

**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 **August 3, 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  
Jeff Moorhouse – Secretary  
Pat Horwitz – Secretary Pro-Tem  
Doug Treloar – Treasurer - **Absent**

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

Legal Counsel  
Present: Anthony Trembley

Public Present: None

President Damron called the meeting to order and asked Secretary to the Board, Judy Kirkman, to lead the Board, staff and Legal Counsel in the Pledge of Allegiance.

**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.

President noted for the record that Director Treloar was absent from the meeting.

**Board Approval of Minutes of the Meeting of July 6, 2010** – There was one correction made to the minutes of July 6, 2010. The first line on page six was deleted, as it was a duplicate of the last line on the bottom of page five. Director Horwitz made a motion that the Minutes of the July 6, 2010 Board Meeting be approved as modified; 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:  
**Rotary Screw Press Project** – This is an approved Capital Improvement Project (CIP) in our current FY 2010/11 budget. District staff completed the engineering design and bid

specifications. General Manager said the project is currently out to bid for equipment procurement. The installation component will be completed by in-house staff, with support from local contractors; **Easement Identification Project** – John Hebda, a local title consultant, has completed his work on the comprehensive easement research and identification project for the District. Easement documents and the associated database have been submitted to the District. General Manager said Mr. Hebda did a great job in putting all the District's easement documents together, and staff was beginning to tie those easements into the District's GIS system. General Manager said parcels had been identified where the District did not have a recorded easement, so the next phase in this project would be to research those parcels to determine what needs to be done to acquire the easement; **West Padaro Lane Sewer Extension Proposal** – The District has been approached by some property owners at the westernmost end of Padaro Lane interested in obtaining sewer service. A main sewer extension has been proposed, much like the one done at Padaro earlier with Bob Short, where that group of property owners would fund the project and enter into construction and reimbursement agreements with the District. Property owners connecting to the infrastructure in the future would pay to connect and those funds would go back to the original project proponents. General Manager said property owners in that section were being contacted, including the Beach Club owners, to determine if they are interested in participating in the actual project. Director Graf asked if this area was beyond the Beach Club. General Manager confirmed that it was the area beyond Beach Club. Director Horwitz asked if they were willing to connect without the Beach Club owners. General Manager said yes, with the idea that future connections would reimburse. General Manager said one parcel on the end was in the Summerland Sanitary District and that parcel would detach from Summerland and be attached to our District through annexation proceedings; **Septic to Sewer Project Status Update** – The Santa Barbara County Zoning Administrator hearing was held yesterday. General Manager said he was pleased to report they approved the District's Conditional Use Permit and Coastal Development Permit for the Sandyland Cove and Sand Point Road project. General Manager said the project team had a site visit with Ventura County Planning Department staff at Rincon point regarding the land use permit. The Planning Commission was expected to consider approval in August or September. The District received a second letter from Caltrans denying the District's encroachment permit request. General Manager said the project team had some subsequent meetings with Caltrans staff, and at their direction resubmitted additional information, more cost estimates and information supporting why other alternatives were not feasible, but a denial letter was sent from the San Luis Obispo office. General Manager said staff was working with the project team and Legal Counsel to determine if this was worth continuing to pursue or to start working on other alternatives for the pipeline between Rincon Point and Carpinteria. Easement packages were sent out to property owners within the Sandyland and Sand Point communities with an agreement that spelled out some of the electrical requirements and other information. Dudek completed the Extended Phase 1 field study at Sandyland Cove and Sand Point Road, and no cultural resources were identified. Dudek provided a revised proposal for Phase 3 archaeological investigation at Rincon. Staff is reviewing the proposal and will be preparing a contract for Board consideration in the near future. A third invoice was submitted to the State for grant funds reimbursement on Friday; **Operations** – The treatment plant is operating well and in full compliance with our NPDES permit. An arborist inspected the Portola Sycamore and indicated it was healthy and did not recommend any maintenance this year. Staff responded to a sewer overflow from a lateral cleanout this week. There were roots in the lower lateral in the street that caused the 25 gallon overflow at the property line cleanout. General Manager said this lateral would be included on the maintenance list for inspection and future evaluation for replacement. Staff placed an order through the State CMAS contract for the CIP project to replace the maintenance utility truck.

Delivery is expected in 10 to 12 weeks. The new lateral inspection camera, also a CIP procurement this fiscal year, was ordered and is being manufactured.

**Cash Contract No. 374- Cushman Contracting Corp.**

**Digester #1 Air Leak Repair Project** – General Manager said a problem had been identified in Digester #1. General Manager said a twelve inch pipe that went down through the center into the tank had a leak related to exterior corrosion. General Manager said it was something that needed repairing and would require engagement of a qualified contractor to complete the repair due to it's location within a Permit Required Confined Space. General Manager a cash contract had been prepared to engage Cushman Contracting, certified for confined space entry, to come in and complete that repair safely. General Manager said it was important to fix this type of leak to prevent a nuisance condition from developing and to ensure adequate aeration within the tank. General Manager said Cushman put together a proposal that was attached to the cash contract, and the proposed costs were \$6,827. General Manager said it was staff's recommendation that the Board approve Cash Contract No. 374 between the District and Cushman Contracting Corporation for the Digester #1 Air Leak Repair Project.

Director Graf made a motion that the Board approve Cash Contract No. 374 between the District and Cushman Contracting Corporation for the Digester #1 Air Leak Repair Project; Director Horwitz seconded the motion, and the motion was approved by a 4-0 vote.

