this account on October 16, 2007 for the District's pro-rata share contribution to the Santa Barbara County Integrated Regional Water Management Plan effort. General Manager said this amount was specifically for preparation of the Step 2 grant Application for Round 2 of the Proposition 50 IRWMP funding cycle; **Account Number 6040**, Septic to Sewer Recoverable Expenses - General Manager said the current year budget included \$15,000 for Septic to Sewer Recoverable expenses, which included some legal expenses, some LAFCO annexation processing costs, and certain other expenses under that account. General Manager said as the District moved forward in the first part of this fiscal year there were some legal challenges or procedural challenges to the annexation proceedings, to the assessment district formation process, and the District had incurred expenses above the \$15,000 estimate. General Manager said an increase of \$50,000 had been projected for the remainder of this fiscal year. General Manager said the District was expecting to recover these expenses through the assessment district formation process; **Account Number 6050**, Safety Officer Direct Expenses - A recommended adjustment of \$12,000 is for project direct expenses for the Safety Officer for supplies, travel, and training. These direct expenses were paid jointly by five participating agencies. General Manager said revenue from the other four participating agencies would cover about 75% of these anticipated expenses; **Capital Improvement Projects, Project P-110**, Vehicle Procurement - General Manager said this project was for the purchase of the District-owned vehicle for use by the joint Safety and Training Officer to travel back and forth between the five agencies. The District pays approximately 25% of the project costs. There is not expected to be a net increase in the Safety Officer program expenditures for this fiscal year, but to properly account for a capital purchase, it is necessary to add a new CIP project to the current year's budget.

General Manager said the Finance Director put together a Budget Snapshot, which was included in the Board packet. General Manager said it was staff's recommendation and the Board Finance Committee's recommendation that the proposed modifications to the FY 2007/08 budget be approved as presented.

Director Damron said he had one speaker slip from the public to comment on this item. Jaleh White said she'd like to voice her strong objection to page 37, Septic to Sewer Recoverable Expenses. Ms. White said these expenses had increased 333.3% for recoverable legal fees.

Director Damron brought this issue back to the Board for comments. Director Treloar said the Finance Committee reviewed all these adjustments that were considered necessary and were pleased with the documentation presented to the committee, and felt that they were responsible and necessary. Director Treloar said he would like to make a motion that the Board approve the mid-year adjustments as presented; Director Horwitz seconded the motion, and the motion was approved by a 4-0 vote.

**General Manager's Status Report:** General Manager reported on the following: **South Coast Beach Communities Septic to Sewer Project Update** – The District received correspondence from LAFCO reporting on Friday of last week that there were 53 ballot protests or 36% of registered voters in the combined annexation area who had filed written protests of the annexation, which was more than 25%, less than 50%, and in that range triggered a confirmation election. General Manager said he received some additional correspondence from LAFCO today and two emails. General Manager said each Board Member should have received copies, and copies were available for the public. General Manager said the January 11<sup>th</sup> correspondence contained a document called Executive Officer Determination and Order No. 07-5, and that summarized LAFCO's review of the protests that were received on the annexation. General Manager said there were 147 registered voters residing within the proposal area, and a certain number of the protests received were not deemed to be valid by LAFCO for various reasons, but they did receive 53 valid protests that authorized the confirmation elections. General Manager said the two emails received today were follow-up memoranda from Bob Braitman, the Executive Officer of Santa Barbara LAFCO. General Manager said both emails were addressed to a Distribution List that included supervisors from both counties in the appropriate districts, the election officials in both counties, and counsel for both Ventura and Santa Barbara counties. General Manager said they were summarizing the situation, asking questions about how to proceed from here with the required election, what was the schedule for the election, can the election be a mailed ballot, and then recommended a conference call to talk about these issues. General Manager said the email, document no. 2, talked about the same issues, but had a few deadlines. General Manager said it mentioned the June 3<sup>rd</sup> primary, the next regular election, when Bob Braitman believed this annexation could be held in that process. Mr. Braitman also talked about a deadline of January 31<sup>st</sup> for language getting onto that ballot. General Manager said LAFCO's Board was scheduled to hear an update on this project on February 7<sup>th</sup> at their regular meeting. General Manager said there were some Board of Supervisor's meetings before and after that date. Mr. Braitman suggested a meeting of all parties involved. General Manager said he wanted to update the Board, and he thought he would have a better idea of how the District would proceed to report at the next Board Meeting; **Carpinteria Valley Managers Meeting Report** – January 8<sup>th</sup> was the first meeting of the new year, and was attended by the new Fire Chief, Michael Mingee. General Manager said a discussion was held regarding a community based emergency response group; **CASA Conference Report** – General Manager and Director Moorhouse attended the CASA Mid-Year Conference in Indian Wells. General Manager said it was overall a good conference. General Manager said there was a General Manager's session on contracting with design professionals, which was a panel discussion between agency manager representatives, a representative of an engineering firm, and a couple other representatives. General Manager said it was interesting and he got some good advice on how to contract with engineers and architects. General Manager said there was a good session on GASB 45, the Government

