

**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 **December 17, 2013**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

Directors Present: Mike Modugno
Michael Damron
Jeff Moorhouse
Gerald Velasco
Lin Graf

Staff Present: Craig Murray – General Manager
Hamid Hosseini – Finance Director
Kim Garcia – Office Manager

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

Public Present: None.

President Moorhouse called the meeting to order and asked Director Velasco 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 November 19, 2013 – Director Graf made a motion that the Minutes of the November 19, 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.

Annual Board Reorganization – President Moorhouse said this was the time the Board established officers, meeting place, meeting time and other housekeeping functions required annually by law. President Moorhouse called for nominations for the positions of the Board.

The Board discussed the Board appointments and made the following nominations:

- Director Modugno as President
- Director Damron as President Pro-Tem
- Director Velasco as Secretary
- Director Graf as Secretary Pro-Tem
- Director Moorhouse as Treasurer

The Board discussed the standing committee appointments and made the following appointments:

- Finance Committee: **Chair** - Director Moorhouse; **Member** – Director Graf
- Personnel Committee: **Chair** - Director Velasco; **Member** – Director Damron
- Public Relations Committee: **Chair** - Director Graf; **Member** – Director Damron

The Board discussed its desire to establish a new standing committee called the Local Utilities Committee and made the following appointment:

- Local Utilities Committee: **Chair** - Director Moorhouse; **Member** – Director Graf

The Board discussed the joint powers authority assignments and made the following appointments:

- Coastal Districts Financing Authority: **Chair** - Director Modungo; **Member** – Director Damron
- California Sanitation Risk Management Authority: **Committee Member** – Director Moorhouse

The Board discussed and reaffirmed the following:

- Musick, Peeler & Garrett LLP as Legal Counsel
- Craig Murray, P.E. as General Manager
- 5300 Sixth Street as the place of regular meetings of the Board
- The first and third Tuesday of each month as the days of the regular meetings of the Board, unless the first and third Tuesday fell on a national holiday
- 5:30 p.m. as the time of the regular meetings of the Board
- Section 54956 and 54956.5 of the Government Code designated as the manner by which special and emergency meetings respectively would be called
- Compensation to Directors, as established by Board Resolution for attendance at regular, special, adjourned meetings of the Board of Directors, committee meetings, seminars, conferences and other meetings

Director Graf made a motion that the Board approve and adopt the organizational provisions as presented, and order the Secretary to file a Statement of Facts with the Secretary of State and the County as required by law, Director Damron seconded the motion, and the motion was approved by a 5-0 vote.

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

Rincon Point Septic to Sewer Project Update – General Manager said Tierra Contracting completed installation of the subsurface infrastructure at the pump station site. Damage to an improperly marked duct bank and fiber optic conduit was the only notable problem. The fiber cable was not in service and a tentative plan to realign the conduit later in the construction phase. The District filed a preliminary claim with Utilquest, the company that marked the conduit on Verizon's behalf. Work on the US 101 bridge over the UPRR railroad tracks has also neared completion. The 8-inch diameter welded steel casing was installed following attachment of the pipe hanger assemblies under the deck of the bridge. The ductile iron carrier pipe was successfully installed within the casing pipe. Directional drilling the 4-inch force main began on December 16th. There has been some difficulty with the directional drilling that may be related to the substrate. A small frac-out occurred on December 16th. The drilling mud came to the surface, but was immediately contained and cleaned. Two additional frac-out's occurred December 17th, both were also immediately contained and cleaned.

SCAP Board of Directors Meeting – General Manager said he attended the monthly SCAP Board of Directors meeting on December 3rd in Laguna Niguel. The focus was on implementation of action items developed in the strategic planning session in November. The meeting was followed by the annual holiday luncheon.

SBSDA Meeting Report – General Manager said he attended the monthly SBSDA Meeting on November 22nd in Buellton. Chapter awards were presented. General Manager said he humbly reports that he was the recipient of the General Manager of the Year Award for 2013 and thanked the committee and chapter for the recognition.

SSMP Update – General Manager said staff is about to wrap up a comprehensive review and update of the District's Sewer System Management Plan.

West Padaro Main Sewer Extension Project – General Manager said the LAFCO hearing for the reorganization, scheduled for December 5th, was cancelled due to a noticing deficiency. The hearing has been rescheduled to January 9th. General Manager said he gave a site tour to the LAFCO Executive Officer, Paul Hood, on November 21st. CalProp was successful in getting a Coastal Development Permit for the project, but issuance of the final land use permit may hinge on completion of the annexation proceedings.

