

**MINUTES OF THE REGULAR MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
November 1, 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 5:31 PM.

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

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

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Mr. Mark Nation, General Manager/Superintendent

**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**

None.

**5. APPROVAL OF THE MINUTES**

(16-11-81)

Upon a motion by Director Turenchalk, seconded by Director Lewis, the Board unanimously approved the minutes of both the Special Board Meeting of September 30, 2016 and the Regular Board Meeting of October 4, 2016 as written.

**6. PRESENTATION OF THE 2015-2016 ANNUAL FINANCIAL STATEMENTS**

Danna McGrew of Bartlett, Pringle and Wolf, LLC (BPW) presented the 2015-2016 Annual Financial Statements and answered questions from the Board. BPW issued a "clean opinion" on the audit.

(16-11-82)

Upon a motion by Director Lewis, seconded by Director Meyer, the Board unanimously accepted the 2015-2016 Annual Financial Statements as presented.

7. **REVIEW FIRST QUARTER FY 2016-2017 FINANCIAL REPORT**

(16-11-83)

Upon a motion by Director Lewis, seconded by Director Turenchalk, the Board unanimously accepted the First Quarter FY 2016-2017 Financial Report as presented.

8. **CONSIDERATION OF THE DRAFT FALL NEWSLETTER**

(16-11-84)

Upon a motion by Director Bearman, seconded by Director Lewis, the Board unanimously approved the fall newsletter as presented and authorized distribution.

9. **CONSIDER APPROVAL OF UCSB AGREEMENT FOR LAND DEVELOPMENT IMPROVEMENTS AND DEDICATION, EASEMENT AGREEMENT AND OFFER TO DEDICATE**

(16-11-85)

Upon a motion by Director Bearman, seconded by Director Lewis, the Board unanimously approved the following agreements with UCSB:

- Agreement for Land Development Improvements and Dedication
- Easement Agreement
- Irrevocable Offer to Dedicate and Certificate of Acceptance

10. **WEB POSTING OF GWSD COMMITTEE AGENDA & PACKETS**

The Board President directed the Public Relations Committee to meet and discuss this item and then return to the Board with a report.

11. **DISCUSSION REGARDING CANCELING THE NOVEMBER 15, 2016 REGULAR BOARD MEETING AND SCHEDULING A SPECIAL BOARD MEETING FOR NOVEMBER 22, 2016**

Following a Board discussion the Board President canceled the Regular Board Meeting on November 15, 2016 and scheduled a Special Board Meeting for November 22, 2016.

12. **COMMUNICATIONS**

None.

13. **REPORTS**

**Operations Report**

The General Manager provided a report.

**Finance Committee Meeting**

Director Lewis provided a report on the committee meeting.

**Management Committee Meeting**

President Geyer provided a report on the committee meeting.

**Public Relations Committee Meeting**

Director Turenchalk provided a report on the committee meeting.

**Goleta Water District Board Meeting**

Director Turenchalk provided a report on the Board meeting.

**Goleta Sanitary District Board Meeting**

Director Meyer provided a report on the Board meeting.

**Santa Barbara Airport Commission Meeting**

Director Lewis provided a report on the meeting.

**SBCSDA Board Meeting**

Director Meyer provided a report on the board meeting.

**SBCSDA Chapter Meeting**

Director Meyer provided a report on the chapter meeting.

**Other Director Reports**

Director Lewis provided a report on a recent IVR&PD board meeting.

**14. FUTURE AGENDA ITEMS**

None.

**15. CLOSED SESSION: Employee Performance Evaluation**

**(Gov't Code Section 54957)**

**Employee: General Manager/Superintendent**

**Quarterly Update Report (3<sup>rd</sup> Quarter 2016)**

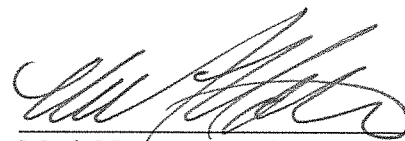
The Board went into closed session at 6:23PM.

The Board returned from closed session at 6:29PM.

No action was taken.

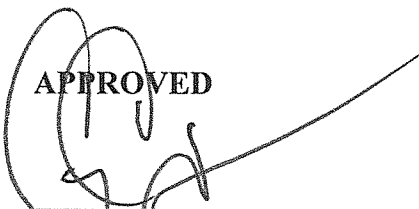
**16. ADJOURNMENT**

There being no further business, President Geyer adjourned the meeting at 6:31PM.



