

**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 **March 20, 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 - **absent**

Public Present: None

President Graf called the meeting to order and led the Board and staff in the Pledge of Allegiance.

President Graf noted for the record that Legal Counsel was absent from the meeting.

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 February 7, 2012 - Director Damron made a motion that the Minutes of the February 7, 2012 Board meeting be approved as submitted; Director Horwitz seconded the motion, and the motion was approved by a 4-0-1 vote, with Director Modugno abstaining from voting.

Public Forum – None.

General Manager's Status Report – General Manager reported on the following: **CWEA March Workshop** - General Manager said the District hosted the CWEA Tri-Counties Section March Workshop on Thursday, March 15th. This event had a great turn out with around 200 people in attendance. It included 40 vendors displaying products and services, technical training sessions and an “Operator’s Challenge” event. **Operator in Training Recruitment** – General Manager said following an unsuccessful recruitment process to fill an Operator 2 position, the District advertised an opening for an Operator in Training position. A total of 180 applications were received. Preliminary screening narrowed the field to approximately 90 candidates who took a written exam administered on March 12th and 13th. Preliminary interviews for 22 candidates were conducted yesterday, March 19th and final round interviews for 6 candidates are scheduled for March 21st and 22nd. **SAMA Meeting Report** – General Manager said on March 14th he attended a meeting of the Sanitation Agency Managers’ Association at the Goleta Sanitary District. The meeting included a tour of the in-progress \$50M plant upgrade. The group discussed Smartcovers and other technologies used for remote collection system monitoring. **LAFCO Update** – General Manager said on March 14th he attended the LAFCO meeting where an item regarding the District’s sphere of influence and Municipal Service Review (MSR) was continued until July 2012. Between now and July, it is the intention of the District to work with LAFCO staff to conduct a MSR and to develop an updated sphere boundary. Currently the District’s sphere of influence and service area boundary are essentially contiguous, anytime an adjacent property wants to connect, an annexation must be granted and the property must be added to the sphere. A meeting between the District and the County of Santa Barbara Planning Development Department on policy issues regarding provision of sewer service to parcels zoned for agricultural activities is scheduled for May 10th. **West Padaro Lane Sewer Service** – General Manager said on March 12th he met with representatives from the Summerland Sanitary District and the LAFCO Executive Officer to discuss provision of sewer service to a number of properties on the westernmost end of Padaro Lane. These property owners, through their agents, had previously communicated with our District regarding sewer connection. In fact, the property owners had completed design of a sewer in Padaro Lane to connect to our existing sewer line near Beach Club Road. The purpose of the meeting was to discuss, from an engineering perspective, which option makes the most sense for providing sewer service to these parcels. **Bluffs Sewer Relocation Project** – General Manager said final paving on this project will be completed today and tomorrow. Raising and lining of the manholes will follow which will complete the main line installation. The main line has been tested and video inspected. The contractor has been working on the lateral sewers and main sewer branches to serve the existing commercial buildings. Biologic and archaeological monitors have been on-site and the compaction testing of the asphalt and backfill is being completed by the geotechnical inspector. Outstanding tasks include final paving/stripping, construction of the new sewer siphon under Carpinteria Creek and abandonment of the existing sewer manholes on the bluffs. **Sandyland Cove Septic to Sewer Project Update** – General Manager said progress is continuing and MGE Underground has staffed this project up in order to complete it on time. The main pipeline in Avenue Del Mar, including the lateral stubs to each parcel has been completed and successfully tested according to the specifications. The grinder pump installation on the individual parcels is progressing very well with 8 pumps installed, connected and started. This community was developed with narrow lots which have resulted in a number of utility and other conflicts. Regular progress meetings have been conducted to address this matter in a proactive manner. **Rincon Point Septic to Sewer Project Update** – General Manager said the Rincon Point Septic to Sewer Conversion project has gained some momentum in the past several weeks following a meeting with the Santa Barbara County Deputy CEO, the Director of Community Services, the Director of

