

**GOLETA WEST SANITARY DISTRICT
Regular Board Meeting**

AGENDA

Date: May 4, 2021

5:30 P.M.

**UCSB Campus, Parking Lot 32
Santa Barbara, CA 93106
(District Office)**

The Goleta West Sanitary District has determined this meeting to be an essential public meeting and will be conducting the meeting pursuant to the provisions of the Governor's Executive Orders N-29-20 and N-33-20 and the Santa Barbara County Health Officer's order.

In response to the spread of the COVID-19 virus, Governor Newsom has temporarily suspended the requirement for local agencies to provide a physical location from which members of the public can observe and offer public comment and has ordered all Californians to stay home except as needed to maintain continuity of operations of certain critical infrastructure.

To minimize the potential spread of the COVID-19 virus, the Goleta West Sanitary District has decided to close physical access for members of the public to Goleta West Sanitary District Board meetings until further notice.

Members of the public who wish to attend should contact the District office by phone (805-968-2617) or email (info@goletawest.org) prior to two (2) hours before the meeting time to obtain the remote participation information.

Since this is an evolving COVID-19 situation, the Goleta West Sanitary District will provide updates to any changes to this policy as soon as possible. The Goleta West Sanitary District thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

1. CALL TO ORDER

2. ROLL CALL **Members: President Geyer, Directors Turenchalk,
Meyer, Bearman, Lewis**

3. APPROVE THE ORDER OF THE AGENDA

4. PUBLIC COMMENT

The public may address the Board for no more than (3) minutes on any issue within the District's jurisdiction which is not on the agenda. No action will be taken on any non-agenda item, except as provided by law.

**5. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF
April 6, 2021.**

DISCUSSION-ACTION AGENDA

The Board will consider and may take action on the following items.

- 6. ORDINANCE NO. 21-93: AN ORDINANCE OF THE GOLETA WEST SANITARY DISTRICT SETTING DIRECTOR COMPENSATION AT \$245 FOR EACH DAY THAT A DIRECTOR ATTENDS A MEETING OF THE BOARD OR RENDERS SERVICES AS A DIRECTOR**
 - a. Public Hearing.**
 - b. The Board will consider adoption of Ordinance No. 21-93.**
- 7. CHANGE ORDER NO. 1 FOR THE HEADQUARTERS BUILDINGS UPGRADE PROJECT NO. 12-03**
 - a. The Board will consider the aforementioned change order.**
- 8. IRREVOCABLE OFFER TO DEDICATE AND CERTIFICATE OF ACCEPTANCE FOR THE VILLAGE AT LOS CARNEROS PROJECT**
 - a. The Board will consider accepting the offer to dedicate.**
- 9. DISTRICT COUNSEL SERVICES**
 - a. District Counsel will provide a report to the Board.**
- 10. COMMUNICATIONS**

March 2021 PFM Monthly Statement.
April 5, 2021 LAFCO Budget Memorandum.
April 26, 2021 SBCCSDA Chapter Meeting Minutes
- 11. REPORTS**
 - A. Operations Report from General Manager**
 - B. Finance Committee**
 - C. Management Committee**
 - D. Engineering Committee**
 - E. Goleta Sanitary District**
 - F. Goleta Water District**
 - G. Isla Vista Recreation & Park District**
 - H. Santa Barbara Airport Commission Meeting**
 - I. SBCCSDA Executive Board Meeting**

- J. SBCSDA Chapter Meeting**
- K. City of Goleta**
- L. Other Director Reports**
- 12. CLOSED SESSION: Public Employee Annual Performance Evaluation
(Gov't Code Section 54957)
Employee: General Manager/Superintendent
Quarterly Update Report (1st Quarter 2021)
CLOSED SESSION: Conference with Labor Negotiator
District Representative: General Counsel;
Unrepresented Employee: General Manager/Superintendent
a. Contract**
- 13. FUTURE AGENDA ITEMS:**
- 14. 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 the item will be considered are made available for public inspection at the District administrative offices located at UCSB Campus, Parking Lot 32, Santa Barbara, CA, during business hours.

NEXT RESOLUTION NO. 796

NEXT ORDINANCE 94

May 2021

May 2021							June 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	8	9	10	11	12
16	17	18	19	20	21	15	20	21	15	16	17	18	19
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 25	26	27	28	29	30	May 1
2	3 6:30pm GSD Board Meeting	4 5:30pm City of Goleta Council Meeting 5:30pm GWSD Regular Board Meeting	5 12:00pm SBCCSDA Executive Board Meeting	6	7	8
9	10	11 5:30pm Goleta Water District Board Meeting	12	13 5:30pm IVR&PD Regular Meeting	14	15
16	17 6:30pm GSD Board Meeting	18 5:30pm GWSD Regular Board Meeting 5:30pm City of Goleta Council Meeting	19 6:00pm Santa Barbara Airport Commission Mtg	20	21	22
23	24 6:00pm SBCCSDA Chapter Meeting	25	26	27	28	29
30	31 Memorial Day GWSD Closed	Jun 1	2	3	4	5

June 2021

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5
13	14	8	9	10	11	12
20	21	15	16	17	18	19
27	28	22	23	24	25	26

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3
11	12	13	14	8	9	10
18	19	20	21	15	16	17
25	26	27	28	22	23	24
				29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 30	31	Jun 1 5:30pm City of Goleta Council Meeting 5:30pm GWSD Regular Board Meeting	2 12:00pm SBCCSDA Executive Board Meeting	3	4	5
6	7 6:30pm GSD Board Meeting	8 5:30pm Goleta Water District Board Meeting	9	10 5:30pm IVR&PD Regular Meeting	11	12
13	14	15 5:30pm City of Goleta Council Meeting	16 6:00pm Santa Barbara Airport Commission Mtg	17	18	19
20	21 6:30pm GSD Board Meeting	22	23	24	25	26
27	28 6:00pm SBCCSDA Chapter Meeting	29	30	Jul 1	2	3

**MINUTES OF THE REGULAR MEETING
OF THE GOLETA WEST SANITARY DISTRICT
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA
April 6, 2021**

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 48 hours in advance of the meeting.

This Board meeting was conducted pursuant to California Government Code Section 54953 and Governor Newsom's Executive Order, N-29-20, temporarily suspending portions of the Brown Act to implement social distancing in response to the COVID-19 pandemic. Members of the Board participated in this meeting remotely. Public Comment on agenda items also could occur remotely.

1. CALL TO ORDER

President Geyer called the meeting to order at 5:30PM.

2. ROLL CALL: BOARD MEMBERS PRESENT

Craig Geyer – attended remotely
Eva Turenchalk – attended remotely
Larry Meyer – attended remotely
David Bearman M.D. - attended remotely
David C. Lewis – attended remotely

BOARD MEMBERS ABSENT

None.

STAFF PRESENT

Mark Nation – General Manager/Superintendent
Brian McCarthy – Chief Inspector
Steven A. Amerikaner – District Counsel – attended remotely

OTHERS PRESENT

Steve Majeowsky – Goleta Sanitary District – attended remotely

3. APPROVE THE ORDER OF THE AGENDA

No changes were made to the order of the agenda.

4. PUBLIC COMMENT

None.

5. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF MARCH 16, 2021.

(21-04-16)

Upon a motion by Director Lewis, seconded by Director Bearman, the Board approved the minutes of the Regular Board Meeting of March 16, 2021 as presented by the following roll call vote:

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

6. DISCUSSION OF GENERAL MANAGER/SUPERINTENDENT SUCCESSION PLANNING

The Board and Staff discussed options and a path forward for replacement of the General Manager/Superintendent position. Staff will prepare a strategy based on the discussion and present that to the Personnel Committee for review and eventual further Board discussion.

7. SPRING 2021 DISTRICT NEWSLETTER/POSTCARD

(21-04-17)

Upon a motion by Director Meyer, seconded by Director Lewis, the Board approved the printing and publishing of the Spring 2021 District Newsletter/Postcard as presented by the following roll call vote:

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

8. COMMUNICATIONS

Noted as received.

9. REPORTS

Operations Report

The General Manager provided a report.

Personnel Committee

Director Bearman provided a report.

Management Committee

President Geyer provided a report.

Goleta Sanitary District

Director Meyer provided a report.

Isla Vista Recreation and Park District

No Report.

City of Goleta

No Report.

Other Director Reports

Director Lewis reported on an Airport Commission Meeting he attended.

Director Meyer announced the SBCCSDA will be holding a meeting via Zoom on April 26, 2021.

**10. CLOSED SESSION: Public Employee Annual Performance Evaluation
(Gov't Code Section 54957)**

Employee: General Manager/Superintendent

The Board entered closed session at 5:55PM

The Board returned to open session at 6:08PM

No reportable action was taken.

11. FUTURE AGENDA ITEMS

None.

13. ADJOURNMENT

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

APPROVED

Mark Nation, Clerk - Secretary

Craig Geyer, Board President

March 10, 2021 – March 30, 2020

Administration

Staff attended a Personnel Committee Meeting.

Staff began preparation of the FY 2021-2022 GWSD Annual Budget.

Staff continues working with Stantec Consulting on the GWSD Standard Specifications Update Project. Multiple meetings were held via Zoom.

Newton Construction has been providing the required documents per the contract for the GWSD Buildings Project and has been on site preparing for the work to begin. The Notice to Proceed has been issued. The pre-construction meeting for the project is scheduled to be held on Tuesday April 13, 2021. At that meeting Newton will provide a schedule and details regarding their plan for staging of the work etc. District Staff will provide a schedule update to the Board at the next Regular Board Meeting.

Brian McCarthy attended CASA Virtual Workshop on Budget Preparations for Special Districts.

Collection System

The crew continues clearing out certain areas into storage containers and reorganizing things in preparation of the construction beginning for the Headquarters Buildings Projects.

Staff continues working on the annual site verification for the commercial billing for FY 2021-2022.

Staff continues inspection of the public sewer portion of the Cortona Apartments Project.

The crew completed cleaning the Santa Barbara Shores area this period. The crew also completed cleaning hotspots, hydroflushing and root cutting for the month of March 2021. A sewer operations summary is enclosed with this operations report.

The crew completed CCTV inspecting in the Storke Ranch Development.

Staff sent GIS mapping information of District sewer lines and manholes to Stantec Engineering. Stantec is providing engineering design services for a project located in the West Campus Open Space/Ocean Meadows/Storke Road vicinity.

Staff completed plan check and issued a fee estimate for construction of Building No. 5 at Cabrillo Business Park.

Staff participated in multiple Flow Study/Model Calibration Zoom meetings with Bruce Corwin and Youssif Hussain as part of the GWSD Flow Monitoring/Master Plan Update Project.

Staff issued a Sewer Availability Letter for a proposed attached garage conversion to an ADU at 6821 Pasado Road in Isla Vista.

All the GWSD field crew attended a CWEA Virtual 2021 FOG Workshop.

The crew completed annual FOG Inspections at various food service establishments in the District.

Industrial Waste

Staff issued a Class 2 Industrial Wastewater Discharge Permit to Aptitude Medical Systems, Inc. at 125 Cremona Drive, Suite 100. Staff also conducted an Industrial Wastewater Discharge Permit compliance inspection at this location.

Staff collected Industrial Wastewater Discharge Permit compliance samples from the following industries: Corning Glass Microsystems, FLIR Systems, Lockheed Martin SB Focalplane, the Raytheon B-1 campus, Raytheon B-8, and Transphorm.

Street Sweeping

Graffiti: None to report.

Abandoned vehicles: Reported a white Honda 2 door, and a blue Chevrolet Suburban 4 door, on Langlo Ranch Road.

Hrs. – 54.7

Miles – 523.8

Loads – 18

Marborg: 2/17/21 - 13.660 TN, 2/26/21 - 9.420 TN, 3/5/21 - 5.4 TN, 3/3/21 - 5.350 TN

Maintenance:

- Routine maintenance checks and services
- Haaker Equipment Co. was here to address leaking hydraulic tank, PM 10 compliance wiring issues, and to relocate auxiliary motor switch

Table of Treatment Capacity in GSD Plant

GWSD Average Daily Flow	February 2021	MGD 1.960; 45.7519%
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Sewer Operations Cleaning Summary from March 10, 2021 to March 30, 2021

Descripton	Quantity
Feet Cleaned	
Hydroclean	15,038 ft.
Hydroflush	4,327 ft.
Root Cutting	3,969 ft.
Hot Spot	1,849 ft.
	25,183 ft.
Lines Cleaned	
Hydroclean	56 lines
Root Cutting	13 lines
Hydroflush	12 lines
Hot Spot	7 lines
	88 lines
Other Work Orders	
FOG Inspection	3 Work Orders
Parcel Permit	1 Work Order
	4 Work Orders

Goleta West Sanitary District
Allowance of Claims
Mar 11, 2021 - Mar 31, 2021

Vendor ID	Vendor Name	Transaction Description	Posted Date	Document Amount
ADP01	ADP Inc	Payroll Service	3/23/2021	568.83
BAR02	Barricade Pest Control	Pest Control	3/15/2021	100.00
BLU01	Blueisle Bookkeeping	Bookkeeping Service	3/15/2021	151.11
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Services	3/16/2021	11,900.00
CAL03	Public Employees HEALTH	CalPERS Health Insurance	3/22/2021	15,930.21
CAL12	CalPERS Public Employee's Retirement System	CalPERS Pension	3/31/2021	10,471.07
CITIG06	Channel Islands Technology Integrators' Group	Computer Support	3/15/2021	861.85
CWE07	CWEA	CWEA Training	3/15/2021	162.00
EDU01	Eduardo Galindo Architect	District Bldg Project	3/15/2021	12,607.46
FIR01	First Bankcard	Operations Supplies	3/23/2021	505.44
FIR02	FirstNet	Wireless Svc	3/15/2021	216.17
FLO02	Flow 'n Control	Emergency Pump Repair & Maint	3/23/2021	2,920.82
GIF01	Giffin Rental Corporation	Equipment Rental	3/23/2021	321.43
GOL02	Goleta Sanitary District	Treatment	3/15/2021	398,909.63
JAI01	Jaimes Landscape	Landscape Maint	3/15/2021	385.00
LAR01	Larry's Auto Parts	Sweeper Maint	3/15/2021	111.09
LIN01	Lincoln National Life Ins	Deferred Compensation	3/17/2021	1,400.00
MAR01	Marborg Industries	Waste Removal & Rolloff	3/23/2021	5,798.10
MCC02	McCormix Corporation	Sweeper Fuel	3/23/2021	222.85
MIS01	Mission Linen Supply	Uniforms & Towels	3/23/2021	1,191.08
NMG01	Nielsen Merksamer	Legal Services	3/23/2021	2,025.00
PFM01	PFM Asset Management LLC	Investment Advisory Svc	3/23/2021	1,168.46
POD01	California Portable Storage Inc.	District Bldg Project	3/23/2021	432.38
REL01	Reliance Standard Life Insurance	LTD Insurance	3/22/2021	832.13
SAN07	Santa Barbara County Water Agency	IRWM SB County Water	3/15/2021	1,768.21
SOU02	Southern California Edison Co	Electricity	3/23/2021	5,194.09
SPE03	Special District Risk Management Authority	Life & Dental Insurance	3/15/2021	1,908.60
THE02	The Gas Company	Natural Gas	3/15/2021	5.86
THE07	The Corwin Group, Inc.	Master Planning Project	3/16/2021	34,390.00
THE08	The Regents of the University of California	Internet Svc	3/15/2021	103.25
V&A01	V&A Consulting Engineers Inc	Flow Monitoring Project	3/15/2021	113,159.08
WEX01	WEX Bank	Vehicle Fuel	3/11/2021	1,142.16
Total Services & Supplies				\$626,863.36
Payroll - (2) pay dates Wk11 Wk13 2021				\$70,361.92
Total				\$697,225.28

