

**MINUTES OF THE REGULAR MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
January 5, 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 6:32 PM.

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

Craig Geyer  
Eva Turechalk  
Dr. David C. Lewis  
Larry D. Meyer

**BOARD MEMBERS ABSENT**

David Bearman, M.D.

**STAFF PRESENT**

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

**OTHERS PRESENT**

Jerry Smith, 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**

(16-01-01)

Upon a motion by Director Lewis, seconded by Director Meyer, the Board unanimously approved the minutes of the Regular Board Meeting of December 1, 2015 as written.

**6. RESOLUTION NO. 16-756: REVISING AND RESTATING DISTRICT POLICIES RELATING TO THE POSITION OF DISTRICT TREASURER, AUTHORIZING THE GENERAL MANAGER TO APPROVE CERTAIN PAYMENTS AND EXECUTE CERTAIN CONTRACTS, AUTHORIZING THE ESTABLISHMENT OF DEPOSIT ACCOUNTS, AND ALLOWING FOR THE TRANSFER OF FUNDS BETWEEN ACCOUNTS AND REPEALING RESOLUTION NOS. 667, 06-695, 06-699, 07-704, 07-705 AND 14-750**

(16-01-02)

Upon a motion by Director Meyer, seconded by Director Turenchalk, the Board adopted Resolution No. 16-756: Revising and restating District policies relating to the position of District Treasurer, authorizing the General Manager to approve certain payments and execute certain contracts, authorizing the establishment of deposit accounts, and allowing for the transfer of funds between accounts and repealing Resolution Nos. 667, 06-695, 06-699, 07-704, 07-705 and 14-750 by the following roll call vote:

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

**7. CONSIDERATION OF CERBT STRATEGY CHANGE**

(16-01-03)

Upon a motion by Director Turenchalk, seconded by Director Lewis, the Board unanimously approved to direct Staff to take the necessary steps required to change the District's asset allocation strategy in the CERBT from the current "Strategy 1" to "Strategy 3".

**8. ANNUAL RESERVE FUND TRANSFERS**

(16-01-04)

Upon a motion by Director Meyer, seconded by Director Lewis, the Board unanimously approved to transfer funds as shown in the FY 2015-16 Budget.

**9. CONSIDER DRAFT REMINDER LETTER REGARDING THE GLEN ANNIE GOLF COURSE**

(16-01-05)

Upon a motion by Director Meyer, seconded by Director Lewis, the Board unanimously approved to direct Staff to send the reminder letter regarding the Glen Annie Golf Course as written.

**10. ADOPT-A-BLOCK 1<sup>ST</sup> QUARTER FY 2015-2016 QUARTERLY REPORT**

(16-01-06)

Upon a motion by Director Geyer, seconded by Director Lewis, the Board unanimously approved to accept the Adopt-a-Block 1<sup>st</sup> Quarter FY 2015-2016 Quarterly Report as presented.

**11. DECLARE THE 2000 CHEVROLET S-10 PICK-UP SURPLUS TO THE DISTRICT**

(16-01-07)

Upon a motion by Director Meyer, seconded by Director Turenchalk, the Board unanimously approved to declare the 2000 Chevrolet S-10 Pick-up surplus to the District and to approve sale of said vehicle to the Santa Maria Union School District for \$2,900.

**12. APPOINTMENT OF COMMITTEE MEMBERS AND DISTRICT REPRESENTATIVES**

President Geyer appointed Directors other than himself to committees and as District representatives in the same positions as in the prior year. President Geyer also dissolved the AB-3 Ad-Hoc Committee and the GWSD AB-3 Representative positions.

At this time President Geyer recused himself and left the room. Vice-President Meyer then chaired the meeting.

(16-01-08)

Upon a motion by Director Lewis, seconded by Director Turenchalk, the Board unanimously approved to appoint President Geyer to continue to serve in his current committee and District representative positions.

At this time President Geyer returned to the Board room and resumed his position as chair of the meeting.

**13. DISCUSSION OF RESCHEDULING THE NEXT TWO BOARD MEETING DATES**

(16-01-09)

Upon a motion by Director Geyer, seconded by Director Meyer, the Board unanimously approved to cancel the Regular Board meetings scheduled for January 19, 2016 and February 2, 2016 and schedule Special Board meetings for January 26, 2016 and February 16, 2016.

**14. COMMUNICATIONS**

Noted as received.

**15. REPORTS**

**Operations Report**

The General Manager provided a report.

