

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

2. ROLL CALL: BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

David Bearman M.D.

STAFF PRESENT

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

OTHERS PRESENT

John Fox – Goleta Sanitary District
Rodney Gould – Isla Vista Recreation & Parks District
Ray Willefert - Isla Vista Recreation & Parks District

3. APPROVE THE ORDER OF THE AGENDA

No change was made to the order of

4. PUBLIC COMMENT

John Fox reported that Goleta Sanitary District rescheduled its September 7, 2016 Special Board Meeting to 5:30PM instead of 6:30PM.

5. APPROVAL OF THE MINUTES

(16-09-71)

Upon a motion by Director Turenchalk, seconded by Director Lewis, the Board unanimously approved the minutes of the Special Board Meeting of August 15, 2016 as written.

6. REVIEW 2016-2017 ADOPT-A-BLOCK FUNDING REQUEST AND 2015-2016 ANNUAL REPORT

(16-09-72)

Upon a motion by Director Turenchalk, seconded by Director Lewis, the Board unanimously approved to fund the Adopt-a-Block Program in the amount of \$79,021.00 for FY 2016-2017 as requested.

(16-09-73)

Upon a motion by Director Turenchalk, seconded by Director Lewis, the Board unanimously approved to accept the Adopt-a-Block FY 2015-2016 Annual Report as presented.

7. **DISCUSSION TO RESCHEDULE THE SEPTEMBER 20, 2016 REGULAR BOARD MEETING**

(16-09-74)

Upon a motion by Director Lewis, seconded by Director Turenchalk, the Board unanimously approved to cancel the September 20, 2016 Regular Board Meeting and in its place schedule a Special Board Meeting for September 19, 2016 at 12:00 noon.

8. **COMMUNICATIONS**

None.

9. **REPORTS**

Operations Report

The General Manager provided a report.

Personnel Committee Meeting

Director Lewis provided a report on the August 12, 2016 meeting.

Goleta Sanitary District Board Meeting

Director Meyer provided a report on the August 8 & 25, 2016 Board meetings.

Goleta Water District Board Meeting

Director Turenchalk provided a report on the August 9, 2016 Board meeting.

Isla Vista Recreation & Park District

Director Lewis provided a report on the August 11 & 25, 2016 Board meetings.

Santa Barbara Airport Commission

Director Lewis provided a report on the August 17, 2016 meeting.

SBCSDA Board Meeting

Director Meyer provided a report on the August 3, 2016 meeting.

SBCSDA Chapter Meeting

Director Meyer provided a report on the August 22, 2016 meeting.

Other Director Reports

President Geyer reported on the Little Hoover Commission Hearing he attended.

Staff reported on the recent Santa Barbara Planning Commission Hearing during which the Commission considered the GWSID garage and operations building projects.

10. CLOSED SESSION: Employee Performance Evaluation
(Gov't Code Section 54957)
Employee: General Manager/Superintendent
Quarterly Update Report (2nd Quarter 2016)

The Board went into closed session at 6:03PM.
The Board returned from closed session at 6:08PM.
No action was taken.

11. FUTURE AGENDA ITEMS
None.

12. ADJOURNMENT
There being no further business, President Geyer adjourned the meeting at 6:09PM.



Mark Nation, Board Secretary

APPROVED



Craig Geyer, President

GOLETA WEST SANITARY DISTRICT

Operating Report for July 27 – August 30, 2016

I. Administration

Completed routine administrative duties.

Completed five (5) updated permits for Citrus Village (10 ERUs).

Assisted auditors with on site work.

Completed Public Official Bonds for Directors Bearman, Geyer, Lewis and Meyer.

Completed Workers' Compensation 2015-2016 final Payroll Audit Form.

Completed July 2016 Financial Report.

Completed prorated University North Campus Faculty Housing invoices for eleven (11) individual homes.

Staff attended a Management, Finance and Personnel Committee meetings and a Special Board meeting.

Staff completed working with CITIG setting up all things related to the iPads for the Directors. Training for the Directors is scheduled for a Special Board meeting on September 30, 2016 at 1:30PM.

Staff completed the bi-annual internal audit that is required for the District's Sewer System Management Plan (SSMP).

Staff has been working with the developer of Hollister Village to complete all the requirements needed for dedication of the public sewer facilities to the District.

