

**June 2012**

June 2012							July 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 27		28	29	30	31	Jun 1	2
3		4	5	6	7	8	9
		7:30pm 9:30pm GSD Board Meeting	7:00pm Regular Board Mtg	12:00pm SBCSDA Exec. Brd Mtg			
10		11	12	13	14	15	16
		12:30pm Public Relations Committee Mtg	5:30pm GWD Brd Mtg	5:30pm IVR&PD Brd Mtg			
17		18	19	20	21	22	23
		1:00pm Management Committee 7:30pm GSD Board Meeting					
24		25	26	27	28	29	30
		6:30pm Special District's Dinner Meeting					

May 27 - Jun 2

Jun 3 - 9

Jun 10 - 16

Jun 17 - 23

Jun 24 - 30





- C. Goleta Sanitary District Board Meetings: Met May 21 & June 4, 2012**
- D. IVR&PD Board Meeting: Met May 16, 2012**
- E. City of Goleta Council Meetings: Met May 24, May 25 & June 5, 2012**
- F. SBCSDA Chapter Meeting: Met May 21, 2012**
- G. Other Director Reports:**

**12. FUTURE AGENDA ITEMS:**

**13. ADJOURNMENT:**

Written materials relating to an item on this Agenda that are distributed to the Goleta West Sanitary District within 72 hours before the meeting during which this item will be considered will be made available for public inspection at the District administrative offices located at UCSB Campus, Parking Lot 32, Santa Barbara, CA, during normal business hours.

The Goleta West Sanitary District Board Room is accessible to people with disabilities. If additional accommodations for the disabled are needed please call the District's Office Manager at (805) 968-2617 or e-mail your request to [info@goletawest.com](mailto:info@goletawest.com) in advance of the meeting.

**NEXT RESOLUTION NO. 734**

**NEXT ORDINANCE 82**

**MINUTES OF THE SPECIAL MEETING  
OF THE GOLETA WEST SANITARY DISTRICT**

**Held At:**

**GOLETA SANITARY DISTRICT – One William Moffett Place, Goleta, CA 93117  
May 14, 2012**

**CALL TO ORDER**

President Meyer called the meeting to order at 12:12 P.M.

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT**

Mr. Mark Nation, General Manager/Superintendent.

**OTHERS PRESENT**

Mr. Kamil Azoury and Mr. Jeff Salt of Goleta Sanitary District.

**APPROVE THE ORDER OF THE AGENDA**

There was no change to the order of the agenda.

**PUBLIC COMMENT**

There was no public input presented at this time.

**ACTION ITEMS**

**1) Tour of GSD Treatment Plant Upgrade Project Construction**

Mr. Kamil Azoury provided the background of the project and a construction progress update. Following the discussion the Board toured the entire site to view the progress. Mr. Azoury and Mr. Salt answered specific questions along the way.

**ADJOURNMENT**

There being no further business, President Meyer adjourned the meeting at 1:35 P.M.

---

Mark Nation, Acting Secretary

**APPROVED**

---

Larry D. Meyer, President



**MINUTES OF THE REGULAR MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
May 15, 2012**

**CALL TO ORDER**

President Meyer called the meeting to order at 7:00 P.M.

**BOARD MEMBERS PRESENT**

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

**STAFF PRESENT**

Diane P. Powers, Secretary; Mr. Mark Nation, General Manager/Superintendent; Mr. Steven A. Amerikaner, General Counsel

**OTHERS PRESENT**

Mr. John R. Fox, Director, Goleta Sanitary District

**APPROVE THE ORDER OF THE AGENDA**

There was no change to the order of the agenda.

**PUBLIC INPUT**

Director Geyer reported that the SBCSDA Chapter Meeting will take place on Monday May 21, 2012 rather than the last Monday of the month, which is the Memorial Day holiday.

**MINUTES**

(12-05-21)

Upon a motion by Director Geyer, seconded by Director Lewis the Board unanimously approved the minutes of the regular meeting of May 1, 2012 as written.

**ACTION ITEMS**

**1) Review UCSB Capital Fund Charge**

Mr. Nation informed the Board that the Finance Committee had met and recommends that the Board not impose an increase in the Capital Fund Charge at this time. He explained that there has not been a significant increase in property tax revenues. No action needed to be taken.

**2) Update GWSD Investment Policy**

Mr. Nation explained that the Finance Committee had met with Ms. Nancy Jones of PFM Asset Management LLC to discuss the District's Investment Policy. He pointed out that the changes recommended by PFM reflect updated language to the Policy and that the Finance Committee recommends the Board adopt Resolution No. 12-731: Amending the District's Investment Policy.

(12-05-22)

Upon a motion by Director Geyer, seconded by Lewis the Board unanimously approved to adopt Resolution No. 12-731: Amending the District's Investment Policy.

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

**3) Review the Draft Reserve Policy Update Memo from Raftelis Financial Consultants, Inc. and Resolution No. 12-732: Revising the District's Reserve Fund Policy**

Mr. Nation reported that the Board had discussed increasing the reserve fund levels at the regular meeting of March 6, 2012. President Meyer questioned the status of Fund 4933 (Devereux Creek Project). Mr. Nation responded that the project is complete and the fund has been eliminated as per Resolution No. 12-732.

(12-05-23)

Upon a motion by Director Geyer, seconded by Director Turenchalk the Board unanimously approved to adopt Resolution No. 12-732: Revising the District's Reserve Fund Policy.

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

**4) COLA for District employees**

President Meyer reported that the Personnel Committee had met and recommends a 3% COLA for District employees. Director Geyer replied that he cannot support a 3% COLA since the CPI is 2%. He explained that the District may become a target if they were to award a 3% COLA to its employees. Directors Bearman and Turenchalk supported the 3% COLA adjustment.

(12-05-24)

Upon a motion by Director Geyer, seconded by Director Lewis the Board approved to adopt Resolution No. 12-733: Amending Appendix "A" of the Personnel Policy Handbook (awarding a 2% COLA).

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

**5) Review Draft FY 2012-2013 Budget Document**

Mr. Nation provided a comprehensive review of the Draft FY 2012-2013 Budget Document. He explained that the Finance Committee had met to review said document. Mr. Nation reminded the Board that it is customary that following the preliminary review of the budget that the document be brought back to the Board for approval in June. President Meyer advised the Board that if they have any further questions with regards to the budget to contact Mr. Nation.

**COMMUNICATIONS**

The communications were noted as received.

**REPORTS**

**Operating Report:**

Mr. Nation provided highlights of the operating report.

**Engineering Committee Meeting:**

Director Lewis provided a report on the May 11, 2012 Engineering Committee Meeting.

**Finance Committee Meeting:**

Director Lewis commented that the topics of the Finance Committee Meeting were addressed as items on the agenda.

**Management Committee Meetings:**

Director Geyer provided a report on the May 11, 2012 Management Committee Meeting.

**Goleta Sanitary District Board Meeting:**

President Meyer provided a report on the May 7, 2012 Goleta Sanitary District Board Meeting.

**Goleta Water District Board Meeting:**

Director Turenchalk provided a report on the May 8, 2012 Goleta Water District Board Meeting.

**IVR&PD Board Meeting**

Director Lewis reported that the IVR&PD Board Meeting is scheduled for May 16, 2012.

**City of Goleta Council Meetings:**

No report was provided on the May 15, 2012 City of Goleta Council Meeting.

**SBCSDA Executive Meeting:**

Director Meyer provided a report on the May 2, 2012 SBCSDA Executive Meeting.

**Other Director Reports**

President Meyer reported on the May 3, 2012 CCRWQCB Meeting.

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

There being no further business, President Meyer adjourned the meeting at 8:02 P.M.

---

Diane P. Powers, Secretary

**APPROVED**

---

Larry D. Meyer, President

# GOLETA WEST SANITARY DISTRICT

## Operating Report for April 25 – May 8, 2012

### **I. Administration**

Completed routine administrative duties.

Prepared Board Agenda packet for May 15, 2012 regular Board Meeting.

Continue to work on data entry for the commercial billing portion of the 2012-2013 tax roll.

Completed manual billings for Dos Pueblos High School and local elementary schools for 2011-2012.

Completed adjusting Journal Entries requested by District auditor.

Attended two Finance Committee meetings and a Personnel Committee meeting.

Staff completed first draft of the FY 2012-13 budget document.

Staff worked with Raftelis Financial Consultants to finalize their reserve fund update memo.

Staff issued a fee estimate letter for the Decker's buildings that are proposed to be built at the Cabrillo Business Park.

Staff attended the SCAP Collection Systems Committee meeting. Several topics were discussed including spill reporting and estimation and status of proposed changes to Waste Discharge Requirements.

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

District Staff continues to inspect the sewer installation at the UCSB North Campus Faculty Housing Phase II development.

The crew completed hydro-flushing throughout the District with 6,842 ft. cleaned since the last report.

The crew completed hydro-cleaning the Santa Barbara Shores area with 12,871 ft. cleaned since the last report.

The crew completed hydro-cleaning the Dos Pueblos Off-tract area with 3,502 ft. cleaned since the last report.

Phil Brittain repaired the bubbler system to the diversion structure dewatering well.

Tierra Contracting was called to investigate what appeared to be a water leak in the pavement area near PS#2. It was found to be a 3-inch water service to pump #2 that was leaking where a repair coupling was located. The problem was repaired and the pavement patched as needed.

The crew exercised valves throughout the District.

Staff inspected mainline connection on Trigo Road to serve the IV Loop project.

### III. Industrial Waste

Staff met with a representative of FLIR Systems to discuss pretreatment regulations and their plans to consolidate all of their Goleta/Santa Barbara operations at the former location of Delco Electronics.

Staff continues to conduct FOG inspections at Food Service Establishments (FSE's) within the District.

Staff received and reviewed April well water discharge estimates from Raytheon for water used in their industrial processes and discharged to the GWSD collection system.

Staff received and reviewed March Groundwater Remediation System discharge meter readings from Hargis + Associates for the Delco clean-up site.

### IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicles – none to report at this time

Hours – 37.1

Miles – 676.7

Loads - 17

\*Additional street sweeping was performed in I.V. during spring break\*

4/13/12 - 18.79 tons of debris

#### Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	March 2012	MGD 1.4684 47.2%
--------------------------------	------------	------------------

**GOLETA WEST SANITARY DISTRICT**

**ALLOWANCE OF CLAIMS**

April 25 - May 8, 2012

<b>SERVICES &amp; SUPPLIES</b>	<b>Wastewater O &amp; M</b>	<b>Other Services</b>	<b>Capital Outlay</b>	<b>Total</b>
Acorn Landscape - Monthly maintenance fees	\$ 333.41			\$ 333.41
ADP, Inc. - Processing charges for period ending 04/18/12	\$ 201.41	\$ 22.38		\$ 223.79
Arrowhead Direct - Monthly cooler rental & drinking water	\$ 91.80			\$ 91.80
AT&T - Monthly long distance service	\$ 269.53	\$ 17.20		\$ 286.73
Bob Woolever's Tire Shoppe - New tires for Chevy S-10	\$ 414.80			\$ 414.80
Bob Woolever's Tire Shoppe - Align & rotate tires; 2007 Chevy Truck	\$ 68.23			\$ 68.23
Brownstein, Hyatt, Farber, Schreck - Legal services		\$ 7,942.10		\$ 7,942.10
CalPERS - Pension; 04/19/12 - 05/02/12	\$ 2,522.31	\$ 176.11		\$ 2,698.42
CampbellGeo, Inc. - UST Remediation System progress billing		\$ 6,743.85		\$ 6,743.85
CDM Smith - Mesa Rd. & Phelps Rd. Projects			\$ 11,542.38	\$ 11,542.38
Cintas First Aid & Safety - First aid supplies	\$ 105.85			\$ 105.85
Coastal Copy - Quarterly service charges	\$ 461.22			\$ 461.22
CWEA - Membership renewal; R. Chavez	\$ 132.00			\$ 132.00
CWEA Tri-Counties Section - Workshop reg; Chavez & Hilliard	\$ 30.00	\$ 30.00		\$ 60.00
Geyer, Craig - SBCSDA Executive Mtg. meal & travel reimbursements	\$ 59.72			\$ 59.72
Goleta Valley Paint - 3 cans black spray paint	\$ 24.54			\$ 24.54
Goleta Water District - Monthly service	\$ 55.93			\$ 55.93
Haaker Equipment Co. - Vactor nozzle	\$ 505.50			\$ 505.50
Haaker Equipment Co. - Repairs to street sweeper		\$ 29,767.21		\$ 29,767.21
Hilliard, Joseph - Maintenance supplies	\$ 52.94			\$ 52.94
Impulse Advanced Communications - Monthly virtual host service	\$ 55.00			\$ 55.00
Larry's Auto Parts - Impact socket	\$ 11.41			\$ 11.41
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
MarBorg Industries - 25YD roll-off & recycle fees	\$ 300.28	\$ 1,201.10		\$ 1,501.38
MarBorg Industries - 25YD roll-off rental	\$ 19.80	\$ 79.20		\$ 99.00
McCormix Corp. - Fuel for street sweeper		\$ 523.22		\$ 523.22
Meyer, Larry D. - SBCSDA meal and travel reimbursements	\$ 170.18			\$ 170.18
Meyer, Larry D. - SBCSDA meal and travel reimbursements	\$ 53.00			\$ 53.00
Mission Linen Supply - Monthly uniform service	\$ 584.93	\$ 103.23		\$ 688.16
Santa Barbara Bank & Trust - Battery back-up; maintenance; mtg exp.	\$ 383.11			\$ 383.11
SDRMA - May Dental/Life insurance premiums	\$ 829.47	\$ 107.49		\$ 936.96
Silvia's Cleaning Service, LLC - Monthly cleaning service	\$ 280.00			\$ 280.00
Southern California Edison - Monthly service/Emily	\$ 292.38			\$ 292.38
TelePacific Communications - Monthly internet service	\$ 185.00			\$ 185.00
The Gas Company - Monthly service/main facility	\$ 53.16			\$ 53.16
The Home Depot - Pump station maintenance supplies	\$ 76.30			\$ 76.30
Underground Service Alert - April "Dig Alerts"	\$ 52.50			\$ 52.50
US Bank - Quarterly investment services	\$ 1,216.43			\$ 1,216.43
Van Buren Consulting - Computer support services	\$ 1,022.50			\$ 1,022.50
Venco Controls, Inc. - Troubleshoot Allen Bradley VFD in PS#1	\$ 285.00			\$ 285.00
Verizon California - Monthly service/main facility	\$ 349.18	\$ 22.29		\$ 371.47
Verizon California - Monthly service/Emily	\$ 136.66			\$ 136.66
Verizon Communications - Monthly service/SCADA	\$ 226.49			\$ 226.49
				\$ -

Allowance of Claims  
April 25 - May 8, 2012  
Page Two

<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 12,586.97</b>	<b>\$ 46,735.38</b>	<b>\$ 11,542.38</b>	<b>\$ 70,864.73</b>
Payroll - Pay Period Ending: May 2, 2012				\$ 26,714.12
<b>GRAND TOTAL - Fund 4900</b>				<b>\$ 97,578.85</b>

**Goleta West Sanitary District**  
**Statement of Revenues and Expenses**  
For the Ten Months Ending April 30, 2012

	Current Month	YTD Actual	Annual Budget
<b>Revenues</b>			
3010 +(3056)	Property Tax Revenue	\$649,843	\$1,637,988
3410	Miscellaneous Permits	126	25,000
3380	Interest Income	24,520	355,631
3381	Unrealized Gain/Loss Investments	36,443	123,811
3390	Homeowners Property Tax Relief	0	6,946
3420	Planning & Engrng-Plan Ck Fes	0	11,623
3430	Insurance	0	48,768
3440	Sanitation Services	914,970	2,221,995
3450	Connection Fees	0	599,200
3460	Inspection Fees	176	31,433
3480 +(3490)	Other Services	4,079	8,102
3500 +(8300)	Gain/Loss on Sale of Fixed Assets	0	(36,077)
	<b>Total Revenues</b>	<b>\$1,630,157</b>	<b>\$5,031,830</b>
<b>Expenses</b>			
(6000 TO 6999)...	Salaries and Employee Benefits	69,781	790,688
7090	Insurance	0	49,738
7120	Vehicle Repairs & Maintenance	836	19,804
7121	Repairs & Maintenance	932	53,201
7122	Operating Supplies	44	829
7200	Audit and Accounting Fees	482	32,059
7210	Legal Fees	0	33,448
7230	Professional Services - Computer	1,824	2,361
7235	Professional Services - Financial	5,231	45,648
7240	Professional Services - Other	0	60,424
7300	Contractual Services	12,932	217,164
7383	Licenses & Taxes	190	6,244
7450	Office Expense	76	1,096
7460	Printing	0	2,143
7470	Publications & Legal Notices	0	636
7480	Postage	0	1,091
7490	Memberships	0	15,692
7500	Miscellaneous Expense	0	7,758
7540	Rents/Leases - Equipment	0	280
7653	Training/meetings/materials/safety	1,926	8,838
7660	Transportation and Travel	186	4,064
7731	Gasoline-Oil-Fuel	2,731	17,571
7760	Utilities	6,874	76,547
7800 +(7860)	Other Charges	0	5,160
7900	Treatment	119,669	819,585
7910	GSD/Outfall	0	53,255
7920	Administration Fees	7,180	49,055
7930	County Administrative Fee	22,440	22,440
	<b>Total Expenses</b>	<b>\$253,334</b>	<b>\$2,396,819</b>
	<b>Income (Loss)</b>	<b>\$1,376,823</b>	<b>\$2,635,011</b>
		<b>\$1,325,201</b>	<b>\$1,325,201</b>

Goleta West Sanitary District  
**Fixed Assets Acquired During the Period**  
 For the Month Ending April 30, 2012

	<b>Current Month</b>	<b>YTD Actual</b>	<b>Annual Budget</b>
<b>Fixed Assets Acquired During the Period</b>			
CIP/Capital	\$79,027	\$914,560	\$5,300,000
GSD - Capacity Rights	854,190	8,086,506	9,233,408
General Equipment/Capital	0	(722,441)	634,000
<b>Total Fixed Assets Acquired</b>	<b>933,217</b>	<b>8,278,625</b>	<b>15,167,408</b>

**Goleta West Sanitary District**  
**Balance Sheet**  
For the Ten Months Ending April 30, 2012

**Current  
Month YTD**

**Beginning  
of the Year**

**ASSETS**

**Current Assets**

Cash and Cash Equivalents	\$20,238,537	\$27,544,613
Property Tax Receivable	132,676	132,676
Interest and Other Receivable	98,667	160,452
<b>Total Current Assets</b>	<b>20,469,880</b>	<b>27,837,741</b>

**Capital Assets & Capacity Rights**

Structures and Improvements	53,859	53,857
Infrastructure	22,441,094	23,374,615
Equipment	1,211,946	1,043,335
Office Equipment & Furniture	795,369	752,900
Construction in Progress	2,331,505	1,416,945
<b>Total Capital Assets</b>	<b>26,833,773</b>	<b>26,641,652</b>
Accumulated Depreciation	(9,844,550)	(10,899,735)
<b>Net Capital Assets</b>	<b>16,989,223</b>	<b>15,741,917</b>

Intangible Assets - Capacity Rights

Intangible Assets - Capacity Rights	23,101,571	15,015,065
Accumulated Amortization	(6,436,714)	(6,436,714)
<b>Net Intangible Assets</b>	<b>16,664,857</b>	<b>8,578,351</b>

Prepaid OPEB	510,210	510,210
<b>Total Assets</b>	<b>54,634,170</b>	<b>52,668,219</b>

**LIABILITIES & NET ASSETS**

**Liabilities**

Accounts Payable	58,058	727,118
Compensated Absences	277,189	277,189
Environmental Clean Up Obligation	420,000	420,000
Deposits	111,375	111,375
<b>Total Liabilities</b>	<b>866,622</b>	<b>1,535,682</b>

**Net Assets**

Net Income	2,634,594	407,861
Retained Earnings	51,132,954	50,724,676
<b>Total Net Assets</b>	<b>53,767,548</b>	<b>51,132,537</b>

<b>Total Liabilities &amp; Net Assets</b>	<b>54,634,170</b>	<b>52,668,219</b>
---	-------------------	-------------------

MONTH END FINANCIAL REPORT

As of April 30, 2012

Fiscal Month # 10

RETAINED EARNINGS Percent of Budget Year Completed

83%

Fund #	Description	Previous Month	Current Month
<b>FUND ACCOUNT CASH</b>			
Unrestricted retained earnings			
4900	Running Expense General Reserve Cash	380,077.28	975,254.04
4930	Operating Reserve	2,179,374.27	2,186,934.01
Total Unrestricted Fund Account Cash		2,559,451.55	3,162,188.05
Restricted retained Earnings			
4932	Collection System/Plant Upgrade	546,333.23	548,228.33
4933	Devereux Creek Project	2,200,627.00	2,208,260.47
4935	Plant Replacement	10,341,403.26	9,519,069.71
Total Restricted Fund Account Cash		13,088,363.49	12,275,558.51
Dedicated by Board of Directors			
4910	Property Taxes	2,310,874.66	2,946,450.86
4960	Equipment/Vehicle Replacement Cash	362,783.44	364,041.85
4965	Building Replacement	1,483,395.09	1,488,540.64
Total Dedicated Fund Account Cash		4,157,053.19	4,799,033.35
<b>TOTAL FUND ACCOUNT CASH</b>		<b>19,804,868.23</b>	<b>20,236,779.91</b>
<b>TOTAL CASH</b>		<b>19,804,868.23</b>	<b>20,236,779.91</b>

Fixed Assets

Description	Amount
Coastal Copy - Kyocera TASKalfa copier	\$ 13,315.75
MNS Engineers, Inc. - Embarcadero/Norte Proj.	\$ 52,693.32
CDM, Inc. - Design of Main Trunks Project	\$ 63,649.69
Brownstein, Hyatt, Farber, Schreck - OMGC Project	\$ 627.00
MNS Engineers, Inc. - OMGC Project	\$ 3,987.50
Dell Catalog Sales L.P. - New file server	\$ 10,521.99
MNS Engineers, Inc. - Phelps Rd Project	\$ 3,675.00
UC Regents - Mesa Rd Project	\$ 3,494.24
CDM - Phelps Rd Project	\$ 67,363.39
Brownstein, Hyatt, Farber, Schreck - Mesa Rd Project	\$ 572.10
Compuwest, Inc. - Intel 3.4GHZ Midtower Computer	\$ 1,705.20
Brownstein, Hyatt, Farber, Schreck - Phelps Rd. Proj.	\$ 5,280.30
CCRWQCB - Phelps Rd. Proj. - CWA 401 Permit	\$ 944.00
Calif. Dept of Fish & Game - Phelps Rd. Proj. - Permit	\$ 580.25
Lash Construction Co., Inc. - Embarcadero/Norte Proj.	\$ 258,127.20
City of Goleta - Phelps Rd. Proj. - Consult Planner	\$ 250.00
Southwest Pipeline & Trenchless Corp. - OMGC Proj.	\$ 385,870.81
CDM - Needs Assessment & Optimization Study	\$ 24,610.21
Haaker Equipment Co. - 2012 Freightliner/Vactor	\$ 326,653.30
MAPS - Back-up GIS to new server	\$ 1,045.00
Van Buren Consulting - Installation of new file server	\$ 15,880.61
Tierra Contracting, Inc. - Pardall Rd sewer lateral	\$ 7,421.00
County of S.B. - Embarcadero Del Norte Proj.	\$ 9,692.94
Tierra Contracting - Abrego Emergency Replacement Proj.	\$ 25,521.87
<b>TOTAL FIXED ASSET PURCHASES YTD</b>	<b>\$ 1,283,442.67</b>

