

**AGENDA**  
**FOR THE REGULAR MEETING OF THE**  
**CARPINTERIA SANITARY DISTRICT GOVERNING BOARD**  
**TO BE HELD May 20, 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]  
May 6, 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:

- SAMA Meeting Report
- Rincon Point Septic to Sewer Project Update
- West Padaro Main Sewer Extension Project Update
- Collection System Rehabilitation Project Update
- Operations Update

**2. CalTrans 101 Widening** (Pages 3-4)  
**Via Real Main Relocation Project Update**

Description: The Board to receive an update on Via Real Sewer Main Relocation Project and provide direction to staff.

Staff Recommendation: Provide direction to the staff regarding the Via Real Sewer Main Relocation Project.

3. **Resolution No. R-272** (Pages 5-8)  
**Resolution Setting the Date for a Hearing and Giving Notice thereof of Election to Collect Sewer Service Charges on the County Tax Toll for the Fiscal Year 2014/15**

Description: The Board to review and consider adoption of Resolution No. R-272.

Staff Recommendation: That the Board adopt Resolution No. R-272.

**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. ADJOURNMENT**

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**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.

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Next Ordinance Available.....#14  
Next Resolution Available.....R-273  
Posting Date.....05/16/14

**MINUTES OF THE REGULAR MEETING OF THE  
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD  
May 6, 2014**

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 **May 6, 2014**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California. The agenda notice for this meeting was posted in the front window of the administrative office of the Carpinteria Sanitary District and on the District's website at least 72 hours in advance of the meeting.

**CALL TO ORDER**

President Pro-Tem Damron called the meeting to order and said President Modugno would be absent from tonight's and that Director Moorhouse had not arrived, but would be arriving shortly.

Directors Present:     Michael Damron – President Pro-Tem  
                              Jeff Moorhouse – Treasurer  
                              Gerald Velasco – Secretary  
                              Lin Graf – Secretary Pro-Tem

Staff Present:         Craig Murray – General Manager  
                              Kim Garcia – Office Manager

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

Public Present:       None.

**PLEDGE OF ALLEGIANCE**

President Pro-Tem Damron led those present in the Pledge of Allegiance.

**BOARD APPROVAL OF AGENDA**

President Pro-Tem Damron asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

**I.       BOARD APPROVAL OF MINUTES OF THE MEETING OF APRIL 15, 2014**

Director Velasco made a motion, seconded by Director Graf that the Board approve the Minutes of the April 15, 2014 Regular Board meeting as submitted. The motion carried by the following vote:

AYES:	3	Velasco, Graf, Damron
NOES:	0	None
ABSENT:	2	Modugno, Moorhouse
ABSTAIN:	0	None

**II.     PUBLIC FORUM**

None

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### III. MATTERS BEFORE THE BOARD

#### A. GENERAL REPORTS:

##### 1. General Manager's Status Report

General Manager reviewed his written report regarding the following:

- Employee Recognition
- Rincon Point Septic to Sewer Project Update
- Aerated Sludge Holding Tank Replacement Project
- CASA Public Policy Forum
- Operations Update

President Pro-Tem Damron noted, for the record, that Director Moorhouse had arrived to the meeting.

##### 2. CATE School – Agreement for Laboratory Analytical Services

General Manager reported that at its April 1, 2014 regular meeting, the Board supported a conceptual request from Cate School to provide contract analytical services at the District's certified laboratory to facilitate the beneficial use of recycled water at their campus.

An Agreement for Laboratory Analytical Services between the District and Cate School was attached for review. The agreement has been reviewed by District legal counsel.

Director Graf made a motion, seconded by Director Velasco that the Board approve the Agreement for Laboratory Analytical Services between the District and Cate School dated May 6, 2104. The motion carried by the following vote:

AYES:	4	Velasco, Graf, Damron, Moorhouse
NOES:	0	None
ABSENT:	1	Modugno
ABSTAIN:	0	None

##### 3. Resolution No. R-271 – Adopting the 2013 Santa Barbara Countywide Integrated Regional Water Management Plan

General Manager provided the Board with an overview of his staff report related to Resolution No. R-271 which if approved would adopt the 2013 Santa Barbara Countywide Integrated Regional Water Management Plan. Attached for reference was a document providing highlights of the 2013 Santa Barbara Countywide IRWM Plan. The complete document is available online at <http://www.countyofsb.org/irwmp/irwmp.aspx?id=42010>

