

**MINUTES OF THE SPECIAL MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
February 16, 2016**

**POSTING OF THE AGENDA**

The agenda notice for this meeting was posted in the display case outside the administrative office of the Goleta West Sanitary District and on the District's website at least 72 hours in advance of the meeting.

**1. CALL TO ORDER**

President Geyer called the meeting to order at 5:30 P.M.

**2. ROLL CALL: BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Mr. Mark Nation, General Manager/Superintendent  
Mr. Steven A. Amerikaner, General Counsel

**OTHERS PRESENT**

John Fox, Goleta Sanitary District

**3. APPROVE THE ORDER OF THE AGENDA**

No change was made to the order of the agenda.

**4. PUBLIC COMMENT**

John Fox of Goleta Sanitary District announced that GSD is holding a Special Board meeting on February 17, 2016 beginning with a closed session at 11:30AM followed by the regular agenda at approximately 1:00 PM.

**5. APPROVAL OF THE MINUTES**

(16-02-12)

Upon a motion by Director Lewis, seconded by Director Turenchalk, the Board unanimously approved the minutes of the Special Board Meeting of January 26, 2016 as written.

**6. DISCUSSION OF FUTURE NEWSLETTER AND WEBSITE TOPICS**

The Directors suggested several potential topics for articles in future newsletters. The PR Committee will meet and discuss these topics further.

7. **RESOLUTION NO. 16-757: AMENDING APPENDIX "A" OF THE PERSONNEL POLICY/EMPLOYEE HANDBOOK**

(16-02-13)

Upon a motion by Director Meyer, seconded by Director Turenchalk, the Board adopted Resolution No. 16-757: Amending Appendix "A" of the Personnel Policy/Employee Handbook by the following roll call vote:

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

8. **COMMUNICATIONS**

No communications were in the agenda packet for this meeting.

9. **REPORTS**

**Operations Report**

The General Manager provided a report.

**Management Committee Meeting**

President Geyer provided a report on the February 1, 2016 meeting.

**Public Relations Committee Meetings**

Director Turenchalk provided a report on the February 2 and 11, 2016 meetings.

**Goleta Sanitary District Board Meeting**

Director Meyer provided a report on the February 1, 2016 Board meeting.

**Goleta Water District Board Meeting**

Director Turenchalk provided a report on the February 9, 2016 Board meeting.

**IVR&PD Board Meeting**

Director Lewis provided a report on the February 11, 2016 Board meeting.

**City of Goleta Council Meeting**

No report.

**SBCSDA Board Meeting**

President Geyer reported on the February 3, 2016 Board meeting.

**Other Director Reports**

None.

**10. FUTURE AGENDA ITEMS**

None.

**11. CLOSED SESSION: Conference with Labor Negotiator**

(District Representative: General Counsel; Unrepresented Employee: General Manager/Superintendent)


The Board went into closed session at 6:00 P.M.


The Board returned to open session at 6:18 P.M.

No reportable action was taken.

**12. ADJOURNMENT**

There being no further business, President Geyer adjourned the meeting at 6:19 PM.

  
\_\_\_\_\_  
Mark Nation, Board Secretary

**APPROVED**  
  
\_\_\_\_\_  
Craig Geyer, President

# GOLETA WEST SANITARY DISTRICT

## Operating Report for January 20 – February 9, 2016

### I. Administration

Completed routine administrative duties.

Completed CSDA Salary and Benefit Survey.

Completed Annual Reporting Transmittal (Gov't Fleet Smog Check Program).

Issued five (5) permits for the Model Home Phase of the Village at Los Carneros for a total of 12 ERUs.

The District was notified that the renewal was successful and GWSD will receive the Special District Leadership Foundation District Transparency Certificate of Excellence again. Renewal is required every two years.

Staff attended Management and Public Relations Committee meetings.

District Staff continues to work with Raftelis Financial Consultants regarding the Miscellaneous Fees Review Project. Staff has reviewed the initial draft report and following several corrections the report will come to the Finance Committee soon.

Staff continues to work as needed with consultants on the new buildings projects.

Staff continues to work with the developer for Haskell's Landing on the required dedication and easement documents. The documents are ready for Management Committee review then consideration by the Board.

The General Manager completed refresher training required by the airport to continue as the Signatory Authority for the District in regards to airport security badging.

Attended the SBCSDA Chapter meeting and the LAFCO Selection Committee meeting.

Staff met with the County and other agency staff to discuss ideas for improved planning and permitting processing.