**Finance Committee Meetings**

Director Lewis provided a report on the December 3 & 17, 2015 committee meetings.

**Management Committee Meetings**

President Geyer provided a report on the December 28, 2015 & January 4, 2016 committee meetings.

**Public Relations Committee Meetings**

Director Meyer provided a report on the December 3 & 15, 2015 committee meetings.

**Goleta Sanitary District Board Meetings**

Director Meyer provided a report on the December 7 & 21, 2015 board meetings.

**Goleta Water District Board Meeting**

Director Turenchalk provided a report on the December 8, 2015 board meeting.

**IVR&PD Board Meeting**

Director Lewis provided a report on the December 10, 2015 board meeting.

**City of Goleta Council Meeting**

No report.

**Santa Barbara Airport Commission Meeting**

Director Lewis reported that no commission meeting was held.

**SBCSDA Board Meeting**

President Geyer reported on the December 2, 2015 board meeting.

**Other Director Reports**

President Geyer reported on a City of Goleta Audit & Finance Committee meeting that he attended.

**16. FUTURE AGENDA ITEMS**

None.

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

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

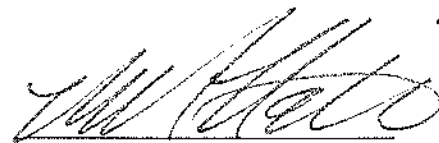
The Board went into closed session at 7:13

The Board returned to open session at 7:22

No reportable action was taken.

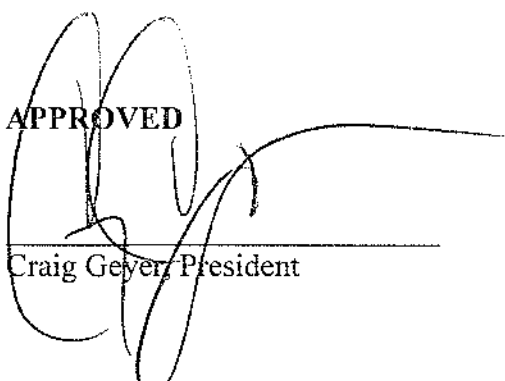
**18. ADJOURNMENT**

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



Mark Nation, Board Secretary

APPROVED



Craig Geyer, President

# **GOLETA WEST SANITARY DISTRICT**

## **Operating Report for November 25 – December 29, 2015**

### **I. Administration**

Completed routine administrative duties.

Submitted Transparency Certificate renewal application to The Special Districts Leadership Foundation. SDLF responded to the District with a few questions and staff has responded accordingly.

Completed the October and November 2015-2016 Financial Reports.

Submitted the FY 2014-2015 Financial Statement to the County of Santa Barbara Auditor-Controller, State Controller's Office and GSD.

Posted FY 2014-2015 Financial Statement to the District's website.

Completed 2015 Uniform Allowance Memorandum for field staff.

Staff attended Public Relations, Finance and Management Committee meetings.

Change Order review and discussions continue with the contractor on the Mesa Road Project.

District Staff continues to work with Raftelis Financial Consultants with regards to the Miscellaneous Fees Review Project.

The District received two (2) calls from residents complimenting the recent newsletter content and design.

Staff has been working as needed with consultants on the new buildings projects.

Staff updated the Collection System Questionnaire on the State CIWQS website as required.

Staff completed the no-spill certification for November 2015 on the State CIWQS website.

Staff has been working with the developer for Haskell's Landing to complete the required dedication and easement documents. The project is now complete and the documents will soon come to the Management Committee and then the Board.

Staff participated in CERBT phone conference regarding the annual program report.

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

The crew completed CCTV of the final few line segments for scheduled 2015 CCTV inspection. All 2015 CCTV inspections completed on schedule.

The crew completed cleaning hotspots throughout the District.

The crew completed hydro-flushing throughout the District.

The crew completed hydro-cleaning the Pacific Glen area. Sewer operations are summarized on the attached sheet.

The crew completed the long list of annual equipment and vehicle year-end maintenance tasks.

Inspection continues on the Hollister Village Project including completion of several permits for the residential buildings.

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

Staff completed inspections and completed permits for shell building B and for Smart & Final tenant improvements at Hollister Village.

Staff completed plan check and issued a fee estimate for Supercuts at Hollister Village.

Staff completed plan check for demolition and conversion of a 5-unit bluff top apartment complex at 6625 Del Play to a 3-unit building.

Staff received safety training on the following topics: Back Safety, and Emergency Action Guidelines.