Director Graf made a motion, seconded by Director Moorhouse that the Board adopt Resolution No. R-271 which adopts the 2013 Santa Barbara Countywide Integrated Regional Water Management Plan. The motion carried by the following roll call vote:

AYES:	4	Velasco, Graf, Damron, Moorhouse
NOES:	0	None
ABSENT:	1	Modugno
ABSTAIN:	0	None

**4. Board Meeting Minutes Format**

At the regular meeting on April 15, 2014 the Board discussed potential format modifications that might enhance operational efficiency and maintain the proper level of documentation and transparency. Based on review of samples of a more abbreviated form of minutes, Director Graf and President Pro-Tem Damron said that they liked the proposed format. Director Moorhouse indicated that he might prefer a little more substance for certain items. Director Velasco asked how long the Board meeting recordings were kept. The Board Clerk responded that they can be discarded 30 days after the minutes are approved.

Legal Counsel said historically very detailed minutes have been generated by the agency. On future matters that may be controversial or when additional detail is desired for any reason, the Board can direct staff to enhance the level of detail provided in the minutes, but for routine business of the Board, the level of documentation in the proposed format was more than adequate.

Director Graf made a motion, seconded by Director Velasco that the Board approved the new hybrid style of minutes as presented. The motion carried by the following vote:

AYES:	4	Velasco, Graf, Damron, Moorhouse
NOES:	0	None
ABSENT:	1	Modugno
ABSTAIN:	0	None

**5. 2014 Proposed Amendments to CASA Bylaws**

As a CASA member, the District was asked to consider and vote on the 2014 Proposed CASA Bylaws Amendments. A summary of the proposed amendments was provided. Director Moorhouse made a motion, seconded by Director Graf that the Board approve the updated bylaws for the California Association of Sanitation Agencies as presented. Director Moorhouse provided some additional information related to the proposed updates.

The motion carried by the following vote:

AYES:	4	Velasco, Graf, Damron, Moorhouse
NOES:	0	None
ABSENT:	1	Modugno
ABSTAIN:	0	None

**6. 2014 Proposed Amendments to CSDA Bylaws**

As a CSDA member, the District was asked to consider and vote on the 2014 Proposed CSDA Bylaws Amendments. The current and the amended CSDA bylaws are available on the CSDA website for review. Director Moorhouse made a motion, seconded by Director Graf that the Board approve the updated bylaws for the California Special Districts Association. Director Moorhouse provided some additional information related to the proposed updates.

The motion carried by the following vote:

AYES:	4	Velasco, Graf, Damron, Moorhouse
NOES:	0	None
ABSENT:	1	Modugno,
ABSTAIN:	0	None

#### **IV. BOARD ITEMS**

##### **A. COMMITTEE REPORTS**

###### Standing Finance Committee

None.

###### Standing Personnel Committee

None.

###### Standing Public Relations Committee

None.

###### Standing Utilities Committee

The next meeting is scheduled for May 22, 2014.

###### Ad-Hoc Facilities Planning Committee

None.

##### **B. GENERAL ITEMS**

###### CASA Legislative Committee Report

Director Moorhouse reported on several bills being watched by CASA and said that an email was distributed that contained CASA's positions on various bills.

###### LAFCO Report (Jeff Moorhouse)

None.

###### SBCSDA (Santa Barbara – California Special Districts Association) Report

None.

###### CSRMA Report (Jeff Moorhouse)

None.

###### Board Member Vacation Dates

None.

###### Future Agenda Items

None.

#### **V. CLOSED SESSION**

Legal counsel, Anthony Trembley, led the Board in to closed session at 6:05 p.m. on the following agenda items:

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

CONFERENCE WITH LABOR NEGOTIATORS: Per Government Code Section 54957.6. Agency designated representatives: Anthony Trembley, District Legal Counsel. Unrepresented employee: General Manager

LIABILITY CLAIMS: Per Government Code Section 54956.95 Claimant: CMR Claims Department (Verizon). Agency Claimed Against: Carpinteria Sanitary District.

**VI. RECONVENE OPEN SESSION**

**A. CLOSED SESSION REPORT**

President Pro-Tem Damron reconvened the open session at 6:30 p.m.

