

**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 **November 1, 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 - **Absent**  
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.

President Graf noted for the record Director Horwitz is absent and Director Moorhouse had not arrived, but would be arriving shortly.

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

**Public Forum** – None

**General Manager's Status Report** – General Manager reported on the following:  
**LAFCO Position Letter – GC 56133 Amendments** - General Manager said based on input and direction from the District Board of Directors, District staff prepared and submitted a comment letter to the Chair of Santa Barbara LAFCO on proposed amendments to Government Code Section 56133. A representative of CALAFCO will make presentation on the matter to the commission on November 3<sup>rd</sup>, General Manager said he plans to attend.;  
**CSDA Membership Renewal** – General Manager said District staff is processing the annual renewal for 2012 for its membership in the California Special Districts Association, CSDA provided informational items that communicate the benefits of membership.;  
**Bluffs Sewer Relocation Project Update** – General Manager said the City of Carpinteria Public Works Department rejected the Contractor's Traffic Control Plan, despite having previously issued a final encroachment permit. This resulted in a delay in commencement of pipeline installation while the Contractor engaged a licensed traffic engineer to prepare a new plan. General Manager said the new plan has been resubmitted and District staff is working to resolve the matter. General Manager said construction materials have been delivered and minor design revisions have been made to avoid conflicting utilities. General Manager said staff from the SWRCB Division of Financial Assistance toured the project site on October 26<sup>th</sup> and were please that this grant funded project was moving forward.;  
**Sand Point Road Septic to Sewer Project Update** – General Manager said the contractor has completed installation of the main line in Sand Point Road, using directional drilling, and installation of the lateral branches to the property lines has begun. Weekly progress meetings are being held. General Manager said the SWRCB officials also toured this project site to validate activities on the Prop 84 clean Beaches Initiative Grant.;  
**SBSDA Meeting Report** – General Manager said he attended the monthly SBSDA meeting on October 24<sup>th</sup> in Buellton. A panel discussion on LAFCO and the Special District Selection Committee was held, with Director Moorhouse participating on the panel.;  
**Operations Update** – General Manager said the WWTP is operating in full compliance with our permit. On October 23<sup>rd</sup> a digester blower failed, District staff is investigating the failure and has engaged the manufacturer to assist with necessary repairs. Director Modugno asked if this was the same blower causing the nuisance noise complaint reported on the District Quarterly Incident Report. General Manager indicated it was. General Manager said several tours were given to parties interested in the District's rotary screw press, primarily engineers and agency representatives in the area for the WEFTEC Annual Conference. General Manager said the collection system is operating well with no problems to report since our last meeting. General Manager said several staff members have passed CWEA Technical Certification Exams in recent weeks and commendation letters have been prepared to recognize their achievements. John Bacchilega – Collection System Maintenance Grade I; Eddie Saenz – Collection System Maintenance Grade IV; Mark Bennett – Collection System Maintenance Grade IV.

**E-One Grinder Pump Procurement – Sandyland Cove Community Signa Mechanical Purchase Order Authorization** – General Manager said the District's approach to implementation of the Sandyland Cove 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. Signa Mechanical has provided a firm price quotation for purchase of grinder pump assemblies, control panels, lateral kits and spare parts for the thirty eight homes within the Sandyland Cove community. The total cost including tax and freight is \$ 200,744.86.

General Manager said it was staff's recommendation that the Board authorize issuance of Purchase Order No. 11012011 to Signa Mechanical for provision of 38 E-One grinder pump units and appurtenant equipment for the Sandyland Cove community.

Director Moorhouse made a motion that the Board authorize issuance of a purchase order to Signa Mechanical for provision of thirty eight E-One grinder pump units and appurtenant equipment as proposed; Director Damron seconded the motion. The motion was approved by a 4-0 vote.

**CIP Budget Amendment – Bluffs Sewer Relocation Project** – General Manager said the Bluffs Sewer Project, now in construction, is being funded, in part, through a \$1.25M grant received through the Prop 50 Integrated Regional Water Management Plan (IRWMP) program. General Manager said the Board approved CIP budget for this project is \$1,470,200 based on the expected District contribution to the project and it excluded the grant funded portion, which made practical sense, however from an accounting standpoint it is necessary and appropriate to amend the CIP budget to reflect the total project cost and to book the grant funds as revenue upon receipt.