General Services and the Planning Director. A draft easement has been secured for the central pump station within the Rincon Beach Park property. A meeting with the County Planning Department staff and the County Archaeologist resulted in necessary steps to complete our CDP/CUP application. Additional Extended Phase 1 investigative work to determine absence or presence of intact resources is required in some areas outside of the community where the pump station and the new force main will be located and some areas within the Santa Barbara County side of the community. The Board will be asked to consider an Addendum to the FEIR and SEIR for the project in the coming months that evaluates impacts associated with changes to the project. The project team is working with the Caltrans structural design department on the force main attachment to the bridge. In summary, the project is pushing forward toward the bidding phase. **Operations Update** – General Manager said the WWTP is operating in full compliance with our NPDES permit. General Manager said mechanical repairs were completed for the belt filter press. Staff is continuing to run this equipment at a regular frequency to ensure its continuing functionality as a redundant unit. General Manager said the collection system is operating well with no problems to report since our last meeting. General Manager said representatives from Sylvania Lighting Services were on site for a planning and coordination meeting on March 7th, work on the lighting efficiently project will commence the first week of April and will take approximately three weeks to complete. General Manager said the District's annual Business Survey, a project to update commercial use types in advance of sewer service charge development for the coming year, is complete.

Sand Point Road Septic to Sewer Conversion Project – Acceptance and Approval of Notice of Completion – General Manager said he is pleased to report the Sand Point Road portion of the Septic to Sewer Conversion Project is complete. As of last month, every home within the Sand Point Road community has been connected to the public sewer system. The E-One systems are working as designed and the homeowners seem to be very pleased with the outcome of the project.

General Manager said the Board approved, at their September 6, 2011 regular meeting, Cash Contract No. 380 between the District and Travis Agricultural Construction, Inc. for the Sand Point Road Septic to Sewer Conversion Project for \$617,744. Approved minor change orders for this project resulted in a revised contract amount of \$627,582.54. Work under has been successfully completed in accordance with the contract documents. The district has received all required project submittals. As such, the project is complete.

General Manager said it was staff's recommendation that the Board accept the Sand Point Road Septic to Sewer Conversion Project, authorize the General Manager to file and record a Notice of Completion, and approve release of retention and applicable bonds in accordance with the contract.

Director Moorhouse made a motion that the Board accept the Sand Point Road Septic to Sewer Conversion Project, authorize filing and recordation of a Notice of Completion, and approve release of retention and applicable bonds in accordance with the contract. Director Damron seconded the motion. The motion was approved by a 5-0 vote.

FY 2011/12 Mid-Year Budget Review – General Manager said at the request of the District's Finance Committee, staff has provided a summary report of year to date expenses for each individual account where a variance from the budgeted amount is expected. Account 5843, Computer Related Expenses, realized some unanticipated costs associated with concurrently upgrading the District's Finance Department computer and accounting software. An overage of about \$3,000 is expected.

General Manager said account 5844, SCADA Related Expenses, had an approved budget for the current fiscal year of \$20,000. In January 2012, the Board approved Cash Contract No 393 to AIA Automation, Inc. in the amount of \$20,000 for the PLC Programming and SCADA Integration Services, the year to date expenses through January 2012 were approximately \$3,100. Staff anticipates a total cost overrun of approximately \$4,000.

General Manager said with the approval of Cash Contract No. 394 on February 7, 2012, the Lighting Efficiency Upgrade capital project resulted in a budget amendment from \$20,000 to \$45,000.

General Manager said the Lift Station No 5 Flow Meter Project will be discussed later in the agenda. Costs for this projected are higher then anticipated and it will be necessary to augment the project budget by approximately \$8,000 to execute this project.

Cash Contract No. 395 – Carollo Engineers – Aerobic Digester Preliminary and Final Design Project – General Manager said in the mid 1990's, following completion of a major treatment plant upgrade project that did not address post treatment solids processing, the District converted one existing anaerobic digester to an aerobic digester (Digester 1) and decommissioned the second anaerobic digester (Digester 2). Both existing digesters are suffering from corrosion and neither meet current seismic design standards. With only one digester in service there is no redundancy in the solids storage/treatment unit at the plant.

General Manager said in 2007 the District engaged Carollo Engineers to complete a Solids Handling Master Plan which evaluated and considered long term planning of this aspect of the treatment process, together with dewatering, hauling, reuse and disposal considerations. The completion of that study resulted in a recommendation to continue with aerobic digestion and to pursue additional treatment and perhaps solids reduction by retrofitting and putting Digester 2 into service as an aerobic digester.

