

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
DECEMBER 16, 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 24 hours in advance of this special meeting.

1. CALL TO ORDER

Director Geyer called the meeting to order at 5:31 PM

2. ROLL CALL

Robert Thomas

Margaret Zhu (arrived at 5:40 PM)

Eva Turenchalk

Craig Geyer

David Lewis

BOARD MEMBERS ABSENT

None

STAFF PRESENT

Brian M^cCarthy – General Manager/Board Clerk-Secretary

Joseph Hilliard – General Manager

Jena Acos – District Counsel (attended remotely)

Kristyn Lopez – Office Manager

OTHERS PRESENT

Dean Nevins – Director, Goleta Sanitary District

3. REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449

No request for remote participation.

4. APPROVE THE ORDER OF THE AGENDA

Item 10 was pulled from the agenda.

5. GENERAL MANAGER UPDATES

General Manager, Joseph Hilliard, provided a report.

The Board took a recess from 5:39 PM until 5:43 PM to allow staff time to address audio issues.

6. **LEGAL COUNSEL UPDATES**

No report

7. **CONSENT CALENDAR**

(25-12-69)

Upon a motion by Director Lewis, seconded by Director Zhu, the Board approved item 7a, 7b, 7c, 7d, 7e, and 7f in the Consent Calendar, as presented by unanimous vote (5-0).

a. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF NOVEMBER 18, 2025**

b. **RECEIVE AND FILE GENERAL MANAGER'S OPERATIONS REPORT FOR THE REGULAR BOARD MEETING OF NOVEMBER 18, 2025**

c. **RECEIVE AND FILE ALLOWANCE OF CLAIMS FOR THE REGULAR BOARD MEETING OF NOVEMBER 18, 2025**

d. **RECEIVE AND FILE OCTOBER 2025 MONTHLY FINANCIAL REPORT**

7.4 e. **RESCIND JOB DESCRIPTION FOR THE SUPERINTENDENT POSITION THAT WAS APPROVED AT THE MAY 6, 2025, REGULAR BOARD MEETING AND AUTHORIZE THE PERSONNEL COMMITTEE TO WORK WITH LEGAL COUNSEL AND STAFF TO REVISE THE JOB DESCRIPTION AND COMPENSATION FOR THE SUPERINTENDENT POSITION, AND TO PROCEED WITH RECRUITMENT FOR THAT ROLE. THE SUPERINTENDENT WILL REPORT TO AND BE SUPERVISED BY THE GENERAL MANAGER**

f. **APPROVE REVISIONS TO THE BOARD POLICY HANDBOOK TO REFLECT THE GENERAL MANAGER'S INCREASED PURCHASING AUTHORITY LIMIT TO \$75,000**

DISCUSSION-ACTION ITEMS

8. **RECONSIDERATION OF THE CONDITIONS CONSTITUTING AN EMERGENCY AND APPROVE INVOICES FOR FORCE MAIN WORK**

(25-12-70)

The General Manager, Joseph Hilliard, provided a report. Upon a motion by Director Turenchalk, seconded by Director Thomas, the Board moved to not ratify Resolution 25-838 declaring an emergency and moved to ratify all 3 expenditures, MNS Engineers, Inc for \$1,937.25, invoice #91841, and Tierra Contracting for \$24,605.00, invoice #3828-2 and \$12,730.00, invoice #3828-3 as presented by unanimous vote (5-0).

9. **SELECTION OF BOARD PRESIDENT, VICE PRESIDENT AND CLERK/SECRETARY FOR CALENDAR YEAR 2026**

(25-12-71)

General Manager, Brian McCarthy, provided a summary. Upon a motion by Director Geyer, seconded by Director Thomas, the Board approved Director Thomas to serve as President and Director Zhu to serve as Vice President of the Board in 2026, as presented by unanimous vote (5-0).

The Board will select the Board Clerk/Secretary and President Thomas will assign Officers, Standing Committee Members and District Representatives at the first meeting in January

10. CONSIDERATION OF AMENDMENTS TO THE EMPLOYMENT AGREEMENTS OF BRIAN MCCARTHY AND JOSEPH HILLIARD

This item was pulled from the agenda.

11. CONSIDER APPROVAL OF REVISIONS TO APPENDIX A OF THE PERSONNEL POLICY/EMPLOYEE HANDBOOK

(25-12-72)

Upon a motion by Director Zhu, seconded by Director Thomas, the Board approved revisions to Appendix A of the Personnel Policy/Employee Handbook to satisfy CalPERS request to reflect adoption dates, General Manager compensation and reference to longevity bonuses, as presented by unanimous vote (5-0).

INFORMATION ITEMS

None.