Mark Nation, Board Secretary

**APPROVED**



Craig Geyer, Board President

# GOLETA WEST SANITARY DISTRICT

## Operating Report for September 27, - October 25, 2016

### I. Administration

Completed routine administrative duties.

Completed 1<sup>st</sup> quarter (July – September) Financial Report.

Staff and Danna McGrew from BPW conducted interviews for the Office Manager position.

Completed schedule for disposal #2 of District files as they relate to the District's Records Retention Policy.

Staff attended a Special Board Meeting, Management Committee and a Public Relations Committee meeting.

Staff continues to work with the developer of Hollister Village to complete all the requirements needed for dedication of the public sewer facilities to the District.

Recorded the Dedication Agreement for the low income housing portion of the Village at Los Carneros Development.

Staff worked with Terrain Consulting and the PR Committee on the winter 2016 GWSD Newsletter.

Staff worked with District Auditors to complete the Draft Financial Statements.

### II. Collection System Maintenance

Submitted the No-Spill Certification to the State CIWQS database for no spills during the month of September 2016.

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

The crew is currently performing routine CCTV pipeline inspection primarily in easement areas south of Hollister Avenue. A summary of sewer operations for the time period is included with the operations report.

Staff continues to focus on FOG (fats, oils & grease) inspection at restaurants around the District. Inspection of restaurants for 2016 is nearing completion.

The crew continues inspection of the sewer improvements for the Village at Los Carneros Project as needed.

Staff continues to work with Phil Brittain Electrician regarding adding a couple of alarm points to SCADA at Emily Lift Station.

Staff repaired two concrete manhole crowns on the Evergreen Off-tract easement.

The crew replaced the sump pump at the Emily Lift Station.

Plan check was performed for tenant improvements at Albertson's Market.

All field staff participated in annual audiograms as part of the District's safety program.

Duty personnel were called out the evening of October 6, 2016 to a possible spill at 6545 Trigo Rd. This is a mixed use building at the top of the loop in Isla Vista. The problem turned out to be with the private sewer not a District problem. Staff along with the Fire Department contacted the property owners to request that they contact a plumber to report to the site to resolve the issue. Per District procedures staff contacted County Environmental Health to report the private spill.

Staff completed plan check and issued a fee estimate for the new Pacific Beverage Co. facility proposed at Cabrillo Business Park.

A service technician from Duthie Power Services was on site for two days to perform annual maintenance and testing of the District's two emergency generators, the portable Honda generator, and the CCTV van power generator.

Staff received training from Chad Neville of Industrial Scientific, Inc. on the District's new portable gas detectors and docking station.

Staff received Ergonomic and Biomechanics training from Tim Brent of CSRMA.

Staff received tailgate safety training on proper use, storage and disposal of pesticides.

Staff observed water leaking up from the ground near the incoming water supply in front of PS1. Staff was able to isolate the leaking line to stop flow and investigated, but was unable to determine the precise location of the leak. It is on the industrial water line that supplies PS1 and PS2. American Leak Detection has been called in to determine the location of the leak so that it can be repaired.

### **III. Industrial Waste**

Staff began the annual Industrial Wastewater Discharge Permit renewal process with all permitted industries within the District.

Staff issued an Industrial Wastewater Discharge Permit to Outer Aisle Gourmet, LLC. They are a new food manufacturing facility, gluten-free bread and pizza dough, located on Santa Felicia Drive. Staff continues to correspond with them regarding the installation of a sample manhole.

Staff sent friendly reminders to all Class 4 industries to conduct their required 4<sup>th</sup> Quarter Self-Monitoring and submit the report before December 31, 2016.

Staff collected quarterly Non-Industrial Source Control (NISC) samples from three designated locations within the District.

Staff collected Industrial Wastewater Discharge Permit compliance samples for the following industries: Costco Wholesale, Cree SB Technology Center, Karl Storz Imaging, and Medtronic, Inc.

#### IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicle – none to report at this time

Hours – 78.7

Miles- 612.3

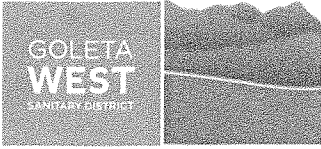
Loads- 28

##### Sweeper Maintenance

- Drilled extra holes for gutter brooms on Crosswind to keep them extended and pinned out for safety when servicing.
- Batteries on Eagle were tested by Interstate Batteries.
- Velocity Truck replaced a/c pump and recharged cooling system on Eagle.

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

Goleta West Average Daily Flow	September 2016	MGD 1.2571; 39.39%
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# Sewer Operations Cleaning Summary from September 28, 2016 to October 24, 2016

Your environmental partner since 1954

<b>Description</b>	<b>Quantity</b>
<b>Feet Cleaned</b>	
Hot Spot	7,603 ft.
Root Cutting	6,903 ft.
	<hr/>
	<b>14,506 ft.</b>
<b>Lines Cleaned</b>	
Hot Spot	28 lines
Root Cutting	26 lines
	<hr/>
	<b>54 lines</b>
<b>Other Work Orders</b>	
CCTV Work Order	44 Work Orders
FOG Inspection	5 Work Orders
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	<b>49 Work Orders</b>

**GOLETA WEST SANITARY DISTRICT  
ALLOWANCE OF CLAIMS  
September 28 - October 25, 2016**

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
ADP, LLC - Payroll processing for period ending 09/14/16	\$ 241.05	\$ 26.78		\$ 267.83
ADP, LLC - Payroll processing for period ending 09/28/16	\$ 225.35	\$ 25.04		\$ 250.39
ADT Security Services - Quarterly alarm service/main facility	\$ 249.96			\$ 249.96
Aqua-Flo - Maintenance supplies	\$ 68.29			\$ 68.29
AT&T - Monthly service/Main facility	\$ 104.33	\$ 6.66		\$ 110.99
AT&T Mobility - Monthly cell phones & iPads service	\$ 379.84			\$ 379.84
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolf, LLP - 2015-2016 Audit	\$ 11,697.30	\$ 1,299.70		\$ 12,997.00
Bio-Acoustical Corp. - Hearing tests for employees	\$ 200.00	\$ 40.00		\$ 240.00
Brownstein, Hyatt, Farber, Schreck - Legal services	\$ 2,334.00	\$ 2,777.00	\$ 5,761.86	\$ 10,872.86
Brownstein, Hyatt, Farber, Schreck - Legal services	\$ 3,924.00		\$ 5,006.08	\$ 8,930.08
CalPERS - Pension contributions; 09/15/16 - 09/28/16	\$ 3,853.05	\$ 198.37		\$ 4,051.42
CalPERS - Pension contributions; 09/29/16 - 10/12/16	\$ 3,853.05	\$ 198.37		\$ 4,051.42
CalPERS - Pension contributions; 10/13/16 - 10/26/16	\$ 3,853.05	\$ 198.37		\$ 4,051.42
CalPERS - October health insurance premium	\$ 10,940.89	\$ 761.50		\$ 11,702.39
CalPERS - November health insurance premium	\$ 10,953.11	\$ 761.50		\$ 11,714.61
CITIG - Computer support services	\$ 87.50			\$ 87.50
CITIG - Computer support services; iPad implementation	\$ 1,423.01			\$ 1,423.01
COSTCO Membership - Annual membership fee	\$ 110.00			\$ 110.00
County of S.B. Public Works - Dispose of Plotter & fluorescent lights	\$ 60.00			\$ 60.00
Craig Geyer - SBCSDA meal & travel reimbursements	\$ 76.72			\$ 76.72
Craig Geyer - SBCSDA meal & travel reimbursements	\$ 52.11			\$ 52.11
CWEA - Membership fees; Mark Nation & Ken Spencer	\$ 344.00			\$ 344.00
Datco Service Corporation - Quarterly service fee (Oct. - Dec.)	\$ 136.50			\$ 136.50
First Bankcard - Envelopes; conf exp; mtg exp; WEF membership	\$ 2,644.82			\$ 2,644.82
Frontier Communications - Monthly service/main facility	\$ 227.97	\$ 14.55		\$ 242.52
Frontier Communications - Monthly service/SCADA	\$ 254.71			\$ 254.71
Frontier Communications - Monthly service/Emily	\$ 113.42			\$ 113.42
Goleta Building Materials, Inc. - Two 60 lbs bags of concrete	\$ 12.44			\$ 12.44
Goleta Sanitary District - July treatment, Fixed Assets; Capital	\$ 64,411.73		\$ 494.14	\$ 64,905.87
Goleta Sanitary District - Aug. treatment, Fixed Assets; Capital	\$ 128,825.22		\$ 58,626.56	\$ 187,451.78
Goleta Valley Chamber of Commerce - Lemon Festival Sponsorship		\$ 5,000.00		\$ 5,000.00
Goleta Water District - Monthly service/Emily	\$ 75.36			\$ 75.36
Haaker Equipment Company - Maintenance parts for sweeper		\$ 299.43		\$ 299.43
Home Depot Credit Services - Maintenance supplies & parts	\$ 212.26			\$ 212.26
Jaimes Landscape - September landscape maintenance	\$ 300.00			\$ 300.00
Kimball Midwest - Assorted bolts & drill bit refill		\$ 753.76		\$ 753.76
Larrys Auto Parts - Maintenance parts for street sweeper		\$ 78.01		\$ 78.01
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 1,250.00			\$ 1,250.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 650.00			\$ 650.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 1,250.00			\$ 1,250.00
MarBorg Industries - 25YD roll-off & recycle fees	\$ 201.46	\$ 805.83		\$ 1,007.29
MarBorg Industries - 25YD roll-off rental fee	\$ 24.66	\$ 98.64		\$ 123.30