Goleta West Sanitary Districts  
Cash Account Reconciliation

Page 03, 2017

	Beg. Bal.	Disbursements	Receipts	Transfers	Balance	Interest Received	Unrealized Gain/Loss	End. Bal.
4900 Running Expense	380,077.28	(304,871.34)	696,676.87		971,882.81	1,814.96	1,756.28	975,254.04
4910 County - Prop. Taxes	2,310,574.66	(24,461.69)	649,842.67		2,935,265.64	4,879.13	5,306.69	2,946,450.86
4930 Operating Reserve	2,179,374.27				2,179,374.27	3,621.42	3,939.32	2,186,934.01
4932 Collic Sys/Plus Upgrade	546,333.23				546,333.23	907.83	867.27	548,228.33
4933 Devaux Creek Project	2,209,627.00				2,209,627.00	3,656.74	3,978.72	2,208,293.47
4985 Capital/Treatment Plant Upgr	10,341,403.26	(655,238.64)			9,686,164.42	15,762.97	17,142.32	\$,519,069.71
4989 Equipments/Vehicle Replac.	392,783.44				392,783.44	602.83	655.56	364,041.85
4995 Bldg. Replac.	1,483,395.09				1,483,395.09	2,464.58	2,690.62	1,486,540.64
<b>Total Cash</b>	<b>12,904,668.22</b>	<b>(1,184,561.87)</b>	<b>1,546,519.64</b>		<b>28,166,825.89</b>	<b>52,538.67</b>	<b>61,338,343.28</b>	<b>20,296,779.90</b>

1200-45-4900 Petty Cash  
1220-45-4900 Cash with Fiscal Agents

210.00  
1,547.43

Total Cash & Cash Equivalents

20,288,537.33

Interest Received

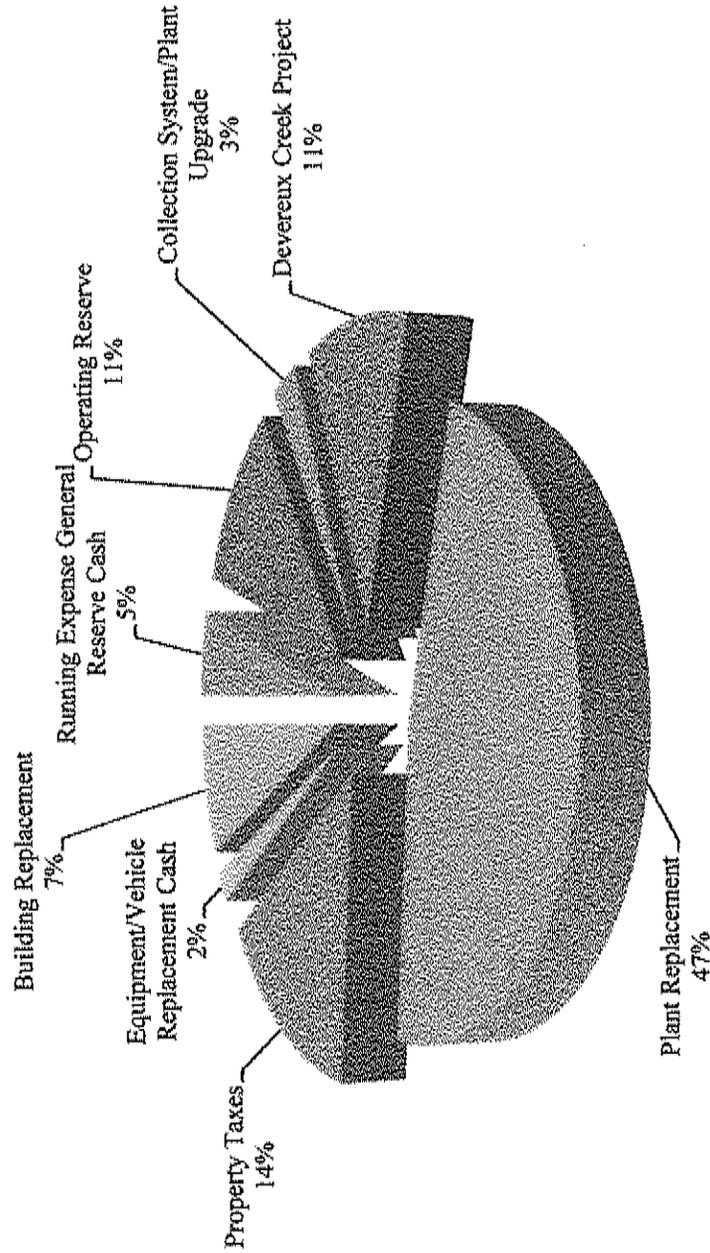
23.49 Operating  
66.73 Money Market  
0.31 Payroll  
County  
33,421.28 US Bank Interest  
**33,516.81 Total Interest Received**

Report Totals

{1,134,131.80} Check Distribution Report Total  
(50,416.27) Payroll Decrease Adjustments  
(14.00) Bank fees  
**(1,184,561.87)**

7,525.90 Great Plains - Operating Account  
1,697,493.10 Great Plains - Money Market  
4,594.37 Great Plains - Payroll  
210.00 Great Plains - Petty Cash  
1,547.43 Great Plains - Cash with Fiscal Agents  
18,334,514.05 Investments  
**192,717.55 FMY Adjustment**  
**20,288,537.30**

# Fund Balance - April 30, 2012



- ☒ Running Expense General Reserve Cash
- ☒ Operating Reserve
- ☒ Collection System/Plant Upgrade
- ☒ Devereux Creek Project
- ☒ Plant Replacement
- ☒ Property Taxes
- ☒ Equipment/Vehicle Replacement Cash
- ☒ Building Replacement

# GOLETA WEST SANITARY DISTRICT

DATE JUNE 5, 2012

AGENDA ITEM #6

**AGENDA TITLE:**           **CONSIDER PROPOSAL FROM CAMPBELL·GEO, INC. FOR *INSITU***  
**REMEDICATION SYSTEM OPERATION AND QUARTERLY**  
**MONITORING FOR FY 2012-2013**

**SUMMARY DESCRIPTION:**

Steve Campbell of Campbell·Geo, Inc. will provide a status report on the groundwater clean-up project. Staff and the Engineering Committee met with Mr. Campbell and recommends that the Board accept the proposal as presented at a cost not-to-exceed \$68,902.

**SUPPLEMENTARY MATERIAL:**

April 4, 2012 Proposal from Campbell·Geo, Inc.



CAMPBELL · GEO, INC.  
ENGINEERING GEOLOGY · HYDROLOGY · GEOENVIRONMENTAL SERVICES

April 4, 2012

Goleta West Sanitary District  
P. O. Box 4  
Goleta, CA 93116

APR - 9 2012

Attention: Mr. Mark Nation

Subject: Proposal - Groundwater Contaminant Rebound Testing, Quarterly Monitoring  
and Reporting, and Contingency Remediation System Operation  
July 2012 through June 2013  
GWSD Facility / LUFT Site #50051  
Parking Lot 32, Mesa Road, UCSB  
Goleta, California

Dear Mr. Nation:

INTRODUCTION

As we discussed on April 3, 2012, Campbell-Geo, Inc. is pleased to present this proposal to conduct continued groundwater monitoring and reporting related to the previously documented gasoline spill from underground storage tanks at the GWSD site. The work proposed is for the period July 2012 through June 2013 and has been required by the Santa Barbara County Fire Department, Fire Prevention Division (FPD).

The *in situ* remediation system has been operating for the last 2.5 years and concentrations of gasoline constituents, especially MTBE<sup>1</sup>, have been decreasing steadily in groundwater. Recent clean-up progress is indicated by the first quarter 2012 data collected from onsite monitoring wells. The area of MTBE contamination in groundwater has declined by over 78% since December 2007. (Please see the attached illustration.) The concentration of MTBE in groundwater, based on individual well data, has declined by as much as 99%. It is our opinion that evaluation of water quality under static conditions is now appropriate. Subject to the data to be collected from the next 12 months of groundwater monitoring, it would be our intention to seek "low risk" site closure in mid-2013.

---

<sup>1</sup> Methyl-tert-butyl-ether

As part of the proposal, we intend to negotiate with FPD a plan to shut the treatment system off in June 2012, followed by quarterly groundwater monitoring to evaluate changes in the concentration of gasoline contaminants. A contingency plan to re-start and run the system for six months is included below, in the event that contaminant rebound is higher than expected.

#### SCOPE OF WORK

After system shut-down, we will conduct groundwater monitoring and quarterly report preparation including:

- Quarterly groundwater monitoring, groundwater elevation measurement, and sample collection from monitoring wells each quarter;
- Quarterly remediation and monitoring report preparation and submittal to FPD;
- Transmit electronic survey and laboratory data to SWRCB per AB 2886.
- Annual APCD report (March 2013).

#### FEES

Our fees are charged on the basis of time and expense in accordance with the attached Fee Schedule. Due to the reduced level of site maintenance and site visits, the professional fees for site monitoring/reporting (only) presented below are reduced by \$49,871 compared to the overall 2011/2012 budget. We estimate the following:

#### Quarterly Reporting (July 2012 through June 2013)

##### Professional Fees

##### Quarterly Well Sampling

Principal Geologist	\$ 1,560
Staff Geologist	6,545

<b>Quarterly Report Preparation</b>	
Principal Geologist	4,160
Staff Geologist	4,845
Administrative/Clerical	1,380
Drafting	900
<b>APCD Annual Report Preparation</b>	
Principal Geologist	780
Staff Geologist	1,190
Administrative/Clerical	390
<b>Subtotal Professional Fees:</b>	<b>\$ 21,750</b>

Third Party Expenses

Lab Fees – TPH-g, BTEX, MTBE, TBA in monitoring well samples (4 quarters: 16 wells quarterly/1 well semi-annually/3 wells annually) – 69 samples @ \$114/each (includes TAME analyses in MW-11, MW-12, MW-19, and MW-20 and DIPE analyses in MW-4, MW-7, MW-14, MW-15, and MW-16)	7,866
Lab Fees – TPH-g, BTEX, MTBE, TBA, TAME for Travel Blank/ Blind Duplicate/Equipment Blank per FPD requirements -- 12 samples @ \$114/each	1,368
Disposable Bailers; Sampling Supplies; PID, Meter Rentals	1,990
<b>Subtotal Expenses:</b>	<b>\$ 11,224</b>

**Total Monitoring/Reporting: \$ 32,974**

Contingency – Six Months of Remediation System Operation

Professional Fees

<b>Monthly System Sampling</b>	
Project Geologist	2,000
<b>System Operation and Maintenance (2x/week)</b>	
Principal Geologist	1,430
Master Technician	3,990
Staff Geologist	4,250
Field Technician	2,500
<b>Subtotal Professional Fees:</b>	<b>\$ 14,170</b>

Third Party Expenses

Lab Fees – TPH-g, BTEX, MTBE in air samples 3/month x 12 months @ \$146/each	\$ 5,256
Lab Fees – TPH-g, BTEX, MTBE, TBA in wastewater samples 3/quarter x 4 quarters @ \$114/each	1,368

Mr. Mark Nation, Goleta West Sanitary District  
Proposal —Groundwater Contaminant Rebound Testing, Quarterly Monitoring and  
Reporting, and Contingency Remediation System Operation  
April 4, 2012  
Page 4

Dekker Liquid Ring Blower Oil (30 gallons/year)	1,600
Vapor System Oil Filters (3 per year @ \$1,095/each)	3,284
Particulate Filters, Miscellaneous Fittings, Maintenance and Replacement Hardware	2,500
5,000 lbs Carbon Replacement @ \$1.55/pound <sup>2</sup>	<u>7,750<sup>2</sup></u>
Subtotal Expenses:	\$ 21,758
Total Six Months of System Operation:	\$ 35,928
<b>ESTIMATED TOTAL COST WITH CONTINGENCIES:</b>	<b>\$ 68,902</b>

#### SCHEDULE, TERMS, CONDITIONS

Work is ongoing under an existing budget through the end of June 2012 and we are prepared to continue work thereafter upon receipt of the District's authorization.

Our terms are net 30 days. A copy of our Standard Conditions is attached, including the terms previously modified at the request of GWSD in 2004. We carry general liability and Workers' Compensation insurance in the amount of \$1,000,000.

If the scope of work, fees, and conditions are acceptable, please authorize us to proceed by signing in the space provided below.

---

<sup>2</sup> Carbon consumption rate is based on projected contamination levels and system process rate. Actual carbon usage may be higher or lower.

Mr. Mark Nation, Goleta West Sanitary District  
Proposal —Groundwater Contaminant Rebound Testing, Quarterly Monitoring and  
Reporting, and Contingency Remediation System Operation .  
April 4, 2012  
Page 5

Please contact us if you have any questions or wish to revise the scope of work.

Sincerely,  
Campbell-Geo, Inc.



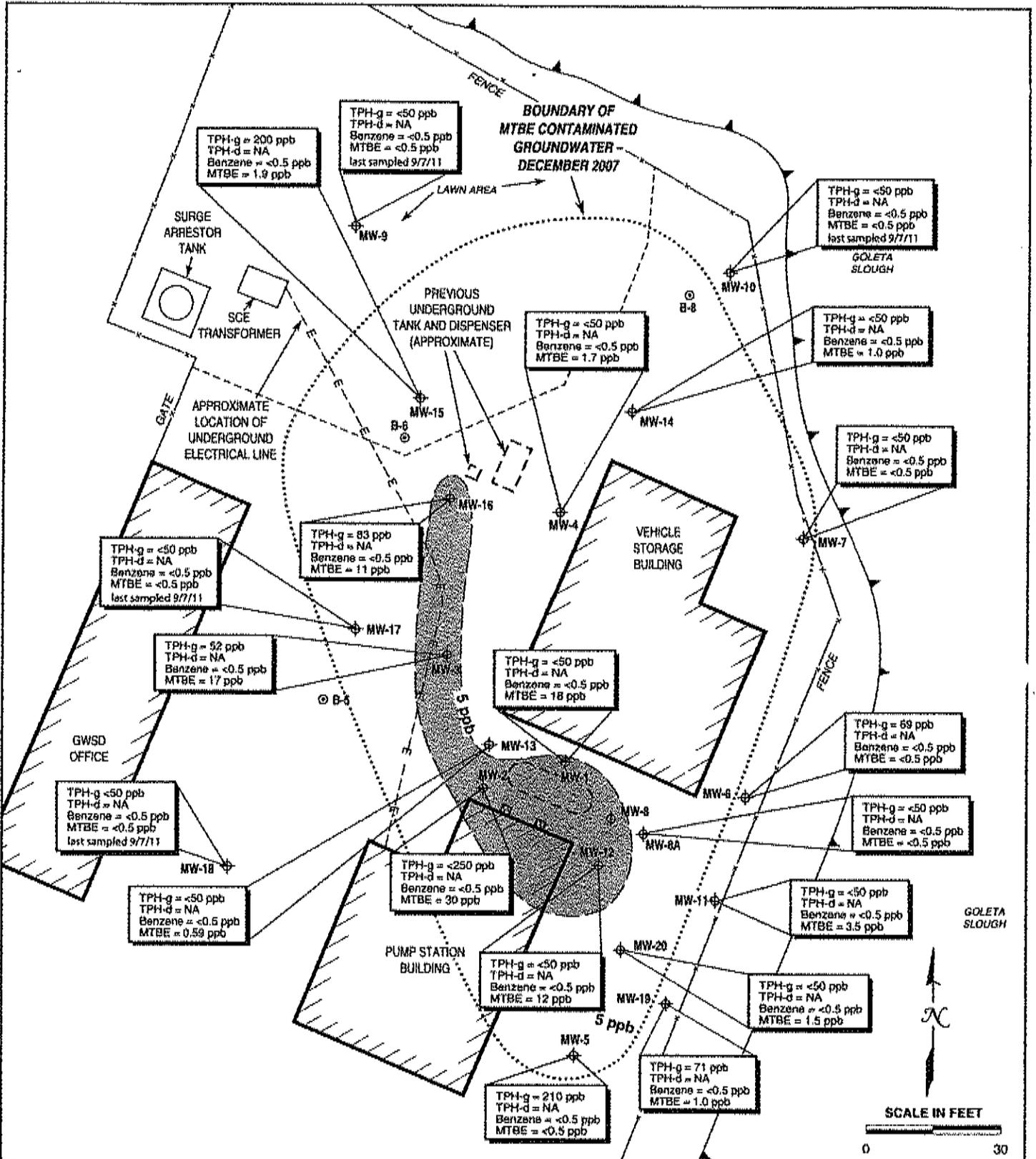
Steven H. Campbell  
Principal Geologist

SHCorig  
Proposals\GWSD P21.doc

Enclosures: Fee Schedule  
Modified Conditions

AUTHORIZATION: \_\_\_\_\_

DATE: \_\_\_\_\_



Date 3-22-12  
By DAS

**SYMBOLS**

- MW-3 ⊕ Groundwater Monitoring Well Location Showing TPH, Benzene, and MTBE Groundwater Concentrations in ppb; Sample Collection Date Indicated
- B-2 ⊙ Location of Groundwater Sample Collected from Open Borehole Showing TPH, Benzene, and MTBE Groundwater Concentrations in ppb; Sample Collection Date Indicated
- MW-8 ⊖ Monitoring Well Destroyed (October 2006)

**SUMMARY OF  
GROUNDWATER SAMPLE  
ANALYSES**  
Goleta West Sanitary District  
UC Santa Barbara  
Goleta, California  
March 7, 2012

- 5 ppb [shaded area symbol]
- Estimated Boundary of MTBE Contaminated Groundwater Exceeding SBCFPD Investigation Standard; Queried where Unconfirmed
- Previous Underground Storage Tanks and Dispensers
- TPH-d - Total Petroleum Hydrocarbons as Diesel
- TPH-g - Total Petroleum Hydrocarbons as Gasoline

CAMPBELL GEO. INC.  
ENGINEERING GEOLOGY • HYDROLOGY • GROUNDWATER ENVIRONMENTAL SERVICES

# CAMPBELL-GLO, INC.

ENGINEERING GEOLOGY · HYDROLOGY · GEOENVIRONMENTAL SERVICES

## FEE SCHEDULE

### \* PROFESSIONAL SERVICES

	<u>RATE/HOUR</u>
Principal Geologist/Engineer	\$130.00
Project Geologist/Engineer	95.00
Staff Geologist/Engineer/Professional	85.00
Master Technician	105.00
Field Technician	65.00

### **Deposition, Hearing and Court Appearance**

\$1,500 per day (minimum)

Preparation for Testimony (one hour minimum) \$200.00

### \* ADMINISTRATIVE SERVICES

Clerical/Administrative Manager	\$65.00
Drafting	\$75.00

### \* MISCELLANEOUS SERVICES/EXPENSES

Laboratory Fees	Cost + 15%
Photocopies (per copy)	\$0.20
Mileage (per mile) + time from portal to portal	\$0.55
Recovery Systems	Cost + 15%
Pump Rental (per day)	\$50.00
PID/OVA Rental (per day)	\$100.00

Other third-party expenses, incidental expenses and additional report copies (which shall include clerical time, photocopies, blueprints, etc.) are billed at cost +15%.

**Invoices** will be submitted at the completion of work or at one-month intervals. Invoices are payable upon receipt. Invoices 30 days past due will be subject to a service charge of one percent (1 %) per month from date of invoice.

**Note:** Fees subject to annual cost of living increases.

Fees effective January 2012

Administrative/Operations/Feeschedule2012.doc

## CONDITIONS OF CONSULTANCY

This agreement shall be binding upon the heirs, executors, administrators, successors, assigns, partners and joint ventures of Client and Campbell Geo, Inc. (hereinafter referred to as "Consultant"). The individual or individuals signing this agreement warrant that they are authorized to enter into a binding agreement of nature, and that no further action is required for the effectiveness of this agreement.

### **A. Relationship Between the Parties**

1. This agreement shall not be assigned by either Client or Consultant without the prior written consent of the other.
2. This agreement contains the entire agreement between Client and Consultant relating to the Project and the provision of services to the Project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications or extensions of this agreement, whether oral or in writing, shall be valid and binding on Client and Consultant.
3. Consultant shall only act as an advisor in all governmental relations and shall have no further obligations unless specifically agreed upon in writing between Consultant and Client.
4. Client and Consultant agree to cooperate with each other in every way to complete the work for which Consultant was retained.

### **B. Work Product**

1. All original papers documents, drawings, and other work product of consultant, and copies thereof, produced by Consultant pursuant to this agreement, except documents which are required to be filed with public agencies, shall be the joint and several property of Consultant and Client and may be used by Consultant without the consent of Client.
2. Client acknowledges that his/her/its right to utilize the services and work product provided pursuant to this agreement will continue only so long as Client is not in default pursuant to the terms and conditions of this agreement and Client has performed all obligations under this agreement. Client further acknowledges that Consultant has the unrestricted right to use the services provided pursuant to this agreement as well as all work product provided pursuant to this agreement.
3. Client agrees not to use or permit any other person to use plans, drawings, or other work product prepared by Consultant, which are not final and which are not signed, and stamped or sealed by Consultant. Client agrees to be liable and responsible for any such use of non-final plans, drawings, or other work product not signed by and stamped or sealed by Consultant and waives liability against Consultant for their use. Client further agrees that final plans, drawings, or other work product are for the exclusive use of Client and may be used by Client only for the Project described on the face hereof. Such final plans, drawings or other work product may not be changed nor used on a different project without written authorization or approval by Consultant.

### **C. Fees and Costs**

1. Upon written request, Client shall execute and deliver, or cause to be executed and delivered, such additional instruments, documents, governmental fees and charges that are necessary to perform the terms of this agreement.
2. Client shall pay the costs of permits, blueprints, and all other charges not specifically covered by the terms of this agreement. Should Client desire extra copies of reports or portions of Consultant's files pertaining to the Project, such copies shall be provided upon Client depositing with Consultant an estimated labor and materials charge for making the copies.
3. Consultant has a right to complete all services agreed to be rendered pursuant to this agreement. In the event this agreement is terminated before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to release Consultant from all liability for work performed.
4. Unless expressly stated as being a fixed price contract in this agreement, all work by Consultant is on a time and materials basis only. Consultant's time and the time of Consultant's staff are billed in minimum increments of 0.25 hrs (15 minutes) for any task, irrespective of its duration. The time for all telephone calls relating to the Project is charged, including telephone calls with Client, governmental entities, other consultants and other persons or entities related to the Project. From time to time, Consultant's personnel may confer among themselves about Consultant's Project; in such event, each person will charge for the time expended. Consultant's fees are based on the current prevailing hourly rates. Consultant's current hourly rates are set forth in the current Fee Schedule (enclosed with this agreement).
5. Consultant sends monthly statement setting forth the fees, costs, and expenses incurred on the Project. Client agrees that the periodic billings from Consultant to Client are correct unless Client, within ten (10) days from the date of receipt of such billing, notifies Consultant in writing of alleged inaccuracies, discrepancies or errors in the billing. Client's payment of Consultant's statement must be received within thirty (30) days after the invoice date. For example, Client may receive an invoice dated June 5 for May's fees, costs, and expenses; and Client's payment is to be received by Consultant by July 5. Should Client's payment not be timely made, Consultant reserves the right to immediately discontinue providing services under this agreement. Additionally, if Client's payment of any statement is not timely received by Consultant, a service charge of 1.5% per month, or 18% per annum will be charged on the balance due.
6. Consultant shall be entitled to immediately, and without notice, suspend the performance of any and all of its obligations pursuant to this agreement if Client files a Voluntary Bankruptcy Petition seeking relief under United States Bankruptcy Code or if there is an Involuntary Bankruptcy Petition filed against Client in the United States Bankruptcy Court, and that petition is not dismissed within fifteen (15) days of filing. Any suspension of services made pursuant to the provisions of this paragraph shall continue until such time as this agreement has been fully and properly assumed in accordance with the applicable provisions of the United States Bankruptcy Code and in compliance with the final order or judgment issued by the Bankruptcy Court.

