

**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 18, 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
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 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 October 4, 2011 –Director Damron made a motion that the Minutes of the October 4, 2011 Board meeting be approved as submitted; Director Moorhouse seconded the motion, and the motion was approved by a 3-0 vote, with Director Horwitz and Director Modugno abstaining.

Public Forum – None

General Manager's Status Report – General Manager reported on the following:
Quarterly Incident Report - General Manager said at the request of the board attached to the General Manager report is a Quarterly Summary Incident Report for July 1, 2011 – September 30, 2011 detailing incidents, complaints and other customer interactions. There

has been an increased frequency of odor complaints from residents of the Palm Loft Apartments. District staff does not report any abnormal operating conditions and atmospheric conditions seem to contribute to nuisance complaints. The owner of the development has elected to remove the eucalyptus trees running along the property line and will replace them with bamboo. Director Moorhouse asked if there are disclosures being provided to tenants. General Manager said he understands the lease does contain a disclaimer. President Graf asked what remedy is offered to complainants. General Manager extends invitations to tour WWTP and explains plant operations; **Bluffs Sewer Relocation Project Update** – General Manager said City of Carpinteria officials and members of the District Board of Directors attended a brief groundbreaking ceremony held on Monday, October 10th at 4:00 p.m. at an existing manhole near the Carpinteria Bluffs Preserve parking lot. A press release was distributed to local media. General Manager said the final encroachment permit was issued by the city Public Works Department and Tierra Contracting is in the process of potholing and completing surveying activities. Pipeline installation is set to begin on October 19th.; **Sand Point Road Septic to Sewer Project Update** – General Manager said the contractor has completed preliminary site preparations and installation of the main line, using directional drilling has begun. One property owner, who had originally elected not to connect is reconsidering, District staff is working with the property owner's attorney regarding the required easements and user agreement.; **SAMA Meeting Report** – General Manager said he attended the monthly meeting of the Sanitation Agency Managers Association on October 12th at the City of Santa Maria WWTP. A small group of managers allowed for an informal roundtable discussion of issues facing individual facilities, NPDES Permits, ongoing capital projects and regulatory issues.; **Administration Office Sign Replacement** – General Manager said an accident involving a USPS truck required a new administration office sign. The new sign was delivered and installed by White Signs. A formal claim to cover the replacement costs was submitted to the USPS as required by their insurance adjustor; **Harvest Blend Compost Giveaway** – General Manager said the District's third party compost contractor, Engel and Grey, delivered a load of approximately 15 cubic yards of Harvest Blend Compost at no cost to the District. A notice was published in the Coastal View News informing the public of the availability of free compost for use in landscaping projects. A very successful and positive response ensued.; **Operations Update** – General Manager said the WWTP is operating in full compliance with our permit. SCE conducted a scheduled power outage on October 12th, District staff coordinated generator power at Lift Station No.1 and responded to the treatment plant to restart critical equipment. General Manager said the collection system is operating well with no problems to report since our last meeting. District staff is conducting an annual review of 99 manholes that were lined several years ago by National Lining and Coating to verify no additional warranty work is required. The Operations Manager attended the WEFTEC National Conference in Los Angeles October 17th – 19th. General Manager said he attended the WEFTEC exhibition on Monday October 17th and Tuesday October 18th.

Notice of Award – Cash Contract No. 388; Sandyland Cove Septic to Sewer Conversion Project – General Manager said the Sandyland Cove Septic to Sewer Conversion Project will include construction of a low pressure sewer system to serve 39 properties, located within the Sandyland Cove beach community that currently use on-site septic systems for wastewater treatment and disposal.

General Manager said two bids were received at the District administration office, prior to the September 29th 2:00 deadline, each were opened publically. The apparent low bidder was MGE Underground, Inc. (MGE) of Paso Robles, California, with a bid of \$983,956. This

bid is in line with construction cost estimates prepared by the design team and sufficient funding is available to move forward with project implementation.

General Manager said District staff and Penfield & Smith, the project engineer, have reviewed the submitted bid packages which appear to be complete. Penfield & Smith contacted references provided by MGE, verifying recent completed projects were similar in size and scope to this project. MGE maintains the required Class A engineering license. Penfield & Smith provided a bid tabulation summary, their engineer's estimate, and a letter recommending contract award to MGE.

General Manager said the District contracted with MGE in 2004/2005 for the Via Real Force Main Replacement Project which involved trenchless installation of over 3,000 linear feet of 8-inch diameter sewer force main.

General Manager said that it was staff's recommendation that the Board approve issuance of a Notice of Award for the Sandyland Cove Septic to Sewer Conversion Project to MGE Underground, Inc. of Paso Robles, who was determined to be the lowest responsive, responsible bidder for this project with a bid amount of \$983,956.

Director Moorhouse made a motion that the Board approve and issue Notice of Award to MGE Underground, Inc. of Paso Robles as proposed. Director Damron seconded the motion. Director Horwitz questioned if the District should be concerned with the verbage mentioned by Moody's Insurance rating A2 of the contractor's insurance company, Liberty Mutual. General Manager suspects this is standard for language for this type of rating. The motion was approved 5-0.

State Parks Request to Use District Administration Facility – General Manager said the District received a request from the head ranger for the Carpinteria State Beach Park to use the District's administration building, including deck, board room, kitchen and restroom facilities, to host an appreciation luncheon for park volunteers tentatively scheduled for the first Sunday in December.

General Manager said community use of the District administration facility has been allowed for after hour events. Lock configuration allows for use of the board room only and access to the restroom facilities from the outside. In this case, if authorized, the group would need use of the kitchen and the main office area would be open. A key could be provided to the responsible State Parks official and District staff would coordinate deactivation/reactivation of the security alarm. The District would require the State to provide appropriate certificates of insurance.

Director Moorhouse made a motion to allow the General Manager to utilize his discretion in authorizing the Carpinteria State Beach Parks use of the District administration facility for its volunteer recognition event. Director Damron seconded the motion and the motion was approved 5-0.

Finance Committee – Director Horwitz reported the finance committee met on September 15th and reviewed the monthly budget report and the first draft of the audited financial statements for FY 2010/2011. The committee discussed the property tax receivable from the State of California.

Personnel Committee – Did not meet.

Public Relations Committee – Did not meet. Director Moorhouse would like to direct the PR Committee to consider public outreach in response to the influx of odor complaints.

CASA Legislative Committee Report – Director Moorhouse provided a list of all CASA senate and assembly bills for the 2011/12 legislative session. Director Moorhouse said he will be attending the CASA Annual Strategic Planning meeting October 25th – 26th.

SBCSDA Report – Director Moorhouse provided a list of CSDA monitored senate and assembly bills as of October 10th, 2011. Director Moorhouse said he would be attending the monthly SBCSDA meeting scheduled for October 24th in Buellton.

LAFCO Report – Director Moorhouse corrected his previous statement regarding proposed amendments to Government Code Section 56133 scheduled for the LAFCO October meeting. This item will be considered at the November 3rd LAFCO meeting. A presentation from a CALAFCO Board member on this item will be made at the hearing.

Adjournment. There being no further items to discuss, President Graf adjourned the meeting at 6:10 p.m.

Lin Graf
President

Mike Modugno
Secretary Pro-Tem

Michael Damron
President Pro-Tem

Jeff Moorhouse
Secretary

Pat Horwitz
Treasurer