

**MINUTES OF THE REGULAR BOARD MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
MAY 6, 2025**

In-person meeting

POSTING OF THE AGENDA

The agenda 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 this regular meeting.

1. CALL TO ORDER

President Geyer called the meeting to order at 5:32 PM

2. ROLL CALL: BOARD MEMBERS PRESENT

Margaret Zhu
David Lewis
Robert Thomas
Eva Turenchalk
Craig Geyer

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Jena Acos – District Counsel
Kate Tipple – District Counsel (attended remotely)
Brian McCarthy – General Manager/Board Clerk-Secretary
Joey Hilliard – Utility IV
Kristyn Lopez – Office Manager

OTHERS PRESENT

Dean Nevins – Goleta Sanitary District

3. REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449

No request for remote participation.

4. APPROVE THE ORDER OF THE AGENDA

President Geyer pulled Item #10 from the Consent Calendar on the agenda and referred the Item to Discussion-Action Item #10.A.

5. PUBLIC COMMENT

No public comment.

6. GENERAL MANAGER UPDATES

The General Manager provided a report.

7. LEGAL COUNSEL UPDATES

Legal Counsel provided an update on CA AB1079, the California Voting Rights Act.

CONSENT CALENDAR

(25-05-17)

Upon a motion by Director Lewis, seconded by Director Thomas, the Board approved Item 8 and Item 9 in the Consent Calendar as presented by unanimous vote (5 – 0).

8. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF APRIL 1, 2025

9. APPROVAL OF 2025 FEBRUARY FINANCIAL REPORT

10. Moved to Item 10.A.

DISCUSSION-ACTION AGENDA

10.A. AUTHORIZE GENERAL MANAGER TO EXECUTE AN ENGAGEMENT LETTER WITH HUTCHINSON & BLOODGOOD LLP FOR THE AUDIT OF THE DISTRICT FINANCIAL STATEMENTS FOR FY 2023-24

(25-05-18)

Director Geyer recommended the District agrees to three consecutive fiscal year audit services.

Upon a motion by Director Geyer, seconded by Director Lewis, the Board approved Hutchinson & Bloodgood LLP for the audit of the District for three fiscal years as presented by the following roll call vote:

AYES: Turenchalk, Thomas, Zhu, Lewis, Geyer
NOES: None
ABSTAIN: None
ABSENT: None

11. CONSIDERATION OF RESOLUTION NO. 25-836 TO ADOPT AN ELECTRONIC SIGNATURE USE POLICY AS SECTION 24 IN THE BOARD POLICY HANDBOOK

(25-05-19)

The General Manager gave a brief summary. This Item was pulled from the previous board agenda for further discussion by the management committee and recommends Board to adopt Resolution No. 25-836 the Electronic Signature Use Policy as Section 24 in the Board Policy Handbook.

Upon a motion by Director Turenchalk, seconded by Director Zhu, the Board adopted Resolution No. 25-836 the Electronic Signature Use Policy, as presented by the following roll call vote:

AYES: Turenchalk, Thomas, Geyer, Lewis, Zhu
NOES: None
ABSTAIN: None
ABSENT: None

The Board took a brief recess at 5:47 PM and reconvened at 5:48 PM.

12. CONSIDERATION OF REQUEST FOR SEWER AVAILABILITY LETTER FROM CITY VENTURES FOR PROPOSED 59-UNIT TOWNHOME DEVELOPMENT AT 7360 HOLLISTER AVENUE

(25-05-20)

The General Manager gave a brief summary explaining the District hydraulic engineering contractor performed a hydraulic flow model to project the impacts of the proposed development and no capacity issues were found. Upon a motion by Director Turenchalk, seconded by Director Thomas, the Board approved authorizing the General Manager to issue a Sewer Availability Letter for 59 ERU (Equivalent Residential Unit) to City Ventures for 7360 Hollister Avenue, as presented by unanimous vote (5 – 0).

13. CONSIDERATION OF JOB DESCRIPTIONS FOR THE GENERAL MANAGER AND THE SUPERINTENDENT POSITIONS

(25-05-21)

The General Manager gave a brief summary. This Item was further discussed by the personal committee and recommends approval. Upon a motion by Director Turenchalk, seconded by Director Thomas, the Board approved the revised separate job descriptions for the positions of the General Manager and Superintendent, as presented by unanimous vote (5 – 0).