7. This agreement shall not be construed to alter, affect or waive any lien or stop notice right which Consultant may have for the performance of services pursuant to this agreement. Client agrees to separately provide to Consultant the present name and address of the record owner of the property on which the Project is to be located. Client also agrees to separately provide Consultant with the name and addresses of any and all lenders who would loan money on the Project and who are entitled to receive a preliminary notice.
8. If Consultant, pursuant to this agreement, produces reports, plans, specifications, or other documents and/or performs field work, and such reports, plans, specifications, and other documents and/or field work are required by one or more governmental agency, and one or more such governmental agency changes its ordinances, policies, procedures or requirements after the date of this agreement, any additional office or field work thereby required shall be paid for by Client as extra work.
9. In the event of any increase of costs due to the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or rise in cost of living, during the lifetime of this agreement, such percentage increase shall be applied to all remaining compensation. Any such increase shall be made on an annual basis subject to negotiations and agreement between the parties. In no event shall the amount be less than the amount charged for the prior year's wages and benefits.
10. Client agrees that if Client requests services not specified pursuant to the scope of services description within this agreement, Client agrees to pay for all such additional services as extra work.
11. In the event that any of Consultant's fieldwork is destroyed, damaged or disturbed by an act of God or parties other than Consultant, the cost of redoing the work shall be paid for by Client as extra work. Client acknowledges that the work performed by Consultant pursuant to this agreement is based upon field and other conditions existing at the time of preparation of Consultant's work. Client further acknowledges that field and other conditions may change over time and that clarifications, adjustments, modifications and other changes may be necessary to reflect changed field conditions or other changes.
12. In the event all or any portion of the work prepared or partially prepared by Consultant is suspended, abandoned, or terminated, Client shall pay Consultant for all fees, charges, and services provided for the Project, not to exceed any contract limit specified herein. Client acknowledges if the Project work is suspended and restarts, there will be additional charges due to suspension of the work which shall be paid for by client as extra work.

**D. Liability of Consultant**

1. Client agrees to indemnify, hold harmless, and defend Consultant from any and all claims, costs, suits and damages, including defense costs and attorney's fees arising out of plans specifications, reports, studies or other documents and information provided Consultant either by Client, or at the Client's direction, by a person or entity not a party to this contract.
2. Consultant is not responsible for delay caused by activities or factors beyond Consultant's reasonable control, including but not limited to, delays by reasons of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information, approve or disapprove Consultant's work promptly, faulty performance by Client or other contractors or governmental agencies. When such delays beyond Consultant's reasonable control occur, Client agrees Consultant is not responsible for damages nor shall Consultant be deemed to be in default of this agreement.
3. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies, including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, or plan approvals, and building permits.
4. Any action at law or equity, including an action for declaratory relief, shall be subject to binding arbitration which shall be held in Santa Barbara County utilizing the Santa Barbara Superior Court's arbitration panel. Client waives the right to bring, try or remove such litigation to any other county or judicial district. The costs of arbitration shall be paid equally between the parties. The prevailing party shall be entitled to costs and reasonable attorneys' fees not to exceed \$5,000.00 which fees may be set by the arbitrator.
5. Client acknowledges that Consultant is not responsible for the performance of work by third parties that are not hired by, or whose work is not controlled by, Consultant.
6. Consultant makes no warranty, either express or implied, as to his findings, recommendations, plans, specifications, or professional advice except that the work was performed pursuant to generally accepted standards of engineering geologic practices in effect at the time of performance and under the direction of a registered professional engineering geologist.
7. In that event, the Client agrees to, permits or authorizes changes in the plans, specifications, reports, or documents prepared by Consultant pursuant to this agreement, which changes are not consented to in writing by Consultant, Client acknowledges that the changes and their effects are not the responsibility of Consultant and Client agrees to release Consultant from all liability arising from the use of such changes and their effects.
8. In the event Client discovers or becomes aware of changes field or other conditions which necessitate clarification, adjustments, modifications or other changes during the construction phase of the Project, Client agrees to notify Consultant and engage Consultant to prepare the necessary clarifications, adjustments, modifications, or other changes to Consultant's work before construction activities commence or further activity proceeds. Further, Client agrees to have a provision in its construction contracts for the Project which requires the contractor to notify Client of any changes filed or other conditions so that Client may in turn notify Consultant pursuant to the provisions of this paragraph.

**E. Insurance**

1. Consultant maintains workers' compensation insurance and commercial general liability insurance for bodily injury and property damage in the amount of \$1,000,000. Certificates of Insurance will be provided to Client upon request. Consultant agrees to carry this insurance throughout duration of the Project. Consultant shall not be responsible for property damage from any cause, including fire and explosion, beyond amounts of coverage of Consultant's general liability insurance then in effect to protect Consultant or Client at Client's sole expense. Client agrees to carry workers' compensation insurance for all employees and to ensure that all other contractors carry such insurance as well as general liability insurance. Client where applicable shall carry general liability insurance for the Project and a reasonable amount of casualty insurance.

**F. Water Issues**

1. With respect to groundwater supply exploration projects, if more than one test hole, water well, or pump test is required in order to find a satisfactory source of water or determine well or aquifer reliability, Client will be solely responsible for additional contractor and Consultant charges for the additional test holes, wells or tests.
2. Consultant's estimates of water quality or quantity available from a new or proposed well are not guarantees. Consultant's estimates are believed to be reasonably accurate, given available data, and are subject to the vagaries of weather, acts of God, pumping competition from neighbors and eventual mechanical failure of the well over time.

**G. Witness Services**

1. Client agrees that in the event Consultant is called as a witness in relation to any action concerning the Project or resulting from Consultant's retention that Client will pay Consultant's hourly rate for each hour expended for all appearances and reasonable preparation therefor.
2. Client agrees that Consultant will not be designated as an expert witness within the meaning of California Code of Civil Procedure Section 2034 et. seq. for the purpose of any judicial or non-judicial hearing without the express written permission of Consultant.
3. In the event Consultant is called upon to testify or appear by subpoena or at the request of Client for any judicial or non judicial hearing, including any appearance before any governmental agency, which Consultant had not specifically agreed to appear as provided in the scope of work defined herein for the Project, in that case Consultant shall be paid his standard hourly rate for testimony, travel time and preparation time. Consultant shall also be paid costs of travel, accommodation and meals if applicable. Consultant may refuse to appear for any such appearance if not compelled to do so by law.

**H. Hazardous Materials and Subsurface Investigative Conditions**

1. Hazardous materials encountered in borings or excavations will be left onsite, covered in plastic or in steel drums. The disposal of these materials will be the responsibility of the "Client" unless otherwise agreed.
2. It is understood that site characterizations or evaluations may not fully delineate the plume or area of contamination, and that additional borings, over and above those proposed by the "Consultant" in this proposal, may be required. If the Client wishes the Consultant to proceed with that work, then the Consultant will charge the applicable hourly rates, if Consultant agrees to perform those services.
3. It is understood that all contamination or contamination sources (tanks, etc.) may not be found during a site characterization study. Client accepts that contamination or sources located between borings or other sample points are not the responsibility of the Consultant.
4. Client agrees to review boring locations and to advise Consultant of onsite utility locations. Consultant agreed to use standard utility location maps and services in order to determine utility locations in public right-of-way. Consultant will assume no liability for damage to or consequences from damage to buried utilities.
5. Consultant shall indemnify, defend and hold harmless, to the fullest extent permitted by law, District, as well as its elected officials, officers, agents and employees, from and against all claims, liabilities, damages, losses and expenses, including reasonable attorney's fees and costs, to the extent arising out of, or resulting from any negligent, wrongful or willful act or omission of Consultant or of any officer, agent, employee or subcontractor of Consultant in its performance of the Services and obligations subject to such professional standard of care under this Agreement.

Consultant's indemnification obligation under this section shall not apply to any liability attributable to the negligence or willful misconduct of District as determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where District's negligence or willful misconduct accounts for only a percentage of the liability involved, the obligation of Consultant will be for that entire portion or percentage of liability not attributable to District's sole or active negligence or willful misconduct.

If the District receives any claim or demand, or suffers any loss for which Consultant is responsible under this section, District shall promptly make written notification to Consultant stating the nature and circumstances of the situation. Consultant shall investigate and respond to District's notification of claim in writing within twenty (20) business days, stating Consultant's opinion as to the validity of the District's claim, the causes and responsibility forming the basis for the claim and Consultant's intention as to its further action toward resolving the claim. In the event Consultant refers the matter to its insurance carrier, Consultant's written response shall include the name, address and telephone number of the insurance company contact assigned to District's claim. If Consultant fails to respond and take action to protect District, in District's reasonable opinion, District shall have the right, but not the obligation, to undertake the resolution and/or defense of the claim and to compromise or settle (exercising reasonable business judgment) the claim. Consultant shall keep District informed as to the progress of the claim and any relevant negotiations and Consultant shall not finalize any settlement that would not include a full and final release of District from all liability.

Provided consultant maintains the policies of insurance specified in this Agreement, Consultant's maximum indemnification obligation under this section shall be limited to the amount of insurance coverage available to satisfy any claim, demand or loss at the time District provides its written notice of claim or \$1,000,000, whichever is greater. Consultant's indemnification obligations under this Agreement shall survive the completion of the Project or Consultant's services and the termination of this Agreement or this section.

6. Unless otherwise agreed upon in writing, Consultant upon termination of the Project, will backfill but not re-compact exploratory borings, test pits, trenches, sumps or excavations required to remove contaminated soil. With respect to "site assessments" for hazardous materials (i) Consultant agrees to diligently pursue areas where contamination would be expected to be found. Consultant does not, however, make any guarantees concerning contamination that may be present in areas not investigated. (ii) Consultant does not warrant that cleanup levels, procedures for completing work and/or cleanup cost recovery programs established by governmental authorities will remain fixed over time. Consultant agrees to authorize subcontractors to clean up soil and groundwater contamination to the best of Consultant's ability and within standards generally prevalent in the industry. Consultant does not, however, warrant that all contamination will be found at any given site, or that small "pockets" of contamination will not remain undetected.
7. Client agrees to accept all current and future liability for waste generated on Client's property or by Client's activities.



# **GOLETA WEST SANITARY DISTRICT**

**DATE: JUNE 5, 2012**

**AGENDA ITEM #7**

**AGENDA TITLE: SCHEDULE PUBLIC HEARING FOR PLACING SEWER SERVICE CHARGES ON THE COUNTY TAX ROLL FOR FY 2012-2013**

## **SUMMARY DESCRIPTION:**

The deadline for delivery of the Sewer Service Charges to the County to be included on the FY 2012-2013 Tax Roll is August 10, 2012. Prior to delivery the Board must hold a Public Hearing to place the Sewer Service Charges on the Santa Barbara County Tax Roll. Staff recommends that the Board schedule the Public Hearing for either July 3 or 17, 2012. Either of these regular Board meetings will allow ample time to satisfy the public notice posting requirement to publish the notice twice, with the first publication date not being less than 14-days prior to the public hearing.

The Sewer Services Charges Report has typically been approved on the same agenda as the Public Hearing.

## **SUPPLEMENTARY MATERIAL:**



# GOLETA WEST SANITARY DISTRICT

DATE: JUNE 5, 2012

AGENDA ITEM #8

**AGENDA TITLE:     ADOPT THE FY 2012-2013 BUDGET DOCUMENT**

**SUMMARY DESCRIPTION:**

At the regular Board Meeting of May 15, 2012 the Board judiciously reviewed the draft FY 2012-2013 Budget Document. Staff responded to all questions and comments raised at that meeting. It is customary that following this first review of the budget document that it then be brought back to the Board for approval at the June Board meeting. The final draft incorporates the few minor changes discussed at the May 15, 2012 meeting.

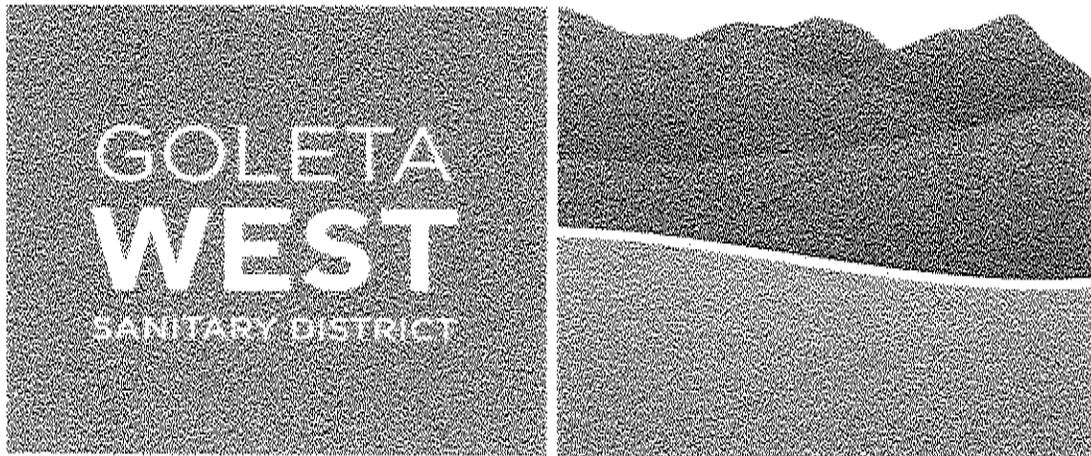
Staff recommends that the Board adopt the FY 2012 – 2013 Budget Document as presented.

**SUPPLEMENTARY MATERIAL:**

FY 2012-2013 Budget Document



# GOLETA WEST SANITARY DISTRICT



***ADOPTED BUDGET***

***FISCAL YEAR 2012-2013***

***Adopted by the Governing Board  
June 5, 2012***



**TABLE OF CONTENTS**  
**FISCAL YEAR 2012-2013 BUDGET**

<u>Description</u>	<u>Page</u>
Introduction	(1)
Revenues Description	(1)
Fiscal Year 2012-2013 Total Revenues	(2)
Fiscal Year 2012-2013 Operating Revenues (O&M)	(2)
Fiscal Year 2012-2013 Non-Operating Revenues	(2)
Revenues Summary	(3)
District Operating & Reserve Funds	(4 & 5)
Transfers to Reserve Funds	(6)
Fund Activity	(7)
Chart - Projected Fund Balance-June 30, 2013	(8)
Fiscal Year 2012-2013 Total Expenditures	(9)
Fiscal Year 2012-2013 Wastewater O & M Expenditures	(10)
Wastewater Operations & Maintenance Expenditures Summary	(11)
Fiscal Year 2012-2013 Other Services Expenditures	(12)
Other Services Expenditures Summary	(13)
Capital Improvement Expenditures Description	(14)
Fiscal Year 2012-2013 Capital Improvement Expenditures	(15)
Capital Projects Summary	(16)
Appendix 'A'	(17)



## INTRODUCTION

The Goleta West Sanitary District (GWSD) was first established in 1954 under the Sanitary District Act of 1923 as the Isla Vista Sanitary District to serve the community of Isla Vista and the Western Goleta Valley. In 1990, the name of the District was changed to Goleta West Sanitary District in an effort to more accurately describe the service area. GWSD currently serves a population of approximately 32,300.

GWSD provides wastewater collection, treatment and street sweeping for its constituents. Treatment is provided under contract with the Goleta Sanitary District.

GWSD owns and operates two pump stations and approximately sixty-two (62) miles of sewers.

GWSD is governed by a five-member Board of Directors elected at-large from its service area and who serve for a four-year term. The Board conducts meetings on the first and third Tuesday of each odd month and on the first Tuesday of each even month in the District's Administrative Offices located in Parking Lot 32 on the UCSB Campus.

GWSD currently employs six (6) full time employees. The employees work in the following service categories: Administration; Collection System; Pump Station and Other Services/Street Sweeping.

GWSD's fiscal year runs for a twelve (12) month period beginning July 1 through June 30 of the following year. The District's budget consists of three separate and distinct secondary expenditure accounts: (i) Wastewater Operation & Maintenance Expenditures, (ii) Other Services Expenditures, (iii) Capital Improvement Expenditures. A draft budget is prepared during the fourth quarter for adoption by the Board of Directors in June of the same year. Capital Improvement Projects are tracked as Construction in Progress (CIP) and paid for from a corresponding reserve fund.

## REVENUES DESCRIPTION

The District receives revenue from several sources. Operating revenues are comprised primarily of sewer service charges, permit fees, inspection fees, plan check fees, and interest earned from those sources. Property taxes fund the District's other services expenditures (including street sweeping) and Capital Improvement Programs. Non-operating revenues are comprised primarily of property taxes, connection fees and interest earned from those sources.

The following spreadsheet outlines the District revenue sources to include: (i) total revenues, (ii) operating revenues and (iii) non-operating revenues.



FISCAL YEAR 2012-2013 TOTAL REVENUES

Account	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
3010 Property Taxes	\$1,559,137	\$1,590,000	\$1,630,000	\$1,685,000	
3380 Interest Income	\$613,100	\$460,000	\$390,000	\$220,000	
3381 Unrealized Gain/Loss Investments	(\$119,208)	\$0	\$90,000	\$0	
3390 Homeowners Property Tax Relief	\$13,850	\$14,000	\$13,892	\$14,000	
3410 Miscellaneous Permits	\$23,784	\$25,000	\$23,000	\$2,205	
3420 Planning & Engineering-Plan Ck Fees	\$3,333	\$6,000	\$13,000	\$8,000	
3430 Insurance Refunds	\$43,300	\$44,000	\$48,768	\$47,000	
3440 Sanitation Serv./Sewer User Fees	\$2,299,610	\$2,300,000	\$2,250,000	\$2,300,000	
3450 Connection Fees	\$151,820	\$240,000	\$640,000	\$396,000	
3460 Inspection Fees	\$10,236	\$18,000	\$32,000	\$20,000	
3480 Other Services Income	\$56,630	\$55,000	\$58,000	\$55,000	
3500 Gain/Loss on Sale of Fixed Assets	\$3,140	\$30,000	(\$36,077)	\$0	
<b>Total Revenue</b>	<b>\$4,658,733</b>	<b>\$4,762,000</b>	<b>\$5,152,583</b>	<b>\$4,747,205</b>	<b>-1%</b>

Note: The Total Revenues table above is the total of the Operating Revenues and Non-Operating Revenues tables shown below.

FISCAL YEAR 2012-13 OPERATING REVENUES (O&M Unrestricted)

Account	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
3380 Interest Income	\$71,733	\$60,000	\$54,000	\$30,000	
3410 Miscellaneous Permits	\$23,784	\$25,000	\$23,000	\$2,205	
3420 Planning & Engineering-Plan Ck Fees	\$3,333	\$6,000	\$13,000	\$8,000	
3430 Insurance Refunds	\$43,300	\$44,000	\$48,768	\$47,000	
3440 Sanitation Serv./Sewer User Fees	\$2,299,610	\$2,300,000	\$2,250,000	\$2,300,000	
3460 Inspection Fees	\$10,236	\$18,000	\$32,000	\$20,000	
3480 Other Services Income	\$56,630	\$55,000	\$58,000	\$55,000	
3500 Gain/Loss on Sale of Fixed Assets	\$3,140	\$30,000	(\$36,077)	\$0	
<b>Total Operating Revenues</b>	<b>\$2,511,765</b>	<b>\$2,538,000</b>	<b>\$2,442,691</b>	<b>\$2,462,205</b>	<b>-3%</b>

FISCAL YEAR 2012-13 NON-OPERATING REVENUES

Account	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
3010 Property Taxes	\$1,559,137	\$1,590,000	\$1,630,000	\$1,685,000	
3380 Interest Income	\$541,367	\$400,000	\$336,000	\$190,000	
3381 Unrealized Gain/Loss Investments	(\$119,208)	\$0	\$90,000	\$0	
3390 Homeowners Property Tax Relief	\$13,850	\$14,000	\$13,892	\$14,000	
3450 Connection Fees	\$151,820	\$240,000	\$640,000	\$396,000	
<b>Total Non-Operating Revenues</b>	<b>\$2,146,967</b>	<b>\$2,244,000</b>	<b>\$2,709,892</b>	<b>\$2,285,000</b>	<b>2%</b>



## REVENUES SUMMARY

2011-2012 projected actual column on the preceding spreadsheet represents the projected revenues through June 30, 2012. The last column is a comparison of the 2011-2012 budget and the 2012-2013 budget.

Total revenues are projected to decrease by 1% as compared to the 2011-2012 fiscal year budget. The projected decrease is primarily due to the reduced interest income estimate as compared to prior year budget.

Major components of total revenues and/or significant changes in total revenues consist primarily of the following:

- The District's share of property taxes is collected by the County of Santa Barbara as reported on the tax rolls. The County of Santa Barbara has provided the District with the estimated property tax revenue for 2012-2013 fiscal year.
- Interest Income is earned on all District funds, which are included in the District's investment portfolio. The 2012-2013 budget amount is based on an estimate from the District's investment manager.
- Unrealized Gain/Loss Investments represent the unrealized short term investment earnings or losses in the District's portfolio or, the increased/decreased market value of a security that is still being held compared with its original cost. Revenues are not budgeted for this item as it is difficult to estimate.
- Sanitation Service/Sewer User Fees are collected for the District by the County of Santa Barbara as reported on the tax rolls. Residential users are charged a flat fee (currently \$168 per year for a single family dwelling). Commercial users are charged according to prior year's water usage and the type of wastewater discharged.
- Connection Fees received in FY 2012-2013 budget are expected to be approximately \$396,000. Significant connection fees were received from several large projects in the prior year as well. This is shown in the FY 2011-2012 "projected actual" column.
- Other Services income for FY 2012-2013 includes the Capital Fund Charge for UCSB properties.



## **DISTRICT OPERATING & RESERVE FUNDS**

District revenues are deposited into District Operating and Reserve funds. The funds are sources for District expenditures including capital improvement projects. In fiscal year 2011-12 the Governing Board revised the District's reserve fund policy in District Resolution No. 12-732. The objective of maintaining these funds is to take a fiscally responsible approach to ensuring that funds are available to meet the District's long term needs and goals. Certain reserve funds are mandated by law or legal requirement; other funds are dedicated by the Board of Directors. The following is a description of each of the District's funds.