### **III. Industrial Waste**

Staff completed issuing the annual Industrial Wastewater Discharge Permit renewal process for all current permitted industries within the District.

Staff completed Industrial Wastewater Discharge Permit termination and facility closure inspections at two FLIR facilities located at 55 and 70 Castilian Drive. All operations from these two facilities have been relocated to FLIR's new facility at 6775 Hollister Ave.

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

Staff conducted an Industrial Wastewater Discharge Permit compliance inspection at Transphorm.

Staff conducted Industrial Wastewater Discharge Permit compliance inspections at two Raytheon facilities. Staff also received and reviewed the required fourth quarter self-monitoring reports for these same two facilities.

Staff received and reviewed October and November discharge estimates for well water utilized in Raytheon's industrial processes and discharged to the sewer system.

Staff inspected installation of a grease interceptor at the Hilton Garden Inn.

Staff inspected installation of a grease interceptor at La Bella Rosa Bakery (near Albertsons) and signed off their permit.

Staff issued a Sewer Service Permit for installation of a grease interceptor to serve the Phamous Café at 7127 Hollister Ave.

#### IV. Street Sweeping

Graffiti -- none to report at this time

Abandon vehicle -- none to report at this time

Hours – 81.2

Miles - 553.7

Loads - 34

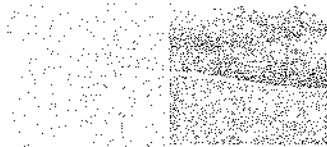
11-13-15 = 7.80 tons, 10-30-15 = 11.21 tons, 11-21-15 = 5.03 tons

Sweeper Maintenance

- Serviced Transmissions on both sweepers

#### Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	November 2015	MGD 1.3533; 43.51%
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## Sewer Operations Cleaning Summary from November 24, 2015 to December 28, 2015

Summary of work orders completed



### Feet Cleaned

Hydroflush	5,660 ft.
Hot Spot	3,619 ft.
Hydroclean	1,607 ft.
	<hr/>
	<b>10,886 ft.</b>

### Lines Cleaned

Hydroflush	16 lines
Hot Spot	13 lines
Hydroclean	13 lines
	<hr/>
	<b>42 lines</b>

### Other Work Orders

Parcel Permit	7 Work Orders
CCTV Work Order	3 Work Orders
Service Call	3 Work Orders
	<hr/>
	<b>13 Work Orders</b>



