

**MINUTES OF THE REGULAR MEETING OF THE  
CARPINTERIA SANITARY DISTRICT GOVERNING BOARD  
December 16, 2014**

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 16, 2014**, 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 Modugno called the meeting to order at 5:30 p.m. and noted for the record that all directors were present at tonight's meeting.

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

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:        Bob Franco – Resident

**II. PLEDGE OF ALLEGIANCE**

President –Modugno asked Director Velasco to lead those present in the Pledge of Allegiance.

**III. BOARD APPROVAL OF AGENDA**

President Modugno 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 November 18, 2014**

Director Graf made a motion, seconded by Director Damron that the Board approve the Minutes of the November 18, 2014 Regular Board meeting as submitted. The motion carried by the following vote:

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

**V. PUBLIC FORUM**

President Modugno said he had received one Request to Address Board form. Mr. Bob Franco introduced himself as a resident of Carpinteria who would like to address the Board regarding recycled water. Mr. Franco said that he wanted more customer outreach information related to recycled water projects in the Carpinteria Valley. General Manager provided Mr. Franco with an update of the Joint Utilities Committee's recycled water discussions.

## VI. MATTERS BEFORE THE BOARD

### A. GENERAL REPORTS:

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

Director Modugno made a motion, seconded by Director Graf that the Board appoint Director Damron 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 Modugno made a motion, seconded by Director Graf that the Board appoint Director Velasco 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 Moorhouse 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 Damron made a motion, seconded by Director Graf that the Board appoint Director Modugno 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 Damron made a motion, seconded by Director Graf that the Board appoint Director Graf 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 President Damron made the following appointments:

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

The Board discussed the Ad-Hoc Facilities Planning committee and determined that Director Damron and Director Modugno should continue their assignments.

Director Modugno made a motion, seconded by Director Graf that the Board accept the committee appointments as presented. 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 joint powers authority assignments and made the following appointments:

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

Director Graf made a motion, seconded by Director Modugno that the Board accept the JPA appointments as presented and that Director Moorhouse continue with the CSRMA. 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 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, seconded by Director Moorhouse 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

**2. General Manager’s Status Report**

General Manager reviewed his written report regarding the following:

- Carpinteria Holiday Parade
- SCAP Update
- SBSDA Meeting Report
- CSRMA Executive Board Meeting
- Operations Update

**3. Cash Contract No. 421 – Blackbird Architects, Inc. – Administration Building Replacement Project**

General Manager reviewed his staff report related to Cash Contract No. 421 between the District and Blackbird Architects, Inc., for development of a feasibility study and cost analysis related to the Administration Replacement Building Project. If approved, Cash Contract No. 421 would engage Blackbird Architects as outlined in their proposed scope of work letter, dated December 2, 2014, with a not to exceed contract amount of \$15,950.

President Damron said that the Ad-Hoc Facilities Planning Committee had reviewed the scope of services proposed by Blackbird Architect, Inc. and that the committee felt this approach represented the best course of action for implementation of this capital project.

After Board discussion, Director Modugno made a motion, seconded by Director Velasco that the Board approve Cash Contract No. 421 between the District and Blackbird Architects, Inc. for development of a feasibility study and cost analysis related to the Administration Building Replacement Project. The motion carried by the following vote:

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

**4. Amendment No. 1 to Cash Contract No. 418 – MNS Engineers – Aerobic Digester Replacement Project Construction Management**

General Manager reviewed his staff report related to Amendment No. 1 to Cash Contract No. 418 with MNS Engineers for the Aerobic Digester Replacement Project Construction Management. If approved, Amendment No. 1 would increase the approved contract price by \$28,200 making the revised total \$615,330. No change in contract time was proposed.

Director Graf made a motion, seconded by Director Velasco that the Board approve Amendment No. 1 to Cash Contract No. 418 with MNS Engineers as presented. The motion carried by the following vote:

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

**5. Amendment No. 4 to Cash Contract No. 395 – Carollo Engineers – Aerobic Digester Replacement Project Design**

General Manager reviewed his staff report related to Amendment No. 4 to Cash Contract No. 395 with Carollo Engineers for the Aerobic Digester Replacement Project Design. If approved, Amendment No. 4 would increase the approved contract price by \$87,736 making the revised total \$816,133. No change in contract time was proposed.

Board discussion on this topic included concerns regarding the scope and magnitude of additional services, as well as the fraction of services already provided by Carollo Engineers that could be attributed to design errors or omissions. The Board directed staff to obtain clarification and potentially amend the proposed contract amendment. Director Moorhouse made a motion, seconded by Director Graf to table consideration of Amendment No. 4 to Cash Contract No. 395 to a future meeting. The motion carried by the following vote:

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

**6. Private Sewer Failure – Old Linden Avenue**

General Manager provided the Board with an update on the private sewer line failure at Old Linden Avenue. General Manager said a meeting was held with the affected homeowners on December 15<sup>th</sup>. Various finance and project options were presented and overall each homeowner was supportive. District staff is pursuing bids to determine actual costs.

**7. Changes to Public Works Bidding Requirements**

General Manager reviewed his staff report related to changes to public works bidding requirements.

**8. 2015 CASA Winter Conference**

President Damron said this item was on the agenda as an informational item for any Board member who might want to attend the 2015 CASA Winter Conference to be held in Palm Springs on January 21-23, 2015. President Damron suggested that any Board member who was interested to contact the Office Manager/Board Clerk.

**VII. BOARD ITEMS**

**A. COMMITTEE REPORTS**

Standing Finance Committee

Director Moorhouse reported on the committee meeting held on December 15, 2014.

Standing Personnel Committee

None.

Standing Public Relations Committee

None

Standing Utilities Committee

None.

Ad-Hoc Facilities Planning Committee

None

**B. GENERAL ITEMS**

CASA Legislative Committee Report

Director Moorhouse reported that the CASA Education Committee will be hosting a fundraiser at the upcoming CASA Winter Conference.

LAFCO Report (Jeff Moorhouse)

Director Moorhouse reported on several LAFCO issues.

SBCSDA (Santa Barbara California Special Districts Association) Report

None.

CSRMA Report (Jeff Moorhouse)

None.

Board Member Vacation Dates

None.

Future Agenda Items

None.

**VIII. CLOSED SESSION**

Legal counsel led the Board into closed session at 6:45 p.m. on the following agendized item:

CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION: Significant exposure to 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

**IX. RECONVENE OPEN SESSION**

**A. CLOSED SESSION REPORT**

President Damron reconvened the open session at 6:52 p.m. and stated that there was no action taken on the closed session item and nothing to report.

**X. ADJOURNMENT**

There being no further items to discuss, President Damron adjourned the meeting at 6:54 p.m.

---

Michael Damron  
President

---

Gerald Velasco  
President Pro-Tem

---

Jeff Moorhouse  
Secretary

---

Mike Modugno  
Secretary Pro-Tem

---

Lin Graf  
Treasurer