14. CONSIDERATION OF ANNUAL COST OF LIVING ADJUSTMENT (COLA) FOR DISTRICT EMPLOYEES

(25-05-22)

The General Manager gave a brief summary. This Item was further discussed by the personal committee and recommends approval. Upon a motion by Director Zhu, seconded by Director Thomas, the Board adopted Resolution No. 25-837 to provide for a 3.0% COLA, increasing wages for District employees effective July 1, 2025, as presented by the following roll call vote:

AYES: Lewis, Geyer, Turenchalk, Thomas, Zhu
NOES: None
ABSTAIN: None
ABSENT: None

15. AD HOC SUCCESSION PLANNING UPDATE TO THE BOARD

(25-05-23)

The Ad Hoc Succession Planning Committee provided an update on the recruitment for the General Manager position. Upon a motion by Director Thomas, seconded by Director Zhu, the Board ratifies the approval of the recruitment packet, as presented by unanimous vote (5 – 0).

INFORMATION ITEMS

16. COMMUNICATIONS

Received.

17. REPORTS

A. Operations Report

The General Manager provided a report.

B. Santa Barbara Airport Commission Meeting

Cancelled

C. Special Management Committee Meeting

Director Geyer provided a report

D. Goleta Sanitary District Board Meeting

Director Thomas provided a report

E. Special Personnel Committee Meeting

Director Zhu provided a report

F. SBCCSDA Chapter Meeting

Director Zhu provided a report

G. Ad Hoc Succession Plan Meeting

Director Turenchalk provided a report

H. Special Finance Committee Meeting

Director Lewis provided a report

18. FUTURE AGENDA ITEMS

None.

At 6:08 PM The Board President adjourned the meeting into closed session.

19. CLOSED SESSION:

- A. **CONFERENCE WITH LEGAL COUNSEL FOR THE EXISTING LITIGATION**
Litigation pursuant to Government Code section 54956.9(d)(1): Reference: Central Coast Regional Water Quality Control Board Notice of Violation issued March 4, 2024.
- B. **LEGAL COUNSEL PROVIDED AN EXPLANATION OF DUTIES**
Public Employee Performance Evaluation (Gov. Code section 54957(b)(1).)

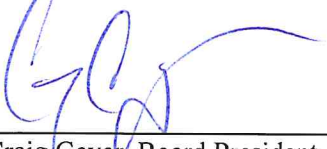
At 7:01 the Board reconvened into open session.

District Council reported out from closed session that no action was taken by the Board on the closed session items.

20. ADJOURNMENT

There being no further business, President Geyer adjourned the meeting at 7:02 PM.

APPROVED



Craig Geyer, Board President



Brian McCarthy, Board Clerk-Secretary

Operations Report

March 25 – April 29, 2025

Administration

The transition to Acumatica continues to go well. The Acumatica Implementation Team from Bartlett, Pringle & Wolf, LLP continues to meet with District staff to train on various modules within Acumatica. Once modules are debugged and functional, they are brought on-line. Modules for Purchase Orders are expected to be integrated in Acumatica mid-May. The Office Manager completed manual billing for schools and capital fund accounts in the new system that were mailed out on May 2, 2025.

The Sewer System Management Plan Audit continues with staff and the District consultant, Fischer Compliance.

BHFS (Alicia Harrison, Senior Planner) is working closely with EGA (Ed Galindo, Architect), Newton Construction & Management to complete the resubmittal packet for a Building Permit for Phase 2 of the Buildings Improvement Project. Once the submittal is remitted to the City of Santa Barbara for the New Administration Building on May 2, 2025 and we anticipate an approximate 4-week turn around time for a determination from the City.

HiTec Concepts, Inc. has been meeting with staff and have ordered a new SCADA server. They are assessing our current system, gathering data and ID information. They will soon begin configuring the new SCADA system with input from staff.

Sewer Availability Letters were issued for the following:

- Garage conversion to ADU at 7063 Del Norte Drive
- Construction of an ADU at 6457 Trigo Road

Permits for Sewer Service were issued for the following:

- 250 Storke Road, Suite G – ADU
- 6693 Hollister Avenue – Tenant Improvements, Deckers
- 5 Violet Lane – Construction of a new SFR
- 232 Coronado Drive – ADU

Staff completed a plan check and issued fee estimates for the following:

- 6529 B Trigo Road tenant improvements

Staff completed final inspection and permit signoff for the following:

- Tenant improvements at 6693 Hollister Ave (Deckers Outdoors campus)

Staff attended City of Goleta Development Review Committee (DRC) meeting for proposed self-storage development in Cabrillo Business Park on Navigator Way.

New computers were purchased and installed by CITIG for the Office Manager and General Manager.

Staff are in the process of preparing District charges to submit to the County of SB for inclusion on the annual Tax Roll.

Staff continue to meet regularly with BPW and BHFS to discuss pending District matters to coordinate and prioritize efforts.