In accordance with Government Code Section 54957.1, a report on the closed session for item V, LIABILITY CLAIMS: Per Government Code Section 54956.95 Claimant: CMR Claims Department (Verizon). Agency Claimed Against: Carpinteria Sanitary District was made as follows:

A motion to reject the claim and to direct the General Manager to provide notice of the rejected claim to the claimant in accordance with Government Code Section 913 was approved by the following vote:

AYES:	4	Velasco, Graf, Damron, Moorhouse
NOES:	0	None
ABSENT:	1	Modugno,
ABSTAIN:	0	None

**VII. ADJOURNMENT**

There being no further items to discuss, President Pro-Tem Damron adjourned the meeting at 6:32 p.m.

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Mike Modugno  
President

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Michael Damron  
President Pro-Tem

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Gerald Velasco  
Secretary

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Lin Graf  
Secretary Pro-Tem

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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: May 20, 2014

**SAMA Meeting Report.** I attended the May 14<sup>th</sup> meeting of the Sanitation Agency Managers Association at the Buellton City Hall. The speaker was Rick Valdez of IPEX Vortex Flow, the developer of a new drop manhole insert unit designed to reduce odor and H<sub>2</sub>S generation in these structures.

**Rincon Point Septic to Sewer Project Update.** The Rincon Beach Park parking lot was slurry sealed and re-stripped in the areas impacted by the project on May 12<sup>th</sup> and 13<sup>th</sup>. The project team is working on final closeout activities for the off-site portion of the project. Travis Ag continues to make connections for individual homes on the Santa Barbara County side of the community. To date, changes and realignments have been relatively minor in nature.

**West Padaro Main Sewer Extension Project Update.** Tierra Contracting, on behalf of CalProp, has completed the installation of all main and lateral sewers on western Padaro Lane, well ahead of schedule. Remaining project activities include raising manholes to grade, epoxy coating manhole interiors, finish paving and final cleanup.

**Collection System Rehabilitation Project Update.** Sancon is nearing completion on this extensive infrastructure renewal project. A few point repairs were required to address major structural pipe failures with active infiltration prior to liner installation (Anita Street, Padaro Lane). The only remaining line to be rehabilitated is the crossing under Carpinteria Creek just north of the UPRR tracks. Sancon and District staff have been coordinating with State Parks representatives on the bypass and traffic control plan for this segment.

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

- The treatment plant is operating in full compliance with our NPDES discharge permit.
- Laboratory staff began the daily coliform analysis for Cate School on May 8<sup>th</sup>.
- District staff is taking steps to lower the liquid level in the secondary (idle) digester to minimize the unit cost for material removal during construction of the Aerobic Digester Replacement Project.
- An odor complaint was received from a resident of the Palm Lofts on the morning of May 12<sup>th</sup>. The Treatment Supervisor communicated with the resident, although no abnormal odors or conditions were detected at the treatment facility.
- The new control panel for Lift Station No. 3 (inside WWTP) was delivered. Operations staff



is preparing to install and startup the new panel ahead of the Aerobic Digester Replacement Project.

- Two lower laterals on Camino Trillado were replaced by a District contractor using the pipebursting trenchless method. These priority laterals were selected for replacement as part of the District's ongoing lateral repair/replacement program due to recurring root intrusion.
- Collections staff completed the second annual inspection of the E-One pumping systems at Sand Point Road. All were reported to be in good condition.
- Operations and collections staff are continuing to work with Lucity on the new CMMS development. The "go live" date for the new database application is set for May 29<sup>th</sup>.
- The Adizes Graduate Institute has commenced the process to annex their parcel at the north end of Mark Avenue into the District's service area. Their representatives are working with District staff on this boundary change through LAFCO.



# Carpinteria Sanitary District

Board of Directors Meeting

## STAFF REPORT

TO: Board of Directors

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

**SUBJECT: CalTrans 101 Widening – Via Real Sewer Main Relocation Project Update**

DATE: May 20, 2014

**REQUESTED ACTION:** Receive update on Via Real Sewer Main Relocation Project and provide direction to District staff.

**FUNDING SOURCE:** CalTrans (Utility Agreement 05-UT-0897.223)

**BACKGROUND:** District staff and Penfield & Smith have been advancing the design of an inverted siphon crossing under Carpinteria Creek that would realign the existing sewer crossing to be entirely outside of the work area for the upcoming US101 widening project. The plans are approximately 90% complete. The original implementation plan was to construct the new sewer during the summer of 2014, with CalTrans acquiring the requisite permits and completing the necessary environmental review during the first half of the year.