Staff attended Joint Safety Officer meeting with the District's partnering agencies General Managers.

### II. Collection System Maintenance

Staff attended annual coordination meeting with County of SB.

The crew completed cleaning hotspots and root cutting throughout the District.

The crew completed hydro-cleaning the Cannon Green area. Currently the crew is hydro-cleaning in the Dos Pueblos High School area and EMID. Sewer operations are summarized on the attached sheet.

Inspection continues on the Hollister Village Project.

The crew continues to inspect the sewer improvements for the Village at Los Carneros Project.

Staff met with a representative from County Flood Control regarding an upcoming storm drain project they are doing in Isla Vista.

The crew serviced the Vac Valves on the Bacara force main and exercised the Roiline Emergency Pump, the main facility generator and exercised valves throughout the District.

Staff authorized Stewart's plumbing to replace the wax ring on a toilet for a homeowner at 244 Ancona that was damaged when the crew was Vactoring the mainline on that street on Friday, 1/22/16.

Staff responded to a SSO on Saturday 1/30/16 at 7664 Abrego Road. Staff cleared the blockage and cleaned the area per the District's SSO Response Plan. The following Monday staff conducted CCTV inspection of the line and determined grease accumulation from the apartment buildings that connect to that section of mainline caused the blockage. Staff is in the process of completing required reporting and will conduct public outreach to the apartment residents regarding proper disposal of FOG (Fats, Oils, and Grease). The cleaning frequency for this section of pipe has also been increased in the maintenance schedule.

Macro Automation replaced the SCADA server and has been working on system updates and improvements.

Staff completed the Annual Report for the Detroit Diesel standby emergency generator and mailed it to the SB County APCD.

Staff attended a Utility Coordination meeting at the City of Goleta.

All-staff safety meeting were held on the following topics: Review and Discussion of 2015 Fourth Quarter Facility Inspection Findings; Fire 2016: Tools & Prevention; and HAZCOM 2016: Pesticide Safety.

### **III. Industrial Waste**

Staff conducted an Industrial Wastewater Discharge Permit compliance inspection at FLIR located at 6769 Hollister Avenue.

Staff is corresponding with the new owners of 805 Kabob, formerly Lovin' Oven, at 6578 Trigo Road regarding the District's grease interceptor requirements.

Staff is corresponding with M/M Mechanical regarding installation of a grease interceptor at the Tropicana Apartments, 6585 El Colegio Road.

#### IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicle – none to report at this time

Hours. – 50

Miles-357

Loads- 20

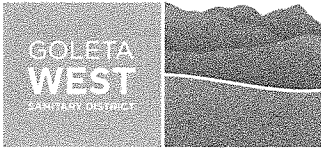
12/31/15 = 12.39 tons

##### Sweeper Maintenance

- Changed hydraulic oil and filters on both sweepers
- Paint touch up on Eagle Street Sweeper

##### **Table of Treatment Capacity in GSD Plant**

|                                |               |                    |
|--------------------------------|---------------|--------------------|
| Goleta West Average Daily Flow | December 2015 | MGD 1.0823; 34.80% |
|--------------------------------|---------------|--------------------|



# Sewer Operations Cleaning Summary from January 22, 2016 to February 9, 2016

Your environmental partner since 1954

| Description              | Quantity            |
|--------------------------|---------------------|
| <b>Feet Cleaned</b>      |                     |
| Hydroclean               | 16,830 ft.          |
| Hot Spot                 | 6,612 ft.           |
| Root Cutting             | 502 ft.             |
|                          | <hr/>               |
|                          | <b>23,944 ft.</b>   |
| <b>Lines Cleaned</b>     |                     |
| Hydroclean               | 81 lines            |
| Hot Spot                 | 23 lines            |
| Root Cutting             | 2 lines             |
|                          | <hr/>               |
|                          | <b>106 lines</b>    |
| <b>Other Work Orders</b> |                     |
| CCTV Work Order          | 1 Work Order        |
| Service Call             | 1 Work Order        |
|                          | <hr/>               |
|                          | <b>2 Work Order</b> |