General Manager said District staff prepared a summary sheet outlining planning design, construction, inspection and other related costs totaling \$2,100,000 and appropriately including a reasonable construction contingency of 15% bringing the projected project total to \$2,300,000. If approved, \$829,800 would be shifted from the District's General Fund to the restricted Capital Improvement Fund, the District's operating budget for FY 2011-12 anticipated \$600,000 in grant revenue for this project.

General Manager said it was staff's recommendation that the Board amend the CIP budget for the Bluffs Sewer Relocation Project to \$2,300,000 to reflect the full cost of project implementation.

Director Damron made a motion that the Board amend the CIP budget for the Bluffs Sewer Relocation Project to \$2,300,000 to reflect the full cost of project implementation. Director Modugno seconded the motion and the motion was approved 4-0.

**Resolution No. R-245 – Declaring District-Owned Personal Property as Surplus and Authorizing Disposition** – General Manager said the major upgrade of the District's wastewater treatment facility in the early 1990's included installation of a scum concentrator, which is a piece of equipment intended to process skimmings from the primary clarifier. The unit has remained out of service as it was found to be problematic and unnecessary for efficient operation of the plant. General Manager said Carollo Engineers, who were on site for another project, informed the District that one of their other clients is looking to add a scum concentrator for their treatment process. With the help of District staff, Carollo provided sizing, specifications and photos to the City of San Mateo who subsequently expressed interest in purchasing the unit from the District. General Manager said the City of San Mateo has tentatively agreed to pay the costs to remove the equipment from the second story headwork's building, transportation fees and would agree to pay a reasonable purchase price, considering the condition of the unit.

General Manager said a simple agreement could be drafted to ensure that the City of San Mateo would insure and indemnify the District against liability associated with removal, transport and reuse of the equipment and also set forth the other terms of the purchase.

General Manager said Section 501 of District Resolution No. R-91 sets forth procedures for disposal of District-owned personal property with a book value greater than \$5,000. The Board may declare an item as salvageable personal property to be surplus or obsolete and authorize disposal of the item through a means acceptable to the Board. The

District's Principal Act further authorizes the Board to dispose of items that are no longer of value to the agency.

Director Damron asked the General Manager how much the unit cost the District originally. General Manager said between \$ 50,000 and \$100,000. General Manager said the quote received by the City of San Mateo outlining removal and transportation was \$22,000.

General Manager said that it was staff's recommendation that the Board review and adopt Resolution No. R-245 declaring the scum concentrator as surplus District-owned personal property and authorizing its disposition.

Director Damron made a motion that the Board adopt Resolution No. R-245 as presented. Director Modugno seconded the motion, and the motion was approved by the following 4-0 roll call vote: Director Moorhouse voted aye, Director Damron voted aye, President Graf voted aye, and Director Modugno voted aye.

**Finance Committee** – Director Modugno reported the finance committee met on October 24<sup>th</sup> and reviewed the monthly budget report. The committee discussed the Bluffs Sewer Relocation Project CIP budget amendment.

**Personnel Committee** – Did not meet.

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

**CASA Legislative Committee Report** – Director Moorhouse said he attended the Executive Board Meeting on October 26<sup>th</sup>.

**SBCSDA Report** – Director Moorhouse said he attended the monthly meeting on October 24<sup>th</sup> in Buellton. The executive committee is scheduled for November 2<sup>nd</sup>.

**LAFCO Report** – Director Moorhouse said he would be attending the November 3<sup>rd</sup> meeting.

**Adjournment.** There being no further items to discuss, President Graf adjourned the meeting at 6:00 p.m.

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Lin Graf  
President

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Mike Modugno  
Secretary Pro-Tem

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Michael Damron  
President Pro-Tem

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Jeff Moorhouse  
Secretary

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Pat Horwitz  
Treasurer