

**MINUTES OF THE REGULAR MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
January 5, 2016**

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 **January 5, 2016**, at 5:30 p.m. at its District administrative office located at 5300 Sixth Street, Carpinteria, California. The agenda notice for this meeting was posted in the front window of the administrative office of the Carpinteria Sanitary District and on the District's website at least 72 hours in advance of the meeting.

I. CALL TO ORDER

President Damron called the meeting to order at 5:30 p.m. and noted for the record that all Directors were present.

Directors Present: Mike Damron – President
 Gerald Velasco – President Pro-Tem
 Lin Graf – Treasurer
 Jeff Moorhouse – Secretary
 Mike Modugno – Secretary Pro-Tem

Staff Present: Craig Murray – General Manager
 Kim Garcia – Board Clerk

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

Public Present: None

II. PLEDGE OF ALLEGIANCE

President Damron led those present in the Pledge of Allegiance.

III. BOARD APPROVAL OF AGENDA

President Damron asked if there were any modifications and/or changes to the agenda. Hearing none, the agenda was approved as submitted.

IV. BOARD APPROVAL OF MINUTES OF THE MEETING OF December 1, 2015

Director Graf made a motion, seconded by Director Velasco that the Board approve the Minutes of the December 1, 2015 Regular Board meeting as submitted. The motion carried by the following vote:

AYES:	5	Modugno, Damron, Moorhouse, Graf, Velasco
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

V. PUBLIC FORUM

None

VI. MATTERS BEFORE THE BOARD

1. General Manager's Status Report

General Manager reviewed his written report regarding the following:

- Community Open House
- Administration Building Replacement Project
- ASHT Replacement Project Update
- Coastal View News Article
- SCAP Meeting Report
- Operations Update

2. Resolution No. R-288 – Authorizing Establishment of Accounts with Montecito Bank and Trust and Approving a Contract for Deposit of Public Funds

General Manager reviewed his staff report related to Resolution No. R-288 – Authorizing Establishment of Accounts with Montecito Bank and Trust and Approving a Contract for Deposit of Public Funds. If authorized, the District would open accounts with Montecito Bank and Trust and initiate the transition process.

Director Graf noted for the record that the Finance Committee had reviewed this item at their last meeting.

Director Moorhouse made a motion, seconded by Director Graf that the Board adopt Resolution No. R-288 as presented. The motion carried by the following roll call vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

3. Resolution No. R-289 – Declaring an Emergency with Regard to Certain District Facilities, Authorizing Remedial Work to be Performed Without Competitive Bidding, Declaring the Project to be Exempt From the Requirements of the California Environmental Quality Act, and Making Necessary Findings Thereof

General Manager reviewed his staff report related to Resolution No. R-289 – Declaring an Emergency with Regard to Certain Competitive Bidding, Declaring the Project to be Exempt From the Requirements of the California Environmental Quality Act, and Making Necessary Findings Thereof. If authorized, Resolution No. R-289 would provide the required determination that an emergency condition exists pursuant to Public Contract Code sections 20806 and 1102.

Director Graf made a motion, seconded by Director Velasco that the Board adopt Resolution No. R-289 as presented. The motion carried by the following roll call vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

4. Cash Contract No. 432 – Cushman Contracting Corporation – Santa Claus Lane Crossing Emergency Repairs

General Manager reviewed his staff report related to Cash Contract No. 432 between the District and Cushman Contracting Corporation, for emergency repairs to an existing 8-inch diameter PVC gravity sewer crossing of US 101, between Santa Claus Lane and Via Real, which exists within a 24-inch diameter steel casing pipe. If approved, Cash Contract No. 432 would engage Cushman Contracting Corporation to perform the required repairs to the cased crossing on a time and materials reimbursement basis.

Director Graf made a motion, seconded by Director Modugno that the Board approve Cash Contract No. 432 between the District and Cushman Contracting Corporation, Inc. Dated January 5, 2016. The motion carried by the following vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

5. Via Real Sewer Main Relocation Project – Acceptance and Approval of Notice of Completion

General Manager reviewed his staff report related to Acceptance and Approval of Notice of Completion for the Via Real Sewer Main Relocation Project. After a single change order, approved by the General Manager, which resulted in a credit of \$20,022 the revised contract amount was \$383,259. If approved, after the prescribed 35-day waiting period, and provided that no legitimate stop notices or claims are received by the District, the General Manager will release the retention funds to Tierra and will exonerate applicable bonds within the statutory timeframes.