GOLETA WEST SANITARY DISTRICT

DATE: May 4, 2021

AGENDA ITEM: #6

AGENDA TITLE: ORDINANCE NO. 21-93: AN ORDINANCE OF THE GOLETA WEST SANITARY DISTRICT SETTING DIRECTOR COMPENSATION AT \$245 FOR EACH DAY THAT A DIRECTOR ATTENDS A MEETING OF THE BOARD OR RENDERS SERVICES AS A DIRECTOR

SUMMARY DESCRIPTION:

At the March 16, 2021 Board Meeting the Board approved to direct staff to bring an Ordinance reflecting an increase to director compensation of \$10.00 per meeting for the Board to adopt following all required noticing and a public hearing. The Notice of Hearing was published twice as required in the Santa Barbara News-Press on April 19 & 26, 2021.

Following the Public Hearing the Board will consider Ordinance No. 21-93.

Ordinance No. 21-93 repeals and replaces Ordinance No. 19-91, which set director compensation at \$235 per meeting. If adopted Ordinance No. 21-93 will become effective 60 days following its passage which is July 3, 2021.

SUPPLEMENTARY MATERIAL:

Ordinance No. 21-93

Notice of Public Hearing

ORDINANCE NO. 21-93

AN ORDINANCE OF THE GOLETA WEST SANITARY DISTRICT SETTING DIRECTOR COMPENSATION AT \$245 FOR EACH DAY THAT A DIRECTOR ATTENDS A MEETING OF THE BOARD OR RENDERS SERVICES AS A DIRECTOR

RECITALS

A. The Sanitary District Act of 1923 provides generally that members of the board of directors of a sanitary district are to be compensated at a specified amount for each meeting of the district board attended by the member and for each day's service rendered as a member at the request of the board, not exceeding six days per month. (Health & Safety Code, § 6489)

B. In addition, California law authorizes a sanitary district to increase director compensation by the adoption of an ordinance adopted following a noticed public hearing. The increase may not exceed an amount equal to five percent (5%) for each calendar year following the operative date of the last adjustment. (Water Code, § 20202)

C. The effective date of the last adjustment to the compensation of members of the Board of Directors of the Goleta West Sanitary District ("Board of Directors") was March 16, 2019, when the Board of Directors increased the per-day compensation to two hundred and thirty-five dollars (\$235).

D. The Board of Directors desires to increase the compensation of its directors by way of this ordinance and in accordance with the provisions of Health & Safety Code section 6489 and Water Code section 20202. The Board of Directors seeks to moderately increase director compensation by ten dollars (\$10) to two hundred and forty-five dollars (\$245) at this time to avoid the potential for a significant future increase that could impact the District's budgetary planning.

E. The increase set forth in this ordinance is significantly less than that authorized by law, which would be approximately two hundred and fifty-nine dollars (\$259) per day.

F. Notice of the hearing was published in a newspaper of general circulation on April 19, 2021 and April 26, 2021, pursuant to section 6066 of the Government Code and section 20203 of the Water Code.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE GOLETA WEST SANITARY DISTRICT DOES ORDAIN AS FOLLOWS:

1. Each member of the Board of Directors shall be compensated in the amount of two hundred and forty-five dollars (\$245) per day for each day's attendance at meetings of the Board of Directors and for each day's service rendered as a director pursuant to Section 3 of the Goleta West Sanitary District Board Policy Handbook, not to exceed a total of six (6) days in any calendar month.

2. The General Manager shall prepare a summary of this ordinance and cause it to be published once in the Santa Barbara News-Press, along with the names of the directors voting for and against its adoption, and shall post a certified copy of the full text of this ordinance, along with the names of those directors voting for and against its adoption, in the office of the District Secretary.

3. This ordinance shall be effective sixty (60) days following its passage.

4. Ordinance 19-91 is now rescinded in its entirety.

PASSED and ADOPTED by the Board of Directors of the Goleta West Sanitary District on the 4th day of May, 2021.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Mark Nation, Clerk - Secretary

(SEAL)

ATTEST:

Craig Geyer, President

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing of the Board of Directors of the Goleta West Sanitary District will be held:

May 4, 2021 at 5:30 p.m.
Goleta West Sanitary District
UCSB Campus Parking Lot 32
Santa Barbara, CA 93106
(District Office)

The Board of Directors will consider the adoption of an ordinance to increase the amount that Board Members are compensated for attendance at meetings of the Board, or for each day's service rendered as a Member of the Board by request of the Board. Board Member compensation is currently set at \$235 per day, not to exceed six days in any calendar month. The hearing is open to the public and any person will have the opportunity to be heard according to the process outlined below.

In response to the spread of the COVID-19 virus, Governor Newsom issued Executive Order N-29-20 which temporarily suspends the requirement for local agencies to provide a physical location from which members of the public can observe and offer public comment. To minimize the potential spread of the COVID-19 virus, the Goleta West Sanitary District has decided to close physical access for members of the public to the District Office for this meeting.

Members of the public who wish to attend should contact the District office by phone (805-968-2617) or email (info@goletawest.org) at least two hours prior to the meeting time to obtain remote participation information. Since this is an evolving COVID-19 situation, the District will provide updates to any changes to this policy as soon as possible.

More information on the ordinance is available on the District's website here: <https://goletawest.org/meetings/agendas-and-minutes>. The full agenda and associated staff report will be available on April 30, 2021.

If you challenge the actions of the Board of Directors related to the matter noted above in court, you may be limited to only raising those issues you or someone else raise at the public hearing described in this notice or in written correspondence to the District prior to the public hearing.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Ken Park at info@goletawest.org or 805-968-2617. Notification of two business days prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Publish: April 19, 2021 and April 26, 2021

GOLETA WEST SANITARY DISTRICT

DATE: MAY 4, 2021

AGENDA ITEM #7

**AGENDA TITLE: CHANGE ORDER NO. 1 FOR THE HEADQUARTERS
BUILDINGS UPGRADE PROJECT NO. 12-03**

SUMMARY DESCRIPTION:

The Engineering Committee met with Staff and Ed Galindo to review the proposed Change Order No.1. The Committee, Staff and Ed Galindo recommend that the Board approve Change Order No. 1 for the Buildings Upgrade Project No. 12-03.

SUPPLEMENTARY MATERIAL:

Change Order No 1

April 26, 2021 Memorandum from Ed Galindo

April 26, 2021 Change Order Request from Newton Construction

April 23, 2021 Change Estimate Breakdowns from Newton Construction

April 26, 2021 E-mail from SCE



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CHANGE ORDER NO. 1

GOLETA WEST SANITARY DISTRICT HEADQUARTERS, BUILDING UPGRADES PROJECT NO. 12-03C, COMBINED

Contract Date: March 03, 2021

CONTRACTOR: Newton Construction & Management, Inc.

The following changes are hereby made to the Contract Documents:

Coordinate with Southern California Edison to facilitate installation of electrical service incorporating upgrades including 1600A Panel with 1200A Breaker, additional conduit and cabling, upsized vault and transformer pad, and rework of designated Switchgear Room to allow conduit to surface from below. Include additional supervision required for implementation.

Attachments: None

CHANGE TO CONTRACT PRICE

Original Contract Price: \$ 4,519,000.00

Current contract price, as adjusted by previous Change Orders: \$ 0.00

The Contract Price due to this Change Order will be increased by \$ 168,911.00

The new Contract Price due to this Change Order will be: \$ 4,687,911.00

CHANGE TO CONTRACT TIME

The Contract Time will be increased by 106 calendar days.

The date for completion of all work under the contract will be 12.05.2021 for the Perimeter Flood Wall and 04.30.2022 for the Operations Building and Equipment garage Expansion.

APPROVALS REQUIRED

To be effective, this Change Order must be approved by the Goleta West Sanitary District.

Recommended by: _____ Date: April 26, 2021

Architect

Approved/Ordered by: _____ Date: _____
Goleta West Sanitary District

Accepted by: _____ Date: _____
Contractor Name & Title

END OF CHANGE ORDER FORM



EDUARDO GALINDO, ARCHITECT LLC

9733 W. SUNNYSLOPE LANE
480. 751. 8780

PEORIA, ARIZONA 85345
ed@egadesign.net

MEMO

File: 40902/41104

DATE: April 26, 2021
TO: Mark Nation, General Manager/ Superintendent
FROM: Ed Galindo, EGA
RE: Southern California Edison , Electrical Service
CHANGE ORDER 1, NOTIFICATION

Preface

1. Southern California Edison (SCE) provides electrical service to Goleta West Sanitary District. Reliable, uninterrupted, power is paramount to the 24/7 operation of the District's Pump Station. This key resource is currently received and distributed through Switchgear located in (decommissioned) Pump station #2. Consequently, the relocation of this Switchgear is a crucial 'first step' in the Building Upgrades process, which requires deconstruction of the existing structure.
2. We have been communicating with SCE since the onset on the Project, as they are involved in all construction projects that impact their service or where service upgrades may be necessary. Based on information submitted to SCE, they evaluate the current service provided and prepare development options to meet current and future load capacities.
3. Once a determination is made regarding the appropriate service; SCE Engineers develop documents to described and define the technical requirements, and installation criteria, for the type and capacity of the service to be provided. This step in the process requires formal submittal of specific Project Information and a Letter of Authorization, allowing SCE to move forward with a selected design option.
4. The District, through EGA, provided SCE with a completed application, drawings and specifications (as requested), and a signed Letter of Authorization, dated September 24, 2018, to commence their portion of the work.
5. During the Permit Review process, the City of Santa Barbara requested submittal of information regarding the proposed electrical service and new meter number. When contacted by EGA for this information, SCE provided a project identification number, as evidence to the City that SCE had commenced their work, but did not yet have a meter number assigned.
6. As is typical, EGA and their Electrical Engineering Consultants completed the Construction Documents including direction to the Contractor to coordinate the implementation of the electrical service, with SCE.

Service

1. The District is currently served through a 300kVA transformer (located on site), and the power is distributed, by a 600A panel (switchgear). Working with the District's electrical consultant, Phil Brittain, it was established, early on , that the service should be upgraded to provide additional capacity. This would be facilitated through upgrading the service panel to 1200A service, while retaining the 300kVA transformer.
2. The relatively modest change in service, upgrading from a 600A panel to a 1200A panel, was exacerbated by relocation of the switchgear to another building, requiring renovation of an existing space, to accommodate the electrical switchgear. To mitigate potential interruption of service, resulting from the relocation process, it was determined that it would be prudent to renovate the designated space and install all new switchgear. Additionally, new conduit and cabling would be run from the new switchgear to the transformer, precluding the need to intercept the existing wiring and move equipment. This would minimize the timeframe required for the switchover.
3. This is the approach that had been described in the Construction Documents and provided to SCE for their development of the installation documents. *It should be noted that SCE is involved in the actual installation of the electrical service during construction, as it pertains to 'their' equipment.*
4. When approached by Newton Construction regarding the new installation; SCE was at a loss. Beyond the initial discussions and issuance of a Project Identification Number, apparently nothing else had been completed relative to development of the Service Installation Documents. No reason or excuse was given. However, SCE immediately committed to developing the requisite documentation. The SCE Planner, assigned to the project, visited the Site to verify the existing conditions so that SCE could commence preparation of the installation documents.
5. During that Site visit, it was determined that there are only three conduits running from the existing transformer to the existing switch gear. That is adequate and appropriate for the existing service. However, upgrading to a 1200A panel requires 4 conduits. Although, placing new conduit is part of the work, and adding another conduit is minimal; the existing transformer pad is not configured to accept four conduits. Consequently, upgrading to a 1200A service requires four conduits, which in-turn requires setting a new vault and transformer pad, to accept the additional conduit.

Service Options

1. The determination to upgrade the service capacity to 1200A was based on current and projected usage. To accommodate this practical need, the existing service configuration requires an additional conduit which requires setting of a new pad. While assessing that criteria, it was explained that upgrading to a 1600A panel would, only, require placement of two additional conduits (6 total). It was noted that consideration should be given to placing two additional conduits, now, in the event that a future panel upgrade (to 1600A) might be necessary.
2. Further study and evaluation of cost (current and projected) resulted in consideration of upgrading to a 1600A panel, given the cost and work effort already being invested at this point. Further to this was input by SCE that that cost differential might be " a couple of thousand." This would include upgrading the current 300kVA transformer to a larger capacity based on projected growth.

3. After considerable investigation and discussion, it was determined, with Phil's recommendation and support, that Engineering move forward to implement an upgrade to a 1600A panel (and appropriately sized transformer) in lieu of a 1200A panel. A key component in the determination was the total cost and schedule impact, already committed to and that additional amount that would be incurred (by necessity) resulting from SCE's initial delay.
4. Based on general agreement and support for this approach being the most prudent and cost effective, SCE began re-evaluation of the Engineering necessary for the installation. Given that upgrade to a 1600A panel and associated transformer is considered an industrial installation, SCE required evaluation of the power circuit serving the site. Based on the critical nature of the service, and that this line serves an area from the Airport to Isla Vista, it was determined that a Pad Mounted (PME) Switch (*essentially a circuit breaker to facilitate switching between two sources*) would be required in addition to a larger transformer. SCE explained that a separate PME switch would be required adjacent to the transformer, but would sit on its own pad. Initially, it was thought that the existing transformer pad could be used for this, but the existing pad is not properly configured for a PME switch.