12. COMMUNICATIONS

13. REPORTS

A. Operations Report – November 12, 2025 – December 9, 2025

No questions from the Board.

B. Goleta Sanitary District – December 1, 2025

Director Geyer provided a report.

C. City of Goleta – December 2, 2025

No report.

D. SBCCSDA Executive Board Meeting – December 3, 2025

Director Geyer provided a report.

E. Santa Barbara County Legislative Program Meeting – December 8, 2025

No report.

F. Goleta Water District Board Meeting – December 9, 2025

Director Zhu provided a report.

G. EMID Board Meeting – December 10, 2025

No report.

H. Santa Barbara Airport Commission Meeting – December 10, 2025

No report.

I. Goleta Sanitary District Board Meeting – December 15, 2025

Director Thomas provided a report.

J. Other Reports

Director Zhu provided a report on PFM Asset Management webinar.

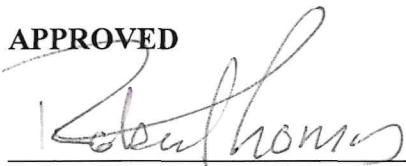
14. FUTURE AGENDA ITEMS

None

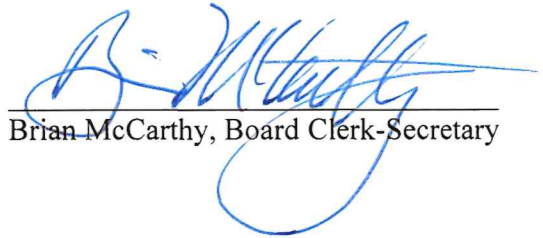
15. ADJOURNMENT

There being no further business, President Geyer adjourned the meeting at 6:05 PM.

APPROVED



Robert Thomas, Board President



Brian McCarthy, Board Clerk-Secretary

Operations Report

November 12 – December 9, 2025

Administration

The emergency declared on May 14, 2025, by the General Manager was last ratified by the Board on November 18, 2025 regular Board meeting. The final exploratory excavation and soil analysis was completed on November 12, 2025 on a section of the 24" force main located within the Santa Barbara Airport property. Data gathered is being analyzed by third-party engineers and will be incorporated into the findings. The 24" force main has been recommissioned and is currently in use. District staff feels confident that the necessary investigative work has been concluded and both force mains are in normal operation, and concluding the emergency declaration may be brought to the Board for consideration.

Kimley-Horn Engineering has rejoined the construction management team for the Phase 2 Administration Building project. Pamela Singleton, the structural engineer of record, has agreed to continue to provide structural engineering services through the completion of the project.

Newton Construction & Management (NCM) has completed underground utility conduits and continues to work on sub-foundation grade beams for the Phase 2 Administration Building project.

Reminder letters were mailed to the owners of Glen Annie Golf Course with terms and conditions of 1994 Agreement between GWSD and Glen Annie Golf Course.

Staff continue to meet with HiTech Concepts, Inc., regarding development of the new SCADA system. Communications with the District's IT consultants from CITIG continue.

Administration staff attended a Workplace De-escalation Skills webinar through SDRMA.

Kristyn Lopez attended Nuts & Bolts - Navigating Risks for the Front Line Supervisor webinar.

Sewer Availability Letters were issued for the following:

- 7283 Bassano Drive – Attached ADU
- 7211 Del Norte Drive – Attached ADU

Fee estimates were issued for the following:

- 7296 Tuolumne Drive – Garage Conversion ADU

Sewer Service Permits were issued for the following:

- 7296 Tuolumne Drive – Garage Conversion ADU

- 628 Vereda Del Ciervo – Detached ADU
- 6831 Hollister Avenue, Suite B – Giovannis Pizza Grease Removal Device & Tenant Improvement

Collection System & Pump Station

Pump #2 in Pump Station 1 has been replaced with the brand new Vaughan pump that was ordered in October. The pump is up and running normally, but an issue with the check valve serving this pump has been discovered. Staff removed a large obstruction from the valve but the issue persisted. Staff is currently working with the valve manufacturer to procure the necessary parts to rebuild the valve.

Staff continue to inspect construction of the Heritage Ridge Housing Project onsite sewer system that they intended to dedicate to the District once completed to the District Design & Construction Standards for Sewer Facilities.

Staff continue to coordinate with the City of Goleta staff and inspect the 2025 City of Goleta Paving Project.

Cleaning work continues in the Santa Barbara Shores neighborhood.

Staff have continued CCTV inspection of the Santa Barbara Shores and Coronado area.

Industrial Waste & Environmental Compliance

Staff conducted an annual facility inspection of the USPS facility on Storke Road.

Staff attended the Goleta Slough Management Committee Meeting at the Santa Barbara Airport.

