

**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 5, 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 Moorhouse called the meeting to order and asked Director Modugno to lead those present in the Pledge of Allegiance.

President Moorhouse noted for the record that Director Velasco had not arrived, but would be arriving shortly.

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 October 1, 2013 – Director Damron made a motion that the Minutes of the October 1, 2013 Regular Board meeting be approved as submitted; Director Modugno seconded the motion, and the motion was approved by a 4-0 vote.

Public Forum – None.

President Moorhouse noted for the record that Director Velasco had just arrived to the meeting.

General Manager's Status Report – General Manager reported on the following:

Quarterly Incident Report – The Quarterly Incident Report for the period July – September 2013 was presented to the Board. This report detailed incidents, complaints and other customer interactions received during this period.

Employee Recognition – General Manager said on October 23rd we held a quarterly all staff meeting and Casey Balch was recognized as the Employee of the Quarter based on the recommendation of the selection committee. Casey obtained his Grade 2 Operators License, assisted other departments and was instrumental in several key projects within the treatment facility.

Rincon Point Septic to Sewer Project Update – General Manager said Tierra Contracting has essentially completed the gravity sewer installation within the City of Carpinteria. Work has temporarily been halted awaiting receipt of the encroachment double permit from CalTrans. The E-One grinder pumps, tanks and associated equipment were delivered and are being stored at the treatment plant. Notice to Proceed has not yet been issued to Travis Ag, however, a schedule coordination meeting was held on October 31st. Mobilization is now scheduled for after the first of the year in order to coordinate with the offsite construction.

SBSDA Meeting Report – General Manager said he attended the monthly meeting of the Santa Barbara Special Districts Association on October 28th. The speaker was Janet Wolf, the 2nd District Supervisor for Santa Barbara County. The next meeting will be the annual holiday meeting on Friday, November 22nd in Buellton.

SAMA Meeting Report – General Manager said he attended the Sanitation Agency Managers' Association monthly lunch meeting on October 9th at the City of Santa Maria Wastewater Treatment Plant. The speaker was Rob Miller from the Wallace Group who spoke about biological nutrient removal and related process issues at the Santa Maria plant.

Aerobic Digester Replacement Project – General Manager said on October 19th an all-day design review workshop was held to review the 95% complete plans and specifications. The current target is to advertise the project in late November and open bids in January. Staff prepared an RFP for construction management and inspection services and distributed it to two local firms. Proposals were received on Friday, November 1st and are currently being evaluated.

CVWD Claim Resolution – In July of this year the Board considered a claim from the Carpinteria Valley Water District related to an incident that occurred in 2007. Direction to staff was to seek additional information from CVWD related to this untimely request for reimbursement. Following a meeting and information transfer, the District agreed to pay CVWD their direct costs for repairs performed by an outside contractor. CVWD waived their internal labor charges and a check for \$2,250 was issued.

Computerized Maintenance Management System – Staff finalized the software evaluation and selection process for a new CMMS software application that will be used in the Collections and Operations departments. A consultant agreement and purchase order will be presented to the Board for consideration.

Operations Update – General Manager said the treatment plant is operating well and in full compliance with our NPDES discharge permit. Operations staff worked with technicians from Xylem Flygt to perform a major service on one of the Lift Station No. 1 pumps. New staff members attended electrical safety training to bring them current with the District's ArcFlash standards as prescribed by NFPA 70e. A plant tour was given to a group of students from Antioch University. Casey Balch was promoted from OIT status to Operator I. No problems or SSOs have occurred in the collection system during the reporting period. A copy of the Collections department weekly work log was distributed for review.

Notice of Award – Cash Contract No. 410 Collection System Rehabilitation Project – General Manager said this project includes rehabilitation of approximately 16,000 linear feet of existing gravity sewer pipeline, ranging from 6-inch to 15-inch diameter. Rehabilitation will be accomplished by using a trenchless method called cured in place pipe lining. The work also includes pipeline cleaning, video inspection, removal of mineral deposits and reinstatement and repair of sewer lateral connections.

General Manager said that on October 3, 2013 the District received five bids for the Collection System Rehabilitation Project. The bids were opened publicly at the District office and it was determined that the apparent low bidder was Sancon Engineering, Inc., with a bid of \$655,591.62.

General Manager said District staff reviewed the bid packages and Sancon was deemed to have submitted the lowest responsive and responsible bid and it included the required bid security. A bid tabulation summary was attached for review. Sancon maintains the required Class A, general engineering contractor license, verified through the State licensing board.

