

AGENDA
FOR THE REGULAR MEETING OF THE GOVERNING BOARD
TO BE HELD April 15, 2014

The regular meeting of the Governing Board will be held commencing at 5:30 p.m. The location of the meeting is at 5300 Sixth Street, Carpinteria, California.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

BOARD APPROVAL OF AGENDA AS [SUBMITTED] [MODIFIED]
Board President asks the Board, public, staff, and legal counsel if there are any additions and/or modifications to the Agenda.

I. APPROVAL OF MINUTES AS [SUBMITTED] [MODIFIED]
April 1, 2014

II. PUBLIC FORUM
The public may address the Governing Board on items of interest to the public which are not already on this evening's agenda and are within the subject matter jurisdiction of the Board. The time allotted for this discussion shall be pursuant to Board Bylaws.

III. MATTERS BEFORE THE BOARD

A. GENERAL REPORTS:

1. General Manager's Status Report (Pages 1 - 2)

Description: General Manager to review his written report regarding the following issues:

- Rincon Point Septic to Sewer Project Update
- West Padaro Lane Main Sewer Extension Project
- Aerated Sludge Holding Tank Replacement Project
- SAMA Meeting Report
- Operations Update

2. Special District Leadership Foundation (SDLF) Certificate of Transparency Award (Pages 3-6)

Description: The Board to receive information regarding the Special District Leadership Foundation District Transparency Certificate of Excellence Award.

Staff Recommendation: That the Board review the SDLF materials and provide direction to District staff.

3. Board Meeting Minutes Format

(Page 7)

Description: The Board to review and consider the format for Board meeting minutes.

Staff Recommendation: That the Board review and consider the format for Board meeting minutes and provide feedback or direction to District staff.

IV. BOARD ITEMS

A. COMMITTEE REPORTS

Description: Verbal reports by the committee chairperson(s) of the following committees:

- Standing Finance Committee
- Standing Personnel Committee
- Standing Public Relations Committee
- Standing Utilities Committee
- AD-Hoc Facilities Planning Committee

B. GENERAL ITEMS

1. CASA Legislative Committee Report (Jeff Moorhouse)
 - Discussion of pending legislation affecting CASA member agencies.
2. LAFCO Report (Jeff Moorhouse)
3. SBCSDA (Santa Barbara – California Special Districts Association) Report
4. CSRMA Report (Jeff Moorhouse)
5. Board Member Vacation Dates
6. Future Agenda Items

V. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION:

Significant exposure to 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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Per Government Code Section 54957. Title: General Manager.

VI. RECONVENE OPEN SESSION

A. CLOSED SESSION REPORT

VII. ADJOURNMENT

FURTHER INFORMATION AVAILABLE

A staff report providing more detailed information is available for most agenda items and may be reviewed in the District office during regular hours (Monday - Friday from 8:00 a.m. to 12:00 p.m. and/or 1:00 p.m. to 5:00 p.m.). Copies of individual reports may be requested at this office. Call (805) 684-7214 extension 10 for more information.

In compliance with the Ralph M. Brown Act and the Americans with Disabilities Act, if you need a disability-related modification, accommodation, or other special assistance to participate in this meeting, please contact the District's Board Secretary at (805) 684-7214, extension 10, at least 48 hours prior to the start of the meeting.

Next Ordinance Available.....#14
Next Resolution Available.....R-271
Posting Date.....04/11/14

**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 **April 1, 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 - **absent**
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: Anthony Trembley – Musick, Peeler & Garrett, LLP

Public Present: Sandy Pierce – Cate School
Richard Jones

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

President Modugno noted for the record that Director Damron would be absent from tonight's meeting.

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 March 4, 2014 – Two minor corrections were noted to the minutes of March 4, 2014. Pg. 3, paragraph 7, sentence 2, *the* and *thank* were transposed, should read *...said he would like to thank the Board...*; Pg. 3, paragraph 8, sentence 2, last word *manufactures* is misspelled should be *manufacturers*. Director Graf made a motion that the Minutes of the March 4, 2014 meeting be approved as modified; Director Moorhouse seconded the motion, and the motion was approved by a 4-0 vote. The vote was unanimous.