### **UNRESTRICTED FUNDS**

#### **4900 Running Expense Fund**

The Running Expense fund receives monies from all unrestricted revenue streams. Operation & Maintenance expenses are paid directly from this fund.

#### **4930 Operations Reserve Fund**

The Operations Reserve fund is used to meet ongoing cash flow requirements as well as unanticipated increases in operating costs. This fund shall also be used to ensure sufficient funding for District purposes in the event of an unanticipated increase in operations costs, such as those caused by large unexpected fluctuations in energy costs, or reduction in wastewater revenues. Unrestricted reserve funds may be used for any proper District purpose. The Operations Reserve Fund shall be funded by income from sources other than property tax. This fund should maintain a minimum balance of one-hundred percent (100%) of annual operating costs (\$2,711,875 for FY 2012-13).

### **RESTRICTED RESERVE FUNDS**

#### **4932 Collection System/Plant Upgrade Reserve Fund**

The Collection System/Plant Upgrade Reserve fund is an encumbered reserve fund for capital costs related to increasing system capacity or capital improvements. This fund may be used to finance the expansion or upgrade of existing facilities that will benefit customers that have paid fees to the fund. Pursuant to Government Code §66000 *et seq.*, the fees generated for this fund are accounted for separately and are used only for the specific purposes authorized by law. This fund is funded by capacity charges, developer fees and interest earned thereon.



### **4935 Capital and Treatment Plant Upgrade Reserve Fund**

The Capital and Treatment Plant Upgrade Reserve fund may be used to replace, upgrade and improve the existing system. This fund is designated for ongoing needs for financing capital projects and the replacement or upgrade of the existing treatment plant facilities. Property taxes shall fund this reserve. The 2012 Reserve Policy Update Report from Raftelis Financial Consultants provides target reserve levels for the District's capital upgrade funds.

### **DEDICATED RESERVE FUNDS**

#### **4910 Property Tax Reserve Fund**

The Property Tax Reserve fund is used to fund the other services budget including street sweeping operations and to replenish the capital upgrades and replacement reserve funds. Monies posted to this fund are the sum of all property tax revenues collected during the current fiscal year and any accrued interest.

#### **4960 Equipment/Vehicle Replacement Reserve Fund**

The Equipment/Vehicle Replacement Reserve fund is dedicated for replacement of District sewer cleaning, street sweeping and other vehicles at the end of their life cycles.

#### **4965 Building Replacement Reserve Fund**

The Building Replacement Reserve fund is dedicated for the upgrade of the existing buildings at the District headquarters.



**TRANSFERS TO RESERVE FUNDS**

Fund	Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	Foot Note
4930	Operating Reserve Fund	\$0	\$0	\$0	\$0	1
4932	Capacity Fees for Collection System/Plant Reserve	\$151,820	\$240,000	\$640,000	\$396,000	2
4935	Capital and Treatment Plant Upgrade Reserve	\$0	\$0	\$0	\$1,500,000	3
4960	Equipment/Vehicle Replacement Reserve	\$0	\$70,000	\$70,000	\$70,000	4
4965	Building Replacement Reserve	\$0	\$0	\$0	\$0	5
<b>Total Transfers to Reserve Funds</b>		<b>\$151,820</b>	<b>\$310,000</b>	<b>\$710,000</b>	<b>\$1,966,000</b>	

Foot  
Note

- 1 Funds to meet cash flow requirements and unanticipated increases in operating costs
- 2 By law Connection Fees are deposited into this Reserve fund.
- 3 To fund capital projects and replace or upgrade treatment facilities
- 4 Accumulate annually to replace District sewer cleaning and street sweeping equipment and other vehicles
- 5 Accumulate annually to replace or upgrade District buildings

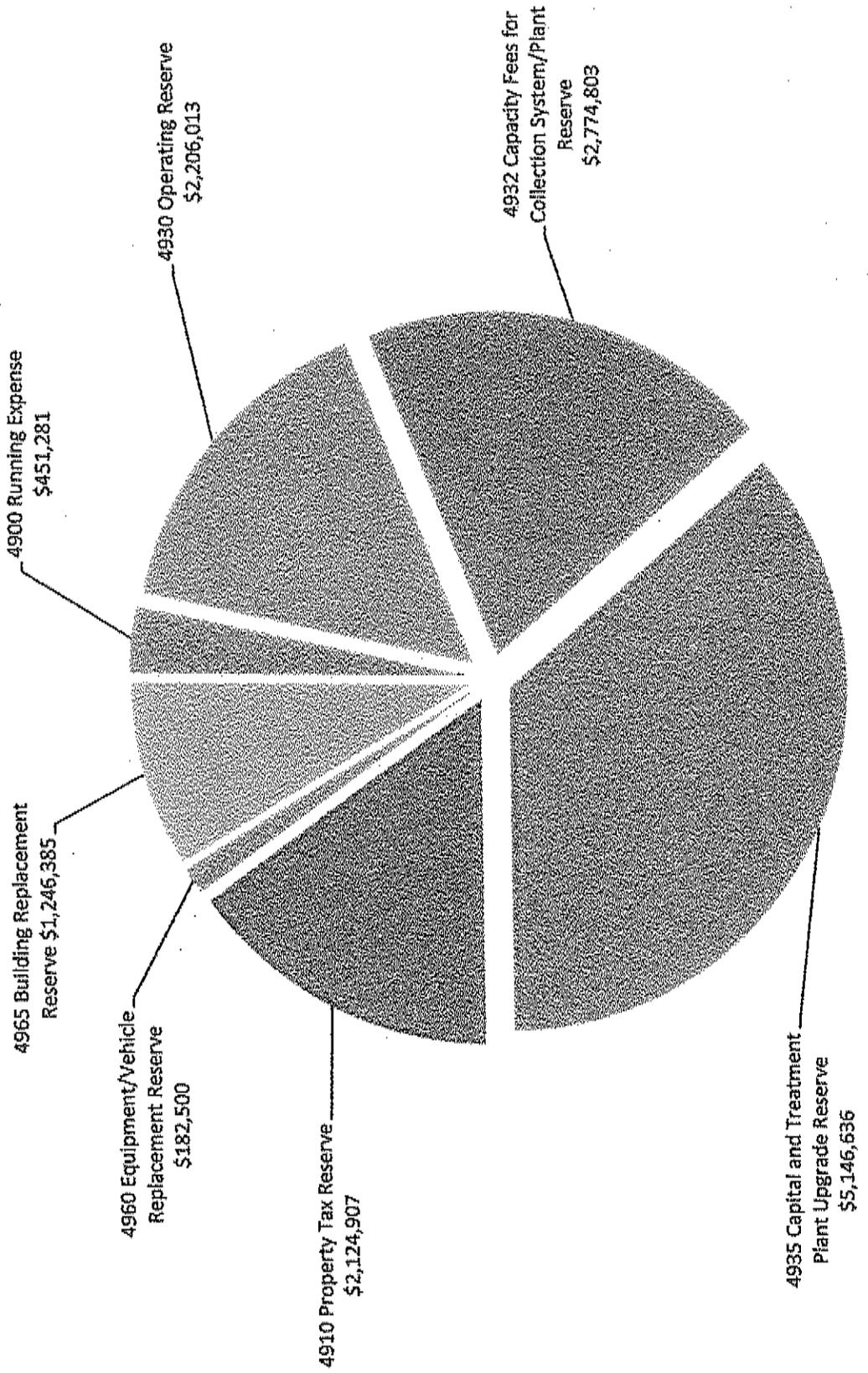


**FUND ACTIVITY**

<b>Fund &amp; Description</b>	<b>Estimated Fund Acct Balance 6/30/12</b>	<b>Estimated Revenue/Transfers FY 2012-2013</b>	<b>Estimated Expenditures/Transfers FY 2012-2013</b>	<b>Estimated Fund Acct Balance 6/30/13</b>
<b>Unreserved Funds</b>				
4900 Running Expense	\$722,000	Revenue & Interest \$2,441,156	Wastewater O&M Expenses \$2,711,875	\$451,281
4930 Operating Reserve	\$2,179,000	Interest \$27,013	None \$0	\$2,206,013
<b>Restricted Funds</b>				
4932 Capacity Fees for Collection System/Plant Reserve	\$2,646,000	Connection Fees & Interest \$428,803	Mesa Rd. & Phelps Rd. Design & Permitting (\$300K) \$300,000	\$2,774,803
4935 Capital and Treatment Plant Upgrade Reserve	\$7,563,000	Transfer from Fund 4910 & \$1,593,636	GSD Capital Expenditures (\$4,000,000)	\$5,146,636
<b>Dedicated Funds</b>				
4910 Property Taxes	\$2,800,000	Revenue & Interest \$1,733,712	Other Services Budget, Coll. PS, Admin Repairs & Equip (\$25K), Transfer to Fund 4960 (\$70K) Transfer to Fund 4935 (\$1.5 Mill)	\$2,124,907
4960 Equipment/Vehicle Replacement Reserve	\$363,000	Transfer from Fund 4910 & \$74,500	New Vactor Sweeper (\$255K)	\$162,500
4965 Building Replacement Reserve	\$1,483,000	Interest \$18,365	Facility Upgrade Phase I Design \$255,000	\$1,246,365
<b>Totals</b>	<b>\$17,746,000</b>	<b>\$8,317,205</b>	<b>\$9,930,680</b>	<b>\$14,132,525</b>



# Projected Fund Balances - June 30, 2013





FISCAL YEAR 2012-13 TOTAL EXPENDITURES

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
<b>Personnel Expenses</b>					
6000 Salaries	\$620,092	\$609,531	\$578,000	\$612,665	1%
6010 Stand-By Pay	\$32,098	\$33,470	\$32,000	\$38,000	8%
6020 Overtime	\$15,899	\$13,250	\$16,456	\$16,435	24%
6030 Retirement	\$63,767	\$72,872	\$67,500	\$75,624	4%
6040 Deferred Comp	\$17,550	\$17,550	\$17,550	\$17,550	0%
6050 FICA	\$37,210	\$40,688	\$38,840	\$41,238	1%
6060 Medicare	\$9,566	\$9,516	\$9,094	\$9,644	1%
6070 Health Insurance	\$126,535	\$141,727	\$130,700	\$138,438	-2%
6080 Life/Dental & Long Term Disability	\$21,007	\$22,122	\$18,300	\$19,529	-12%
6090 SDI	\$6,571	\$7,875	\$9,191	\$7,206	-8%
6100 SUI	\$3,403	\$3,388	\$4,139	\$3,157	-7%
6110 Workers Comp	\$16,549	\$18,205	\$14,800	\$17,859	-2%
<b>Subtotal Personnel Expenses</b>	<b>\$970,248</b>	<b>\$989,992</b>	<b>\$936,560</b>	<b>\$995,345</b>	<b>1%</b>
<b>Operating Expenses</b>					
7090 Insurance	\$42,030	\$44,447	\$49,755	\$52,000	17%
7120 Vehicles R&M	\$33,510	\$40,000	\$49,450	\$28,800	-33%
7121 Repairs & Maint	\$48,812	\$53,000	\$56,900	\$60,000	13%
7122 Operating Supplies	\$1,174	\$1,500	\$1,200	\$1,300	-13%
7200 Prof Svcs Accounting/Auditing	\$44,886	\$40,000	\$39,200	\$42,000	5%
7210 Prof Svcs Legal Fees	\$200,163	\$200,000	\$73,000	\$160,000	-20%
7220 Prof Svcs Engineering	\$0	\$0	\$0	\$0	0%
7230 Prof Svcs Computer	\$10,854	\$10,000	\$5,000	\$10,000	0%
7235 Prof Svcs Financial	\$58,425	\$44,000	\$54,000	\$54,000	23%
7240 Prof Svcs Other	\$25,586	\$67,000	\$74,700	\$68,000	31%
7300 Contractual Services	\$143,706	\$228,500	\$229,600	\$223,000	-2%
7383 Permits/Licences/Fees	\$3,476	\$5,800	\$6,551	\$7,200	24%
7450 Office Supplies	\$1,347	\$1,800	\$1,500	\$1,800	0%
7460 Printing	\$803	\$2,000	\$2,300	\$3,000	50%
7470 Publications/Legal Notices	\$2,227	\$2,000	\$1,000	\$1,500	-25%
7480 Postage	\$1,086	\$2,000	\$1,400	\$1,900	-5%
7490 Memberships	\$14,784	\$16,000	\$16,700	\$16,000	0%
7500 Miscellaneous	\$0	\$200,000	\$33,000	\$200,000	0%
7540 Rents/Leases	\$236	\$800	\$280	\$780	-3%
7653 Trainings/Meetings/Materials/Safety	\$8,266	\$12,750	\$11,900	\$12,950	2%
7660 Travel	\$1,364	\$11,550	\$5,000	\$10,550	-9%
7731 Gasoline/Oil/Fuel	\$19,507	\$23,700	\$22,900	\$28,500	12%
7780 Utilities	\$97,272	\$98,500	\$94,000	\$101,300	3%
7800 Election Expense	\$0	\$0	\$0	\$21,000	Prior year budget \$0
7860 Contribution to Other Agencies	\$6,102	\$6,200	\$5,200	\$5,500	-11%
7900 GSD/Treatment	\$1,203,022	\$1,200,000	\$1,125,000	\$1,250,000	4%
7910 GSD/Outfall	\$53,255	\$53,255	\$53,255	\$53,255	0%
7920 GSD/Administrative Fee	\$72,161	\$72,000	\$68,000	\$75,000	4%
7930 County Administrative Fee	\$28,818	\$32,000	\$24,000	\$25,000	-22%
<b>Subtotal Operating Expenses</b>	<b>\$2,091,854</b>	<b>\$2,466,802</b>	<b>\$2,078,691</b>	<b>\$2,530,335</b>	<b>3%</b>
<b>Capital Outlay</b>					
General Equipment/Capital	\$61,596	\$634,000	\$389,122	\$280,000	-58%
GSD - Capacity Rights	\$1,183,399	\$9,233,408	\$9,200,000	\$4,000,000	-57%
Construction in Progress/Capital	\$44,207	\$5,300,000	\$2,025,000	\$555,000	-90%
<b>Subtotal Capital Outlay</b>	<b>\$1,289,202</b>	<b>\$15,167,408</b>	<b>\$11,614,122</b>	<b>\$4,835,000</b>	<b>-68%</b>
<b>Total Operating &amp; Non-Operating Expenses</b>	<b>\$4,351,304</b>	<b>\$18,624,202</b>	<b>\$14,629,373</b>	<b>\$8,360,680</b>	<b>-55%</b>



FISCAL YEAR 2012-13 TOTAL WASTEWATER OPERATIONS & MAINTENANCE EXPENDITURES

Code	Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
<b>Personnel Expenses</b>						
6000	Salaries	\$518,296	\$512,321	\$477,000	\$508,156	-1%
6010	Stand-By Pay	\$32,098	\$33,470	\$32,000	\$36,000	8%
6020	Overtime	\$15,899	\$13,000	\$16,150	\$16,185	25%
6030	Retirement	\$59,322	\$68,109	\$63,000	\$70,684	4%
6040	Deferred Comp	\$17,550	\$17,550	\$17,550	\$17,550	0%
6050	FICA	\$31,675	\$34,645	\$32,559	\$34,741	0%
6060	Medicare	\$8,194	\$8,102	\$7,615	\$8,125	0%
6070	Health Insurance	\$116,767	\$131,405	\$120,500	\$126,553	-4%
6080	Life/Dental & Long Term Disability	\$19,171	\$20,321	\$16,700	\$17,793	-12%
6090	SDI	\$5,570	\$6,705	\$5,777	\$6,159	-8%
6100	SUI	\$2,838	\$2,846	\$3,597	\$2,620	-8%
6110	Workers Comp	\$14,894	\$16,385	\$13,300	\$16,073	-2%
<b>Subtotal Personnel Expenses</b>		<b>\$842,274</b>	<b>\$864,859</b>	<b>\$805,747</b>	<b>\$860,640</b>	<b>0%</b>
<b>Operating Expenses</b>						
7090	Insurance	\$38,107	\$40,002	\$45,425	\$46,800	17%
7120	Vehicles R&M	\$4,112	\$8,000	\$6,450	\$6,800	-15%
7121	Repairs & Maint	\$48,612	\$53,000	\$56,900	\$60,000	13%
7122	Operating Supplies	\$1,174	\$1,500	\$1,200	\$1,300	-13%
7200	Prof Svcs Accounting/Auditing	\$35,842	\$35,000	\$35,000	\$37,000	6%
7210	Prof Svcs Legal Fees	\$39,468	\$20,000	\$15,000	\$20,000	0%
7220	Prof Svcs Engineering	\$0	\$0	\$0	\$0	0%
7230	Prof Svcs Computer	\$10,854	\$10,000	\$5,000	\$10,000	0%
7235	Prof Svcs Financial	\$53,525	\$34,000	\$50,000	\$48,000	41%
7240	Prof Svcs Other	\$15,504	\$33,500	\$25,700	\$30,000	-10%
7300	Contractual Services	\$58,978	\$58,500	\$59,500	\$63,000	8%
7383	Permits/Licenses/Fees	\$3,476	\$5,800	\$6,551	\$7,200	24%
7450	Office Supplies	\$1,347	\$1,800	\$1,500	\$1,800	0%
7460	Printing	\$803	\$1,500	\$2,100	\$2,500	67%
7470	Publications/Legal Notices	\$2,227	\$2,000	\$1,000	\$1,500	-25%
7480	Postage	\$1,086	\$1,500	\$1,400	\$1,500	0%
7490	Memberships	\$14,784	\$16,000	\$15,900	\$16,000	0%
7500	Miscellaneous	\$0	\$0	\$0	\$0	0%
7540	Rents/Leases	\$236	\$800	\$280	\$780	-3%
7653	Trainings/Meetings/Materials/Safety	\$8,081	\$12,000	\$11,600	\$12,200	2%
7660	Travel	\$1,364	\$10,800	\$5,000	\$9,800	-9%
7731	Gasoline/Oil/Fuel	\$10,552	\$13,200	\$14,900	\$16,500	25%
7760	Utilities	\$79,247	\$79,000	\$75,000	\$80,300	2%
7800	Election Expense	\$0	\$0	\$0	\$0	0%
7860	Contribution to Other Agencies	\$6,102	\$6,200	\$5,200	\$0	-100%
7900	GSD/Treatment	\$1,203,022	\$1,200,000	\$1,125,000	\$1,250,000	4%
7910	GSD/Outfall	\$53,255	\$53,255	\$53,255	\$53,255	0%
7920	GSD/Administrative Fee	\$72,161	\$72,000	\$66,000	\$75,000	4%
7930	County Administrative Fee	\$0	\$0	\$0	\$0	0%
<b>Subtotal Operating Expenses</b>		<b>\$1,763,939</b>	<b>\$1,769,367</b>	<b>\$1,684,861</b>	<b>\$1,851,235</b>	<b>5%</b>
<b>Total Operating and Personnel Expenses</b>		<b>\$2,606,213</b>	<b>\$2,634,217</b>	<b>\$2,490,608</b>	<b>\$2,711,875</b>	<b>3%</b>

Appendix 'A' includes separate spreadsheets for the four (4) service categories, which comprise the Wastewater O&M Budget.



## WASTEWATER OPERATION & MAINTENANCE EXPENDITURES SUMMARY

Overall wastewater operating and personnel expenses are projected to increase by 3% as compared to 2011-2012 fiscal year budget.

The following are descriptions of the significant operating and maintenance expenses as well as any significant changes as compared to the prior year budget:

- Personnel expenses include all District wastewater operations labor costs. The 2012-2013 budget projects no increase in costs as compared to prior year budget.
- Insurance costs include both primary and property insurance. The projected 17% increase is an estimate provided by the District's pooled insurance program.
- Repairs & Maintenance include costs associated with the routine maintenance in the District's wastewater operations such as manhole rings and covers, manhole raising, easement maintenance, pump station maintenance, equipment/parts etc.
- Professional Services Accounting /Auditing includes the annual audit.
- Professional Services Legal Fees in FY 2010-2011 actual column are higher than normal due to the City of Goleta detachment application in that period.
- Professional Services Financial includes financial consulting, investment management and some banking services. Significant increase over prior year budget is due to planned financial consulting regarding rates and reserve funds.
- Contractual Services includes emergency generator service contract, pest control services, uniforms, alarm service, computer services, web support, underground service alert, non-industrial sampling and Multi-Agency Safety Officer.
- Memberships are fees paid to organizations in which the District belongs such as: California Association of Sanitation Agencies, California Special District Association, California Water Environment Association, CaLAFCO etc.
- GSD/Treatment consists of treatment services provided by Goleta Sanitary District (GSD). The projected 4% increase is an estimate provided by GSD.
- GSD/Outfall includes the District's share of the GSD State Revolving Fund Loan for the outfall rerocking project. Final payment for this item is 2014.
- GSD/Administrative Fee includes the 6% administrative charge required per the District's agreement with GSD.



FISCAL YEAR 2012-13 OTHER SERVICES EXPENDITURES

Code	Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
44	Other Services					
	Personnel Expenses					
6000	Salaries	\$101,796	\$97,210	\$101,000	\$104,509	8%
6010	Stand-By Pay	\$0	\$0	\$0	\$0	0%
6020	Overtime	\$0	\$250	\$306	\$250	0%
6030	Retirement	\$4,445	\$4,563	\$4,500	\$4,940	8%
6040	Deferred Comp	\$0	\$0	\$0	\$0	0%
6050	FICA	\$5,535	\$6,043	\$6,281	\$6,495	7%
6060	Medicare	\$1,372	\$1,413	\$1,469	\$1,519	7%
6070	Health Insurance	\$9,769	\$10,322	\$10,200	\$11,885	15%
6080	Life/Dental & Long Term Disability	\$1,836	\$1,801	\$1,600	\$1,737	-4%
6090	SDI	\$1,002	\$1,170	\$3,414	\$1,048	-10%
6100	SUI	\$565	\$542	\$542	\$537	-1%
6110	Workers Comp	\$1,655	\$1,821	\$1,500	\$1,786	-2%
	<b>Subtotal Personnel Expenses</b>	<b>\$127,974</b>	<b>\$126,133</b>	<b>\$130,812</b>	<b>\$134,705</b>	<b>8%</b>
	Operating Expenses					
7090	Insurance	\$3,922	\$4,445	\$4,330	\$5,200	17%
7120	Vehicles R&M	\$29,398	\$32,000	\$43,000	\$20,000	-38%
7121	Repairs & Maint	\$0	\$0	\$0	\$0	0%
7122	Operating Supplies	\$0	\$0	\$0	\$0	0%
7200	Prof Svcs Accounting/Auditing	\$9,044	\$5,000	\$4,200	\$5,000	0%
7210	Prof Svcs Legal Fees	\$160,676	\$180,000	\$58,000	\$140,000	-22%
7220	Prof Svcs Engineering	\$0	\$0	\$0	\$0	0%
7230	Prof Svcs Computer	\$0	\$0	\$0	\$0	0%
7235	Prof Svcs Financial	\$2,900	\$10,000	\$4,000	\$6,000	-40%
7240	Prof Svcs Other	\$10,083	\$33,500	\$49,000	\$58,000	73%
7300	Contractual Svcs	\$84,728	\$168,000	\$170,000	\$160,000	-5%
7383	Permits/Licences/Fees	\$0	\$0	\$0	\$0	0%
7450	Office Supplies	\$0	\$0	\$0	\$0	0%
7480	Printing	\$0	\$500	\$200	\$500	0%
7470	Publications/Legal Notices	\$0	\$0	\$0	\$0	0%
7480	Postage	\$0	\$500	\$0	\$400	-20%
7490	Memberships	\$0	\$0	\$800	\$0	0%
7500	Miscellaneous	\$0	\$200,000	\$33,000	\$200,000	0%
7540	Rents/Leases	\$0	\$0	\$0	\$0	0%
7653	Trainings/Meetings/Materials/Safety	\$185	\$750	\$300	\$750	0%
7660	Travel	\$0	\$750	\$0	\$750	0%
7731	Gasoline/Oil/Fuel	\$8,955	\$10,500	\$8,000	\$10,000	-5%
7760	Utilities	\$18,025	\$19,500	\$19,000	\$21,000	8%
7800	Election Expense	\$0	\$0	\$0	\$21,000	Prior year \$0 budget
7860	Contribution to Other Agencies	\$0	\$0	\$0	\$5,500	Prior year \$0 budget
7900	GSD/Treatment	\$0	\$0	\$0	\$0	0%
7910	GSD/Outfall	\$0	\$0	\$0	\$0	0%
7920	GSD/Administrative Fee	\$0	\$0	\$0	\$0	0%
7930	County Administrative Fee	\$28,818	\$32,000	\$24,000	\$25,000	-22%
	<b>Subtotal Operating Expenses</b>	<b>\$356,733</b>	<b>\$697,445</b>	<b>\$417,830</b>	<b>\$679,100</b>	<b>-3%</b>
	<b>Total Operating and Personnel Expenses</b>	<b>\$484,707</b>	<b>\$822,578</b>	<b>\$548,642</b>	<b>\$813,805</b>	<b>-1%</b>



### OTHER SERVICES EXPENDITURES SUMMARY

Other Services operating and personnel expenses are projected to decrease by 1% as compared to prior year budget.

