

**MINUTES OF THE SPECIAL MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
February 11, 2013**

CALL TO ORDER

President Turenchalk called the meeting to order at 6:31 P.M.

BOARD MEMBERS PRESENT

Craig Geyer
Dr. David C. Lewis (arrived 6:33 P.M.)
Larry D. Meyer
Eva Turenchalk

BOARD MEMBER ABSENT

Dave Bearman, M.D.

STAFF PRESENT

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

OTHERS PRESENT

Ms. Sarah Meacham, PFM Asset Management, LLC

APPROVE THE ORDER OF THE AGENDA

There was no change to the order of the agenda.

PUBLIC INPUT

There was no public input presented at this time.

MINUTES

(13-02-08)

Upon a motion by Director Meyer, seconded by Director Geyer the Board unanimously approved the minutes of the Special meetings of January 22 and January 25, 2013 as written.

ACTION ITEMS

1) **Discussion of Fourth Quarter 2012 Investment Review prepared by PFM Asset Management, LLC**

Mr. Mark Nation introduced Ms. Sarah Meacham of PFM Asset Management, LLC. Ms. Meacham provided an overview of the Fourth Quarter 2012 Investment Review, which included the following highlights: i) Fourth Quarter 2012 Recap, ii) Five year history of the two year treasury yield; iii) Market volatility, iv) Federal agency yield advantage at historic lows; v) Composition portfolio; vi) Maturity distribution; vi) Total return and vii) Investment strategy.

(13-02-09)

Upon a motion by Director Geyer, seconded by Director Meyer the Board unanimously approved to accept the Fourth Quarter 2012 Investment Review prepared by PFM Asset Management, LLC as presented.

2) **Collection System Coordination Agreement Between the Goleta West Sanitary District and the Regents of the University of California**

Director Geyer provided a progress report with regards to the Collection System Coordination Agreement and informed the Board that the Management Committee will meet again on February 15, 2013 to further discuss this issue.

3) **Consider accepting easements on Ocean Meadows Golf Course**

Mr. Nation provided an explanation of the easement documents. He went on to say that the Management Committee recommends that the Board accept said easements and to authorize the General Manager/Superintendent to execute the Certificates of Acceptance. Mr. Nation explained that the easements will be recorded once approval has been granted by the Coastal Commission.

(13-02-10)

Upon a motion by Director Meyer, seconded by Director Geyer the Board unanimously approved to accept the easement documents and to authorize the General Manager/Superintendent to execute the Certificates of Acceptance and to report back to the Board once the easements have been recorded pending approval by the Coastal Commission.

4) **Second Quarter FY 2012-2013 Financial Report**

Mr. Nation provided an overview of the Management's Year-to-Date Budget Analysis.

(13-02-11)

Upon a motion by Director Meyer, seconded by Director Geyer the Board unanimously approved to accept the Second Quarter FY 2012-2013 Financial Report as presented.

COMMUNICATIONS

The communications were noted as received.

REPORTS

Operating Report:

Mr. Nation provided a brief review of the Operating Report for the period of January 16 -- February 5, 2013.

Finance Committee Meeting:

Director Geyer commended that the topics of the February 11, 2013 Finance Committee Meeting were addressed as items on the agenda.

Management Committee Meetings:

Director Geyer provided a report on the February 4 and 8, 2013 Management Committee Meetings.

Goleta Sanitary District Board Meeting:

Director Meyer provided a report on the February 4, 2013 Goleta Sanitary District Board Meeting.

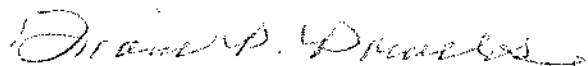
Other Director Reports:

Director Meyer provided a report on the February 6, 2013 SBCSDA Executive Meeting.

FUTURE AGENDA ITEMS

ADJOURNMENT

There being no further business, President Turenchalk adjourned the meeting at 7:07 P.M.



Diane P. Powers, Secretary

APPROVED



Eva Turenchalk, President

GOLETA WEST SANITARY DISTRICT

Operating Report for January 16 – February 5, 2013

I. Administration

Completed routine administrative duties.

Prepared Board Agenda packet for February 11, 2013 Special Board Meeting.

Completed FY 2012-2013 Second Quarter Financial Report.

Completed the ADP Workforce Now training. The ADP PC/Payroll program has been upgraded to an internet based program.

Assisted Blueisle Bookkeepers with preparation of the 2012 1099's.

Attended Engineering, Management and Public Relations Committee meetings.

