

**MINUTES OF THE REGULAR MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
July 19, 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 PM.

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

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

**BOARD MEMBERS ABSENT**

Eva Turenchalk

**STAFF PRESENT**

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

**OTHERS PRESENT**

John Fox – Goleta Sanitary District  
Eduardo Galindo – Architect  
Patsy Stadelman Price - BHFS

**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**

(16-07-56)

Upon a motion by Director Lewis, seconded by Director Bearman, the Board unanimously approved the minutes of the Regular Board Meeting of July 5, 2016 as written.

**6. STATUS REPORT ON DISTRICT HEADQUARTERS BUILDINGS PROJECTS**

Eduardo Galindo – Architect provided a status report on the progress of the projects and Patsy Stadelman Price from BHFS provided an update on planning and permitting issues. The Board took the following actions during the discussion.

(16-07-57)

Upon a motion by President Geyer, seconded by Director Bearman, the Board unanimously approved to continue investigating all options of recycled water use for the projects and directed Staff and Counsel to provide further information to the Management Committee.

(16-07-58)

Upon a motion by Director Bearman, seconded by President Geyer, the Board unanimously approved to pursue and investigate the cost of utilizing solar power and prewiring the project for an electric vehicle charging system.

(16-07-59)

Upon a motion by Director Bearman, seconded by President Geyer, the Board unanimously approved to direct the General Manager/Superintendent and Patsy Stadelman Price to work with Eduardo Galindo and return to the Board with another design for the new facilities.

7. **MNS ENGINEERS, INC. PROPOSAL FOR ENGINEERING SERVICES FOR PIPELINE AND MANHOLE MAINTENANCE**

(16-07-60)

Upon a motion by Director Meyer, seconded by Director Bearman, the Board unanimously approved to accept the proposal from MNS Engineers, Inc. for Pipeline and Manhole Maintenance in an amount not-to-exceed \$47,340.

8. **RESOLUTION NO. 16-760: ESTABLISHING THE APPROPRIATION LIMIT FOR FY 2016-2017**

(16-07-61)

Upon a motion by Director Lewis, seconded by Director Meyer, the Board adopted Resolution No. 16-760: Establishing the Appropriation Limit for FY 2016-2017 by the following roll call vote:

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

9. **ANNUAL INVESTMENT POLICY REVIEW**

(16-07-62)

Upon a motion by Director Lewis, seconded by Director Bearman, the Board unanimously approved to accept the report stating that the District is in compliance with its investment policy and that no modifications to the investment policy are required at this time.

10. **CONSIDER APPROVAL OF LETTER OF APPRECIATION TO ADAM PORTE**

(16-07-63)

Upon a motion by Director Lewis, seconded by President Geyer, the Board unanimously approved letter of appreciation to Adam Porte.

11. **COMMUNICATIONS**

Noted as received.

12. **REPORTS**

**Operations Report**

The General Manager provided a report.

**Finance Committee Meeting**

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

**Management Committee Meeting**

No report. The July 18, 2016 meeting was canceled.

**Goleta Sanitary District**

Director Meyer provided a report on the July 7 & 18, 2016 Board meetings.

**Santa Barbara Airport Commission**

No meeting was held.

**Goleta Water District**

No report.

**Isla Vista Recreation & Park District**

Director Lewis provided a report on the July 14, 2016 Board meeting.

**City of Goleta**

No report.

**SBCSDA Board Meeting**

Director Meyer provided a report on the July 6, 2016 meeting.

**Other Director Reports**

None

13. **FUTURE AGENDA ITEMS**

None.

14. **ADJOURNMENT**

There being no further business, President Geyer adjourned the meeting at 7:23PM.

  
Mark Nation, Board Secretary

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

# GOLETA WEST SANITARY DISTRICT

## Operating Report for June 29 – July 12, 2016

### **I. Administration**

Completed routine administrative duties.

Completed Phase 2 Connection Permits for the Village at Los Carneros development.

Submitted 2016-2017 Tax Roll and required documents to the County of Santa Barbara Auditor-Controller's Office.

Created new electronic Time Sheets for all District employees for FY 2016-2017.

Updated individual salary history for all District employees to reflect 2% COLA.

Submitted monthly report to Bureau of Labor Statistics.

Completed the June 30, 2016 (year-end) Financial Report.

Staff attended Engineering, Management and Finance Committee meetings.

Staff completed the no-spill certification for June 2016 on the State CIWQS website as required.