Following are descriptions of significant other services operation and maintenance expenses.

- Personnel expenses include all District street sweeping operation and maintenance labor costs. The projected 8% increase in personnel expenses is primarily due to reallocation of time to the programs and a projected longevity pay increase for the primary street sweeper operator.
- Vehicles R&M includes all street sweeper repair and maintenance. The 38% decrease in these expenses are expected due to the purchase of a new street sweeper that will require less maintenance.
- Professional Services Legal Fees include legal fees related to both property tax and legislative or governance issues. The projected 22% decrease is due to the continued assumption of no City of Goleta detachment issues this fiscal year. Fiscal year 2010-2011 actual column increased amount is primarily due to the detachment issues during that period.
- Professional Services Other is primarily funding for public relations efforts.
- Contractual Services includes operation of the groundwater remediation system, proportionate share of uniforms and ADP payroll services and the Adopt-a-Block program and Mutt Mitt agreement with the Isla Vista Recreation and Park District. The 5% decrease is due to reduced costs for the ongoing insitu treatment system, which continues to move closer to closure.
- Miscellaneous line item expenses are monies set aside for potential funding of environmental projects.
- Utilities primarily consist of charges associated with hauling sweeping debris.
- County Administrative Fee is the fee charged by the County of Santa Barbara for the collection and distribution of the District's property tax revenues.



## CAPITAL IMPROVEMENT EXPENDITURES

The District's Capital Improvement Expenditures are required for upgrading and replacement of District facilities and equipment. The Capital Expenditures also account for the District's pro-rated share of upgrades and replacement of treatment facilities and equipment at the Goleta Sanitary District with who the District contracts for treatment services.

In April 2011 the District with the assistance of Consultants, prepared an update to the District's Capital Improvement Plan (CIP). The CIP outlines the capital facility needs of the District and helps to carry out the goal of operating and maintaining its facilities in a cost effective manner over the long term. This program is intended to be flexible and reviewed regularly.

Capital Improvement Expenditures are typically funded from restricted or designated reserve funds earmarked for specific purposes. The Capital Improvement Expenditures are depicted on the following page broken down on a spreadsheet by service category. In addition, there is a brief description of each specific proposed capital expenditure on succeeding pages.



**FISCAL YEAR 2012-13 TOTAL CAPITAL IMPROVEMENT EXPENDITURES**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
General Equipment/Capital	\$61,596	\$634,000	\$389,122	\$280,000	-56%
GSD - Capacity Rights	\$1,183,399	\$9,233,408	\$9,200,000	\$4,000,000	-57%
Construction In Progress/Capital	\$44,207	\$5,300,000	\$2,025,000	\$555,000	-90%
<b>Total Capital Outlay</b>	<b>\$1,289,202</b>	<b>\$15,167,408</b>	<b>\$11,614,122</b>	<b>\$4,835,000</b>	<b>-68%</b>

**FISCAL YEAR 2012-13 CAPITAL IMPROVEMENT EXPENDITURES BY SERVICE CATEGORY**

**Fiscal Year 2012-13 Capital - Pump Station**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
41 Pump Station					
General Equipment/Capital	\$28,504	\$5,000	\$0	\$15,000	200%
Construction in Progress/Capital	\$0	\$25,000	\$25,000	\$255,000	920%
<b>Subtotal Pump Station Capital</b>	<b>\$28,504</b>	<b>\$30,000</b>	<b>\$25,000</b>	<b>\$270,000</b>	<b>Prior year budget \$0</b>

**Fiscal Year 2012-13 Capital - Collection System**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
42 Collection System					
General Equipment/Capital	\$2,822	\$350,000	\$346,653	\$5,000	-99%
Construction in Progress/Capital	\$44,207	\$5,275,000	\$2,000,000	\$300,000	-94%
<b>Subtotal Collection System Capital</b>	<b>\$47,029</b>	<b>\$5,625,000</b>	<b>\$2,346,653</b>	<b>\$305,000</b>	<b>-95%</b>

**Fiscal Year 2012-13 Capital - Other Services**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
44 Other Services					
General Equipment/Capital	\$0	\$250,000	\$0	\$255,000	Prior year budget \$0
Construction in Progress/Capital	\$0	\$0	\$0	\$0	0%
<b>Subtotal Street Sweeping Capital</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$255,000</b>	<b>Prior year budget \$0</b>

**Fiscal Year 2012-13 Capital - Administration**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
45 Administration					
General Equipment/Capital	\$30,270	\$29,000	\$42,469	\$5,000	-83%
Construction in Progress/Capital	\$0	\$0	\$0	\$0	0%
<b>Subtotal Administration Capital</b>	<b>\$30,270</b>	<b>\$29,000</b>	<b>\$42,469</b>	<b>\$5,000</b>	<b>-83%</b>

**Fiscal Year 2012-13 Capital - Treatment**

Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
46 Treatment					
General Equipment/Capital	\$0	\$0	\$0	\$0	0%
GSD - Capacity Rights	\$1,183,399	\$9,233,408	\$9,200,000	\$4,000,000	-57%
Construction in Progress/Capital	\$0	\$0	\$0	\$0	0%
<b>Subtotal Treatment Capital</b>	<b>\$1,183,399</b>	<b>\$9,233,408</b>	<b>\$9,200,000</b>	<b>\$4,000,000</b>	<b>-57%</b>



## CAPITAL PROJECTS SUMMARY

Fiscal year 2012-2013 Total Capital Improvement Expenditures are projected to decrease by 68% as compared to prior year budget, primarily due to costs associated with the construction phase of the Goleta Sanitary District Plant Upgrade Project which is expected to be completed this fiscal year. Additionally, the Mesa Road Trunk Sewer Project was anticipated to begin in the prior fiscal year. This project is now planned to begin in the summer of 2013.

The Pump Station category includes an allocation for routine capital costs to the pump stations (\$5,000) and repair/repaving/sealing of the District's headquarters and Emily lift station (\$10,000). The Construction in Progress/Capital category includes monies for the Design of Phase I of the District headquarters upgrade (\$255,000).

The Collection System category General Equipment/Capital includes an allocation for the purchase of any new replacement equipment used in the collection system (\$5,000). The Construction in Progress/Capital category includes monies for the continued design and permitting services for the Mesa Road Main Trunk Improvement Project and the Phelps Road Project (\$300,000).

The Other Services category includes the purchase of a new street sweeper which was ordered in prior fiscal year but the District will not take delivery until this fiscal year (\$255,000).

The Administration category General Equipment/Capital includes the purchase of a new copier to replace the existing unit which is used for accounting functions (\$2,000) and one replacement computer and monitor (\$3,000) all of which have served their useful life.

The Treatment category GSD-Capacity Rights include GWSD's share of Goleta Sanitary District plant capital costs, primarily the Plant Upgrade Project (\$4,000,000).



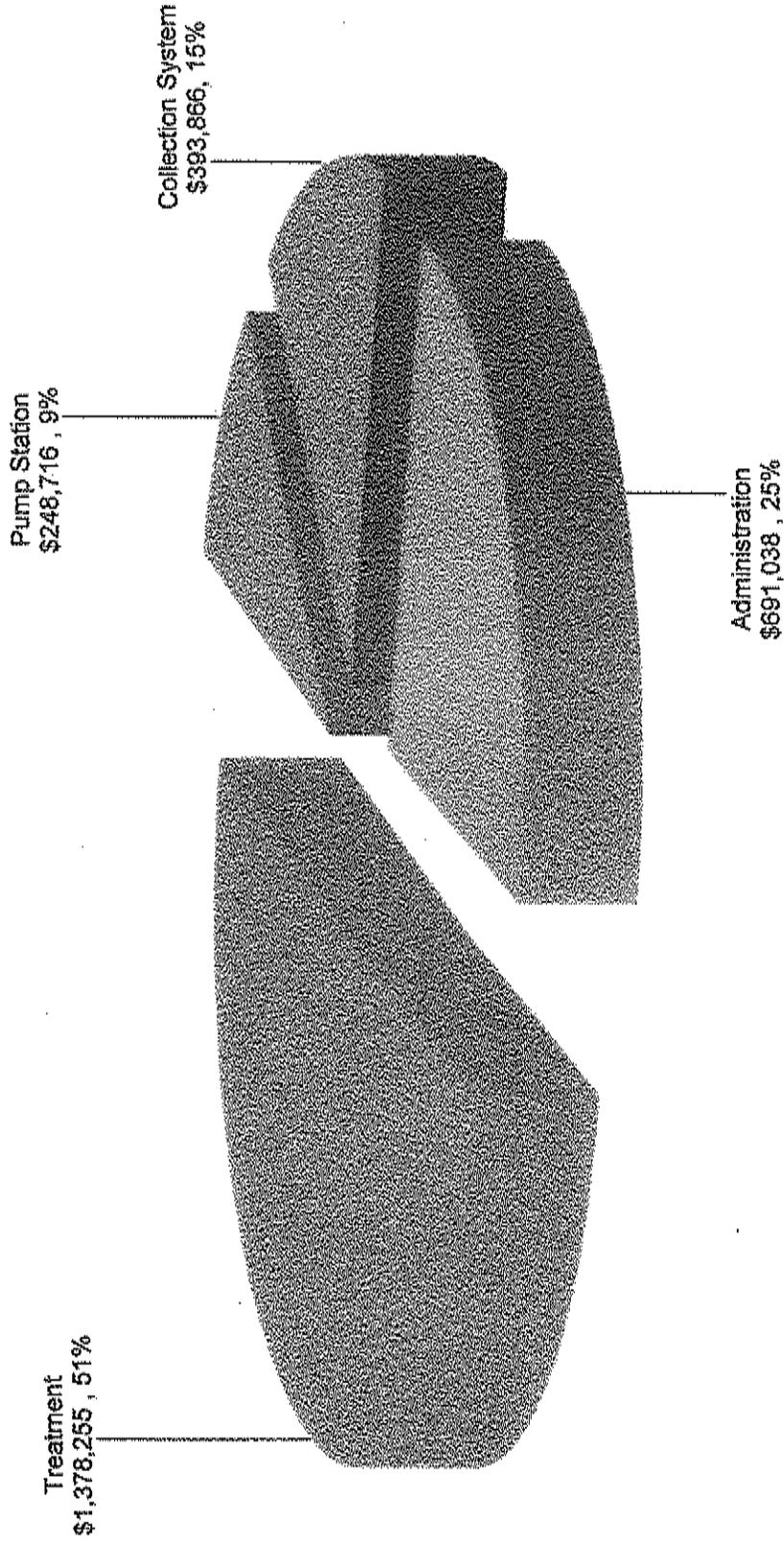
APPENDIX 'A'

1. Chart – Wastewater O&M by Service Category
2. Chart - Historical Wastewater O&M Expenses
3. Fiscal Year 2012-2013 Wastewater O&M – Pump Station
4. Fiscal Year 2012-2013 Wastewater O&M – Collection System
5. Fiscal Year 2012-2013 Wastewater O&M – Administration
6. Fiscal Year 2012-2013 Wastewater O&M – Treatment



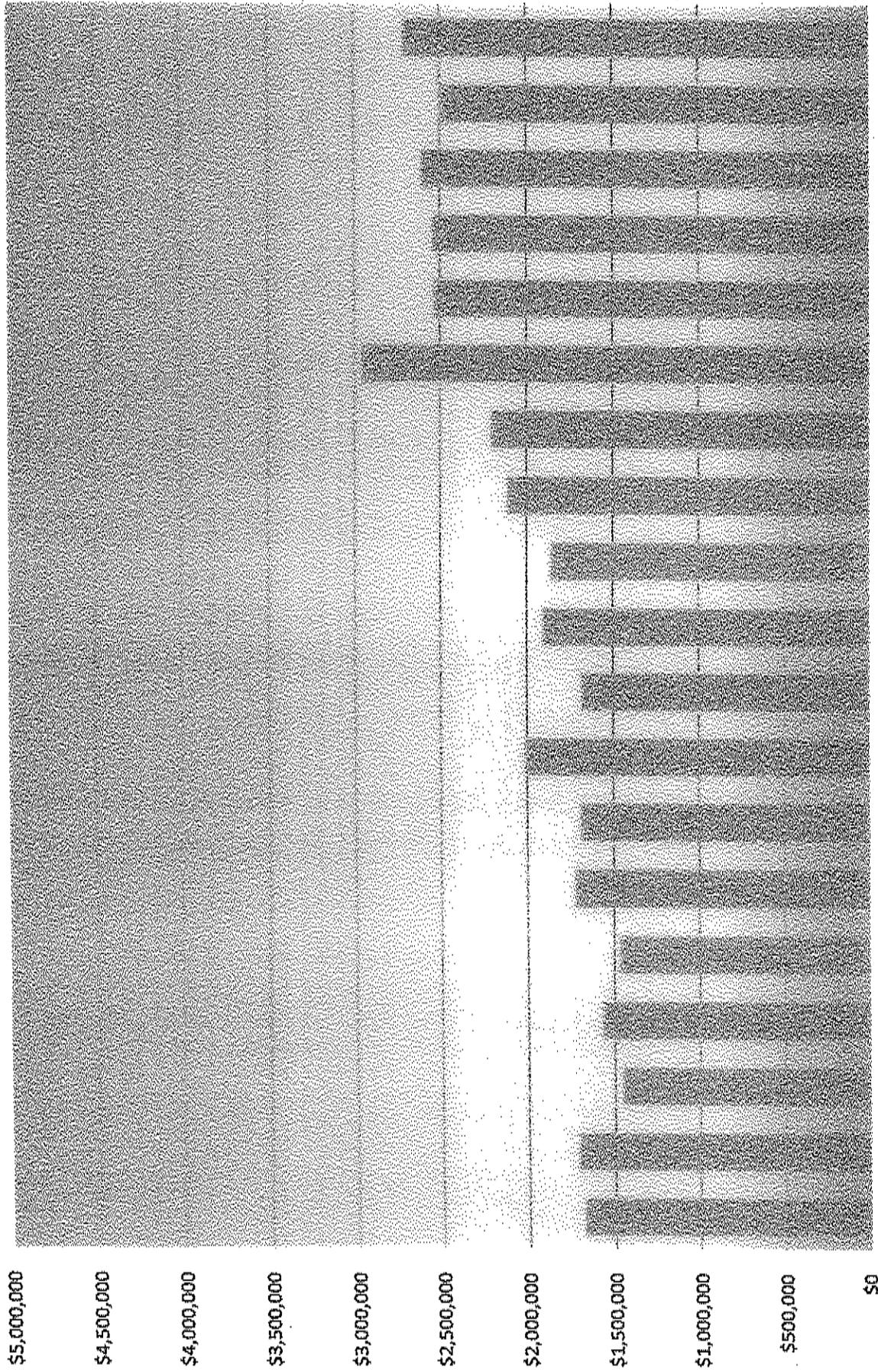
# WASTEWATER O&M by SERVICE CATEGORY

The following chart displays the projected O&M expenses by service category for the FY 2012 - 2013





# Historical Wastewater O&M Expenses



94-95 95-96 96-97 97-98 98-99 99-00 00-01 01-02 02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10 10-11 11-12 12-13



**FISCAL YEAR 2012-13 WASTEWATER O&M - PUMP STATION**

Code	Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
41	<b>PUMP STATION</b>					
	<b>Personnel Expenses</b>					
6000	Salaries	\$37,229	\$49,393	\$32,000	\$48,080	-3%
6010	Stand-By Pay	\$32,098	\$33,470	\$32,000	\$36,000	8%
6020	Overtime	\$12,051	\$10,000	\$12,500	\$12,600	26%
6030	Retirement	\$0	\$0	\$0	\$0	0%
6040	Deferred Comp	\$0	\$0	\$0	\$0	0%
6050	FICA	\$5,045	\$5,758	\$4,743	\$5,994	4%
6060	Medicare	\$1,193	\$1,347	\$1,109	\$1,402	4%
6070	Health Insurance	\$0	\$0	\$0	\$0	0%
6080	Life/Dental & Long Term Disability	\$0	\$0	\$0	\$0	0%
6090	SDI	\$901	\$1,114	\$842	\$967	-13%
6100	SUI	\$327	\$288	\$540	\$259	-10%
6110	Workers Comp	\$4,137	\$4,551	\$3,600	\$4,465	-2%
	<b>Subtotal Personnel Expenses</b>	<b>\$92,980</b>	<b>\$105,921</b>	<b>\$87,334</b>	<b>\$109,766</b>	<b>4%</b>
	<b>Operating Expenses</b>					
7090	Insurance	\$9,806	\$11,112	\$10,820	\$13,000	17%
7120	Vehicles R&M	\$0	\$0	\$0	\$0	0%
7121	Repairs & Maint	\$35,655	\$24,000	\$25,000	\$27,000	13%
7122	Operating Supplies	\$1,160	\$1,500	\$1,200	\$1,300	-13%
7200	Prof Svcs Accounting/Auditing	\$0	\$0	\$0	\$0	0%
7210	Prof Svcs Legal Fees	\$0	\$0	\$0	\$0	0%
7220	Prof Svcs Engineering	\$0	\$0	\$0	\$0	0%
7230	Prof Svcs Computer	\$0	\$0	\$0	\$0	0%
7235	Prof Svcs Financial	\$0	\$0	\$0	\$0	0%
7240	Prof Svcs Other	\$0	\$0	\$0	\$0	0%
7300	Contractual Services	\$11,164	\$18,500	\$16,500	\$18,000	-3%
7383	Permits/Licences/Fees	\$1,588	\$1,800	\$3,601	\$3,700	106%
7450	Office Supplies	\$0	\$0	\$0	\$0	0%
7460	Printing	\$0	\$0	\$0	\$0	0%
7470	Publications/Legal Notices	\$0	\$0	\$0	\$0	0%
7480	Postage	\$0	\$0	\$0	\$0	0%
7490	Memberships	\$0	\$0	\$0	\$0	0%
7500	Miscellaneous	\$0	\$0	\$0	\$0	0%
7540	Rents/Leases	\$0	\$250	\$0	\$250	0%
7653	Trainings/Meetings/Materials/Safety	\$402	\$1,000	\$1,800	\$1,200	20%
7660	Travel	\$0	\$0	\$0	\$0	0%
7731	Gasoline/Oil/Fuel	\$71	\$1,800	\$3,400	\$3,500	94%
7760	Utilities	\$65,521	\$70,500	\$65,000	\$71,000	1%
7800	Election Expense	\$0	\$0	\$0	\$0	0%
7860	Contribution to Other Agencies	\$0	\$0	\$0	\$0	0%
7900	GSD/Treatment	\$0	\$0	\$0	\$0	0%
7910	GSD/Outfall	\$0	\$0	\$0	\$0	0%
7920	GSD/Administrative Fee	\$0	\$0	\$0	\$0	0%
7930	County Administrative Fee	\$0	\$0	\$0	\$0	0%
	<b>Subtotal Operating Expenses</b>	<b>\$125,368</b>	<b>\$130,452</b>	<b>\$127,321</b>	<b>\$138,950</b>	<b>7%</b>
	<b>Total Operating and Personnel Expenses</b>	<b>\$218,348</b>	<b>\$236,362</b>	<b>\$214,655</b>	<b>\$248,716</b>	<b>5%</b>



**FISCAL YEAR 2012-13 WASTEWATER O&M - COLLECTION SYSTEM**

Code	Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
42	<b>COLLECTION SYSTEM</b>					
	<b>Personnel Expenses</b>					
6000	Salaries	\$202,630	\$192,528	\$175,000	\$185,016	-4%
6010	Stand-By Pay	\$0	\$0	\$0	\$0	0%
6020	Overtime	\$966	\$400	\$1,200	\$1,000	150%
6030	Retirement	\$15,883	\$16,693	\$15,000	\$15,866	-5%
6040	Deferred Comp	\$3,900	\$3,900	\$3,900	\$3,900	0%
6050	FICA	\$12,332	\$11,962	\$10,924	\$11,533	-4%
6060	Medicare	\$2,884	\$2,797	\$2,555	\$2,697	-4%
6070	Health Insurance	\$42,250	\$47,244	\$39,500	\$41,179	-13%
6080	Life/Dental & Long Term Disability	\$9,468	\$10,584	\$7,500	\$8,056	-24%
6090	SDI	\$2,235	\$2,315	\$1,938	\$1,860	-20%
6100	SUI	\$791	\$1,101	\$1,800	\$979	-11%
6110	Workers Comp	\$8,275	\$9,103	\$7,200	\$8,930	-2%
	<b>Subtotal Personnel Expenses</b>	<b>\$301,614</b>	<b>\$298,627</b>	<b>\$266,318</b>	<b>\$281,016</b>	<b>-6%</b>
	<b>Operating Expenses</b>					
7090	Insurance	\$20,125	\$22,224	\$24,325	\$26,000	17%
7120	Vehicles R&M	\$3,930	\$7,000	\$4,500	\$5,000	-29%
7121	Repairs & Maint	\$11,800	\$28,000	\$31,600	\$32,000	14%
7122	Operating Supplies	\$14	\$0	\$0	\$0	0%
7200	Prof Svcs Accounting/Auditing	\$0	\$0	\$0	\$0	0%
7210	Prof Svcs Legal Fees	\$0	\$0	\$0	\$0	0%
7220	Prof Svcs Engineering	\$0	\$0	\$0	\$0	0%
7230	Prof Svcs Computer	\$0	\$0	\$0	\$0	0%
7235	Prof Svcs Financial	\$0	\$0	\$0	\$0	0%
7240	Prof Svcs Other	\$344	\$0	\$700	\$0	0%
7300	Contractual Svcs	\$29,139	\$22,000	\$23,000	\$25,000	14%
7383	Permits/Licences/Fees	\$177	\$1,000	\$950	\$1,000	0%
7450	Office Supplies	\$0	\$0	\$0	\$0	0%
7460	Printing	\$0	\$0	\$0	\$0	0%
7470	Publications/Legal Notices	\$0	\$0	\$0	\$0	0%
7480	Postage	\$0	\$0	\$0	\$0	0%
7490	Memberships	\$1,556	\$1,500	\$1,400	\$1,500	0%
7500	Miscellaneous	\$0	\$0	\$0	\$0	0%
7540	Rents/Leases	\$0	\$300	\$0	\$250	-17%
7653	Trainings/Meetings/Materials/Safety	\$2,636	\$5,000	\$4,800	\$5,000	0%
7660	Travel	\$0	\$1,800	\$0	\$1,800	0%
7731	Gasoline/Oil/Fuel	\$8,077	\$8,400	\$9,000	\$10,000	19%
7760	Utilities	\$5,371	\$6,000	\$4,500	\$5,300	-12%
7800	Election Expense	\$0	\$0	\$0	\$0	0%
7860	Contribution to Other Agencies	\$0	\$0	\$0	\$0	0%
7900	GSD/Treatment	\$0	\$0	\$0	\$0	0%
7910	GSD/Outfall	\$0	\$0	\$0	\$0	0%
7920	GSD/Administrative Fee	\$0	\$0	\$0	\$0	0%
7930	County Administrative Fee	\$0	\$0	\$0	\$0	0%
	<b>Subtotal Operating Expenses</b>	<b>\$83,170</b>	<b>\$103,224</b>	<b>\$104,775</b>	<b>\$112,850</b>	<b>9%</b>
	<b>Total Operating and Personnel Expenses</b>	<b>\$384,783</b>	<b>\$401,850</b>	<b>\$371,093</b>	<b>\$393,866</b>	<b>-2%</b>