Staff has been working to provide necessary information to Raftelis Financial Consultants regarding the Cost of Service Study.

Staff attended the CASA Mid-Year Conference. Topics of discussion included:

- Funding Alternatives for Energy Projects – Bonds, COPs, 3rd party ownership & etc.
- Public/Private Partnerships for Energy Projects.
- Recycled Water in CA. – WateReuse is working on legislation to have reclaimed treated as water not as waste.
- Wastewater Volumetric Workgroup Report
- CASA's Strategic Plan
- Success Story OCSID Indirect Potable Reuse Project
- CSRMA – Board Meeting

Staff is working with property owners on easement documents for certain developments.

II. Collection System Maintenance

Completed the required no-spill certification for the month of January 2013 on the State CIWQS program.

GWSD received the 2012 Worker's Compensation Excellence Award at the CSRMA meeting at CASA. One of 6 agencies in the small agency category to have zero workers comp claims in FY 2011-12.

The crew continues CCTV work for the 2013 calendar year in the EMID area and San Miguel area. The crew completed hydro-cleaning in the EMID area. Field work is summarized on the following page.

Venco Controls updated the programming to the VFDs for Pumps #1 & #2 in PS1.

District Staff continues to inspect as needed at the Bluffs development as construction has restarted at that site.

District Staff attended Pre-Construction meeting for Willow Springs II development.

The entire crew participated in safety training on Hazard Communications Program.

Staff completed plan check for demolition of existing SFR and construction of a new SFR at 6881 Del Playa.

Staff corresponded with property owner of 6795 Sueno Road regarding location of building sewer lateral.

Staff attended Utility Coordination Meeting at the County Roads Division.

Staff working on updating LOTO (Lock-Out Tag-Out) procedures required for District equipment.

III. Industrial Waste

Staff corresponded with FLIR Systems regarding pretreatment requirements for the new location they plan to move into at the old Delco site, 6767 Hollister Ave.

Staff corresponded with developer, contractor and prospective tenants of the Paradise Ivy building on Pardall Road regarding installation of grease interceptor and restaurant FOG requirements.

IV. Street Sweeping

Graffiti – none to report at this time

Abandon vehicles – none to report at this time

Hours – 66.2

Miles – 523.9

Loads – 51

12.24 Tons 1/08/13, 10.19 Tons 1/18/13

STREET SWEEPER MAINTENANCE

- Replaced main broom
- Tires repair rear left
- Air filters

Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	December 2012	MGD 1.4603; 46.95%
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Sewer Operatons Cleaning Summary from January 15, 2013 to February 5, 2013

1200 01/15/2013 01:00:00 (Work 100)



Feet Cleaned

Hydroclean

12,304 ft.

12,304 ft.