Staff conducted the 4th quarter Industrial Wastewater Discharge Permit Class IV – Categorical Industrial Users inspections at the following facilities: Google GQ3, Lockheed Martin Santa Barbara Focalplane, and Transphorm.

Staff discussed the procedure and District requirements for the installation of a benchtop polisher/grinding system at the Google GQ1 facility.

Street Sweeping

The street sweeping schedule and holiday makeup dates continue to be published on the District website. The sweeping program remains on schedule and continues to operate safely.

Graffiti: None reported

Abandoned Vehicles: None reported

Miles: 634.5

Hours: 50.8

Water fills: 43

Loads: 22

Marborg: 11/3/25: 12.52 tons

Maintenance: Routine inspections, maintenance, and replacements of failed part on the street sweepers were performed as scheduled or as needed.

Table of Treatment Capacity at the GSD Regional Wastewater Treatment Plant

GWSD Average Daily Flow	November 2025	2.3380MGD; 42.6271%
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Your environmental partner since 1954

Sewer Operations Cleaning Summary from November 12, 2025 to December 9, 2025

Descripton	Quantity
Feet Cleaned	
Hot Spot	672 ft.
Root Cutting	598 ft.
	1,270 ft.
Lines Cleaned	
Hot Spot	2 lines
Root Cutting	2 lines
	4 lines
Other Work Orders	
CCTV Work Order	11 Work Orders
Service Call	2 Work Orders
	13 Work Orders

Goleta West Sanitary District
Allowance of Claims
11/12/25 - 12/09/25
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Vendor ID	Vendor Name	Transaction Description	Check Date	Document Amount
AMA001	Amazon Capital Services, Inc	Office Supplies	11/17/2025	32.97
AQU01	Aqua-Flo Supply	Repairs	11/24/2025	107.80
BAR01	Bartlett Pringle & Wolf LLC	Accounting, IT, & Audit	11/24/2025	33,210.00
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Fees	12/5/2025	84,952.40
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	11/13/2025	6,287.98
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	11/13/2025	2,027.07
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	11/28/2025	6,287.98
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	11/28/2025	2,027.07
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	11/28/2025	120.00
CAN01	Cannon Corp	SIM Card Tests	12/5/2025	742.90
CAS001	Case Pacific Company	Construction Services	12/5/2025	4,500.00
CITIG06	Channel Islands Technology Integrators' Group	Computer Services	12/5/2025	3,083.36
DAL01	Dal Pozzo Tire Corp	Vehicle Repairs	11/17/2025	85.00
FIL01	Filippin Engineering	Construction Services	11/17/2025	43,989.00
FIL01	Filippin Engineering	Construction Services	12/5/2025	23,584.50
FIR01	First Bankcard	Credit Card	11/14/2025	1,727.13
FIR02	FirstNet	Phones	11/25/2025	426.77
GOL02	Goleta Sanitary District	Water Treatment	11/17/2025	612,050.46
GOL04	Goleta Water District	Water	11/17/2025	145.07
GRA03	Grainger	Pump Repairs	12/5/2025	1,345.92
HAA01	Haaker Equipment Company	Vehicle Parts	11/24/2025	1,748.11
LIN01	Lincoln National Life Ins	457 Plan Contributions	11/24/2025	3,773.30
LIN01	Lincoln National Life Ins	457 Plan Contributions	11/24/2025	3,697.09
LIN01	Lincoln National Life Ins	457 Plan Contributions	11/24/2025	3,608.49
MAR01	Marborg Industries	Rolloff and Waste Disposal	12/5/2025	2,867.74
MIS01	Mission Linen Supply	Uniforms	12/5/2025	2,487.50
MNS01	MNS Engineers Inc	Force Main Assessment	11/17/2025	1,937.25
PLU001	Plumbers Depot Inc.	Repairs	11/24/2025	786.10
RAF001	Raftelis Financial Consulting	Financial Consulting	11/24/2025	3,888.75
REL01	Reliance Standard Life Insurance	Insurance	12/5/2025	861.30
RIN001	Rincon Consultants, Inc	Environmental Services	11/24/2025	7,791.10
ROC001	Rockwell Engineering and Equipment	Pump Repairs	11/24/2025	35,264.62
SAN01	San Luis Powerhouse	Generator Service	11/24/2025	3,622.08
SAN03	Sansum-SBMFC Occupational Medicine Center	DOT Exam	12/5/2025	165.00
SIL01	Silvia's Cleaning Company, Inc.	Cleaning	11/17/2025	1,300.00
SMA001	Smart Sights	Pump Repairs	11/24/2025	6,300.00
SOC01	So Cal Pest Control	Pest Control	12/5/2025	115.00
TRL01	Trusted Legal	Legal Services	11/17/2025	1,782.00