**GOLETA WEST SANITARY DISTRICT**  
**ALLOWANCE OF CLAIMS**  
**January 21 - February 9, 2016**

| SERVICES & SUPPLIES  | Wastewater<br>O & M | Other<br>Services | Capital<br>Outlay | Total         |
|--|---------------------|-------------------|-------------------|---------------|
| Acorn Landscape Management Co. - January landscape service         | \$ 333.41           |                   |                   | \$ 333.41     |
| ADP, LLC - Payroll processing for period ending 01/06/16           | \$ 238.49           | \$ 26.50          |                   | \$ 264.99     |
| ADP, LLC - Management Reports for period ending 01/15/16           | \$ 111.38           | \$ 12.37          |                   | \$ 123.75     |
| ADP, LLC - Payroll processing for period ending 01/20/16           | \$ 234.40           | \$ 26.04          |                   | \$ 260.44     |
| Airflow Filter Service, Inc.- Grease & pick-up of used filters     |                     | \$ 136.17         |                   | \$ 136.17     |
| Airflow Filter Service, Inc.- Hydraulic oil for street sweepers    |                     | \$ 1,022.54       |                   | \$ 1,022.54   |
| Aqua-Flo - 8 expansion plugs                                       | \$ 47.37            |                   |                   | \$ 47.37      |
| AT&T - Monthly service/main facility                               | \$ 303.39           | \$ 19.37          |                   | \$ 322.76     |
| Bartlett, Pringle & Wolf, LLP - Accounting services                | \$ 160.20           | \$ 17.80          |                   | \$ 178.00     |
| CalPERS - Pension contributions; 01/07/16 - 01/20/16               | \$ 3,495.96         | \$ 194.52         |                   | \$ 3,690.48   |
| CalPERS - Pension contributions; 01/21/16 - 02/03/16               | \$ 3,704.57         | \$ 194.52         |                   | \$ 3,899.09   |
| Cintas Corporation - First aid supplies                            | \$ 88.78            |                   |                   | \$ 88.78      |
| CIRGIS, Inc. - 2015 aerial imagery                                 | \$ 1,300.00         |                   |                   | \$ 1,300.00   |
| CITIG - Computer support services                                  | \$ 497.50           |                   |                   | \$ 497.50     |
| CITIG - Computer support services                                  | \$ 840.25           |                   |                   | \$ 840.25     |
| Coastal Copy - Quarterly copier service                            | \$ 332.46           |                   |                   | \$ 332.46     |
| County of S.B. Dept. of Public Works - IRWM Program services       |                     | \$ 231.00         |                   | \$ 231.00     |
| CWEA - Membership application; L. Hart                             | \$ 164.00           |                   |                   | \$ 164.00     |
| Dal Pozzo Tire Corp. - Repair flat tire on tractor                 | \$ 147.49           |                   |                   | \$ 147.49     |
| Derrick's Roofing, Inc. - New roof for Admin. Bldg and PS#1        |                     |                   | \$ 33,701.63      | \$ 33,701.63  |
| Diane Powers, Petty Cash Custodian - Petty cash reimbursement      | \$ 94.69            | \$ 38.78          |                   | \$ 133.47     |
| Eduardo Galindo - Admin Bldg, PS#2 Upgrade; Garage Expansion       |                     |                   | \$ 1,630.62       | \$ 1,630.62   |
| FedEx - Postage  | \$ 28.00            |                   |                   | \$ 28.00      |
| First Bankcard - Mtg expenses; vehicle repairs; postage; mtg regis | \$ 1,059.16         | \$ 37.79          |                   | \$ 1,096.95   |
| Geyer, Craig - SBCSDA/Law & Land Use Conf. reimbursements          | \$ 226.07           |                   |                   | \$ 226.07     |
| Goleta Sanitary District - December treatment & Capital            | \$ 156,762.53       |                   | \$ 11,739.16      | \$ 168,501.69 |
| Goleta Water District - 12/23/15 - 01/25/16 service/Emily          | \$ 73.16            |                   |                   | \$ 73.16      |
| Home Depot Credit Services - Maintenance supplies & wrenches       | \$ 98.07            |                   |                   | \$ 98.07      |
| Larry's Auto Parts - Maintenance parts for street sweepers         |                     | \$ 156.99         |                   | \$ 156.99     |
| Larry's Auto Parts - Tail light for Ford Fusion                    | \$ 4.23             |                   |                   | \$ 4.23       |
| Larry's Auto Parts - Grease  | \$ 23.72            |                   |                   | \$ 23.72      |
| Lincoln National Life Insurance Co. - Deferred Compensation        | \$ 575.00           |                   |                   | \$ 575.00     |
| Lincoln National Life Insurance Co. - Deferred Compensation        | \$ 575.00           |                   |                   | \$ 575.00     |
| MarBorg Industries - 25YD roll-off & recycle fees                  | \$ 226.42           | \$ 905.66         |                   | \$ 1,132.08   |
| MarBorg Industries - 25YD roll-off & recycle fees                  | \$ 273.66           | \$ 1,094.63       |                   | \$ 1,368.29   |
| MarBorg Industries - 25YD roll-off rental fee                      | \$ 24.86            | \$ 99.45          |                   | \$ 124.31     |
| McCarthy, Brian - Reimbursement for safety boots                   | \$ 101.99           |                   |                   | \$ 101.99     |
| McCormix Corp - Fuel for street sweepers                           |                     | \$ 229.63         |                   | \$ 229.63     |
| McCormix Corp. - Fuel for Crosswind sweeper                        |                     | \$ 49.62          |                   | \$ 49.62      |
| Meyer, Larry D. - SBCSDA meal & travel reimbursements              | \$ 131.91           |                   |                   | \$ 131.91     |
| Mission Linen Supply - January uniform service                     | \$ 1,143.89         | \$ 201.86         |                   | \$ 1,345.75   |
| Nation, Mark - SBCSDA Chapter Meeting meal reimbursement           | \$ 40.00            |                   |                   | \$ 40.00      |
| Office Depot - Office supplies                                     | \$ 85.94            |                   |                   | \$ 85.94      |