Lines Cleaned

Hydroclean

58 lines

58 lines

Other Work Orders

CCTV Work Order

60 Work Orders

Service Call

1 Work Order

61 Work Orders

**GOLETA WEST SANITARY DISTRICT
ALLOWANCE OF CLAIMS
January 16 - February 5, 2013**

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
Acorn Landscape - Monthly maintenance fees	\$ 333.41			\$ 333.41
ADP, Inc. - Payroll & report processing for 01/09/13	\$ 311.12	\$ 34.57		\$ 345.69
ARB/PERP - Modification registration for Onan Generator	\$ 75.00			\$ 75.00
Arrowhead Direct - Monthly cooler rental & drinking water	\$ 39.45			\$ 39.45
AT&T - Monthly long distance service	\$ 286.17	\$ 18.27		\$ 304.44
Barricade Pest Control - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolfe, LLP - Accounting services	\$ 1,110.60	\$ 123.40		\$ 1,234.00
Blueisle - November 2012 bank reconciliations	\$ 79.00			\$ 79.00
Brownstein, Hyatt, Farber, Schreck - Legal services		\$ 1,896.00		\$ 1,896.00
CalPERS - Pension; 01/10/13 - 01/23/13	\$ 2,695.03	\$ 188.77		\$ 2,883.80
CalPERS - Pension; 01/24/13 - 02/06/13	\$ 2,695.03	\$ 188.77		\$ 2,883.80
CalPERS - February health insurance premiums	\$ 9,878.99	\$ 992.61		\$ 10,871.60
Cardmember Services - Mtg exp; Land Use Planning Conf; CWEA Conf	\$ 1,107.24			\$ 1,107.24
CDM Smith - PS#2 Upgrade Project			\$ 33,734.81	\$ 33,734.81
CS-amsc - O-ring & packing ring for PS#1	\$ 943.94			\$ 943.94
CS-amsc - Packing gland for Diversion Structure valve	\$ 1,561.90			\$ 1,561.90
CSRMA - Worker's Compensation Insurance	\$ 2,077.20	\$ 230.80		\$ 2,308.00
Dal Pozzo Tire Corp. - Cold caps and core charge		\$ 573.25		\$ 573.25
Geyer, Craig - Land Use Conference meal & travel reimbursements	\$ 171.53			\$ 171.53
Geyer, Craig - SBCSDA Chapter Meeting travel & meal reimbursement	\$ 80.68			\$ 80.68
Goleta Sanitary District - Plant Upgrade Progress Billing #21			\$ 220,995.08	\$ 220,995.08
Goleta Sanitary District - December 2012 treatment	\$ 82,533.21			\$ 82,533.21
Holbrow Associates - Radio Licensing	\$ 200.00			\$ 200.00
Home Depot Credit Services - Bathroom vent fan & light switch	\$ 100.52			\$ 100.52
Impulse Advanced Communications - Monthly virtual host service	\$ 55.00			\$ 55.00
Larrys Auto Parts - Gasket for Flatbed Truck	\$ 12.83			\$ 12.83
Larry's Auto Parts - Service lights for sweeper		\$ 10.37		\$ 10.37
Lincoln National Life Insurance Co. - Deferred Compensation	\$ 675.00			\$ 675.00
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MarBorg Industries - 25YD roll-off & recycle fee	\$ 213.30	\$ 853.20		\$ 1,066.50
MarBorg Industries - 25YD roll-off & recycle fee	\$ 182.55	\$ 730.20		\$ 912.75
McCormix Corp. - Fuel for street sweeper		\$ 189.35		\$ 189.35
Mission Linen Supply - Monthly uniform service	\$ 712.10	\$ 125.66		\$ 837.76
Nation, Mark - CASA Conference meal reimbursement	\$ 16.00			\$ 16.00
Office Depot - Office supplies	\$ 191.25			\$ 191.25
PFM Asset Management LLC - December investment services	\$ 1,731.76			\$ 1,731.76
Plumbers Depot, Inc. - Skids and tiger tails	\$ 592.92			\$ 592.92
Reliance Standard Life Insurance Co. - Feb. LTD insurance premium	\$ 599.18	\$ 37.49		\$ 636.67
Sansum Clinic Occupational Medicine - DOT Exam; K. Spencer	\$ 70.00			\$ 70.00
S.B. County Air Pollution Control Dist. - Small Generator Emissions Fee	\$ 396.44			\$ 396.44
S.B. County Air Pollution Control Dist. - CSC Emissions Fee	\$ 396.44			\$ 396.44
S.B. County Fire Dept. - Annual Unified Program Facility Permit	\$ 871.00			\$ 871.00

Allowance of Claims

January 16 - February 5, 2013

Page Two

SBCSDA - 2013 Membership Renewal	\$ 300.00			\$ 300.00
SDRMA - February Dental/Life insurance premiums	\$ 885.99	\$ 106.98		\$ 992.97
Silvia's Cleaning Service, LLC -Monthly cleaning service	\$ 280.00			\$ 280.00
Southern California Edison - Monthly service/main facility	\$ 2,803.12			\$ 2,803.12
Southern California Edison - Monthly service/Emily	\$ 334.55			\$ 334.55
The Gas Company - Monthly service/main facility	\$ 153.31			\$ 153.31
UC Regents - District share of Work-Study wage	\$ 25.72			\$ 25.72
Underground Service Alert - January "Dig Alerts"	\$ 37.50			\$ 37.50
US Bank - Quarterly custodial banking service	\$ 1,099.21			\$ 1,099.21
Van Buren Consulting, LLC - Monthly computer support services	\$ 910.90			\$ 910.90
Verizon California - Monthly service/main facility	\$ 194.22	\$ 12.40		\$ 206.62
Verizon Wireless - Monthly broadband service	\$ 125.14			\$ 125.14
Whetstone's Bookbindery - Bind 2012 Board Minutes	\$ 82.85			\$ 82.85
				\$ -
TOTAL SERVICES & SUPPLIES	\$ 121,003.30	\$ 6,312.09	\$ 254,729.89	\$ 382,045.28

Payroll - Pay Period Ending: January 23, 2013

\$ 23,681.70

GRAND TOTAL - Fund 4900

\$ 405,726.98