

**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 18, 2012**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

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

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

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

Public Present: None

President Graf called the meeting to order and asked Director Velasco to lead those present in the Pledge of Allegiance.

Board Clerk asked newly appointed Directors Moorhouse, Damron and Velasco to stand, raise their right hand and repeat after her as she administered the Oath of Office.

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 December 4, 2012 – Director Modugno made a motion that the Minutes of the December 4, 2012 Regular Board meeting be approved as submitted; Director Damron seconded the motion, and the motion was approved by a 4-0-1 vote, with Director Velasco abstaining from voting.

Public Forum – None.

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

Director Damron made a motion to nominate Director Moorhouse as President; Director Modugno as President Pro-Tem; Director Graf as Secretary; Director Velasco as Secretary Pro-Tem; and Director Damron as Treasurer; Director Modugno seconded the motion and the motion was approved by a 5-0 vote.

The Board discussed the standing committee appointments. President Moorhouse made the following appointments:

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

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

President Moorhouse 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 Damron made a motion that the Board approve and adopt the organizational provisions as presented, Director Graf 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 Septic to Sewer Conversion Project Update – General Manager said the Santa Barbara County Planning Commission, at its December 12th meeting, conducted a hearing and unanimously approved the Coastal Development Permit, Conditional Use Permit and Development Plan for the project. The Commission also made a determination that conveyance of an easement by the County to the District was consistent with the County's General Plan. Progress is being made on acquisition of easements on private parcels. A

significant number of easements remain outstanding. **101 Widening Project Update**– General Manager said he participated in a utility coordination meeting at Carpinteria City Hall that CalTrans coordinated. All utility providers were invited to this round table meeting to discuss buried and overhead infrastructure conflicts that will result from the upcoming Casitas Pass / Linden Bridge Replacement and 101 Widening Project expected to commence in 2015. **2012 Wastewater Revenue Bond Issuance** – General Manager said the 2012 Wastewater Revenue Bond transaction closed on December 5th. The bond proceeds were received via wire transfer on December 13th. The funds have since been transferred to LAIF where a restricted “Project Fund” account has been established. Attached to the Board packet for review was a letter from Mr. Jim Cervantes of Stone & Youngberg extending congratulations on the successful financing. **Bluffs Sewer Relocation Project** – General Manager said the District engaged Acacia Erosion Control, Inc. to hydroseed those areas impacted by the Bluffs Sewer Relocation Project. The work was completed on December 13th. The native seed mixes were sourced from S&S Seeds based on the Habitat Restoration Plan developed for the project. The District will monitor the 17 sites that were restored over a three year period, as required by the Coastal Development Permit issued by the City of Carpinteria, to ensure satisfactory regrowth. **CSRMA Executive Board Meeting** – General Manager said he attended a meeting of the Executive Board of CSRMA in San Francisco on December 6th. The pool continues to perform very well and the Board approved dividends for the members that will be distributed following the full Board meeting in January. **Operations Update** – General Manager said the WWTP is operating in full compliance with our NPDES permit. The collections system is operating well. No SSOs or other significant problems have occurred since the last Board meeting. A potential SSO was averted when the District removed a very large root mass from a main sewer. It appears that the roots were dislodged or cut from a lateral sewer. The Board had some discussion regarding the need for communication with plumbers while servicing laterals. Operations staff began installation of the polymer blending unit and associated plumbing. Scrubber media sampling was completed this week following some experimental testing and analysis that was done by Unisorb. We continue to search for the most reliable and accurate means of testing the odor control units at the treatment plant to ensure that we maintain continuous compliance with our APCD permit.

Paperless Board Agenda Process Update – General Manager reported that an Ipad tablet device had been distributed over the past two months to individual Board members, with an agenda packet for a specific meeting pre-loaded in PDF format. District staff has received positive feedback from Board members who have used the tablet in lieu of receiving a paper agenda packet. Staff is now seeking additional direction from the Board on how to proceed.

General Manager said in order to facilitate the paperless program, one additional expense would be incurred to set up a wireless access point at the District office that integrates with our existing firewall and network.

Director Damron made a motion that the Board move forward with the Paperless Board Agenda Process and authorize procurement of the wireless access point hardware and up to 4 of the most recent release iPad devices. Director Graf seconded the motion, and the motion was approved by a 5-0 vote.

Finance Committee – A special meeting of the Finance Committee was set for Friday, December 21, 2012 at 8:30 a.m.

Personnel Committee – Did not meet.

Public Relations Committee – Did not meet.

CASA Legislative Committee Report – None.

LAFCO Report – President Moorhouse reported that the Executive Officer of LAFCO submitted a letter of resignation from his position to be effective June 30, 2013.

SBCSDA Report – None.

CSRMA Report – None.

Board Member Vacation Dates – None.

Future Agenda Items – None.

Adjournment. There being no further items to discuss, President Graf adjourned the meeting at 6:22 p.m.

Jeff Moorhouse
President

Lin Graf
Secretary

Mike Modugno
President Pro-Tem

Gerald Velasco
Secretary Pro-Tem

Michael Damron
Treasurer