**FISCAL YEAR 2012-13 WASTEWATER O&M - ADMINISTRATION**

Code	Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
45	<b>ADMINISTRATION</b>					
	<b>Personnel Expenses</b>					
6000	Salaries	\$278,438	\$270,401	\$270,000	\$275,061	2%
6010	Stand-By Pay	\$0	\$0	\$0	\$0	0%
6020	Overtime	\$2,882	\$2,600	\$2,450	\$2,585	-1%
6030	Retirement	\$43,439	\$51,415	\$48,000	\$54,818	7%
6040	Deferred Comp	\$13,650	\$13,650	\$13,650	\$13,650	0%
6050	FICA	\$14,298	\$16,926	\$16,892	\$17,214	2%
6060	Medicare	\$4,117	\$3,959	\$3,951	\$4,026	2%
6070	Health Insurance	\$74,516	\$84,161	\$81,000	\$85,375	1%
6080	Life/Dental & Long Term Disability	\$9,704	\$9,737	\$9,200	\$9,737	0%
6090	SDI	\$2,434	\$3,276	\$2,997	\$3,332	2%
6100	SUI	\$1,720	\$1,457	\$1,457	\$1,383	-5%
6110	Workers Comp	\$2,482	\$2,731	\$2,500	\$2,679	-2%
	<b>Subtotal Personnel Expenses</b>	<b>\$447,680</b>	<b>\$460,312</b>	<b>\$452,096</b>	<b>\$469,858</b>	<b>2%</b>
	<b>Operating Expenses</b>					
7090	Insurance	\$8,177	\$6,667	\$10,280	\$7,800	17%
7120	Vehicles R&M	\$182	\$1,000	\$1,950	\$1,800	80%
7121	Repairs & Maint	\$1,157	\$1,000	\$300	\$1,000	0%
7122	Operating Supplies	\$0	\$0	\$0	\$0	0%
7200	Prof Svcs Accounting/Auditing	\$35,842	\$35,000	\$35,000	\$37,000	6%
7210	Prof Svcs Legal Fees	\$39,488	\$20,000	\$15,000	\$20,000	0%
7220	Prof Svcs Engineering	\$0	\$0	\$0	\$0	0%
7230	Prof Svcs Computer	\$10,854	\$10,000	\$5,000	\$10,000	0%
7235	Prof Svcs Financial	\$53,525	\$34,000	\$50,000	\$48,000	41%
7240	Prof Svcs Other	\$15,160	\$33,500	\$25,000	\$30,000	-10%
7300	Contractual Svcs	\$18,675	\$18,000	\$20,000	\$20,000	11%
7383	Permits/Licences/Fees	\$1,712	\$3,000	\$2,000	\$2,500	-17%
7450	Office Supplies	\$1,347	\$1,800	\$1,500	\$1,800	0%
7460	Printing	\$803	\$1,500	\$2,100	\$2,500	67%
7470	Publications/Legal Notices	\$2,227	\$2,000	\$1,000	\$1,500	-25%
7480	Postage	\$1,086	\$1,500	\$1,400	\$1,500	0%
7490	Memberships	\$13,228	\$14,500	\$14,500	\$14,500	0%
7500	Miscellaneous	\$0	\$0	\$0	\$0	0%
7540	Rents/Leases	\$236	\$250	\$280	\$280	12%
7653	Trainings/Meetings/Materials/Safety	\$5,043	\$6,000	\$5,000	\$6,000	0%
7660	Travel	\$1,364	\$9,000	\$5,000	\$8,000	-11%
7731	Gasoline/Oil/Fuel	\$2,403	\$3,000	\$2,500	\$3,000	0%
7760	Utilities	\$8,355	\$2,500	\$5,500	\$4,000	60%
7800	Election Expense	\$0	\$0	\$0	\$0	0%
7860	Contribution to Other Agencies	\$6,102	\$6,200	\$5,200	\$0	-100%
7900	GSD/Treatment	\$0	\$0	\$0	\$0	0%
7910	GSD/Outfall	\$0	\$0	\$0	\$0	0%
7920	GSD/Administrative Fee	\$0	\$0	\$0	\$0	0%
7930	County Administrative Fee	\$0	\$0	\$0	\$0	0%
	<b>Subtotal Operating Expenses</b>	<b>\$226,963</b>	<b>\$210,417</b>	<b>\$208,510</b>	<b>\$221,180</b>	<b>5%</b>
	<b>Total Operating and Personnel Expenses</b>	<b>\$674,643</b>	<b>\$670,729</b>	<b>\$660,606</b>	<b>\$691,038</b>	<b>3%</b>



**FISCAL YEAR 2012-13 WASTEWATER O&M - TREATMENT**

Code	Description	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected Actual	2012-2013 Budget	% Change 11/12 Budget to 12/13 Budget
46	Treatment Personnel Expenses					
6000	Salaries	\$0	\$0	\$0	\$0	0%
6010	Stand-By Pay	\$0	\$0	\$0	\$0	0%
6020	Overtime	\$0	\$0	\$0	\$0	0%
6030	Retirement	\$0	\$0	\$0	\$0	0%
6040	Deferred Comp	\$0	\$0	\$0	\$0	0%
6050	FICA	\$0	\$0	\$0	\$0	0%
6060	Medicare	\$0	\$0	\$0	\$0	0%
6070	Health Insurance	\$0	\$0	\$0	\$0	0%
6080	Life/Dental & Long Term Disability	\$0	\$0	\$0	\$0	0%
6090	SDI	\$0	\$0	\$0	\$0	0%
6100	SUI	\$0	\$0	\$0	\$0	0%
6110	Workers Comp	\$0	\$0	\$0	\$0	0%
	<b>Subtotal Personnel Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
	<b>Operating Expenses</b>					
7090	Insurance	\$0	\$0	\$0	\$0	0%
7120	Vehicles R&M	\$0	\$0	\$0	\$0	0%
7121	Repairs & Maint	\$0	\$0	\$0	\$0	0%
7122	Operating Supplies	\$0	\$0	\$0	\$0	0%
7200	Prof Svcs Accounting/Auditing	\$0	\$0	\$0	\$0	0%
7210	Prof Svcs Legal Fees	\$0	\$0	\$0	\$0	0%
7220	Prof Svcs Engineering	\$0	\$0	\$0	\$0	0%
7230	Prof Svcs Computer	\$0	\$0	\$0	\$0	0%
7235	Prof Svcs Financial	\$0	\$0	\$0	\$0	0%
7240	Prof Svcs Other	\$0	\$0	\$0	\$0	0%
7300	Contractual Svcs	\$0	\$0	\$0	\$0	0%
7383	Permits/Licences/Fees	\$0	\$0	\$0	\$0	0%
7450	Office Supplies	\$0	\$0	\$0	\$0	0%
7460	Printing	\$0	\$0	\$0	\$0	0%
7470	Publications/Legal Notices	\$0	\$0	\$0	\$0	0%
7480	Postage	\$0	\$0	\$0	\$0	0%
7490	Memberships	\$0	\$0	\$0	\$0	0%
7500	Miscellaneous	\$0	\$0	\$0	\$0	0%
7540	Rents/Leases	\$0	\$0	\$0	\$0	0%
7653	Trainings/Meetings/Materials/Safety	\$0	\$0	\$0	\$0	0%
7660	Travel	\$0	\$0	\$0	\$0	0%
7731	Gasoline/Oil/Fuel	\$0	\$0	\$0	\$0	0%
7760	Utilities	\$0	\$0	\$0	\$0	0%
7800	Election Expense	\$0	\$0	\$0	\$0	0%
7860	Contribution to Other Agencies	\$0	\$0	\$0	\$0	0%
7900	GSD/Treatment	\$1,203,022	\$1,200,000	\$1,125,000	\$1,250,000	4%
7910	GSD/Outfall	\$53,255	\$53,255	\$53,255	\$53,255	0%
7920	GSD/Administrative Fee	\$72,161	\$72,000	\$66,000	\$75,000	4%
7930	County Administrative Fee	\$0	\$0	\$0	\$0	0%
	<b>Subtotal Operating Expenses</b>	<b>\$1,328,438</b>	<b>\$1,325,255</b>	<b>\$1,244,255</b>	<b>\$1,378,255</b>	<b>4%</b>
	<b>Total Operating and Personnel Expenses</b>	<b>\$1,328,438</b>	<b>\$1,325,255</b>	<b>\$1,244,255</b>	<b>\$1,378,255</b>	<b>4%</b>



# **GOLETA WEST SANITARY DISTRICT**

**DATE: JUNE 5, 2012**

**AGENDA ITEM #9**

**AGENDA TITLE: REVIEW OF GOLETA WEST SANITARY DISTRICT EMERGENCY ACTION PLAN**

**SUMMARY DESCRIPTION:**

President Meyer requested that staff provide a brief overview of the District's Emergency Action Plan.

**SUPPLEMENTARY MATERIAL:**

May 30, 2012 Memorandum from General Manager/Superintendent



# GOLETA WEST SANITARY DISTRICT MEMORANDUM

**Date:** May 30, 2012

**To:** Board of Directors

**From:** Mark Nation  
General Manager/Superintendent

**Subject:** GWSD Emergency Action Plan

President Meyer asked that staff provide a brief description of the District's current Emergency Action Plan.

The current version of the plan was last updated in November 2011. The plan is reviewed on a biannual basis.

The plan describes the following:

- Emergency contact phone numbers
  - Responsibilities of District personnel
  - Training requirements
  - Means of notification of personnel
  - Personnel safety
  - Evacuation or shelter-in-place guide
  - Determining resources
  - Assignment of roles during an emergency event
  - Notifications
  - Actions to be taken for some specific emergencies
    1. Fire
    2. Earthquake
    3. High Winds
    4. Flood
    5. Aircraft Incident
    6. Bomb Threat
    7. Etc.
- Community emergency contact list
  - Headcount roster
  - Emergency coordination checklist

New employees receive training on the procedures as part of new employee orientation. Refresher training is conducted periodically so that personnel remain competent. Typically, a practice drill is conducted on an annual basis.

The District is a member of the Community Awareness Emergency Response (CAER) group in Goleta. CAER is a group of businesses and agencies in the area that entered into a mutual aid agreement many years ago. The District participates in the periodic CAER emergency response training exercises. CAER also operates a dedicated emergency contact radio system that is tested monthly. The District participates in those tests and has a dedicated CAER handheld radio.

Through discussions at SAMA and other personal relationships there are verbal agreements with other sanitary districts in the area for mutual aid.

District staff receives ongoing training for emergency operations of GWSD's facilities. All critical equipment is maintained at a high level and routinely tested to avoid any mechanical problems when equipment is needed.

The District's preparedness includes a staff member on duty with the primary GWSD cell phone 24/7 365 days/year. On weekends and holidays a stand-by duty person carries the 2<sup>nd</sup> District cell phone. The District SCADA system dials directly to the cell phones if any issue with either pump station takes place.

Overall, GWSD is well prepared for emergencies.

# LAFCO

---

**Santa Barbara Local Agency Formation Commission**

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/647-7647

www.sblafco.org ♦ lafco@sblafco.org

May 22, 2012

Larry Meyer, President  
Goleta West Sanitary District  
P.O. Box 4  
Goleta CA 93117-0004

RECEIVED

MAY 29 2012

COMMUNITY DEVELOPMENT  
SANTA BARBARA COUNTY

**SUBJECT: Proposed LAFCO Budget for FY 2012-2013**

I am pleased to respond to your letter regarding the proposed 2012-13 LAFCO budget. You have asked for details for the following two line items:

- Line Item 7510 – Contractual Staff Services

LAFCO staff support is provided by an agreement with Braitman & Associates. The contract provides for administrative and secretarial services. Legal advisor services are provided by the Santa Barbara County Counsel.

Under terms of the agreement Braitman & Associates operates as an Independent Contractor and does not receive vacation pay, holiday pay, overtime pay, health insurance, disability, retirement or other employee benefits.

In addition LAFCO reimburses out-of-pocket expenses incurred in providing staff services such as copying, postage and travel related to LAFCO business. It does not include mileage from Braitman & Associates office in Ventura to the LAFCO office in Santa Barbara.

- Line Item 7669 – General Fund Cost Allocation

This account funds services provided by the County. These include the County Auditor to keep financial records, make payments and process deposits; County Treasurer to retain and invest funds; rental of LAFCO office space; and adjustments in legal counsel costs based on actual hours rather than budgeted estimates. The figures are provided by the County Auditor.

We are informed expenses for 2012/13 include use of the LAFCO office (\$2,726); County Executive Office charges (\$992); Auditor charges (\$21,182); Treasurer charges (\$588); and County Counsel charges (-\$16,705); this reflects a refund of overcharges in prior years. The amount for Line Item 7669 in the Proposed Budget will be adjusted in the Final Budget.

Larry Meyer  
May 22, 2012  
Page two

Please contact our office if you have additional questions about the LAFCO budget. You can view descriptions and explanations of each account in the Proposed Budget at [sblafco.org](http://sblafco.org), by clicking on "agendas & minutes," clicking on April 5, 2012 and viewing Item 16.

Sincerely,

A handwritten signature in black ink that reads "Bob Braitman". The signature is written in a cursive style and is followed by a long horizontal line that extends to the right.

BOB BRAITMAN  
Executive Officer

cc: Commissioner Craig Geyer  
Commissioner Bob Short  
Nolan Rousset, County Auditor-Controller Office

**SANTA BARBARA  
LOCAL AGENCY FORMATION COMMISSION**

**NOTICE OF HEARING**

NOTICE IS HEREBY GIVEN that a meeting of the Santa Barbara Local Agency Formation Commission will be held on Thursday, June 7, 2012 at 2:00 p.m. in the Board of Supervisors Hearing Room, Betteravia Government Center, 511 East Lakeside Parkway, Santa Maria, California to consider the matters set forth below.

Remote Testimony is Permitted - Persons may address the Commission in person or by using the remote video testimony system located at the Board of Supervisors Hearing Room, 105 East Anapamu Street, Fourth Floor, Santa Barbara.

Disclosure of Campaign Contributions – LAFCO Commissioners are disqualified and are not able to participate in proceedings involving an “entitlement for use” if, within the 12 months preceding the LAFCO decision, the Commissioner received more than \$250 in campaign contributions from the applicant, an agent of the applicant or an financially interested person who actively supports or opposes the LAFCO decision on this matter.

Those who have made such contributions are required to disclose that fact for the official record of the proceedings. Disclosures must include the amount of the contribution and the recipient Commissioner and may be made either in writing to the Executive Officer of the Commission prior to the hearing or by an oral declaration at the time of the hearing.

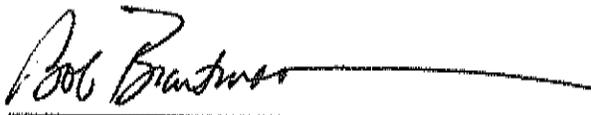
The foregoing requirements are set forth in the Political Reform Act of 1974, specifically in Government Code section 84308.

Disability Accommodations - Persons with a disability who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the LAFCO office at least three (3) days prior to the meeting by telephone at 805/568-3391 or by email at [lafco@sblafco.org](mailto:lafco@sblafco.org)

Additional information – Additional information regarding items to be considered at the meeting may be obtained by contacting the LAFCO office at 105 East Anapamu Street, Santa Barbara CA 93101 or by calling 805/568-3391.

Dated this 14<sup>th</sup> day of May 2012

BOB BRAITMAN  
Executive Officer



RECEIVED

MAY 16 2012

COMMISSIONER  
SANTA BARBARA



# LAFCO

---

## SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

### AGENDA

Thursday, June 7, 2012  
Board of Supervisors Hearing Room  
511 East Lakeside Parkway, Santa Maria CA 93454

2:00 P.M.

1. Call to Order and Roll Call
2. Recitation of the Pledge of Allegiance
3. Approval of minutes for the May 3, 2012 meeting
4. Public Comment Period - This is an opportunity for members of the public to speak on items that are not on the agenda.

### BUSINESS ITEMS

5. Consideration of Final LAFCO Budget for FY 2012-2013
6. Consideration of Revised LAFCO Processing Fee Schedule
7. Consideration of LAFCO Budget Financial Status Report
8. Ratify Disbursements for May 2012
9. Amend Commissioner Handbook regarding compliance with required Ethics Training
10. Schedule workshop to consider Santa Barbara LAFCO goals and procedures and short term and long term planning.
11. Report on Pending Legislation – Assembly Bill 2698 – LAFCO Omnibus Bill

### CLOSED SESSION

12. Public Employee Performance Evaluation, Government Code Section 54957  
LAFCO Executive Officer

## INFORMATIONAL

13. Staff Project and Activity Update including status of pending applications
14. Commissioner Announcements
15. Staff Announcements
16. Adjournment

The next regular LAFCO meeting is scheduled for July 5, 2012 in Santa Barbara.

*Remote Testimony is Permitted - Persons may address the Commission in person or by using the remote video testimony system located at the Board of Supervisors Hearing Room, 105 East Anapamu Street, Fourth Floor, Santa Barbara.*

*Materials Submitted After Distribution of Packet - Materials related to an item on this agenda submitted after distribution of the agenda packet will be available for public inspection during normal business hours in the Santa Barbara County Executive's Office, Fourth Floor, 105 East Anapamu Street, Santa Barbara. Such documents will also be available on the Commission website, [www.sblafco.org](http://www.sblafco.org), subject to the ability to post the documents prior to the meeting.*

*Notice of Disability Accommodations - Persons with a disability who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the LAFCO office at least three (3) days prior to the meeting by telephone at 805/568-3391 or by email at [lafco@sblafco.org](mailto:lafco@sblafco.org).*

**MINUTES**  
REGULAR MEETING OF THE GOVERNING BOARD  
GOLETA SANITARY DISTRICT  
A PUBLIC AGENCY  
DISTRICT OFFICE CONFERENCE ROOM  
ONE WILLIAM MOFFETT PLACE  
GOLETA, CALIFORNIA 93117

APR 17 2012

MAY 17 2012

April 2, 2012

CONFIDENTIAL  
COMMUNICATIONS

- BOARD MEMBERS PRESENT:** George W. Emerson, Jerry D. Smith, John R. Fox, Steven T. Majoewsky
- BOARD MEMBERS ABSENT:** John S. Carter
- STAFF MEMBERS PRESENT:** Kamil Azoury, General Manager, Jeff Salt, Operations Manager, Rob Mangus, Administration Supervisor, Richard Battles, Legal Counsel from Howell Moore & Gough LLP
- OTHERS PRESENT:** Rick Merrifield, Director Goleta Water District and Larry Meyer, President Goleta West Sanitary District.
- CALL TO ORDER:** President Emerson called the meeting to order at 7:36 p.m.
- APPROVAL OF MINUTES:** Director Smith made a motion, seconded by Director Fox to approve the minutes of the Special Board meeting of 03/19/12.
- (12/04/1022)
- |                 |                                |
|-----------------|--------------------------------|
| <b>AYES:</b>    | Emerson, Smith, Fox, Majoewsky |
| <b>NOES:</b>    | None                           |
| <b>ABSENT:</b>  | Carter                         |
| <b>ABSTAIN:</b> | None                           |
- POSTING OF AGENDA:** The agenda notice for this meeting was posted at the main gate of the Goleta Sanitary District 72 hours in advance of the meeting.
- PUBLIC COMMENTS:** None

**BUSINESS:**

- 1. CONSIDERATION OF THE BOARD TO DIRECT THEIR NOMINATION TO THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION'S (CSDA) BOARD OF DIRECTORS SEAT A**

President Emerson inquired of Director Fox as to the current status and make-up of the CSDA Board. Director Fox responded by reminding the Board that Seat A is a three year term and that two other seats from our Region, Region 5 are occupied. Director Fox continued with further background and comment about the other CSDA Board members.

A brief discussion followed without any Board action.

2. CONSIDERATION OF ATTENDANCE AT THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION'S (CSDA) SPECIAL DISTRICTS LEGISLATIVE DAYS IN SACRAMENTO ON MAY 16 & 17, 2012

The Board discussed the CSDA event and Director Smith suggested that limiting the number of attendees should be a consideration to reduce costs.

After further Board discussion, Director Smith made a motion, seconded by Director Majoewsky to authorize attendance at the conference by the President and the General Manager.

(12/04/1023)

AYES: Emerson, Smith, Majoewsky  
NOES: Fox  
ABSENT: Carter  
ABSTAIN: None

3. GENERAL MANAGER'S REPORT

Mr. Salt gave the Collections and Plant report. Board discussion regarding the Plant Upgrade construction status and timeline followed. Mr. Azoury then presented the Financial report and Personnel report, the addition of Instrumentation Technician, Mike Sullivan who began March 19, 2012. Mr. Azoury also brought to the Board's attention a memorandum regarding submission of compensable and non-compensable meetings, related expenses and the requirements of the Flexible Spending Account plan provisions in regard to timing of withholding payments.

4. LEGAL COUNSEL'S REPORT

Mr. Battles reported on proposed amendments to Sections 56133 and 56375 of the Government Code, relating to local government. CalLAFCO proposed changes last fall and inquired with the local LAFCO, who inquired with local agencies for comment and GSD responded. Senate Bill 1498 introduced by Senator Emmerson in February encompasses the issues raised by CalLAFCO last fall, including out of agency agreements among other things. Board discussed the issue and may consider at a future meeting whether the District should write a position letter that reflects the Board's views that were conveyed in the prior letter to LAFCO.

