

**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 22, 2008**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California. This meeting was rescheduled from April 15, 2008 and properly noticed in accordance with State law.

Directors Present: Lin Graf – President
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: None

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

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

Approval of Minutes of March 4, 2008 and March 18, 2008 – Director Damron made a motion that the Minutes of the March 4, 2008 Board Meeting be approved as submitted; Director Horwitz seconded the motion, and the motion was approved by a 5-0 vote. Director Horwitz made a motion that the Minutes of the March 18, 2008 meeting be approved as submitted; Director Treloar seconded the motion, and the motion was approved by a 5-0 vote.

Public Forum. None

General Manager's Status Report: General Manager commented that today was Earth Day. General Manager reported on the following: **Election of Special District Representatives to LAFCO** – A brief update from LAFCO was included in the agenda on Special Districts Selection Committee. Following two unsuccessful attempts to form a quorum, the results of a mailed ballot selection process were reported by LAFCO in a March 31, 2008 letter. Cathy Schlottman of the Mission Hills Community Services District was selected as the regular member of LAFCO and John Fox, who had been on the LAFCO

Commission for a number of years, was selected as the alternate member; **Staff Recruitment Report** – The District is in the process of recruiting for the Laborer position. The application period closed April 11th, and 28 applications were received. Interviews are being scheduled over the next couple of days, and the recruitment effort should be complete in the next week or two. Director Treloar asked how many candidates would be interviewed. General Manager said all applicants would be given a short interview, and a second interview scheduled for five or six of the top ranked candidates. General Manager said the District was also recruiting for a Safety and Training Officer. The application period closes on Friday, April 25th; **CWEA Annual Conference Report** – The General Manager and four staff members attended the CWEA Annual Conference last week in Sacramento. General Manager said it was a good conference with a wide variety of technical sessions and an exhibition hall with vendors. General Manager said it was fruitful for him to spend some time talking with different vendors regarding some capital projects coming up in the 2008/2009 fiscal year. General Manager said a number of the classes were focused on collection system compliance, Sewer System Management Plan development, and an interesting class on sewer system maintenance that included statistical information on agencies across the state. Tam Doduc, chair of the State Water Resources Control Board, and Alexis Strauss, Director of EPA Region IX were keynote speakers. General Manager said he attached an update from CASA from Mike Dillion, CASA Lobbyist regarding the State Legislation Analyst Office’s recommendation to shift property tax currently allocated to water and wastewater enterprise districts to a new function of the state parole system. General Manager said there was a lot of opposition, not only from the water and wastewater entities who would stand to lose their property tax revenue, but also from the local entities that would have to take on this parole burden. Director Moorhouse said the Police Chiefs were against this, as well as the Probation Association. General Manager read a quote from the LAO office, which said “There is a reasonable alternative for all of these funds. But just like in the Budget situation, there may be a more compelling use.” General Manager said CASA would send updates regarding this topic; **Lagunitas Annexation Proposal Update** – The Board authorized initiation of annexation proceedings for the Lagunitas property and it was sent to LAFCO who has requested that this proceeding be delayed pending completion of additional environmental review by the City of Carpinteria; **Operations Update** – The treatment plant and collection system are operating fine with no sewer overflows to report. The new manhole on Chaney was lined last week. Some light fixtures at several pump stations were changed to fluorescent fixtures to achieve energy savings. It was cheaper to change the entire fixture than it would have been to replace the bulbs. General Manager said the Board would probably see 100% plans and specs for Pump Station No. 4 at their next Board Meeting for approval to go out to bid; **CSRMA Sewer Backup Response Training** – CSRMA came out with a new policy and procedure that all member agencies needed to adopt. General Manager said it had to do with how an agency responds to sewer backups into private property (homes, businesses, etc.). General Manager said the District would integrate that with the Sewer Response Plan, which is currently being updated. General Manager said this was a training that CSRMA put on after the CSRMA required policy to bring all the current members up to speed on how to comply. Director Treloar said he was concerned that there might be an increase in the number of personnel required for after hour’s callouts. General Manager said it mainly had to do with managing your risks, and if someone’s home or business is impacted, the District would be more actively involved in the process. General Manager said the District would have firms prequalified to deal with situations like this.

