

**MINUTES OF THE REGULAR MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
November 5, 2013**

POSTING OF THE AGENDA

The agenda notice for this meeting was posted in the display case outside the administrative office of the Goleta West Sanitary District and on the District's website at least 72 hours in advance of the meeting.

CALL TO ORDER

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

ROLL CALL: BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

STAFF PRESENT

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

OTHERS PRESENT

Jerry D. Smith – Director, Goleta Sanitary District

APPROVE THE ORDER OF THE AGENDA

There was no change to the order of the agenda.

PUBLIC COMMENT

None

MINUTES

(13-11-66)

Upon a motion by Director Lewis, seconded by Director Meyer, the Board unanimously approved the minutes of the Regular Board Meeting of October 1, 2013 as amended.

DISCUSSION-ACTION ITEMS

- 1) **Consider Resolution No. 13-743 Amending Section 11 of the Board Policy Handbook**

Director Geyer reported that the Management Committee met and recommends adoption of Resolution No. 13-743, which designates Rosenberg's Rules of Order as the guide to GWSD meeting procedures.

(13-11-67)

Upon a motion by Director Lewis, seconded by Director Geyer, the Board unanimously adopted Resolution No. 13-743 amending Section 11 of the Board Policy Handbook by the following roll call vote.

Ayes: Turenchalk, Bearman, Geyer, Lewis, Meyer
Noes: None
Abstained: None
Absent: None

2) First Quarter FY 2013-2014 Financial Report

(13-11-68)

Upon a motion by Director Geyer, seconded by Director Lewis, the Board unanimously accepted the First Quarter FY 2013-2014 Financial Report as presented.

3) Discussion of District Transparency Certificate of Excellence Application

Mr. Mark Nation presented the documents to the Board that will be included in the application package. President Turenchalk stated that the Public Relations Committee met and reviewed the application with District Staff.

(13-11-69)

Upon a motion by Director Geyer, seconded by Director Bearman, the Board unanimously approved to direct staff to complete the Transparency Certificate of Excellence Application and deliver it to the Special District Leadership Foundation for consideration.

4) Setting 2013-2014 Compensation for General Manager/Superintendent

(13-11-70)

Upon a motion by Director Geyer, seconded by Director Bearman, the Board unanimously approved to increase the General Manager/Superintendent's compensation by 1% for the period of July 1, 2013 to June 30, 2014.

COMMUNICATIONS

The communications were noted as received.

REPORTS

Operations Report

The General Manager/Superintendent provided a report

Finance Committee Meeting

Director Lewis provided a report on the November 4, 2013 meeting.

Management Committee Meeting

Director Geyer provided a report on the October 14, 2013 meeting.

Public Relations Committee Meeting

President Turenchalk provided a report on the October 23, 2013 meeting.

Goleta Water District Board Meeting

President Turenchalk provided a report on the October 8, 2013 meeting.

IVR&PD Board Meeting

Director Lewis provided a report on the October 10 & 24, 2013 meetings.

City of Goleta Council Meeting

There was no report presented at this time.

SBCSDA Chapter Meeting

Director Meyer provided a report on the October 28, 2013 meeting.

Goleta Sanitary District Board Meeting

Director Meyer provided a report on the October 10, 24 & November 4, 2013 Goleta Sanitary District Board meetings.

Other Director Reports

Director Geyer reported on the recent Goleta Sanitary District open house.

Future Agenda Items

None

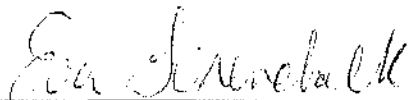
ADJOURNMENT

There being no further business, President Turenchalk adjourned the meeting at 7:08PM.



Mark Nation, Board Secretary

APPROVED



Eva Turenchalk, President

GOLETA WEST SANITARY DISTRICT

Operating Report for September 25 – October 29, 2013

I. Administration

Completed routine administrative duties.

Prepared Board Agenda packet for November 5, 2013 Regular Board Meeting.

Completed 1st Quarter FY 2013-2014 Financial Report.

Completed 2013-2014 manual billings.

Began listing files for proposed disposal as per the District's Retention Policy Resolution.

Submitted State Controller's Office Local Government Compensation Report.

Attended multiple Public Relations Committee meetings and Management and Finance Committee meetings.

Staff worked with MNS as needed regarding the site survey approved at the last regular board meeting.

