

**MINUTES OF THE REGULAR MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
July 2, 2013**

CALL TO ORDER

President Turenchalk called the meeting to order at 6:30 P.M.

BOARD MEMBERS PRESENT

Eva Turenchalk
Craig Geyer
Dr. David C. Lewis
Larry D. Meyer
Dr. David Bearman

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Mr. Mark Nation, General Manager/Superintendent; Mr. Steve Amerikaner, General Counsel

OTHERS PRESENT

Jerry Smith, Goleta Sanitary District
Karen Rothberg, UCSB
Dr. Ingeborg Cox

APPROVE THE ORDER OF THE AGENDA

There was no change to the order of the agenda.

PUBLIC COMMENT

Dr. Cox explained that she was there speaking on her own behalf. She commented on the District's proposed increases stating that there are still questions to be answered.

MINUTES

(13-07-36)

Upon a motion by Director Meyer, seconded by Director Lewis the Board unanimously approved the minutes of the Regular Board Meeting of June 4, 2013 and the Special Board Meeting of June 18, 2013 as written.

DISCUSSION-ACTION ITEMS

1) Consider Approval of Collection System Coordination Agreement with UCSB

At this time President Turenchalk announced that she was recusing herself. She stated her reason for recusal then left the room.

A brief discussion was held.

(13-07-37)

Upon a motion by Director Geyer, seconded by Director Meyer the Board unanimously approved the Collection System Coordination Agreement with UCSB as presented.

2) Discussion of Board Secretary Position

(13-07-38)

Upon a motion by Director Geyer, seconded by Director Bearman the Board unanimously approved to direct the Management Committee review and return to the Board with recommendations for revision to the Board Policy Handbook Section 14 regarding minutes of Board meetings.

Options for a Board Secretary were briefly discussed.

(13-07-39)

Upon a motion by Director Geyer, seconded by Director Lewis the Board unanimously approved to appoint Mark Nation as the Board Secretary.

3) Resolution No. 13-738: A Resolution Establishing the Appropriation Limit for Fiscal Year 2013-2014

The Board reviewed the staff report for the agenda item.

(13-07-40)

Upon a motion by Director Meyer, seconded by Director Geyer the Board unanimously approved to adopt Resolution No. 13-738: A Resolution Establishing the Appropriation Limit for Fiscal Year 2013-2014.

AYES: Bearman, Geyer, Lewis, Meyer, Turenchalk
NOES: None
ABSTAINED: None
ABSENT: None

4) Resolution No. 13-739: A Resolution Regarding Directors Attending Meetings

The Board discussed the wording of the Resolution. A revision to one sentence was recommended.

(13-07-41)

Upon a motion by Director Geyer, seconded by President Turenchalk the Board unanimously approved to adopt Resolution No. 13-739 (A Resolution Regarding Directors Attending Meetings) as revised.

AYES: Bearman, Geyer, Lewis, Meyer, Turenchalk
NOES: None
ABSTAINED: None
ABSENT: None

5) Consider Approval for Director Geyer to Attend CEQA Class in Goleta

This item was removed from the agenda.

6) COLA for District Employees

Director Meyer commented on other Districts having different methods of calculating a COLA. A brief discussion followed.

13-07-42)

Upon a motion by Director Geyer, seconded by Director Bearman the Board unanimously approved to adopt Resolution No. 13-740: A Resolution of the Board of Directors of the Goleta West Sanitary District amending Appendix "A" of the District's Personnel Policy/Employee Handbook.

AYES: Bearman, Geyer, Lewis, Meyer, Turenchalk
NOES: None
ABSTAINED: None
ABSENT: None

7) CSDA Board of Directors Election 2013 – Region 5, Seat B

(13-07-43)

Upon a motion by Director Meyer, seconded by Director Geyer the Board unanimously approved to vote for the incumbent Kathy Tieg to represent its region.

8) Legislative Update from District Counsel

District Counsel Steve Amerikaner and Courtney Davis discussed highlights of the legislative report they prepared and answered questions from the Board.

COMMUNICATIONS

The communications were noted as received.

REPORTS

Operating Report:

Mr. Nation discussed highlights of the operating report and answered questions from the Board.

Finance Committee Meeting:

Director Lewis provided a report on the June 17, 2013 Finance Committee Meeting.

Management Committee Meeting:

Director Geyer provided a report on the June 10, 2013 Management Committee Meeting.

Goleta Water District Board Meeting:

President Turenchalk provided a report on the June 11, 2013 Goleta Water District Board Meeting.

Goleta Sanitary District Board Meeting:

Director Meyer provided a report on the June 17, 2013 and July 1, 2013 Goleta Sanitary District Board Meetings.

IVR&PD Board Meeting:

Director Lewis provided a report on the June 27, 2013 IVR&PD Board Meeting.

City of Goleta Council Meeting:

There was no report provided at this time.

SBCSDA Chapter Meeting:

President Meyer provided a report on the June 24, 2013 SBCSDA Chapter Meeting.