General Manager said if approved, a Notice of Award will be transmitted to Sancon with a Contract Document. He recommended that the Board approve issuance of a Notice of Award for the Collection System Rehabilitation Project to Sancon Engineering, Inc., of Huntington Beach, California, who was determined to be the lowest responsive, responsible bidder for this project with a bid amount of \$655,591.62.

Director Graf made a motion that the Board approve issuance of a Notice of Award for the Collection System Rehabilitation Project to Sancon Engineering, Inc. of Huntington Beach, California; Director Damron seconded the motion and the motion was approved by a 5-0 vote.

Resolution No. R-268 – CEQA Notice of Exemption Aerated Sludge Holding Tank Replacement Project – General Manager said the Aerated Sludge Holding Tank Replacement Project is moving toward the construction phase and staff is initiating permitting activities. The project involves replacement of existing wastewater treatment facilities on the same site, with no increase in capacity. This project, based on its nature, is considered categorically exempt from the California Environmental Quality Act pursuant to Section 15302 of the CEQA Guidelines as set forth in Title 12 of the California Code of Regulations. The CEQA guidelines were referenced in the staff report.

General Manager said Resolution No. R-268 makes the necessary finding that the Aerated Sludge Holding Tank Replacement Project is exempt from CEQA. It also directs staff to file a Notice of Exemption with the Santa Barbara County Clerk.

General Manager said it was staff's recommendation that the Board review and adopt Resolution No R-268 to declare the Aerated Sludge Holding Tank Project to be categorically exempt from the requirements of the California Environmental Quality Act.

Director Damron made a motion to adopt Resolution No. R-268. Director Graf 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.

Resolution No. R-269 – Vacating Certain Public Sewer Easements and Authorizing Recordation of Quitclaim Deeds Therefor – General Manager said the Bluffs Sewer Relocation Project, completed last year, involved construction of a new gravity sewer within Carpinteria Avenue and concurrent abandonment of just over one mile of exiting sewer pipeline adjacent to the bluff face. District staff worked with the property owners to obtain new permanent sewer easements and construction easements to facilitate the work.

Property owners were informed that the District intended to vacate the existing public sewer easements along the southern portion of the parcels within the project area following abandonment of the old sewer pipeline.

General Manager said attached to the staff report are copies of the eight Quitclaim Deeds that, once recorded, will surrender the District's ownership of the easements to the current property owners. Adoption of Resolution No. R-269 would approve vacating the easements and would authorize the General Manager to execute and record the quitclaim deeds.

President Moorhouse asked upon vacating the existing easements what liability does the District maintain to fix and or repair the abandoned sewer lines. Legal Counsel said the equipment still belongs to the District and would assume that the property owners would grant access for repairs as necessary.

General Manager said it was staff's recommendation that the Board review and adopt Resolution No R-269 Vacating Certain Public Sewer Easements and Authorizing Recordation of Quitclaim Deeds Therefor.

Director Graf made a motion to adopt Resolution No. R-269. Director Damron 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.

Finance Committee – Did not meet.

Personnel Committee – Did not meet.

Public Relations Committee – Director Graf said the committee met on November 4th and are continuing to work on an updated outreach program, but there was nothing to report at this time.

Ad Hoc Utilities Committee – President Moorhouse said that the joint committee met on October 24th at City Hall. A copy of the meeting minutes was distributed for review. Director Graf reported that the group decided to hold meetings on a tri-annual basis and that the meeting locations would rotate between the City, Carpinteria Valley Water District and our site.

CASA Legislative Committee Report – President Moorhouse reported on legislation that may impact our agency.

LAFCO Report – None.

SBCSDA Report – None.

CSRMA Report – None.

Board Member Vacation Dates – None.

Future Agenda Items – None.

CLOSED SESSION – 6:15 p.m.

Legal counsel led the Board in to closed session on the following agendized items:

CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION: Pursuant to Government Code Section 54956.9(d)(1): Name of Case: Mark Gilbert v. Tierra Contracting, Inc.; City of Carpinteria; Carpinteria Sanitary District. Santa Barbara Superior Court Case No. 1415699.

CONFERENCE WITH LEGAL COUNSEL — ANITICIPATED LITIGATION: Pursuant to Government Code Section 54956.9(d)(2): one case. Concerning October 3, 2012 disinfection system malfunction at the treatment facility and January 3, 2013 chlorine residual discharge limit exceedence.

RECONVENE OPEN SESSION – 6:57 p.m. President Moorhouse reconvened the open session and stated that there was no action taken on the closed session items.

Adjournment There being no further items to discuss, President Moorhouse adjourned the meeting at 6:57 p.m.

Jeff Moorhouse
President

Lin Graf
Secretary

Mike Modugno
President Pro-Tem

Gerald Velasco
Secretary Pro-Tem

Michael Damron
Treasurer