

**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 **October 1, 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
Kim Garcia – Office Manager
Hamid Hosseini – Finance Director

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

Public Present: None

President Pro-Tem Modugno called the meeting to order and lead those present in the Pledge of Allegiance.

President Moorhouse arrived to the meeting at 5:32 p.m. and presided..

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 September 3, 2013 – Director Graf made a motion that the Minutes of the September 3, 2013 Regular Board meeting be approved as submitted; Director Damron seconded the motion, and the motion was approved by a 5-0 vote.

Public Forum – None.

General Manager's Status Report – General Manager reported on the following:
Rincon Point Septic to Sewer Project Update – General Manager said on September 13th a pre-construction meeting for the Offsite Improvements project was held at the District offices. This was a mandatory meeting involving Tierra Contracting and representatives from Caltrans, the City of Carpinteria, the County of Santa Barbara and various other utilities and interested parties. A field orientation meeting with the archaeologist and biological monitors was conducted on September 23rd. Construction activities began on Monday, September 30th. A purchase order was issued to E-One for the 72 grinder pump units. The targeted delivery date is October 9th. **SBSDA Meeting Report** – General Manager said he attended the monthly meeting of the Santa Barbara Special Districts Association on September 23rd. The speaker was the new Executive Director for Santa Barbara LAFCO, Paul Hood. The group approved new bylaws. **SAMA Meeting Report** – General Manager said the District hosted the Sanitation Agency Managers' Association for its monthly lunch meeting on September 11th. Chris Toth, the City of Santa Barbara's Wastewater System Manager, reported on their ongoing collection system management improvement process following settlement of Clean Water Act lawsuit filed by Channelkeeper. **Collection System Rehabilitation Project** – General Manager said an addendum was issued last week that delayed the bid date by one week, from September 26th to October 3rd. This accommodation was made due to the very large video files that some prospective bidders had difficulty downloading. **Operations Update** – General Manager said the treatment plant is operating well and in full compliance with our NPDES discharge permit. Operation staff responded to a failure of the Huber screw press. The unit was disassembled and caked solids were removed. A refinement to the periodic washing process will occur to prevent this from reoccurring. Several members of the Operations group and one member of the Collections group attended the CWEA Tri-State seminar in Las Vegas from September 23rd to the 25th. No problems or SSOs have occurred in the collection system during the reporting period. Hydrocleaning and overall department productivity has increased with the addition of a fourth person in the collection group. The Collection System Supervisor is updating the District's Sewer Overflow Response Plan and Sewer System Management Plan. The level sensor at Lift Station No. 7 failed and was replaced. System telemetry and the backup controller unit performed as designed. District staff attended a comprehensive all-day traffic control course held at the District office on September 9th.

2013 Vactor Combination Sewer Cleaning Machine Demonstration – General Manager said that the new 2013 Vactor Combination Sewer Cleaning Machine had been delivered and that staff would be giving a brief overview and demonstration of several of the key features.

Board and staff left the Board room and proceeded to the front of the District Administration Office to receive the presentation. No other business was discussed.

President Moorhouse noted for the record that Board and staff were back in the Board room at 5:55.

Resolution No. R-267 – To Allow Tax Deferred Member Paid CalPERS Contributions – General Manager said with the adoption of the California Public Employees' Pension Reform Act, the District now provides a multi-tier benefit to employees. Employees who have a CalPERS membership date of January 1, 2013 or later are subject to the second tier benefit which requires at least 50% contribution of the total normal cost.

General Manager said that the total normal cost is determined each year by a CalPERS actuarial study. The District's current total normal cost is 12.5%, making the minimum employee share 6.25%.

General Manager said if approved, Resolution R-267 would allow District employees to make the requisite retirement plan contributions on a pre-tax basis. A formal resolution is required by Internal Revenue Code Section 414(h)(2) to authorize this practice.

General Manager said there were some minor grammatical changes to the draft resolution. Those changes were noted by the Board Clerk. General Manager said it was staff's recommendation that the Board review and adopt Resolution No R-267 to allow tax deferred member contributions to CalPERS.

Director Damron made a motion to adopt Resolution No. R-267 to allow tax deferred member contributions to CalPERS. Director Modugno seconded the motion and the motion was approved by the following 5-0 roll-call vote, Director Graf voted aye, Director Modugno voted aye, President Moorhouse voted aye, Director Damron voted aye, and Director Velasco voted aye.