Public Forum – None.

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

Rincon Point Septic to Sewer Project Update – General Manager said good progress continues on both components of this project. Startup of the central lift station happened on March 25th and 26th with Romtec, the pump station designer/supplier, on site. All system tests were performed and everything is functioning well. Travis Ag has completed all of the lateral installation and air testing of the main and lateral collection system. The first home is likely to be connected in the first week of April.

Collection System Rehabilitation Update – Sancon has completed approximately 50 percent of the project. Planning and coordination is underway for rehabilitation of the line under Carpinteria creek from the Concha Loma neighborhood.

West Padaro Lane Main Sewer Extension Project – General Manager said CalProp has entered into a construction contract with Tierra Contracting. Work began yesterday and is projected to continue through June 2014. District staff will be providing inspection throughout the construction period to ensure conformance to construction standards and engineered plans.

District Newsletter – General Manager said the Winter 2014 newsletter was mail to District customers on March 20th. Extra copies are available at the administration office and an electric copy was posted to the District website.

CSRMA Long Range Planning – General Manager said he attended the two-day CSRMA Executive Board long range planning session. The 60 member insurance pool continues to perform very well. Focus was on emerging risks for wastewater utilities and enhanced services to pool members. The CSRMA Risk Control program continues to expand and offer more benefits to the group. David Patzer will facilitate the roll out of a new mobile application in May for documentation of SSO response.

SAMA Meeting Report – General Manager said he attended the March 12th meeting of the Sanitation Agency Managers Association at the Goleta Wastewater Treatment Plant. Heather Billing of the Wallace Group gave a presentation on control of Fats, Oils & Grease in collection systems. There was an excellent round table discussion, with many agencies having key capital projects underway.

APCD Permit to Operate Renewal – General Manager said that District is in the triennial renewal process for the APCD Permit to Operate process. District staff met with Santa Barbara APCD technical staff on March 21st to discuss potential changes to permit criteria and monitoring requirements related to the dry scrubber odor control units.

Operations Update – General Manager said the treatment plant is operating well and in full compliance with our NPDES discharge permit. A copy of the weekly performance report was attached. The collection system is functioning well with no problems to report. Over 10,000 linear feet of hydrocleaning was accomplished during the week of March 17th. Periodic lift station inspection and maintenance activities have been completed. Seven District staff members attended the CWEA March Workshop held at the El Estero Wastewater Treatment Plant on March 13th. Mark Bennett and Lance Lawhon have both taken on leadership roles with the local CWEA. Operations and collections staff are working with Lucity on the new asset management system development and participated in a user group training session on March 18th. All District departments are currently working on the 2014/15 Fiscal Year budget development task.

Cate School – Wastewater Sample Analysis Services – General Manager said that this item was on tonight's agenda to seek input from the Board regarding a service agreement between the District and Cate School for wastewater sample analysis services.

General Manager said Cate School maintains its own on-site wastewater treatment facility. Their newly upgraded facility is a state of the art tertiary treatment plant with an underground recycled water storage tank. General Manger said one of the requirements of their permit to allow for unrestricted use of their recycled water is daily sampling and testing for total coliform.

General Manger said Cate School has approached the District about creating an agreement which would allow our certified laboratory and staff to perform their required analysis. This agreement would provide Cate School with a convenient cost effective method of meeting their permit requirements. The next nearest laboratory is in Santa Paula.

General Manager said the District would recover any costs incurred to perform the analysis.

Director Graf asked what Ventura Regional Sanitary District's relationship to Cate is. General Manager said they are the contract operator at the Cate wastewater facility.

President Modugno opened public forum.

Sandy Pierce of Cate School introduced herself and thanked the Board for considering this item.

Director Moorhouse asked how many gallons per day are processed through the facility. Ms. Pierce said their capacity is 25,000 gallons per day but that current average flow is between 12,000 and 14,000 gallons per day.

Director Moorhouse said he thinks this is a great opportunity to partner with a local educational institution.

Director Graf asked what happens to the excess water not used for turf application. Ms. Pierce said the facility is equipped with a 400,000 gallon underground holding tank.