Director Moorhouse said this was discussed extensively at the CASA conference in San Diego, and it was a way to mitigate losses.

Cash Contract No. 351 – AIA Automation, Inc. – General Manager said Cash Contract No. 351 with AIA Automation, Inc. was for the District’s existing SCADA system engineering consultant, Nadir Vakilian of AIA Automation, Inc. to provide setup, programming, integration, startup and testing services of the new replacement server from Dell Computer. Buildup and configuration of this computer server is necessary to complete the SCADA server replacement. General Manager said the current IBM server had been in operation since 1999 and needed to be replaced. General Manager said the server was the most crucial piece of computer equipment at the treatment plant. General Manager said it was staff’s recommendation that the Board approve Cash Contract No. 351 for SCADA server configuration with AIA Automation, Inc. with a not to exceed contract amount of \$11,925.

Director Moorhouse made a motion that the Board approve Cash Contract No. 351 between the Carpinteria Sanitary District and AIA Automation, Inc. with a not to exceed contract amount of \$11,925; Director Damron seconded the motion. Director Horwitz asked if the contract had been reviewed by Legal Counsel. General Manager said Legal Counsel had reviewed the form of agreement. The Board approved the motion by a 5-0 vote.

As-Needed Engineering Contract – MNS Engineers, Inc. GIS Consulting Services – General Manager said this was an as-needed engineering services agreement between the Carpinteria Sanitary District and MNS Engineers, Inc. General Manager said the District had a contract with MNS for the past three years on an as needed basis for GIS related support that was effective through January, 2008. General Manager said this was a renewal of an engineering contract to establish a new professional services agreement for another three-year period. General Manager said with this type of agreement task orders would be issued, and if the task order was over \$5,000 it would come back before the Board for approval. General Manager said this agreement had been reviewed by Legal Counsel, and it was staff’s recommendation that the Board ratify the Agreement for As-Needed Engineering Services between the Carpinteria Sanitary District and MNS Engineers, Inc., of Santa Barbara, CA. General Manager said this contract was within the District’s operating budget.

Director Horwitz asked if the schedule of fees locked the District into set fees. General Manager said the fees changed annually and there was a clause in the contract that said these are the fees and periodic updates may be approved by the District.

Director Damron made a motion that the Board ratify the Agreement for As-Needed Engineering Services between the Carpinteria Sanitary District and MNS Engineers, Inc., dated April 22, 2008; Director Horwitz seconded the motion, and the motion was approved by a 5-0 vote.

As-Needed Engineering Contract – Penfield & Smith – General Manager said the Board had worked closely with Penfield & Smith on engineering design and planning projects for over a decade, some small and some large. General Manager said this contract was needed to cover those small projects. General Manager said the agreement had been reviewed by Legal Counsel. General Manager said once Board approved, task orders would be issued to Penfield & Smith, and those over \$5,000 would come back to the Board for consideration and approval. General Manager said the Board may see a task order related to engineering for a project that is planned for next year at Pump Stations 1 and 2 on the Agenda at the next meeting to get a jump start to replace pumps at those stations. General Manager said it was staff’s recommendation that the Board ratify the Agreement for As-Needed Engineering Services between the Carpinteria Sanitary District and Penfield & Smith, of Santa Barbara, CA.

Director Damron made a motion that the Board ratify the Agreement for As-Needed Engineering Services between the Carpinteria Sanitary District and Penfield & Smith, dated April 22, 2008; Director Horwitz seconded the motion. Director Treloar asked if Penfield &

Smith and MNS performed the same services. General Manager said they could perform the same services, but the District had not been exclusive with either. Director Damron said he liked the fact that the District had two good firms to draw from. General Manager said both were good firms. President Graf called for the vote, and the motion was approved by a 5-0 vote.

