

**MINUTES OF THE SPECIAL MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
November 22, 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 – arrived at 5:40 PM
Larry D. Meyer
David Bearman M.D.

BOARD MEMBERS ABSENT

None

STAFF PRESENT

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

OTHERS PRESENT

Diane Powers – Goleta West Sanitary District, Office Manager
John Fox – Goleta Sanitary District

3. APPROVE THE ORDER OF THE AGENDA

The Board President moved item No. 7 to follow item No. 12.

4. PUBLIC COMMENT

None.

5. APPROVAL OF THE MINUTES

(16-11-86)

Upon a motion by Director Bearman, seconded by Director Turenchalk, the Board unanimously approved the minutes of the Regular Board Meeting of November 1, 2016 as written.

Dr. David C. Lewis arrived to the meeting at this time.

6. **RESOLUTION NO. 16-763, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GOLETA WEST SANITARY DISTRICT EXPRESSING THE BOARD'S APPRECIATION TO DIANE POLIER POWERS FOR HER SERVICE TO THE SANITARY DISTRICT AND THE GOLETA VALLEY**

(16-11-87)

Upon a motion by Director Lewis, seconded by Director Meyer, the Board unanimously adopted Resolution No. 16-763: A Resolution of the Board of Directors of the Goleta West Sanitary District expressing the Board's appreciation to Diane Polier Powers for her service to the Sanitary District and the Goleta Valley by the following roll call vote:

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

8. **REVIEW RECORDS RETENTION POLICY (RESOLUTION NO. 12-734)**

The Board took action on agenda items No. 8 and No. 9 concurrently.

(16-11-88)

Upon a motion by Director Turenchalk, seconded by Director Bearman, the Board unanimously approved to receive and accept the review of the District's Records Retention Policy and to authorize the destruction of records as listed in agenda item No. 9.

9. **DISPOSAL OF RECORDS AS PER DISTRICT RESOLUTION NO. 12-734**

Action on this item was taken concurrently with agenda item No. 8.

10. **IRREVOCABLE OFFER TO DEDICATE AND CERTIFICATE OF ACCEPTANCE FOR THE HOLLISTER VILLAGE PROJECT**

(16-11-89)

Upon a motion by Director Meyer, seconded by Director Turenchalk, the Board unanimously approved to issue a Certificate of Acceptance for the Hollister Village Project.

11. **RESOLUTION NO. 16-764; FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

(16-11-90)

Upon a motion by Director Bearman, seconded by Director Lewis, the Board unanimously adopted Resolution No. 16-764: Fixing the employer contribution at an equal amount for employees and annuitants under the Public Employees' Medical and Hospital Care Act by the following roll call vote:

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

12. **REPORT FROM COUNSEL ON VOTING PROCEDURES RE: BOARD POLICY HANDBOOK SECTION 12.2 VS ROSENBERG'S RULES**

District Counsel provided a verbal report to the Board and answered questions regarding voting procedures.

7. CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE FOR DAVID BEARMAN, M.D. AND DR. DAVID C. LEWIS

The Board Secretary administered the oath of office to the aforementioned Directors.

13. COMMUNICATIONS

None.

14. REPORTS

Operations Report

The General Manager provided a report.

Personnel Committee Meeting

Director Bearman provided a report on the committee meeting.

Management Committee Meeting

President Geyer provided a report on the committee meeting.

Goleta Sanitary District Board Meeting

Director Meyer provided a report on the Board meeting.

Goleta Water District Board Meeting

Director Turenchalk provided a report on the Board meeting.

Isla Vista Recreation & Park District Board Meeting

Director Lewis provided a report on the 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.

Other Director Reports

Director Meyer provided a report on the November 18, 2016 SBCSDA Chapter Meeting.

15. FUTURE AGENDA ITEMS

None.

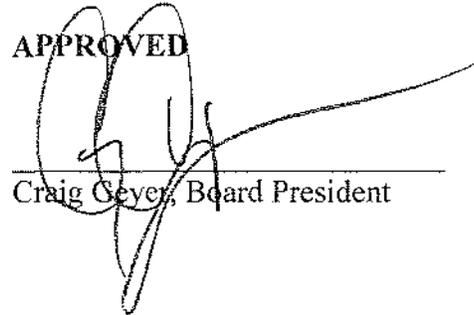
16. ADJOURNMENT

There being no further business, President Geyer adjourned the meeting at 6:12PM.



Mark Nation, Board Secretary

APPROVED



Craig Ceyer, Board President

GOLETA WEST SANITARY DISTRICT
Operating Report for October 26 – November 15, 2016

I. Administration

Completed routine administrative duties.

Accountemps provided an employee for the District's Office Manager position. Diane has been providing training to Laura Mignotte for the last three-weeks.

Issued permit for tenant improvements of a restaurant in Isla Vista.

Issued permit for a sample manhole at an industry on Santa Felicia Dr.

Staff attended a Management Committee meeting.

Recorded the Easement and Offer to Dedicate Agreements for the UCSB North Campus Faculty Housing Project following Board approval.