Including a PME into the project, at this point, is not justifiable.

Recommendation

1. Given that last bit of information the following was evaluated to make an informed decision and provide a basis for recommendation.
 - a. Upgrade from the current 600A panel to 1200A is necessary.
 - b. Upgrade to 1200A panel does not require a new transformer.
 - c. Upgrade to a 1200A panel requires 4 conduits, where 3 conduits currently exist.
 - d. It is more prudent, practical, and cost efficient to run new conduit, as opposed to intercepting existing lines, due to potential outages and potential unforeseen issues.
 - e. Current transformer pad, not configured to accept 4 conduits, requires placement of new vault and transformer pad.
2. Based on the above, the following are included:
 - a. A new upgraded panel will be installed.
 - b. Additional conduit will be placed in new (routing) trench between the transformer and the Switchgear Room.
 - c. A new vault and transformer pad will be (required) installed.
3. It is recommended (with Phil Brittain's concurrence) that adjustments to items in 2. (above) be incorporated:
 - a. Upgrade to 1600A panel, incorporate a 1200A breaker, allowing it to be used as 1200A panel.
 - b. Maintain 300kVA Transformer
 - c. Place six (6) conduits between Transformer Pad and Switchgear Room
 - d. Place new (larger) vault and transformer pad sized for larger transformer and capable of accepting six (6) conduits.
 - e. Relocate existing transformer onto new pad, once in place. Leave existing Transformer pad in place.

Southern California Edison , Electrical Service
CHANGE ORDER 1, NOTIFICATION
April 25, 2021

IMPACT

Contract Amount

Bid Amount	\$ 4,519,000.	
Change Amount	\$ 168,911.	<i>Per Newton Construction Breakdown</i>
New Contract Amount	\$ 4,687,911.	

Contract Time

Perimeter Flood Wall	124 calendar days	End Date	August 21, 2021
Extension (106 calendar days)	230 calendar days	New End Date	December 05, 2021

Operations Building

Equipment Garage	270 calendar days	End Date	January 14, 2022
Extension (106 calendar days)	376 calendar days	New end Date	April 30, 2022

SUMMARY

This approach will allow the original configuration to be maintained, while making provisions for future upgrade.

The 'Delta' between the Bid Amount and the proposed Change Order Amount includes:

1. Change in Panel from 1200A to 1600A with 1200A breaker.
2. Resetting of existing Transformer
3. Placing two additional conduits, in large trench
4. Placement of (larger) vault and transformer pad

Two items that are included in the Change, not directly attributable to the recommendation:

1. Cost of demolishing floor in existing Shower Room/ New Switchgear Room.
Code no longer allows conduit through wall. Conduit must come up to Switchgear, from below.
2. Newton Construction overhead to manage through time delay (Contract Time Extension) required by unforeseen delay in SCE work.

Other issues to be kept in mind.

1. Electrical service prepped for future growth
2. Investing in future, not paying for a 'fix'
3. Not all of time extension attributable to SCE
4. District will receive 'allowance' from SCE to offset major cost of improvements

EGA reviewed the background of this Change, and resulting alternative options with SCE, Newton Construction, and our Electrical Engineering Consultants. EGA reviewed the cost and schedule considerations with Newton Construction. EGA reviewed the alternative options with Phil Brittain and, with his concurrence, recommends that the Goleta West Sanitary District, Board of Directors accept and approve Change Order 1, dated May 4, 2021.



Eduardo Galindo, Architect

NEWTON CONSTRUCTION & MANAGEMENT, INC.
CHANGE ORDER REQUEST



PROJECT: **Goleta Sanitary District Headquarters**
PROJECT #: **21018**
PROJECT #: **12-03C, COMBINED**
DATE **4/26/2021**
COR# **1**
Revision **0**

The following changes are requested to be made to the contract:

Change Estimate 001-1

Description:

Extended Overhead for additional contract time

Reason for change:

Pursuant to discussion in pre-construction meeting and subsequent conversations, additional time is needed in the contract to perform the electrical Primary and Secondary feed changes while keeping the plant operational. This includes design by and coordination with SoCal Edison, lead times associated equipment, and other additional activities outlined in the revised Schedule sent 04/15/2021. Below is a breakdown for NCM's extended overhead costs for 3 months. These costs are based upon the current supervision of 1 Full time Superintendent and Site Overhead costs.

Total Additional Cost: \$ 97,705.00
Additional time required: 106 calendar days

Change Estimate 002-1

Description:

Additional work required by SoCal Edison for Electrical Feed.

Reason for change:

Pursuant to NCM's understanding of Southern California Edison's (SCE) requirements, NCM to provide infrastructure to connect new switchgear to SCE and upgrade to 1600 amp feed to new Main Switchboard SES.

Total Additional Cost: \$ 71,206.00
Additional time required: incl.in CE 001-1

Changes to Contract Cost

Original Contract Amount	\$	4,519,000.00
Total Changes by Previous Change Orders	\$	-
Contract Amount Prior to this Change	\$	4,519,000.00
Contract Amount to be Increased by this Change	\$	168,911.00
Adjusted Contract Amount including this Change	\$	4,687,911.00


Operations and Garage Schedule Change

Notice to Proceed Date	4/19/2021
Original Duration (Calendar Days)	270
Original Completion Date	1/14/2022
Contract time to be adjusted by previous Changes (Calendar Days)	0
Contract time to be adjusted by this Change (Calendar Days)	106
Adjusted Completion Date	4/30/2022

Floodwall Schedule Change

Notice to Proceed Date	4/19/2021
Original Duration (Calendar Days)	124
Original Completion Date	8/21/2021
Contract time to be adjusted by previous Changes (Calendar Days)	0
Contract time to be adjusted by this Change (Calendar Days)	106
Adjusted Completion Date	12/5/2021

Submitted by:


 Newton Construction & Management/Contractor

Date

4/26/21

Recommended by:


 Architect

04.26.2021

Date

Accepted by:

Goleta West Sanitary District

Date

NEWTON CONSTRUCTION & MANAGEMENT, INC.
CHANGE ESTIMATE BREAKDOWN



PROJECT: Goleta Sanitary District Headquarters
PROJECT #: 21018
AREA: Electrical Service
SOURCE: SoCal Edison
SCHEDULE: NCM is awaiting approval prior to proceeding on this change.
Additional work days required: 0

DATE: 23-Apr-21
PROPOSED CE #: 2
REVISION # : 1

Schedule will be impacted if not acted on by:

DESCRIPTION: Pursuant to NCM's understanding of Southern California Edison's (SCE) requirements, NCM to provide infrastructure to connect new switchgear to SCE and upgrade to 1600 amp feed to new Main Switchboard SES.

Pricing is as Follows:

ITEM	DESCRIPTION	QTY	UNIT	SUB/EQUIP UNIT COST	SUB/EQUIP EXTENDED COST	MATERIAL UNIT COST	MATERIAL EXTENDED COST	LABOR UNIT HOUR	LABOR EXTENDED HOURS
					\$ -		\$ -		-
1	Layout/Investigation	1	LS		\$ -	50.00	\$ 50.00	8.00	8.0
	Demo and Concrete in SES room								
2	Sawcut MSB Slab	1	LS	250.00	\$ 250.00		\$ -	4.00	4.0
3	Demo MSB Slab	1	LS	150.00	\$ 150.00		\$ -	8.00	8.0
4	Debris Removal	1	LS	300.00	\$ 300.00		\$ -		-
5	Excavate Interior/Under Footing	4	HR	155.00	\$ 620.00		\$ -	2.00	8.0
6	Hand Dig for Conduit	32	MH				\$ -	1.00	32.0
7	Spoils Removal	1	LS	315.00	\$ 315.00		\$ -		-
8	Slurry Backfill	14	CY		\$ -	150.00	\$ 2,100.00	1.00	14.0
9	Sand	1	LS	155.00	\$ 155.00	50.00	\$ 50.00	4.00	4.0
10	Vapor Barrier	1	LS		\$ -	100.00	\$ 100.00	4.00	4.0
11	Epoxy Dowels	36	EA		\$ -	15.00	\$ 540.00	0.25	9.0
12	Reinforce Slab - #4 18" OC	18	EA		\$ -	12.00	\$ 216.00	0.25	4.5
13	Place Slab Concrete	2	CY		\$ -	275.00	\$ 550.00	6.00	12.0
					\$ -		\$ -		-
	SCE Work				\$ -		\$ -		-
14	Additional Trenching (24" X 42")	45	LF	20.00	\$ 900.00		\$ -	0.100	4.5
15	Sand Backfill	10	CY		\$ -	25.00	\$ 250.00	0.500	5.0
16	Spoils Removal 10 CY	1	LS	315.00	\$ 315.00		\$ -		-
17	90/45 DEG Bend - 4" credit	-12	EA		\$ -	45.00	\$ (540.00)	0.695	(8.3)
18	90/45 DEG Bend - 5"	30	EA		\$ -	60.00	\$ 1,800.00	0.783	23.5
19	4" Primary Conduit	25	LF		\$ -	8.20	\$ 205.00	0.113	2.8
20	4" Secondary Conduit (credit qty 5)	-500	LF		\$ -	8.20	\$ (4,100.00)	0.113	(56.5)
21	5" Secondary Conduit (add qty 6)	780	LF		\$ -	12.80	\$ 9,984.00	0.127	99.1
22	Conduit Bell Ends	6	EA		\$ -	17.60	\$ 105.60	0.312	1.9
23	Conduit Caps	4	EA		\$ -	15.00	\$ 60.00	0.250	1.0
24	Install Added Pull Rope	1	LS		\$ -	280.00	\$ 280.00	2.000	2.0
25	Mandrell Added Conduits	1	LS		\$ -	125.00	\$ 125.00	4.000	4.0
26	Excavate, Set and Compact Transformer Pad Vault	16	HR	155.00	\$ 2,480.00		\$ -	1.000	16.0

27	Sand under Transformer Pad Vault	1	LS	155.00	\$	155.00	50.00	\$	50.00	4.000	4.0	
28	Transformer Pad Vault 8'x10'	1	EA	350.00	\$	350.00	5350.00	\$	5,350.00	8.000	8.0	
29	Upgrade Pad Vault to 10'x12'	1	EA		\$	-	2500.00	\$	2,500.00		-	
30	Grout Windows in Transformer Pad Vault	1	EA		\$	-	50.00	\$	50.00	2.000	2.0	
31	#6 Ground Wire	0.7	CLF		\$	-	125.00	\$	87.50	1.900	1.3	
32	Ground Rods	3	EA		\$	-	61.00	\$	183.00	1.980	5.9	
33	Acorn Clamps	3	EA		\$	-	6.50	\$	19.50	0.272	0.8	
34	Traffic Control Signs/Barricade	4	EA		\$	-	185.00	\$	740.00	3.000	12.0	
35	Drill Bollard Foundations	4	EA	150.00	\$	600.00		\$	-	0.850	3.4	
36	Set Bollards	4	EA	65.00	\$	260.00	200.00	\$	800.00	2.500	10.0	
37	Pour Bollard Foundations	4	EA		\$	-	135.00	\$	540.00	1.600	6.4	
38	Strip and Paint Bollards	4	HR		\$	-	25.00	\$	100.00	1.500	6.0	
					\$	-		\$	-		-	
39	Increase in Switchgear for 1200A to 1600A	1	EA		\$	-	3900.00	\$	3,900.00		-	
					\$	-		\$	-		-	
					\$	-		\$	-		-	
Equipment Total					\$	6,850	Sub Total	\$	26,095.60	Total Hours	262.29	
							Sales Tax	\$	2,283.37	Labor Rate	\$ 95.00	
							Material Total	\$	28,378.97	Labor Total	\$ 24,918	
Clarifications: This estimate is based on conversations with SoCal Edison, Ed Galindo Architect, and Goleta West Sanitary District, and is Newton Construction's understanding of the requirements. SCE design is still pending. Assumes 14k AIC Rating for Switchgear							Net Change	\$	60,147			
							O/P Prime	10.00%	\$	6,015		
							O/P Subcontractor	5.00%	\$	3,308		
							Bond/insurance	2.50%	\$	1,737		
									TOTAL	\$	71,206	

NEWTON CONSTRUCTION & MANAGEMENT, INC.
CHANGE ESTIMATE BREAKDOWN



PROJECT: Goleta Sanitary District Headquarters
PROJECT #: 21018
AREA: All
SOURCE: Pre-Construction Meeting, Revised Schedule
SCHEDULE: NCM is awaiting approval prior to proceeding on this change.
Additional calendar days required: 106

DATE: 23-Apr-21
PROPOSED CE #: 1
REVISION # : 1

Schedule will be impacted if not acted on by:

DESCRIPTION: Pursuant to discussion in pre-construction meeting and subsequent conversations, additional time is needed in the contract to perform the electrical Primary and Secondary feed changes while keeping the plant operational. This includes design by and coordination with SoCal Edison, lead times associated equipment, and other additional activities outlined in the revised Schedule sent 04/15/2021. Below is a breakdown for NCM's extended overhead costs for 3 months. These costs are based upon the current supervision of 1 Full time Superintendent and Site Overhead costs.