Other Director Reports:

None

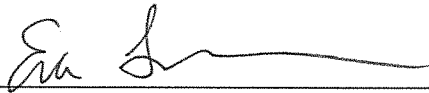
ADJOURNMENT

There being no further business, President Turenchalk adjourned the meeting at 7:18 P.M.



Mark Nation, Board Secretary

APPROVED



Eva Turenchalk, President

GOLETA WEST SANITARY DISTRICT

Operating Report for May 29 – June 25, 2013

I. Administration

Completed routine administrative duties.

Prepared Board Agenda packet for July 2, 2013 Regular Board Meeting.

Completed May 2013 Financial Report.

Completed 2012 State Controller's Office Local Government Compensation Report.

Completed California Employers' Retiree Benefit Trust (CERBT) Disbursement Request for 2012-2013.

Completed the valuation data checklist for Total Compensation Systems, Inc. who will provide the GASB 45 actuarial valuation services report for 2013.

Completed new method of reporting deferred compensation information to Lincoln Financial Group.

Attended Management, Public Relations, Personnel and multiple Finance Committee meetings.

Staff continues work with committee, consultants and counsel on the District's proposed rate increases. To date the District has received 16 rate increase protest letters. Approximately 5 phone calls for requesting further information.

Staff has been working with the employment attorneys to complete the draft update of the revisions to the GWSD Personnel Policy Handbook. The Personnel Policy Handbook will go to the Committee first then follow to a Board meeting.

Submitted the no-spill certification for May 2013 to the State CIWQS program as required.

The Notice of Public Hearing and Ordinance No. 13-83 was submitted to the Santa Barbara News-Press for publication as required for the District to adopt an Ordinance.

II. Collection System Maintenance

The crew completed cleaning the Los Carneros Off-tract area. Cleaning is currently being done in the Isla Vista East area. The crew also completed cleaning hotspots and root cutting throughout the District. Sewer line cleaning work is summarized on a following page.

The crew completed CCTV inspection of the San Miguel Off-tract area.

The crew completed exercising valves throughout the District and test ran the Emily emergency generator.

The crew cleared easements in the 60-2 Off-tract area near Santa Barbara Shores.

The crew walked the force mains across airport property, which is typically done on an annual basis.

Staff received safety training on the following topics: Understanding Arc Flash; Risk Control: Incident Investigation; 2013 1st Quarter Facility Safety Inspection Review & Discussion; and Respiratory Protection including staff SCBA Fit Testing.

Staff completed and returned the DTSC 2013 EPA ID Number Certification Questionnaire.

Staff issued a conditions letter to the Blend Coffee Bar proposed at the Bacara Resort & Spa.

Staff issued a sewer availability letter to Buddha Bowls Restaurant proposed at 901 Embarcadero del Mar in the Paradise Ivy building.

III. Industrial Waste

Staff conducted Industrial Wastewater Discharge Compliance Inspections at the following businesses: Allergan, BEI Sensors, Costco One Hour Photo, Cree SB Technology Center, FLIR located at 55 & 70 Castilian, Lockheed Martin SB Focalplane, two Raytheon permitted facilities, Transphorm, and the US Postal Service Processing & Distribution Center.

Staff collected Industrial Wastewater Discharge Compliance Samples from the following businesses: Allergan, Costco One Hour Photo, two FLIR facilities, Karl Storz Imaging, Medtronic Neurosurgery, and the USPS P&DC.

IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicles – none to report at this time

Hours – 53.3

Miles – 495

Loads – 40

5/18/13 = 13.81 Tons

Extra Summer break sweeping in Isla Vista

STREET SWEEPER MAINTENANCE

- Mounted fire extinguisher on Crosswind

Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	May 2013	MGD 1.8068; 58.10%
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Sewer Operations Cleaning Summary from May 28, 2013 to June 25, 2013

Your environmental partner since 1954

Description	Quantity
Feet Cleaned	
Hydroclean	19,891 ft.
Hot Spot	5,438 ft.
Root Cutting	3,277 ft.
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	28,606 ft.
Lines Cleaned	
Hydroclean	85 lines
Hot Spot	19 lines
Root Cutting	11 lines
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	115 lines
Other Work Orders	
CCTV Work Order	15 Work Orders
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	15 Work Orders

