

**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 **May 18, 2010**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

Directors Present: Michael Damron– President  
Lin Graf – President Pro-Tem - **Absent**  
Jeff Moorhouse – Secretary  
Pat Horwitz – Secretary Pro-Tem - **Absent**  
Doug Treloar – Treasurer

Staff Present: Craig Murray – General Manager  
Judy Kirkman – Board Secretary  
Hamid Hosseini – Finance Director

Legal Counsel  
Present: Anthony Trembley

President Damron called the meeting and asked Director Moorhouse to lead the Board, staff and Legal Counsel in the Pledge of Allegiance.

President noted for the record that Directors Graf and Horwitz were absent from the meeting.

**Board Approval of Agenda** - President Damron asked if there were any modifications and/or changes to the agenda. Hearing none, President Damron said the Agenda was approved as submitted.

**Board Approval of Minutes of the Meeting of April 20, 2010** – Director Moorhouse made a motion that the Minutes of the April 20, 2010 Board Meeting be approved as submitted; Director Damron seconded the motion. Director Treloar abstained from voting, since he was absent from the meeting. The motion was approved, with the one abstention vote counted as part of the majority vote.

**Board Approval of Minutes of the Meeting of May 4, 2010** – Director Treloar made a motion that the Minutes of the May 4, 2010 Board Meeting be approved as submitted; Director Moorhouse seconded the motion, and the motion was approved by a 3-0 vote.

**Public Forum** – none

**Adjourn to Closed Session** – Legal Counsel led the Board and staff into Closed Session at 5:33 p.m. to discuss the following:

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**: Per Government Code Section 54957.  
Title: General Manager.

**CONFERENCE WITH LABOR NEGOTIATORS**: Per Government Code Section 54957.6. Agency designated representatives: CSD Board of Directors. Unrepresented employee: General Manager.

**Reconvene Open Session** – President Damron reported the Board coming out of Closed Session at 5:40 p.m. and no action was taken.

**General Manager's Status Report** – General Manager reported on the following:  
**IRWMP/CBI Grant Program Visit** – Representatives from the State Water Resources Control Board and the Santa Barbara County Water Agency visited the District on May 11<sup>th</sup>. General Manager said they were brought up to speed on the IRWMP Prop 50 Grant South Coast Beach Communities Septic to Sewer Project and the CBI Prop 84 Grant Bluffs Sewer Project. Brief tours of the project sites were conducted to familiarize the officials with the project locations and site conditions; **SAMA Meeting Report** – The SAMA Meeting was held at the City of Buellton on May 12<sup>th</sup> and Goleta Sanitary District talked about their upgrade project centered on APCD requirements, SB County land use permitting and related issues. The City of Santa Barbara gave a presentation on the use of GPS technology to improve efficiency and productivity in the collection system department. The City of SB has had an abnormally high incidence of SSOs and they are in the middle of a comprehensive remedial program. Director Moorhouse said he just read an article about how some companies were installing this and running a test program. Director Moorhouse said accident liability claims were reduced by 8% because the vehicles were being filmed. General Manager said GPS technology for vehicles was not new, but this type of unit in the city was a new concept; **Manhole Rehabilitation Project Update** – The contractor, SoCal Pacific Construction, was in the District the last couple of weeks finishing up contract work and addressing some warranty repair issues identified in inspecting all the manholes they had lined. Some adhesion testing was conducted and some problems with adhesion of the polyurethane coating system were identified and are being worked out with the contractor; **Operations Update** – The Treatment Plant is running fine and in compliance with our NPDES permit. The Collection System had no overflows to report during the period. The pump at Lift Station No. 1 damaged by transient voltage reported earlier has been repaired under warranty, reinstalled and is working fine. Staff has been evaluating the secondary digester, which was taken out of service in the mid-nineties at the time of the plant upgrade. It has sat idle and full of an estimated 110,000 gallons of solid/semi-liquid material in the tank. Staff is continuing to work on completion of the FY 2010/11 operating and capital budget. A number of lateral repairs and replacements are being scheduled for completion in May and June before the end of the fiscal year.

**Injury and Illness Prevention Program Update** – General Manager said credit should be given to Jan Deering, our Safety and Training Officer, for getting the District to the point of this update. General Manager said the District has an IIPP that was prepared in 2002 by a safety consultant hired by the District. General Manager said the update was a model document for all four of the participating safety cooperative agencies. General Manager said it had been cored down and made to be a platform for the cooperative safety program. General Manager said it was a document for the District’s internal operations, but there were some policy statements and one that set the corporate institutional philosophy regarding safety compliance. General Manager said on page three, first paragraph of the document stated that the Board “regards the promotion of occupational safety and health (OSH) within the District as an essential part of its responsibilities. The board also regards the promotion of OSH as a shared objective of all District employees.” General Manager said it goes on to lay out the basic principles of the District in regards to occupational safety. General Manager said on page four, under Responsibility, paragraph D.2 talks about the four responsibilities that the Board commits to: providing the necessary resources, direction for this and other OSH programs, holding the District GM accountable for effecting prescribed OSH procedures and monitoring the general effectiveness of the IIPP.

General Manager said he would not go through all the details of the IIPP document, but pointed out to the Board that the document in the Board packet was the basic document. General Manager said there were a number of appendices that supplemented the document, including appendices to other District programs, i.e. the District’s Bloodborne Pathogen Program, Hearing Conservation Program and the Lock Out/Tag Out Program. General Manager said when it is assembled it was one master document with the IIPP at the core.

General Manager said it was not a legal requirement, but since there were policy statements within, the safety cooperating members were presenting the IIPP to their Boards for adoption. General Manager said it was staff’s recommendation that the Board adopt this Injury and Illness Prevention Program.