After Board discussion, President Modugno directed staff to proceed with the agreement negotiations for sample analysis services between the District and Cate School.

CIP Budget Amendment – Aerated Sludge Holding Tank Replacement Project –

General Manager said the aerated sludge holding tank replacement project has been awarded. This project is being funded, in part, through the issuance of \$4.5 million in revenue bonds. Capital reserves will be used to fund the balance of the overall project cost.

General Manager said the project budget was developed in phases, design and construction. The Board initially approved a CIP budget of \$350,000 for preliminary and final design. The CIP budget for the project was amended during the last budget cycle to reserve the \$4.5 million in bond proceeds, increasing the authorized project budget to \$4.85 million.

General Manager said the Board approved issuance of a Notice of Award to Cushman Contracting Corporation for project construction based on their bid of \$5,198,000.

General Manger presented a table outlining the authorized project costs. These numbers have been reviewed by the Finance Committee and it was determined that an additional \$2 million would need to be allocated to fully fund the project. District staff and the committee have completed a comprehensive analysis of reserve fund availability. Adequate reserve capacity exists to convey the additional \$2 million from the District's General Fund to the Capital Improvement Fund in order to execute the Aerated Sludge Holding Tank Replacement Project.

General Manager said that is was staff's recommendation that the Board amend the CIP budget for the Aerated Sludge Holding Tank Replacement Project.

Director Graf made a motion that the Board amend the CIP budget for the Aerated Sludge Holding Tank Replacement Project to \$6,850,000 as proposed; Director Moorhouse seconded the motion and the motion was approved by a 4-0 vote. The vote was unanimous.

Cash Contract No. 416 Aerated Sludge Holding Tank Replacement Project –

General Manager said the Board of Directors approved issuance of a Notice of Award to Cushman Contracting Corporation for the Aerated Sludge Holding Tank Replacement Project at its March 4, 2014 regular meeting. Notice was sent to Cushman on March 6, 2014 with

two copies of the Contract Agreement. Cushman returned executed copies of the agreement together with the requisite performance and payment bonds and certificates of insurance.

General Manager said Legal Counsel has reviewed the submittal package to verify compliance with contract requirements.

General Manager said once the Contract Agreement is executed by the Board, Notice to Proceed will be issued to Cushman and the contract performance period is approximately 700 working days from the NTP date.

Director Graf made a motion that the Board approve and execute Cash Contract No. 416 between the District and Cushman Contracting Corporation for the Aerated Sludge Holding Tank Replacement; Director Velasco seconded the motion and the motion was approved by a 4-0 vote. The vote was unanimous.

Change Order No. 2 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. General Manager said Tierra has completed 95% of the contract work and thus far the project has proceeded very well, with no major complications.

General Manager said on November 18, 2013, Tierra damaged an existing concrete duct bank containing a fiber optic cable owned by Verizon. The utility was approximately 20 feet below ground surface and had not been accurately located or marked by Verizon's contractor, Utiliquest.

General Manager said Change Order No. 2 was drafted to appropriately update the contract terms. The change order, including attachments, documents all of the extra work to complete the repair. The work was successfully performed by Tierra and their subcontractor in accordance with direction provided Verizon.

General Manager said if approved, Change Order No. 2 would increase the contract price by \$12,797 making the revised total \$1,492,346.00. No change in the contract time is proposed.

General Manager said the District filed a claim with Utiliquest, the company responsible for the mismarked duct bank and fiber optic cable, requesting reimbursement of the full cost of the repair work. No formal response to the claim has been received.

General Manager said staff recommends that the Board approve Change Order No. 2 to Cash Contract No. 404 with Tierra Contracting, Inc. as presented.

Director Graf made a motion that the Board approve Change Order No. 2 to Cash Contract No. 404 with Tierra Contracting, Inc. as presented; Director Velasco seconded the motion and the motion was approved by a 4-0 vote. The vote was unanimous.

Cash Contract No. 411 – Earth Systems Southern California – Amendment No.1 – General Manager said the District engaged Earth Systems Southern California to provide compaction testing, materials testing and related field services during construction of the offsite and onsite portions of the Rincon Point Septic to Sewer Conversion Project through approval of Cash Contract No. 411 in June 2013 in the amount of \$8,000.

