

**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 **February 18, 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
Mark Bennett – Operations Manager

Legal Counsel
Present: Anthony Trembley – Musick, Peeler & Garrett, LLP

Public Present: None

President Modugno called the meeting to order and asked Director Velasco 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. Hearing none, President Modugno said the agenda was approved as submitted.

Board Approval of Minutes of the Meeting of January 21, 2014 – Two minor corrections were noted to the minutes of January 21, 2014. Pg. 3 Title *Ad Hoc Utilities Committee*. *Ad Hoc* should be stricken. The title should read *Utilities Committee*. Pg. 4 *Conference with Legal Counsel – Anticipated Litigation*. *Anticipated* was spelled incorrectly. Director Damron made a motion that the Minutes of the January 21, 2014 meeting be approved as modified; Director Graf seconded the motion, and the motion was approved by a 5-0 vote. The vote was unanimous.

Public Forum – None.

General Manager's Status Report – General Manager reported on the following:

Employee Recognition – General Manager said through the independent selection committee, Joey Mendoza was selected as the Employee of the Quarter for the 4th Quarter of 2013. Joey was selected by his peers to recognize his willingness to help his coworkers and for his positive attitude. Congratulations Joey.

Rincon Point Septic to Sewer Project Update – General Manager said good progress has been made on both components of this project. Tierra has reached 80% completion and report that they are still on target for completion in March. The pipeline from the pump station has been completed and pressure tested. Last Friday, the finish paving in Carpinteria Avenue was completed. Replacement of the damaged ATT/Verizon fiber optic conduit was completed on February 13th. SCE is working to set a new power pole and make system improvements to deliver 480V three phase power to the lift station site. Good cooperation from the County Parks Department and the general public continues. Travis Ag is proceeding well on the mainline installation. The line from the community up to the pump station was successfully installed. One small frac-out occurred in the County parking lot, but it was fully contained with no impacts to surface waters and appropriate reporting procedures were followed. The archaeologists and monitors are nearly finished with the Phase 3 Cultural Resources investigation. Two one-meter units were completed on the Santa Barbara side and 15 of the 19 units have been completed on the Ventura side. The design and project management team have been working with many homeowners to finalize outstanding issues in preparation for the work on the private properties. Several homeowners have indicated their intent to relocate their grinder pump and we are coordinating with the archaeologist to ensure that all mitigation measures and permit conditions are complied with. Steve Moore, a member of the State Water Resources Control Board, accompanied by Kelly List, our grant manager from the SWRCB Division of Financial Assistance were given a tour of the project site on February 6th.

Collection System Rehabilitation Project – General Manager said National Plant Services, a subcontractor to Sancon, has been working on pipeline cleaning activities throughout our service area in advance of the CIPP rehabilitation process. The work has progressed slowly due to mineral deposit and scale in the clay lines. There have been a couple of minor issues reported with traffic control and surging toilets. A progress meeting with Sancon was held on February 13th to discuss scheduling. Sancon has started the lining process. The District authorized emergency replacement of a 100-foot length of pipe at the end of Anita Street. Following cleaning activities, it was determined that the pipe had structurally failed and collapse was imminent. Work was completed by Tierra Contracting as a subcontractor to Sancon.

Aerobic Digester Replacement Project Update – General Manager said the target date for opening bids remains Wednesday, February 19th at 2:00 p.m. The mandatory pre-bid job walk was held on January 29th and there were 10 general engineering contractors present. The project team has fielded a number of questions from prospective bidders. On February 11th, Addendum No. 1 was issued, a second addendum was issued on February 14th and a third on February 17th. The City of Carpinteria Planning Commission approved the Development Permit Revision and Coastal Development Permit for the project on February 3rd. The commissioners were very supportive of the project. Two ten day appeal periods run sequentially before the permit becomes final.

Quarterly Utilities Committee Meeting – General Manager said the joint committee meeting will be held with members of the Carpinteria Valley Water District Board and Carpinteria City Council Members on February 27th at the Water District. A copy of the agenda was attached.