**Cash Contract No. 375 – Carollo Engineers**

**Solids Digestion Facilities Planning** – General Manager said when the District completed a major treatment plant upgrade project in the mid-1990's, most of plant was replaced except for the two digesters. At that time the two tanks were anaerobic digesters, one constructed in the early 50's and one in the early 60's. After the upgrade project the decision was made to convert from anaerobic digestion to aerobic digestion, and Digester #1 was converted to an aerobic digester. Tank #2 was taken out of service with approximately ten feet of solids left in the tank. General Manager said tank #2 seemed to be in good structural condition, whereas Digester #1 had exposed aggregate and a lot of corrosion. At one point the lid to Digester #1 fell into the tank. A new lid was poured on top, but is now corroded. General Manager said it was a problematic system with only one tank in service. If the tank goes down or the blower fails, there were not any good options. General Manager said Corollo was engaged in 2007 to look at the bigger picture and prepared a Solids Handling Master Plan. Corollo looked at combinations of options at that time and their recommendation was that the District had a good system with offsite composting that was working and affordable. The aerobic digestion system was working well and didn't generate a lot of odors, and the recommendation from Corollo was to continue with the same process, but start building in some redundancy in both dewatering and the digestion unit processes. This could be accomplished by the rotary screw press project, now underway, and bringing the second digester online. General Manager said the District's long range capital improvement program included a retrofit/restoration project for Digester #2 commencing in FY 2012/2013. General Manager said recent electrical failures at the plant temporarily crippled the District's digester and chemical feed system. General Manager said staff was working to make sure this did not happen again in the future. General Manager said this, coupled with the air leak, heightened staff's awareness to the lack of redundancy. General Manager said staff was proposing to push this 2012 project up to start now. General Manager said in looking at this project staff determined they needed some expertise help. General Manager said Carollo was the firm that completed the Solids Handling Master Plan and was aware of the needs and issues. General Manager said Carollo prepared a scope of services and fee estimate to provide the required engineering support. General Manager said

Cash Contract No. 375 was prepared to engage Carollo for this work on a time and materials reimbursement basis. General Manager said the contract was not for a design effort, but for a detailed facilities planning effort that would provide clear direction on how to proceed going forward. General Manager said the project was not included in the current fiscal year CIP budget, but no additional fund transfer would be required at this time

General Manager said it was staff's recommendation that the Board approve and execute Cash Contract No. 375 between the District and Carollo Engineers for the Solids Digestion Facilities Planning Project with a not to exceed project amount of \$49,663.

Director Horwitz said the Manhole Rehabilitation Program was completed and under budget by \$111,000, so funding should not be a problem. General Manager said this contract could be completed without a budget transfer.

Director Horwitz made a motion that the Board approve Cash Contract No. 375 between the District and Carollo Engineers for the Solids Digestion Facilities Planning Project. Director Graf asked if it was safe to say the District could continue the current practice of hauling the biosolids to Santa Barbara County. General Manager said the current option of offsite composting was a good one. General Manager said Carollo wanted to look at whether the District could achieve a Class B rating with our biosolids by making some modifications. General Manager said if this could be done that would open up some fallback options and additional flexibility. Director Moorhouse said the movement now seemed to be directed toward the water side vs. the solids side. Director Horwitz asked if Counsel had reviewed the cash contract. Legal Counsel confirmed his review of the contract. Director Graf seconded the motion, and the motion was approved by a 4-0 vote.

#### **Cash Contract No. 376 - Lanspeed**

**Network Server Replacement** – General Manager said this was an agreement with Lanspeed, the District's IT consultant, to replace the District's network server. General Manager said it was six years old and the software and hardware were obsolete. General Manager said Lanspeed provided a proposal that was attached to Cash Contract No. 376. General Manager said Lanspeed had provided excellent, cost-effective network and IT support to the District since 2004. General Manager said staff looked at hardware costs through State government contract rates, and equipment and software procurement prices through Lanspeed were determined to meet or exceed those government rates. General Manager said the proposed expenditure for this work would be \$12,421, and it was staff's recommendation that the Board approve and execute Cash Contract No. 376 between the District and Lanspeed for the Network Server Replacement Project.

Director Graf made a motion that the Board approve and execute Cash Contract No. 376 between the District and Lanspeed for the Network Server Replacement Project; Director Damron seconded the motion, and the motion was approved by a 4-0 vote.

**Finance Committee** – Director Horwitz reported the Finance Committee met and went over the monthly budget, quarterly investment report, a year-end Assessment District report and a year-end report on the District's Safety and Training Officer.

**Personnel Committee** – did not meet.

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

**Board General Items**

**CASA Legislative Committee Report** – Director Moorhouse said a Legislative Committee Meeting would take place at the upcoming CASA Conference. Director Moorhouse said there was also a joint Directors and Managers meeting scheduled at the CASA Conference on the topic of “Governing Public Agencies in Today’s World/Board and General Managers Moving the District Forward During Turbulent Times”. Director Moorhouse said he would be on the panel. Director Moorhouse said he would be presenting an example of a challenge in the District and results from a Board Member’s perspective.

**Future Agenda Items** – Director Moorhouse said he would give a LAFCO report update, and asked to add this to future agendas. Director Moorhouse said to label future CASA Legislative Committee Reports to CASA and CSDA Legislative Reports.

**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  
Secretary Pro-Tem

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Lin Graf  
President Pro-Tem

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Doug Treloar - **Absent**  
Treasurer

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Jeff Moorhouse  
Secretary