Pricing is as Follows:

ITEM	DESCRIPTION	QTY	UNIT	SUB/EQUIP UNIT COST	SUB/EQUIP EXTENDED COST	MATERIAL UNIT COST	MATERIAL EXTENDED COST	LABOR UNIT HOUR	LABOR EXTENDED HOURS
	Project Superintendent - 100%				\$ -		\$ -		-
1	Labor Wages	13	WK	3115.38	\$ 40,500.00		\$ -		-
2	Heath Insurance	3	MO	2346.37	\$ 7,039.11		\$ -		-
3	Truck	3	MO	2250.00	\$ 6,750.00		\$ -		-
4	Cellphone	3	MO	100.00	\$ 300.00		\$ -		-
5	Software Licensing	3	MO	203.05	\$ 609.14		\$ -		-
	Misc				\$ -		\$ -		-
6	Temporary Power & Lighting Maintenance	3	MO	150.00	\$ 450.00		\$ -		-
7	Temporary Office	3	MO	250.00	\$ 750.00		\$ -		-
8	Temporary Water	3	MO	20.00	\$ 60.00		\$ -		-
9	Office Supplies/ Printer/ Ink/ Paper Etc.	3	MO	100.00	\$ 300.00		\$ -		-
10	Cleanup - 4 hr/week	13	WK	380.00	\$ 4,940.00		\$ -		-
11	Temporary Fencing Rental	3	MO	555.56	\$ 1,666.67		\$ -		-
12	SWPP/ Protection/ Maintenance	3	MO	250.00	\$ 750.00		\$ -		-
13	Waste Management	3	MO	110.00	\$ 330.00		\$ -		-
14	Storage Units - 2 Sea Trains @ \$135/mo ea.	3	MO	270.00	\$ 810.00		\$ -		-
15	Locker Facilities - 2 Units @ \$1,100/mo ea	3	MO	2200.00	\$ 6,600.00		\$ -		-
16	Locker Cleaning 1 hr each day	13	WK	475.00	\$ 6,175.00		\$ -		-
17	Builders Risk	3	MO	1500.00	\$ 4,500.00		\$ -		-
					\$ -		\$ -		-
Equipment Total					\$ 82,530	Sub Total	\$ -	Total Hours	-
						Sales Tax	\$ -	Labor Rate	\$ 95.00
						Material Total	\$ -	Labor Total	\$ -
Exclusions: Does not include any remobilization costs									
							Net Change	\$	82,530
							Overhead	10.00% \$	8,253
							Profit	5.00% \$	4,539
							Bond/insurance	2.50% \$	2,383
							TOTAL	\$	97,705

From: [Shawn Lee](#)
To: [Eduardo Galindo](#)
Subject: Goleta Sanitary District - Short Circuit Study
Date: 26 April, 2021 3:34:19 PM
Attachments: [image001.png](#)
[SCD_TD1840744.pdf](#)
Importance: High

Hi Ed,

Please see attached for the Short Circuit Duty report from our Engineering based on the new 1200A service at Goleta Sanitary District.

Also I have discussed with my manager and we will allow the 1600A panel with the 1200A main breaker installed as proposed, under the condition that Goleta Sanitary District will acknowledge in writing that this panel will be rated at 1200A and should their future load be increased beyond the 1200A capacity, Goleta Sanitary District will be required to install additional circuit protection equipment including a PME switch onsite, per SCE standards and engineering recommendations, before upgrade the main to 1600A and therefore will need to consult with SCE before such panel upgrade/modification takes place.

Thanks,

Shawn Lee

Planning Sr. Specialist

Southern California Edison

Santa Barbara Service Center

Pax. 75258 | M. 805-535-5901

Email: Shawn.Lee@SCE.com



[SCE Electrical Service Requirements](#)

[SCE Underground Structure Standards](#)

[SCE Distribution Manuals](#)

GOLETA WEST SANITARY DISTRICT

DATE: MAY 4, 2021

AGENDA ITEM #8

AGENDA TITLE: IRREVOCABLE OFFER TO DEDICATE AND CERTIFICATE OF ACCEPTANCE FOR THE VILLAGE AT LOS CARNEROS PROJECT

SUMMARY DESCRIPTION:

The Developer has completed construction on the Village at Los Carneros development. District staff has completed final inspections and all facilities are built to GWSD standards.

The Developer entered into a Dedication Agreement with the District prior to construction. It is time for the District to accept the facilities and take ownership of them. The enclosed agreements have been reviewed by Staff and District Counsel.

The Management Committee met and recommends that the Board accept the Irrevocable Offer to Dedicate and have the Board President sign the Certificate of Acceptance.

SUPPLEMENTARY MATERIAL:

March 25, 2021 Memorandum to the Management Committee
Irrevocable Offer to Dedicate and Certificate of Acceptance

GOLETA WEST SANITARY DISTRICT MEMORANDUM

Date: March 25, 2021

To: Management Committee

From: Mark Nation
General Manager/Superintendent

Subject: Irrevocable Offer to Dedicate and Certificate of Acceptance for the Village at Los Carneros Development

Attached are the following documents:

1. Irrevocable Offer to Dedicate and Certificate of Acceptance.

The Sewer improvements for the development are complete and all GWSD requirements have been satisfied. The District can now accept the dedication of the facilities and the responsibility for maintenance of the facilities.

District procedure requires that the Board President sign the Certificates of Acceptances following a Management Committee review and Board approval. The documents have been reviewed by Staff and District Counsel.

Staff recommends that the Committee forward the documents to the Board for approval.

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

Goleta West Sanitary District
Attention: General Manager
P.O. Box 4
Goleta, CA 93116-0004

THIS SPACE RESERVED FOR RECORDER
ONLY
(Gov. Code § 27361.6)

No filing fee required pursuant
to Government Code Section 6103

**IRREVOCABLE OFFER TO DEDICATE
AND CERTIFICATE OF ACCEPTANCE**

This Irrevocable Offer to Dedicate (Offer) is made by RCS – Los Carneros, LLC (Developer) on this 24th day of Feb, 2021, to the Goleta West Sanitary District (District), at Goleta, California, with reference to the following fact and intentions:

- A. District and Developer entered into a Dedication Agreement for Land Development Improvements, dated March 17, 2015, recorded on April 17, 2015, as document number 2015-0019310, in the official records of the Santa Barbara County Records Office (Agreement);
- B. Developer completed construction of the Improvements and the Facilities pursuant to the Agreement (the terms “Improvements” and “Facilities” are defined therein), which construction has been approved by the District;
- C. Developer desires to dedicate the Facilities to District pursuant to the terms and conditions of this Offer.

NOW, THEREFORE, Developer agrees as follows:

1. **Offer of Dedication.** For valuable consideration, the receipt of which is acknowledged, Developer does irrevocably offer to dedicate the Facilities to District pursuant to the Agreement.
2. **Guaranty.** Developer represents and warrants to District that the Facilities shall be free from all defects in materials and workmanship for a period of one (1) year from the effective date of District acceptance of the facilities.

3. **Liability.** District shall neither incur liability nor assume responsibility with respect to the Facilities until this Offer has been accepted by District. After acceptance of this Offer, the District shall bear all costs and expenses related to the Facilities, except that Developer shall reimburse District the full cost and expense of any repairs or replacements made necessary by defects in materials or workmanship that become evident within one (1) year after the date of acceptance by the District.

4. **Agreement.** The terms and conditions of the Agreement are incorporated by this reference. Developer represents and warrants to District that Developer has completed the Facilities in compliance with the Agreement.

5. **Entire Offer.** This Offer constitutes the entire agreement between the parties with respect to the Offer and may not be modified in any way except, with the prior approval of District, by an instrument in writing, signed by Developer.

6. **General Provisions.**

6.1 **Recitals.** The recitals stated at the beginning of this Offer of any matters or facts shall be conclusive proof of the truthfulness thereof and the terms and conditions of the recitals, if any, shall be deemed a part of this Offer.

6.2 **Successors and Assigns.** This Offer shall be binding on and shall inure to the benefit of the parties and their respective heirs, successors and assigns. Nothing in this Offer, express or implied, is intended to confer on any person other than the parties or their respective heirs, successors and assigns, any rights, remedies, obligations or liabilities under or by reason of this Offer.

6.3 **Counterparts.** This Offer may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same

6.4 **Authority.** The individuals executing this Offer represent and warrant that they have the authority to enter into this Offer and to perform all acts required by this Offer, and that the consent, approval or execution of or by any third party is not required to legally bind either party to the terms and conditions of this Offer.

6.5 **Entire Agreement.** This Offer contains the entire understanding and agreement of the parties, and supersedes all prior agreements and understandings, oral and written, between the parties that have not been explicitly incorporated into this Offer. There have been no binding promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature, except as stated in this Offer. This Offer may be altered, amended or modified only by an instrument in writing, executed by the parties to this Offer and by no other means. Each party waives its future right to claim, contest or assert that this Offer was modified, canceled, superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

IN WITNESS WHEREOF, Developer has executed this Irrevocable Offer to Dedicate on the day and year and at the place first written above.

DEVELOPER

Ryan Atkin
Type or Print Name

By: [Signature], Vice President, Real Capital Solutions
Signature, title

CERTIFICATE OF ACCEPTANCE

This Certificate of Acceptance certifies that the interest conveyed by the above Irrevocable Offer to Dedicate, is accepted by the undersigned officer or agent on behalf of District pursuant to authority conferred by action adopted by the District's Board of Directors on _____, 20__ and District consents to the recording of this Certificate of Acceptance by its duly authorized officer or agent.

GOLETA WEST SANITARY DISTRICT

Type or Print Name

By: _____
Signature, Board President

Dated: _____, 20__

ATTACH COMPLETED NOTARIAL ACKNOWLEDGEMENT HERE

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Colorado)
County of Boulder)

On, February 24, 2021, before me, Erin Boyer, a Notary Public, personally appeared Ryan Atkin, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Colorado that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Erin Boyer

ERIN BOYER
NOTARY PUBLIC - STATE OF COLORADO
NOTARY ID 20154002621
MY COMMISSION EXPIRES JAN 20, 2023

GOLETA WEST SANITARY DISTRICT

DATE: MAY 4, 2021

AGENDA ITEM #9

AGENDA TITLE: DISTRICT COUNSEL SERVICES

SUMMARY DESCRIPTION:

The Management Committee met with District Counsel and Staff to discuss District Counsel Services and the continuing relationship with Brownstein, Hyatt, Farber & Schreck. The Committee and Counsel will provide a report.

SUPPLEMENTARY MATERIAL:

April 28, 2021 memorandum from Steve Amerikaner and Jena S. Acos.

DATE: April 28, 2021
TO: Board of Directors
FROM: Steve Amerikaner and Jena S. Acos
RE: District Counsel Transition Plan

Dear Board of Directors:

Since 1996, Brownstein Hyatt Farber Schreck (BHFS) has had the pleasure of acting as general counsel to Goleta West Sanitary District (District). During this period, I have been the principal attorney providing this service. However, as I briefly discussed at the April 13, 2021 Management Committee meeting, I plan to retire by the end of the year. Over the next several months I will be transitioning responsibility to Jena Acos, who will continue representing the District as general counsel on behalf of BHFS.

You are already familiar with Jena Acos, who was recently elevated to shareholder within our firm and who has done an outstanding job assisting me with District work since she joined BHFS in 2013. Until the end of the year I will continue to be the principal attorney, and effective January 1, 2022, Jena will take over my role. I plan to continue practicing law at BHFS in a limited capacity after this date, and will remain available to Jena – and to the District – as needed.

As part of our transition plan, Jena will be attending all board meetings with me through the end of the year. Jena has already taken over responsibility for a majority of the District's legal work, under my oversight, and will continue to work closely with both me and Mark Nation to ensure that she will be up to speed on all current issues facing the District. Due to the firm's longstanding relationship with District, Jena will also have the benefit of easy access to all of the District's files.

I am incredibly humbled and proud of the work we have accomplished together over the years. It has truly been an honor to serve you.

GOLETA WEST SANITARY DISTRICT MEMORANDUM

Date: April 21, 2021

To: Board of Directors

From: David Lewis
District Treasurer

Subject: Monthly PFM Statement

Enclosed for your review is the most recent monthly report from the District's registered investment advisor, PFM.



Managed Account Summary Statement

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Transaction Summary - Managed Account

Opening Market Value	\$11,452,315.73
Maturities/Calls	(20,000.00)
Principal Dispositions	(205,404.55)
Principal Acquisitions	109,928.20
Unsettled Trades	0.00
Change in Current Value	(14,973.98)
Closing Market Value	\$11,321,865.40

Cash Transactions Summary - Managed Account

Maturities/Calls	20,280.00
Sale Proceeds	207,006.24
Coupon/Interest/Dividend Income	1,718.38
Principal Payments	0.00
Security Purchases	(428,068.67)
Net Cash Contribution	0.00
Reconciling Transactions	0.00

Earnings Reconciliation (Cash Basis) - Managed Account

Interest/Dividends/Coupons Received	3,600.07
Less Purchased Interest Related to Interest/Coupons	(15.47)
Plus Net Realized Gains/Losses	443.65
Total Cash Basis Earnings	\$4,028.25

Cash Balance

Closing Cash Balance **\$731,730.63**

Earnings Reconciliation (Accrual Basis)

	Total
Ending Amortized Value of Securities	11,246,593.84
Ending Accrued Interest	48,967.49
Plus Proceeds from Sales	207,006.24
Plus Proceeds of Maturities/Calls/Principal Payments	20,280.00
Plus Coupons/Dividends Received	1,718.38
Less Cost of New Purchases	(109,928.20)
Less Beginning Amortized Value of Securities	(11,364,432.27)
Less Beginning Accrued Interest	(38,059.88)
Total Accrual Basis Earnings	\$12,145.60



Portfolio Summary and Statistics

For the Month Ending **March 31, 2021**

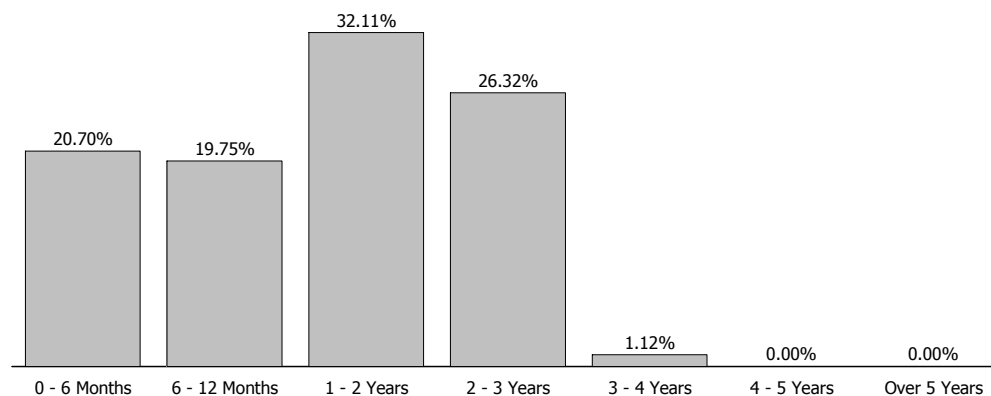
GOLETA GENERAL FUND - 31912525

Account Summary

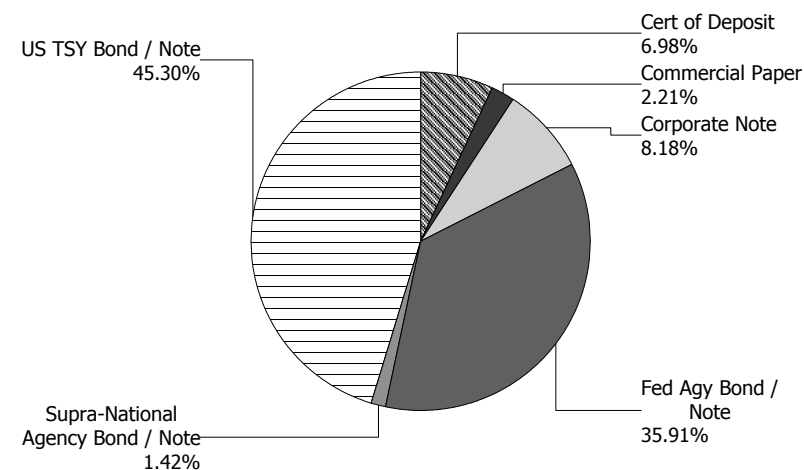
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	5,050,000.00	5,128,375.80	45.30
Supra-National Agency Bond / Note	160,000.00	161,266.08	1.42
Federal Agency Bond / Note	4,040,000.00	4,066,156.51	35.91
Corporate Note	915,000.00	925,960.25	8.18
Commercial Paper	250,000.00	249,992.50	2.21
Certificate of Deposit	780,000.00	790,114.26	6.98
Managed Account Sub-Total	11,195,000.00	11,321,865.40	100.00%
Accrued Interest		48,967.49	
Total Portfolio	11,195,000.00	11,370,832.89	