General Manager said Earth Systems has completed all field and lab work required for this project. The compaction testing and materials testing program was more comprehensive than originally anticipated by Earth Systems.

General Manager said a fee amendment of \$10,000 is recommended to cover the costs of work provided in excess of the originally authorized budget.

General Manager said staff recommends that the Board approve a \$10,000 amendment to Cash Contract No. 411 between the District and Earth Systems Southern California as proposed.

Director Velasco made a motion that the Board approve Amendment No.1 to Cash Contract No. 411 with Earth Systems Southern California as presented; Director Graf seconded the motion and the motion was approved by a 4-0 vote. The vote was unanimous.

Finance Committee – Director Moorhouse said that the committee met on March 20th and discussed various line items that may exceed the projected budget but that the overall budget would not run over.

Personnel Committee – Director Velasco said he would like each Board member to submit the General Manager evaluation forms by next week.

Public Relations Committee – None.

Utilities Committee – None.

Ad-Hoc Facilities Planning Committee – None.

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

LAFCO Report – None.

SBCSDA Report – Director Moorhouse said the CSDA website has been update. He encouraged everyone to log on and become familiar with the new site.

CSRMA Report – None.

Board Member Vacation Dates – None.

Future Agenda Items – Director Moorhouse said he would like an update on the SDLF Transparency Certificate Award process.

Adjournment There being no further items to discuss, President Modugno adjourned the meeting at 6:31 p.m.

Mike Modugno
President

Michael Damron
President Pro-Tem

Gerald Velasco
Secretary

Lin Graf
Secretary Pro-Tem

Jeff Moorhouse
Treasurer



Carpinteria Sanitary District

Board of Directors Meeting
General Manager's Status Report

TO: Board of Directors
FROM: Craig Murray, P.E. - General Manager
SUBJECT: **General Manager's Status Report**
DATE: April 15, 2014

Rincon Point Septic to Sewer Project Update. Tierra is working on final punchlist items following an all hands site meeting on April 10th. The central pump station is fully functional. The County Park restroom has been connected and the septic tanks and drywells have been properly abandoned. Travis Ag has begun connecting homes on the Santa Barbara County side of the point and will continue with tank installations on a sequential basis.

West Padaro Lane Main Sewer Extension Project Update. Over 1,500 linear feet of sewer and four manholes have been installed on Padaro Lane by CalProp's contractor, Tierra Contracting. Lance Lawhon is providing construction inspection. The District received a complaint from an area resident (reportedly representing the Padaro Association) stating that inadequate notice was provided ahead of the project and the temporary road closures are a major inconvenience. A representative from the 1st District Supervisor's office also contacted me, having received a similar complaint. I provided a response to the individual with information on the project history and the public processes undertaken by CalProp and the District. The requirement to close Padaro Lane during construction activities was set forth by the County of Santa Barbara Roads Department as a condition of CalProp's encroachment permit.

Aerated Sludge Holding Tank Replacement Project Update. Notice to Proceed was delivered to Cushman Contracting effective on April 7th. The construction management team, the contractor and District staff participated in a training session for EADocs, the cloud based software system that will be used to manage project paperwork – submittals, RFIs, clarifications, change orders, etc.

SAMA Meeting Report. I attended the April 9th meeting of the Sanitation Agency Managers Association at the Lompoc Regional WWTP. Joyce Howerton, representing Senator Hannah Beth Jackson's office, was the speaker. She conveyed information from Senator Jackson focusing primarily on drought issues facing our region and statewide. The group was able to provide meaningful feedback on recycled water issues and express support for SB 1014, the senator's pharmaceutical take-back bill.

Operations Update: WWTP and Collection System operations updates are as follows:

- The treatment plant is operating in full compliance with our NPDES discharge permit.
- Scrubber media in OCU-3 was replaced on Friday April 11th.
- Operations staff is preparing for installation of new pumps and related equipment at Lift Station No. 6.