Staff met with a representative from the Army Corps and Lisa Stratton of CCBER to inspect the progress of the mitigation in the wetland area associated with the Mesa Road Project. The inspection seemed to go well as the Army Corps Representative seemed satisfied with the progress.

Twenty-two (22) connection permits were issued to Village at Los Carneros (Phase 3).

Staff met with stakeholders associated with the North Campus Open Space Project at the former Ocean Meadows Golf Course site to review design elements. Staff asked for a few changes to ensure adequate protection and accessibility to District facilities. The design group was cooperative and is making the requested changes.

Staff attended the monthly SAMA meeting.

Updates were made to include new developments in both the GIS mapping and the hard copy map books.

Collection System Maintenance

Staff attended the kickoff meeting for the Phase VI pipeline and manhole maintenance Project. MNS Engineers is beginning the work immediately. The field crew was assigned to take engineers for field inspections as needed.

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

The crew completed hydro-cleaning the Emily Off-tract area, the Ellwood Loop area and have nearly completed the Winchester area.

Staff continues 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 to inspect the sewer improvements for the Village at Los Cameros Project as needed.

Inspection continues as needed for the Mariposa Assisted Living Project.

The crew has been working with Phil Brittain Electrician regarding adding a couple of alarm points to SCADA at Emily Lift Station.

The crew has been painting and repairing areas that need attention in the Emily Lift Station yard.

Routine test runs were performed on all scheduled emergency equipment.

Mark Nation renewed his Santa Barbara Airport Security badging. Good now till August 2018.

Brian McCarthy attended the County of Santa Barbara Utility Coordination Meeting and a similar meeting with the City of Goleta.

Staff received refresher training on Sewer Overflow Response and revisions to the Sewer System Management Plan.

On the afternoon of August 23rd the crew was hydro-cleaning the main sewer at the south end of Brandon Drive. Apparently the Vactoring operation caused water to purge out of the toilet in a small half-bath. The resident was very concerned about water damage. The District followed protocol and called out ServiceMaster to clean and mitigate in the bathroom. ServiceMaster is recommending removing some drywall and pulling up the wood floor to completely dry the area. District staff contacted our insurance provider as per procedure from CSRMA and the claim is now in the hands of the insurance company. District staff is following the progress. This occasionally happens due to unforeseen

circumstances, however; the District's work order system includes a notes area that instructs the field crew to contact certain residents prior to Vactor operations when an area is known to have this problem. There is no history of this taking place at this residence looking back at work order history over the past 15-plus years.

Staff completed plan check and issued a fee estimate to Stantec Engineering for public sewer improvements to serve the Village at Los Carneros Lot 5 Development.

Staff signed off on Sewer Service Permit and City Job Card for Pieology Restaurant located in Hollister Village at 7000 Hollister Ave., Suite F-1.

Staff received training on Welding Safety, the Districts' written SSO Response Plan, and the Sewer System Management Plan (SSMP).

III. Industrial Waste

Staff collected Industrial Wastewater Discharge Permit compliance samples from two locations at FLIR and two locations at Raytheon.

Staff is corresponding with contractor and inspecting installation of an industrial wastewater sampling manhole at the new Karl Storz Imaging located at 1 S. Los Carneros.

Staff is corresponding with Outer Isle Gourmet regarding the District's Pretreatment Program and is in the process of issuing an Industrial Wastewater Discharge Permit for their facility located at 103 Santa Felicia Drive.

Staff received and reviewed May and June discharge estimates from Raytheon for well water utilized in their industrial processes and discharged to the sewer system.

Staff continues to correspond with 805 Kabob and Giovanni's restaurants regarding installation of GWSD compliant grease interceptors.

Staff continues to complete FOG inspections at restaurants and other food service establishments within the District.

IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicle – none to report at this time

Hours – 80

Miles- 575

Loads- 22

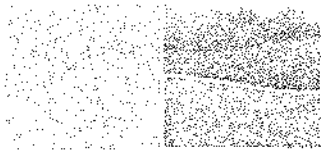
6/23/16 = 12.60 tons, 7/15/16 = 12.44 tons, 7/28/16 = 12.93 tons, 8/6/16 = 09.65 tons

SWEEPER MAINTENANCE

- Replaced rear view mirror switch
- Changed oil and filter on aux engine in the Crosswind
- Rotated suction hose on Crosswind
- Haaker Equipment Co. installed left side gutter broom tilt kit

Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	May 2016	MGD 1.3919; 44.76%
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Sewer Operations Cleaning Summary from July 28, 2016 to August 29, 2016

City of Columbus, Ohio

Summary of Sewer Operations Cleaning

Feet Cleaned

Hydroclean	22,695 ft.
Hot Spot	8,910 ft.
Hydroflush	632 ft.
Root Cutting	502 ft.
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	32,739 ft.

Lines Cleaned

Hydroclean	91 lines
Hot Spot	28 lines
Hydroflush	2 lines
Root Cutting	2 lines
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	123 lines

Other Work Orders

FOG Inspection	42 Work Orders
Parcel Permit	5 Work Orders
CCTV Work Order	4 Work Orders
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	51 Work Orders

GOLETA WEST SANITARY DISTRICT
ALLOWANCE OF CLAIMS
July 27 - August 30, 2016

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
ADP, LLC - Payroll processing for period ending 07/31/16	\$ 264.28	\$ 29.36		\$ 293.64
ADP, LLC - Payroll processing for period ending 07/20/16	\$ 228.64	\$ 25.40		\$ 254.04
ADP, LLC - Payroll processing	\$ 241.78	\$ 26.86		\$ 268.64
ADP, LLC - Payroll processing for period ending 08/17/16	\$ 225.35	\$ 25.04		\$ 250.39
AT&T - Monthly service/main facility	\$ 126.14	\$ 8.04		\$ 134.18
AT&T - Monthly cell phone service	\$ 379.93			\$ 379.93
Barriade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolf, LLP - Accounting services	\$ 739.80	\$ 82.20		\$ 822.00
Blueisic Bookkeeping - June bank reconciliations	\$ 85.00			\$ 85.00
Brownstein Hyatt Farber Schreck - Legal services	\$ 2,528.00	\$ 328.00	\$ 2,014.50	\$ 4,870.50
Brownstein Hyatt Farber Schreck - Legal services	\$ 164.00	\$ 2,250.00	\$ 2,153.00	\$ 4,567.00
CalPERS - Pension; 07/21/16 - 08/03/16	\$ 3,840.89	\$ 198.37		\$ 4,039.26
CalPERS - Pension; 08/04/16 - 08/17/16	\$ 3,853.05	\$ 198.37		\$ 4,051.42
CalPERS - Fees for GASB-68 Reports & Schedules	\$ 650.00			\$ 650.00
CalPERS - September health insurance premiums	\$ 10,940.89	\$ 761.50		\$ 11,702.39
CalPERS - Pension; 08/18/16 - 08/30/16	\$ 3,853.05	\$ 198.37		\$ 4,051.42
Campbell-Geo, Inc. - USTCF assistance for EquoLogic	\$ 160.00			\$ 160.00
CASA - Conference registration: Director Bearman	\$ 550.00			\$ 550.00
Cintas Corporation - First Aid supplies	\$ 112.38			\$ 112.38
CITIG - Computer support services	\$ 350.00			\$ 350.00
CITIG - Balance payment for iPads		\$ 3,443.37		\$ 3,443.37
CITIG - Computer support services	\$ 611.50			\$ 611.50
CITIG - Computer support services	\$ 612.51			\$ 612.51
Craig Geyer - SBCSDA travel & meal reimbursements	\$ 108.04			\$ 108.04
Craig Geyer - SBCSDA travel & meal reimbursements	\$ 50.80			\$ 50.80
Dal Pozzo Tires - Tire repair for Crosswind street sweeper		\$ 45.00		\$ 45.00
Eduardo Galindo Architect - PS#2 Upgrade/Garage Expansion Projects			\$ 2,585.19	\$ 2,585.19
First Bankcard - Mtg expenses; HD monitor; operating supplies	\$ 740.08	\$ 1.99		\$ 742.07
Frontier Communications - Monthly service/SCADA	\$ 251.06			\$ 251.06
Frontier Communications - Monthly service/Emily	\$ 113.46			\$ 113.46
Frontier Communications - Monthly service/main facility	\$ 228.20	\$ 14.57		\$ 242.77
Goleta Water District - Monthly service/Emily	\$ 75.02			\$ 75.02
Home Depot Credit Services - Hedge shears & oil	\$ 35.54			\$ 35.54
Home Depot Credit Services - Maintenance supplies	\$ 60.65			\$ 60.65
Jaimes Landscape - July landscape services	\$ 300.00			\$ 300.00
Larry Meyer - SBCSDA meal & travel reimbursements	\$ 161.61			\$ 161.61
Larrys Auto Parts - Maintenance parts	\$ 19.40			\$ 19.40
Larrys Auto Parts - Maintenance parts for sweeper		\$ 181.01		\$ 181.01
Larrys Auto Parts - Gasket for Roiline	\$ 12.44			\$ 12.44
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 - 25 YD roll-off & recycle fees	\$ 260.89	\$ 1,043.55		\$ 1,304.44