The larger bridge replacement and highway widening project has recently encountered what may turn out to be a significant delay related to downstream impacts to the 100-year floodplain boundary. Although raising the highway bridges would dramatically reduce the floodplain extents north of US101, modeling indicates that a number of new properties south of US101 would be added to the 100-year floodplain as a result of the propose project, contrary to FEMA regulations. The City of Carpinteria, SBCAG and CalTrans are collectively working on project alternatives and at least a one year delay is anticipated.

With respect to the District's sewer relocation project, we seem to have two basic options going forward.

1. Advance the design to the 100% completion level (ready to bid) and delay bidding until Caltrans' completes project revisions, associated environmental review updates and permitting.
2. Advance the design to the 100% completion level (ready to bid) and concurrently complete permitting and any necessary CEQA supplement in-house. CalTrans indicates that the agency consultations have been completed for the sewer relocation and no major concerns were raised. Once complete, proceed with construction of the new inverted siphon.

Either approach would be funded by CalTrans. At this point, however, it would be very unlikely that in-house CEQA updates and permitting could be completed in time to allow construction during the 2014 dry season. As such, staff recommends Option 1. Feedback from the Board would be appreciated, however, as Option 2 could expedite the sewer improvements, particularly if further

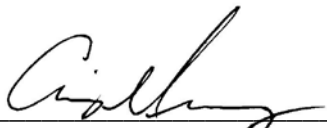
delays to the CalTrans project are encountered.

**RECOMMENDATION:** Provide direction to the staff regarding the subject project.

**SUGGESTED MOTION:** None.

M\_\_\_\_\_ S\_\_\_\_\_

Ayes:\_\_\_\_\_ Nays:\_\_\_\_\_ Abstentions:\_\_\_\_\_

Prepared By:  \_\_\_\_\_  
Craig Murray, P.E. General Manager

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**Carpinteria Sanitary District**  
Board of Directors Meeting

**STAFF REPORT**

TO: Board of Directors  
FROM: Craig Murray, P.E. - General Manager  
SUBJECT: **RESOLUTION No. R-272 – Resolution Setting the Date for a Hearing and Giving Notice thereof of Election to Collect Sewer Service Charges on the County Tax Roll for the Fiscal Year 2014/15**  
DATE: May 20, 2014

**REQUESTED ACTION:** Board to consider adopting Resolution No. R-272 setting the hearing date of June 17, 2014 for consideration of placing sewer service charges on the 2014/15 tax roll and authorizing the notice thereof.

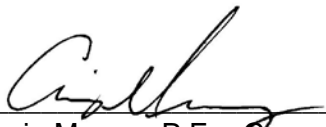
**BACKGROUND:** The Board, through adoption of Ordinance No. 1987-1 on June 16, 1987, initially authorized the collection of sewer charges on the Santa Barbara County Assessor’s tax roll. Ordinance No. 12 additionally authorizes such collection. This authority to collect via the tax roll, granted by state law, remains in place until an ordinance “to change” is adopted. The Board must also conduct a hearing and approve placement of the charges on the tax roll annually. This hearing must be noticed and published as set forth in the California Health and Safety Code. Approval and adoption of Resolution No. R-272 will authorize staff to publish notice of the June 17, 2014 hearing in the local *Coastal View News* newspaper. The hearing will be at the District’s office located at 5300 Sixth Street, Carpinteria, California, at 5:30 p.m.

**RECOMMENDATION:** Staff recommends adoption of Resolution No. R-272

**SUGGESTED MOTION:** I move that the Board adopt Resolution No. R-272 setting the location, time, and date of the hearing and authorizing publication and notice per State law.