Cash Contract No. 415 – Penfield & Smith – CalTrans Utility Agreement No. 05-UT-8097.223 – US 101 Widening and Bridge Replacement Project – General Manager said he would be providing an overview of the Caltrans US 101 Widening project and how it will affect the District's infrastructure.

General Manager said the District has been working closely with Caltrans over the past several years to address potential conflicts with District infrastructure at several locations. It was ultimately determined that the best overall approach was to construct the relocated sewer ahead of the Caltrans work.

General Manager said in September, the District entered into Utility Agreement No. 05-UT-0897.223 with CalTrans. This agreement, which was reviewed by District legal counsel, provides a reimbursement vehicle through which the State will pay for the full cost of designing the pipeline relocation project. The utility agreement was drafted based on the scope and fee estimate prepared by Penfield & Smith on the District's behalf.

General Manager said Cash Contract No. 415 would engage Penfield & Smith to perform the required engineering design services on behalf of the District. Their not to exceed fee estimate is \$68,000, a copy of their proposal was attached as Exhibit A to Cash Contract No. 415. The District would pay Penfield & Smith directly and submit paid invoices to CalTrans on a monthly or quarterly basis for reimbursement. Funds from the previously approved CIP Project for the Carpinteria Creek Suspended Line Restoration will be utilized.

General Manager said CalTrans will conduct all requisite environmental review to ensure compliance with CEQA and NEPA. CalTrans will also procure all required permits for the sewer construction activities.

General Manager said Penfield & Smith's basic scope of services was developed in coordination with District staff and is outlined in their August 27, 2013 proposal. The work would be completed on a time and materials basis with a total contract amount that will not exceed \$68,000. Cash Contract No.415 was attached for review.

General Manager said that it was staff's recommendation that the Board approve Cash Contract No. 415 between the District and Penfield & Smith for engineering design services, with a not to exceed contract amount of \$68,000.

Director Damron made a motion that the Board approve Cash Contract No. 415 between the District and Penfield & Smith for engineering design services as presented; Director Graf seconded the motion and the motion was approved by a 5-0 vote.

Amendment No.2 to Cash Contract No. 395 – Carollo Engineers – Aerobic Digester Replacement Project Design – General Manager said on March 20, 2012 the District approved Cash Contract No. 395, engaging Carollo Engineers to provide preliminary and final design services for the District’s aerobic digester replacement project. The agreement authorized a fee of \$347,203, based on a comprehensive scope of services developed in coordination with District staff. An amendment to the agreement was approved by the Board in October 2012, bringing the current authorized design fee to \$483,683.

General Manager said during the final design phase there were several changes and design refinements, including design changes to the sludge transfer piping, opting to purchase a new diesel storage tank in lieu of relocating the existing tank, inclusion of a new flow metering system for dewatering return flows and changes to the existing loading ramp for the dewatering building to accommodate future transfer and haul options. Additionally, following a comprehensive evaluation of aeration blower technologies, the District’s initial selection was determined not to be ideal for the variable tank technology leading to subsequent selection and redesign.

General Manager said Carollo has prepared a proposed scope of services for the additional design services required for the revised project. This proposal was included in the packet for Board review. A total fee amendment of \$60,583 is proposed. If approved, the revised contract amount would be \$544,266.

General Manager said it was staff’s recommendation that the Board approve Amendment No. 2 to Cash Contract No. 395 between the District and Carollo Engineers, increasing the authorized design fee by \$60,583 making the total \$544,266.

Director Damron made a motion to approve Amendment No. 2 to Cash Contract No. 395 between the Carpinteria Sanitary District and Carollo Engineers as presented. Director Velasco seconded the motion and the motion was approved by a 5-0 vote.

Finance Committee – Director Damron reported that the Finance Committee met on September 23, 2013 to review the monthly budget reports, quarterly investment statements and Santa Barbara County property tax reports.

Personnel Committee – Did not meet.

Public Relations Committee – Did not meet.

CASA Legislative Committee Report – None.

LAFCO Report – President Moorhouse said he would be attending the SBLAFCO Retreat scheduled for October 3rd.

SBCSDA Report – None.

CSRMA Report – None.

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

Future Agenda Items – President Moorhouse said he would like to discuss participation in local events and or festivals to raise community awareness.

Adjournment There being no further items to discuss, President Moorhouse adjourned the meeting at 6:40 p.m.

Jeff Moorhouse
President

Lin Graf
Secretary

Mike Modugno
President Pro-Tem

Gerald Velasco
Secretary Pro-Tem

Michael Damron
Treasurer