Staff completed work to compile the required documents etc. to enable the District to apply for the CSDA Transparency Certification.

District staff has worked closely with Consultant and District Counsel to prepare documents for the District's new Pretreatment Ordinance, Pretreatment Enforcement Response Plan and Permit.

All District staff signed confirmation that they have received a copy of the District's new Personnel Policy. A staff meeting was held to go over changes to the document.

Completed the no-spill certification for the month of September 2013 on the state CIWQS database as required.

II. Collection System Maintenance

The entire crew received safety training on Personal Protective Equipment, hearing conservation, Slips, Trips, & Falls and Flagging & Traffic Control. The field crew had their annual audiograms.

Staff continues to work on revisions to the District's Sewer System Management Plan as required by new regulations from the State Water Resources Control Board. The first step was to update the Emergency SSO response Plan that has been completed.

Tierra Contracting raised a manhole for the District on Storke Road near Phelps.

Phil Brittain Electric replaced two breakers that were found to be questionable during the Arc/Flash Study. Oilfield Electric will return this week to recheck the breakers and finalize the OSHA required Arc/Flash study.

Staff continues to inspect as needed at the Haskell's Landing development.

Staff is working with Redzone to make improvements to the structure inventory portion of the ICOM3 Computerized Maintenance Management System basically, customizing it some to better fit the District's needs.

The crew completed refurbishing/painting inside the diversion structure to PS#1.

Plan check was performed for the following:

- Remodel/Additions at 6761-6763 Del Playa Dr.
- Final plan review for Village at Los Carneros development.
- Plan Review for sewer improvements at Westar development.
- Remodel at 6672-6690 Abrego Rd.
- Proposed Taco Bell Restaurant near Pacific Oaks and Hollister Ave. - issued Sewer Availability Letter for 2 ERUs.

The crew performed all the routine maintenance and exercising of equipment for the month of October including running generators, pumps and equipment and exercising valves.

Staff corresponded with home owner at 8448 Vereda Del Padre in EMID regarding connecting to the public sewer system. This property is currently on a septic system.

Staff corresponded with home owner at 284 Vereda Leyenda in EMID and the County Planning & Development regarding addition of a master bedroom closet and moving the washing machine from the garage into the new closet. No permit from GWSD was required for this tenant improvement.

Staff completed the Air Resources Board ATCM Portable Engine Statement of Compliance and Fleet Information Report.

III. Industrial Waste

Staff mailed out Industrial Wastewater Discharge Permit Renewal Applications to all currently permitted industrial facilities within the District.

Staff collected Industrial Wastewater Permit compliance samples from Allergan Medical, Calient Networks, Costco One Hour Photo, Cree SB Technology Center, DuPont Displays, and Medtronic, Inc.

Staff corresponded with Gorman Lau of Larry Walker & Associates and Dylan Johnson of BHFS regarding EPA required updates and revisions to the District's Pretreatment Ordinance.

Staff responded to a report of a possible SSO under the Los Carneros overpass at the Union Pacific Rail Road Tracks. Source was determined to be a broken private well water supply line for Bishop Ranch.

IV. Street Sweeping

Graffiti – none to report at this time

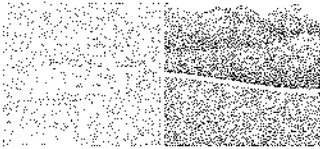
Abandon vehicle – none to report at this time

Hours – 86
Miles – 683
Loads -- 45

9/28/13 = 5.73 tons, 10/9/13 = 6.30

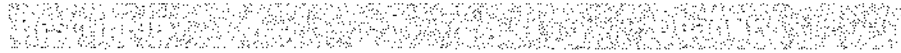
Table of Treatment Capacity in GSD Plant

Goleta West Average Daily Flow	September 2013	MGD 1.7676; 56.84%
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Sewer Operations Cleaning Summary from September 24, 2013 to October 29, 2013

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Feet Cleaned

Hot Spot	8,668 ft.
Hydroflush	5,660 ft.
Root Cutting	319 ft.
	<hr/>
	14,647 ft.