Staff continues to work with CITIG to set up all things related to the iPads for the Directors. Staff expects to schedule training for the Directors soon.

Staff worked with Bartlett, Pringle & Wolf to prepare the required Appropriation Limit for FY 2016-2017.

Staff met with engineers for People's Self Help Housing to discuss permitting and dedication of facilities for their portion of the Village at Los Carneros development.

Staff is currently working to complete an internal audit on the District's Sewer System Management Plan (SSMP).

### **II. Collection System Maintenance**

Staff completed plan checks and calculated fee estimates for the Village at Los Carneros Phase 2 & 3 residential development.

A homeowner on Sabado Tarde contacted the District to discuss a blockage in his sewer lateral. Following a lengthy discussion the CCTV crew was sent out to the location to perform a CCTV inspection of the point of connection for that property to the sewer main. The crew provided a photograph showing no problems at that point and the homeowner was happy and satisfied.

The crew is currently hydro-cleaning hotspots throughout the District.

Staff has been focusing on FOG (fats, oils & grease) inspection at restaurants around the District this period.

Sewer operations are summarized on the attached sheet.

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

Staff is inspecting the installation of a new manhole, grease interceptor and new sewer connection for the Mariposa Project near Ellwood School. This is senior assisted living housing.

Test runs and routine exercising was performed on the following:

- Headquarters emergency generator
- Roiline emergency pump

Staff completed the monthly fire extinguisher and mileage checks.

### **III. Industrial Waste**

Staff received and reviewed the required Second Quarter Self-Monitoring Reports from all five Class 4 Industrial Users.

Staff conducted an Industrial Wastewater Discharge Permit compliance inspection at Solutions Deposition Systems, Inc.

Staff inspected plumbing rough-in for sanitary and grease waste at Picology Restaurant, 7000 Hollister Ave, Suite F-1 in Hollister Village.

Staff has been corresponding with operator of 805 Kabob Restaurant at 6578 Trigo Road regarding replacing grease trap with a grease interceptor that is compliant with GWSD specification.

### **IV. Street Sweeping**

Graffiti – none to report at this time

Abandon vehicle – none to report at this time

Hours – 29

Miles- 209

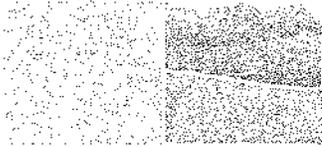
Loads- 7

Sweeper Maintenance

- Serviced engine air filters and housings on Crosswind
- Serviced water spray nozzles on Crosswind

**Table of Treatment Capacity in GSD Plant**

Goleta West Average Daily Flow	May 2016	MGD 1.3919; 44.76%
--------------------------------	----------	--------------------