M \_\_\_\_\_ S \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_

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

Attachments: Resolution No. R-272  
Notice of Hearing

**RESOLUTION NO. R-272**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
CARPINTERIA SANITARY DISTRICT  
SETTING THE DATE FOR A HEARING AND  
GIVING NOTICE THEREOF OF ELECTION TO  
COLLECT SEWER SERVICE CHARGES  
ON THE COUNTY TAX ROLL  
FOR THE FISCAL YEAR 2014 - 2015**

**WHEREAS**, pursuant to the authority of Section 6520.5 of the Health and Safety Code (“Code”), the Governing Board (“Board”) of the Carpinteria Sanitary District has prescribed sewer service rates; and

**WHEREAS**, pursuant to Section 5473 of the Code, the Board by its Ordinance No. 1987-1, dated June 16, 1987, initially elected to collect sanitary sewer service charges by means of the County Tax Roll each fiscal year; and

**WHEREAS**, the Sewer Service Charges for fiscal year 2014-2015 have been determined in accordance with District Ordinance 12 adopted on June 7, 2011; and

**WHEREAS**, Section 5473 of the Health and Safety Code requires that in the event of such an election the District shall cause a written report to be filed, and the report shall contain a description of each parcel to be served by sewers and the charge therefore; and

**WHEREAS**, the report for fiscal year 2014-2015 is being prepared and will be on file in the office of the District on or before June 3, 2014; and

**WHEREAS**, Section 5473.1 of the Health and Safety Code requires that a hearing be held on the report and that notice of the hearing by publication and mailing be given.

**NOW, THEREFORE, BE IT RESOLVED:**

1. That a hearing is hereby set and shall be held at 5:30 p.m. on the 17<sup>th</sup> day of June, 2014 at the Carpinteria Sanitary District's administrative office located at 5300 Sixth Street, Carpinteria, California, for the purpose of hearing all objections and protests, if any, to the report on file in the office of the District;
2. That notice of the said hearing shall be given as follows:
  - a. By publication in the COASTAL VIEW on or before the 29<sup>th</sup> day of May, 2014 and the 5<sup>th</sup> day of June 2014.

- b. By mailing a notice in writing to those owners of those parcels of real property described in the report who are connected to the District's facilities and which parcels were not shown on the District's report for the prior fiscal year 2013-2014. The notice shall be mailed to the said owner's address as it appeared on the last equalized assessment roll available or the address shown to the Secretary of this District. Mailing is to be completed by June 3, 2014.
  - c. A copy of the said written report will be available for inspection by the public on June 3, 2014 at the District office located at 5300 Sixth Street, Carpinteria, California.
3. That the General Manager shall be and hereby is authorized and directed to give the notice in form as required by law and to do any and all such other things as necessary for the holding of said hearing.

**PASSED AND ADOPTED** by the Governing Board of the Carpinteria Sanitary District on the 20<sup>th</sup> day of May, 2014 by the following vote to wit:

AYES:

NAYS:

ABSTENTIONS:

Resolution No. R-272 was thereupon declared, carried, and adopted.

Dated this 20<sup>th</sup> day of May, 2014.

**We certify that the above is a true and correct copy of Resolution No. R-272, adopted by the Board of Directors of the Carpinteria Sanitary District on May 20, 2014.**

**APPROVED:**

\_\_\_\_\_  
Michael Damron  
President Pro-Tem, Board of Directors

**ATTEST:**

\_\_\_\_\_  
Gerald Velasco  
Secretary, Board of Directors

**NOTICE OF HEARING DATE ON REPORT TO COLLECT  
CARPINTERIA SANITARY DISTRICT  
SEWER SERVICE CHARGES  
ON COUNTY TAX ROLL**

**NOTICE IS HEREBY GIVEN that at 5:30 p.m. on the date of June 17, 2014, at 5300 Sixth Street, Carpinteria, California,** a hearing will be held on a written report on file in the office of the District at 5:30 p.m., located at the above-referenced address. The report containing a description of each parcel of real property within Carpinteria Sanitary District to which sewer service is being rendered or for which an application for service has been made to the District has been filed on or before June 3, 2014. The report also sets for the charge to be made for sewer services to each of said parcels for the fiscal year 2014/2015.

The purpose of the hearing on the report is to enable the Governing Board of the Carpinteria Sanitary District to hear and consider all objections or protests to the election by the District to collect the sewer service charges as shown on the report on the County Tax Roll in the same manner and at the same time as general taxes.

The report is available for examination during normal business hours beginning June 3, 2014, and will remain available for examination during regular business hours at the administrative office of the District located at 5300 Sixth Street, Carpinteria, California, 93013.

Dated this 20th day of May, 2014.

***Michael Damron***, President Pro-Tem  
Board of Directors  
Carpinteria Sanitary District