General Manager said in June 2011, Carollo Engineers completed a Solids Handling Facilities Plan. This engineering effort evaluated the process and the facilities layout. The facilities planning report was presented to the Board of Directors in late 2011 and based on this review and consideration of planning level cost estimates, direction was given to staff to pursue construction of a new rectangular digester tank.

General Manager said Carollo Engineers has developed a proposal for completion of a final design for a new rectangular clarifier and all the necessary appurtenant facilities that will serve the community for years to come. Carollo Engineers' proposal is attached to Cash Contract No. 395 as Exhibit "A", including a scope of services and engineering cost estimates not to exceed \$347,203. General Manger said he has reviewed the proposal and feels the estimate and scope is reasonable.

General Manager said the District's approved long range capital improvement program included approximately \$750,000 for this project. Based on preliminary work Carollo preformed in 2011 we expect the cost, including the design, to be in the \$3M range. Staff and the Finance Committee have discussed utilizing bond financing and grant funding opportunities to support this project. This project will serve the community for the next 50 years and therefore the costs should be apportioned over the service life of the new infrastructure.

General Manager said to move this project forward, the Board should consider authorizing a new capital improvements project in the current fiscal year. General Manager said at this time there is no need to transfer additional funds from the General Fund to the Capital Improvement Fund as there are restricted projects that have been on hold. Staff will perform a reconciliation of the Capital Improvement Fund and allocate project funds as necessary during the next fiscal year's budget cycle.

General Manager said it was staff's recommendation 1) that the Board approve and execute Cash Contract No. 395 between the District and Carollo Engineers for the Aerobic Digester Preliminary and Final Design Project with a not to exceed project amount of \$347,203; and 2) that the Board authorize the initial phase of the Aerobic Digester Replacement Project in the current fiscal year.

Director Horwitz said if the District were to seek grants for this project, it may be critical to have the preliminary design phase completed.

Director Modugno asked if the District has reviewed any other engineering firms for this project. General Manager said the District did not solicit RFPs. It was felt that Carollo Engineers has extensive insight to this project based on ongoing engineering services and would provide continuity for this particular project.

Director Damron made a motion that the Board approve Cash Contract No. 395 between the District and Carollo Engineers as presented and that the Board authorize the initial phased Aerobic Digester Replacement Project in the current fiscal year. Director Horwitz seconded the motion. The motion was approved by a 5-0 vote.

Cash Contract No. 396 – Dudek – Extended Phase 1 Archaeological Investigation – Rincon Point – General Manager said he eluded to this work in his General Manager Report regarding the Rincon Point Project. The District has been given direction from the Santa Barbara County Archaeologist regarding the work necessary to evaluate cultural resources associated with placement of a pump station inside the Rincon Beach Park parking lot area. The County Archaeologist has also directed additional preliminary study be conducted within the Rincon Point community.

General Manager said Dudek's proposal includes 22 geoprobe excavations, four shovel test pits and associated field and laboratory analysis with a not to exceed contract amount of \$16,138.

General Manager said it was staff's recommendation that the Board approve Cash Contract No. 396 between the District and Dudek for archaeological consulting services related to geoprobe excavations in the Rincon Point community.

Director Damron made a motion that the Board approve Cash Contract No. 396 between the District and Dudek for the proposed Extended Phase 1 Investigation. Director Modugno seconded the motion. The motion was approved by a 5-0 vote.

Cash Contract No. 397 – Lapidus Construction, Inc. – Lift Station #5 Flow Meter Installation – General Manager said the District's annual capital program for FY 2011/12 included a project to install a flow meter at Lift Station No 5. The goal was to install a magnetic flow meter, which provides real time flow measurement, on the discharge for this lift station.

General Manager said during the current year budget process a total of \$8,000 was allocated for this project. The flow meter and appurtenant equipment was purchased directly by the District at a cost somewhat higher than anticipated. Staff then solicited cost proposals from three local contractors to install the meter with the highest bid at \$15,500. The lowest proposal was received from Peter Lapidus Construction, Inc. in the amount of \$10,857, which still exceeds the anticipated amount. General Manager said with a construction cost estimated by staff to be less than \$15,000 the District followed the informal bidding process in accordance with the District's Resolution No. R-91.