Unsettled Trades **0.00** **0.00**

Maturity Distribution



Sector Allocation



Characteristics

Yield to Maturity at Cost	1.23%
Yield to Maturity at Market	0.20%
Weighted Average Days to Maturity	479



Managed Account Issuer Summary

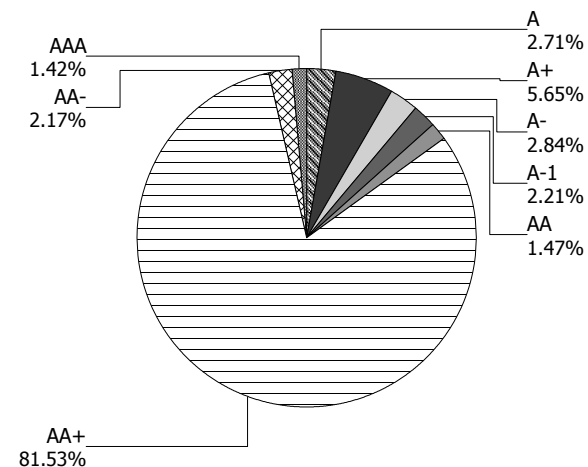
For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Issuer Summary

Issuer	Market Value of Holdings	Percent
ADOBE INC	15,382.16	0.14
AMERICAN HONDA FINANCE	194,885.14	1.72
APPLE INC	35,770.46	0.32
BANK OF AMERICA CO	127,117.00	1.12
BNP PARIBAS	249,992.50	2.21
CATERPILLAR INC	75,605.18	0.67
CHARLES SCHWAB	30,148.86	0.27
DEERE & COMPANY	160,115.76	1.41
FANNIE MAE	1,832,562.13	16.19
FEDERAL FARM CREDIT BANKS	199,811.60	1.76
FEDERAL HOME LOAN BANKS	1,094,794.14	9.67
FREDDIE MAC	938,988.64	8.29
HONEYWELL INTERNATIONAL	25,587.85	0.23
INTL BANK OF RECONSTRUCTION AND DEV	161,266.08	1.42
NORDEA BANK ABP	245,564.88	2.17
PACCAR FINANCIAL CORP	35,294.81	0.31
SKANDINAVISKA ENSKILDA BANKEN AB	245,598.48	2.17
TOYOTA MOTOR CORP	60,003.30	0.53
UBS AG	298,950.90	2.64
UNITED STATES TREASURY	5,128,375.80	45.29
WAL-MART STORES INC	166,049.73	1.47
Total	\$11,321,865.40	100.00%

Credit Quality (S&P Ratings)





Managed Account Detail of Securities Held

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828Q78	135,000.00	AA+	Aaa	05/15/18	05/16/18	129,795.12	2.74	779.42	134,860.24	135,126.56
US TREASURY NOTES DTD 05/31/2016 1.375% 05/31/2021	912828R77	300,000.00	AA+	Aaa	07/12/19	07/15/19	297,304.69	1.86	1,382.55	299,764.26	300,656.25
US TREASURY NOTES DTD 08/15/2018 2.750% 08/15/2021	9128284W7	350,000.00	AA+	Aaa	12/19/19	12/31/19	356,261.72	1.63	1,196.48	351,436.08	353,554.67
US TREASURY NOTES DTD 10/15/2018 2.875% 10/15/2021	9128285F3	65,000.00	AA+	Aaa	09/27/19	10/01/19	66,525.98	1.70	862.50	65,403.51	65,985.15
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	30,000.00	AA+	Aaa	10/28/19	10/30/19	29,743.36	1.69	157.46	29,925.32	30,210.94
US TREASURY NOTES DTD 11/15/2018 2.875% 11/15/2021	9128285L0	195,000.00	AA+	Aaa	11/25/19	11/27/19	199,661.72	1.63	2,121.70	196,478.26	198,412.50
US TREASURY NOTES DTD 12/17/2018 2.625% 12/15/2021	9128285R7	540,000.00	AA+	Aaa	01/30/19	01/31/19	541,054.69	2.55	4,166.83	540,259.40	549,787.50
US TREASURY NOTES DTD 01/31/2017 1.875% 01/31/2022	912828V72	100,000.00	AA+	Aaa	01/07/20	01/10/20	100,632.81	1.56	310.77	100,256.66	101,500.00
US TREASURY NOTES DTD 03/31/2020 0.375% 03/31/2022	912828ZG8	175,000.00	AA+	Aaa	08/06/20	08/10/20	175,738.28	0.12	1.79	175,449.39	175,519.54
US TREASURY NOTES DTD 04/15/2019 2.250% 04/15/2022	9128286M7	110,000.00	AA+	Aaa	09/23/19	09/25/19	111,718.75	1.62	1,142.31	110,698.18	112,475.00
US TREASURY NOTES DTD 04/15/2019 2.250% 04/15/2022	9128286M7	170,000.00	AA+	Aaa	09/03/19	09/04/19	173,678.91	1.40	1,765.38	171,461.54	173,825.00
US TREASURY NOTES DTD 05/31/2017 1.750% 05/31/2022	912828XR6	385,000.00	AA+	Aaa	05/28/20	06/01/20	396,971.09	0.19	2,258.17	391,979.03	392,339.06
US TREASURY NOTES DTD 07/15/2019 1.750% 07/15/2022	9128287C8	190,000.00	AA+	Aaa	06/29/20	06/30/20	196,130.47	0.17	698.07	193,867.54	194,007.82
US TREASURY NOTES DTD 08/31/2017 1.625% 08/31/2022	9128282S8	110,000.00	AA+	Aaa	10/21/19	10/25/19	110,133.20	1.58	155.43	110,066.15	112,320.32



Managed Account Detail of Securities Held

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 09/15/2019 1.500% 09/15/2022	912828YF1	145,000.00	AA+	Aaa	02/03/20	02/03/20	145,589.06	1.34	100.48	145,328.15	147,877.35
US TREASURY NOTES DTD 02/15/2020 1.375% 02/15/2023	912828Z86	250,000.00	AA+	Aaa	03/02/20	03/03/20	254,228.52	0.79	427.31	252,684.46	255,703.13
US TREASURY NOTES DTD 02/28/2018 2.625% 02/28/2023	9128284A5	240,000.00	AA+	Aaa	03/09/20	03/10/20	255,318.75	0.46	547.83	249,854.83	251,250.00
US TREASURY NOTES DTD 05/31/2018 2.750% 05/31/2023	9128284S6	400,000.00	AA+	Aaa	11/16/20	11/17/20	425,734.38	0.20	3,686.81	421,978.55	422,062.48
US TREASURY NOTES DTD 06/15/2020 0.250% 06/15/2023	912828ZU7	175,000.00	AA+	Aaa	12/15/20	12/16/20	175,451.17	0.15	128.61	175,398.67	175,191.42
US TREASURY NOTES DTD 10/15/2020 0.125% 10/15/2023	91282CAP6	400,000.00	AA+	Aaa	11/16/20	11/17/20	398,781.25	0.23	230.77	398,936.18	398,687.52
US TREASURY NOTES DTD 01/15/2021 0.125% 01/15/2024	91282CBE0	265,000.00	AA+	Aaa	02/02/21	02/05/21	264,585.94	0.18	69.54	264,607.14	263,633.61
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	320,000.00	AA+	Aaa	02/26/21	03/01/21	318,125.00	0.32	49.72	318,178.77	318,249.98
Security Type Sub-Total		5,050,000.00					5,123,164.86	1.01	22,239.93	5,098,872.31	5,128,375.80
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	160,000.00	AAA	Aaa	07/18/18	07/25/18	159,625.60	2.83	831.11	159,961.33	161,266.08
Security Type Sub-Total		160,000.00					159,625.60	2.83	831.11	159,961.33	161,266.08
Federal Agency Bond / Note											
FANNIE MAE NOTES DTD 04/13/2018 2.500% 04/13/2021	3135G0U27	50,000.00	AA+	Aaa	07/03/18	07/05/18	49,749.00	2.69	583.33	49,997.03	50,041.25
FANNIE MAE NOTES DTD 04/13/2018 2.500% 04/13/2021	3135G0U27	450,000.00	AA+	Aaa	08/07/18	08/08/18	446,530.50	2.80	5,250.00	449,957.47	450,371.25



Managed Account Detail of Securities Held

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FEDERAL HOME LOAN BANKS NOTES DTD 06/07/2019 1.875% 07/07/2021	3130AGLD5	415,000.00	AA+	Aaa	07/01/19	07/02/19	415,282.20	1.84	1,815.63	415,037.19	417,035.58
FEDERAL HOME LOAN BANKS NOTES DTD 10/12/2018 3.000% 10/12/2021	3130AF5B9	500,000.00	AA+	Aaa	01/30/19	01/31/19	504,895.00	2.62	7,041.67	500,964.09	507,815.00
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	45,000.00	AA+	Aaa	02/11/19	02/12/19	45,125.10	2.53	262.50	45,033.51	45,896.27
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	550,000.00	AA+	Aaa	02/26/19	02/27/19	551,628.00	2.52	3,208.33	550,442.31	560,954.35
FREDDIE MAC NOTES DTD 06/08/2020 0.250% 06/08/2022	3134GVJ66	500,000.00	AA+	Aaa	06/04/20	06/08/20	499,760.00	0.27	392.36	499,857.64	500,732.50
FEDERAL HOME LOAN BANK NOTES DTD 10/22/2020 0.125% 10/21/2022	3130AKDH6	170,000.00	AA+	Aaa	10/21/20	10/22/20	169,775.60	0.19	93.85	169,825.16	169,943.56
FEDERAL FARM CREDIT BANK NOTES DTD 02/03/2021 0.125% 02/03/2023	3133EMPH9	200,000.00	AA+	Aaa	01/26/21	02/03/21	199,888.00	0.15	40.28	199,896.75	199,811.60
FANNIE MAE NOTES DTD 05/22/2020 0.250% 05/22/2023	3135G04O3	485,000.00	AA+	Aaa	05/28/20	06/01/20	483,685.65	0.34	434.48	484,053.91	485,555.81
FREDDIE MAC NOTES DTD 06/11/2018 2.750% 06/19/2023	3137EAEN5	65,000.00	AA+	Aaa	04/13/20	04/15/20	69,861.35	0.38	506.46	68,390.37	68,654.63
FANNIE MAE NOTES DTD 11/25/2020 0.250% 11/27/2023	3135G06H1	240,000.00	AA+	Aaa	11/24/20	11/30/20	239,875.20	0.27	210.00	239,889.14	239,743.20
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAFA2	370,000.00	AA+	Aaa	12/02/20	12/04/20	369,633.70	0.28	300.63	369,673.17	369,601.51
Security Type Sub-Total		4,040,000.00					4,045,689.30	1.37	20,139.52	4,043,017.74	4,066,156.51
Corporate Note											
TOYOTA MOTOR CREDIT CORP NOTES DTD 04/13/2018 2.950% 04/13/2021	89236TEU5	60,000.00	A+	A1	04/10/18	04/13/18	59,976.00	2.96	826.00	59,999.74	60,003.30
WAL-MART STORES INC CORP NOTES DTD 06/27/2018 3.125% 06/23/2021	931142EJ8	165,000.00	AA	Aa2	06/20/18	06/27/18	164,991.75	3.13	1,403.65	164,999.37	166,049.73



Managed Account Detail of Securities Held

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/15/2020 0.950% 05/13/2022	14913R2B2	75,000.00	A	A3	05/12/20	05/15/20	74,933.25	1.00	273.13	74,962.68	75,605.18
AMERICAN HONDA FINANCE DTD 06/27/2019 2.200% 06/27/2022	02665WCY5	100,000.00	A-	A3	06/24/19	06/27/19	99,908.00	2.23	574.44	99,962.06	102,234.10
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/04/2020 0.550% 07/05/2022	24422EVG1	80,000.00	A	A2	06/01/20	06/04/20	79,983.20	0.56	105.11	79,989.84	80,183.04
HONEYWELL INTERNATIONAL (CALLABLE) NOTE DTD 08/08/2019 2.150% 08/08/2022	438516BT2	25,000.00	A	A2	07/30/19	08/08/19	24,974.75	2.19	79.13	24,988.62	25,587.85
APPLE INC DTD 09/11/2019 1.700% 09/11/2022	037833DL1	35,000.00	AA+	Aa1	09/04/19	09/11/19	34,994.05	1.71	33.06	34,997.13	35,770.46
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	15,000.00	A	A2	01/22/20	02/03/20	14,979.45	1.75	42.50	14,987.40	15,382.16
AMERICAN HONDA FINANCE DTD 01/10/2020 1.950% 05/10/2023	02665WDH1	90,000.00	A-	A3	01/07/20	01/10/20	89,966.70	1.96	687.38	89,978.94	92,651.04
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 06/08/2020 0.800% 06/08/2023	69371RO82	35,000.00	A+	A1	06/01/20	06/08/20	34,951.35	0.85	87.89	34,964.55	35,294.81
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 03/04/2021 0.450% 01/17/2024	24422EVN6	80,000.00	A	A2	03/01/21	03/04/21	79,943.20	0.48	27.00	79,944.72	79,932.72
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	30,000.00	A	A2	03/16/21	03/18/21	29,985.00	0.77	8.13	29,985.19	30,148.86
BANC OF AMERICA CORP (CALLABLE) DTD 05/19/2020 1.486% 05/19/2024	06051GJC4	125,000.00	A-	A2	05/14/20	05/19/20	125,000.00	1.49	681.08	125,000.00	127,117.00
Security Type Sub-Total		915,000.00					914,586.70	1.78	4,828.50	914,760.24	925,960.25