Staff completed the 2025 1st quarter 2025 Facility and Vehicle Safety Inspections.

Staff received Safety Training on the following:

- The District's Workplace Violence Prevention Plan
- Heavy Machinery Operation
- Heat Illness Prevention
- Valve Vault and Valve Exercise Procedures

Collection System

Staff worked with Venco Controls to complete electrical repairs to Pump 2 in Pump Station 1.

San Luis Powerhouse conducted annual maintenance and load testing on the District stationary and portable generators.

Staff completed hydro cleaning the Los Carneros 24-inch, Homes at Sandpiper, Quiet Frenzy, and Willow Springs.

All scheduled Hot Spots and Root Cuts were completed for March and April.

Staff completed easement clearing of the Los Carneros off tract.

Staff are currently hydro cleaning Hollister Avenue from Las Armas to Pacific Oaks. This work requires traffic control on Hollister Avenue.

Industrial Waste & Environmental Compliance

Staff received and reviewed 2025 1st Quarter laboratory results for all Class IV Industries for compliance with their Industrial Wastewater Discharge Permit limits.

Staff prepared and mailed reimbursement invoices to all Class IV 2025 Industries for 1st Quarter Industrial Wastewater Discharge Permit compliance sampling laboratory costs.

Staff conducted an Industrial Wastewater Discharge Permit compliance inspection at Teledyne FLIR.

Street Sweeping

Street sweeping schedule changes and makeup dates continue to be posted on the District website. The District's new Utility Worker I has obtained his commercial driver learners permit and has been training with the District's long-time sweeper operator and others. The sweeping program remains on schedule and continues to safely provide outstanding service.

Graffiti: None reported
Abandoned Vehicles: Reported abandoned silver Honda Civic at Mathilda Drive and Strehle Lane to the City of Goleta Code Enforcement Officer.

Hours: 77.8

Miles: 721.5

Loads: 46

Maintenance: Routine inspections and maintenance of street sweepers are performed per schedule or as needed. Replaced side mirror and bracket, and starter motor on the auxiliary engine on the RegenX.

Marborg: None reported

Table of Treatment Capacity at the GSD Regional Wastewater Treatment Plant

GWSD Average Daily Flow	March 2025	2.147 MGD; 43.1894 %
-------------------------	------------	----------------------



Sewer Operations Cleaning Summary from March 25, 2025 to April 29, 2025

Your environmental partner since 1954

Description	Quantity
Feet Cleaned	
Hydroclean	18,745 ft.
Hot Spot	14,291 ft.
Hydroflush	5,168 ft.
Root Cutting	1,564 ft.
<hr/> 39,768 ft.	
Lines Cleaned	
Hydroclean	94 lines
Hot Spot	52 lines
Hydroflush	14 lines
Root Cutting	6 lines
<hr/> 166 lines	
Other Work Orders	
Service Call	1 Work Order
<hr/> 1 Work Order	

Goleta West Sanitary District**Allowance of Claims****2/28/25 - 4/28/25**

Rev_n

Vendor ID	Vendor Name	Transaction Description	Check Date	Document	Amount
ADP01	ADP Inc	Payroll Fees	3/14/2025		1,094.50
ADP01	ADP Inc	Payroll Fees	4/11/2025		613.20
AIR01	Air Pollution Control District	Emission Fees	3/7/2025		831.01
AIR01	Air Pollution Control District	Emission Fees	3/24/2025		307.00
ALL01	Alliant Insurance Services	Insurance	4/14/2025		875.00
AQU01	Aqua-Flo Supply	Vehicle Parts	4/11/2025		131.02
BAR01	Bartlett Pringle & Wolf LLC	Accounting, IT, & Audit	3/7/2025		37,772.50
BAR01	Bartlett Pringle & Wolf LLC	Accounting, IT, & Audit	4/4/2025		48,104.00
BAR01	Bartlett Pringle & Wolf LLC	Accounting, IT, & Audit	4/28/2025		28,601.00
BOONE	Boone Graphics	Business Card	2/28/2025		101.62
BOONE	Boone Graphics	Business Card	3/7/2025		101.62
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Fees	4/4/2025		77,516.50
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Fees	4/18/2025		66,435.00
CAL03	Public Employees HEALTH	CalPERS Health Insur	3/5/2025		22,608.69
CAL03	Public Employees HEALTH	Health Insurance	4/8/2025		20,136.59
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	3/5/2025		4,839.94
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	3/5/2025		1,321.90
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	3/19/2025		4,839.94
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	3/19/2025		1,321.90
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	3/27/2025		52.83
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	3/27/2025		9,475.25
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	4/3/2025		1,321.90
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	4/3/2025		4,839.94
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	4/17/2025		4,839.94
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	4/17/2025		1,321.90
CAN01	Cannon Corp	Pump Station	3/24/2025		1,674.35
CAN01	Cannon Corp	Software Upgrades	4/11/2025		82.05
CIN01	Cintas Corporation	Office Supplies	3/24/2025		129.86
CIN01	Cintas Corporation	Office Supplies	4/28/2025		39.22
CIT03	City of Santa Barbara	City Permit for Spill repairs	3/4/2025		1,251.85
CITIG06	Channel Islands Technology Integrators' Group	Computer Support	3/7/2025		3,145.06
CITIG06	Channel Islands Technology Integrators' Group	Computer Services	4/11/2025		8,096.31
CITIG06	Channel Islands Technology Integrators' Group	Computer Services	4/18/2025		4,498.81
COA01	Coastal Copy	Contract Charge	3/24/2025		772.76
COA01	Coastal Copy	Contract Charge	4/11/2025		710.24
COA01	Coastal Copy	Contract Charge	4/18/2025		854.93
COA02	Coastline Equipment	Vehicle Repairs	4/11/2025		6,211.85