General Manager said it was staff's recommendation that the Board 1) approve and execute Cash Contract No. 397 between the District and Peter Lapidus Construction, Inc. for the Lift Station No. 5 Flow Meter Installation Project, and 2) amend the budget for this capital project to \$16,000.

Director Moorhouse made a motion that the Board approve Cash Contract No. 397 between the District and Peter Lapidus Construction, Inc. for the Lift Station No. 5 Flow Meter Installation Project and amend the project budget as proposed. Director Damron seconded the motion and the motion was approved by a 5-0 vote.

Board Workshop / Strategic Planning Session – General Manager said the District Board of Director's has participated in facilitated workshops for the purpose of developing mission, vision and goals for the agency. General Manager said this item is on tonight's agenda as an opportunity for the Board to discuss the idea of a workshop and strategic planning session and topics to be included in that setting. Attached to the staff report is an outline of a Strategic Plan for another water/wastewater agency who used a facilitator for the process.

Director Horwitz said she feels that the topic of Board member roles and responsibilities may be a little redundant for the current Board. President Graf said the items listed on the staff report were only recommendations. Director Moorhouse said a strategic planner would develop topics based on responses given through individual pre-session interviews with each member. President Graf said through the attendance of CASA workshops he has been informed of many items in front of the wastewater industry and feels that all Board members should stay current with industry movement. Director Moorhouse said this is an election year which may change the composition of the Board and perhaps a workshop should occur after the election. President Graf suggested the current Board knowledge would be beneficial in providing guidance for future Board members, if a change should occur. It was a general consensus to move forward with a strategic planning workshop and related actions to generate a Strategic Plan for the agency.

Director Damron left the meeting at this point for another obligation and did not return.

President Graf provided direction to staff to gather Board workshop and strategic planning session information for potential dates in May 2012.

CSDA Board of Directors – Call for Nominations – President Graf said this was a call for nominations for one open seat in Region 5 for the Board of Directors of the California Special Districts Association, and this item was placed on the Agenda in case anyone was interested in running for election. No action was taken.

2012 CASA Spring Conference – President Graf said this item was on the Agenda for the Board's information, and if any member was interested in attending to call the Secretary to the Board to make arrangements.

Finance Committee – Director Horwitz reported the Finance Committee had met twice since the last Board meeting. The committee reviewed the semi-annual insurance report, the quarterly investment report, a COLA report which indicated a 3% increase in the CPI index 2011, the mid-year report, a proposal from our auditor for services for the next three years, and a report on the grant money for the Sand Point Septic to Sewer Conversion Project. Stone & Youngberg gave a presentation to the committee regarding refinancing the District's outstanding revenue bonds. General Manager said the rate environment for municipal bonds is currently very favorable. Stone & Youngberg, the firm that has most recently underwritten the Assessment District Bond, provided information suggesting the District could save money simply by refunding the outstanding bonds. This information will come to the Board at a later date for further review.

Personnel Committee – Did not meet. Director Moorhouse distributed packets to Board members in preparation of the upcoming annual performance review of the General Manager.

Public Relations Committee – Did not meet.

CASA Legislative Committee Report – President Graf said he is distributing a packet containing items discussed at the CASA DC Conference. Director Moorhouse said he also attended the DC Conference and conferred with Legislators regarding the issues contained in President Graf's packet. Director Moorhouse said he would make a full report to the Board once the items have been voted on.

SBCSDA Report – Director Moorhouse said he attended the SBCSDA meeting held March 26, 2012.

LAFCO Report – Director Moorhouse said he attended the SBLAFCO meeting on March 1, 2012.

Board Member Vacation Dates – Director Horwitz said she will not be here April 17th and also the month of June.

Future Agenda Items – None.

Adjournment. There being no further items to discuss, President Graf adjourned the meeting at 6:50 p.m.

Lin Graf
President

Mike Modugno
Secretary

Jeff Moorhouse
President Pro-Tem

Michael Damron
Secretary Pro-Tem

Pat Horwitz
Treasurer