Managed Account Detail of Securities Held

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Commercial Paper											
BNP PARIBAS NY BRANCH COMM PAPER DTD 07/14/2020 0.000% 04/09/2021	09659BR93	250,000.00	A-1	P-1	07/14/20	07/15/20	249,404.44	0.32	0.00	249,982.22	249,992.50
Security Type Sub-Total		250,000.00					249,404.44	0.32	0.00	249,982.22	249,992.50
Certificate of Deposit											
UBS AG STAMFORD CT CERT DEPOS DTD 02/18/2021 0.250% 08/16/2022	90275DNC0	300,000.00	A+	Aa2	02/16/21	02/18/21	300,000.00	0.25	87.50	300,000.00	298,950.90
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	240,000.00	AA-	Aa3	08/27/19	08/29/19	240,000.00	1.84	419.33	240,000.00	245,564.88
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	240,000.00	A+	Aa2	08/29/19	09/03/19	240,000.00	1.85	421.60	240,000.00	245,598.48
Security Type Sub-Total		780,000.00					780,000.00	1.24	928.43	780,000.00	790,114.26
Managed Account Sub-Total		11,195,000.00					11,272,470.90	1.23	48,967.49	11,246,593.84	11,321,865.40
Securities Sub-Total		\$11,195,000.00					\$11,272,470.90	1.23%	\$48,967.49	\$11,246,593.84	\$11,321,865.40
Accrued Interest											\$48,967.49
Total Investments											\$11,370,832.89



Managed Account Fair Market Value & Analytics

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	YTM at Mkt
U.S. Treasury Bond / Note										
US TREASURY NOTES DTD 05/02/2016 1.375% 04/30/2021	912828078	135,000.00	RBS		100.09	135,126.56	5,331.44	266.32	0.08	0.24
US TREASURY NOTES DTD 05/31/2016 1.375% 05/31/2021	912828R77	300,000.00	CITIGRP		100.22	300,656.25	3,351.56	891.99	0.17	0.07
US TREASURY NOTES DTD 08/15/2018 2.750% 08/15/2021	9128284W7	350,000.00	LOOP		101.02	353,554.67	(2,707.05)	2,118.59	0.38	0.07
US TREASURY NOTES DTD 10/15/2018 2.875% 10/15/2021	9128285F3	65,000.00	CITIGRP		101.52	65,985.15	(540.83)	581.64	0.53	0.07
US TREASURY NOTES DTD 10/31/2016 1.250% 10/31/2021	912828T67	30,000.00	CITIGRP		100.70	30,210.94	467.58	285.62	0.58	0.04
US TREASURY NOTES DTD 11/15/2018 2.875% 11/15/2021	9128285L0	195,000.00	MORGAN_S		101.75	198,412.50	(1,249.22)	1,934.24	0.62	0.07
US TREASURY NOTES DTD 12/17/2018 2.625% 12/15/2021	9128285R7	540,000.00	BNP_PARI		101.81	549,787.50	8,732.81	9,528.10	0.70	0.07
US TREASURY NOTES DTD 01/31/2017 1.875% 01/31/2022	912828V72	100,000.00	CITIGRP		101.50	101,500.00	867.19	1,243.34	0.83	0.08
US TREASURY NOTES DTD 03/31/2020 0.375% 03/31/2022	912828ZG8	175,000.00	NOMURA		100.30	175,519.54	(218.74)	70.15	1.00	0.08
US TREASURY NOTES DTD 04/15/2019 2.250% 04/15/2022	9128286M7	110,000.00	NOMURA		102.25	112,475.00	756.25	1,776.82	1.02	0.09
US TREASURY NOTES DTD 04/15/2019 2.250% 04/15/2022	9128286M7	170,000.00	MORGAN_S		102.25	173,825.00	146.09	2,363.46	1.02	0.09
US TREASURY NOTES DTD 05/31/2017 1.750% 05/31/2022	912828XR6	385,000.00	NOMURA		101.91	392,339.06	(4,632.03)	360.03	1.15	0.12
US TREASURY NOTES DTD 07/15/2019 1.750% 07/15/2022	9128287C8	190,000.00	MERRILL		102.11	194,007.82	(2,122.65)	140.28	1.28	0.12
US TREASURY NOTES DTD 08/31/2017 1.625% 08/31/2022	9128282S8	110,000.00	CITIGRP		102.11	112,320.32	2,187.12	2,254.17	1.40	0.13
US TREASURY NOTES DTD 09/15/2019 1.500% 09/15/2022	912828YF1	145,000.00	MERRILL		101.98	147,877.35	2,288.29	2,549.20	1.45	0.14
US TREASURY NOTES DTD 02/15/2020 1.375% 02/15/2023	912828Z86	250,000.00	CITIGRP		102.28	255,703.13	1,474.61	3,018.67	1.86	0.16
US TREASURY NOTES DTD 02/28/2018 2.625% 02/28/2023	9128284A5	240,000.00	NOMURA		104.69	251,250.00	(4,068.75)	1,395.17	1.88	0.17



Managed Account Fair Market Value & Analytics

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	YTM at Mkt
U.S. Treasury Bond / Note										
US TREASURY NOTES DTD 05/31/2018 2.750% 05/31/2023	9128284S6	400,000.00	CITIGRP		105.52	422,062.48	(3,671.90)	83.93	2.10	0.20
US TREASURY NOTES DTD 06/15/2020 0.250% 06/15/2023	912828ZU7	175,000.00	NOMURA		100.11	175,191.42	(259.75)	(207.25)	2.20	0.20
US TREASURY NOTES DTD 10/15/2020 0.125% 10/15/2023	91282CAP6	400,000.00	RBS		99.67	398,687.52	(93.73)	(248.66)	2.54	0.25
US TREASURY NOTES DTD 01/15/2021 0.125% 01/15/2024	91282CBE0	265,000.00	WELLS_F		99.48	263,633.61	(952.33)	(973.53)	2.79	0.31
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	320,000.00	RBS		99.45	318,249.98	124.98	71.21	2.87	0.32
Security Type Sub-Total		5,050,000.00				5,128,375.80	5,210.94	29,503.49	1.42	0.15
Supra-National Agency Bond / Note										
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	160,000.00	MORGAN_S		100.79	161,266.08	1,640.48	1,304.75	0.31	0.23
Security Type Sub-Total		160,000.00				161,266.08	1,640.48	1,304.75	0.31	0.23
Federal Agency Bond / Note										
FANNIE MAE NOTES DTD 04/13/2018 2.500% 04/13/2021	3135G0U27	50,000.00	MORGAN_S		100.08	50,041.25	292.25	44.22	0.04	0.21
FANNIE MAE NOTES DTD 04/13/2018 2.500% 04/13/2021	3135G0U27	450,000.00	JEFFERIE		100.08	450,371.25	3,840.75	413.78	0.04	0.21
FEDERAL HOME LOAN BANKS NOTES DTD 06/07/2019 1.875% 07/07/2021	3130AGLD5	415,000.00	WELLS_FA		100.49	417,035.58	1,753.38	1,998.39	0.27	0.05
FEDERAL HOME LOAN BANKS NOTES DTD 10/12/2018 3.000% 10/12/2021	3130AF5B9	500,000.00	MORGAN_S		101.56	507,815.00	2,920.00	6,850.91	0.53	0.07
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	45,000.00	RBC		101.99	45,896.27	771.17	862.76	0.77	0.07
FANNIE MAE NOTES DTD 01/11/2019 2.625% 01/11/2022	3135G0U92	550,000.00	JPM_CHAS		101.99	560,954.35	9,326.35	10,512.04	0.77	0.07



Managed Account Fair Market Value & Analytics

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	YTM at Mkt
Federal Agency Bond / Note										
FREDDIE MAC NOTES DTD 06/08/2020 0.250% 06/08/2022	3134GVJ66	500,000.00	NOMURA		100.15	500,732.50	972.50	874.86	1.19	0.13
FEDERAL HOME LOAN BANK NOTES DTD 10/22/2020 0.125% 10/21/2022	3130AKDH6	170,000.00	CITIGRP		99.97	169,943.56	167.96	118.40	1.56	0.15
FEDERAL FARM CREDIT BANK NOTES DTD 02/03/2021 0.125% 02/03/2023	3133EMPH9	200,000.00	TD		99.91	199,811.60	(76.40)	(85.15)	1.84	0.18
FANNIE MAE NOTES DTD 05/22/2020 0.250% 05/22/2023	3135G04Q3	485,000.00	TD		100.11	485,555.81	1,870.16	1,501.90	2.14	0.20
FREDDIE MAC NOTES DTD 06/11/2018 2.750% 06/19/2023	3137EAEN5	65,000.00	MKTX		105.62	68,654.63	(1,206.72)	264.26	2.16	0.21
FANNIE MAE NOTES DTD 11/25/2020 0.250% 11/27/2023	3135G06H1	240,000.00	MORGAN_		99.89	239,743.20	(132.00)	(145.94)	2.65	0.29
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAFA2	370,000.00	CITIGRP		99.89	369,601.51	(32.19)	(71.66)	2.67	0.29
Security Type Sub-Total		4,040,000.00				4,066,156.51	20,467.21	23,138.77	1.21	0.15
Corporate Note										
TOYOTA MOTOR CREDIT CORP NOTES DTD 04/13/2018 2.950% 04/13/2021	89236TEU5	60,000.00	JPM_CHAS		100.01	60,003.30	27.30	3.56	0.04	2.76
WAL-MART STORES INC CORP NOTES DTD 06/27/2018 3.125% 06/23/2021	931142EJ8	165,000.00	CITIGRP		100.64	166,049.73	1,057.98	1,050.36	0.23	0.36
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/15/2020 0.950% 05/13/2022	14913R2B2	75,000.00	CITIGRP		100.81	75,605.18	671.93	642.50	1.11	0.23
AMERICAN HONDA FINANCE DTD 06/27/2019 2.200% 06/27/2022	02665WCY5	100,000.00	MERRILL		102.23	102,234.10	2,326.10	2,272.04	1.23	0.39
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/04/2020 0.550% 07/05/2022	24422EVG1	80,000.00	HSBC		100.23	80,183.04	199.84	193.20	1.26	0.37
HONEYWELL INTERNATIONAL (CALLABLE) NOTE DTD 08/08/2019 2.150% 08/08/2022	438516BT2	25,000.00	DEUTSCHE	07/08/22	102.35	25,587.85	613.10	599.23	1.26	0.41



Managed Account Fair Market Value & Analytics

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	YTM at Mkt
Corporate Note										
APPLE INC DTD 09/11/2019 1.700% 09/11/2022	037833DL1	35,000.00	GOLDMAN		102.20	35,770.46	776.41	773.33	1.43	0.18
ADOBE INC CORP NOTE DTD 02/03/2020 1.700% 02/01/2023	00724PAA7	15,000.00	MERRILL		102.55	15,382.16	402.71	394.76	1.81	0.31
AMERICAN HONDA FINANCE DTD 01/10/2020 1.950% 05/10/2023	02665WDH1	90,000.00	SOCGEN		102.95	92,651.04	2,684.34	2,672.10	2.06	0.54
PACCAR FINANCIAL CORP CORPORATE NOTES DTD 06/08/2020 0.800% 06/08/2023	69371RQ82	35,000.00	TD		100.84	35,294.81	343.46	330.26	2.17	0.41
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 03/04/2021 0.450% 01/17/2024	24422EVN6	80,000.00	GOLDMAN		99.92	79,932.72	(10.48)	(12.00)	2.78	0.48
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	30,000.00	CSFB	02/18/24	100.50	30,148.86	163.86	163.67	2.86	0.58
BANC OF AMERICA CORP (CALLABLE) DTD 05/19/2020 1.486% 05/19/2024	06051GJC4	125,000.00	MERRILL	05/19/23	101.69	127,117.00	2,117.00	2,117.00	2.10	0.94
Security Type Sub-Total		915,000.00				925,960.25	11,373.55	11,200.01	1.41	0.62
Commercial Paper										
BNP PARIBAS NY BRANCH COMM PAPER DTD 07/14/2020 0.000% 04/09/2021	09659BR93	250,000.00	BNP_PAR		100.00	249,992.50	588.06	10.28	0.03	0.12
Security Type Sub-Total		250,000.00				249,992.50	588.06	10.28	0.03	0.12
Certificate of Deposit										
UBS AG STAMFORD CT CERT DEPOS DTD 02/18/2021 0.250% 08/16/2022	90275DNC0	300,000.00	UBS		99.65	298,950.90	(1,049.10)	(1,049.10)	1.39	0.50
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	240,000.00	MERRILL		102.32	245,564.88	5,564.88	5,564.88	1.40	0.20
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	240,000.00	BARCLAYS		102.33	245,598.48	5,598.48	5,598.48	1.40	0.20



Managed Account Fair Market Value & Analytics

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	YTM at Mkt
Security Type Sub-Total		780,000.00				790,114.26	10,114.26	10,114.26	1.40	0.31
Managed Account Sub-Total		11,195,000.00				11,321,865.40	49,394.50	75,271.56	1.29	0.20
Securities Sub-Total		\$11,195,000.00				\$11,321,865.40	\$49,394.50	\$75,271.56	1.29	0.20%
Accrued Interest						\$48,967.49				
Total Investments						\$11,370,832.89				