COU13	County of Santa Barbara Dept of Public Works	IRWM Program	3/24/2025	760.90
CSR02	CSRMA c/o Alliant Insurance Services, Inc.	Insurance	4/4/2025	875.00
CSR02	CSRMA c/o Alliant Insurance Services, Inc.	2025 PIP Insurance	4/11/2025	80,727.46
DAL01	Dal Pozzo Tire Corp	Vehicle Parts	4/11/2025	530.23
DAT01	Datco Service Corp	Q2 Service Fees	4/11/2025	204.00
DAV01	David Lewis	Reimbursement	3/24/2025	60.00
DAV01	David Lewis	Reimbursement	4/4/2025	40.00
DEE01	Deep Blue Integration, Inc.	Fire Alarms	4/4/2025	660.00
ENV01	Environmental Health Services	Waste Disposal	4/11/2025	1,261.00
FGL01	FGL Environmental	Spill Support	3/24/2025	1,195.00
FGL01	FGL Environmental	Spill Support	4/4/2025	5,045.00
FGL01	FGL Environmental	Spill Support	4/18/2025	8,103.00
FIL01	Filippin Engineering	Construction Services	4/11/2025	450.00
FIR01	First Bankcard	Credit Card	3/20/2025	2,240.65
FIR01	First Bankcard	Credit Card	4/14/2025	3,358.97
FIR02	FirstNet	Phones	2/28/2025	425.31
FIR02	FirstNet	Phones	3/25/2025	425.31
FIR02	FirstNet	Phones	4/25/2025	425.31
GOL01	Goleta Building Materials	Concrete	4/11/2025	488.83
GOL02	Goleta Sanitary District	Water Treatment	3/24/2025	507,253.51
GOL02	Goleta Sanitary District	Water Treatment	4/18/2025	551,269.56
GOL04	Goleta Water District	Water	4/18/2025	136.25
GRA03	Grainger	Fire Hose	4/8/2025	527.46
GSN01	Geosyntec	Spill Support	3/24/2025	431.24
HAA01	Haaker Equipment Company	CO2 Canisters	3/7/2025	181.86
HAA01	Haaker Equipment Company	Supplies	3/24/2025	129.08
HAA01	Haaker Equipment Company	Supplies	4/4/2025	27,407.87
HAA01	Haaker Equipment Company	Supplies	4/11/2025	244.03
HOM01	Home Depot Credit Svcs	Late Fee	3/7/2025	20.00
INB01	Interstate Battery	Pump Repairs	4/28/2025	570.12
IND02	Industrial Scientific Corp.	Pump Supplies	4/18/2025	47.83
IND02	Industrial Scientific Corp.	Pump Supplies	4/28/2025	1,370.50
JVE01	J.V. Enterprises	Smoke Tests	3/24/2025	200.00
JVE01	J.V. Enterprises	Smoke Tests	4/18/2025	200.00
LAR01	Larry's Auto Parts	Vehicle Parts	4/11/2025	177.40
LENZ0001	Lenz Pest Control, Inc	Pest Inspection	4/18/2025	125.00
LIN01	Lincoln National Life Ins	457 Plan	2/28/2025	2,483.19
LIN01	Lincoln National Life Ins	457 Plan	3/11/2025	2,404.39
LIN01	Lincoln National Life Ins	457 Plan Contributions	3/11/2025	2,404.39
LIN01	Lincoln National Life Ins	457 Plan Contributions	3/28/2025	2,392.86