Accounting Standards Board's practice regarding actuarial studies and accounting for post retirement benefits. General Manager said the keynote speaker was supposed to be Dean Flores, Senator from Kern County, who has been the major proponent to land application of biosolids in the Central Valley. General Manager said the Senator did not attend the conference, and in his place was Kevin Jeffries, freshman Assemblyman from Riverside County, who talked about the current state of affairs in Sacramento; **Dewatering Building Construction** – The steel building was delivered to the Treatment Plant the week of January 7<sup>th</sup>. General Manager said Spiess is performing the foundation work, necessary to erect the building, and Taft is working on some of the electrical conduits that were conflicting with the new building structure; **Integrated Regional Water Management Plan – Prop 50 Grant Application Status** - General Manger said this process was coming to a conclusion, and he had attended a couple of meetings, and the application was in the final review stages amongst the agencies. General Manager said in support of the District's project, letters of support were solicited and received from the City of Carpinteria, the Land Trust for Santa Barbara County, the Carpinteria Creek Watershed Coalition and the Carpinteria Creek Committee; **Digester Blower Project Update** – This project is moving along. The aeration blower was delivered. Cushman cut a hole in an existing building and a foundation was poured. General Manager said Taft was also working on the electrical; **Collection System Rehabilitation Project Update** – Insituform is back working on some punchlist items and submitted a second set of post installation videos and reports for District review. Tierra Contracting completed a point repair to fix a major offset in the 15-inch sewer pipeline in the offramp on Reynolds Avenue, and Insituform came in behind Tierra and installed a liner. Tierra began work last week to install a new manhole in the Flood Control easement south of Chaney Avenue; **Operations Update** – The Treatment Plant is operating in full compliance with our NPDES permit. General Manager said an error was made by our contract laboratory in conducting a chronic bioassay test, which required reporting to the RWQCB, and they understand it was a lab error. The Collection system is operating fine, even in the rain events. General Manager said the flow monitoring and remote telemetry for the lift stations provided valuable information during and after the storms.

Director Treloar asked about overtime during the rain events. General Manager said there were about five hours of overtime on Friday, and there was a highwater alarm at Lift Station No. 2, which required overtime going out with a backup pump and generators.

### **Board Committee Reports**

**Finance Committee** – Director Treloar reported the Finance Committee met on December 21<sup>st</sup>, and reviewed the monthly budget, and spent time discussing the mid-year budget adjustments.

**Personnel Committee** – did not meet.

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

### **Board General Items**

**Future Agenda Items** – Director Moorhouse said he'd like to see someone on the Board consider the Washington, D.C. CASA Conference on March 10-12. Director Moorhouse said he would not be able to attend.

**Adjournment.** There being no further items to discuss, Director Damron adjourned the meeting at 6:00 p.m.

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Lin Graf (**Absent**)  
President

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Pat Horwitz  
Secretary Pro-Tem

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Michael Damron  
President Pro-Tem

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Doug Treloar  
Treasurer

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Jeff Moorhouse  
Secretary