Managed Account Security Transactions & Interest

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L	Realized G/L	Sale Method
Trade	Settle							Cost	Amort Cost	
BUY										
02/26/21	03/01/21	US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	320,000.00	(318,125.00)	(15.47)	(318,140.47)			
03/01/21	03/04/21	JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 03/04/2021 0.450% 01/17/2024	24422EVN6	80,000.00	(79,943.20)	0.00	(79,943.20)			
03/16/21	03/18/21	CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	30,000.00	(29,985.00)	0.00	(29,985.00)			
Transaction Type Sub-Total				430,000.00	(428,053.20)	(15.47)	(428,068.67)			
INTEREST										
03/01/21	03/01/21	MONEY MARKET FUND	MONEY0002	0.00	0.00	5.25	5.25			
03/11/21	03/11/21	APPLE INC DTD 09/11/2019 1.700% 09/11/2022	037833DL1	35,000.00	0.00	297.50	297.50			
03/15/21	03/15/21	US TREASURY NOTES DTD 09/15/2019 1.500% 09/15/2022	912828YF1	145,000.00	0.00	1,087.50	1,087.50			
03/31/21	03/31/21	US TREASURY NOTES DTD 03/31/2020 0.375% 03/31/2022	912828ZG8	175,000.00	0.00	328.13	328.13			
Transaction Type Sub-Total				355,000.00	0.00	1,718.38	1,718.38			
MATURITY										
03/01/21	03/01/21	PACCAR FINANCIAL CORP NOTES DTD 02/27/2018 2.800% 03/01/2021	69371RN93	20,000.00	20,000.00	280.00	20,280.00	9.80	0.00	
Transaction Type Sub-Total				20,000.00	20,000.00	280.00	20,280.00	9.80	0.00	
SELL										
03/01/21	03/04/21	JOHN DEERE CAPITAL CORP NOTES DTD 03/13/2018 2.875% 03/12/2021	24422EUD9	40,000.00	40,023.54	549.44	40,572.98	50.74	23.74	FIFO
03/16/21	03/18/21	CHARLES SCHWAB (CALLABLE) CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	70,000.00	70,191.10	739.38	70,930.48	193.20	191.22	FIFO



Managed Account Security Transactions & Interest

For the Month Ending **March 31, 2021**

GOLETA GENERAL FUND - 31912525

Transaction Type					Principal	Accrued		Realized G/L	Realized G/L	Sale
Trade	Settle	Security Description	CUSIP	Par	Proceeds	Interest	Total	Cost	Amort Cost	Method
SELL										
03/19/21	03/23/21	CREDIT SUISSE NEW YORK CERT DEPOS DTD 08/07/2020 0.520% 02/01/2022	22549L6F7	95,000.00	95,189.91	312.87	95,502.78	189.91	189.91	FIFO
Transaction Type Sub-Total				205,000.00	205,404.55	1,601.69	207,006.24	433.85	404.87	
Managed Account Sub-Total					(202,648.65)	3,584.60	(199,064.05)	443.65	404.87	
Total Security Transactions					(\$202,648.65)	\$3,584.60	(\$199,064.05)	\$443.65	\$404.87	

APR 14 2021

LAFCO MEMORANDUM

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION

105 East Anapamu Street • Santa Barbara CA 93101 • (805) 568-3391 + Fax (805) 568-2249

April 5, 2021

TO: Each City Manager
Each Special District Manager
Board of Supervisors (Clerk of the Board)
County Administrator's Office

FROM: Mike Prater
Executive Officer

SUBJECT: TRANSMITTAL OF PROPOSED FISCAL YEAR 2021-22 LAFCO BUDGET

Attached is a copy of the staff report and proposed Final LAFCO Budget for fiscal year 2021-22, as approved by LAFCO on April 1, 2021. The resolution to adopt the budget will be considered by the Commission at its regular May 6, 2021 meeting in the County Board of Supervisors chambers at 1:00 p.m. in accordance with the guidance from the California Department of Public Health and the California Governor's Stay at Home Executive Order N-33-20 issued on March 19, 2020.

The County, Cities, and Special Districts each fund one-third of the adopted LAFCO Budget respectively. These charges are allocated on a pro-rata basis by the County Auditor in the first quarter of the fiscal year to the Cities and Districts based on the revenues reported for each jurisdiction in the most recent State Controller's Annual Report. The LAFCO FY 2021-22 Proposed Budget was adopted by the Commission at its regular monthly meeting on April 1, 2021 with a thirty-six percent (36%) increase in charges to agencies.

Please contact me at 805-568-3391 if you have any questions about the LAFCO budget. Thank you.

Enc.

cc. Betsy Schaffer, and Staff, County Auditor's Office

LAFCO

APR 14 2021

Santa Barbara Local Agency Formation Commission

105 East Anapamu Street ♦ Santa Barbara CA 93101

805/568-3391 ♦ FAX 805/568-2249

www.sblafco.org ♦ lafco@sblafco.org

April 1, 2021 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street
Santa Barbara CA 93101

Proposed LAFCO Budget for Fiscal Year 2021-2022

Dear Members of the Commission:

RECOMMENDATION:

Consider recommendations regarding the Proposed Budget for Fiscal Year (FY) 2021-2022, as follows:

- a) Review the Proposed Budget for FY 2021-2022, accept all public testimony and approve the Proposed Budget as presented;
- b) Direct staff to distribute the approved Proposed Budget to Cities, Special Districts and the County as required by Government Code Section 56381; and
- c) Schedule a public hearing for May 6, 2021 to consider and adopt the Final Budget.

DISCUSSION:

Introduction

LAFCO is an independent commission established by the legislature to carry out specific duties and objectives. It is responsible for adopting its budget to fulfill the purposes described in the Cortese-Knox- Hertzberg Act. The law does not require approval of the Commission budget by the County or any other local agencies.

Government Code section 56381 states: "At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that

Commissioners: Roger Aceves ♦ Cynthia Allen ♦ Jay Freeman ♦ Craig Geyer ♦ Joan Hartmann ♦ Steve Lavagnino
Holly Sierra ♦ Shane Stark ♦ Etta Waterfield, Chair ♦ Roger Welt, Vice-Chair ♦ Das Williams **Executive Officer:** Mike Prater

reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes and programs of this chapter."

Government Code Section 56381 directs LAFCO, after conducting public hearings, to:

- Adopt a proposed budget for the next fiscal year not later than May 1. This is transmitted to the County, each city and each independent special district for their review and comment.
- Adopt the final budget for the next fiscal year by June 15.

Summary of Proposed Budget

The recommended Proposed Budget is \$437,490, an increase of \$75,190 above the current year budget. The main reason for the increase is the transition from Contracting Executive Officer services to an Employee Model. This decreases the Contractual Staff Services line-item by \$180,000 while increasing Salaries and Benefits by \$220,140 a net increase of \$40,140.

There is no recommended contribution to the contingency reserve to maintain reasonable member agencies contribution. The reserve would remain adequate to fund unanticipated expenses such as litigation and other legal services, professional services, and other unexpected and unbudgeted expenses with a balance of \$210,000. Any year-end fund balance will also be added to reserves.

Following is a budget summary:

Proposed Budget Summary	Adjusted Budget 2020-2021	Proposed 2021-2022	Change
Salaries and Benefits	\$16,800	\$236,940	\$220,140
Contracted Staff Support	\$240,000	\$60,000	(\$180,000)
Services & Supplies	\$104,200	\$138,250	\$34,050
Other Charges	\$1,300	\$2,300	\$1,000
Total	\$362,300	\$437,490	\$75,190
Contingencies	\$0	\$0	\$0
Total Appropriations	\$362,300	\$437,490	\$75,190
Revenues	\$362,300	\$437,490	\$75,190

Pension Costs

Santa Barbara LAFCO is now a member of Santa Barbara County Employees' Retirement System (SBCERS). SBCERS costs are directly correlated to salaries. Pension expenditures are calculated based on the rates established by the SBCERS Retirement Board. LAFCO would fund equal percentage (9.34%) of salary subject to the an annual pensionable compensation limit and the employees would fund (9.34%) up to the limit of (\$11,961). This annual adjustment is built into this year's budget and adjusted on July 1, beginning in the fiscal year.

Detailed Description of Individual Accounts

The proposed budget spreadsheet and specific line-item accounts is attached as **Attachment A**. The spreadsheet presents the Recommended Proposed 2021-2022 Budget. There is also a column for current year-to-date revenues and expenditures, projected year-end revenues and expenditures, the increase/decrease between the current and proposed budget and percentage increase/decrease.

Designation for Contingency/Reserve

During 2020-2021, approximately \$10,000 will be transferred to the contingency/reserve account. On June 30, 2021, the Commission's reserves will equal approximately \$210,000. In addition, appropriations not expended during one fiscal year become part of the available fund balance to finance the Commission in the following fiscal year. Depending on the extent of the fund balance in any given year, a designated fund reserve should be established to cover anticipated future costs.

A prudent reserve should be in the range 30-50 percent of the operating budget. Therefore, there is no recommended use of contingency reserves for the 2021-22 Fiscal Year.

Commission Clerk Services

The Commission will continue to utilize the Santa Barbara County Clerk of the Board Supervisors for Commission Clerk services. Since 2014-2015 the Commission has budgeted \$60,000 for Commission Clerk services. Based on current year projections, it is recommended that the Contractual Staff Services Account 7510 for Clerk services remain at current year levels.

LAFCO Legal Counsel

On January 14, 2021, the Commission extended a two-year agreement with Mr. Dillon for legal services not to exceed \$150,000 per contract. During the previous year legal services exceed Account 7508 for Legal services during Mr. Dillon's Interim Executive Officer term. However, saving from the Contractual Staff Services line-item will cover much of these costs with contingency/reserve being used to cover any remaining expenditures, if necessary. It is anticipated legal services will return to normal expenditure. Therefore, the same amount is reflected in the proposed 2021-2022 budget.

Services and Supplies

In the area of Services and Supplies, Line Item 7669, will be increased to \$14,300 (a 141% increase). This year, the general fund cost allocation amount in 2021-2022 will increase as a result of using all of the past years credits. Line Item 7732, will be decreasing by 50% for Training and Travel as a result of CALAFCO Staff Workshop being canceled and likely the Annual Conference. The overall Services and Supplies increase would be 33% based mainly on an increasing of the projected 2021-2022 General Fund Cost Allocation (CAP) with some reduction in Training and Travel and Professional and Special Services. Other Services and Supplies remain relatively stable.

Salaries, Benefits, and Taxes

Salaries are budgeted to increase by 1174% in fiscal year 2021-2022. No changes are proposed for the Commissioner Stipends. No Cost-of-Living Adjustments (COLA) is proposed. The Executive Officer contract stipulates anytime the County Board of Supervisors authorizes a COLA or onetime payment for Unit 41 "Department Heads," the Commission shall apply the COLA or onetime payment to the Executive Officer. Cost-of-Living adjustment is determined annually based on increases in the annual average consumer price index (CPI) for all urban consumers in the Los Angeles-Long Beach. The ratio is calculated, and rounded to the nearest one-half percent.

Healthcare benefits are also subject to employer contribution limits applicable to management employees of the County of Santa Barbara. In September 22, 2020, the County increased the healthcare contribution limits for its management employees to take effect January 1, 2021. The proposed FY 21-22 budget includes this increase to healthcare benefits for the Executive Officer. The Commission evaluates the performance of the Executive Officer annually. The next annual performance evaluation would be in December 2021. FICA, Medicare, State Disability Insurance, and Federal Unemployment Tax are calculated based on a percentage of salaries.

Revenue Accounts

In the area of Revenues, LAFCO Billings to the County of Santa Barbara, Cities, and Special Districts for 2021-2022 will increase by \$97,890. This is due mainly to the increase in Salaries and Benefits (6100) and lower Planning Studies Services (5738) projections. No Merit or CPI increases are proposed for the Executive Officer.

Conclusion

In consideration of this information, it is recommended the Proposed Budget for FY 2021-2022 be approved for distribution to local agencies as required by Government Code Section 56381 and that a public hearing on the Final Budget be scheduled for the May 6, 2021 Commission meeting.

Attachments

Attachment A - Proposed FY 2021-2022 LAFCO Budget

Please contact the LAFCO office if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "M Prater", with a horizontal line extending to the right.

Mike Prater
Executive Officer

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
Operating Fund #5320, Santa Barbara LAFCO, Department # 815

RECOMMENDED DRAFT 2021-2022 BUDGET - April 1, 2021

Proposed 4/1/2021

Account Name and Number	2020-21 Final Budget	As of 3/31/21	Projected Year-End	2021-22 Proposed Budget	Inc/Dec	% Inc/Dec
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REVENUES

Interest Income - 3380	5,000	965	4,000	4,000	-1,000	-20%
Unrealized Gain/Loss - 3381	0	-385	0	0	0	0%
Other Gov't Agencies - 4840	321,800	220,189	321,800	419,690	97,890	30%
Planning Studies Service - 5738	35,000	2,788	4,788	13,800	-21,200	-61%
Misc. Revenue - 5909	500	0	0	0	0	0%
Total Revenues	362,300	223,557	330,588	437,490	75,190	21%

EXPENDITURES

Salaries and Benefits

Commissioner Stipends - 6210	15,000	15,574	20,163	15,000	0	0%
Regular Salary - 6100	0	18,176	50,359	161,034	161,034	1174%
FICA Contribution - 6500	1,000	883	4,717	10,914	9,914	991%
FICA/Medicare - 6550	200	207	1,104	2,535	2,335	1167%
Retirement-Employer Contribution - 6400	0	5,725	8,230	11,961	11,961	0%
Retirement - Employee Contribution - 6100	0	5,725	8,230	11,961	11,961	0%
Unemployment Insurance - 6700	600	821	1,864	5,193	4,593	765%
Fed Unemploy Tax-Employer Cont - 6700	0	50	105	504	504	0%
Fixed Costs (\$):						
Health Plan/Contribution - 6600	0	480	2,880	11,000	11,000	0%
Life/Disability Insurance - 6610	0	0	1,000	5,200	5,200	0%
Def Comp - EO Employer - 6210	0	1,737	2,431	4,200	4,200	0%
Phone/Cash Allowance - 6210	0	579	1,351	2,400	2,400	0%
Auto Allowance - 6210	0	2,916	4,083	7,000	7,000	0%
Total Salaries and Benefits	16,800	52,872	106,516	236,940	220,140	1310%

STAFF SUPPORT

Contractual Staff Services - 7510	240,000	28,840	60,000	60,000	-180,000	-75%
Total Staff Support	240,000	28,840	60,000	60,000	(180,000)	-75%

Services and Supplies

Audit Fees - 7324	7,200	1,227	7,200	7,200	0	0%
Memberships - 7430	6,500	9,137	9,137	8,800	2,300	35%
Office Expense - 7450	1,000	50	1,000	1,000	0	0%
Prof & Special Services - 7460	45,000	32,000	45,000	40,000	-5,000	-11%
ADP Payroll Fees - 7507	1,800	1,641	2,212	2,000	200	11%
Legal Services -7508	50,000	77,553	88,450	50,000	0	0%
Pubs & Legal Notices - 7530	1,700	827	1,200	1,700	0	0%
Postage - 7451	0	55	55	250	250	0%
Gen Fund Cost Allocation - 7669	-35,000	-34,661	-34,661	14,300	49,300	-141%
Training and Travel - 7732	26,000	1,104	13,000	13,000	-13,000	-50%
Total Services and Supplies	104,200	88,933	132,593	138,250	34,050	33%

Other Charges

Electricity - 7801	500	286	500	500	0	0%
Natural Gas - 7802	100	86	100	100	0	0%
Water - 7803	100	73	100	100	0	0%
Refuse - 7804	100	98	100	100	0	0%
Utility Services - 7806	100	29	100	100	0	0%
Liability Insurance - 6900	0	965	965	1,000	1,000	0%
Telephone Services - 7897	400	279	400	400	0	0%
Total Other Charges	1,300	1,816	2,265	2,300	1,000	77%

Contingency Reserve - 9600	0	0	0	0	0	0
Total Contingency Reserve	200,000	0	229,214	0	229,214	14.6%
Total Exp/Appropriations	362,300	172,461	301,374	437,490	75,190	20.8%
Net Financial Impact	0	51,096	29,214	0	0	0.0%

*\$10,000 contingency will be added to reserves in FY 21/22. The estimated contingency reserve balance will be \$210,000



Chapter Meeting MINUTES

Date: April 26, 2021

Time: 5:00 p.m.

