

**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 16, 2011**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

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

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

Legal Counsel  
Present: Anthony Trembley

Public Present: None

President Graf called the meeting to order and asked Director Modugno to lead the Board and staff in the Pledge of Allegiance.

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

**Board Approval of Minutes of the Meeting of July 5, 2011** – Mr. Trembley noted three corrections; 1) page six (6) in the District Legal Counsel portion the last line on the page *and Public* should be inserted between Environmental and Law to read *Environmental and Public Law*. 2) page seven (7) first paragraph, fifth line from the top insert *almost* between for and 28 years to read *for almost 28 years*. 3) page seven (7) third paragraph from the top, first sentence and second sentence the last name Shriner is misspelled and is correctly spelled Schreiner. Director Modugno made a motion that the Minutes of the July 5, 2011 Board meeting be approved as corrected; Director Horwitz seconded the motion, and the motion was approved by a 4-0 vote. Director Moorhouse added an additional correction to page eight (8) the LAFCO Report change to CASA annual conference. The amendment was accepted.

**Board Approval of Minutes of the Meeting of July 19, 2011** – Director Horwitz made a motion that the Minutes of the July 5, 2011 Board meeting be approved as submitted; Director Modugno 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: **Office Manager Recruitment Update** – General Manager introduced Kim Garcia as the new Office Manager / Board Clerk. Ms. Garcia gave a short introduction of herself; **CCTV Van Equipment Repairs** – The District has been working with Advanced Infrastructure Technologies (AIT), the factory authorized service center for EnviroSight, to complete repairs to the Districts CCTV inspection system.; **CASA 56<sup>th</sup> Annual Conference Report** – General Manager reported that he attended the California Association of Sanitation Agencies' 56<sup>th</sup> Annual Conference that was held August 10-13, 2011 in San Diego and Director Moorhouse would also give a report on the conference later in the meeting; **Annual Independent Audit Update** – Staff from Teaman, Ramirez & Smith (TRS) were at the District office the week of August 8<sup>th</sup> to conduct the annual financial audit. Directors Horwitz and Modugno attended the exit interview with the chief auditor. Director Horwitz said everything went smoothly and thanked staff for the hard work. A full report to the board will be made in the coming months once the audited financial statements have been prepared; **Lagunitas Residential Development** – Work commenced on the Lagunitas Residential project and excavation for realignment of the District's existing 10-inch diameter sewer in this area is underway. District inspectors are overseeing this work; **Operations Update** – WWTP is operating in full compliance with our permit. The secondary clarifiers were taken out of service for periodic inspection and maintenance, wear shoes and strips were replaced and any broken flights were replaced. Staff and representatives from Huber completed one week of startup activities for the rotary screw press. Various polymers were used in operational testing, and one particular polymer was selected and will be used as the operation of the screw press continues. Repairs to the existing belt filter press were made during the last week of July. The collection system is operating well with no problems. The Vac-con received its annual mechanical inspection and is back in operation.

**Update to District Personnel Rules and Regulation; Chapter 3 of the District Code** – General Manager reported the District Personnel Rules and Regulations; Chapter 3 of the District Code had been reviewed and updated by District staff and District legal counsel, Karen Gabler of Light-Gabler, to conform to current Federal and State laws. General Manager reported on several of the changes which included carry over of the Personal Floating Holiday and changes to the grievance section language to allow the District reasonable response times. President Graf asked Director Moorhouse if there were any comments from the District Personnel Committee. Director Moorhouse said the changes had been reviewed by the committee and was recommending approval. President Graf called for a motion. Director Moorhouse made a motion that the Board approve the updated version of Chapter 3 of the District Code, Personnel Rules and Regulations as presented; Director Horwitz seconded the motion, and the motion was approved by a 4-0 vote.

**Notice of Award – Cash Contract No. 386; Bluffs Sewer Relocation Project** – General Manager reported that on August 4, 2011 the District received seven bids for the Bluffs Sewer Relocation Project. The bids were opened publicly at the District office and it was determined that the apparent low bidder was Tierra Contracting, Inc with a bid of \$1,446,451. Penfield & Smith, the project engineer, reviewed the bid packages and prepared

a letter recommending contract award. Legal Counsel and General Manager informed the Board that Tierra's bid included a subcontractor that did not hold a contractor's license in the State of California. Pursuant to Section 4107 of the California Public Contract Code, Tierra notified the District of their intent to self perform the work that would have been performed by Edge Underground. The work in question is related to two segments of pipe that were specified to be installed using laser guided boring technology. Also pursuant to Section 4107 of the California Public Contract Code, Edge Underground will be notified, by certified mail, of their removal from the contract as a subcontractor.