- The collection system is functioning well with no reported mainline blockages or SSOs during the period.
- The crew will be doing night work the entire week of April 14th to accomplish hydrocleaning in the downtown area during low traffic and low flow conditions.
- Collections staff are providing support to Sancon on the Collection System Rehabilitation Project, which is approximately 65% complete.
- Operations and collections staff are continuing to work with Lucity on the new CMMS development.
- A groundbreaking for the Casa de las Flores project, formerly the Carpinteria Camper Park, was held the week of April 7th. District staff is providing input on abandonment of existing sewer infrastructure.



Carpinteria Sanitary District

Board of Directors Meeting

STAFF REPORT

TO: Board of Directors

FROM: Craig Murray, P.E. - General Manager

**SUBJECT: Special District Leadership Foundation (SDLF)
Transparency Certificate of Excellence**

DATE: April 15, 2014

REQUESTED ACTION: That the Board receive information regarding the Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence award program.

BACKGROUND: The Special District Leadership Foundation (SDLF) created the District Transparency Certificate of Excellence award program in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts an opportunity to showcase their efforts in transparency.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs.

In order to receive the award, a special district must demonstrate the completion of eight essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing financial transactions and compensation reports to the State Controller in a timely manner. The district must also demonstrate outreach to its constituents that engages the public in its governance, through newsletters and an annual informational public budget hearing.

While our agency already meets many of the transparency certificate requirements, achieving certain other requirements will involve additional steps and/or resources. Attached is a checklist outlining the requirements each agency must fulfill prior to receiving the SDLF Transparency Certificate of Excellence award.

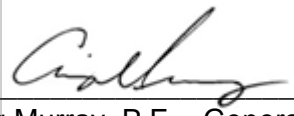
The District is in the process of formulating a plan for a complete website redesign and upgrade. As part of the planning and design process staff will implement those requirements of transparency certificate to become eligible for this award.

RECOMMENDATION: It is recommended that the Board review the attached materials and provide direction to staff as desired.

SUGGESTED MOTION: None.

M _____ S _____

Ayes: _____ Nays: _____ Abstentions: _____

Prepared By:  _____
Craig Murray, P.E. - General Manager

Attachments: SDLF District Transparency Certificate of Excellence Checklist

P:\Board\Staff Reports\2014\04-15-14\SDLF.docx

District Transparency Certificate of Excellence *checklist*

Showcase your district's commitment to transparency

BASIC REQUIREMENTS

- Current Ethics Training for all Board Members**
(Government Code Section 53235)
 - Provide copies of training certificates along with date completed
- Compliance with the Ralph M. Brown Act**
(Government Code Section 54950 et. al)
 - Provide copy of current policy related to Brown Act compliance
 - Provide copy of a current meeting agenda (including opportunity for public comment)
- Adoption of policy related to handling Public Records Act requests**
 - Provide copy of current policy
- Adoption of Reimbursement Policy, if district provides any reimbursement of actual and necessary expenses**
(Government Code Section 53232.2 (b))
 - Provide copy of current policy
- Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products. This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation.** (Government Code Section 53065.5)
 - Provide copy of the most recent document and how it is accessible
- Timely filing of State Controller's Special Districts Financial Transactions Report - includes compensation disclosure.** (Government Code Section 53891)
 - Provide copy of most recent filing
SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'
- Conduct Annual Audits**
(Government Code Section 26909 and 12410.6)
 - Provide copy of most recent audit and management letter and a description of how/where documents were made available to the public
- Other Policies – have current policies addressing the following areas** (provide copies of each):
 - Conflict of Interest
 - Code of Ethics/Values/Norms or Board Conduct
 - Financial Reserves Policy

