

**MINUTES OF THE REGULAR MEETING OF THE
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD
April 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 **April 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 Velasco called the meeting to order at 5:30 p.m. and noted for the record that all Directors were present.

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

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

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

Public Present: None

II. PLEDGE OF ALLEGIANCE

President Velasco led those present in the Pledge of Allegiance.

III. BOARD APPROVAL OF AGENDA

President Velasco 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 MEETINGS OF March 1, 2016

Director Graf made a motion, seconded by Director Damron that the Board approve the Minutes of the March 1, 2016 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:

- Employee Recognition
- Employee Recognition 2
- Staffing Update
- Quarterly Incident Report
- CWEA March Workshop
- SAMA Meeting Report
- Aerated Sludge Holding Tank Project Update
- SB 885 Position Letter
- Operations Update

2. Emergency Linden Avenue Sewer Lateral Installation – Termination of Emergency Action

General Manager provided an overview of the emergency action related to installation of five lower sewer laterals in the 1300 block of Linden Avenue. The emergency work has been completed to address the threat to public health and safety. The emergency condition no longer exists.

Director Damron made a motion, seconded by Director Graf that the Board terminate the emergency action related to the District's Linden Avenue Sewer Lateral Installation Project in accordance with Public Contract Code Section 22050 (c)(3). 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. Santa Claus Lane Crossing Emergency Repairs Update – Continuation of Emergency Action

General Manager provided an overview of the emergency action and current situation. Emergency response measures are continuing. Existing sewer lines were connected to the newly installed lines.

Director Moorhouse made a motion, seconded by Director Modugno that the Board continue the emergency action initially authorized on January 5, 2016 via Resolution No. R-289 and authorize the District's General Manager to continue to proceed with remedial work necessary to address the ongoing emergency conditions including expenditure of funds as necessary. 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. 435 – Teaman, Ramirez & Smith, Inc. – Independent Audit Services

General Manager reviewed his staff report related to Cash Contract No. 435 between the District and Teaman, Ramirez & Smith, Inc. for independent audit services for a three year period beginning FY 2015/16. If approved, Cash Contract No. 435 would engage Teaman, Ramirez & Smith, Inc. based on their proposed price of \$28,900.

Director Damron made a motion, seconded by Director Moorhouse that the Board approve Cash Contract No. 435 between the District and Teaman, Ramirez & Smith, Inc. as presented. The motion carried by the following vote:

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

5. Resolution No. R-293: Establishing a District Policy for Selection and Rotation of Independent Auditing Firms

General Manager reviewed his staff report related to Resolution No. R-293 Establishing a District Policy for Selection and Rotation of Independent Auditing Firms. If adopted, Resolution No. R-293, would set forth basic criteria for contracting with independent auditing firms.

Director Graf made a motion, seconded by Director Damron that the Board adopt Resolution No. R-293. 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

6. FY 2015/16 Capital Improvement Program Budget Update

General Manager reviewed his staff report related to recommended modifications and updates to the authorized budget for capital improvement projects as follows:

Project P-148: Carpinteria Creek Suspended Line Crossing Restoration

It is recommended that the authorized CIP budget for this project be increased by \$450,000 to **\$650,000**

Project P-138: Aerobic Digester Replacement Project

It is recommended that the Board increase the authorized CIP budget for this project by \$350,000 to **\$7,200,000**.

Project P-152: Santa Claus Lane Area Sewer Improvements

It is recommended that the Board increase the authorized CIP budget for this project by \$620,000 to **\$800,000**.

Project P-161: Old Linden Sewer Lateral Installation Project

It is recommended that the Board authorize addition of this **\$30,000** project to the current year CIP.

Director Modugno made a motion, seconded by Director Damron that the Board modify the authorized CIP project budgets for Projects P-148, P-138 and P-152 and add Project P-161 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

7. Update to District Personnel Rules and Regulations: Chapter 3 of the District Code

General Manager reviewed his staff report related to revisions made to Chapter 3 of the District Code, Personnel Rules and Regulations.

Director Graf made a motion, seconded by Director Damron that the Board approve the updated version of Chapter 3 of the District Code, Personnel Rules and Regulations 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

8. Aeration Blower Replacement Project Update – The Energy Network – Process Optimization Audit Report

General Manager reviewed his staff report related to the Aeration Blower Replacement Project. The Board received an overview of the meetings held with District staff and members of The Energy Network. A detailed Water and Wastewater Process Optimization and Mechanical Audit Report was developed, the Executive Summary was attached for review.

No action was taken.

9. Carpinteria Valley Recycled Water Facilities Plan Draft Report Review and Discussion

General Manager reviewed his staff report related to the Carpinteria Valley Recycled Water Facilities Plan Draft Report. A copy of the plan was attached for review. On Monday, April 18th the District Board will participate in a joint meeting of the Carpinteria City Council, the Carpinteria Valley Water District, and the Carpinteria Sanitary District at City Hall.

No action was taken.

VII. BOARD ITEMS

A. COMMITTEE REPORTS

Standing Finance Committee

Director Moorhouse reported on the meeting held March 21, 2016

Standing Personnel Committee

Director Damron reported on the meeting held March 3, 2016

Standing Public Relations Committee

Director Modugno reported on the meeting held March 11, 2016

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

None.

CSRMA Report (Jeff Moorhouse)

None.

Board Member Vacation Dates

None.

Future Agenda Items

None

VIII. ADJOURNMENT

There being no further items to discuss, President Velasco adjourned the meeting at 6:35 p.m.

Gerald Velasco
President

Lin Graf
President Pro-Tem

Mike Modugno
Secretary

Michael Damron
Secretary Pro-Tem

Jeff Moorhouse
Treasurer