5. COMMITTEE/DIRECTOR'S REPORTS AND APPROVAL/RATIFICATION OF DIRECTORS' ACTIVITIES

Director Majoewsky reported on Personnel Committee meeting and advised the Board that a memorandum would be forthcoming that he would request each Board member to consider and respond to regarding the annual review of the General Manager. Director Majoewsky reported on a meeting of the Ad Hoc Committee and that the committee was working on an item to be presented to the Board. Mr. Majoewsky closed his report by noting that his travel schedule would interfere with his attendance at the next regular Board meeting.

Director Smith reported that he too attended the Ad Hoc Committee meeting and an item was being developed to bring to the Board.

Director Fox reported his attendance at the Santa Barbara Chapter CSDA meeting and the guest speaker Jack Boysen City of Santa Maria Councilmember. Director Fox continued by commenting on the agenda of the forthcoming local LAFCO meeting.

6. PRESIDENT REPORT

President Emerson brought to the attention of the Board a CSDA News item he received entitled "Year of Reform", and he had copies available.

7. CORRESPONDENCE

The Board reviewed the list of correspondence to and from the District in the agenda and made a part hereof as Exhibit "A"

8. CLAIMS

Director Majoewsky made a motion, seconded by Director Smith to ratify and approve the claims for the period 03/20/12 to 04/02/12 as follows:

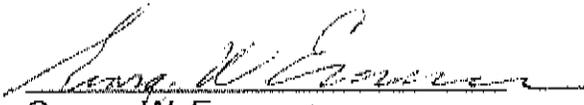
Plant Facilities Upgrade Fund #4670	\$	97,864.06
Depreciation Replacement Reserve Fund #4655	\$	2,283.75
OPEB Fund #4660	\$	2,261.78
Running Expense Fund #4640	\$	236,066.95

(12/04/1024)

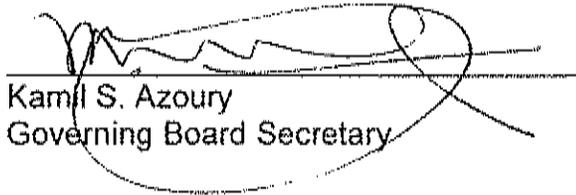
AYES: Emerson, Smith, Fox, Majoewsky  
NOES: None  
ABSENT: Carter  
ABSTAIN: None

ADJOURNMENT

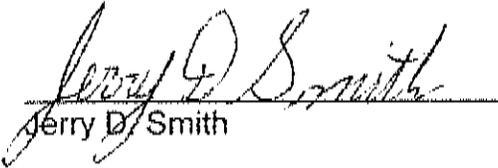
There being no further business, the meeting was adjourned at 8:37 p.m.



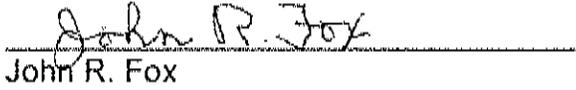
George W. Emerson  
Governing Board President



Kamil S. Azoury  
Governing Board Secretary

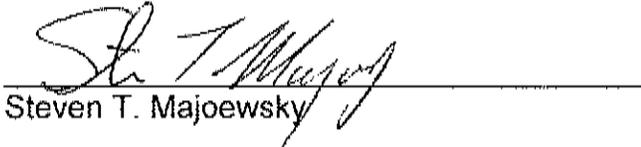


Jerry D. Smith



John R. Fox

\_\_\_\_\_  
John S. Carter



Steven T. Majoewsky

Running Expense Fund #4640 (Paid From SBB&T)			
Check	Amount	Payee	Description
	2,219.42	Checks 131127-131132	Payroll Checks Period Ending 03/17/2012
ACH	84,211.58	Employee Payroll	Employee Payroll Taxes & ACH
	86,431.00	Subtotal Fund #4640	
Plant Facilities Upgrade Fund #4670 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
3422	580.66	Cardno ENTRIX	Plant Upgrade Project
3425	3,550.00	Dudek & Associates, Inc.	Plant Upgrade Project
3426	35,560.10	Earth Systems Pacific	Plant Upgrade Project
3437	58,173.30	HDR Engineering, Inc.	Plant Upgrade Project
ACH	(635,722.23)	UMB Bank	ACH Wire Transfer Voided
3467	635,722.23	UMB Bank	To Replace Retention ACH Wire Transfer
	97,864.06	Subtotal Fund #4670	
Depreciation Replacement Reserve Fund #4655 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
3447	2,283.75	Penfield & Smith Engineers Inc	Professional Services-Variou Projects
	2,283.75	Subtotal Fund #4655	
OPEB Fund #4660 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
ACH	336.00	CalPers-Employee Health Insurance	Retiree Health Insurance
ACH	414.19	Paul Iverson	Retiree HRA Reimbursement
ACH	1,202.64	Harold C. Reyes	Retiree HRA Reimbursement
ACH	308.95	Ann Starlin	Retiree HRA Reimbursement
	2,261.78	Subtotal Fund #4670	
Running Expense Fund #4640 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
ACH	2,901.00	CalPers 457	Deferred Compensation Contributions
ACH	16,573.06	CalPers- Employee Retirement	Employee Retirement Contributions
ACH	1,599.83	Lincoln Financial Group	Deferred Compensation Contributions
ACH	2,046.12	TASC	Employee/Board FSA/PEA Contributions
ACH	30,776.02	CalPers Employee Health Insurance	Employee Health Insurance Premiums
ACH	54.95	Web.Com	Web Hosting
ACH	9.58	Ann Starlin	Reimbursement for Dental Premium Overpayment
3416	146.50	United Way Of Santa Barbara Co	Employee Contributions
3417	25.09	A-Ok Mower Shops, Inc.	Gloves / Chain Sharpened
3418	4,180.00	Assurant Employee Benefits	Life/LTD/STD Insurance Premiums
3419	164.89	Kamil S. Azoury	Conference Expense Reimbursement
3420	648.30	Blue Shield Of California	Employee Vision Insurance
3421	5,226.11	Robert Butler	Refund for Sewer Service Charge
3423	78.72	Channel City Lumber	Connector/Lumber/Pliers
3424	329.13	Consolidated Electrical Distributors	Electrical Components
3427	502.00	FGL Environmental Analytical C	IWC Monitoring
3428	1,835.74	John R. Fox	Conference Expense and Mileage Reimbursement
3429	122.55	Todd Frederick	Tuition Reimbursement
3430	317.86	GE Capital	Copier Lease
3431	482.61	Goleta Building Material	Concrete Mix
3432	251.38	Grainger	Electrical Components/Misc Parts and Tools
433	525.29	Graphic Controls	Flow Charts
3434	1,802.95	Graybar Elect. Co., Inc.	Backup Power Supplies
3435	3,801.94	Hansen Information Technologies	Annual Maintenance Agreement

Running Expense Fund #4640 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
3436	100.99	Harrington Industrial Plastics	Ball Valves for Misc Plant wide Use
3438	330.90	Home Depot	Lumber/Wire Rope/Hinges/Bolts
3439	4,599.46	Kemira Water Solutions	Ferrous Chloride
3440	937.30	Kennedy/Jenks Consultants	Professional Services
3441	34.20	Larry's Auto Parts	Battery Tester
3442	1,382.64	Marborg Disposal Company	Waste Disposal
3443	334.98	McCormix Corporation	Vehicle Fuel
3444	393.58	McMaster-Carr	Panel Mount Flowmeter
3445	3,115.20	MetLife	Employee Dental Insurance Premiums
3446	10,362.51	Olin Chlor Alkali Products	Sodium Hypochlorite
3448	400.00	Pitney Bowes Postage	Postage Meter Refill
3449	17,546.01	Polydyne, Inc.	Clarifloc
3450	203.97	Power Machinery Center	Light Switch/Volt Reducer
3451	581.50	Prudential Overall Supply	Uniform/Mat/Runner Service/Janitorial Supplies
3452	4,046.40	SCAP	Annual Membership Dues
3453	1,295.00	Schneider Electrical Services	Registration for Employee Training
3454	271.95	Seton Identification Products	Marking Labels
3455	66.66	Charles Smolnikar	Employee Training Expense Reimbursement
3456	256.90	South Coast Deli	Meeting Lunches
3457	14.52	Specialty Tool	Grinder Parts
3458	769.30	Staples Credit Plan	Paper/Color/Toner/Misc Office Supplies
3459	413.12	Sunshine Filters, Inc.	Filters
3460	1,899.21	The Capricorn Group	Lab Supplies
3461	4,753.65	U.S. Bank Corporate Payment System	Conference Registration & Expenses
3462	4,572.90	Univar USA Inc.	Sodium Bisulfite
3463	31.70	Verizon California	Lift Station Alarm Phone
3464	382.67	West Coast Safety Supply Co., Inc	Traffic Control Signs
3465	44.55	Western Welding	Aluminum
3466	16,092.56	Wonderware West	Annual Maintenance & Support
	149,635.95	Subtotal Fund #4640	
	252,045.54	Total Claims - Funds 4640/4670	
	338,476.54	Total Claims - Funds 4640/4655/4660/4670 (SBB&T & Wells Fargo)	

**MINUTES**  
REGULAR MEETING OF THE GOVERNING BOARD  
GOLETA SANITARY DISTRICT  
A PUBLIC AGENCY  
DISTRICT OFFICE CONFERENCE ROOM  
ONE WILLIAM MOFFETT PLACE  
GOLETA, CALIFORNIA 93117

MAY 17 2012

April 16, 2012

GOLETA SANITARY DISTRICT  
CONFERENCE ROOM

**BOARD MEMBERS PRESENT:** George W. Emerson, Jerry D. Smith, John R. Fox,

Director Steve Majoewsky participated in the meeting from a teleconference location at the Marriott Courtyard Hotel, 3870 South Carson Street, Carson City, Nevada, 89701 Room 428. This teleconference location was accessible to members of the public and the public had the opportunity to address the Goleta Sanitary District Governing Board directly by speaker phone or equivalent technology from this teleconference location.

**BOARD MEMBERS ABSENT:** John S. Carter

**STAFF MEMBERS PRESENT:** Kamil Azoury, General Manager, Jeff Salt, Operations Manager, Rob Mangus, Administration Supervisor, Richard Battles, Legal Counsel from Howell Moore & Gough LLP

**OTHERS PRESENT:** Jack Cunningham, Director Goleta Water District.

**CALL TO ORDER:** President Emerson called the meeting to order at 7:32 p.m.

**APPROVAL OF MINUTES:** Director Smith made a motion, seconded by Director Majoewsky to approve the minutes of the Regular Board meeting of 04/02/12.

(12/04/1025)

AYES: Emerson, Smith, Fox, Majoewsky  
NOES: None  
ABSENT: Carter  
ABSTAIN: None

**POSTING OF AGENDA:** The agenda notice for this meeting was posted at the main gate of the Goleta Sanitary District 72 hours in advance of the meeting. The agenda was also posted at

the teleconference location and hotel staff was prepared to direct any member of the public to the room the teleconference was being held.

**PUBLIC COMMENTS:** None

**BUSINESS:**

1. **CONSIDERATION OF PUBLICATION OF PUBLIC NOTICE FOR ADJUSTMENTS TO DIRECTORS' COMPENSATION FOR FISCAL YEAR 2012-2013**

Mr. Azoury began by informing the Board that staff is making an inquiry about the need to file a notice in a local newspaper noticing a potential adjustment in Governing Board compensation in the coming year. Mr. Azoury continued, that because the notice is costly, the issue before the Board is whether or not the Board intends to make adjustments to its compensation for Fiscal Year 2012-13 and should the Board not be inclined to make an adjustment the cost of publishing a notice will be saved.

Director Majoewsky offered that in his opinion, the District's Director compensation should remain at the same value especially in this economic climate.

Director Fox reminded the Board that this was the fifth year without any increase in Directors' compensation and added that this year has been a big year with the plant upgrade and other work, that the District Staff and General Manager have received COLA increases and it is certainly time to consider a COLA increase for the Board.

Director Smith stated that his feeling was that there was no need for an increase at this time.

Director Smith, then made a motion, seconded by Director Majoewsky that no change in Directors compensation be made for the coming fiscal year 2012-13.

(12/04/1026)

AYES: Emerson, Smith, Majoewsky  
NOES: Fox  
ABSENT: Carter  
ABSTAIN: None

2. **ADOPTION OF UPDATED SEWER USE ORDINANCE INCORPORATING REQUIRED STREAMLINING REGULATIONS AND REPEALING ORDINANCE NOS. 44 AND 74**

Mr. Azoury presented the staff report regarding the new streamlining regulations and ordinance, informing the Board that a public meeting for users was held in the morning which was not well attended. Mr. Azoury asked Mr. Salt to report on the meeting and the background associated with the ordinance. Mr. Salt reported that three individuals attended the meeting earlier in the day. He continued, that a more stringent pretreatment streamlining rule was adopted by EPA and to comply with the new rule,

the District has been modifying the Industrial Waste Control permits to include many of the items within the new rules. However, after a Compliance audit last year, it was brought to the District's attention that an Ordinance was necessary to enforce the rules. Rather than adopting a third ordinance, in addition to the two existing ordinances No. 44 and No. 74, a newly adopted ordinance that encompasses both the two old ordinances and the new rules was a better approach. District staff with the assistance of District counsel, using the EPA's model ordinance as the foundation prepared the new Ordinance No. 77 proposed for the Board's approval.

Mr. Azoury offered that the publication requirement can be met with a summary of the ordinance, rather than publishing the entire lengthy ordinance to reduce the publication costs, provided a District Official is appointed to prepare such a summary.

After further Board discussion, Director Majoewsky made a motion, seconded by Director Smith to approve Ordinance 77, to designate the General Manager as the District Official to prepare the Ordinance summary for publication and to include in the summary that the Ordinance is available on the District's web site.

(12/04/1027)

AYES: Emerson, Smith, Majoewsky  
NOES: Fox  
ABSENT: Carter  
ABSTAIN: None

3. CONSIDERATION OF APPROVAL OF AGREEMENT FOR THE REMOVAL, TRANSPORTATION AND DISPOSAL OF BIOSOLIDS WITH WESTERN EXPRESS INC.

Mr. Azoury started with the history of the District's relationship with Western Express, Inc., Honey Bucket Farms and Tule Ranch. The long standing arrangement has been that the District's biosolids were transported, treated and land applied in Kern County, California and that the property used for this application has recently been sold. The alternative disposal of the District's biosolids considered in this proposed agreement is to have the same party, Western Express Inc. transport and dispose the District's biosolids at a landfill in Kern County at basically the same terms as before. Mr. Azoury continued that the current draft shows a three year term and he would recommend a longer term of five years. Mr. Salt advised the Board that there was a written thirty day cancellation notice clause within the agreement in case the District wished to consider an alternative during the term of the agreement. Mr. Salt also added that the current agreement ended on April 15, 2012.

The Board discussion which followed included pricing per ton that other Districts were paying, other disposal sites, and the issue of Insurance requirements. President Emerson inquired about pollution insurance, if the carrier were to have a spill of the biosolids material. Mr. Salt offered that the agreement transfers ownership of the material at the point that is loaded here at the District.

After further Board discussion, Director Smith made a motion, seconded by Director Majoewsky to approve the contract, subject to a five year term and subject to assessing if the pollution coverage is either available or necessary in this case.

(12/04/1028)

AYES: Emerson, Smith, Fox, Majoewsky  
NOES: None  
ABSENT: Carter  
ABSTAIN: None

4. GENERAL MANAGER'S REPORT

Mr. Salt presented the Collections and Plant report, including the Upgrade and other projects.

Mr. Azoury presented the financial report and brought to the attention of the Board his memorandum regarding Board member compensation processing practices.

5. LEGAL COUNSEL'S REPORT

Mr. Battles had no report.

6. COMMITTEE/DIRECTOR'S REPORTS AND APPROVAL/RATIFICATION OF DIRECTORS' ACTIVITIES

Director Majoewsky had no report.

Director Smith reported on the Public Relations Committee meeting in which the topic was the next District News Letter. He also reported that the Benefits and Compensation Committee met and is finishing up its work in one of the final areas and is putting together recommendations for the Board.

Director Fox also reported on the Public Relations Committee meeting that part of the discussion was to drop the word Waste from publication and that future News Letter topics might include CASA. Mr. Fox then reported on the Local Chapter Executive Board meeting that was also attended by Mr. Emerson. Issues included financial reporting and membership. The report on the Goleta Water Board meeting was the next item Mr. Fox reported on, including their approach to special charges which were reviewed and an all inclusive ordinance considered. Mr. Fox finished his reporting with the recent Governmental Affairs Committee meeting in which Mr. Bob Braitman of LAFCO attended.

7. PRESIDENT REPORT

President Emerson reported on the recent Goleta West Sanitary District's Board meeting and the Adopt A Block Program in Isla Vista they are funding. President Emerson also distributed an article he found interesting regarding pension spiking.

8. CORRESPONDENCE

The Board reviewed the list of correspondence to and from the District in the agenda and made a part hereof as Exhibit "A"

9. CLAIMS

Director Fox made a motion, seconded by Director Smith to ratify and approve the claims for the period 04/03/12 to 04/16/12 as follows:

Plant Facilities Upgrade Fund #4670	\$	1,988,817.54
Depreciation Replacement Reserve Fund #4655	\$	7,636.49
Running Expense Fund #4640	\$	211,037.61

(12/04/1029)

AYES: Emerson, Smith, Fox, Majoewsky  
NOES: None  
ABSENT: Carter  
ABSTAIN: None

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:43 p.m.

\_\_\_\_\_  
George W. Emerson  
Governing Board President

\_\_\_\_\_  
Kamil S. Azoury  
Governing Board Secretary

\_\_\_\_\_  
Jerry D. Smith

\_\_\_\_\_  
John R. Fox

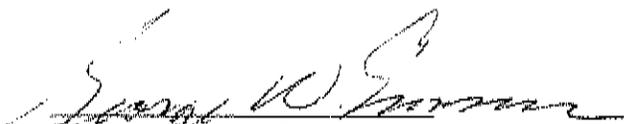
\_\_\_\_\_  
John S. Carter

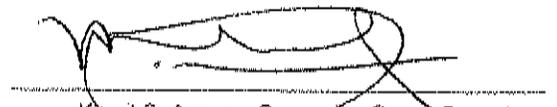
\_\_\_\_\_  
Steven T. Majoewsky

Running Expense Fund #4640 (Paid From SBB&T)			
Check	Amount	Payee	Description
	1,668.65	Checks 131133-131137	Payroll Checks Period Ending 03/31/2012
ACH	86,647.00	Employee Payroll	Employee Payroll Taxes & ACH
	88,315.65	Subtotal Fund #4640	
Plant Facilities Upgrade Fund #4670 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
3477	228.78	Consolidated Electrical Distributors	Plant Upgrade Project
3483	67,540.00	Dudek & Associates, Inc.	Plant Upgrade Project
3501	1,728,943.88	PCL Construction, Inc.	Plant Upgrade Project
3513	192,104.88	UMB Bank, n.a.	Plant Upgrade Project
	1,988,817.54	Subtotal Fund #4670	
Depreciation Replacement Reserve Fund #4655 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
3511	7,636.49	Southern California Edison	Firestone Lift Station Project
	7,636.49	Subtotal Fund #4655	
Running Expense Fund #4640 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
ACH	2,901.00	CalPers 457	Deferred Compensation
ACH	17,159.62	CalPers- Employee Retirement	Employee Retirement Contributions
ACH	1,599.82	Lincoln Financial Group	Deferred Compensation
ACH	946.12	TASC	Employee FSA Contributions
ACH	121.25	Verizon Wireless	Cell Phone Usage
3468	146.50	United Way Of Santa Barbara County	Employee Contributions
3469	305.47	AGS Rebuilders, Inc	Easement Machine Starter
3470	39.81	A-Ok Mower Shops, Inc.	Blower Parts
3471	581.34	Aqua-Flo Supply	PVC Pipe & Fittings
3472	65.77	Arrowhead Drinking Water	Lab Distilled Water
3473	5,700.00	Black & Veatch Corporation	Professional Services
3474	128.28	The Capricorn Group	Lab Supplies
3475	159.12	Channel City Lumber	Lumber & Concrete
3476	82.37	Coastal Copy	Copier Usage
3477	172.72	Consolidated Electrical Distributors	Power Cord Extensions
3478	299.56	HSBC Business Solutions	Lunchroom/Kitchen/Janitorial/Meeting Supplies
3479	744.38	Cox Communications	Email/Internet/ Telephone Services
3480	78.00	CWEA-TCP Certification Renewal	Employee Mechanical Tech Cert Renewal
3481	259.70	DATCO Services Corporation	Quarterly Driver Testing
3482	64.50	Draganchuk Alarm	Alarm System
3484	65.67	Echo Communications	Answering Service
3485	150.45	George W. Emerson	Director's Mileage & Expense Reimbursement
3486	17.18	Federal Express	Shipping Costs
3487	97.72	John R. Fox	Director's Mileage & Expense Reimbursement
3488	58.08	The Gas Company	Lab Natural Gas

Running Expense Fund #4640 (Paid From Wells Fargo)			
ck	Amount	Payee	Description
3489	56.04	Goleta Building Material	Wire & Tie Tool
3490	1,577.77	Goleta Water District	Water Usage
3491	4,022.00	General Petroleum	Bulk Diesel
3492	155.75	Grainger	Filter/Rubber Mat/Fiber Glass
3493	4,972.08	Harrington Industrial Plastics	Pumps
3494	4,491.97	Kemira Water Solutions	Ferrous Chloride
3495	177.38	Larry's Auto Parts	Belts
3496	18.32	Steven T. Majoewsky	Director's Mileage & Expense Reimbursement
3497	1,374.34	Marborg Disposal Company	Waste Disposal
3498	338.00	Mettler Toledo, Inc	Lab Balance Calibration Certification
3499	3,341.07	Olin Chlor Alkali Products	Sodium Hypochlorite
3500	500.71	World Financial Capital Bank	Paint/Brushes/Blades/Misc Maintenance Supplies
3502	73.36	Phillips 66-Conoco-76	Propane
3503	260.28	Powerstride Battery Co.	Battery & Charger
3504	575.94	Prudential Overall Supply	Uniform/Mat/Runner/Linen Service
3505	151.65	Puretec Industrial Water	Industrial Lab Water Service
3506	833.00	Quinn Company	Brake Repair
3507	86.00	Sansum-SBMFC Occupational Medicine	DMV Exam
3508	1,926.00	Servicemaster CBM	Janitorial Service
3509	52.77	Smart & Final	Lunchroom Supplies
10	13.32	Jerry Smith	Director's Mileage & Expense Reimbursement
3512	4,136.31	Thatcher Company Of California	Aluminum Sulfate
3514	133.50	Underground Service Alert Of SB	Underground Dig Alert Service
3515	4,760.85	Univar USA Inc.	Sodium Bisulfite
3516	312.48	Zee Medical Service Co.	First Aid & Medical Supplies
3517	201.01	Airgas USA, LLC	Welding Tank Rentals & Supplies
3518	24.98	John Carter	Director's Mileage & Expense Reimbursement
3519	53.84	George W. Emerson	Director's Mileage & Expense Reimbursement
3520	15.73	Federal Express	Shipping Costs
3521	414.00	FGL Environmental	Lab Monitoring
3522	16.65	John R. Fox	Director's Mileage & Expense Reimbursement
3523	1,129.29	Goleta Water District	Water Usage
3524	10,308.40	Honey Bucket Farms	Biosolids Hauling
3525	17,788.90	Howell Moore & Gough LLP	Professional Services
3526	807.50	J. Hayes/Truck & Equipment	90 Day Bit Inspection
3527	12.21	Steven T. Majoewsky	Reimbursement of Mileage
3528	716.80	McCormix Corporation	Vehicle Fuel
3529	7,002.67	Olin Chlor Alkali Products	Sodium Hypochlorite
3530	215.28	Santa Barbara News-Press Attn:	Printing of Ordinance
3531	8.88	Jerry Smith	Director's Mileage & Expense Reimbursement
3532	17,559.95	Southern California Edison	Electricity Usage
3	80.05	State Of California Board Of Equalization	Fuel Tax Return Jan-March 2012
3534	80.50	Tierra Contracting, Inc.	Grade Ring
	122,721.96	Subtotal Fund #4640	

Running Expense Fund #4640 (Paid From Wells Fargo)			
Check	Amount	Payee	Description
	2,119,175.99	Total Claims - Funds 4640/4670	
	2,207,491.64	Total Claims - Funds 4640/4655/4660/4670 (SBB&T & Wells Fargo)	

  
George W. Emerson, President

  
Kamil S. Azouy, Governing Board Secretary

**ISLA VISTA RECREATION AND PARK DISTRICT  
ADOPT-A-BLOCK SUPERVISOR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties within the job.