**GOLETA WEST SANITARY DISTRICT  
ALLOWANCE OF CLAIMS  
November 11 - December 29, 2015**

<b>SERVICES &amp; SUPPLIES</b>	<b>Wastewater O &amp; M</b>	<b>Other Services</b>	<b>Capital Outlay</b>	<b>Total</b>
Acorn Landscape Management Co. - Nov. landscape maintenance	\$ 333.41			\$ 333.41
ADP, LLC - Payroll processing charges for 10/28 15	\$ 222.07	\$ 24.67		\$ 246.74
ADP, LLC - Payroll processing charges for 11/11/15	\$ 238.49	\$ 26.50		\$ 264.99
ADP, LLC - Payroll processing charges for 11/25/15	\$ 222.07	\$ 24.67		\$ 246.74
AT&T Mobility - Monthly cell phone service	\$ 241.28			\$ 241.28
AT&T - Monthly long distance service	\$ 298.91	\$ 19.08		\$ 317.99
AT&T Mobility - Monthly cell phone service	\$ 244.30			\$ 244.30
Bank of Sacramento - Retention deposit No. 13; Mesa Rd Proj.			\$ 3,600.34	\$ 3,600.34
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett Pringle & Wolf, LLP - Accounting services & Audit	\$ 7,159.50	\$ 795.50		\$ 7,955.00
Bartlett Pringle & Wolf, LLP - Accounting services & Audit	\$ 573.30	\$ 63.70		\$ 637.00
Blueisle Bookkeeping - October bank reconciliations	\$ 79.00			\$ 79.00
Brownstein Hyatt Farber Schreck - Legal services	\$ 1,943.50	\$ 2,241.50	\$ 1,974.00	\$ 6,159.00
California Chamber of Commerce - 2016 Employment Poster	\$ 48.84			\$ 48.84
CalPERS - Pension: 10/29/15 - 11/11/15	\$ 3,468.91	\$ 194.47		\$ 3,663.38
CalPERS - Pension: 11/12/15 - 11/25/15	\$ 3,468.91	\$ 194.47		\$ 3,663.38
CalPERS - Pension: 11/26/15 - 12/09/15	\$ 3,468.91	\$ 194.47		\$ 3,663.38
CalPERS - Pension: 12/10/15 - 12/23/15	\$ 3,468.91	\$ 194.47		\$ 3,663.38
CalPERS - December health insurance premiums	\$ 7,062.30	\$ 657.32		\$ 7,719.62
CalPERS - January 2016 health insurance premiums	\$ 10,689.40	\$ 761.50		\$ 11,450.90
Cintas Corporation - First Aid supplies	\$ 90.55			\$ 90.55
CITIG - Computer support services	\$ 769.01			\$ 769.01
CITIG - Computer support services	\$ 875.00			\$ 875.00
CITIG - Computer support services	\$ 506.50			\$ 506.50
Coastline Equipment - Parts for Crosswind street sweeper	\$ 66.27			\$ 66.27
County of S.B. Dept. of Public Works - IRWM Program contribution		\$ 788.00		\$ 788.00
CWEA - Certification renewal; J. Hilliard	\$ 86.00			\$ 86.00
Deluxe - New accounts payable checks	\$ 863.79			\$ 863.79
Duthie Power Services - Annual service for generators	\$ 3,415.90			\$ 3,415.90
Eduardo Galindo Architect - PS#2, New Admin Bldg, Garage Expansion			\$ 26,960.12	\$ 26,960.12
EPC - Annual maintenance & testing for transfer switch	\$ 1,850.00			\$ 1,850.00
First Bankcard - Mtg exp; batteries; UCLA Conf.; supplies for new truck	\$ 1,899.58			\$ 1,899.58
Freedom Signs - Mesa Rd parking lot signs & vehicle numbers	\$ 357.74			\$ 357.74
Geyer, Craig - SBCSDA Chapter Meeting reimbursements	\$ 79.10			\$ 79.10
Geyer, Craig - SBCSDA Board Meeting reimbursements	\$ 53.89			\$ 53.89
Goleta Sanitary District - October treatment & Capital Projects	\$ 149,795.27		\$ 10,869.58	\$ 160,664.85
Goleta Sanitary District - November treatment & Capital Projects	\$ 148,346.55		\$ 19,311.31	\$ 167,657.86
Goleta Valley Chamber of Commerce - 2016 Membership Dues	\$ 412.50			\$ 412.50
Goleta Water District - Monthly service/Emily	\$ 73.16			\$ 73.16
Goleta Water District - Monthly service/Emily	\$ 73.16			\$ 73.16
Hilliard, Joey - Safety boots reimbursement	\$ 150.00			\$ 150.00
Home Depot Credit Services - Pump station & vehicle supplies	\$ 434.32	\$ 291.30		\$ 725.62
Innovyze - H2OMap Sewer annual subscription program renewal		\$ 800.00		\$ 800.00