SBSDA Meeting Report – General Manager said he attended the January 27th meeting of the Santa Barbara chapter of the CSDA in Buellton. At the meeting the chapter held their annual organizational meeting and Board members for the current year were elected. The LAFCO Special District Selection Committee met just prior to the chapter meeting and Director Moorhouse was elected for

another four year term as LAFCO Commissioner representing special districts. **Operations Update** – General Manager said the treatment plant is operating well and in full compliance with our NPDES discharge permit. The collection system is functioning well with no problems to report. District staff is working with the Lucity development team on the new computerized maintenance management system. Data transfer has happened and remote server and client software installation is underway. The District’s 1997 VacCon combination sewer cleaning machine was sold by Ken Porter Auctions at a February 1st public auction for \$34,000. The District’s IT consultant made some critical improvements to our server and network on February 7th. Concurrently, we engaged them to perform a District-wide network/workstation assessment and provide recommendations for future planning purposes. Mark Bennett attended a multi-day training session as preparation for the Grade V Operator Certification exam offered by the SWRCB which he will take in April.

Change Order No. 1 to Cash Contract No. 404 – Rincon Point Offsite Improvements Project – General Manager said the District Board of Directors approved Cash Contract No. 404 between the District and Tierra Contracting, Inc. on August 17, 2013 for the Rincon Point Offsite Improvements Project with a contract price of \$1,459,771. General Manager said Tierra has completed 80% of the contract work. The site work at the pump station site is the only remaining major component of work and thus far the project has proceeded very well, with no major complications.

General Manager said during the construction phase, there were a number of project changes, some at the direction of the District and Penfield & Smith, in coordination with Tierra to achieve an improved project outcome. General Manager said in order to maintain construction progress, a decision was made to track extra work and process a complete change order towards the completion of the project. General Manager said following a comprehensive review and evaluation of extra work tickets and supporting documentation submitted by Tierra, Penfield & Smith prepared Change Order No. 1. General Manager said based on staff review, the costs are reasonable and the work was necessary to successfully complete the work. If approved, Change Order No. 1 would increase the contract price by \$19,778 making the revised total \$1,479,549. No change in the contract time is proposed.

General Manager said staff recommends that the Board approve Change Order No. 1 to Cash Contract No. 404 with Tierra Contracting, Inc. as presented.

Director Graf made a motion that the Board approve Change Order No. 1 to Cash Contract No. 404 with Tierra Contracting, Inc. as presented; Director Damron seconded the motion and the motion was approved by a 5-0 vote. The vote was unanimous.

2013 Annual Report – NPDES Permit CA 0047364 – General Manager said the District submits an Annual Report to the Central Coast Regional Water Quality Control Board as required by our NPDES discharge permit. Once every five years, also pursuant to permit requirements, the District performs a comprehensive receiving water benthic monitoring program. This study was completed in 2013 by Aquatic Bioassay Laboratory on the District’s behalf. On January 28, 2014 the District submitted the 2013 Annual Report with the Receiving Water Monitoring Report as an attachment.

General Manager said Mark Bennett, the District’s Operations Manager, would provide the Board with an overview of the Annual Report contents.

Mr. Bennett said the format of the annual report had been the same for the last fifteen years and each section is a requirement of the permit. The report included a listing of all District operators and their licenses, narratives of operational accomplishments and a plant summary.

Mr. Bennett said the District's NPDES permit requires that the District maintain at least 85% BOD and removable solids efficiency. At report time, the District's efficiency was at 98%. President Modugno asked how the efficiency was calculated. Mr. Bennett said the levels were measured from the flow that enters the plant and then compared to the measurements taken when the flow is discharged.

Mr. Bennett said the next section discusses the requirement of reviewing the O&M manuals annually. The section also contains a listing of the projects completed during the report period. Mr. Bennett reviewed one of the projects that included converting all of the O&M manuals to electronic format and making them available on an e-database. The District purchased two tablets. Operators are now able to access the manuals electronically in the field. Mr. Bennett said Casey Balch, a plant operator, has transformed paper inspection sheets into electronic forms. These forms are accessed via the tablets and are submitted electronically.

Mr. Bennett said the plant compressors were replaced with energy efficient units in 2013. The District received a rebate from Southern California Edison and power use has decreased.

Mr. Bennett said that the collections system department had a very successful year, cleaning almost 100,000 feet of pipe.

Mr. Bennett said the next section provides graphical representations of how the treatment plant compares to permit limits. Mr. Bennett said the District is well within the limits of all requirements.

