

**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 **September 3, 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
Lin Graf – Secretary
Gerald Velasco – Secretary Pro-Tem

Staff Present: Craig Murray – General Manager
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 Graf to lead those present in the Pledge of Allegiance.

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 August 6, 2013 – Director Graf made a motion that the Minutes of the August 6, 2013 Regular Board meeting be approved as submitted; Director Modugno seconded the motion, and the motion was approved by a 3-0-1 vote with Director Velasco abstaining.

Public Forum – None.

General Manager's Status Report – General Manager reported on the following: **CASA Annual Conference Report** – General Manager said he attended the 2013 CASA Annual Conference in San Diego, held August 21st through August 23rd. There were several excellent presentations where the theme was the “Utility of the Future”. This concept involves a paradigm shift from wastewater agencies having treatment and disposal as their

core function to them being true resource and recovery agencies where agencies are becoming producers of high value recycled water, fertilizer and energy. The keynote speaker was Felicia Marcus, the President of the State Water Resources Control Board. **SBSDA Meeting Report** – General Manager said he attended the monthly meeting of the Santa Barbara Special Districts Association on August 26th. The speaker was the chief civil engineer for Vandenberg Air Force Base. The group’s legislative representative, George Emerson, urged agencies to consider reaching out to their legislators opposing SB 594, which would prevent non-profit entities such as CSDA or CASA from taking advocacy positions on ballot measures. As of today, due to collective opposition, the bill’s scope was limited and non-profit entities may continue to take advocacy positions on ballot measures. A printed email regarding the amendment was distributed. **US 101 Widening Project Update** – General Manager said that District staff and Caltrans’ design group met to continue discussions regarding existing sewer infrastructure in conflict with the proposed highway widening and extension of Via Real east of Casitas Pass Road. A decision was made that would involve the District engaging its own engineer to design the relocated facilities, including an inverted siphon under Carpinteria Creek. CalTrans would reimburse the District for the design costs and would integrate construction into the larger highway project. Requisite agreements for reimbursement and general cooperation will be presented to the Board at an upcoming meeting for consideration. **Operations Update** – General Manager said the treatment plant is operating well and in full compliance with our NPDES discharge permit. The new maintenance shop cabinets were delivered and installed by operations staff, completing this capital upgrade. No problems or SSOs have occurred in the collection system during the reporting period. We expect delivery of the new Vactor combination sewer cleaning machine in the first or second week of September.

Cash Contract No. 405 – Travis Agricultural Construction, Inc. – Rincon Point Septic to Sewer Conversion Project –General Manager said on August 6, 2013 the Board authorized a Notice of Award to Travis Agricultural Construction, Inc. Notice was delivered to Travis Ag along with two copies of Cash Contract No. 405. Signed copies of the agreement were returned with required bonds and insurance certificates. Once Cash Contract No. 405, in the amount of \$1,257,557, is approved and executed by the Board, Notice to Proceed can be issued to Travis Agricultural Construction, Inc. Issuance of the Notice to Proceed may be delayed a few weeks to coordinate timing with the offsite component of this project.

General Manager said the contract performance period is 180 working days from Notice to Proceed and that the form of agreement has been reviewed by legal counsel.

General Manager said that it was staff’s recommendation that the Board approve Cash Contract No. 405 between the District and Travis Agricultural, Inc. for the Rincon Point Septic to Sewer Conversion Project.

Director Graf made a motion that the Board approve and execute Cash Contract No. 405 between the District and Travis Agricultural Construction, Inc. for the Rincon Point Septic to Sewer Conversion Project; Director Modugno seconded the motion and the motion was approved by a 5-0 vote.

Cash Contract No. 414 – AIA Automation – Aerobic Digester Replacement Project Third Party Integration – General Manager said the aerobic digester replacement project design has reached 90 percent completion. At the outset of this project, staff determined that the design approach should include involvement of the District’s SCADA integrator to work in coordination with Carollo’s electrical design group in an effort to achieve a design that will integrate seamlessly with the existing SCADA, telemetry and PLC network.

General Manager said AIA Automation has been providing SCADA engineering and support services to the District for over 10 years and staff believes that their involvement in this project is crucial to its overall success.

General Manager said AIA's basic scope of services was developed in coordination with District staff and is outlined in their August 26, 2013 proposal. The work would be completed on a time and materials basis with a total contract amount that will not exceed \$20,000. Cash Contract No.414 was attached for review.

General Manager said that it was staff's recommendation that the Board approve Cash Contract No. 414 between the District and AIA Automation for engineering and technical support on the Aerobic Digester Replacement Project, with a not to exceed contract amount of \$20,000.

Director Graf made a motion that the Board approve Cash Contract No. 414 between the District and AIA Automation, Inc. for engineering and technical support on the Aerobic Digester Replacement Project; Director Damron seconded the motion and the motion was approved by a 5-0 vote.

Report on Staff Recruiting and Authorization of Position Title Change – General Manager said through approval of the current year operating budget, the Board authorized a new full-time position within the Collections Department. Staff conducted a recruitment process for a Collection System Operator I position. The top ranked candidate, Tim Gallup has accepted the position.

General Manager said the recent retirement of Steve created an additional vacancy within the organization. Due to staffing adjustments throughout the past two years, the newly vacant slot is the Laborer position. The job duties for this entry level position are varied and include general maintenance of District facilities, but also routine support of both the Operations and Collection System Department. To better reflect the actual job function and its importance, it is proposed that this position be renamed to Utility Worker. No change in the approved salary or benefit schedule for this position is proposed and the job description will remain essentially unchanged.

General Manager said based on the strong field of qualified candidates during the recent recruitment process, we were able to extend an employment offer for the Utility Worker position to the second ranked candidate.

Director Damron made a motion that the Board authorize the proposed position title change from Laborer to Utility Worker; Director Modugno seconded the motion and the motion was approved by a 5-0 vote.

Finance Committee – Director Damron reported that the Finance Committee met on August 15, 2013 with the District auditors for an exit interview related to the annual audit.

Personnel Committee – Did not meet.

Public Relations Committee – Did not meet.

CASA Legislative Committee Report – President Moorhouse reported on SB 594.

LAFCO Report – President Moorhouse said he would be attending the next SBLAFCO meeting to be held Thursday, September 5th.

SBCSDA Report – President Moorhouse and Director Modugno reported on their attendance at the monthly meeting.

CSRMA Report – None.

Board Member Vacation Dates – Director Modugno reported he would not be available for the October 15th meeting.

Future Agenda Items – None.

Adjournment There being no further items to discuss, President Moorhouse adjourned the meeting at 6:04 p.m.

Jeff Moorhouse
President

Lin Graf
Secretary

Mike Modugno
President Pro-Tem

Gerald Velasco
Secretary Pro-Tem

Michael Damron
Treasurer