

**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 15, 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/Board Clerk

Legal Counsel
Present: Bill Carter – Musick, Peeler & Garrett, LLP

Public Present: None

President Modugno called the meeting to order and asked Director Damron 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 April 1, 2014 – Director Graf made a motion that the Minutes of the April 1, 2014 Regular Board meeting be approved as submitted; Director Velasco seconded the motion, and the motion was approved by a 4-0-1 vote with Director Damron abstaining.

Public Forum – None.

General Manager's Status Report – General Manager reported on the following:
Rincon Point Septic to Sewer Project Update – General Manager said the first home was connected to the public sewer system last Friday, marking a major milestone in this project. Tierra Contracting is completing several final punchlist items. The County Park restroom has been connected and the septic tanks and drywells have been properly abandoned. **West Padaro Lane Main Sewer Extension Project** – General Manager said over 2,000 linear feet

of sewer and the fifth manhole have been installed. Lance Lawhon is providing construction inspection. The District received a complaint from an area resident stating that inadequate notice was provided ahead of the project and the temporary road closures are a major inconvenience. The resident submitted a similar complaint to the 1st District Supervisor office who also contacted the District. General Manager said he provided a response to the resident with information on the project history and the public process 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** – General Manager said 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. **SAMA Meeting Report** – General Manager said he attended the April 9th meeting of the Sanitation Agency Managers Association at the Lompoc Regional Wastewater Treatment Plant. Joyce Howerton, representing Senator Hannah Beth Jackson's office, was the speaker. She spoke primarily about the drought issues facing our region and statewide. The group was able to provide feedback on recycled water issues and expressed support for SB 1014, the senator's pharmaceutical take-back bill. **Operations Update** – General Manager said the treatment plant is operating well and 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 problems to report. This week the collection crew is doing night work to accomplish hydrocleaning in the downtown area during low traffic and low flow conditions. Collections staff is providing support to Sancon on the Collection System Rehabilitation Project, which is approximately 65% complete. A groundbreaking for the Casa de las Flores project, formerly the Carpinteria Camper Park, was held the week of April 7th and District staff is providing input on abandonment of existing sewer infrastructure.

Special District Leadership Foundation Transparency Certificate of Excellence –

General Manager said that this item is on tonight's agenda at the request of the Board. The Special District Leadership Foundation created the Transparency Certificate of Excellence award program to promote transparency in the operations and governance of special districts. In order to receive the award, a special district must demonstrate the completion of essential governance transparency requirements. A checklist of requirements was attached for review.

General Manager asked the Board Clerk to provide an overview of the checklist requirements. Board Clerk reviewed the list indicating which items the District currently meets and which will require additional steps to complete.

President Modugno asked if there was a deadline for submittal and if the award was presented annually.

Board Clerk said that no deadline exists and that the award is believed to be a one-time issue.

After some Board discussion there was general consensus to pursue the certificate. General Manager said based on conversations with the PR committee and general consensus from the Board, staff would proceed with the additional requirements to fulfill the application process.

Board Meeting Minutes Format – General Manager said the District has historically prepared very comprehensive minutes for Board meetings. This practice has not been reviewed or considered for many years and based on a suggestion from legal counsel, Anthony Trembley, the Board may wish to review and consider the format.

General Manager said for the past several years the District has published complete Board meeting agenda packets, with all supporting materials, and made them available on the internet for public review. Much of the information captured in the minutes is a repeat of already published staff reports.

General Manager said that there is a range of legally acceptable meeting minute formats. Sample minutes from several other agencies were distributed for review.

President Modugno asked if there were any requirements to maintain our existing minute format related to the transparency item.

General Manager said that there is no specific provision and that “action” minutes were legally acceptable.

Legal Counsel, Bill Carter, said having minutes that provide detailed information can be helpful when recalling specific actions. However, too much information can sometimes prove to be hurtful.

Director Moorhouse said that since Mr. Trembley had suggested that the Board review this topic, perhaps this item should be reconsidered when Mr. Trembley was present to provide input.

Finance Committee – None.

Personnel Committee – None.

Public Relations Committee – Director Graf reported on the committee meeting held April 8, 2014. Director Graf reported that the PR firm’s contract had been terminated but that outreach progress is continuing. Director Moorhouse asked if the contract between the District and the PR firm was approved by the Board and if so, does staff have the ability to terminate the contract without Board consent. President Modugno directed staff to include this discussion as a future agenda item.

Utilities Committee – None.

Ad-Hoc Facilities Planning Committee – None.

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

LAFCO Report – None.

SBCSDA Report – None.

CSRMA Report – None.

Board Member Vacation Dates – President Modugno will be absent from the May 6th and May 20th meetings.

Future Agenda Items – President Modugno noted the topics suggested, Board meeting minute format and contract cancellations.

CLOSED SESSION – 6:15 p.m.

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

CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED 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.

Closed Session Report – President Modugno reconvened the open session at 6:45 p.m. and stated that there was no action taken on either of the closed session items.

Adjournment There being no further items to discuss, President Modugno adjourned the meeting at 6:46 p.m.

Mike Modugno
President

Michael Damron
President Pro-Tem

Gerald Velasco
Secretary

Lin Graf
Secretary Pro-Tem

Jeff Moorhouse
Treasurer