Operations Update – General Manager said the treatment plant is operating well and in full compliance with our NPDES discharge permit. A copy of the weekly performance report for the first week of December was attached. A technical representative from Huber was on site for two days during the week of December 9th to optimize performance of the rotary screw press. A sewer overflow occurred yesterday, December 16th, in the private portion of the line behind Albertson's. District staff was dispatched to the area to aid in the cleanup activities. Collections staff initiated an effort to inspect the annular space between the steel casing pipe and the carrier pipe crossing under US 101 at Santa Clause Lane. An all-staff training session was held on December 10th on ergonomics and safe lifting practices. The 1997 Vac-Con sewer cleaning machine will be sold at public auction after the first of the year. The surplus Dodge truck was successfully sold at auction.

Contract Document Acceptance and Authorization to Solicit Bids Aerated Sludge Holding Tank Replacement Project – Cash Contract No. 416 – General Manager said this project is for construction of two contiguous rectangular aerated sludge holding tanks which will replace the two existing out of date tanks. Concurrently, the chemical feed building and chemical storage tanks will be relocated closer to the chlorine contact tank and out of the way of the new tanks. Instrumentation and telemetry throughout the facility will be upgraded.

General Manager said Carollo Engineers completed the design phase of the project under Cash Contract No. 395. The design process has involved intensive collaboration with

District operations and management staff. The District Board of Directors approved a CEQA Notice of Exemption for this project in October 2013. Land use permits from the City of Carpinteria are being processed and are expected to be considered by the Planning Commission in early February 2014. General Manager said that one issue has arisen related to the original plant upgrade in the early 1990's, where a flood study was conducted that resulted in a LOMR-f, changing the floodway boundary based on a hydrologic analysis. The study was approved by FEMA, however the 2005 Firm Map or 2012 digital Firm map did not include the approved boundary update. Staff is working with Penfield and Smith and FEMA to correct the oversight.

General Manager said the District plans to engage a consultant to provide full-time construction management and on-site inspection during the construction phase. Staff has undertaken a competitive selection process for these support services and will present the Board with a contract for consideration in January. An amendment to Cash Contract No. 395 with Carollo will be proposed to authorize bid period and construction period engineering support.

General Manager said Carollo has prepared a detailed construction cost estimate for the project. A copy of the report was attached for review. Their opinion of probable construction cost is \$5.14 million dollars. This estimate is higher than staff's original projection and is primarily due to changes in the project layout which necessitated relocation of the chemical feed building and other facilities. Some of the increase is related to general cost inflation. The District issued \$4.5 million dollars in revenue bonds to fund this project. It is anticipated that a contribution of supplemental capital funds from the District's reserves will be necessary.

General Manager said if approved and authorized for bidding, a public advertisement and bid process will be undertaken. A 639 calendar day contract period has been established which would set a target completion date in December 2015. The bid date is anticipated to be in late February 2014.

General Manager said it was staff's recommendation that the Board accept the 100% complete Contract Documents for the Aerated Sludge Holding Tank Replacement Project and that authorization be given to advertise and solicit bids for construction.

Director Moorhouse made a motion that the Board accept the 100% complete Contract Documents for the Aerated Sludge Holding Tank Replacement Project and that authorization be given to advertise and solicit bids for construction. Director Damron seconded the motion, and the motion was approved by a 5-0 vote.

Lift Station No. 3 Control Panel Replacement Authorization – Aerobic Digester Replacement Project – General Manager said Lift Station No. 3 is located within the treatment plant facility and conveys wastewater entering the plant from the southeast portion of our service area. The existing control panel is attached to the chemical feed building which will be relocated during the upcoming aerobic digester replacement project.

General Manager said during the design review phase, it was determined that it would be easier and more cost effective for the District to procure and install a new control panel for Lift Station No.3 away from the existing building, than to prepare detailed plans and specs directing the contractor to relocate the existing 20 year old equipment. Relocation will require a new cabinet and complex reconfiguration of the electrical interconnections and wiring. If approved the panel would be procured and installed by District staff, ahead of the larger construction project, making the design simpler for prospective contractors.

General Manager said the attached proposal from Flosystems, Inc. provides a firm quotation for the replacement panel, manufactured by ICS. This panel would match the existing control panels at the District's remote lift stations and would tie into the existing

SCADA monitoring system. District staff has worked with Carollo and with FloSystems' representatives to ensure the panel will meet our needs.