Staff attended the CSDA Board Secretary/Clerk Conference in Monterey. Certification was received. The training included: Board Secretary Foundations, Liability Issues, Special District Laws, Records Retention Effective Meetings and the Brown Act.

II. Collection System Maintenance

Staff responded to a request by the City of Goleta to investigate a sinkhole in the street in front of 7259 Alameda Ave. Staff inspected the sewer main and point of connection to the residence and found no issues with our system.

Staff completed plan check and issued a fee estimate for the Pacific Beverage Company facility proposed at Cabrillo Business Park. A Sewer Service permit was subsequently issued for this project.

Staff completed plan check for remodel and conversion of an apartment complex at 6653 Del Playa. The remodel is due to bluff erosion.

Repairs were completed on the waterline that feeds PS1 & PS2. The 3-inch PVC line had pulled apart. The asphalt had to be removed, the water line repaired, a void caused by the leak filled with slurry, and the asphalt replaced.

Staff received safety training on the following topics: Fall Protection, Hearing Protection, Operation of the Portable Emergency Diesel Powered Trash Pump, and the findings of the 3rd Quarter Safety Inspection.

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

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

The crew continues 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 completed FOG (fats, oils & grease) inspection for all restaurants for calendar year 2016.

Tierra Contracting repaired a broken collar around a manhole cover on San Rossano.

Pro-tech Coatings is working for the District to repair a portion of the epoxy floor coating in the Emily dry well and coating a manhole near Emily that was found to have heavy root intrusion and infiltration.

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

Staff is working with Phil Brittain regarding an overheating problem with the Roiline emergency pump.

Staff inspected lateral replacements at 43 San Rossano Dr. and 900 Embarcadero Del Mar.

Final inspection was performed at Discovery Storage Center in the Cabrillo Business Park.

Staff met with the new Chief Engineer at the Bacara. He is responsible for the operation of their on-site sewer lift station. The lift station was inspected as well.

III. Industrial Waste

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

Staff completed Industrial Wastewater Discharge Permit compliance inspections at the following locations: FLIR Systems, Inc., and two Raytheon facilities.

Staff collected Industrial Wastewater Discharge Permit compliance samples from the following locations: Calient Technologies, Inc., and Solution Deposition Systems, Inc.

Staff received and reviewed required 4th Quarter Self-Monitoring Reports submitted for FLIR Systems, Inc., and two Raytheon facilities.

Staff received September and October discharge estimates from Raytheon for well water utilized in their industrial processes and discharged to the public sewer system.

IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicle – none to report at this time

Hours – 49

Miles - 343

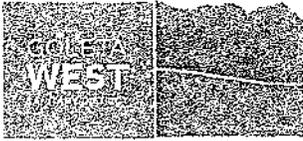
Loads - 17

9/23/16 = 09.88 tons, 10/03/16 = 06.98 tons, 10/11/16 = 06.79 tons

- Replaced blown fuses
- Replaced leaking O-ring on hydraulic manifold
- Serviced auxiliary engine air filters and air box

Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	September 2016	MGD 1.2250; 39.39%
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Sewer Operations Cleaning Summary from October 25, 2016 to November 16, 2016

Your environmental partner since 1954

Description	Quantity
Feet Cleaned	
Hot Spot	3,191 ft.
Hydroclean	1,430 ft.
Hydroflush	632 ft.
Root Cutting	227 ft.
	<hr/>
	5,480 ft.
Lines Cleaned	
Hot Spot	12 lines
Hydroclean	11 lines
Hydroflush	2 lines
Root Cutting	1 line
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	26 lines
Other Work Orders	
CCTV Work Order	43 Work Orders
FOG Inspection	6 Work Orders
Service Call	4 Work Orders
Parcel Permit	3 Work Orders
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	56 Work Orders

GOLETA WEST SANITARY DISTRICT
ALLOWANCE OF CLAIMS
October 26, 2016 - November 15, 2016

