

**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 21, 2013**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

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

Staff Present: Craig Murray – General Manager
Kim Garcia – Board Clerk
Hamid Hosseini – Finance Director

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

Public Present: None

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

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

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

Board Approval of Minutes of the Meeting of May 7, 2013 – Director Modugno made a motion that the Minutes of the May 7, 2013 Regular Board be approved as submitted; Director Graf seconded the motion, and the motion was approved by a 4-0 vote.

Public Forum – None.

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

Certificate of Achievement for Excellence in Financial Reporting – General Manager said for the third consecutive year, the District's Comprehensive Annual Financial Report (CAFR) qualified us to receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. General Manager said he would like to thank Hamid, the District's Finance Director, for a job well done.

Digester Replacement Project Update – General Manager said on May 9th, the design team held a half day workshop to review the 60% completion level plans and specifications. Some final decisions were made for piping layout and the team focused on electrical and instrumentation issues to ensure seamless integration with our existing controls and SCADA systems.

Southern California Edison Energy Savings – General Manager said District staff met with representatives from SCE to discuss upcoming energy efficiency projects and to identify the potential for future improvements.

City of Carpinteria Public Works Coordination Meeting – General Manager said due to a scheduling conflict, the City of Carpinteria cancelled the May 21st joint committee meeting. The City Manager suggested that the District put forth any issues or topics that are of interest to include in the future meeting agenda.

Joint Safety Officer Program Update – General Manager said as previously reported, Montecito Sanitary District has elected to opt out of the program effective June 20, 2013. Ventura Regional Sanitation District has indicated a strong interest in participating in the program. The three remaining agency managers are assessing whether or not Ventura Regional will be a good fit.

Operations Update – General Manager said the treatment plant is operating well and in full compliance with our NPDES discharge permit. Annual receiving water sampling for priority pollutants was conducted the week of May 13th. The collections system is operating well. No SSOs or other significant problems have occurred since the last Board meeting. Annual E-One unit inspections were completed and maintenance program planning was coordinated with the manufacturer's representatives. Final budget development activities are being wrapped up. Staff has received budget quotes on major equipment and completed project cost estimation.

Resolution No. R-260 – 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 2013/14 – General Manager said this was the resolution passed each year to let the public know the District is setting the hearing date for collecting sewer service charges on the County Tax Roll. The decision, which initially authorized the collection of sewer service charges on the Santa Barbara county Assessor's tax roll, was authorized by the Board's action of Ordinance No. 1987-1 on June 16, 1987.

General Manager said attached to the staff report is a copy of Resolution No. 260 setting the hearing date for June 18, 2013 and a copy of the public notice to be published in the local newspaper on June 6, 2013 and June 13, 2013. A public hearing will be held on that date to consider the sewer service charges proposed for the FY 2013/2014 and the public would have an opportunity to comment. General Manager said a list of all the sewer service charges by parcel would be available for the public on June 5, 2013.

General Manager said it was staff's recommendation that the Board adopt Resolution No. R-260.

Director Graf made a motion that the Board adopt Resolution No. R-260 setting the location, time and date of the hearing and authorizing publication and notice per State law; Director Velasco seconded the motion, and the motion was approved by the following 4-0 roll call vote: Director Graf voted aye, President Moorhouse voted aye, Director Modugno voted aye, and Director Velasco voted aye.

Cash Contract No. 407 – Olin Corporation - Bulk Sodium Hypochlorite Supply –

General Manager said a competitive joint bidding process for a two-year supply of sodium hypochlorite and sodium bisulfite was undertaken with the Goleta Sanitary District. General Manager said sodium hypochlorite is a strong form of chlorine bleach used at the Treatment Plant to disinfect wastewater before it is discharged to the ocean.

General Manager said the District's current contract with Olin Corporation, which is set to expire on June 30, 2013, was at a unit price of \$0.729 per gallon, and through the bid process Olin's bid was the lowest responsive and responsible bid with a unit price of \$0.6790 per gallon delivered, including all applicable sales tax and mill charges. General Manager said their performance had been excellent throughout the last two years of the contract term, and it was staff's recommendation that the Board approve Cash Contract No. 407 between the District and Olin Corporation.

Director Graf made a motion that the Board approve Cash Contract No. 407 between the District and Olin Corporation for the two-year supply of bulk sodium hypochlorite as stated therein; Director Modugno seconded the motion and the motion was approved by a 4-0 vote.

Cash Contract No. 408 – JCI Jones Chemicals -Bulk Sodium Bisulfite Supply –

General Manager said the details of this contract were very much the same as Cash Contract No. 407. General Manager said sodium bisulfite is the chemical used to de-chlorinate the wastewater after it is treated before it goes into the ocean.

General Manager said the District's current contract with Univar, which is set to expire on June 30, 2013, was at a unit price of \$0.9557 per gallon.

General Manager said the District received two bids, and the lowest responsive and responsible bid for bulk sodium bisulfite was submitted by JCI Jones Chemicals for \$0.8770 per gallon delivered, including all applicable sales tax and mill charges.

Director Modugno made a motion that the Board approve Cash Contract No. 408 between the District and JCI Jones Chemicals for the two-year supply of bulk sodium bisulfite at the unit price stated therein; Director Graf seconded the motion, and the motion was approved by a 4-0 vote.

Cash Contract No. 409 – Telephone System Upgrade - SMPLSolutions – General

Manager said the District's administration building was installed in 1991 and it was at that time that the existing phone lines were wired and an analog phone messaging system was installed. Staff continues to experience both intermittent and continuous problems with the line noise and general poor quality communication.

General Manager said staff evaluated various options for upgrading the phone system. A hybrid digital system that incorporated the use of digital telephones on our local Ethernet network appears to be the best upgrade alternative from a cost and reliability standpoint.

General Manager said staff solicited a proposal from SMPLSolutions for equipment and services necessary to upgrade the District's existing phone and messaging system. SMPLSolutions is the authorized provider of Toshiba phone system through their current CMAS and GSA contracts. Procuring equipment at the CMAS contract pricing ensures that the District receives competitive pricing, consistent with our purchasing policy.

General Manager said District Legal Counsel has reviewed the contract and made several amendments. Legal Counsel reviewed the recommended amendments.

Director Graf made a motion that the Board approve Cash Contract No. 409, including revisions from Legal Counsel, between the District and SMPLSolutions for equipment procurement and services related to upgrading the District's existing telephone system, with a not to exceed amount of \$7,978.18.

Finance Committee – Did not meet.

Personnel Committee – Director Modugno reported that the committee met on Friday, May 17th.

Public Relations Committee – Director Graf reported that the committee met on Wednesday, May 15th, but nothing to report at this time.

CASA Legislative Committee Report – President Moorhouse reported on several active bills.

LAFCO Report – None.

SBCSDA Report – President Moorhouse reported that he attended the monthly meeting on May 20th.

CSRMA Report – None.

Board Member Vacation Dates – None.

Future Agenda Items – None.

CLOSED SESSION – 6:10 p.m.

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

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

CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION: Pursuant to Government Code Section 54956.9(d)(2): one case. Concerning April 24, 2012 “Frac-out” incident in Carpinteria Creek as part of the Bluffs Sewer Relocation Project.

RECONVENE OPEN SESSION – 6:51 p.m. President Moorhouse reconvened the open session and stated that there was no action taken on the closed session items.

Adjournment There being no further items to discuss, President Moorhouse adjourned the meeting at 6:51 p.m.

Jeff Moorhouse
President

Lin Graf
Secretary

Mike Modugno
President Pro-Tem

Gerald Velasco
Secretary Pro-Tem

Michael Damron
Treasurer