**DEFINITION**

The Adopt-A-Block Supervisor is responsible to implement, organize, and coordinate Isla Vista's Adopt-A-Block and manual trash pickup programs.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level position. This position is distinguished from the Adopt-A-Block Assistant by the performance of the tasks and duties related to organization, planning and complex program coordinating duties. Employees should have directly related work experience in event planning, fund raising and volunteer coordination.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of the General Manager or Assistant General Manager, the Adopt-A-Block Supervisor is responsible to implement, organize and coordinate Isla Vista's "Adopt a Block" trash pickup programs. The Adopt-A-Block Supervisor exercises technical and functional supervision over the Adopt-A-Block Assistant.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Supervise and coordinate Community Service Volunteers and Sheriff Work Alternative Program Workers as directed.
2. Enforce Community Service Worker, Volunteer, and Sheriff Work Alternative Program Worker guidelines and procedures.
3. Coordinate filing of Adopt-A-Block documents with office staff.
4. Solicit local businesses for donations to the Adopt a Block program. Manage and document participating business donations. Maintain complete records.
5. Operate a bicycle safely.
6. Coordinate litter law enforcement and litter clean up with County and other agencies.
7. Train safety procedures to Adopt-A-Block program participants.
8. Perform litter control tasks.
9. Purchase needed supplies and equipment for Adopt-A-Block Program.
10. Prepare detailed reports on information and statistics related to the Adopt-A-Block program.
11. Coordinate mechanical street sweeping with Goleta West Sanitary District and all other agencies.
12. Pick up and carry bags of trash for three to five hours per day.

13. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic Safety Practices.

### **Ability to:**

1. Learn appropriate computer skills to fulfill the essential functions of the position.
2. Learn the care, operation, and maintenance of tools employed for the position.
3. Observe safety hazards and to react accordingly.
4. Understand and follow oral and written instructions.
5. Operate a bicycle safely.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain effective working relationships with those contacted in the course of work.
8. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Walking and standing for extended periods of time
  - B. Operating assigned maintenance equipment
9. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Operating assigned maintenance equipment and vehicles.

### **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

#### **Experience:**

One year of volunteer coordination, program organization and planning, or grounds maintenance experience is desirable.

#### **Training:**

Formal or informal education or training, which ensures the ability to read and write at a level necessary for successful job performance, supplemented by, specialized training in maintenance.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions.

### **Physical Conditions:**

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment.

## **CAREER PATH**

Grounds Maintenance Worker I

Grounds Maintenance Worker II

Grounds Manager

Assistant General Manager

General Manager



# GOLETA WEST SANITARY DISTRICT

## Operating Report for May 9 – May 29, 2012

### I. Administration

Completed routine administrative duties.

Prepared Board Agenda packet for June 5, 2012 regular Board Meeting.

Completed the data entry for the commercial billing portion of the 2012-2013 tax roll.

Completed the UCSB Capital Fund Charge Billing for 2012-2013.

Completed the manual billing summary sheet for FY 2012-2013.

Distributed updated Appendix "A" of the Personnel Policy Handbook to all District employees.

Completed the financial report for the month ending April 30, 2012.

Attended Management Committee meeting and an Engineering Committee meeting.

Staff finalized draft of the FY 2012-13 budget document following Board comments at the prior Board meeting.

Attended Special Board meeting for Plant Construction Project tour.

Attended monthly SAMA meeting.

Sent the no-spill certification for April 2012 to the State CIWQS program as required.

### II. Collection System Maintenance

Staff completed plan checks for the following projects: Pizza My Heart and Crushcake Café at the IV Loop, and a SFR at 6807 Sabado Tarde Road in IV.

Staff responded to a report of sewage seeping from a manhole at El Rancho School. Staff determined that the manhole was part of the schools private collection system. School maintenance staff called a plumbing company who cleared the blockage and cleaned up the site. Not a District problem.

Staff attended a Goleta Slough Management Committee meeting.

Staff received respirator fit testing as part of the District's Respiratory Protection Program.

District Staff continues to inspect the sewer installation at the UCSB North Campus Faculty Housing Phase II development.

The crew completed clearing easements at Lake Los Carneros area and the Timbers Off-tract area.

The crew is currently root cutting throughout the District with 1,235 ft. cleaned since the last report.

The crew completed hydro-cleaning the Timbers Off-tract area with 1,943 ft. cleaned since the last report.

The crew completed hydro-cleaning hotspots throughout the District with 1,537 cleaned since the last report.

Phil Brittain Electrician replaced the motor to the exhaust fan to Pump Station #1.

Joseph Hilliard passed the drive test to remove the manual transmission restriction from his Class B license. Joseph is now licensed to drive all District vehicles.

### III. Industrial Waste

Staff conducted Industrial Wastewater Discharge Compliance Inspections at Lockheed Martin Santa Barbara Focalplane and two Raytheon permitted facilities.

Staff issued a verbal Notice of Warning to Lockheed Martin Santa Barbara Focalplane for a brief exceedance of their Industrial Waste Water Discharge Permit pH limit. The incident occurred on May 10, 2012 during a routine equipment check by Focalplane staff and was immediately reported to the District as per permit requirements.

Staff met with SB County Building & Safety staff, the developer for the IV Loop Project, and two tenants regarding installation of a grease interceptor to serve the restaurants in the commercial spaces of the mixed use building.

### IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicles – none to report at this time

Hours – 64.5

Miles – 463.8

Loads – 29 15.04 tons - 5/02/12

#### STREET SWEEPER MAINTENANCE

- Main and auxiliary engine oil and filter change
- Jeff Hayes equipment repair diagnosed electrical back-up safety switch malfunction.

#### Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	April 2012	MGD 1.6357 52.6%
--------------------------------	------------	------------------

**GOLETA WEST SANITARY DISTRICT  
ALLOWANCE OF CLAIMS  
May 9 - 29, 2012**

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
Acorn Landscape - May maintenance fees	\$ 333.41			\$ 333.41
Action Preparedness Training - CPR/AED/First Aid Training	\$ 250.00	\$ 50.00		\$ 300.00
ADP, Inc. - Payroll processing for period ending 05/02/12	\$ 200.38	\$ 22.26		\$ 222.64
ADP, Inc. - Payroll processing for period ending 05/16/12	\$ 186.83	\$ 20.76		\$ 207.59
A-OK Mower Shop, Inc. - Chains for chainsaw and polesaw	\$ 172.40			\$ 172.40
A-OK Mower Shop, Inc. - 10" saw blade for weed whacker	\$ 25.86			\$ 25.86
AT&T - Monthly cell phone service	\$ 108.66			\$ 108.66
Barricade Pest Control Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolf, LLP - April accounting services	\$ 1,733.40	\$ 192.60		\$ 1,926.00
Blueisle Bookkeeping - Reconcile March bank reconciliations	\$ 79.00			\$ 79.00
Brittain, C. Philip - Pump station capital repairs and replacement			\$ 2,123.86	\$ 2,123.86
CalPERS - Pension contributions; 05/03/12 - 05/16/12	\$ 2,522.31	\$ 176.11		\$ 2,698.42
CalPERS - June health insurance premiums	\$ 9,667.53	\$ 943.26		\$ 10,610.79
CalPERS - Pension contributions; 05/17/12 - 05/30/12	\$ 2,530.34	\$ 185.06		\$ 2,715.40
CDM Smith - Mesa Rd. Project			\$ 18,753.20	\$ 18,753.20
Dal Pozzo Tire Corp. - Replace tire on Flatbed Truck	\$ 244.47			\$ 244.47
Geyer, Craig - SBCSDA travel & meal reimbursements	\$ 79.96			\$ 79.96
Goleta Sanitary District - Plant Upgrade Project Progress Payment #13			\$ 684,957.85	\$ 684,957.85
Goleta Sanitary District - April treatment & fixed assets	\$ 72,851.03		\$ 2,027.61	\$ 74,878.64
Goleta Valley Paint - Black spray paint; painter's and masking tape	\$ 87.01			\$ 87.01
Grainger - Fan/blower motor & cast iron pulley	\$ 268.73			\$ 268.73
Haaker Equipment Co. - Brooms for street sweeper		\$ 3,135.86		\$ 3,135.86
Impulse Advanced Communications - Monthly virtual host service	\$ 55.00			\$ 55.00
J. Hayes Truck & Equipment Repair - Repairs to street sweeper		\$ 596.40		\$ 596.40
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
MarBorg Industries - 25YD roll-off & recycle fees	\$ 246.28	\$ 985.10		\$ 1,231.38
McCormix Corp. - Fuel for street sweeper		\$ 248.20		\$ 248.20
McCormix Corp. - Oil for Vactor & Sweeper	\$ 118.56	\$ 177.83		\$ 296.39
Meyer, Larry D - Travel reimbursement	\$ 103.79			\$ 103.79
PFM Asset Management LLC - April investment advisory services	\$ 2,018.00			\$ 2,018.00
Powers, Diane, Petty Cash Custodian - Petty cash reimbursement	\$ 75.91	\$ 43.04		\$ 118.95
Raftelis Financial Consultants, Inc. - Rate Study Update		\$ 2,707.50		\$ 2,707.50
Reliance Standard Life Insurance Co - June LTD ins premium	\$ 599.18	\$ 37.49		\$ 636.67
Sansum Clinic - DMV Exam; B. McCarthy	\$ 86.00			\$ 86.00
SDRMA - June Dental/Life Insurance premiums	\$ 829.47	\$ 107.49		\$ 936.96
SBB&T - Mtg expenses; FOG brochures; office supplies	\$ 821.89			\$ 821.89
Southern California Edison - Monthly service/main facility	\$ 3,110.09			\$ 3,110.09
Tierra Contracting, Inc. - Repair 3" water line in service yard	\$ 3,259.52			\$ 3,259.52
Terrain Consulting - Spring Newsletter; PR activities & meetings		\$ 8,905.62		\$ 8,905.62
UC Regents - District share of Work- Study wage	\$ 265.76			\$ 265.76
UC Regents - District share of Work- Study wage	\$ 96.02			\$ 96.02

Allowance of Claims

May 9- 29, 2012

Page Two

Verizon California - Monthly service/main facility	\$ 184.72	\$ 11.79		\$ 196.51
Verizon Wireless - Monthly broadband service	\$ 120.14			\$ 120.14
Wright Express FSC - Fuel for District vehicles	\$ 931.71	\$ 305.74		\$ 1,237.45
				\$ -
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$ 105,713.36</b>	<b>\$ 18,852.11</b>	<b>\$ 707,862.52</b>	<b>\$ 832,427.99</b>

Payroll - Pay Period Ending: May 16, 2012 \$ 23,045.96

**GRAND TOTAL - Fund 4900** **\$ 855,473.95**



# GOLETA SANITARY DISTRICT

One William Moffett Place  
 Goleta, CA 93117  
 Phone: (805) 967-4519

**TO:**  
**GOLETA WEST SANITARY DISTRICT**  
 P.O. Box 4  
 Goleta, CA 93116

**DATE:** May 11, 2012

**INVOICE NO.** 12.1152  
**BILLING FOR UPGRADE**

DESCRIPTION	SUBTOTAL	TOTAL
Capital Projects in Progress - See attached (#4670)		
Cardno ENTRIX - Bird Survey 230.46 x 40.78%	93.98	
PCL Construction Inc.- Progress Payment #123 1,289,980.25 x 40.78%	526,053.95	
UMB Bank, N.A. - Construction Escrow Account. 143,331.14 x 40.78%	58,450.44	
Dudek & Associates, Inc.- Construction Professional Services 67,540.00 x 40.78%	27,542.81	
Dudek & Associates, Inc.- Construction Professional Services 1,000.00 x 40.78%	407.80	
Earth Systems Pacific- Material Testing 40,324.78 x 40.78%	16,444.45	
Earth Systems Pacific- Material Testing 37,490.30 x 40.78%	15,288.54	
HDR Engineering, Inc.- Engineering Services 87,512.84 x 40.78%	35,687.74	
Wonderware West 12,003.05 x 40.78%	4,894.84	
Consolidated Electrical Distributors 228.78 x 40.78%	93.30	
		684,957.85
<b>INVOICE TOTAL \$</b>		<b>684,957.85</b>

RECEIVED

MAY 15 2012





# GOLETA SANITARY DISTRICT

One William Moffett Place  
 Goleta, CA 93117  
 Phone: (805) 967-4519

**TO:**  
 GOLETA WEST SANITARY DISTRICT  
 P.O. Box 4  
 Goleta, CA 93116

**DATE:** May 16, 2012

**INVOICE NO.** 12.1156

**April, 2012 Billing**

DESCRIPTION	SUBTOTAL	TOTAL
Sewage Treatment & Disposal April, 2012		
199,078.65 x 34.5227%	68,727.39	
Administration Charge: 6%	4,123.64	72,851.03
Fixed Assets - See Attached (#4640)		
Harrington Industrial Plastics - Pump Chlorine Equip Storage 4,972.08 x 40.78%	2,027.61	
	-	2,027.61
Capital Projects in Progress - See attached (#4655)		
Vendor - Description 0.00 x 40.78%	-	
Vendor - Description 0.00 x 40.78%	-	
Outfall - State Revolving Fund Loan (#4666)		
0.00 x 35.00%	-	-
Meter Calibration/Southwest Services - See Attached (#4640)		
0.00 x 25%	-	-
<b>INVOICE TOTAL \$</b>		<b>74,878.64</b>

<b>GOLETA SANITARY DISTRICT AGENCY FLOWS For the month of April, 2012</b>			
	<b>METER READINGS (MILLION GALLONS)</b>	<b>NET FLOW (MILLION GALLONS)</b>	<b>PERCENTAGE</b>
<b>GOLETA SANITARY DISTRICT:</b>			
Meter Reading 05/01/12	10229.3100		
Meter Reading 04/01/12	10120.6600		
Recorded (Gross) Flow	108.6500		
Less Plant Process Recirculation Flow, Plant Surface Drainage Inflow & SBMA Flow Thru GSD Meters:	23.8637		
Less SBMA Firestone Flow:	1.8616		
<b>NET GSD FLOW:</b>		<b>82.9247</b>	<b>58.3409%</b>
<b>GOLETA WEST SANITARY DISTRICT:</b>			
Meter Reading 05/01/12	14212.6100		
Meter Reading 04/01/12	14163.5400		
<b>NET GWSD FLOW:</b>		<b>49.0700</b>	<b>34.5227%</b>
<b>UNIVERSITY OF CALIFORNIA:</b>			
Meter Reading 05/01/12	414.8151		
Meter Reading 04/01/12	407.6672		
<b>NET UCSB FLOW:</b>		<b>7.1479</b>	<b>5.026%</b>
<b>SANTA BARBARA MUNICIPAL AIRPORT:</b>			
Terminal Meter Reading 05/01/12	15196.4500		
Terminal Meter Reading 04/01/12	15151.0900		
Sub-total	45.3600		
	x 25		
	1134.0000		
GSD + Airport Flows Meter Reading 05/01/12	90,370,603		
GSD + Airport Flows Meter Reading 04/01/12	85,813,415		
	4,557,188		
FLOW-DAR Flow Meter Reading 05/01/12	31,896,010		
FLOW-DAR Flow Meter Reading 04/01/12	29,200,420		
	2,695,590		
Firestone Lift Station Total Flow:	4,557,188		
Less FLOW-DAR Flow:	-2,695,590		
Net SBMA Firestone Liftstation Flow:	1,861,598		
<b>NET SBMA FLOW:</b>		<b>2.9956</b>	<b>2.1075%</b>
<b>TOTAL PLANT NET FLOW:</b>		<b>142.1382</b>	<b>100.00%</b>

Invoice dated 05/16/12

**GOLETA SANITARY DISTRICT  
BILLING STATEMENT  
For the month of April, 2012**

AGENCY	PLANT & OUTFALL COSTS	PERCENTAGE OF COSTS	SHARE OF COSTS (SUBTOTAL)	PRORATED FIRESTONE L/S COSTS	SHARE OF FIRESTONE COSTS	SHARE OF COSTS INCL L/S	PLUS 6% ADMIN CHARGE	AGENCY TOTAL
GSD	199,078.65	58.3409%	116,144.28			116,144.28	6,968.66	123,112.94
GWSD	199,078.65	34.5227%	68,727.39			68,727.39	4,123.64	72,851.04
UCSB	199,078.65	5.0288%	10,011.34			10,011.34	600.68	10,612.02
SBMA	199,078.65	2.1075%	4,195.63	720.59	40.8497%	4,489.99	269.40	4,759.39
<b>TOTALS:</b>		<b>100.0000%</b>	<b>199,078.65</b>	<b>720.59</b>		<b>199,373.01</b>	<b>11,962.38</b>	<b>211,335.39</b>

**GOLETA SANITARY DISTRICT  
OPERATING STATEMENT**  
For the month of April, 2012

NUMBER	ACCOUNT NAME	TOTAL	LINES		PLANT		PUMP STATION		OUTFALL		ADMIN		WWREC		IWC		FIRESTONE L/S	
			4100	4200	4300	4400	4500	4700	4800	4900	4600	4800	4900					
4010-4050	Salaries	169,080.58	31,799.38	91,075.77	4,284.31				19.12		26,420.35	8,267.42		6,858.77			255.46	
4060	Elected Officials	5,665.14									5,665.14							
4070	Workers' Compensation	5,009.92	1,102.06	2,632.40	92.46				3.09		756.45	211.73		191.75			19.98	
4080	Retirement	33,323.23	6,443.56	17,799.48	820.28				2.90		5,331.00	1,592.43		1,251.32			52.26	
4090	Employee Insurance	41,476.14	10,528.23	22,436.15	195.86				39.17		5,571.88	1,002.12		1,701.77			2.93	
4100	FICA	13,282.38	2,446.95	6,990.16	330.29				1.46		2,334.90	633.93		525.01			19.66	
4110	Unemployment Insurance	229.85	7.26	178.78	3.52				0.00		(41.07)	45.68		26.68			-	
4140	Public Education	0.00	0.00	0.00	0.00				0.00		0.00	0.00		0.00				
4150	Janitorial Services/Supplies	2,086.43	585.36	1,031.59	0.00				0.00		310.30	82.14		77.64				
4160	Uniforms	448.26	132.74	298.56							0.00			16.96				
4170	Licenses & Permits	0.00	0.00	0.00	0.00				0.00		0.00	0.00		0.00			0.00	
4180	Postage & Freight	2,116.40	2,116.40	0.00	0.00				0.00		0.00	0.00		0.00				
4190	Subscriptions	0.00	0.00	0.00	0.00				0.00		0.00	0.00		0.00				
4200	Vehicle Expenses	1,849.58	1,223.13	404.91	0.00				5.03		1,229.20	344.07		221.54			0.00	
4210	Insurance	8,595.86	2,170.28	4,353.00	150.24						0.00			311.55			32.48	
4220	Memberships	268.00	0.00	268.00	0.00						0.00			0.00			0.00	
4230	Office Supplies	597.55	56.56	464.92	3.92				0.29		17.56	107.96		4.34			0.00	
4235	Analysis/Monitoring	752.00	752.00						0.00		0.00	0.00		0.00			0.00	
4240	Operating Supplies	24,665.42	84.99	20,369.75	8.75				0.62		43.75	4,146.00		11.56			0.00	
4250	Attorney Fees	17,788.90	2,633.40	5,298.90	0.00						9,856.60	0.00		0.00				
4260	Printing/Publication	215.28	215.28	0.00	0.00				0.00		0.00	0.00		0.00				
4270	Repair and Maintenance	7,715.10	538.91	6,663.20	103.98				0.00		6.45	394.34		9.24			0.00	
4280	Travel	1,849.58	340.94	576.33	3.17				0.22		921.18	3.54		4.20				
4290	Seminars & Conferences	0.00	0.00	0.00	0.00				0.49		859.78	12,971.39		40.78			337.82	
4300	Utilities	22,665.23	1,457.82	7,020.39	6.76						0.00			0.00				
4310	Election Expense	0.00									0.00							
4330	Computer Svc & Maintenance	0.00	0.00	0.00	0.00						0.00	0.00		0.00				
4340	Leases & Rentals	82.37	22.41	40.36	2.31				0.16		11.53	2.55		3.05				
4350	Consulting Services	5,790.00	0.00	0.00	0.00						5,700.00			0.00				
4360	Biosolids Hauling	10,308.40		10,308.40														
4370	Other Professional Services	479.20	374.20	105.00	0.00				0.00		0.00	0.00		0.00			0.00	
4390	Other Expenses	986.80	969.80	0.00	0.00						27.00			0.00				
	<b>Subtotals:</b>	<b>377,269.60</b>	<b>65,249.67</b>	<b>199,096.10</b>	<b>6,005.83</b>				<b>72.56</b>		<b>65,024.00</b>	<b>29,805.30</b>		<b>11,385.56</b>			<b>720.69</b>	
25	Meter Service	0.00		0.00														
	Fixed Assets (1160 & 1170)	4,972.08	0.00	4,972.08	0.00				0.00		0.00	0.00		0.00				
	<b>TOTALS:</b>	<b>382,241.68</b>	<b>66,249.67</b>	<b>203,978.18</b>	<b>6,005.83</b>				<b>72.56</b>		<b>65,024.00</b>	<b>29,805.30</b>		<b>11,385.56</b>			<b>720.69</b>	

04/30/12 Operating Trial Balance: 554,688.07  
Less Depreciation Expense: 177,416.47  
**Net Operating Expenses: 377,269.60**  
4,972.08  
**04/30/12 Capital Trial Balance: 382,241.68**  
Less Total Operating Statement: 382,241.68  
**Difference: 0.00**

0.00 Should equal Meter Service "No 25"  
Total Plant + Outfall Expenses (not including Meter Service or Fixed Assets): \$ 199,078.55