ALLOWANCE OF CLAIMS

May 29 - June 25, 2013

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
Acorn Landscape - Irrigation repair	\$ 166.50			\$ 166.50
Acorn Landscape - Monthly maintenance fees	\$ 333.41			\$ 333.41
ADP, Inc. - Payroll processing charges for period ending 05/15/13	\$ 207.91	\$ 23.10		\$ 231.01
ADP, Inc. - Payroll processing charges for period ending 05/29/13	\$ 193.78	\$ 21.53		\$ 215.31
ADP, Inc. - Payroll processing charges for period ending 06/12/13	\$ 207.91	\$ 23.10		\$ 231.01
Alternative Digital Printing - 8 copies of FY 2013-14 Budget Doc.	\$ 87.70			\$ 87.70
Aqua-Flo Supply - Hose repair kit	.	\$ 15.92		\$ 15.92
Arrowhead Direct - Monthly cooler rental & drinking water	\$ 53.52			\$ 53.52
AT&T - Monthly long distance service/main facility	\$ 107.63	\$ 6.87		\$ 114.50
AT&T Mobility - Monthly cell phone service	\$ 270.23			\$ 270.23
AZ Safety - Respirator Fit Testing	\$ 135.00			\$ 135.00
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolf, LLP - MS GP annual enhancement/support	\$ 7,839.20			\$ 7,839.20
Bartlett, Pringle & Wolf, LLP - Monthly accounting services	\$ 609.30	\$ 67.70		\$ 677.00
Blueisle Bookkeeping - April bank reconciliations	\$ 158.00			\$ 158.00
Buynak, Fauver, Archbald, Spray - Revisions to Personnel Handbook	\$ 5,000.00			\$ 5,000.00
CALAFCO - Membership dues	\$ 300.00			\$ 300.00
CalPERS - Pension; 05/30/13 - 06/12/13	\$ 2,707.54	\$ 188.77		\$ 2,896.31
CalPERS - Pension; 06/13/13 - 06/26/13	\$ 2,707.54	\$ 188.77		\$ 2,896.31
Campbell-Geo, Inc. - UST Progress Billing; Soil & Soil Gas Eval.		\$ 616.01		\$ 616.01
Cardmember Service - Conf & mtg expenses, battery back-up, postage	\$ 2,246.02			\$ 2,246.02
Cintas First Aid & Safety - First aid supplies	\$ 105.63			\$ 105.63
C. Philip Brittain - Repairs to diversion structure; radio repair	\$ 340.00		\$ 4,695.69	\$ 5,035.69
CWEA - Annual Certificate renewal for R. Chavez	\$ 82.00			\$ 82.00
Diane Powers, Petty Cash Custodian - Petty cash reimbursement	\$ 81.46	\$ 8.62		\$ 90.08
Geyer, Craig - SBCSDA Board meeting reimbursements	\$ 57.88			\$ 57.88
Goleta Sanitary District - Plant upgrade Progress Payment #26			\$ 167,339.56	\$ 167,339.56
Goleta Sanitary District - May treatment & Fixed Asset	\$ 130,689.46		\$ 2,524.06	\$ 133,213.52
Goleta Water District - Monthly service/Emily	\$ 63.86			\$ 63.86
Haaker Equipment Co. - Nozzle for Vactor	\$ 1,680.31			\$ 1,680.31
Haaker Equipment Co. - Vactor service	\$ 1,146.78			\$ 1,146.78
Home Depot Credit Services - Maint. Supplies, UPS battery	\$ 200.18			\$ 200.18
Impulse Advanced Communications - Monthly virtual host service	\$ 55.00			\$ 55.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
MarBorg Industries - 25YD roll-off & recycle fees	\$ 236.85	\$ 947.40		\$ 1,184.25
MarBorg Industries - 25YD roll-off rental	\$ 20.46	\$ 81.84		\$ 102.30
Meyer, Larry D. - SBCSDA meal & travel reimbursements	\$ 93.08			\$ 93.08
Mission Linen Supply - Monthly uniform service	\$ 721.24	\$ 127.28		\$ 848.52
PFM Asset Management, LLC - May investment services	\$ 1,747.76			\$ 1,747.76
Reliance Standard Life Insurance Co. - LTD insurance premiums	\$ 599.18	\$ 37.49		\$ 636.67
RFC, Inc. - Cost of Service Study		\$ 3,837.50		\$ 3,837.50
S.B. County Air Pollution Control Dist. - UST remediation		\$ 382.79		\$ 382.79

Allowance of Claims

May 29 - June 25, 2013

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Silvia's Cleaning Service - Monthly cleaning service	\$ 310.00			\$ 310.00
Southern California Edison - Monthly service/Emily	\$ 324.86			\$ 324.86
Southern California Edison - Monthly service/main facility	\$ 3,980.85			\$ 3,980.85
TelePacific Communications - Monthly internet service	\$ 204.00			\$ 204.00
Terrain Consulting - 218 Notification mailer & consulting services		\$ 8,444.46		\$ 8,444.46
The Gas Company - Monthly service/main facility	\$ 49.86			\$ 49.86
Underground Service Alert - May "Dig Alerts"	\$ 51.00			\$ 51.00
Van Buren Consulting - Computer support services	\$ 227.50			\$ 227.50
Verizon - Monthly service/SCADA	\$ 213.04			\$ 213.04
Verizon California - Monthly service/Emily	\$ 154.30			\$ 154.30
Wex Bank - Fuel for District vehicles	\$ 649.46	\$ 397.18		\$ 1,046.64
				\$ -
TOTAL SERVICES & SUPPLIES	\$ 168,867.19	\$ 15,416.33	\$ 174,559.31	\$ 358,842.83

Payroll - Pay Period Ending: May 29 & June 12, 2013

\$ 53,007.64

GRAND TOTAL - Fund 4900

\$ 411,850.47