Director Moorhouse made a motion that the Board approve issuance of a Notice of Award for the Bluffs Sewer Relocation Project to Tierra Contracting, Inc. of Santa Barbara, California; Director Horwitz seconded the motion. Director Modugno asked the General Manager, on behalf of a constituent, what would happen to the abandoned manholes. General Manager responded that the cones would be removed down to around four feet below grade, and the hole would then be filled and surface treatment as necessary to blend into the surrounding vegetation. President Graf called for a vote, and the motion was approved by a 4-0 vote.

**Notice of Award – Cash Contract No. 380; Sand Point Road Septic to Sewer Conversion Project** - General Manager reported that on August 4, 2011 the District received five bids for the Sand Point Road Septic to Sewer Conversion Project. The bids were opened publicly at the District office and it was determined that the apparent low bidder was Travis Agricultural Construction, Inc with a bid of \$617,744. Penfield & Smith, the project engineer, reviewed the bid packages and prepared a letter recommending contract award. The bid package submitted was determined to be complete and Travis Agricultural Construction was deemed to have submitted the lowest responsive and responsible bid. Director Moorhouse made a motion that the Board approve issuance of a Notice of Award for the Sand Point Road Septic to Sewer Conversion Project to Travis Agricultural Construction, Inc. of Ventura, California; Director Horwitz seconded the motion and the motion was approved 4-0.

**E-One Grinder Pump Procurement – Sand Point Road Community; Signa Mechanical Purchase Order Authorization** – General Manager said the District's approach to implementation of the Sand Point Road Septic to Sewer Conversion Project involved direct procurement of the E-One grinder pump and tank assemblies for each property. The District will store the equipment and furnish it to the selected contractor for installation at each property. General Manager said that compelling administrative conditions warranted a negotiated procurement from E-One's local representative Signa Mechanical. This procurement approach is consistent with District Resolution R-91. Director Moorhouse made a motion that the Board authorize issuance of a purchase order to Signa Mechanical for provision of twenty-one E-One grinder pump units and appurtenant equipment as proposed; Director Horwitz seconded the motion. Director Modugno asked if the District would be purchasing spare pumps and parts to stock and to have on hand for repairs. General Manager said the District plans on stocking about ten extra pump units and spare parts. This bid for Sand Point Road component included two extra units, and the remaining will be ordered for the Sandyland Cove and Rincon Point communities. The motion was approved by a 4-0 vote.

**Finance Committee** – Director Horwitz reported that the Finance Committee met on Tuesday, August 9, 2011 with staff from Teaman, Ramirez & Smith (TRS) and participated in an exit interview. A full audit report will be made within the coming months.

**Personnel Committee** – Did not meet.

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

**CASA Legislative Committee Report** – Director Moorhouse said the CASA Conference was a good one. Director Moorhouse commented on various pieces of legislature and provided a written report to the Board and offered a CASA Annual Conference Newsletter. Legal Counsel, Tony Trembley, attended the CASA Conference and noted Director Moorhouse had been re-elected to serve on the CASA Board for 2011-2012. Director Moorhouse said he would continue to serve as the Chairman of the State Legislative Committee.

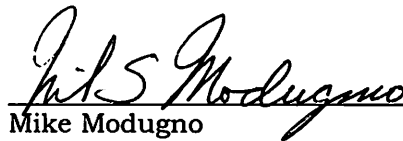
**SBCSDA Report** – Director Moorhouse said the SBCSDA would be meeting next Monday and discussing the Out Of Agency Service Agreement issue that is pending before LAFCO.

**LAFCO Report** – Director Moorhouse said LAFCO would not be meeting in September.

**Adjournment.** There being no further items to discuss, President Graf adjourned the meeting at 6:35 p.m.

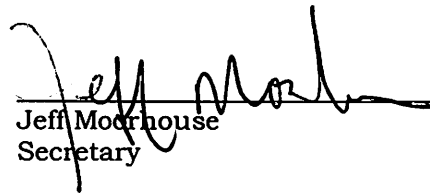


Lin Graf  
President



Mike Modugno  
Secretary Pro-Tem

Michael Damron - **Absent**  
President Pro-Tem



Jeff Moorhouse  
Secretary



Pat Horwitz  
Treasurer