Allowance of Claims

January 21 - February 9, 2016

Page Two

|   |               |             |              |               |
|---|---------------|-------------|--------------|---------------|
| PFM Asset Management LLC - December investment services             | \$ 937.11     |             |              | \$ 937.11     |
| Rachel Tierney - Biological Assessment for Admin Bldg. Project      |               |             | \$ 1,806.25  | \$ 1,806.25   |
| Ready Refresh by Nestle - Monthly cooler rental & drinking water    | \$ 83.01      |             |              | \$ 83.01      |
| Reliance Standard Life Insurance Co. - Feb. LTD insurance premiums  | \$ 755.12     | \$ 54.05    |              | \$ 809.17     |
| RFC - Miscellaneous Fees Project                                    |               |             | \$ 2,705.00  | \$ 2,705.00   |
| S.B.County Air Pollution Control Dist. - Small annual emissions fee | \$ 416.59     |             |              | \$ 416.59     |
| Santa Barbara County CAER - Membership dues                         | \$ 50.00      |             |              | \$ 50.00      |
| SB Printer.com - 8 wallet cards                                     | \$ 23.24      |             |              | \$ 23.24      |
| SDRMA - February Dental/Life insurance premiums                     | \$ 726.23     | \$ 89.04    |              | \$ 815.27     |
| Silvia's Cleaning Company, Inc. - January cleaning services         | \$ 310.00     |             |              | \$ 310.00     |
| Southern California Edison - Monthly service/main facility          | \$ 3,780.11   |             |              | \$ 3,780.11   |
| Southern California Edison - Monthly service/Emily                  | \$ 197.39     |             |              | \$ 197.39     |
| Specialty Tool & Bolt - Spray paint for street sweeper              |               | \$ 72.19    |              | \$ 72.19      |
| Stantec - Mesa Rd. Project construction management                  |               |             | \$ 11,702.84 | \$ 11,702.84  |
| TelePacific Communications - Monthly internet service               | \$ 210.71     |             |              | \$ 210.71     |
| Tierra Contracting, Inc. - Lower MHs on Royal Linda                 | \$ 4,600.00   |             |              | \$ 4,600.00   |
| Underground Service Alert - January "Dig Alerts"                    | \$ 58.50      |             |              | \$ 58.50      |
| US Bank - Quarterly investment services (Oct. - Dec.)               | \$ 851.47     |             |              | \$ 851.47     |
| Verizon California - Monthly service/main facility                  | \$ 222.94     | \$ 14.23    |              | \$ 237.17     |
| Verizon California - Monthly service/SCADA                          | \$ 254.77     |             |              | \$ 254.77     |
| Whetstone's Bookbindery - Bind 2015 Board Minutes                   | \$ 93.15      |             |              | \$ 93.15      |
| Winema Industrial & Safety Supply - O2 sensor for gas detector      | \$ 313.90     |             |              | \$ 313.90     |
|   |               |             |              | \$ -          |
| <b>TOTAL SERVICES &amp; SUPPLIES</b>                                | \$ 187,432.19 | \$ 4,924.75 | \$ 63,285.50 | \$ 255,642.44 |

Payroll - Pay Period Ending: January 20 & February 3, 2016

\$ 79,527.20

**GRAND TOTAL - Fund 4900**

**\$ 335,169.64**