Allowance of Claims

July 27 - August 30, 2016

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MarBorg Industries - 25 YD roll-off & recycle fees	\$ 243.44	\$ 973.77		\$ 1,217.21
MarBorg Industries - 25 YD roll-off & recycle fees	\$ 189.65	\$ 758.60		\$ 948.25
Mark Nation - SBCSDA Chapter Meeting meal reimbursement	\$ 40.00			\$ 40.00
McCormix Corp. - Fuel for street sweeper		\$ 168.30		\$ 168.30
McCormic Corp. - Diesel exhaust Fluid	\$ 77.33	\$ 77.33		\$ 154.66
Mission Linen Supply - July uniform service	\$ 1,015.50	\$ 179.20		\$ 1,194.70
Norlab, Inc. - Liquid powder tracing dye	\$ 232.00			\$ 232.00
PFM Asset Management, LLC - July investment services	\$ 1,242.62			\$ 1,242.62
Ready Refresh By Nestle - Drinking water & cooler rental	\$ 95.58			\$ 95.58
RedZone Robotics - 2016-2017 ICOM subscription		\$ 27,130.00		\$ 27,130.00
Reliance Standard Life Insurance Co. - Sept. LTD insurance premiums	\$ 774.74	\$ 54.05		\$ 828.79
Richard B. Moore - Update Atlas Maps	\$ 1,400.00			\$ 1,400.00
SDRMA - August Dental/Life insurance premiums	\$ 833.63	\$ 89.04		\$ 922.67
SDRMA - September Dental/Life insurance premiums	\$ 819.45	\$ 89.04		\$ 908.49
Silvia's Cleaning Company, Inc. - July cleaning service	\$ 330.00			\$ 330.00
Southern California Edison - Monthly service/Family	\$ 246.88			\$ 246.88
Southern California Edison - Monthly service/main facility	\$ 3,556.00			\$ 3,556.00
Specialty Tool & Bolt - Set screws	\$ 30.78			\$ 30.78
Stantec Consulting Services - Mesa Rd & IV Sewer Main Projects			\$ 27,419.75	\$ 27,419.75
TelePacific Communications - Monthly internet service	\$ 179.00			\$ 179.00
The Corwin Group - Phelps Road Project			\$ 4,618.63	\$ 4,618.63
Underground Service Alert - July "Dig Alerts"	\$ 61.50			\$ 61.50
UCSB Community Housing Authority - Refund for NCFH	\$ 3,028.00			\$ 3,028.00
US Bank - Quarterly (April - June) investment services	\$ 946.21			\$ 946.21
Velocity Truck Center Ventura County - Maint. parts for sweeper		\$ 103.01		\$ 103.01
Velocity Truck Center Ventura County - Maint. parts for sweeper		\$ 3.65		\$ 3.65
Velocity Truck Center Ventura County - Flasher relay for sweeper		\$ 67.98		\$ 67.98
Velocity Truck Center Ventura County - Marker lamp for sweeper		\$ 98.19		\$ 98.19
WEX Bank - Fuel for District vehicles	\$ 511.79	\$ 338.51		\$ 850.30
				\$ -
TOTAL SERVICES & SUPPLIES	\$ 52,038.48	\$ 38,991.67	\$ 38,791.07	\$ 129,821.22

Payroll - Pay Periods Ending: August 3 & 17, 2016

\$ 60,567.54

GRAND TOTAL - Fund 4900

\$ 190,388.76