Lines Cleaned

Hot Spot	30 lines
Hydroflush	16 lines
Root Cutting	1 line
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	47 lines

Other Work Orders

Service Call	3 Work Orders
FOG Inspection	2 Work Orders
Parcel Permit	1 Work Order
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	6 Work Orders

GOLETA WEST SANITARY DISTRICT
ALLOWANCE OF CLAIMS
September 25 - October 29, 2013

SERVICES & SUPPLIES	Wastewater O & M	Other Services	Capital Outlay	Total
Acorn Landscape - Monthly maintenance fees	\$ 333.41			\$ 333.41
ADP, Inc. - Payroll processing for period ending 09/18/13	\$ 202.55	\$ 22.50		\$ 225.05
ADP, Inc. - Payroll processing for period ending 10/02/13	\$ 217.44	\$ 24.16		\$ 241.60
ADP, Inc. - Management Reports for period ending 10/11/13	\$ 101.97	\$ 11.33		\$ 113.30
ADT Security Services - Quarterly alarm service; main facility	\$ 249.96			\$ 249.96
Alternative Digital Printing - Personnel Policy; Emer. SSO Response Plan	\$ 568.33			\$ 568.33
AMI Pipe & Supply, Inc. - Thickster disposable latex gloves	\$ 155.88			\$ 155.88
ARB/PERP - Modification of registration for Gorman Rupp trash pump	\$ 75.00			\$ 75.00
ARB/PERP - Portable engine registration; rear engine-sweeper	\$ 620.00			\$ 620.00
Arrowhead Direct - Monthly cooler rental & drinking water	\$ 81.16			\$ 81.16
AT&T - Monthly long distance service/main facility	\$ 148.64	\$ 9.49		\$ 158.13
AT&T Mobility - Monthly cell phone service	\$ 256.26			\$ 256.26
Barricade Pest Control, Inc. - Monthly rodent service	\$ 100.00			\$ 100.00
Bartlett, Pringle & Wolf, LLP - Accounting services & audit	\$ 4,712.40	\$ 523.60		\$ 5,236.00
Blueisle - August bank reconciliations	\$ 79.00			\$ 79.00
Bob Woolever's Tire Shoppe - Tires for Ford Fusion	\$ 630.48			\$ 630.48
Brownstein Hyatt Farber Schreck - Legal services	\$ 3,002.00	\$ 7,764.50	\$ 1,356.30	\$ 12,122.80
CalPERS - Pension: 09/19/13 - 10/02/13	\$ 3,332.63	\$ 190.65		\$ 3,523.28
CalPERS - Pension: 10/03/13 - 10/16/13	\$ 3,315.70	\$ 190.65		\$ 3,506.35
CalPERS - November health insurance premiums	\$ 9,887.67	\$ 992.61		\$ 10,880.28
Campbell-Geo, Inc. - UST Progress Billing; Soil & Soil Gas Eval.		\$ 2,225.45		\$ 2,225.45
Cardmember Service - Mtg expenses; fuel pump; travel; maint.	\$ 1,422.56			\$ 1,422.56
CASA - 2014 Membership Dues	\$ 8,320.00			\$ 8,320.00
CDM Smith - PS#2 Upgrade Project			\$ 10,074.36	\$ 10,074.36
CDM Smith - Mesa Road Project			\$ 11,791.96	\$ 11,791.96
CDM Smith - New Administrative Building Project			\$ 17,688.70	\$ 17,688.70
Chavez, Ruben - Mileage reimbursement		\$ 56.50		\$ 56.50
Coastal Copy, LP - Quarterly copier contract services	\$ 433.65			\$ 433.65
Costco Membership - Annual membership renewal	\$ 110.00			\$ 110.00
County of Santa Barbara, Public Works - Mesa Road Project			\$ 1,147.92	\$ 1,147.92
CWEA - Grade 1 certificate renewal; J. Hilliard	\$ 77.00			\$ 77.00
CWEA - Membership renewals: Nation & Spencer	\$ 296.00			\$ 296.00
Diane Powers-Petty Cash Custodian - Petty cash reimbursement	\$ 50.93	\$ 10.00		\$ 60.93
DATCO - Quarterly service; Oct., Nov., Dec.	\$ 136.50			\$ 136.50
FGL Environmental - NISC Sampling; Stations 2,4 & 5	\$ 1,359.00			\$ 1,359.00
Geyer, Craig - SBCSDA Chapter Dinner meal/travel reimbursements	\$ 80.68			\$ 80.68
Geyer, Craig - SBCSDA Executive Meeting meal/travel reimbursements	\$ 57.88			\$ 57.88
Goleta Valley Paint - Drylok latex masonry sealer	\$ 155.05			\$ 155.05
Goleta Valley Paint - Paint & painting supplies; diversion structure	\$ 278.12			\$ 278.12
Goleta Valley Paint - Paint for diversion structure	\$ 106.64			\$ 106.64
Goleta Valley Paint - Floor paint for diversion structure	\$ 107.99			\$ 107.99
Goleta Water District - Monthly service/Emlly	\$ 68.02			\$ 68.02
Grainger - Weather proof electrical cover	\$ 34.26			\$ 34.26