Allowance of Claims

September 28, 2016 - October 25, 2016

Page Two

MarBorg Industries - 25YD roll-off & recycle fees	\$ 400.95	\$ 1,603.79		\$ 2,004.74
MarBorg Industries - 25YD roll-off & recycle fees	\$ 145.86	\$ 583.45		\$ 729.31
Mark Nation - SBCSDA Chapter Meeting meal reimbursement	\$ 40.00			\$ 40.00
McCormix Corp - Fuel for street sweeper		\$ 116.64		\$ 116.64
Mission Linen Supply - September uniform service	\$ 757.23	\$ 133.63		\$ 890.86
MNS Engineers, Inc. - Phase VI Pipeline & MH Maintenance Project			\$ 15,033.75	\$ 15,033.75
PFM Asset Management LLC - August Investment Services	\$ 1,244.23			\$ 1,244.23
Ready Refresh by Nestle - Monthly cooler rental & drinking water	\$ 95.58			\$ 95.58
Reliance Standard Life Insurance Co. - Nov. LTD insurance premiums	\$ 774.74	\$ 54.05		\$ 828.79
SDRMA - October Dental/Life insurance premiums	\$ 847.81	\$ 89.04		\$ 936.85
Southern California Edison - Monthly service/Emily	\$ 239.93			\$ 239.93
Southern California Edison - Monthly service/main facility	\$ 862.97			\$ 862.97
Stantec Consulting Services, Inc. - IV Sewer Main Replacement Proj.			\$ 20,026.71	\$ 20,026.71
State Board of Equalization - Underground storage tank maint fees	\$ 242.34			\$ 242.34
Teledyne Instruments, Inc. - Sampler control boxes	\$ 379.47			\$ 379.47
TelePacific Communications - Monthly internet service	\$ 179.00			\$ 179.00
The Corwin Group, Inc. - Phelps Road Project			\$ 8,947.13	\$ 8,947.13
Underground Service Alert - September "Dig Alerts"	\$ 43.50			\$ 43.50
Velocity Truck Center - Maintenance parts for Crosswind sweeper		\$ 127.18		\$ 127.18
Velocity Truck Center - Maintenance parts for Crosswind sweeper		\$ 288.35		\$ 288.35
Velocity Truck Center - Repair AC on Eagle street sweeper		\$ 1,040.97		\$ 1,040.97
WEX Bank - Fuel for District vehicles	\$ 496.69	\$ 371.22		\$ 867.91
				\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 262,471.46</b>	<b>\$ 17,751.83</b>	<b>\$ 113,896.23</b>	<b>\$ 394,119.52</b>

Payroll - Pay Periods Ending: September 28 & October 12, 2016

\$ 60,991.98

**GRAND TOTAL - Fund 4900**

**\$ 455,111.50**