Place: Zoom Meeting ID: 822 0227 5817 Passcode: 510388

1) Call to Order/Pledge of Allegiance

Meeting was called to order by President Rose at 5:05 p.m.

2) Roll Call/Introductions

In attendance were President Rose; Past President Rafferty; Treasurer Reade; Secretary Allen; Director Emerson; Director Geyer; Director Barget; Director Meyer; Craig Murray, *Carpinteria Sanitary District*; Tom Evans, *Goleta Water District*; Steve Wagner, Laura Romano, and Ed Fuller, *Goleta Sanitary District*; Debra Anderson, *Isla Vista Community Services District*; Kevin Taylor, *Montecito Fire Protection District*; Betsy Byrne, *Montecito Sanitary District*; Charlie Blair, Brian Cabrera, and Brian McCarthy, *Mosquito and Vector Management District of Santa Barbara County*; Bradlee Van Pelt, *Santa Ynez Community Services District*; Dave Novis and Mar Souza, *Summerland Sanitary District*; Katherine Stewart, *Vandenberg Village Community Services District*; Charlotte Holifield, *California Special Districts Association*; Vince Ferrante, *Moss Landing Harbor District/CSDA*; Elaine Magner, *Pleasant Valley Recreation and Parks District/CSDA*; and Michael Prater, *Santa Barbara Local Agency Formation Commission*.

3) Reports

a. Vice-President

Vice-President Berry was absent.

b. Treasurer

Treasurer Reade reported the treasury balance as \$11,207.10.

c. LAFCO

LAFCO Representative Geyer deferred to Mike Prater.

d. Oral/Written Communication

Secretary Allen reported that there were no written or oral communications.

4) Committees

a. Legislative

Director Emerson had nothing to report.

b. Awards

President Rose presented the following awards:

General Manager of the Year award:

Brian Cabrera, General Manager – Mosquito & Vector Management District of Santa Barbara County

Professional/Staff Person of the Year award:

Louis Astorga, Collections Systems Manager – Goleta Sanitary District

Engineer/Contractor of the Year award:

Crosno Construction Inc. – Arroyo Grande, CA

President's award:

Noe Aguilar Vega, Treatment Plant Operations Supervisor - Summerland Sanitary District

c. CSDA State Report

Charlotte reported a CSDA shift from a federal COVID relief fund to a state relief fund. She encouraged districts to submit the request survey information to CSDA. Details can be found at <https://www.csdanet.net/advocate/take-action/covid>.

She requested support letters for a Brown Act bill sponsored by CSDA (AB 361). Information can be found at <https://www.csdanet.net/advocate/take-action/brown-act>.

Charlotte also shared information on a CSDA cybersecurity webinar on May 25, 2021 entitled *Addressing Cybersecurity Risks: Best Practices to Keep Your Special District Secure*. Sign up at <https://members.csdanet.net/imis1/EventDetail?EventKey=WEBI052521>.

5) Old Business

None to report.

6) New Business

None to report.

7) Future Agenda Items

None to report.

8) Program – Michael Prater, Executive Officer, *Santa Barbara LAFCO*

9) Next Board/Chapter Meetings

a. Board: May 5, 2021

b. Chapter: Jul 26, 2021 - Edgar Dymally, Senior Environmental Specialist, *Metropolitan Water District of Southern California*. Topic: History and Development of Drinking Water Regulations

10) Adjournment

Meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Cynthia Allen, Ph.D., CSDM
Secretary

April 1, 2021 – April 27, 2020

Administration

As directed by the Board, staff checked with the County Board of Supervisors regarding when it is likely that they may return to in person meetings. The BOS will for sure be continuing Zoom over the next 2-3 months then following directives from the governor and the analyzing the state of the COVID virus in Santa Barbara County.

CITIG provided a staff training on cybersecurity – Reducing Risk of Hacking etc. While Using District Computers.

Staff attended a Finance Committee Meeting and two Management Committee meetings.

Staff continues preparation of the FY 2021-2022 GWSD Annual Budget.

Staff submitted the CIWQS no-spill certification to the State database for the month of March 2021.

Staff attended the April SAMA meeting via Zoom.

Newton Construction has been diligently preparing the GWSD site for construction work to begin. Personnel and equipment have been arriving every day. Staff and Ed Galindo attended the pre-construction meeting with representatives of Newton Construction and Rincon Consulting. Additionally, Staff and Phil Brittain, the District's electrician met with Newton's Job Superintendent and Lead Electrician to discuss details of providing uninterrupted electrical service to PS1 during the Building Improvements Project.

Brian McCarthy attended a CalPERS webinar on Asset Liability Management and the April 26, 2021 SBCCSDA Chapter meeting held via Zoom.

Staff completed the quarterly GM Performance Review Report for the 1st quarter of 2021.

Collection System

The crew completed root cutting and hydroflushing throughout the District for April 2021. Currently working on cleaning hotspots. A sewer operations cleaning summary is included with the report.

The crew is currently mowing, trimming and generally clearing District easements throughout the District.

The crew continues clearing out certain areas into storage containers and reorganizing things in preparation of the construction beginning for the Headquarters Buildings Projects.

Staff continues working on the annual site verification for the commercial billing for FY 2021-2022.

Staff continues inspection of the public sewer portion of the Cortona Apartments Project.

Staff responded to a call from GSD after they received a report of sewage leaking onto the street at 123 San Rossano Drive. The problem appears to be with the private lateral serving the single-family home and may have been caused by recent work done on an Edison electrical vault. Staff contacted Edison and referred the matter to SB County Public Health Department. Not a GWSD problem.

Staff corresponded with an engineer working on plans for a developer for two Ocean Meadows housing projects. The first is a 32-unit single family home development that is planning to build some public sewer that will be dedicated to the District. The other project involves building six low-income housing units on a separate parcel and connecting to public sewer.

Staff met with representatives of the owner of Hollister Business Park regarding the Districts requirements for a proposed three-way lot split of the parcel where three commercial buildings are located on western Hollister Avenue.

Staff participated in multiple Flow Study/Model Calibration Zoom meetings with Bruce Corwin and Youssif Hussain as part of the GWSD Flow Monitoring/Master Plan Update Project.

Staff sent one of the District's two gas detectors to Industrial Scientific, the manufacture, for repairs. Industrial Scientific recommended explained that replacing the components in the aged unit would not be cost-effective vs trading in the old detector for a complete new unit. Staff opted to trade-in and replace the gas detector.

Phil Brittain, the District's electrician, was on site and installed a new level transducer for the level control to the Sulzer emergency pump.

Staff attended safety webinar – 16 Steps for a Covid Prevention Plan at Work.

Staff attended online CalOSHA Compliance Training.

An all-staff safety meeting was held to discuss findings of the first quarter safety inspection.

The crew completed the monthly maintenance and test runs on all GWSD equipment scheduled for April 2021.

The crew completed annual FOG Inspections at various food service establishments in the District.

Industrial Waste

Staff sent Class 4 Industrial Permittees friendly reminders to conduct their required 2nd Quarter Self-Monitoring and submit the report and required certification(s) to the District by July 15, 2020.

Staff met virtually with representatives of Corning Glass Microsystems and Google regarding the change of ownership and operations at 55 Castilian. Staff is preparing to terminate the Industrial Wastewater Discharge Permit issued to Corning and issue a new Permit to Google.

Street Sweeping

Graffiti: None to report.

Abandoned vehicles: none to report

Hrs. – 80.6

Miles – 835.8

Loads – 25

Marborg: 3/10/21 = 5.580 TN, 3/18/21 = 5.320 TN

Maintenance:

- Routine maintenance checks and services

Table of Treatment Capacity in GSD Plant

GWSD Average Daily Flow	February 2021	MGD 1.960; 45.7519%
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Your environmental partner since 1954

Sewer Operations Cleaning Summary from April 1, 2021 to April 27, 2021

Description	Quantity
Feet Cleaned	
Hot Spot	2,068 ft.
Hydroflush	907 ft.
Root Cutting	475 ft.
Hydroclean	104 ft.
	<hr/>
	3,554 ft.
Lines Cleaned	
Hot Spot	7 lines
Hydroflush	3 lines
Root Cutting	2 lines
Hydroclean	1 line
	<hr/>
	13 lines
Other Work Orders	
FOG Inspection	7 Work Orders
Service Call	1 Work Order
	<hr/>
	8 Work Orders

Goleta West Sanitary District
Allowance of Claims
Apr 01, 2021 - Apr 29, 2021

Vendor ID	Vendor Name	Transaction Description	Posted Date	Document Amount
ADP01	ADP Inc	Payroll Service	4/6/2021	568.83
ADT01	ADT Security Service Inc*	Building Security	4/20/2021	268.74
AIR01	Airflow Filter Service Inc	Sweeper Parts	4/20/2021	306.40
BAR01	Bartlett Pringle & Wolf LLC	Accounting & Audit Svcs	4/6/2021	3,695.24
BAR02	Barricade Pest Control	Pest Control	4/20/2021	100.00
BLU01	Blueisle Bookkeeping	Bookkeeping Svcs	4/6/2021	85.00
BOONE	Boone Graphics	Office Supplies	4/6/2021	605.52
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Services	4/14/2021	16,938.50
CAL03	Public Employees HEALTH	CalPERS Health Insurance	4/19/2021	15,930.21
CAL12	CalPERS Public Employee's Retirement System	CalPERS Pension	4/29/2021	10,502.16
CIN01	Cintas Corporation	Safety Supplies	4/20/2021	89.40
CITIG06	Channel Islands Technology Integrators' Group	Computer Support	4/20/2021	2,277.20
COA01	Coastal Copy	Copier Service	4/20/2021	213.61
DAL01	Dal Pozzo Tire Corp	Tire Repair	4/20/2021	55.00
DAT01	Datco Service Corp	DOT Tracking	4/20/2021	175.50
DUK01	Duke's Root Control	Sewer Root Control	4/6/2021	5,636.44
FAI01	Fairview Supply	Sweeper Parts	4/20/2021	21.54
FRO01	Frontier Communications	Phone Service	4/20/2021	804.35
GOL04	Goleta Water District	Facility Water	4/20/2021	147.84
HAA01	Haaker Equipment Company	Sweeper Parts	4/20/2021	290.84
HOM01	Home Depot Credit Svcs	Operations Supplies	4/6/2021	468.40
ICX01	ICONIX	Sewer Maintenance Parts	4/6/2021	2,934.87
JAI01	Jaimes Landscape	Landscape Maintenance	4/20/2021	450.00
LAR01	Larry's Auto Parts	Vehicle Maintenance Parts	4/20/2021	26.84
LIN01	Lincoln National Life Ins	Deferred Compensation	4/23/2021	2,400.00
MAR01	Marborg Industries	Waste Removal & Rolloff	4/20/2021	1,916.59
MCC02	McCormix Corporation	Sweeper Fuel	4/6/2021	456.56
MIS01	Mission Linen Supply	Uniforms & Towels	4/20/2021	1,398.26
MSW01	Mountain Spring Water	Drinking Water	4/6/2021	107.00
OFF01	Office Depot	Office Supplies	4/6/2021	211.46
REL01	Reliance Standard Life Insurance	Insurance LTD	4/28/2021	1,177.48
SAN09	Santa Barbara County Clerk-Recorder-Assessor	Election Expense	4/6/2021	24,281.76
SBCCSDA	SBCCSDA	SBCCSDA Membership	4/6/2021	300.00
SCA01	SCAP Southern California Alliance of	SCAP Membership	4/6/2021	538.00
SIL01	Silvia's Cleaning Company, Inc.	Janitorial Svc	4/20/2021	562.50
SOU02	Southern California Edison Co	Electricity	4/20/2021	426.97
SPE03	Special District Risk Management Authority	Insurance Life & Dental	4/20/2021	954.30
STA04	Stantec Consulting Services Inc.	Design Standards	4/6/2021	5,333.75
THE02	The Gas Company	Natural Gas	4/6/2021	136.76
THE07	The Corwin Group, Inc.	Master Plan	4/14/2021	16,863.00
THE08	The Regents of the University of California	Internet Svc	4/20/2021	103.25
UND01	Underground Service Alert	Dig Alerts	4/6/2021	94.86
UNI01	United Laboratories	Chemicals	4/20/2021	1,255.30
V&A01	V&A Consulting Engineers Inc	Flow Monitoring	4/20/2021	10,487.50
VEL01	Velocity Truck Center Ventura County	Sweeper Repair	4/20/2021	1,409.06
WES01	Westaire Heating & Air	HVAC Maintenance	4/6/2021	150.00
WEX01	WEX Bank	Vehicle Fuel	4/8/2021	1,167.77
Total Services & Supplies				\$134,324.56
Payroll - (2) pay dates Wk15 Wk17 2021				\$70,625.45
Total				\$204,950.01