Allowance of Claims

September 25 - October 29, 2013

Page Two

Haaker Equipment Company - Parts for street sweeper		\$ 23.66		\$ 23.66
Haaker Equipment Company - Parts for street sweeper		\$ 146.22		\$ 146.22
Haaker Equipment Company - PSI Gauge for Vactor	\$ 130.53			\$ 130.53
Home Depot Credit Services - Maintenance supplies	\$ 481.43			\$ 481.43
Impulse Advanced Communications - Monthly virtual host service	\$ 55.00			\$ 55.00
Lincoln National Life Insurance Co.- Deferred Compensation	\$ 675.00			\$ 675.00
Lincoln National Life Insurance Co.- Deferred Compensation	\$ 700.00			\$ 700.00
MarBorg Industries - 25YD roll-off & recycle fees	\$ 123.51	\$ 494.06		\$ 617.57
MarBorg Industries - 25YD roll-off rental	\$ 26.33	\$ 105.34		\$ 131.67
MarBorg Industries - 25YD roll-off and recycle fees	\$ 122.89	\$ 491.56		\$ 614.45
McCormix Corp. - Fuel for street sweeper		\$ 130.80		\$ 130.80
McCormix Corp. - Fuel for street sweeper		\$ 293.65		\$ 293.65
Meyer, Larry - SBCSDA travel & meal reimbursements	\$ 131.54			\$ 131.54
Mission Linen Supply - Monthly uniform service	\$ 612.11	\$ 108.02		\$ 720.13
Nation, Mark - SBCSDA Chapter meeting meal reimbursement	\$ 40.00			\$ 40.00
PFM Asset Management LLC - Sept. investment advisory services	\$ 1,714.52			\$ 1,714.52
Reliance Standard Life Insurance Co. - Nov. LTD insurance premiums	\$ 599.18	\$ 37.49		\$ 636.67
Russ Jones Metalworks - Weld step bracket	\$ 20.00			\$ 20.00
Safety Training Zone - Traffic control & flagger training; J. Hilliard	\$ 50.00			\$ 50.00
Sansum Clinic - Drug screen; R. Chavez	\$ 35.00			\$ 35.00
SBCCSDA - Association membership renewal	\$ 300.00			\$ 300.00
SBCSDA - Chapter Dinner meals; Bearman & Turenchalk	\$ 80.00			\$ 80.00
SDRMA - October Dental/Life insurance premiums	\$ 885.99	\$ 106.98		\$ 992.97
Silvia's Cleaning Service - Monthly cleaning service	\$ 310.00			\$ 310.00
Southern California Edison - Monthly service/Emily	\$ 410.18			\$ 410.18
Southern California Edison - Monthly service/main facility	\$ 4,181.96			\$ 4,181.96
TelePacific Communications - Monthly internet service	\$ 204.00			\$ 204.00
The Gas Company - Monthly service/main facility	\$ 54.50			\$ 54.50
Tierra Contracting, Inc. - Replace valve in diversion structure w/plate		\$ 5,196.80		\$ 5,196.80
Tierra Contracting, Inc. - Raise manhole - Storke Rd.			\$ 692.64	\$ 692.64
Underground Service Alert - September "Dig Alerts"	\$ 57.00			\$ 57.00
Van Buren Consulting - Computer support services	\$ 580.00			\$ 580.00
Verizon California - Monthly phone service/main facility	\$ 205.77	\$ 13.13		\$ 218.90
Verizon California - Monthly service/SCADA	\$ 242.06			\$ 242.06
Verizon California - Monthly service/Emily	\$ 155.81			\$ 155.81
WEX Bank - Fuel for District vehicles	\$ 751.56	\$ 222.15		\$ 973.71
				\$ -
TOTAL SERVICES & SUPPLIES	\$ 55,100.63	\$ 19,391.30	\$ 42,751.88	\$ 117,243.81

Payroll - Pay Period Ending: October 2 & 16, 2013

\$ 53,616.63

GRAND TOTAL - Fund 4900

\$ 170,860.44