SERVICES & SUPPLIES	Wastewater Q & M	Other Services	Capital Outlay	Total
Accountemps- Temp Ofc Mgr week 11/04/16	\$ 1,626.04			\$ 1,626.04
ADP, LLC - Pay period ending 10/12/16; Management Reports	\$ 353.15	\$ 39.24		\$ 392.39
ADP, LLC - Pay period ending 10/126/16; Management Reports	\$ 225.35	\$ 25.04		\$ 250.39
Alliant - Board Bond Renewals Geyer, Meyer, Bearman, Lewis	\$ 2,452.00			\$ 2,452.00
Anderson Systems-repair water pipe	\$ 648.03			\$ 648.03
ATT- Monthly Long distance svc	\$ 168.28	\$ 10.74		\$ 179.02
ATT- Monthly cell phones & ipads	\$ 379.60			\$ 379.60
Bartlett, Pringle & Wolf, LLP- audit and accounting Svc	\$ 6,945.30	\$ 771.70		\$ 7,717.00
Brownstein, Hyatt, Farber & Schreck- Legal Svc	\$ 7,423.49	\$ 511.50	\$ 2,050.00	\$ 9,984.99
Blueisle- Aug & Sept Bank Reconciliations	\$ 170.00			\$ 170.00
C. Philip Brittain- Electrical Projects	\$ 1,775.70			\$ 1,775.70
CalPERS- Pension: 10/26/16 - 11/09/16	\$ 3,853.05	\$ 198.37		\$ 4,051.42
CalPers- December Health Ins Premiums	\$ 10,928.67	\$ 761.50		\$ 11,690.17
CASA- 2017 Membership	\$ 8,570.00			\$ 8,570.00
Cintas Corporation - First aid supplies	\$ 85.28			\$ 85.28
CITIG- computer support/ new server	\$ 1,719.51		\$ 15,319.93	\$ 17,039.44
Coastal Copy - Quarterly copier service (10/22/16 - 01/21/17)	\$ 216.87			\$ 216.87
Craig Geyer - SBCSDA Chapter Meeting meal reimbursement	\$ 40.00			\$ 40.00
Craig Geyer - SBCSDA Board Meeting- mileage & meal reimb	\$ 51.51			\$ 51.51
CWEA- Membership Renewal Hart	\$ 172.00			\$ 172.00
Diane Powers, Petty cash custodian- Petty Cash Reimburse	\$ 46.32			\$ 46.32
Duthie Power Svc- Annual generator maintenance	\$ 2,356.52			\$ 2,356.52
Duthie Power Svc- Annual generator maintenance	\$ 1,350.00			\$ 1,350.00
FGL Environmental	\$ 1,359.00			\$ 1,359.00
First Bankcard - Mtg exp.; Conf exp; sampler & mainbt. Supplies	\$ 1,709.93	\$ 59.39		\$ 1,769.32
Frontier Communications - Monthly Svc/Emity	\$ 112.74			\$ 112.74
Frontier Communications - Monthly Svc/SCADA	\$ 237.04			\$ 237.04
Frontier Communications - Monthly service/main facility	\$ 228.19	\$ 14.57		\$ 242.76
Goleta Building Materials, Inc. - Yellow fill sand for PS#1	\$ 93.96			\$ 93.96
Goleta Sanitary District - Sept. treatment; Fixed assets; Capital	\$147,494.06		\$ 80,233.31	\$ 227,727.37
Goleta Valley Paint- safety paint	\$ 95.20			\$ 95.20
Goleta Water District - Monthly Svc Oct	\$ 75.36			\$ 75.36
Haaker Equip Co- Chain cutters	\$ 8,591.27			\$ 8,591.27
Home Depot- Asphalt blade & toilet seat	\$ 13.22			\$ 13.22
Jaime Landscape- Monthly Svc Oct	\$ 300.00			\$ 300.00
Larry Meyer-SBCCSDA Mtg, meal and mileage reimb	\$ 168.67			\$ 168.67
Larry's Auto Parts-Oil change Fusion/ sweeper supplies	\$ 26.72	\$ 34.17		\$ 60.89
Larry's Auto Parts- auto maintenance supplies	\$ 393.89			\$ 393.89
Lenz Pest Control- Quarterly Ant control	\$ 120.00			\$ 120.00
Lincoln Financial- Def Comp PPE 11/09/16	\$ 650.00			\$ 650.00

MarBorg Industries-25 yard roll off and recycle fees	\$ 225.62	\$ 902.52		\$ 1,128.14
MarBorg Industries-25 yard roll off and recycle fees	\$ 333.05	\$ 1,332.21		\$ 1,665.26
McCormix Corporation		\$ 136.97		\$ 136.97
Mission Linen - Monthly Uniform Service	\$ 913.43	\$ 161.20		\$ 1,074.63
Office Depot- Office Supplies	\$ 48.34			\$ 48.34
PFM Asset Management LLC - Sept. investment services	\$ 1,206.19			\$ 1,206.19
Ready Fresh- Monthly water cooler rent/water	\$ 92.02			\$ 92.02
Russ Jones Metalworks- Safety cone brackets	\$ 336.00			\$ 336.00
Silvia's Cleaning Co- October Cleaning Svc	\$ 330.00			\$ 330.00
So Cal Edison- Monthly Svc Emily	\$ 215.57			\$ 215.57
SoCalGas- Monthly Service/Main Facility	\$ 3.60			\$ 3.60
Stantec- Isla Vista Sewer main replacement			\$ 15,015.50	\$ 15,015.50
Teledyne Instruments, Inc.- Pump sensor wiring assembly	\$ 122.86			\$ 122.86
TelePacific- Monthly Internet Svc	\$ 179.00			\$ 179.00
U.S. Bank- Bank Fees Oct	\$ 936.44			\$ 936.44
Utility Cost Management- Fee for % of utility cost savings	\$ 958.98			\$ 958.98
WEX Bank- Fuel for District Vehicles	\$ 729.51	\$ 432.15		\$ 1,161.66
TOTAL SERVICES & SUPPLIES	\$219,856.53	\$ 5,391.27	\$ 112,618.74	\$ 337,866.54

Payroll - Pay Periods Ending: October 26 & November 9, 2016

\$ 59,371.32

GRAND TOTAL - Fund 4900

\$ 397,237.86