

**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 20, 2011**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California.

Directors Present: Lin Graf
Michael Damron
Pat Horwitz
Jeff Moorhouse
Mike Modugno - **Absent**

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 asked Director Horwitz to lead the Board and staff in the Pledge of Allegiance.

President Graf noted for the record Director Modugno is absent.

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 6, 2011 - Director Damron made a motion that the Minutes of the December 6, 2011 Board meeting be approved as submitted; Director Horwitz seconded the motion, and the motion was approved by a 4-0 vote.

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 position of Board President.

Director Damron made a motion to nominate Director Graf as President; Director Horwitz seconded the motion.

Director Damron made a motion to nominate Director Moorhouse as President Pro-Tem; Director Horwitz seconded the motion.

Director Damron made a motion to nominate Director Modugno as Secretary; Director Horwitz seconded the motion.

Director Horwitz made a motion to nominate Director Damron as Secretary Pro-Tem; Director Moorhouse seconded the motion.

Director Moorhouse made a motion to nominate Director Horwitz as Treasurer; Director Damron seconded the motion.

Director Damron made a motion to approve the slate as nominated, Director Horwitz seconded the motion and the motion was approved by a 4-0 vote.

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

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

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 Moorhouse seconded the motion, and the motion was approved by a 4-0 vote.

President Graf 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 Horwitz seconded the motion, and the motion was approved by a 4-0 vote.

General Manager's Status Report – General Manager reported on the following: **EPA NPDES Compliance Audit** - General Manager said on December 14th representatives from PG Environmental, under contract from the US EPA and on behalf of the Central Coast RWQCB, conducted a compliance audit at the District's wastewater treatment facility. Their activities included a preliminary interview with staff, a comprehensive plant tour, review of records and quality assurance data, and an exit interview. A summary report will be provided to the RWQCB in 4-6 weeks. Generally the findings were favorable and the inspectors reported a very positive overall impression. **Bluffs Sewer Relocation Project Update** – General Manager said pipeline installation continues to progress on schedule. Paving commenced on December 15th for the portion of pipeline already installed west of Bailard Avenue. General Manager said the District was notified by the Contractor of their intention to take December 27th-December 30th off, which coordinates with the City of Carpinteria furlough schedule. General Manager said the Contractor's boring subcontractor has delayed mobilization and the plan is to jump upstream and continue linear pipeline installation. General Manager said the alternative paving approach proposed by the Contractor was approved by the City Public Works Department. Two progress payments have been made to the Contractor. **Sand Point Road Septic to Sewer Project Update** – General Manager said the contractor has installed and backfilled a number of grinder pumps, sample photos of two completed tank installations were attached to the Board packet for review. During startup, the riser pipes will be cut down so the tank lid is approximately 6-inches above grade. General Manager said representatives from E-One will be on site the week of December 19th for the startup of four tanks to ensure protocol and initiation of service is completed properly. **SCAP Meeting Report** – General Manager said he attended the bi-annual board meeting for the Southern California Alliance of POTWs (SCAP) on December 8th in Laguna Niguel. **Ocean Outfall Maintenance Project Update** – General Manager said the annual outfall inspection was performed on December 8th and we are awaiting delivery of the video and written report. General Manager said he personally inspected the outfall pipe and observed the unsupported area of the pipe that had previously been documented. Staff has reinitiated the permitting processes for the project, which will involve placement of grout bags to underpin the pipe and provide structural support, a method that is widely used for this type of repair both in California and throughout the U.S. Permitting the project will be protracted and expensive with multiple agencies including California Coastal Commission, US Army Corps of Engineers, Regional Water Quality Control Board, City of Carpinteria, California Department of Fish & Game, US Fish & Wildlife Service, California State Parks Department and other agencies potentially having permit jurisdiction. Legal Counsel said, along with the General Manager, he is reviewing the applicability of the permit process itself and identifying which processes will apply. The current objective is to work through the process to obtain all required permits and then undertake the work when conditions are favorable. **Operations Update** – General Manager said the WWTP is operating in full compliance with our permit. General Manager said staff is planning a project to replace the main plant PLC (programmable logic controller) which is the first step in a phased project to update the distributed control system throughout the facility, hardware for this phase has been ordered. General Manager said the collection system is operating well with no problems to report since our last meeting. General Manager said collection staff have responded to several lateral blockages during the period and will be embarking on a more comprehensive approach to lateral condition assessment.

Resolution No. R-246 – Accepting a Grant Easement from the City of Carpinteria (APN 003-470-001) – General Manager said the Sandyland Cove Septic to Sewer Conversion Project is moving towards the implementation phase, a contract has been awarded. The new force main, to be installed using trenchless technology, will cross a piece of property occupied by the Carpinteria Salt Marsh Park and owned, in fee, by the City of Carpinteria.

General Manager said the District has negotiated an agreement with the City of Carpinteria for the conveyance of a utility easement to allow construction, long term operation and emergency maintenance/repair of the new pipeline. The easement and agreement have been developed in coordination with the City Attorney and the District's General Counsel. The easement language is somewhat unique and reflects the concerns of the City regarding the salt marsh habitat and the recreational resources within the park itself.

General Manager said the Carpinteria City Council considered and approved the Grant of Sewer Easement and Agreement Thereon as presented at their regular meeting on December 12, 2011.

General Manager said it was staff's recommendation that the Board adopt Resolution No. R-246 accepting a grant of easement from the City of Carpinteria related to the Sandyland Cove Septic to Sewer Conversion Project and authorizing the District's General Manager to execute a Certificate of Acceptance.

Director Horwitz made a motion that the Board adopt Resolution No. R-246 as presented. Director Damron 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, Director Horwitz voted aye.

Finance Committee – Director Horwitz reported the finance committee met on December 19, 2011 and reviewed the monthly budget report, the investment report and the Santa Barbara County Tax Assessment report.

Personnel Committee – Director Moorhouse reported the personnel committee met on December 9th and discussed the CalPERS benefit, a full report is being prepared and will be brought to the Board for review. Director Moorhouse said there was a closed session pursuant to Government Code section 54957 with nothing to report at this time.

Public Relations Committee – Did not meet.

CASA Legislative Committee Report – None to report.

SBCSDA Report – Director Moorhouse said he attended the executive board meeting.

LAFCO Report – None to report.

Adjournment. There being no further items to discuss, President Graf adjourned the meeting at 6:08 p.m.

Lin Graf
President

ABSENT

Mike Modugno
Secretary

Jeff Moorhouse
President Pro-Tem

Michael Damron
Secretary Pro-Tem

Pat Horwitz
Treasurer