LIN01	Lincoln National Life Ins	457 Plan Contributions	4/10/2025	2,463.41
LIN01	Lincoln National Life Ins	457 Plan Contributions	4/22/2025	2,032.10
LOPKRI001	Kristyn Lopez	Reimbursement	4/28/2025	448.00
MAR01	Marborg Industries	Rolloff and Waste Disposal	3/7/2025	1,954.29
MAR01	Marborg Industries	Rolloff and Waste Disposal	3/24/2025	2,632.10
MAR01	Marborg Industries	Rolloff and Waste Disposal	4/18/2025	179.18
MCC02	McCormix Corporation	Fuel	4/4/2025	990.59
MIS01	Mission Linen Supply	Uniforms and Towels	3/7/2025	1,497.86
MIS01	Mission Linen Supply	Uniforms	4/4/2025	1,390.14
MSW01	Mountain Spring Water	Water Delivery	3/24/2025	78.70
MSW01	Mountain Spring Water	Water Delivery	4/11/2025	50.35
SAN01	San Luis Powerhouse	Regulator Repairs	4/11/2025	1,739.70
SAN03	Sansum-SBMFC Occupational Medicine Center	Employee Physical	4/18/2025	1,010.00
SBCCSDA	SBCCSDA	Meetings	4/28/2025	240.00
SIL01	Silvia's Cleaning Company, Inc.	Cleaning	3/24/2025	1,300.00
SIL01	Silvia's Cleaning Company, Inc.	Cleaning	4/11/2025	1,300.00
SMA01	SmartCover	Renewal	4/28/2025	3,600.00
SMI01	Smith & Loveless Inc.	Vehicle Parts	4/11/2025	401.10
SOC01	So Cal Pest Control	Maintain Bait Stations	3/7/2025	230.00
SOU02	Southern California Edison Co	Electricity	3/14/2025	606.73
SOU02	Southern California Edison Co	Electricity	3/27/2025	7,187.04
SOU02	Southern California Edison Co	Electricity	4/7/2025	564.32
SOU02	Southern California Edison Co	Electricity	4/23/2025	5,847.41
SOU05	South Coast Recycling & Transfer Station	Vehicle Repairs	4/18/2025	12.00
SPE03	Special District Risk Management Authority (SDRM Insurance		3/24/2025	915.07
SPE03	Special District Risk Management Authority (SDRM Insurance		4/11/2025	915.07
SUL01	Sulzer Electro Mechanical Services Inc	Pump Station	4/8/2025	13,269.04
TAF01	Taft Electric Company	Electricity	4/18/2025	558.78
THE02	The Gas Company	Gas	3/24/2025	288.91
THE02	The Gas Company	Gas	4/11/2025	35.76
TRL01	Trusted Legal	Legal Fees	4/4/2025	24.00
TRL01	Trusted Legal	Legal Fees	4/8/2025	240.00
TRL01	Trusted Legal	Legal Fees	4/11/2025	3,549.35
TWO01	Two Trumpets Communications	Communication Services	4/11/2025	2,000.00
UCR08	UC Regents	Network	4/8/2025	103.25
UCR08	UC Regents	Network	4/11/2025	103.25
UND01	Underground Service Alert	Ticket Fees	3/7/2025	29.50
UND01	Underground Service Alert	Database Fee	3/7/2025	100.65
UND01	Underground Service Alert	Digi Alerts	4/4/2025	29.50
UND01	Underground Service Alert	Digi Alerts	4/4/2025	93.25

USP	US Postal Service, Bulk Mail Entry Unit	PO Box Fee	3/7/2025	420.00
VEL01	Velocity Truck Center Ventura County	Vehicle Repairs	4/18/2025	380.21
VEL01	Velocity Truck Center Ventura County	Vehicle Parts	4/28/2025	693.27
VEN02	Venco Controls, Inc.	Construction	3/7/2025	24,146.80
WES01	Westaire Heating & Air	Maintenance	3/24/2025	185.00
WEX01	WEX Bank	Fuel Charges	3/4/2025	896.85
WEX01	WEX Bank	Credit Card - Fuel	4/7/2025	1,504.47
ZWO01	ZWORLD GIS	Regional Project 2024	4/8/2025	3,325.00

Total Services & Supplies				\$ 1,665,686.49
--------------------------------------	--	--	--	------------------------

Payroll - (3) Pay Date				\$ 161,834.50
------------------------	--	--	--	---------------

Total Allowance of Claims				\$ 1,827,520.99
----------------------------------	--	--	--	------------------------