## Sewer Operations Cleaning Summary from June 28, 2016 to July 12, 2016

4400 10th Street, Suite 200, Fort Worth, TX 76102



### Feet Cleaned

Hot Spot	1,423 ft.
	<hr/>
	<b>1,423 ft.</b>

### Lines Cleaned

Hot Spot	5 lines
	<hr/>
	<b>5 lines</b>

### Other Work Orders

FOG Inspection	15 Work Orders
	<hr/>
	<b>15 Work Orders</b>

**GOLETA WEST SANITARY DISTRICT**  
**ALLOWANCE OF CLAIMS**  
**July 1 - 12, 2016**

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
ADP, LLC - Payroll processing for period ending 06/22/16	\$ 225.35	\$ 25.04		\$ 250.39
ADT Security Services - Quarterly alarm service	\$ 249.96			\$ 249.96
Alliant Insurance Services - 2016-2017 Physical Damage Insurance	\$ 3,000.60	\$ 333.40		\$ 3,334.00
Aqua-Flo - Maintenance parts	\$ 35.79			\$ 35.79
AT&T - Monthly long distance service	\$ 219.72	\$ 14.02		\$ 233.74
Bartlett Pringle & Wolf, LLP - Microsoft Dynamics GP '16-'17	\$ 7,839.20			\$ 7,839.20
Blueisle Bookkeeping - May bank reconciliations	\$ 85.00			\$ 85.00
Brownstein Hyatt Farber Schreck - Legal services	\$ 2,364.00	\$ 3,815.42	\$ 3,557.50	\$ 9,736.92
CALAFCO - 2016 - 2017 Membership Dues	\$ 300.00			\$ 300.00
CalPERS - Pension; 06/23/16 - 07/06/16	\$ 3,765.31	\$ 194.47		\$ 3,959.78
CalPERS - Annual Unfunded Liability contribution	\$ 10,986.00			\$ 10,986.00
Cintas Corporation - First aid supplies	\$ 27.24			\$ 27.24
CITIG - Computer support services	\$ 131.25			\$ 131.25
County of Santa Barbara - District share of LAFCO budget		\$ 4,293.00		\$ 4,293.00
County of S.B. Public Works Dept. - 2016-2017 Green Business Prog.		\$ 1,564.00		\$ 1,564.00
Craig Geyer - SBCSDA Chapter Meeting meal reimbursement	\$ 40.00			\$ 40.00
Craig Geyer - SBCSDA Board Meeting travel & meal reimbursements	\$ 51.84			\$ 51.84
CSRMA - 2016-2017 Workers' Comp Insurance premium	\$ 11,394.00	\$ 1,266.00		\$ 12,660.00
CSRMA - 2016-2017 Property Insurance premium	\$ 1,631.37	\$ 181.26		\$ 1,812.63
DATCO Service Corporation - Quarterly service; July - September	\$ 175.50			\$ 175.50
Dino's Body Shop - Body repair to Ford Fusion	\$ 1,202.28			\$ 1,202.28
Eduardo Galindo - New Admin Bldg & PS#2 Upgrade Projects			\$ 1,574.18	\$ 1,574.18
Frontier Communications - Monthly service; SCADA	\$ 262.88			\$ 262.88
Frontier Communications - Monthly service; Emily	\$ 113.46			\$ 113.46
Goleta Water District - Monthly service/Emily (05/27/16 - 06/24/16)	\$ 73.16			\$ 73.16
Grainger - Differential Pressure Regulators	\$ 315.45			\$ 315.45
Haaker Equipment Co. - Hose for Vactor	\$ 2,031.76			\$ 2,031.76
Haaker Equipment Co. - Vactor repair	\$ 4,730.52			\$ 4,730.52
Innovyze - Annual subscription renewal;H20MAP Server		\$ 800.00		\$ 800.00
Larry's Auto Parts - Battery for emergency pump	\$ 155.50			\$ 155.50
Larry's Auto Parts - LED lights	\$ 64.65			\$ 64.65
Lincoln National Life Insurance Company - Deferred Compensation	\$ 1,250.00			\$ 1,250.00
MarBorg Industries - 25YD roll-off rental fee	\$ 24.06	\$ 96.24		\$ 120.30
McCormix Corp. - Fuel for street sweeper		\$ 77.11		\$ 77.11
Mission Linen Supply - June uniform service	\$ 638.49	\$ 112.67		\$ 751.16
ReadyRefresh by Nestle - June drinking water & cooler rental	\$ 86.60			\$ 86.60
RECON - Environmental reports for New Admin Bldg Project			\$ 2,678.92	\$ 2,678.92
S.B. News-Press - Publish Notice of Hearing; Ord. No. 16-89 summary	\$ 139.36			\$ 139.36
SBPrinter.com - Tabs for Ordinance binders	\$ 21.57			\$ 21.57
SBPrinter.com - Tabs for Ordinance binders	\$ 26.94			\$ 26.94
SCAP - 2016-2017 membership dues	\$ 538.00			\$ 538.00
SDRMA - July Dental/Life Insurance premiums	\$ 833.63	\$ 89.04		\$ 922.67
Silvia's Cleaning Company, Inc. - June cleaning service	\$ 412.50			\$ 412.50

Allowance of Claims

July 1- 12, 2016

Page Two

Southern California Edison - Monthly service/main facility	\$ 3,356.46			\$ 3,356.46
Southern California Edison - Monthly service/Emily	\$ 225.30			\$ 225.30
Specialty Tool & Bolt - Maintenance parts for sweeper		\$ 13.19		\$ 13.19
TelePacific Communications - Monthly internet service	\$ 204.00			\$ 204.00
Tierra Contracting - Point repair on Reed Court	\$ 6,565.00			\$ 6,565.00
Underground Service Alert - June "Dig Alerts"	\$ 97.50			\$ 97.50
WEX Bank - Fuel for District vehicles	\$ 974.03	\$ 326.26		\$ 1,300.29
				\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 66,865.23</b>	<b>\$ 13,201.12</b>	<b>\$ 7,810.60</b>	<b>\$ 87,876.95</b>

Payroll - Pay Period Ending: July 6, 2016

\$ 32,460.97

**GRAND TOTAL - Fund 4900**

**\$ 120,337.92**