WEBSITE REQUIREMENTS

- Maintain a district website with the following items**
(provide website link; all are required)
 - Names of Board Members and their terms of office
 - Name of general manager and key staff along with contact information
 - Election procedure and deadlines
 - Board meeting schedule (Regular meeting agendas must be posted 72 hours in advance pursuant to Government Code Section 54954.2 (a) (1) and Government Code Section 54956 (a))
 - District's mission statement
 - Description of district's services/functions and service area
 - Authorizing statute/enabling act (Principle Act or Special Act)
 - Current district budget
 - Most recent financial audit
 - Archive of Board meeting minutes for at least the last 6 months
 - List of compensation of Board Members and staff and/or link to State Controller's webpage with the data
- Website also must include at least 4 of the following items:**
 - Post Board Member ethics training certificates
 - Picture, biography and email address of board members
 - Last 3 years of audits
 - Reimbursement and Compensation Policy
 - Financial Reserves Policy
 - Online/downloadable Public Records Act request form
 - Audio or video recordings of board meetings
 - Map of district boundaries/service area
 - Link to California Special Districts Association mapping program
 - Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)

Continued on reverse



checklist continued

OUTREACH/BEST PRACTICES REQUIREMENTS

Must complete at least 2 of the following items:

- Regular district newsletter or communication** (*printed and/or electronic*) that keeps the public, constituents and elected officials up-to-date on district activities (*at least twice annually*)
 - Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom
- Community notification through press release to local media outlet announcing upcoming filing deadline for election and process for seeking a position on the district board, prior to that election** (*or prior to the most recent deadline for consideration of new appointments for those districts with board members appointed to fixed-terms*)
 - Provide copy of the press release (*and the printed article if available*)
- Complete salary comparison/benchmarking for district staff positions using a reputable salary survey** (*at least every 5 years*)
 - Provide brief description of the survey and process used as well as the general results
- Special Community Engagement Project**

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

 - Submit an overview of the community engagement project, reviewing the process undertaken and results achieved
- Hold annual informational public budget hearings that engage the public** (*outreach, workshops, etc.*) **prior to adopting the budget**
 - Provide copy of most recent public budget hearing notice and agenda
- Community Transparency Review**

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals* (*the district may choose to conduct the overview with these individuals simultaneously or separately*):

 - Chair of the County Civil Grand Jury
 - Editor of a reputable local print newspaper (only one may count toward requirement)
 - LAFCo Executive Officer
 - County Auditor-Controller
 - Local Legislator (only one may count toward requirement)
 - Executive Director or President of local Chamber of Commerce
 - General Manager of a peer agency (special district, city or county)

* Provide proof of completion signed by individuals completing Community Transparency Review

How do I proceed?

- Step 1: Complete the requirement checklist
- Step 2: Send checklist and all supporting materials or contact the SDLF staff on how to submit all materials electronically:
 - SDLF
 - 1112 I Street, Suite 200
 - Sacramento, CA 95814
- Step 3: Approval process review performed by SDLF staff
- Step 4: Receive your certificate and recognition

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SDLF is supported by



The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. SDLF is supported through the California Special Districts Association and Special District Risk Management Authority.



Carpinteria Sanitary District
Board of Directors Meeting

STAFF REPORT

TO: Board of Directors
FROM: Craig Murray, P.E. - General Manager
SUBJECT: Board Meeting Minutes Format
DATE: April 15, 2014

REQUESTED ACTION: That the Board review and consider the format for Board meeting minutes and provide feedback or direction to District staff.

BACKGROUND: The District has historically prepared very comprehensive minutes for meetings of its Board of Directors. This practice, and the basic format of the minutes, has not been reviewed or considered by the Board for many years. Preparation of the very detailed minutes requires a significant amount of staff time following each meeting. For the past several years the District has published complete Board meeting agenda packets, with all supporting staff reports and backup materials, and made them available on the internet for public review. These documents are also archived on the District's website. As such, much of the background information that is repeated in the minutes is now available to the public.


Based on a suggestion from District legal counsel, the Board may wish to review and consider the format of Board of Director meeting minutes. There is a range of legally acceptable meeting minute formats, from simple "action" minutes at one end of the spectrum to the very detailed, transcript style minutes that we currently generate. Examples of meeting minutes from other local agencies will be presented for review.

RECOMMENDATION: It is recommended that the Board review and consider the format for Board meeting minutes and provide feedback or direction to District staff.

SUGGESTED MOTION: None.

M_____ S_____

Ayes:_____ Nays:_____ Abstentions:_____

Prepared By: 
Craig Murray, P.E. - General Manager