Director Treloar asked if the IIPP was generic for all the four agencies, and if there was anything specific to Carpinteria. General Manager said absolutely, and that was where the appendices came in that would be specific to Carpinteria.

Director Treloar said on page three, item 3.C said each job site would be provided with supervisory coverage by a person with at least functional knowledge of the OSH requirements related to that site. Director Treloar asked if our supervisors had additional training above and beyond the employee level. General Manager said in many cases they did and that someone would be supervising a worksite with all the knowledge necessary.

Director Treloar made a motion that the Board adopt the Carpinteria Sanitary District Illness and Injury Prevention program, dated May 2010; Director Moorhouse seconded the motion, and the motion was approved by a 3-0 vote.

### **Extension of Cash Contract Nos. 352 and 353**

**Bulk Provision of Wastewater Treatment Chemical Solutions** – General Manager said in May 2008 bids were solicited for the supply of bulk disinfection chemicals (sodium hypochlorite and sodium bisulfite) jointly with the City of Carpinteria and Goleta Sanitary District. The result was an award of Cash Contract No. 352 with JCI Jones Chemicals, Inc. for the Sodium Hypochlorite and Cash Contract No. 353 with Basic Chemical Solutions, LLC for Sodium Bisulfite. Both agreements had a fixed two-year term that would expire on June 30, 2010. General Manager said this would be the time to go back out to solicit bids. General Manager said staff talked with other agencies that had recently gone out to secure bids for these types of chemicals and it seemed as if the pricing was somewhat higher than

pricing under the District's current agreement. General Manager said in working with the vendors, they both indicated they would be willing to extend the agreements for one additional year at the current pricing. General Manager said he discussed this with District Legal Counsel to make sure this was an acceptable approach for procurement of chemicals for one more year, and he agreed it was, so one-year contract extension letters were written to submit to the Board for approval. General Manager said it was staff's recommendation that the Board approve one-year term extensions to Cash Contract Nos. 352 and 353 as proposed. General Manager said all the other provisions of the existing agreements would remain in full force and effect, and the contract dates would be extended to June 30, 2011.

Director Treloar said in talking with the City Manager he was under the impression they were no longer using a joint supplier. General Manager said that may be true. General Manager said the bid went out jointly, but individual agreements were entered into with the vendors.

Director Treloar made a motion that the Board approve one-year term extensions to Cash Contract Nos. 352 and 353 as proposed; Director Moorhouse seconded the motion, and the motion was approved by a 3-0 vote.

**GASB 45 – Actuarial Study of Retiree Health Benefit Liabilities** – General Manager said the Finance Committee spent some time yesterday going over this report. General Manager said it was an actuarial study to comply with the Governmental Accounting Standards Board Statement 45 (GASB 45) to determine long term liabilities and identify a method to pay for those liabilities related to health insurance coverage. General Manager said in May 2006 the Board approved a limited scope health benefit retirement benefit for the District. General Manager said it had a cap of \$500.00 per month with longevity and CalCOBRA eligibility requirements. General Manager said the longest term of coverage would be 36 months.

General Manager said the District's auditor over the last couple of years recommended that the District undertake an actuarial study to comply with GASB 45 requirements. Total Compensation Systems, Inc. was engaged to conduct the study. This firm looked at the District's demographics and the benefit offered to come up with the report presented. General Manager said on page four were the general findings. General Manager said to meet this liability the District would need annually a required contribution of \$3,885 until the study was updated. General Manager said there were two approaches: 1) take \$3,885 and deposit into a trust account with added administration fees, or 2) utilize a "pay as you go" approach. General Manager said this was the approach staff was recommending. General Manager said any benefits that the District would have to pay out, according to policy, would be manageable within any year's operating budget. General Manager said to do this properly documentation would need to be included in the District's Financial Statements by setting up a liability. It would be documented for three years until another required actuarial study was done. General Manager said the study showed that the District's highest liability would be approximately \$8,000 in the year 2018.

Director Treloar said the Finance Committee reviewed the actuarial study in more depth and was in agreement with staff's recommendation. Director Treloar made a motion that the Board accept the Actuarial Study of Retiree Health Liabilities prepared by Total Compensation Systems, Inc. dated May 2010; Director Moorhouse seconded the motion, and the motion was approved by a 3-0 vote.

**Employment Contract – General Manager** – President Damron said the Board had been presented with an employment contract from Legal Counsel. Legal Counsel said there was a correction to be made on page one, last line, which read August 2, 2014. Legal Counsel said the date should be August 2, 2012.

Director Moorhouse made a motion that the employment contract for General Manager be approved as corrected; Director Treloar seconded the motion, and the motion was approved by a 3-0 vote.

**Finance Committee** – Director Treloar reported the Finance Committee met on Monday, May 17<sup>th</sup> and reviewed the normal monthly budget report, special assessment district report, District legal rates, SBBT potential for future investments, the GASB 45 Actuarial Study, County Tax Collector administrator fees and the preliminary budget for FY 2010-2011.

**Personnel Committee** – did not meet.

**Public Relations Committee** – did not meet.

**Board General Items**

**CASA Legislative Committee Report** – None to report.

**Future Agenda Items**

**Adjournment.** There being no further items to discuss, President Damron adjourned the meeting at 6:10 p.m.

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Michael Damron  
President

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Pat Horwitz - **Absent**  
Secretary Pro-Tem

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Lin Graf - **Absent**  
President Pro-Tem

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Doug Treloar  
Treasurer

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Jeff Moorhouse  
Secretary