Final Report on February 27, 2008 Board Workshop – General Manager said he was just transmitting the final report that Chuck Beesley put together from the February 27, 2008 Board Workshop. General Manager said some of the action items from the report were in process. General Manager said the PR Committee was working on the outreach presentation. Director Horwitz said there were some action items in the finance area, and asked when those items would come before the Finance Committee. General Manager said a preliminary visit had been scheduled with the auditor on June 11th and June 12th. General Manager suggested waiting until one of those dates for the auditor to meet with the Finance Committee. General Manager said he would look at the issues and dates and get back to the Finance Committee chair regarding addressing the issues. Director Horwitz suggested placing an item on the next Finance Committee agenda so the committee could discuss and come up with items for the auditor.

Director Horwitz said it was a great workshop, and the report was something to follow through on the commitments made by the Board and staff.

Board Committee Reports

Finance Committee – Director Treloar reported the Finance Committee met yesterday and reviewed the monthly budget report and quarterly report. Director Treloar said the committee got a verbal update on the District's budget for the 2008/2009 fiscal year. Director Treloar said based on some of the recommendations from the Workshop, a new report on expenses over \$5,000 was reviewed.

Personnel Committee – Director Damron reported the Personnel Committee met and talked briefly about recruitment efforts and General Manager evaluation forms that were submitted by Board Members. Director Damron said the information was collected and would be put together for the Board at the next meeting.

Public Relations Committee – Director Moorhouse said the committee met and one of the outcomes was a PowerPoint presentation, which the Board would be seeing shortly. This presentation will allow any of the Board to go to any service organization or community organization and make a presentation on the Carpinteria Sanitary District. Director Moorhouse said it was easy to understand and good for the Board to know and understand the information on the slides. General Manager said it would be easy to tailor the slides to meet any presentation, whether it be 10 minute, 20 minutes or whatever is needed. Director Moorhouse said the end of the slides is an update on the Septic to Sewer Project, which will be evolving as time goes by, and eventually dropped from the presentation when the project is complete. President Graf said the Board would like to receive a run through of the presentation at a future Board Meeting. Director Moorhouse said the PR Committee was also discussing and working on the District's next newsletter. Director Moorhouse said in the spirit of public relations, the Committee reviewed some cartoon-like slanderisms of the shenanigans surrounding the Septic to Sewer Project vote.

Board General Items

CASA 2008 Washington, D.C. Conference Report and Legislative Committee Report – President Graf said he asked that information from the CASA 2008 Washington, D.C. Conference be added to tonight’s Agenda packet. President Graf said the agenda and some of the key items that were talked about were included. President Graf said some of topics were eye openers, such as the Clean Water Act and talked about legislature involving climate change through the reduction of greenhouse gas emissions. President Graf said the Federal Government was going to get involved in this legislation, and will be modeling Federal legislation after California AB32. President Graf said there was a presentation on Operating Wastewater Treatment Facilities in an Era of Terrorism and new homeland security requirements under consideration. President Graf said for some agencies, this is a major issue because of their size and potential cost to the agencies to mitigate these issues. President Graf said meetings had been scheduled to meet with elected officials in your district, and he met with Congresswoman Lois Capps. President Graf said he was impressed overall with the conference, who they had to speak and how it was organized.

Director Moorhouse said he would be at a Legislative Committee meeting later this week and spent time today preparing for that meeting. Director Moorhouse said he would report at next month’s meeting.

Future Agenda Items – PowerPoint Presentation
Plant Tour

Adjournment. There being no further items to discuss, President Graf adjourned the meeting at 6:18 p.m.

Lin Graf
President

Pat Horwitz
Secretary Pro-Tem

Michael Damron
President Pro-Tem

Doug Treloar
Treasurer

Jeff Moorhouse
Secretary