General Manager said based on the quote, including sales tax, the purchase cost will be \$50,367.96 and would be paid for by capital dollars for the aerobic digester replacement project. General Manager said that he confirmed the pricing would be held through the end of 2013.

General Manager said Legal Counsel struck one line within the FloSystems' purchase terms. A red-lined copy was distributed.

General Manager said it was staff's recommendation that the Board authorize purchase of an ICS control panel replacement for Lift Station No. 3 from FloSystems, Inc. of Burbank, CA in the amount of \$50,367.96

Director Damron made a motion that the Board authorize the purchase of a replacement control panel for Lift Station No. 3 as proposed; Director Graf seconded the motion and the motion was approved by a 5-0 vote.

Cash Contract No. 417 - Lucity, Inc. - Asset Management Software and Professional Support Services – General Manager said this approved capital improvement project for the current fiscal year involves replacement of the software application that manages the District's treatment plant and collection system assets. The software generates and tracks work orders, and provides cost accounting. The District's current software, which has been used since the mid-1990's, is an access data base called Accela. This program is no longer supported and staff has been experiencing software problems with increasing frequency.

General Manager said District staff conducted a comprehensive market analysis based on the current needs. It was determined that the best fit for the agency is offered by a company called Lucity, Inc. The Lucity application is geared towards water and wastewater utilities and as such has all of the desire features and integration capabilities. The application will integrate with our existing ESRI GIS mapping platform and our WinCan CCTV software. Lucity operates simultaneously in desktop, web and mobile environments.

General Manager said attached to Cash Contract No. 417 is the proposal from Lucity. Services under the contract include providing asset management software and licensing, software installation, and support and maintenance provisions.

General Manager said that it was staff's recommendation that the Board approve and execute Cash Contract No. 417 between the District and Lucity, Inc. for asset management software and support on a time and materials basis with a not to exceed contract amount of \$48,730. An indemnity provision was inadvertently omitted for the staff report copy of Cash Contract No. 417. A revised version was distributed for review and consideration.

Director Moorhouse made a motion that the Board approve and execute Cash Contract No. 417 between the District and Lucity, Inc. for asset management software and support on a time and materials basis with a not to exceed contract amount of \$48,730; Director Graf seconded the motion and the motion was approved by a 5-0 vote.

Resolution No. R-270 - Recognizing Bob Gillette for a Decade of Outstanding and Dedicated Service to the Carpinteria Sanitary District – General Manager said that Bob Gillette, a partner in Carollo Engineers, has provided outstanding project management and engineering guidance to the District over the past decade. The District staff and Board of Directors thanked Bob for his years of loyal, reliable and committed service to the agency.

General Manager said it was staff's recommendation that the Board adopt Resolution No. R-270, as submitted.

Director Damron made a motion that the Board adopt Resolution No. R-270 Recognizing Bob Gillette for a Decade of Outstanding and Dedicated Service to the Carpinteria Sanitary District; Director Moorhouse seconded the motion, and the motion was approved by the following 5-0 roll call vote: Director Graf voted aye, President Modugno voted aye, Director Moorhouse voted aye, Director Damron voted aye, and Director Velasco voted aye.

LAFCO Commission – Special District Member Vacancy – General Manager said information is being presented to the Board from LAFCO regarding an upcoming vacancy on Santa Barbara LAFCO commission. Director Moorhouse’s term expires on March 1, 2014.

After some Board discussion, Director Damron nominated Jeff Moorhouse to serve another term on the Santa Barbara LAFCO Commission; Director Graf seconded the motion and the motion was approved by a 5-0 vote.

Finance Committee – Director Damron said the committee met and reviewed the monthly reports.

Personnel Committee – Did not meet.

Public Relations Committee – Did not meet.

Ad Hoc Utilities Committee – Did not meet.

CASA Legislative Committee Report – None.

LAFCO Report – None.

SBCSDA Report – None.

CSRMA Report – None.

Board Member Vacation Dates – None.

Future Agenda Items – None.

CLOSED SESSION – 6:25 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. December 10, 2013 Notice of Violation from Central Coast Regional Water Quality Control Board.

RECONVENE OPEN SESSION – 7:09 p.m. President Modugno 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 Modugno adjourned the meeting at 7:10 p.m.

Mike Modugno
President

Michael Damron
President Pro-Tem

Gerald Velasco
Secretary

Lin Graf
Secretary Pro-Tem

Jeff Moorhouse
Treasurer