Mr. Bennett said the receiving waters sampling is conducted once every five years. The samples are taken from five predetermined locations near the outfall. A sediment sample is taken from the sand. The samples are tested for sedimentation levels, biological growth and biological activity and are compared with samples taken from areas not within range of an outfall line. The District's test showed no impact to the biological environment in the waters surrounding our outfall line.

General Manager said that there is a great level of effort to characterize all of the species in the receiving waters. These results determined that there was essentially no measurable degradation from the District's outfall to the surrounding waters. General Manager said the outfall video survey determined that the emergency work done last year to support the line is intact and holding up well.

Director Moorhouse thanked Mr. Bennett and his department for their effort and commended them on a job well done.

President Modugno also thanked Mr. Bennett and his staff.

District Administration Building Replacement Planning Conditional Use Permit Status and Planning Discussion – General Manager said at the Board meeting on January 21, 2014 it was requested that staff present information at a future meeting related to the District's administration building. A Technical Memorandum prepared by the District in late 2004 which provides an overview of the original administration building development and the history surrounding the subsequent permit extensions was attached for review.

General Manager said that the existing building was originally permitted as a temporary structure and was built approximately two inches below the base flood elevation.

General Manager said in 2004, the City of Carpinteria adopted City Resolution PC-06-003 which confirms permit revisions and sets forth specific findings and requirements related to building replacement as negotiated between staff from both agencies.

General Manager said in conformance with the updated permit requirements, the District is targeting a conceptual planning effort in fiscal year 2015/16 that would analyze all of the options for on-site replacement and potential relocation of the administration building.

Director Moorhouse said that the District should review facilities at both the treatment plant site and the admin site and perhaps an ad-hoc committee should be formed.

After some additional Board discussion, President Modugno formed an ad-hoc facilities committee to work on this issue and assigned himself and Director Damron as the two members.

January 2014 Odor Complaints –General Manager reported that over a period of several days in late January, odor related calls were received from various areas throughout the City. General Manager said he believed that during this period there were multiple sources and abnormal atmospheric conditions in the area that contributed to the odor reports, and that the wastewater treatment facility was not the primary source.

Director Graf suggested that Board members receive some form of communication, distributed in real time, when odor complaints are being received or when there is a problem at the facility that could contribute to odor generation. This current information would be helpful in responding to community input or inquiries that Board members may receive directly.

Finance Committee – Director Moorhouse said the committee met today, February 18th and discussed the monthly budget report, quarterly investment report, semi-annual insurance report, Assessment District 2007-1 report, continuing disclosure for the 2012 Revenue Refinancing Bonds report and received an update on the SWRCB grant.

Personnel Committee – Director Velasco said the committee will be meeting on Monday, February 24, 2014.

Public Relations Committee – None.

Utilities Committee – Director Moorhouse said that the next meeting is scheduled for February 27th at 3:00 at the Carpinteria Valley Water District.

CASA Legislative Committee Report – Director Moorhouse said that he would be attending the CASA DC Conference on February 23rd through 26th. A hot topic for discussion will be the tax exempt financing for water infrastructure.

LAFCO Report – None

SBCSDA Report – Director Moorhouse said the next meeting will be held Monday, February 24, 2014.

CSRMA Report – General Manager said that the District was awarded the CSRMA Safety Superstar Award at the CASA Conference in Indian Wells the end of January. This award is given to agencies within the CSRMA pool that did not have a workers compensation claim causing a loss time from work for the period July 2012 through June 2013.

Board Member Vacation Dates – Director Velasco reported that he would be unable to attend the March 18th meeting. President Modugno reported that he would be unable to attend the May 6th and May 20th Board meetings.

Future Agenda Items – None.

CLOSED SESSION – 6:45 p.m.

Legal counsel led the Board in to closed session on the following agendized items:

CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITGATION:

Significant exposure to litigation pursuant to Govt. Code Section 54956.9(d)(2):
two cases

a) Santa Barbara County APCD/Notice of Violation #10314 (January 22, 2014
Odor Complaints)

b) December 10, 2013 Notice of Violation from Central Coast Regional Water
Quality Control Board

RECONVENE OPEN SESSION – 7:19 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 7:19 p.m.

Mike Modugno
President

Michael Damron
President Pro-Tem

Gerald Velasco
Secretary

Lin Graf
Secretary Pro-Tem

Jeff Moorhouse
Treasurer