Director Graf made a motion, seconded by Director Velasco that the Board accept the Via Real Sewer Main Relocation Project, authorize filing and recordation of a Notice of Completion, and approve release of retention and applicable bonds in accordance with the contract. The motion carried by the following vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

6. Authorization of Staff Recognition Measure for 2015

General Manager reviewed his staff report related to granting 8 hours of compensated time off for each District employee, per the recommendation of the Board Personnel Committee, in recognition of tremendous effort and accomplishments in 2015.

Director Graf made a motion, seconded by Director Velasco that based on the General Manager's staff report, and in recognition of the extraordinary services provided by District employees in 2015 which directly benefits the District, that the Board authorize granting 8.0 hours of compensated time off for each District staff member as proposed by the Personnel Committee. The motion carried by the following vote:

AYES:	5	Velasco, Moorhouse, Damron, Graf, Modugno
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

7. LAFCO Commission Special District Member Vacancy

President Damron reviewed the information presented related to the upcoming vacancy on the Santa Barbara LAFCO commission.

No action was taken.

8. 2015 Chaptered Legislation

Correspondence from Legal Counsel, dated December 14, 2015, related to 2015 Chaptered Legislation was presented.

No action was taken.

9. Annual Board Reorganization

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

Director Moorhouse made a motion, seconded by Director Damron that the Board appoint Director Velasco as President. The motion carried by the following vote:

AYES:	5	Modugno, Velasco, Damron, Moorhouse, Graf
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

Director Damron made a motion, seconded by Director Modugno that the Board appoint Director Graf as President Pro-Tem. The motion carried by the following vote:

AYES:	5	Modugno, Velasco, Damron, Moorhouse, Graf
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

Director Damron made a motion, seconded by Director Graf that the Board appoint Director Modugno as Secretary. The motion carried by the following vote:

AYES:	5	Modugno, Velasco, Damron, Moorhouse, Graf
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

Director Graf made a motion, seconded by Director Modugno that the Board appoint Director Damron as Secretary Pro-Tem. The motion carried by the following vote:

AYES:	5	Modugno, Velasco, Damron, Moorhouse, Graf
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

Director Graf made a motion, seconded by Director Damron that the Board appoint Director Moorhouse as Treasurer. The motion carried by the following vote:

AYES:	5	Modugno, Velasco, Damron, Moorhouse, Graf
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

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

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

The Board discussed the Ad-Hoc Facilities Planning committee and directed staff to include this item on a future Board agenda for further discussion and potential action by the Board President.

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

- Coastal Districts Financing Authority: **Member** - Director Velasco ; **Member** – Director Graf
- 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 Moorhouse made a motion, seconded by Director Graf 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. The motion carried by the following vote:

AYES:	5	Modugno, Velasco, Damron, Moorhouse, Graf
NOES:	0	None
ABSENT:	0	None
ABSTAIN:	0	None

VII. BOARD ITEMS

A. COMMITTEE REPORTS

Standing Finance Committee

Director Graf reported on the meeting held December 11, 2015

Standing Personnel Committee

Director Velasco reported on the meeting held December 4, 2015

Standing Public Relations Committee

None

Standing Utilities Committee

None.

Ad-Hoc Facilities Planning Committee

None.

B. GENERAL ITEMS

CASA Legislative Committee Report

None.

LAFCO Report (Jeff Moorhouse)

None.

SBCSDA (Santa Barbara California Special Districts Association) Report

Director Moorhouse gave an update on the upcoming election.

CSRMA Report (Jeff Moorhouse)

None.

Board Member Vacation Dates

None.

Future Agenda Items

AdHoc Facilities Planning Committee Status

CASA Education Foundation Contribution

VIII. ADJOURNMENT

There being no further items to discuss, President Velasco adjourned the meeting at 6:30 p.m.

Gerald Velasco
President

Lin Graf
President Pro-Tem

Mike Modugno
Secretary

Michael Damron
Secretary Pro-Tem

Jeff Moorhouse
Treasurer