Allowance of Claims

November 11 - December 29, 2015

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Larry's Auto Parts - Oil clean-up & fuse	\$ 49.34			\$ 49.34
Larry's Auto Parts - Maintenance supplies for sweepers		\$ 440.35		\$ 440.35
Larry's Auto Parts - Antifreeze, filters & belts	\$ 427.54			\$ 427.54
Larry's Auto Parts - Credit memo; Napagold oil filter	\$ (29.57)			\$ (29.57)
Larry Auto Parts - Antifreeze, belts & filters	\$ 568.99			\$ 568.99
Lenz Pest Control - Quarterly service for ants	\$ 120.00			\$ 120.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 575.00			\$ 575.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 575.00			\$ 575.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 575.00			\$ 575.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 575.00			\$ 575.00
MarBorg Industries - 25 YD roll-off & recycle fees	\$ 424.39	\$ 1,697.57		\$ 2,121.96
MarBorg Industries - 25 YD roll-off rental	\$ 24.86	\$ 99.45		\$ 124.31
MarBorg Industries - 25YD roll-off & recycle fees	\$ 207.77	\$ 831.09		\$ 1,038.86
MarBorg Industries - 25YD roll-off & recycle fees	\$ 153.89	\$ 615.58		\$ 769.47
MarBorg Industries - 25YD roll-off rental fee	\$ 24.06	\$ 96.24		\$ 120.30
MarBorg Industries - 25YD roll-off & recycle fees	\$ 110.13	\$ 440.51		\$ 550.64
McCormix Corp. - Fuel for street sweeper	\$ 100.67			\$ 100.67
McCormix Corp. - Fuel for street sweepers		\$ 249.55		\$ 249.55
McCormix Corp. - Engine oil	\$ 888.57			\$ 888.57
McCormix Corp. - Fuel for street sweeper		\$ 215.77		\$ 215.77
Meyer, Larry D. - SBCSDA meal & travel reimbursements	\$ 81.35			\$ 81.35
Meyer, Larry D. - SBCSDA meal & travel reimbursements	\$ 136.53			\$ 136.53
Mission Linen Supply - November uniform service	\$ 583.29	\$ 102.94		\$ 686.23
Mladen Buntich Construction Co. - Payment No. 13; Mesa Rd.			\$ 176,416.93	\$ 176,416.93
Office Depot - Office supplies	\$ 168.94			\$ 168.94
Oilfield Electric & Motor - Ultra sonic testing of electrical equipment	\$ 3,175.00			\$ 3,175.00
PFM Asset Management LLC - October investment services	\$ 920.17			\$ 920.17
PFM Asset Management LLC - November investment services	\$ 904.05			\$ 904.05
Ready Refresh By Nestle - Monthly cooler rental & drinking water	\$ 86.59			\$ 86.59
Reliance Standard Life Insurance Co. - Dec. LTD insurance premiums	\$ 723.28	\$ 54.05		\$ 777.33
Reliance Standard Life Insurance Co. - Jan. LTD insurance premiums	\$ 755.12	\$ 54.05		\$ 809.17
RFC Financial Consultants - Miscellaneous Fees Study	\$ 416.25	\$ 138.75		\$ 555.00
RFC Financial Consultants - Miscellaneous Fees Study	\$ 2,274.38	\$ 758.12		\$ 3,032.50
Santa Barbara News-Press - Employment ad; Utility Worker I	\$ 157.50			\$ 157.50
SBCSDA - 2016 Membership Renewal	\$ 300.00			\$ 300.00
SDRMA - December Dental/Life insurance premiums	\$ 760.61	\$ 92.61		\$ 853.22
Silvia's Cleaning Company, Inc. - November cleaning service	\$ 310.00			\$ 310.00
Southern California Edison - Monthly service/main facility	\$ 3,633.21			\$ 3,633.21
Southern California Edison - Monthly service/Emlly	\$ 228.02			\$ 228.02
Southern California Edison - Monthly service/main facility	\$ 3,309.98			\$ 3,309.98
Stantec - Mesa Rd. Project Construction Management/Inspection			\$ 11,808.50	\$ 11,808.50
Stantec - Mesa Rd. Project Construction Management/Inspection			\$ 3,679.50	\$ 3,679.50
State Water Resources Control Board - Annual Permit Fee	\$ 2,088.00			\$ 2,088.00
State Water Resources Control Board - Annual Permit Fee	\$ 513.00			\$ 513.00
Terrain Consulting - Misc. PR services & Fall Newsletter		\$ 10,271.25		\$ 10,271.25
TelePacific Communications - Monthly internet service	\$ 204.00			\$ 204.00

Allowance of Claims

November 11 - December 29, 2015

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TelePacific Communications - Monthly internet service	\$ 207.07			\$ 207.07
The Corwin Group, Inc. - Final invoice: Mesa Rd. Project			\$ 2,250.00	\$ 2,250.00
The Corwin Group, Inc. - Phelps Road Project			\$ 30,270.00	\$ 30,270.00
Underground Service Alert - November "Dig Alerts"	\$ 52.50			\$ 52.50
U.S. Postal Service - P.O. Box 4 annual fee	\$ 82.00			\$ 82.00
Venco Controls, Inc. - Completion: Replace Allen Bradley pump		\$ 1,334.00		\$ 1,334.00
Verizon - Monthly service/Emily	\$ 116.57			\$ 116.57
Verizon - Monthly service/ SCADA	\$ 250.14			\$ 250.14
Verizon - Monthly service/main facility	\$ 227.09	\$ 14.50		\$ 241.59
Verizon - Monthly service/SCADA	\$ 256.20			\$ 256.20
Verizon - Monthly service/Emily	\$ 116.57			\$ 116.57
WEX Bank - Fuel for District vehicles	\$ 296.32	\$ 140.87		\$ 437.19
				\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 382,334.67</b>	<b>\$ 24,918.87</b>	<b>\$ 287,140.28</b>	<b>\$ 694,393.82</b>

Payroll - Pay Periods Ending: November 11, 25 & December 9, 2015 \$ 86,554.02

**GRAND TOTAL - Fund 4900 \$ 780,947.84**